

# **Risk Management Policy**



**Fraternity and Sorority Life**  
**McKENDREE UNIVERSITY**

## ALCOHOL AND DRUGS

### I. General Policies

- A. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity/sorority event, in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with a fraternity/sorority, must be in compliance with all other pertinent rules and regulations including McKendree University Policy, Federal Law, Illinois State Law, State Laws of other states, municipal ordinances, Third Party Vendor Guidelines and Office of Fraternity and Sorority Life.
- B. No alcoholic beverages may be purchased through chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase or use of a bulk quantity of common sources of such alcoholic beverage, e.g. kegs, or cases but not limited to these examples, is prohibited.
- C. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal "drinking age"). Members who are under the legal drinking age are aware of local and state laws and abide by them at all times during events.
- D. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises, university owned and/or operated property or during a fraternity/sorority event or at any event that an observer would associate with the fraternity/sorority is strictly prohibited.
- E. All chapters will be allowed to hold 3<sup>rd</sup> party vendor social events only if in good standing with Office of Fraternity and Sorority Life, McKendree University, respective sub-counsel, and Inter/National organization.
- F. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or outside organization(s) and individuals.
- G. No alcohol shall be present at any pledge/associate member/novice program, activity or ritual of the chapter; examples are bid night, initiation, or any "family activities" – Big/little brother/sister night.
- H. No social event shall be solely centered around alcohol, but rather around an appropriate and acceptable theme.
- I. For any event open to non-members of the host chapter(s), a guest list will be provided to the Office or Greek Life at least 24 hours prior to the event starting. Once submitted, no additions or changes to the list will be made. All guests are to be paired up with a member of the host chapter(s) and will be considered a guest of that member.
- J. Guests must be able to produce both valid college Id, as well as a valid State Id at any time during an event. All guests must be 18 years old to attend, and 21 years old to drink at any chapter sponsored event.

### II. Third Party Vendor Guidelines

- A. A third party Vendor must be used if alcohol is served at an event.
  - B. The event and all individuals involved must comply with all pertinent rules and regulations including McKendree University Policy, Illinois State Law, other state laws, municipal ordinances, and the Office of Fraternity and Sorority Life.
  - C. Third Party Vendor events will be limited to Friday and Saturday nights.
  - D. A designated driver sign or the phone number for a taxi company must be available at the party, or transportation must be provided.
  - E. Non-alcoholic beverages and non-salty food must be readily available and accessible, and provided by the hosting chapter(s).
  - F. No backpacks or other opaque carrying devices are allowed into parties. All items are subject to visual observation and inspection.
  - G. The total attendance at an event must not exceed two times the chapter size present at the event, unless fire code for the selected facility is smaller than the number described (i.e. a chapter of that has 40 members attending an event may invite 40 guests for a total of 80 people in attendance.)
- III. Third Party Vendor Responsibilities
- A. The third party vendor must have liability insurance, current Illinois liquor license and a copy of each must be on file with the Office of Fraternity and Sorority Life.
  - B. The vendor is responsible for checking the IDs of those who are legally old enough to drink.
  - C. The vendor may not serve people under the age of 21 alcohol, they may not serve a person who is intoxicated.
  - D. The organization(s) hosting the party must hire an off duty licensed law enforcement officer or McKendree University Public Safety to assist with security and Risk Management compliance.
- IV. Hosting Chapter(s) of Third Party Vendor Event Responsibilities (Enforcement & sanctions)
- A. Registration and all required paperwork for event must be on file at least five business days prior to the event with the Office of Fraternity and Sorority Life. Late registration is not permitted. At the time of registration, the event organizers must provide the following:
    - The names and signatures of the 3 sober monitors
    - The names and contact information for any Alumni/Advisor sober monitor
    - The signature of the President and Risk Manager acknowledging that they have read and understood the Risk Management Policy, and have educated their chapter in the following requirements.
  - B. A minimum of three (3) Sober Monitors need to be present and sober throughout the entire event. The sober monitors must be members of the hosting chapter(s) and must conform to the following expectations:

- One of the three sober monitors must be the President, Vice President, or Risk Manager
  - Two of the three sober monitors must be the President, Vice-President, Treasurer, Secretary, Risk Manager, New Member Educator, or Social Chair
  - The other sober monitor must be an active member of the chapter, not a New Member
  - For Co-hosted events, each hosting chapter must provide at least one sober monitor. This sober monitor must be either the President, Vice President, or Risk Manager.
- C. Ensuring that all door monitors and sober monitors are aware of the following telephone numbers:
- Emergency **911**
  - Public Safety **(618)-537-6911**
- D. All guest lists must be turned into the Office of Fraternity and Sorority Life at least **24** hours prior to the event and no additions are to be made once the list is turned in. Anyone who is not a McKendree student must be signed up by a current student, and will be considered the guest of the current student at the event.
- E. It shall be the priority of the everyone in attendance to ensure that the host chapter(s) are following the Risk Management Policy and that the individuals at the event are behaving in a responsible fashion
- F. Two lists must be kept at the designated entrance. One list is for guests over 21 and the other is for guests under 21. Together, the lists should account for all guests present at the event. As guests arrive at an event, the door monitor must check the individual is on the guest list.
- G. All individuals must possess a valid ID showing proof of age. A distinction must be made between those that are over 21 and those that are under 21. This distinction can be made by the discretion of the vendor except markers or washable marks may not be used (i.e. wristbands, stamps.)
- H. All guests must enter and exit through one designated entrance. All other means of entrance and exit may only be used for exiting the premises in case of an emergency from the function.
- I. No visibly intoxicated individual may be admitted to an event.
- J. Once any individual leaves the premises they will not be allowed to reenter the event.
- K. No one will be able to enter the event after 12:00 midnight.
- L. If any individual under the age of 21 is caught consuming alcohol, the alcohol will be immediately taken away. After the removal of the alcohol, the individual will then be escorted by the sober monitor or off duty licensed law enforcement officer or McKendree University Public Safety to the exit. If a person is asked to leave and does not comply, the Police will be contacted immediately. Following the function, the Office of Fraternity and Sorority Life should be informed of the violation.

V. Alcohol-Free Events

- A. The rules and policies in this Section V apply to any Alcohol-Free event. An Alcohol-Free Event is an event where no alcohol is consumed or available for consumption at the event.
- B. No person shall consume alcohol prior to or during an Alcohol-Free Event.
- C. Persons whose actions, conduct, and/or demeanor suggest that they may be under the influence of alcohol or drugs shall be prohibited from entering the event

#### VI. Registration of Events

- A. Fraternities/Sororities must register any Chapter Event, Third Party Vendor Event or Alcohol-Free Event covered by this Policy with the Office of Fraternity and Sorority Life at least five (5) business days in advance of the event.
- B. No chapter shall host or co-host an event that hasn't been properly registered, including all required forms and information, in accordance with this Policy.
- C. A **Chapter Event** is defined as chapter funds used for any of the expenses associated with the event, if the chapter has between one to twenty members and 50% of the chapter is in attendance or if the chapter has 21 or more members, if 20% of the chapter membership is in attendance.

A **Third Party Vendor Event** is defined as an event where alcohol may be served and consumed by members of the organization, but the alcohol is served and provided by an approved outside entity.

An **Alcohol-Free Event** is defined as a chapter event where alcohol is not permitted to be served or consumed prior to attendance.

#### HAZING

No chapter, colony, student, new member/pledge or alumnus shall conduct, condone, participate, or encourage someone to engage in degrading or humiliating activities and situations, or place person(s) in situations which threaten their health, safety, and well-being for purposes of gaining entry into or remaining in any organization or group. Permission or approval by a person being hazed is not a defense.

Each chapter member will sign an Office of Fraternity and Sorority Life disclosure form they were informed of the hazing policy. The Illinois State Law and McKendree University policy on hazing will be readily available for members to access. Members of the Greek community will not willingly participate in or allow hazing activities to take place and will agree to report any hazing activities they experience or witness. It will be understood that if a member refuses to participate or report in good faith any activity that is defined as hazing their membership in the Greek community cannot be jeopardized.

Each organization will also have on file with Student Activities the Registered Student Organization hazing disclosure form.

#### SEXUAL ABUSE AND HARASSMENT

Greek Organizations will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions which are demeaning to women or men including but not limited to date rape, gang rape or verbal harassment. University disciplinary sanctions will be applied within accordance with Title 9 regulations.

## FIGHTING

Fighting is strictly prohibited at any and all Greek events by both Greek affiliated and non-affiliated students. Anyone found in violation will be asked to leave premises and not be allowed to attend future Greek events.

## ENFORCEMENT

The risk management policy shall be enforced by all members of the Greek Community. It is the responsibility of the IGC President to document any violations or concerns brought forth by members of the community of the Risk Management policy and present them to the Coordinator(s) for Fraternity and Sorority Life. In addition, any administrator, faculty, or staff member may document violations of the risk management policy and report them to the Coordinator(s) for Fraternity and Sorority Life and/or the Vice President for Student Affairs.

It will be the responsibility of the Vice President for Student Affairs and/or the Coordinator(s) for Fraternity and Sorority Life to investigate any alleged hazing and/or risk management policy violation incident. The Vice President for Student Affairs has the right to suspend all chapter activity until the investigation is complete.

This policy will be maintained and enforced by the Coordinator(s) for Fraternity and Sorority Life, and/or Greek Judicial Board through IGC.

## SANCTIONS

- a. Disciplinary Warning: An official written reprimand which includes a warning that further violations of the Risk Management and Rules will result in more severe sanctions.
- b. Financial Restitution or Fines: Chapters may be asked to pay for damage, repair, and replacement of property. Chapters may also be assessed fines for violating Risk Management and Rules.
- c. Sexual Harassment Violation: Any chapter or chapter members found in violation of the policy in regards to sexual abuse and/or harassment will be sanctioned in regards to the University's policy on sexual harassment in accordance with Title IX.
- d. Disciplinary Probation: Probation is a temporary status for a specific period of time not to exceed one (1) year, and is generally considered as the preliminary step to ending chapter recognition from the University. The conditions may include but are not limited to:
  1. Forbidding the chapter from participating in social functions.
  2. Limiting the chapter's ability to recruit.
  3. Raise the GPA requirement for new members.
  4. Require a service project or community service.
- e. Suspension: A decision of Suspension terminates the chapter's recognition from the University. The suspension may be for a defined period of time or indefinitely.

Note: In addition to chapters being held accountable, individuals may also be held accountable for violations of the risk management policy. The Inter Greek Council, Coordinator for Fraternity and Sorority Life, and/or Vice President for Student Affairs and may sanction chapters for failing to meet obligations established in these policies and the IGC Constitution, including revoking University recognition. All sanctions must be approved by the Vice President for Student Affairs, in cases where a chapter is suspended for violating the Risk Management and Rules, the suspension must be approved by the President of the University.

## Fraternity and Sorority Life Tailgate Alcohol Agreement

Return to the Office of Fraternity and Sorority Life 5 business days prior to the event

### The Chapter President

Your chapter will be in compliance with the risk management policies of McKendree University and IGC with a tailgate lot for a chapter function when you can document the following checklist items and turn in the attached agreement form.

- The chapter will provide evidence of approved tailgate spot or location, including the date of the game.
- All alcohol must be provided by individual persons. McKendree University funds, Fraternity/Sorority funds, or any type of “hat collection” or pooled funds will not be used to provide, purchase, supply or assist with the transportation, purchase or distribution of alcohol.
- The chapter will assume all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
  - Checking identification cards within tailgate area
  - Not serving minors
  - Not serving individuals who appear to be intoxicated
  - Maintaining absolute control of ALL alcoholic containers present.
  - Collecting all remaining alcohol at the end of the function (no excess alcohol – opened or unopened is to be given, sold or furnished to the chapter)
- Alcohol must remain within the specified tailgating location.

## Office of Fraternity & Sorority Life Tailgate Alcohol Agreement

This form must be signed and dated by the chapter president and the chapter advisor. In doing so, all parties understand that only through compliance with these stipulations and the risk management policy will the chapter be in compliance with IGC requirements.

\_\_\_\_\_

Chapter President \_\_\_\_\_ Date

\_\_\_\_\_

Chapter Advisor \_\_\_\_\_ Date

Type of Event (exchange, date party, formal, etc.): \_\_\_\_\_Tailgate for Athletic Event\_\_\_\_\_

Specific Tailgate Lot: \_\_\_\_\_

Date of Tailgate: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Sponsor(s) of the event: \_\_\_\_\_

Number of chapter members to be in attendance: \_\_\_\_\_

Number of invited guests: \_\_\_\_\_

A list name of individuals serving as sober monitors for this event.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

List the non-salty food items available at no charge to your guests:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List the alternative beverages available at no charge to your guests:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Office of Fraternity & Sorority Life Checklist for Any 3<sup>rd</sup> Party Vendor Function

(Attached form due to Office of Fraternity and Sorority Life 5 business days prior to the event)

### The Chapter President

Your chapter will be in compliance with the risk management policies of McKendree University and IGC with a third party vendor for a chapter function when you can document the following checklist items and turn in the attached agreement form.

- Vendor is properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held. Attach copies of state and local licenses to form.
- Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. Attach a copy of the certificate of insurance.
- Vendor agrees in writing to cash sales only, collected by the vendor, during the function.
- All the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
  - Checking identification cards upon entry
  - Not serving minors
  - Not serving individuals who appear to be intoxicated
  - Maintaining absolute control of ALL alcoholic containers present.
  - Collecting all remaining alcohol at the end of the function (no excess alcohol – opened or unopened is to be given, sold or furnished to the chapter)

### Guest List Procedure for Third Party Vendor Functions

- Chapters may invite up to their chapter size or fire code capacity (i.e. a chapter of 50 may invite 50 guests for a total of 100 people in attendance.) \*\* An exception to this rule may be requested to the Coordinator(s) of Fraternity and Sorority Life
- As stated in the Risk Management policy the host chapter(s) may invite up to their chapter size or fire code, and exception would need to be requested and approved by the Coordinator(s) of Fraternity and Sorority Life.
- An example: A chapter has 20 members. Based on fire code, each member would be allowed to invite 1 individual as their guest to the third party vendor event. The chapter member in charge of the event would compile a list of all the active members and which would include each active member's guest.
- It is not up to the chapter as a whole who the individual members can invite. For example, the chapter should not send invitations out to specific people, and then tell active members who they will invite. Unless a specific individual has been barred by the Office of Fraternity and Sorority Life to attend a Greek sponsored event that is when the chapter could tell a member they are not allowed to invite a certain individual.
- The list will include all active members attending and their guest and needs to indicate who is of the age of 21 and older, and who is under the legal drinking age of 21. The list **must** be turned into the Office of Fraternity and Sorority Life 24 hours prior to the event taking place. If the chapter fails to turn in the guest list and all necessary documentation, the event **cannot** take place. If the event does take place while failing to provide proper documentation, this would be a violation of the Risk Management policy, and disciplinary action will be taken.
- Please review the Risk Management policy under the Hosting Chapter(s) of Third Party Vendor Event Responsibilities to know all the responsibilities of the hosting chapter.

## Office of Fraternity & Sorority Life

### 3<sup>rd</sup> Party Vendor Agreement Form

This form must be signed and dated by the chapter president, the chapter advisor, and the vendor. In doing so, all parties understand that only through compliance with these stipulations and the risk management policy will the chapter be in compliance with IGC requirements.

\_\_\_\_\_  
Chapter President Date

\_\_\_\_\_  
Chapter Advisor Date

\_\_\_\_\_  
Vendor Date

Print Vendor's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Place of Business: \_\_\_\_\_

Type of Event (exchange, date party, formal, etc.):  
 \_\_\_\_\_

Location of Event: \_\_\_\_\_  
 Date of Event: \_\_\_\_\_  
 Start Time: \_\_\_\_\_  
 End Time: \_\_\_\_\_

Sponsor(s) of the event: \_\_\_\_\_  
 Number of chapter members to be in attendance: \_\_\_\_\_  
 Number of invited guests: \_\_\_\_\_  
 A list name of individuals serving as sober monitors for this event.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

List the non-salty food items available at no charge to your guests:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List the alternative beverages available at no charge to your guests:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_