

Office of Fraternity and Sorority Life

Risk Management Policy and Procedures

In all situations, the McKendree University [Student Handbook](#) shall be the primary document that students should refer to with questions about policies or conduct proceedings. The [Registered Student Handbook](#) is a secondary resource. What follows are additional conditions, rules, policies, and procedures that are necessary to promote the health and safety of the fraternal community.

Alcohol

General Policies

- 1) 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, state law, municipal ordinances, the Office of Fraternity and Sorority Life, and (inter)national chapter's policies if applicable.
 - a) No alcoholic beverages may be purchased for members or guests by any single member in the name of, or on behalf of, the chapter. Chapters should utilize a licensed third-party provider or, for tailgating events, require a "bring your own beverage" policy.
 - b) The purchase or use of bulk quantity/common sources of alcoholic beverage (e.g. kegs, punch bowls, drink dispensers, etc.) 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.
- 2) All chapters will be allowed to hold third-party vendor social events only if in good standing with Office of Fraternity and Sorority Life, McKendree University, respective counsel, and (inter)national organization.
 - a) No alcohol shall be present at any pledge/new member/novice/neophyte program, activity or ritual of the chapter. Examples include bid night, initiation, big/little or brother/sister night, etc.
 - b) No social event shall be solely centered around alcohol, but rather around an appropriate and acceptable theme.
 - c) For any event open to non-members, a guest list will be provided to the Office of Fraternity and Sorority 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.
 - i) Exception – McKendree tailgating events overseen by athletics.
 - ii) Exception – Fundraising events in a rented indoor facility with a licensed third-party provider that is co-sponsored by chapter alumni or (inter)national leadership.
 - d) Guests must be able to produce both valid government-issued photo ID with birthday 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.

Registration of Events

- 1) A **Chapter Event** is defined as an event or gathering where any chapter funds are used for associated expenses with the following attendance numbers.
 - a) If the chapter has between one to twenty members and 50% of the chapter is in attendance
 - b) If the chapter has 21 or more members if 20% of the chapter membership is in attendance.
- 2) A **Third-Party Vendor Event** is defined as an event where alcohol could possibly be served and consumed by members of the organization, but the alcohol is served and provided by a licensed outside entity.
- 3) An **Alcohol-Free Event** is defined as a chapter event where alcohol is not permitted to be served or consumed prior to attendance.
- 4) 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.
- 5) No chapter shall host or co-host an event that has not been properly registered, including all required forms and information, in accordance with this Policy.

Third-Party Vendor Event Guidelines

- 1) A third-party vendor must be used if alcohol is served at an event, excluding a McKendree tailgating events.
- 2) The event and all individuals involved must comply with all pertinent rules and regulations including McKendree University Policy, federal law, state law, municipal ordinances, the Office of Fraternity and Sorority Life, and (inter)national chapter's policies if applicable.
- 3) Third-party vendor events will be limited to Friday nights and Saturdays.
- 4) A designated driver sign or the phone number for a taxi company must be available at the party or transportation must be provided.
- 5) At least one non-alcoholic beverages and one non-salty food must be readily available and accessible and provided by the hosting chapter(s).
- 6) No backpacks or other opaque carrying devices are allowed into these events. All items are subject to visual observation and inspection.
- 7) The total attendance at an event must not exceed two times the chapter size present at the event. For example, a chapter that has 40 members attending an event may invite 40 guests for a total of 80 people in attendance.
 - a) Fire code for the selected facility must always be observed.
 - b) Exception – Fundraising events that take place in a rented indoor facility. For these events, alumni or (inter)national leadership can be included in the chapter's number. For example, a chapter that has 40 members, 10 alumni, and 2 national board members attending an event may invite 52 guests for a total of 104 people in attendance.
- 8) The organization(s) hosting the party must hire one off-duty licensed law enforcement officer or McKendree University Public Safety per 50 attendees to assist with security and Risk Management compliance.

Third-Party Vendor Responsibilities

- 1) The third-party vendor must have:
 - a) a minimum of \$1,000,000 of general liability insurance; copy of a completed certificate of insurance prepared by the insurance provider must be given to OFSL.
 - b) A current Illinois liquor license; an updated copy must be on file with OFSL.

- 2) The third-party vendor is responsible for checking the IDs of those who wish to drink.
- 3) The third-party vendor may not serve people under the age of 21 alcohol; they may not serve a person who is intoxicated.

Hosting Chapter(s) of Third Party Vendor Event Responsibilities

- 1) Registration and all required paperwork for the event must be on file at least five business days prior to the event with OFSL. Late registration is not permitted. At the time of registration, the event organizers must provide the following:
 - a) The names and signatures of at least 3 sober monitors
 - b) The names and contact information for any Alumni/Advisor serving as sober monitor
 - c) 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 Risk Management Policy.
 - d) Sober is defined as the total abstinence from all mind-altering substances before and during an event. Students are expected to be full control of their faculties so they can monitor the health and safety of others attending their events.
- 2) A minimum of three 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:
 - a) For co-hosted events, each hosting chapter must provide three sober monitors.
 - b) One of the three sober monitors must be an executive board member
 - c) One of the three sober monitors must be have previously served as a sober monitor
 - d) None of the sober monitors can be New Member who have not yet been fully initiated.
- 3) At least one Door Monitor needs to be present and sober throughout the entire event. As guests arrive at an event, the door monitor must check the individual is on the guest list.
 - a) 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.
 - b) 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 sponsored event that is when the chapter could tell a member they are not allowed to invite a certain individual.
 - c) All individuals must possess a valid government-issued, photo ID showing proof of age.
 - d) It is highly suggested that a distinction 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 that markers or washable marks may not be used (i.e. wristbands are preferred.)
 - e) No visibly intoxicated individual may be admitted to an event.
 - f) 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.
 - g) No one will be able to enter the event after 12:00 midnight.
- 4) Ensuring that all door and sober monitors are aware of the following
 - a) 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.

- b) Telephone numbers:
 - i) Emergency - 911
 - ii) Public Safety - 618-537-6911
- 5) All guest lists must be turned into OFSL 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.
 - a) Exception – Fundraising events that take place in a rented indoor facility. For these events, alumni or (inter)national leadership can be included in the chapter’s number.
- 6) All members of McKendree’s fraternal community in attendance are responsible for ensuring that the host chapter(s) are following the Risk Management Policy and that the individuals at the event are behaving in a responsible fashion. Failure to do so can result in conduct for the individual.

Alcohol-Free Events

- 1) The rules and policies in this section apply to any Alcohol-Free event.
- 2) An Alcohol-Free Event is an event where no alcohol is consumed or available for consumption at the event.
- 3) No person shall consume alcohol prior to or during an Alcohol-Free Event.
- 4) 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

Hazing

See the Student Handbook, Registered Student Organization Handbook, and OFSL’s Hazing Prevention Resource located on the McKendree University website

Sexual Abuse and Harassment

- 1) See the Student Handbook located on the McKendree University website.
- 2) 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 stalking, date rape, gang rape, or verbal harassment. University disciplinary sanctions will be applied within accordance with Title IX regulations.

Fighting

- 1) See the Student Handbook located on the McKendree University website.
- 2) Fighting is strictly prohibited at any and all Fraternity or Sorority events by both affiliated and non-affiliated students. Anyone found in violation will be asked to leave premises and not be allowed to attend future Fraternity or Sorority events.

Enforcement

- 1) The risk management policy shall be enforced by all members of the Fraternity and Sorority Community. It is the responsibility of the IGC Executives to document any known or suspected violations or concerns brought forth by members of the community of the Risk Management policy and present them to the Coordinator(s) of OFSL and/or the Vice President for Student

Affairs. In addition, any administrator, faculty, or staff member may document violations of the risk management policy and report them to the Coordinator(s) of OFSL and/or the Vice President for Student Affairs.

- 2) It will be the responsibility of the Vice President for Student Affairs and/or the Coordinator(s) of OFSL 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.
- 3) This policy will be maintained and enforced by the Coordinator(s) for OFSL and/or an IGC Judicial Board.
 - a) The power of the Inter Greek Council's established Judicial Boards to hear cases and deliver sanctions is delegated by OFSL. In the instance the council does not have a Judicial Board the case(s) will be heard by the Coordinator of OFSL.
 - b) The university published conduct process will always take precedence over an IGC Judicial Board
- 4) In addition to chapters being held accountable, individuals may also be held accountable for violations of the risk management policy.

Sanctions

- 1) **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.
- 2) **Financial Restitution or Fines:** Chapters may be asked to pay for the damage, repair, and replacement of property. Chapters may also be assessed fines for violating Risk Management and Rules.
- 3) **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.
- 4) **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:
 - a) Forbidding the chapter from participating in social functions.
 - b) Limiting the chapter's ability to recruit.
 - c) Raise the GPA requirement for new members.
 - d) Require a service project or community service.
- 5) **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.
- 6) Organizations have the right to appeal decisions of the board or the Coordinator of OFSL. Such an appeal must be submitted in writing within five business days of receipt of the written decision/sanctions and must specify the grounds for the appeal.
 - a) The appeal will be directed to the appropriate Coordinator of OFSL to provided to the Vice President of Student Affairs or their designee.
 - b) Notice of the appeal decision will be delivered in writing and all sanctions will be held in limbo until the appeal decision is made.

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, and any 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 five business days prior to the event

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, chapter 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. In short, these events are “Bring Your Own Beverage” events.
- 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 ID cards within tailgate area – all individuals drinking should have a valid, government issued, photo ID on them at all times.
 - It is highly suggested that a distinction be made between those that are over 21 and those that are under 21. Washable marks may not be used and wristbands are preferred.
 - Not serving minors and removing alcohol from minors’ possession if found.
 - Removing and reporting anyone who is knowingly providing minors with alcohol.
 - Not allowing individuals who appear to be intoxicated to continue drinking.
 - Seeking assistance from Public Safety or 911 if someone is unruly or a possible danger to themselves or others.
 - Maintaining absolute control of all alcoholic containers present in the chapter’s tailgating area.
 - 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.
 - Any McK resident must relinquish ownership of remaining alcohol since it is a violation of the Student Handbook to have alcohol on campus properties outside of the tailgate area.
- The purchase or use of bulk quantity/common sources of alcoholic beverage (e.g. kegs, punch bowls, drink dispensers, etc.) is prohibited.
- 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/Risk Manager Signature Printed Name Date

Chapter Advisor Printed Name Date

Type/Name of Event (exchange, date party, formal, etc.): Tailgate for Athletic Event

Specific Tailgate Lot: _____

Date of Tailgate: _____

Start Time: _____

End Time: _____

Chapter Name: _____

Number of chapter members to be in attendance: _____

Number of "other" invited guests (parents, alumni, etc): _____

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

Printed Name	Signature	Cell Phone Number

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 Third-Party Vendor Function

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

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.

- The 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 ID upon entry
 - It is highly suggested that a distinction be made between those that are over 21 and those that are under 21. Washable marks may not be used and wristbands are preferred.
 - 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 attendees)

Guest List Procedure for Third-Party Vendor Functions

- The total attendance at an event must not exceed two times the chapter size present at the event. For example, a chapter that has 40 members attending an event may invite 40 guests for a total of 80 people in attendance.
 - Fire code for the selected facility must always be observed.
 - Exception – Fundraising events that take place in a rented indoor facility. For these events, alumni or (inter)national leadership can be included in the chapter's number. For example, a chapter that has 40 members, 10 alumni, and 2 national board members attending an event may invite 52 guests for a total of 104 people in attendance.
- 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.
- Those who sign on the other side of this agreement have read and understood all McKendree University policies pertaining to this registered events.

Office of Fraternity & Sorority Life 3rd 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 / Risk Manager Signature Printed Name Date

Chapter Advisor Printed Name Date

Vendor Printed Name Date

Print Vendor/Location Name: _____

Address: _____

Phone: _____

Place of Business: _____

Type/Name of Event (exchange, date party, formal, etc.): _____

Date of Event: _____

Start Time: _____

End Time: _____

Chapter: _____

Number of chapter members to be in attendance: _____

Number of "other" invited guests (parents, alumni, etc): _____

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

Printed Name	Signature	Cell Phone Number

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

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