

**HOLMES MURPHY FRATERNAL PRACTICE  
INSURANCE AND CLAIM MANUAL  
PREPARED FOR  
UNDERGRADUATE CHAPTERS  
BETA THETA PI FRATERNITY**

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**EFFECTIVE FOR THE ANNUAL TERM:  
2020-2021**

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# Section 1

## INTRODUCTION

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This manual is a work product of Holmes Murphy & Associates. Its purpose is to give you an understanding of the insurance coverage provided under the Fraternity's insurance program. The information concerning insurance coverages found within this manual is a summary of coverages provided through your national organization. It is provided for informational purposes only and does not replace or supersede the actual insurance contract. For any specific questions regarding coverages, you should refer to the applicable insurance policy or contact your Client Service Consultant.

This manual also includes information to help you properly report all actual and potential insurance claims and assist you in locating other useful resources that you may find beneficial in your chapter or alumni organization's efforts to minimize your exposure to risk. Responsibility for the success in risk management rests with your chapter and members. It is always important to remember a successful risk management program is built on three pillars:

1. Loss Prevention
2. Loss Control
3. Risk Transfer (Insurance)

The undergraduate and alumni members' willingness to understand and assume the responsibility of sound risk management practices is a cornerstone of your Fraternity's risk management program.

Holmes Murphy strives to provide risk management resources to complement the loss prevention and loss control efforts of our clients. Please visit [www.holmesmurphyfraternal.com](http://www.holmesmurphyfraternal.com) to review the Holmes Murphy website. You will find many risk management resources that can assist you in your daily operations such as information on your insurance protection, how to apply for additional lines of coverage, claim reporting, and how to request an Additional Insured Certificate.

# Section 2

## INSURANCE PROGRAM OVERVIEW

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### General Liability

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The following description is a summary only and is not intended to serve as a substitute for the actual insurance contract.

Beta Theta Pi Fraternity insurance program provides Commercial General Liability Coverage with the following carrier, policy period, and limits of coverage.

Primary Insurer: Admiral Insurance Company  
Policy Period: June 1, 2020 to June 1, 2021

### Limits of Coverage

Insured Entity	Insurer	Bodily Injury & Property Damage Per Occurrence Limit	Policy Aggregate	Policy Aggregate Applies Per Location?
Undergraduate Chapters	Admiral Insurance Company	\$250,000	\$500,000	Yes

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The General Liability policy provides coverage for claims brought by a third party alleging an Insured's negligence resulted in damages associated with bodily injury, property damage, or personal injury. This policy protects the local undergraduate chapter, house corporations, alumni associations, chapter related educational foundations, and each of their officers, directors, employees, members, and volunteers from these types of claims subject to the policy's limitations and exclusions.

### Beta Theta Pi Fraternity Coverage includes:

- 1. COMMERCIAL GENERAL LIABILITY**  
Covers liability arising out of Fraternity premises and operations.
- 2. HIRED & NON-OWNED AUTOMOBILE LIABILITY COVERAGE**  
Applies to the situation when a chapter member, chapter employee or volunteer alumni driving their own car on fraternity business is involved in an accident. Its intent is to only cover entities of Beta Theta Pi Fraternity and individuals not involved in the accident. The intent is not to provide auto liability coverage to those who are not prudent enough to purchase their own auto liability policy or ensure the vehicle they are operating has ample coverage to protect their interest. The auto insurance of the driver and/or auto owner will be the primary insurance coverage.
- 3. PRODUCTS/COMPLETED OPERATIONS LIABILITY**  
Covers preparation and consumption of food and beverages.
- 4. PERSONAL INJURY & ADVERTISING INJURY**

Covers libel, slander, defamation of character, false arrest, detention, malicious prosecution, wrongful entry or eviction, invasion of privacy.

#### **5. CONTRACTUAL LIABILITY COVERAGE**

Under certain circumstances, the liability coverage of Beta Theta Pi Fraternity insurance contract is extended to protect other parties with whom a Beta Theta Pi Fraternity chapter may enter into a contractual agreement. No contract should be signed by any entity/chapter of Beta Theta Pi Fraternity, without complete understanding of liabilities being assumed and insurance coverage, if any, that is provided.

#### **6 WATERCRAFT LIABILITY**

Covers hired and non-owned boats/watercraft providing it is less than 52 feet in length.

#### **7. INCIDENTAL EMERGENCY MEDICAL CARE**

Covers liability that arises against an insured chapter or an individual who provides emergency medical care for injuries on or off our premises.

#### **8. DAMAGE TO PREMISES YOU RENT**

Provides coverage for damages caused by an Insured's negligence to a premise rented by an Insured for a period of 7 days or less or if a lease is greater than 7 days, coverage is limited to the perils of smoke and fire.

#### **9. WORLDWIDE COVERAGE**

Coverage worldwide for suits brought in the United States.

## **Who is an insured?**

The insurance coverage will pay claims up to the stated liability for the following organizations and/or people only while in compliance with the health and safety<sup>1</sup> of Beta Theta Pi Fraternity:

- a. The local undergraduate chapter that is chartered and recognized by the Fraternity **when it complies with the laws** of the host institution, city, county, state, and country in which it operates and the policies of Beta Theta Pi Fraternity. Undergraduate chapter officers, executive committee, committee chairman, and members while performing the duties of elected or appointed positions within the scope of their duties on behalf of the organization, and in compliance with Beta Theta Pi policies.

## **Who is *not* an insured?**

- A. Any individual member, alumnus, trustee, or advisor who is performing tasks outside of his responsibility or not in compliance with Beta Theta Pi policies (i.e. spontaneous social function planned by an individual member, chapter advisor consuming alcohol with undergraduates, hazing of members, etc.)
- B. Any member who's illegal or intentional actions result in death or injury to an individual or property damage.
- C. Any insured(s) that participate, supervise or direct others to participate in Excluded Acts, including but not limited to Assault and Battery, Sexual Abuse or Molestation, or Hazing. "Participate" means to take part in an excluded activity, whether as a direct perpetrator of the excluded activity or as an observer of such activity. "Participate" also means to have knowledge

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<sup>1</sup> Note: Health and safety as noted above per the policy shall mean any written rules, regulations, policies, guidelines, manuals, memoranda, or other instructions regarding code of conduct or health and safety, as established by the Named Insured and in effect at the time of the alleged occurrence. In the event the insured is a fraternity chapter or colony, health and safety policies include all rules, regulations and policies imposed on such fraternity chapter or colony by its Host College or University. In the event that any individual rule, regulation, guideline, or instruction in the Named Insureds Health and Safety Policies conflicts with an individual rule, regulation, guidelines, or instruction of the host college or university, then that particular rule, regulation, guideline or instruction issued by the Named Insured shall control.

of the excluded activity and fail to aid or respond to the care of anyone injured as a result of the excluded activity.

- D. Members' parents or family members and guests of chapter members.
- E. College/University administration (see Adding Additional Insureds below).

## What Does Our Coverage *Not* Include?

- A. Any claim of bodily injury and/or property damage from an incident resulting when:
  - 1. An illegal act was committed.
  - 2. An intentional act was committed
  - 3. A contract made by the chapter is broken.
  - 4. There is any discharge, release or escape of smoke, vapors, soot, fume, acids, toxic chemicals, etc. upon land, the atmosphere or any water course or body of water.
  - 5. An employee is hurt on the job. Workers' Compensation coverage must be purchased.
  - 6. Any act excluded from coverage by the insurance policy.
- B. Any claim of property damage to property owned by, rented by, used by, or cared for by an Insured. For example, the chapter rents a portable generator for an outdoor function, and while it is in the care, custody, and control of the chapter, it is damaged, and the lessor holds the chapter responsible and liable. No coverage is available under Beta Theta Pi Fraternity liability insurance policies. The only exception would be a premise rented for 7 or less days in which the Damage to Premises You Rent limit would apply.

## Adding Additional Insureds

An Additional Insured may be added to this policy. A party requesting to be added as an Additional Insured may be your landlord, college, university, and/or proprietor from whom the chapter may be renting a venue for an event.

Please reach out at least (30) thirty days prior to the date it is needed to:

Beta Theta Pi Fraternity Administrative Office  
Attn: Erin McHale, Director of Chapter Services  
5134 Bonham Rd.  
Oxford, OH 45056  
[erin.mchale@beta.org](mailto:erin.mchale@beta.org)  
800-800-BETA  
Fax: 513-523-2381

Upon review and approval of the Additional Insured request by Beta Theta Pi Fraternity, a certificate of insurance will be issued by Holmes Murphy. The original forwarded to the Additional Insured and a copy to the Administrative Office.

# Directors & Officers/Employment Practices

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The National Insurance Program of Beta Theta Pi offers Directors & Officers/Employment Practices Liability (D&O/EPL) Coverage to all Undergraduate Chapters, House Corporations, Alumni Associations and Chapter Educational Foundations. D&O/EPL coverage protects all directors, officers, volunteers and the entity for claims arising out of the failure or negligence of an Officer or Director in fulfilling their fiduciary duties of diligence, obedience and loyalty to the organization. Claims covered under a Directors and Officers Liability policy typically involve claims brought against an Officer or Director that allege financial injury to the organization due to their maleficence in their service to the organization. It does not protect Officers and Directors from claims involving bodily injury, property damage or personal injury. Those types of claims are covered under the General Liability policy.

In addition, the Directors and Officers Liability Coverage of the Fraternity provides Employment Practices Liability Coverage that protects the Undergraduate Chapter, House Corporations, Alumni Associations, and Chapter Educational Foundations from employment related claims. This would include issues of Discrimination, Harassment, or Wrongful Termination arising in an employer/employee relationship.

Overview of the coverage is as follows;

Insurance Carrier:	RSUI Indemnity Company
Policy Term:	June 1, 2019 to June 1, 2022
Limit of Coverage:	\$1,000,000 for Affiliates
Retention/Deductible:	\$25,000 Affiliates per occurrence \$150,000 for Employment Practices

Only one Retention/Deductible will only apply for a claim involving the Fraternity and any Undergraduate Chapter, House Corporation, Alumni Association, or Chapter Educational Foundation.

**Please make certain to report any potential claim immediately as the D&O policy is a claims-made policy. Also, according to the provisions of the Directors & Officers Liability policy, defense cost incurred by the insured or settlements made without the prior written consent of the Insurer will NOT be covered under the policy.**

# Commercial Crime Coverage

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The Beta Theta Pi Insurance Program provides coverage for employee theft (which includes volunteers and officers) and forgery and alteration of checks of recognized collegiate chapters and colonies, local building corporations, alumni associations, parents' clubs, and chapter-related educational foundations.

Insurance Carrier: Zurich North American  
Policy Term: June 1, 2020 to June 1, 2023

<u>Line of Coverage</u>	<u>Limit</u>	<u>Deductible</u>
Employee Theft:	\$100,000	\$ 2,500
Forgery or Alteration:	\$25,000	\$ 2,500
Computer Fraud:	\$25,000	\$ 2,500
Funds Transfer Fraud:	\$25,000	\$ 2,500

## OPTIONAL INSURANCE COVERAGE

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### Cornerstone Property Insurance Program

Beta Theta Pi's *Cornerstone* Housing Program offers competitive property insurance rates through a shared property pool that's open to participation for any Beta house corporation. House corporations that don't own a facility but need to purchase property or contents insurance also can participate. Generous discounts are given for life safety devices and safe practices such as:

- Hard-wired smoke alarms
- Sprinkler system
- Recent renovations / more modern properties
- Live-in house director



The Cornerstone property insurance program provides all risk coverage insuring the building / facility, contents owned by the house corporation, business income (loss of rent), extra expense, and equipment breakdown coverage. This insurance does NOT cover the personal property of chapter members or employees living in the facility; the house corporation should educate the chapter on the importance of purchasing their own renter's insurance or checking their family's homeowners' insurance to see if coverage applies.

In addition to property insurance, the Cornerstone Housing Program offers resources, support, education and joint purchasing power to participating house corporations. The Cornerstone Housing Summit is offered each year in conjunction with Beta Theta Pi's convention; learn more at [www.betathetapi.org](http://www.betathetapi.org).

#### **Where can I learn more about *Cornerstone*?**

Learn more about the Cornerstone Housing Program and the property insurance program at [Beta.org](http://Beta.org) > Resources > Cornerstone Housing Program or by contacting the Director of the Cornerstone Housing Program at (800-800-BETA).

## **Workers Compensation Coverage**

The Insurance Program of Beta Theta Pi does not provide Workers Compensation Coverage for chapter employees. It is the duty of each house corporation to make certain they are familiar with their State laws and requirements to carry Workers Compensation Coverage for employees of the Chapter.

Each State provides a State Assigned Risk Pool that can insure the Workers Compensation exposures of the Chapter. The State Assigned Risk Pool can be accessed by contacting a local insurance agent or Holmes Murphy, your insurance broker, to obtain coverage. It is important to note that in addition to payrolls paid to a chapter cook and housemother, subsidized housing provided to chapter members in exchange for service in a position (i.e. house manager, kitchen steward, chapter officer) is also considered payroll and if injured, the individual likely has the right to recover damages under the Workers' Compensation laws of your State. We will work with you to help you place this coverage only if we also place the property coverage for your location.

All questions can be directed to:  
Trude Smouse, Holmes Murphy  
tsmouse@holmesmurphy.com  
800-736-4327 ext. 4163  
Fax 800-328-0522

# Section 3

## INCIDENT CLAIM REPORTING

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General Liability claims can be numerous and usually arise out of activities of a chapter which cause bodily injury, property damage or personal injury to an individual. They will more than likely involve property damage or injury to someone other than an employee or an officer of the Fraternity.

While on the scene, if possible, get names, addresses and phone numbers of all parties involved, as well as any witnesses to the accident. Immediately complete the attached incident reporting form and submit.

### **What should be reported?**

Report bodily injury of anyone other than an employee and any property damage for which there is the possibility a claim may be made against Beta Theta Pi Fraternity. If you question whether to report a potential claim, **report it!**

It is imperative all losses or incidents be reported immediately to Beta Theta Pi Fraternity. (See phone numbers and address below.) The Executive Director of Beta Theta Pi Fraternity is responsible for providing the initial report of the claim to Holmes Murphy (See phone numbers and address below.) Once the claim report is sent to Holmes Murphy you will likely be contacted directly by them or an insurance company representative to discuss the incident. If you are unable to obtain all necessary details when first notified of any incident, still report any known facts.

Beta Theta Pi Fraternity  
5134 Bonham Road  
Oxford, OH 45056-6277

Erin McHale, Director of Chapter Services  
Phone: 513-273-2212  
Fax: 513-523-2381  
Email: [erin.mchale@beta.org](mailto:erin.mchale@beta.org)

Holmes Murphy  
Attn: MK Mashek  
Claims Specialist  
13810 FNB Parkway, Suite 300  
Omaha, NE 68154  
Phone: 800-736-4327 Ext 5500  
Email: [MMashek@holmesmurphy.com](mailto:MMashek@holmesmurphy.com)

There will be occasions when lawsuits may be served on a member of your chapter. As there is only a limited time to answer a lawsuit, the following procedure applies:

- a. Treat any potential or actual claim or lawsuit as a high priority item and immediately notify National Headquarters by phone.
- b. Utilizing the enclosed incident reporting form, note all relevant information.
- c. Forward the suit or incident report via fax or email to Erin McHale, Director of Chapter Services, at [erin.mchale@beta.org](mailto:erin.mchale@beta.org) or 513-273-2212. If you do not have access to a fax machine or email, overnight the papers to Beta Theta Pi Fraternity, 5134 Bonham Road, Oxford, OH 45056. It is very important the claim or lawsuit be sent immediately.

All questions regarding insurance interpretation and coverage should be directed to:

Holmes Murphy  
13810 FNB Parkway, Suite 300  
Omaha, NE 68154

Trude Smouse, Senior Client Service Consultant  
Phone: 402.898.4163 or 800.736.4327 Ext.4163  
Fax: 800.328.0522  
Email: [tsmouse@holmesmurphy.com](mailto:tsmouse@holmesmurphy.com)

Kari Barnes, Client Service Consultant  
Phone: 402.898.4170 or 800.736.4327 Ext.4170  
Fax: 800.328.0522  
E-Mail: [kbarnes@holmesmurphy.com](mailto:kbarnes@holmesmurphy.com)

## INCIDENT / CLAIM REPORTING FORM

When an incident occurs causing bodily injury or property damage to any person, the following information must be obtained immediately. This report is being prepared for submission to the Fraternity's General Counsel, so please be thorough. Do not withhold reporting an incident to obtain all required information. Because timeliness is of the essence, report it immediately and send a copy within **24 hours** to the National Headquarters. If the bodily injury is of a serious nature, a **telephone call** should also be made.

### CHAPTER CONTACTS

Chapter Name _____	Phone No _____
Address _____	
President _____	Phone No _____
Advisor _____	Phone No _____
Advisor Address _____	

### INCIDENT

Date of Incident _____	Time _____
Location _____	
Description of Incident _____	

### INJURED PARTY

Name _____	
Address _____	
Injury Description _____	
Where was injured party taken? _____	
How were they transported? _____	

### WITNESSES

Name _____	Phone No _____
Name _____	Phone No _____

### POLICE / EMERGENCY PERSONNEL

Name of Agency _____	Case No _____
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Completed by _____	Title _____
Phone No _____	Email _____

# Section 4

## HOLMES MURPHY RESOURCES

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Event planning is critical; here are some tools available on our website to help you plan events:  
**HOLMESMURPHYFRATERNAL.COM**

[Downloadable Resources for Sororities and Fraternities](#)

[Event Planning Guide](#) and App (Download HM Event Planner from the App Store)

[Contract Template for Third Party Vendors](#)

[BYOB Checklist](#)

[Security Vendor Checklist](#)

[Building a Guest List](#)

[Event Monitor Resource](#)

[Designated Driver Guidelines](#)

[Crisis Management Plan](#)

[Definitions for Insurance & Claim Manual](#)

**We can also assist you in reviewing contracts.**

Our review and analysis of your contract is provided to assist you in complying with the contract's Insurance Requirement Provisions and should not be read to infer or guarantee coverage for a loss. Any descriptions of the insurance coverage pursuant to our analysis of the Insurance Requirements and Provisions of the provided contract are subject to the terms, conditions, exclusions, and other provisions of the policies as provided by the carrier and any applicable insurance regulations, rules, and plans. Our review should not be inferred to be nor, does it constitute legal advice or a legal opinion concerning any portion of the contract, including the Insurance Requirement Provisions listed above. We have not undertaken to identify all potential liabilities that may arise under the contract and, therefore do not guarantee the indemnification of all potential liabilities that may be assumed under the contract. Our review is provided for your information only and should not be relied upon by any third party for any purpose, including, but not limited to, as any comprehensive representation of your insurance exposures or coverage.

**CONTRACT REVIEW:** [fraternitycontracts@holmesmurphy.com](mailto:fraternitycontracts@holmesmurphy.com)

Available at HOLMESMURPHYFRATERNAL.COM: [Contract Template for Third Party Vendors](#)

*Holmes Murphy offers this educational information to provoke thought and discussion and it should not be viewed as a mandate or requirement. We view part of our role as an insurance and risk management professional to anticipate your needs and educate you in an effort to complement the organization's loss prevention and control efforts, not replace the decision-making autonomy of our client organizations. We hope you find this educational piece to be of value and stand ready to discuss it further with you or any of your constituents.*