

Appendix B: Group Living Accommodations Ordinance Compliance

Section 1. Statement of Purpose

In accordance with the Group Living Accommodations Ordinance (GLA) passed by the Berkeley City Council in February 2016, the IFC has prescribed certain policy changes listed here deemed functionally equivalent by the City Manager's Office of the City of Berkeley. Ceteris Paribus, adherence to these standards and applicable sections of the Berkeley Municipal Code (BMC) shall ensure that an IFC chapter can be exempt from the GLA. Many of these policies differ slightly from the GLA Ordinance, but the spirit and intention is the same and all IFC fraternities shall be held to these standards. Failure to adhere to this can result in removal of an exemption by either the City Manager's Office or the IFC Judicial committee.

Section 2. Responsible Resident and Property Maintenance

- A. All IFC affiliated organizations with a registered chapter house that contains six or more members are required to select and register a responsible resident with the IFC. The Responsible Resident must be a resident of the property and a member of the executive board.
- B. If the Responsible Resident is not the President of the fraternity, the chapter must send a letter by email to the IFC President at the beginning of the calendar year explaining their decision.
- C. The Responsible Resident, at the beginning of both the academic and calendar year, shall circulate his contact information to all immediate neighbors in case of emergency and must notify all neighbors at least 72 hours prior of any planned events.
 - a. The Responsible Resident's contact information must be included in any onsite events that are registered with the IFC VP for Risk Management and the Lead Center
 - b. The Responsible Resident must log all complaints in the IFC complaints system within 72 hours
 - c. The IFC President and VP for Risk Management will have responsibility for making the complaints available to interested parties
- D. The Responsible Resident shall meet with their property owner or manager at least once per semester and determine responsibility for property maintenance and repairs.
 - a. If the property does not meet safety standards under the BMC or University Recognition agreement, the Responsible Resident shall notify the IFC President and submit a plan in conjunction with the owner/manager to bring the property up to code
- E. The Responsible Resident will be responsible for posting any notices under BMC Chapters [12.70](#) and [13.48](#).

- a. The Responsible Resident shall notify the IFC President or VP for Risk Management of any notices within 72 hours by email
 - b. The Responsible Resident is required to inform their property owner or board of trustees of any notices within 72 hours
 - c. Notices will then be sent to the IFC VP for Standards and a warning will automatically be issued. The case will be brought in front of the IFC Standards Board if the VP for Standards in conjunction with the VP for Risk Management and President determines that a violation of the CalGreeks Social Code, IFC Constitution or GLA Appendix may have occurred
- F. The Responsible Resident shall ensure that the chapter is abiding by all standards and requirements of BMC Chapter [12.32](#).
- a. If the property is managed by an outside organization or company, the Responsible Resident shall notify the IFC VP for Sustainability at the beginning of each Calendar Year through submitting a plan by email by the first president's meeting of the spring semester
 - i. The Responsible Resident shall submit a plan at the beginning of each semester to the IFC VP for Sustainability outlining refuse and recycling collection and shall be held accountable if the IFC VP for Sustainability or VP for Standards determines that waste is not properly handled in compliance with Chapter 12.32
 - ii. If the IFC VP for Sustainability and IFC VP for Standards through their own inspection or complaint determine that the chapter is not properly disposing of waste and recycling then the chapter will receive a violation letter which will serve as a warning
 - 1. Each Chapter shall be granted one warning per semester and any subsequent violation will result in an automatic fine. If financial hardship can be proven, the chapter can seek alternatives such as a chapter wide cleanup upon a hearing from the IFC Standards Board
- G. Should a Responsible Resident fail to meet their obligations outlined above, they may be removed from their position by the determination of the IFC Executive Board and their chapter may be brought before the IFC Standards Board and fined for violating **Article V, Section 2** of the IFC Constitution.

Section 3. On-Site Event Protocols

- A. All on-site events with over 50 guests must be in accordance with all prestanding IFC policies including the University Recognition Agreement, IFC Constitution, All Greek Social Code, National Fraternity Policies and Bylaws, and Local, State and National laws including BMC Chapter 12.70.

- a. Any chapter found to be in violation of these policies, including but not limited to: serving beverages with ABV above 20%, failure to register an event, hosting an unregistered event, failure to obtain an indoor event permit, failure to submit a guest list, or failure to check for University and Governmental Identification will receive a violation letter and be sent before the IFC Standards Board
- B. In accordance with the All Greek Social Code, events may only be registered on Thursdays, Fridays, Saturdays and before national/university holidays.
 - a. Last call for service and music on weekends and holidays must be before 1:00 AM and before 10:00 PM on weekdays
- C. The social chair or risk manager of a chapter hosting an event with nonmembers must submit a guest list to the VP for Risk Management on the Sunday before the event is to take place
 - a. Upon submission of a guest list, the IFC will provide the house with official IFC wristbands which will be required for attendance to any registered event with over 100 guests in attendance
- D. Fraternities hosting over 100 expected guests must have professional and properly certified security for the duration of their event as required to obtain an indoor event permit
 - a. The security guards shall be instructed to check for wristbands as well as government and university issued identification (driver's license, passport, Cal IDs etc.)
 - b. The VP for Internal Affairs will reimburse chapters up to \$250 per semester for security with valid proof of purchase
- E. All new members will be required to attend a bartender and alcohol service education workshop every semester organized by either the VP for Health and Wellness or the VP for Risk Management.
- F. Events should be kept to a manageable size and in any case may not exceed the maximum occupancy approved by the Berkeley Fire Department when a fraternity applies for an indoor event permit.
 - a. Events shall not take place in the public right of way (i.e. sidewalks or streets)
 - b. Events shall generally be restricted to fewer than 200 guests and it shall be up to the judgment of the VP for Risk Management or his assistant to make the determination that an event exceeded capacity or was unruly through inspection, police reports or complaints. Approval for event capacity does not exempt a chapter if an event was still deemed to be unruly
- G. Roof access and access to balconies which have been deemed unsafe by the City of Berkeley will be prohibited during any events.
 - a. Alcohol will be prohibited on any roofs during events, even in houses that have roofs and decks that are certified to be safe for use by city officials

- H. Fraternities found to be in violation of these protocols either through CAT, neighbor complaints, police reports, or notices from the Center for Student Conduct will be brought before the IFC Standards Board and could face potential fines or social probation at the discretion of the IFC Standards Board.

Section 4. IFC Complaints Registration and Community Outreach

- A. The IFC President and VP for Risk Management shall provide notice of all Calgrieks on-site registered events to all immediate neighbors of fraternity property, the City of Berkeley, Berkeley Fire Department, Berkeley Police Department and all interested residents of the Berkeley South-Side community within 72 hours of the first event each week.
- a. All events with expected attendance of over 50 guests must be registered with both the IFC and Lead Center in accordance with the Calgrieks Social Code
 - b. The contact information for the Responsible Resident and at least three sober monitors must be included in the registration and in the event notification email
 - c. The entire event registration log shall be maintained by the VP for Risk Management for the duration of his term
- B. The IFC President, VP for Risk Management and VP for Standards shall be responsible for maintaining and accessing the IFC Complaints System (ifc.complaints@calgrieks.com).
- a. The three shall meet at least once per week during Fall and Spring semesters to review complaints and determine whether a violation has occurred that requires further action
 - i. Possible Violations include but are not limited to: excess waste, loud and unruly parties, excessive noise after quiet hours and open consumption of alcohol
 - ii. If the three are not available during the summer, the President of the IFC shall delegate the task to other executive members or an assistant
 - b. If a specific chapter is named in a complaint, they shall be notified within 24 hours of review regardless of whether it is determined that a violation has occurred
 - c. The IFC President or his assistant shall be responsible for logging and archiving all complaints and may make specific cases available if a request is made by the City Manager's Office, or to The Office of Student Conduct if a case is escalated
 - d. Aggregate anonymous data will be provided to the City Manager's Office and to the Office of Student Conduct on a semesterly basis.
 - e. The IFC President will be responsible for meeting with City Officials at the end of each semester to review statistics and specific cases

- C. The IFC Vice President for External Affairs will be responsible for attending all applicable local neighborhood association meetings and shall be the primary liaison between the IFC and interested residents in the Berkeley Southside community.
 - a. The IFC Vice President for External Affairs shall be responsible for notifying interested parties (i.e. The University, BFD, BPD, The City Manager's Office and neighborhood associations) of any changes in IFC policy regarding events