

# Fraternity and Sorority Life Handbook Fall 2022-Spring 2023





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## **Welcome from the Dean of Students**

On behalf of the Dean of Students Office I would like to welcome you to one of the most important leadership positions you will undertake at Southern Illinois University, Carbondale. You should be proud of your accomplishments so far, but also know the journey just begins in the importance of serving as President of your chapter.

This handbook was developed and designed to help answer many of your questions in regards to policies, procedures, risk management as well as university resources. Use this manual daily for any questions you may have.

Fraternity and Sorority Life which is an integral component of campus life reports to the Dean of Students area. The Dean of Students is responsible for fostering leadership development and personal organization responsibility. Our mission is to work in partnership with students, campus, and local community in providing a transformational experience that encourages Saluki pride, character, responsibility, initiative, respect and values of diversity, academic achievement, engagement, service, leadership and excellence. The Dean of Students primary student learning outcomes are:

- Students will demonstrate leadership competency through involvement.
- Students will demonstrate a commitment to engage in their community while becoming knowledgeable of social issues and working with community partners.
- Students will work towards developing a multicultural identity and appreciating cultural differences.
- Students will develop and demonstrate personal accountability.

I have no doubt that you will be able to demonstrate all of the learning outcomes at the end of your year as Chapter President.

The other advice that I believe will be helpful in your role as Chapter President is highlighted below:

- You are given a great deal of responsibility and authority. Use the responsibility and authority wisely. People are always watching.
- Know the mission, vision, and values of your organization as well as Southern Illinois University Carbondale. Apply those missions, visions, and values to everything you do.
- Appreciate and understand how the past influences the present. There are changes in policies and procedures for a reason.
- There are no big or small positions or jobs; no task is beneath you. When something needs to be done, be the first to volunteer, understanding that every piece of the puzzle has a place in the picture.

- Serve as a professional presence for your chapter. Be timely and respond to all correspondence, attend all meetings and provide honest answers to any questions asked of the organization.
- And last but not least, have fun. While there will be days you wish you were not Chapter President, there will be days you will miss the opportunity when your term is complete. Take advantage of all you can learn in your role.

In closing, I would like to wish you well and encourage you to stop by my office located in the Student Services Building or contact me at 618-453-4846.

Sincerely,

Jennifer Jones-Hall

Dean of Students

## **About Us**

### **Introduction**

The Fraternity and Sorority Life (FSL) Handbook is a resource guide, designed to inform and educate FSL officers, members, and advisors about the University policies, procedures, and processes, along with services available to function successfully as an extension of the University community. These policies grew out of Southern Illinois University Carbondale's mission, Board of Trustees Policies, and SIU's Student Conduct Code.

### **History**

Fraternities and Sororities have played an integral role on the campus of Southern Illinois University, Carbondale, ever since their founding in 1923. In the 1930s, the campus saw the establishment of its first African-American Sorority, Sigma Gamma Rho, Sorority, Inc. in 1932, as well as the first African-American fraternity and national fraternity, Alpha Phi Alpha, Fraternity, Inc. in 1934. The 1930's also brought about the creation of our first two governing councils, the College Panhellenic Association (CPA), in 1931, and the Interfraternity Council (IFC), in 1934. The decade also brought about two SIU traditions that still take place today, the inaugural Greek Awards took place in 1931, and the inaugural Greek Sing started by Chi Delta Chi (Phi Kappa Tau) took place in 1936. Another timeless tradition in our community, the Theta Xi variety show, started in 1947 by Theta Xi Fraternity. In addition to this variety show, Theta Xi also pioneered the Service to Southern Award, which is one of SIUC's most prestigious student awards. In the early 1970's the National Pan-Hellenic Council (NPHC) was founded at SIUC. Finally, 2004 saw the addition of our newest council, the Multicultural Greek Council (MGC).

Today fraternities and sororities at SIUC continue to live the values and missions of their chapters and the campus community by leading the SIUC community in academics, service, and leadership opportunities.

## **Office of Fraternity and Sorority Life**

### **What Does the Office of Fraternity and Sorority Life Do?**

1. Advise
  - a. Four governing councils: College Panhellenic Association, Interfraternity Council, National Pan-Hellenic Council, Multicultural Greek Council

- b. Two honor societies: Order of Omega, Rho Lambda
  - c. Serve as the liaison for SIUC and Inter/National headquarters
  - d. Work with chapter advisors
  - e. Develop and implement educational workshops and retreats for the Fraternity and Sorority Life community
2. Advocate
    - a. The Office of Fraternity and Sorority Life staff will be present at as many events as possible
    - b. Serve as a support system for individual members, chapters, and the community as a whole
  3. Facilitate
    - a. Fraternity and Sorority Life Leadership Retreat (Spring)
    - b. New Member/Neophyte 101 (Fall/Spring)
    - c. Greek BBQ (Fall)
    - d. Greek Sing (Fall)
  4. Educate
    - a. Develop and implement retreats and workshops for the community
    - b. Collaborate with campus partners to provide educational opportunities for chapter members
  5. Crisis Management
    - a. Develop and implement policies that are in the best interest of the students and community

## **Mission**

The fraternity and sorority life community at Southern Illinois University enhances the student experience by fostering an environment for academic excellence and leadership opportunities while being committed to service and welcoming to those of different backgrounds, cultures, and interests.

## **Values**

As an office we are dedicated to making decisions that will assist in upholding the following values for the Fraternity and Sorority Community at SIUC:

- I. **Academic Excellence:** Members of the fraternity and sorority community, on average, achieve higher GPA's and have higher retention and graduation rates. This is achieved through study hours, mentoring, and recognition programs.



- II. **Leadership:** Within each fraternity and sorority there are many leadership opportunities, as well as within each council and honor society. As a result, members become leaders all over campus.
- III. **Service:** Fraternities and sororities give back to SIU and the community. Organizations raise money for philanthropies and volunteer their time to better the community. Each year, members of the FSL community make up over 50% of recorded service hours.
- IV. **Community:** Fraternity and sorority life is welcoming to all backgrounds, cultures, and interests. We work to promote a positive and respectful environment and promote collaboration across all chapters, councils, student organizations, and departments.

### **Staff**

Jennifer Jones-Hall, Dean of Students  
P: 618/ 453-2461  
Email: [deanofstudents@siu.edu](mailto:deanofstudents@siu.edu)  
Website: [dos.siu.edu](http://dos.siu.edu)

Allison Allbritten, Graduate Assistant  
Email: [allison.allbritten@siu.edu](mailto:allison.allbritten@siu.edu)

James Ceasar, Graduate Assistant  
Email: [james.ceasar@siu.edu](mailto:james.ceasar@siu.edu)

### **Address & Contact Information**

Southern Illinois University  
Student Center  
1255 Lincoln Drive  
Mail Code 4425  
P: 618/453-7526  
F: 618/453-7518  
Email: [greeks@siu.edu](mailto:greeks@siu.edu)  
Website: [fsl.siu.edu](http://fsl.siu.edu)

## **University Mission Statements & Student Conduct Code**

### **Southern Illinois University Mission**

SIU embraces a unique tradition of access and opportunity, inclusive excellence, innovation in research and creativity, and outstanding teaching focused on nurturing student success. As a

nationally ranked public research university and regional economic catalyst, we create and exchange knowledge to shape future leaders, improve our communities, and transform lives.

### **Division of Student Affairs Mission**

The Division of Student Affairs at Southern Illinois University Carbondale is committed to supporting the mission of our institution by providing purposeful and engaging programs, resources, and spaces. We create a comprehensive experience that supports and challenges all students to achieve their academic goals and personal potential.

### **Dean of Students Mission**

The Dean of Students Unit works in partnership with students, campus, and local community to provide a transformational experience that encourages Saluki pride, character, responsibility, initiative, respect and values of diversity, academic achievement, engagement, service, leadership, and excellence.

Fraternity and Sorority Life is an integral member of the Division of Student Affairs.

### **Student Conduct Code**

Southern Illinois University Carbondale is charged by the State of Illinois and the Southern Illinois University Board of Trustees (Board of Trustees) with the responsibility of developing and administering institutional policies and rules governing the role of students and their conduct. Pursuant to the Policies of the SIU Board of Trustees, Section 3.C. these policies authorize the Chancellor to develop standards and policies to address student rights and conduct.

It is an expectation that students and RSO members familiarize themselves and manage all organizational operations in accordance with the Student Conduct Code. [Click Here](#) to access the Student Conduct Code.

The officers and members of any student organization are responsible for conducting themselves and their activities in accordance with the purposes and policies of the university. As well as with the purposes and policies stated in their approved constitution. It should be understood that the president of any organization, other listed officers, and listed members of the organization can be individually or collectively held responsible by Student Rights and Responsibilities for their actions and the actions of their organization at meetings, events, and/or activities.

## **Title IX**

Southern Illinois University Carbondale (“SIUC” or “the University”) does not discriminate on the basis of sex and is committed to a policy of providing equal employment and educational benefits, programs, activities, and opportunities. In particular, Southern Illinois University is committed to maintaining a community in which students, faculty, and staff can work and learn together in an atmosphere free of all forms of discrimination, including but not limited to sexual harassment and retaliation. Further, SIUC is committed to fostering an environment in which all members of our campus community are safe, secure, and free from gender-based violence of any form, including but not limited to sexual assault, dating violence, domestic violence, and stalking. SIUC expects that all interpersonal relationships and interactions—especially those of an intimate nature—be grounded upon mutual respect, open communication, and clear consent.

[Click here](#) to access the latest Title IX policies.

## **Organization Requirements and Management**

### **Communication**

The Office of Fraternity and Sorority Life will primarily communicate with FSL students via email. It is an expectation that chapter and council leaders check their email regularly and respond accordingly.

### **Constitution & Bylaws**

All fraternities and sororities must have a constitution and/or bylaws. The constitution and bylaws are the documents containing basic rules relating to itself as an organization.

### **Saluki Connect**

Saluki Connect is SIUC’s official Registered Student Organization management software. Organizations will use Saluki Connect for various purposes, including, but not limited to; organization registration, event registration, the creation of organizational forms, and many other management roles.

All organizations must register their organization through Saluki Connect. Once a chapter has completed the registration process, a Saluki Connect portal will generate for that organization.

If an organization has questions about Saluki Connect, email [rsohelp@siu.edu](mailto:rsohelp@siu.edu)

## **Officer Transitions**

Fraternities and sororities must provide accurate and up-to-date information to the Office of Fraternity and Sorority Life during each officer transition period. It is the responsibility of the individual fraternity or sorority to provide this information.

Chapters must submit any changes to the Office of Fraternity and Sorority Life within 48 hours of said changes.

Chapters must submit all information to [greeks@siu.edu](mailto:greeks@siu.edu).

## **Chapter Rosters**

The Office of Fraternity and Sorority Life will provide chapter presidents with a copy of their organization's roster to review upon request.

All members must be accounted for on the roster, and must contain the following information:

- A. Name
- B. Dawgtag

All members will stay on your active roster throughout their collegiate career except those who resign membership, are expelled by the organization, or take early alumni status.

Any changes that need to be made to an organization's roster must be emailed to [greeks@siu.edu](mailto:greeks@siu.edu).

Organizations will receive a copy of their most recent roster to review at each chapter presidents' meeting. Chapters must confirm the roster and submit any changes to the Office of Fraternity and Sorority Life within 48 hours of the meeting. The information will be used to ensure that grade reports are accurate.

Final roster updates are due by 11:59 p.m. on the Monday of finals week. No retroactive changes will be made to the roster once the date has passed.

While the Office of Fraternity and Sorority Life maintains the official rosters, it is strongly encouraged that the chapters update their Saluki Connect portal within 72 hours of any status changes.

These records will be used to calculate chapter and community academic profiles, service, and philanthropy reports as well as council financial statements each semester.

## **Membership Requirements**

All active fraternities and sororities must have at least five (5) members to remain in good standing.

If a chapter falls below the five-person requirement, the chapter is put on “alert” with the office. Being on “alert” means organizations will be expected to uphold all other chapter expectations, in addition to showing membership recruitment/intake efforts. A chapter must work with the Office of Fraternity and Sorority Life and their National Organization to create a recruitment/intake plan.

If following two consecutive semesters, the organization on “alert” has failed to meet expectations and/or has not showed any recruitment/intake efforts, University recognition of the chapter will be revoked.

## **Extension and Expansion**

Any national fraternity or sorority who wishes to start a chapter at Southern Illinois University Carbondale must adhere to all policies for extension/expansion as laid out by the constitutions and bylaws set forth by the governing council they wish to join. In addition to following these governing documents as a future registered student organization (RSO) at SIUC, any colony or associate chapter must follow all procedures outlined by the Undergraduate Student Government. The Office of Fraternity and Sorority Life is willing to assist new chapters at SIUC; however, new chapters must meet all expectations set forth by the external governing documents mentioned above.

## **Return to Campus**

If an organization lost recognition from the University for not meeting the minimum membership requirements, the chapter must remain inactive and unrecognized until a mutually agreed upon return date set by the Office of Fraternity and Sorority Life and the organization’s (Inter) National Headquarters.

If an organization lost recognition from the University due to violations of the SIU Student Code of Conduct, the chapter must remain inactive and unrecognized for the entire duration of their sanction and until a mutually agreed upon return date set by the Office of Fraternity and Sorority Life and the organization’s (Inter) National Headquarters.

## **Advisor Agreement**

Fraternities and sororities must retain at least one SIUC faculty or staff member working full-time at the university as an organization advisor. Graduate student with or without graduate assistantships are not eligible to serve as an advisor.

Organizations will be asked to have their advisors sign an agreement each semester expressing their commitment to serve. These advisors must submit the **Advisor Agreement Form** to the Office of Fraternity and Sorority Life. Organizations shall have thirty (30) business days to secure a new advisor, beginning on the received date of a written resignation of the current advisor, or from the due date of updated registration materials.

While the university requires every RSO to have a faculty/staff advisor, the Office recognizes that a chapter may have more than one advisor. Organizations are encouraged to have multiple advisors to support their operations.

### **Chapter Anti-Hazing Compliance**

All SIU fraternities and sororities must file a **Chapter Anti-Hazing Compliance Form** annually with the Office of Fraternity and Sorority Life to certify compliance with state, University, and national organization policies.

Failure to turn in this form before the deadline set by the Office of Fraternity and Sorority Life will result in the loss of chapter recognition.

#### **1. Certificate of Insurance.**

Fraternities and sororities are required to submit a Certificate of Insurance from their (Inter)National Headquarters Liability Insurance provider naming Board of Trustees of Southern Illinois University, Carbondale as an additional insured each year as part of the recognition process. The chapter must submit their Certificate of Insurance by the second Friday of classes, and a copy will be kept on file in the Office of Fraternity and Sorority Life. The Certificate of Insurance must meet these minimum insurance requirements:

- A. Commercial General Liability \$1,000,000 per occurrence or \$3,000,000 General Aggregate Insurance. Umbrella liability insurance may be used to meet the general liability coverage limit requirements.
- B. The Board of Trustees of Southern Illinois University shall be named as additional insured on commercial general liability policies. The following wording shall appear on any Certificate of Insurance provided: “The Board of Trustees of Southern Illinois University is an additional insured for any liability arising from the activities of the Providers/Users and/or subcontractors performing work on behalf of the Provider.”
- C. **The certificate holder information is as follows:**
  - Board of Trustees of
  - Southern Illinois University
  - 1400 Douglas Drive MC 6801,
  - Carbondale, IL 62901

## 2. **Community Service and Philanthropy Report**

Fraternities and Sororities are required to submit information showing the amount of money raised for philanthropic purposes as well as completed community service hours.

These two sources of information must be submitted via the Community Service Reporting Form and the Philanthropy Reporting form found on Saluki Connect. Both forms are due by 4:30 p.m. the Monday of finals week for the respective semester.

Chapters must also submit completed community service hours to the Center for Service-Learning and Volunteerism in order to be documented by the University.

## 3. **Other Reports**

The Office of Fraternity and Sorority Life may request additional information and reports from chapters throughout the year. All information must be submitted to [greeks@siu.edu](mailto:greeks@siu.edu) within 48 hours of the request.

Organizations which have not submitted the necessary materials by the specified deadline will have all facility reservations placed on hold, will be removed from the list of registered student organizations eligible to participate in University-sponsored programs, and will be placed on social probation until they have submitted all documents.

## **Rights and Responsibilities of Recognized Chapters**

### **Recruitment/Intake**

Recognized fraternities and sororities shall have the right to allow students from the SIUC student body to join as new members. All recruitment efforts by chapters must be free of alcohol and other controlled substances. The use of intimidation by either secluding the person being recruited or using inaccurate information to persuade a person to accept membership shall be prohibited. Organizations shall verify the academic eligibility of all students with the Office of Fraternity and Sorority Life before extending an invitation of membership. A chapter can verify an individual's grades by completing the **GPA & Academic Information Release Form**, found on [fsl.siu.edu](http://fsl.siu.edu).

Recognized fraternities and sororities may offer student membership only to students enrolled as students at SIUC. Students who are on academic probation, who have been conditionally admitted to SIUC, or who are early admit students concurrently enrolled in a high school are not eligible for membership and may not be offered membership.

Recognized fraternities and sororities may offer special membership to individuals who have made a significant contribution to the organization.

### **Fundraising**

Recognized fraternities and sororities may raise funds both on and off SIUC's campus. Whether raising funds on or off campus, they must follow all applicable campus policies, such as those regarding solicitation, posting, and reservations.

### **Utilization of Campus Facilities**

Recognized fraternities and sororities will have the right of utilizing University facilities for meetings, functions, programs, and other appropriate activities provided that chapters complete the proper reservation requirements set by the Conference and Scheduling Services Office or the necessary department and the chapter adheres to all facility policies. Failure to comply with facility use guidelines may restrict an organization from future use of that and other related facilities.

### **University Sponsored Activities and Programs**

Recognized fraternities and sororities will have the right of participating as a group, or in collaboration with other groups, in all University-sponsored activities and programs, such as homecoming or intramurals. Chapters are expected to follow all SIUC guidelines and policies during these activities, and the organization will be responsible for the conduct of its members in attendance.

### **Social Events**

Recognized fraternities and sororities will have the right of sponsoring and hosting social events. All social events must comply with the risk management guidelines specified by SIUC, the Office of Fraternity and Sorority Life, and the chapter's (Inter)National Headquarters, as well as any applicable Federal, State, and local laws. The sponsoring chapter(s) will be held accountable for the actions and conduct of all members, new members, alumni and/or guests at any social event.

### **Chapter Mailboxes**

The Office will provide an official organization mailbox to each recognized fraternity and sorority which should be checked at least once per week by an officer of the organization for important University and University-related correspondence.

### **Philanthropic events, educational speakers and similar programs**

Recognized fraternities and sororities will have the right of sponsoring and hosting philanthropic events, educational speakers and similar programs on the campus provided that all appropriate reservations have been completed and confirmed, and any necessary security has been arranged for and paid for by the organization. If chapters would like assistance in promoting these events, please notify the Office of Fraternity and Sorority Life at least (30) days in advance.



## Policies

### Social Event Registration

All fraternities and sororities at SIUC are required to complete the **Social Event Registration Form** for any on-campus or off-campus social event where alcohol is present. This form can be found under “Quick Links” on [www.fsl.siu.edu](http://www.fsl.siu.edu). The Office of Fraternity and Sorority Life will keep a copy of the social event registration form on file and may share the form with necessary University departments. An organization must complete this form within seven calendar days before the date of the event. Chapters must also submit a guest list to [greeks@siu.edu](mailto:greeks@siu.edu) four calendar days before the date of their event.

Three types of social events are allowed for fraternities and sororities:

- Alcohol-Free Social Events
- Bring Your Own Beverage
- Third Party Vendor Events

For any co-sponsored events, any events that are hosted by 2 or more SIUC organizations, a Social Event Registration Form must be completed by one of the sponsoring organizations and reviewed with the other sponsoring organization(s). All organizations participating in co-sponsored events will be held equally responsible for any policy violations.

These events should adhere to all SIUC policies, applicable Federal, State, and local laws, as well as the policies set for by all individual co-sponsoring organization’s (inter)national headquarters.

**Hosting social functions in on-campus facilities.** Organizations can host social functions in on-campus facilities as long as they adhere to all campus policies. Organizations must cater any food or beverages through university approved vendors. Reservations for facility use must be made through the appropriate scheduling office. Organizations must follow all applicable policies and guidelines for facility usage established by SIUC as well as any security requirements set forth by the University.

### Event security

For all events involving alcohol, chapters must utilize a security team (internal or external) to assist in managing the event. Many venues include security in their event contracts which would meet the requirement. Chapters are responsible for acquiring security for events in venues that do not provide it. Contracting with an external security company is the recommended option. If a chapter decides to provide its own internal security, all members of the security team are considered sober monitors and should complete the required certification before serving in this role.

### **Wristbands**

With each event involving alcohol, Fraternity and Sorority Life will supply organizations with non-removable wristbands. Per the Social Event Registration Form chapters may choose another way to identify guests over 21. If a chapter chooses to utilize an alternative way, they must gain approval from the Office of Fraternity and Sorority Life through the completion of their Social Event Registration Form.

### **Guest lists**

All chapters are required to provide guestlists for any social events with alcohol. Your guest list should include members and pledges/associate/new members as well as any nonmember guests. A chapter must also include any alumni on the guest list. You must provide the date of birth for individuals on the guest list. It is strongly encouraged that chapters maintain a copy of their guest list for three (3) years.

### **Post-event follow-up**

Within five (5) calendar days following an event with alcohol, any unused wristbands should be brought back to the Office of Fraternity and Sorority Life.

### **Events During the Last Two Weeks of the Semester**

No chapters shall have any programming during the week before final exams (dead week), or during the week of final exams. This programming pause is to ensure that all members have the opportunity to adequately study and prepare for final exams, projects, or papers. Exceptions can be made if communication is given to the Office of Fraternity and Sorority Life in advance.

### **Conduct Process**

Any chapter accused of violating their council's governing documents will follow the procedures as outlined by that council's judicial process. Dependent upon the council this could include but is not limited to, informal discussions, mediations, and/or a judicial hearing heard by a board of their peers. All judicial boards undergo annual training by the Office of Fraternity and Sorority Life, as well as training by the executive council officer who is responsible for the judicial body. The Office of Fraternity and Sorority Life will also make efforts to provide these board members training from outside offices that deal with student conduct such as Student Rights and Responsibilities.

While the Office of Fraternity and Sorority Life strongly believes in the concept of self-governance by students as an educational tool for their personal and professional development, the Office understands that sometimes there are cases that should be handled by professionals. Due to this recognition the Dean of Students, or their designee, has final say in whether or not a case should bypass a council's judicial process and go straight to Student Rights and Responsibilities.

## **Hazing**

Southern Illinois University Carbondale has a strict zero-tolerance hazing policy. If a report is made alleging that an organization is hazing, the organization will be put on a 'Cease and Desist Order' immediately. The Dean of Students or their designee will investigate allegations of hazing. For this policy, the following definitions of hazing shall be used. If a chapter or entity is found responsible for hazing they may be required to go through the student conduct process.

### State of Illinois' Hazing Act

1. Hazing. A person commits hazing who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if:
  - a. the act is not sanctioned or authorized by that educational institution; and
  - b. the act results in bodily harm to any person.

Southern Illinois University Carbondale's Student Code of Conduct defines hazing as follows: Conduct that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent or failing to discourage or failing to report those acts may also be a violation under this policy.

## **Alcohol and Drug Policies**

The office of Fraternity and Sorority Life and the chapters under its direction shall adhere to all North American Interfraternity Conference's (NIC) Alcohol and Drug policies, regardless if that individual chapter's (inter)national headquarters are member organizations of the NIC.

### **Alcohol**

The following guidelines in place have been adopted from the North American Interfraternity Conference's (NIC) Alcohol and Drug policies, the SIU Carbondale Student Code of Conduct, and the City of Carbondale policies.

1. A social event includes but is not limited to:
  1. Live Music (including DJ)
  2. More than five guests
  3. Third Party Vendor
  4. Past 10 p.m.
  5. Alcohol is present
2. All events involving alcohol consumption by undergraduate students must be approved by the Dean of Students or their designee through the use of the Social Event Registration Form.

3. The possession, sale, use or consumption of alcoholic beverages, at an organization event, or in any situation sponsored or endorsed by the organization, or at any event a reasonable observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city, and Southern Illinois University Carbondale.
4. All organizations hosting a social event with alcohol must adhere to a BYOB or Third Party Vendor Guidelines.
  1. For this policy, BYOB is defined as one six-pack of beers or one four-pack of wine coolers brought by a member or guest who is legally able to consume an alcoholic beverage.
  2. Please click [here](#) to view NIC's "BYOB: Hosting Safe Social Events" document
5. No hard liquor may be served at any social event unless served by a third-party vendor.
  1. Hard Liquor is defined as any alcoholic beverage over 15% ABV
6. No alcohol may be purchased through organization or university funds.
  1. This includes organization members coordinating collection of funds through such means as "passing-the-hat" to purchase said alcohol.
7. Open-parties, meaning those with unrestricted access by non-members of the organization, are prohibited.
  1. Members are only those individuals who are on the organization's roster on file with the Office of Fraternity and Sorority.
  2. Organizations are allowed to have three (3) guests per every member.
  3. Guest lists for social events are due four (4) days before the social event.
  4. The organization must ensure that social events do not exceed the maximum capacity of the venue as defined by the State Fire Marshal.
8. No organization may co-sponsor an event with an alcohol distributor, a tobacco company, or tavern at which alcohol is given away, sold or other provided to those presents.
  1. A tavern is an establishment generating more than half of annual sales from alcohol.
9. An organization may rent or use a room at a tavern at the standard rate.
10. No organization may co-sponsor, co-sponsor, or attend or participate in a function at which alcohol is purchased by any of the host organization.
11. Alcohol consumption must end at least one hour before the end of the event.
12. Sponsoring organization must have free water and food for attendees.
13. All recruitment activities and new member/associate/pledge activities must be alcohol free.

## Crisis Procedures

### **Crisis Management:**

In the event of a fire, serious injury, death or other crisis, the chapter president must handle the situation and maintain calm and clear thinking among other members. These procedures are

provided as guidelines. Chapters should consult their inter/national organization's crisis management plan and adapt this plan as needed.

**Definition of a crisis:**

1. An accident resulting in severe or fatal injuries;
2. A member attempting or committing suicide;
3. A fire or explosion in the chapter facility;
4. Substantial damage to the chapter facility caused by a storm, flood, tornado, or earthquake;
5. Deliberate damage to the chapter facility from malicious mischief, sabotage, or a riot;
6. Chapter member, members, or the entire chapter being accused of violating local, state, Federal, or university/college laws, rules or regulations.

***Each semester chapters must:***

1. *Update numbers, emails, and contact information for all members, campus resources and advisors in your cell phone and on paper.*
2. *Review the plan with members and new members.*
3. *Provide a copy of your crisis management plan to all active members and new members. It should include contact information.*
4. *Host practices and drills (i.e., fire drills and case studies for a crisis situation).*
5. *Provide your plan to parents, advisors and the Fraternity/Sorority Life Advisor.*
6. *Make sure your contact information is up to date with your national organization.*

**Crisis Response Protocols**

**Fire in chapter facility**

1. **Call 911** or Department of Public Safety at **618-453-3771**.
2. Alert all residents.
3. Evacuate everyone immediately. Do not stop to save possessions.
4. Have a common meeting place outside to assemble the chapter.
5. Count heads and determine who is missing.
6. If anyone is missing, report it immediately to the fire department.
7. Do not re-enter the building for any reason.
8. Stay calm and help keep everyone else calm.
9. If the chapter president is not present, contact him/her immediately. The highest ranking officer is in charge until the chapter president arrives.
10. Call your chapter advisor and local campus advisor.
11. Call the Coordinator of Fraternity and Sorority Life, Rachel Dunning at **618-521-9810**
12. Contact your national headquarters (this should happen as soon as possible).
13. Begin gathering facts.

### **Serious injury**

1. **Call 911** or Department of Public Safety at **618-453-3771**.
2. Do not move member unless he/she is in physical danger.
3. Immediately close room/wing/area if in chapter facility.
4. If the chapter president is not present, contact him/her immediately. The highest ranking officer is in charge until the president arrives.
5. Call your chapter advisor and local campus advisor.
6. President calls the Dean of Students.
7. Call your national headquarters.
8. Begin gathering facts.
9. If injury took place in the facility, close house. Try to limit members leaving and only permit members and officials to enter the house.
10. Call an emergency meeting of all members. They should be told there is an emergency and they need to assemble at the house or other centralized meeting place. Do not provide details. Ask them to come immediately and to not make outgoing calls to those outside of the chapter.
11. Do not notify parents or relatives. Authorized officials will do this.

### **Death**

1. **Call 911** or Department of Public Safety at **618-453-3771**.
2. Do not move member.
3. Immediately close room/wing/area if in chapter facility.
4. If the chapter president is not present, contact him/her immediately. The highest ranking officer is in charge until the president arrives.
5. Call your chapter advisor and local campus advisor.
6. President calls the Dean of Student.
7. Call your national headquarters.
8. Begin gathering facts.
9. If death occurred in the facility, close house. Try to limit members leaving and only permit members and officials to enter the house.
10. Call emergency meeting of all members. They should be told there is an emergency and they need to assemble at the house or other centralized meeting place. Do not provide details. Ask them to come immediately and to not make outgoing calls to those outside of the chapter.
11. Do not notify parents or relatives. Authorized officials will do this.
12. Do not tell anyone it was a death until chapter is assembled and parents have been notified.
13. The member's belongings should not be moved or touched.

### **Completed suicide/Attempted suicide**

1. **Call 911** or the Department of Public Safety at **618-453-3771**.
2. Do not move member unless he/she is in physical danger.

3. Immediately close room/wing/area if in chapter facility.
4. Call your chapter advisor and local campus advisor.
5. President calls the Dean of Student.
6. Call your national headquarters.
7. If suicide took place in the facility, close house. Try to limit members leaving and only permit members and officials to enter the house.
8. Call emergency meeting of all members. They should be told there is an emergency and they need to assemble at the house or other centralized meeting place. Do not provide details. Ask them to come immediately and to not make outgoing calls to those outside of the chapter.
9. Do not notify parents or relatives. Authorized officials will do this.
10. Do not tell anyone it was a suicide until chapter is assembled and parents have been notified.
11. The member's belongings should not be moved or touched. In the event of an attempted suicide with serious injury follow the guidelines provided under serious injury.
12. In the event of an attempted suicide without serious injury, do NOT assemble the chapter or inform the membership. It should be held quietly. Still contact the chapter advisor, national organization and Dean of Students.

### **Reporting an incident or crisis**

Chapter members have a responsibility to promptly report all incidents that could result in an insurance claim. Prompt reporting often can prevent minor incidents from developing into major problems.

### **What facts should I gather?**

1. What happened?
2. Who was involved? Include any witnesses.
3. When did the events take place (specific time and date)?
4. What events (if any) led up to this happening?

### **Create a timeline of events.**

1. Where did this occur?
2. Why did this occur?
3. How did this occur?
4. List any property damage.
5. Nature of injuries.

### **What types of incidents should be reported?**

1. Any incident that caused or contributed to an injury or death.
2. Any demand for compensation, whether verbal or written. Any lawsuits or subpoenas served on you or your chapter by an officer of the court. Any contacts by an attorney or investigator asking about an occurrence that happened at the chapter facility or that involved chapter members. Your national organization may require that you complete specific forms. Do this as soon as possible while the facts are still fresh in member's minds.

**What do I do after I report?**

1. Do not admit responsibility or liability in any accident or occurrence.
2. NEVER discuss an incident with an attorney or investigator without clearance from Headquarters.
3. Appoint one spokesperson (usually the chapter president) to handle any questions from outsiders about the occurrence.
4. Instruct the chapter members not to discuss the incident with anyone outside of the Fraternity/ Sorority.
5. Continue constant communication with your national organization and the university. Depending on the circumstances you may need to follow up with university counseling services.



## *Appendix*

*Appendix A: Grade Release Form*

**Grade Release Form**

Southern Illinois University | Fraternity and Sorority Life

I, \_\_\_\_\_, have accepted a bid and have been  
Name  
inducted into \_\_\_\_\_ and understand  
Organization  
this is a formal invitation to join the organization noted above.

Please provide the following information, make sure to print legibly.

**FIRST NAME:** \_\_\_\_\_

**LAST NAME:** \_\_\_\_\_

**SIU DAWGTAG:** \_\_\_\_\_

**SIU EMAIL:** \_\_\_\_\_

**CELL PHONE:** \_\_\_\_\_

By signing below, I wish to waive my rights granted by the Family and Educational Rights and Privacy Act of 1974 & permit Southern Illinois University Carbondale to release academic information about me to my sorority/fraternity, and my organization's advisors both national and local. I understand this waiver will be in effect until I notify the Fraternity and Sorority Life that I am no longer an active member of my fraternity or sorority. Additionally, I am aware that I must have at least a 2.0 cumulative Grade Point Average or higher (on a 4.0 scale) to become a new member of a Greek organization and I give SIUC Fraternity and Sorority Life the right to verify my academic information and student status throughout my membership in an organization. **I also authorize SIUC Fraternity and Sorority Life the right to share this information with the advisors, national headquarters, the organization's governing council, and/or the chapter president and scholarship chair when necessary.** I also authorize my chapter to publicize my grades for congratulatory advertisements in media sources.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## Appendix B: NIC Alcohol and Drug Guidelines

<https://nicfraternity.org/nic-alcohol-drug-guidelines/>

### NIC ALCOHOL & DRUG GUIDELINES

*By September 1, 2019, NIC member organizations will evaluate their documents to determine if they are consistent with the following guidelines. As autonomous and self-governing entities, member organizations have the latitude to codify these guidelines in a way that is consistent with their organization's nomenclature, operations, programming, etc. Member organizations are responsible for enforcing their own policies; the NIC does not play a role in policy enforcement.*

In any activity or event sponsored or endorsed by the chapter/organization, including those that occur on or off organizational/chapter premises:

1. The chapter/organization, members and guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
2. The chapter/organization, members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on chapter/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.
3. Alcoholic beverages must either be:
  - a. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
  - b. Brought by individual members and guests through a bring your own beverage ("BYOB") system. *The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third-party vendor.*
4. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
5. Alcoholic beverages must not be purchased with chapter/organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
6. A chapter/organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.
7. A chapter/organization must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, a chapter/organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event.
8. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter/organization must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio, and must not exceed local fire or building code capacity of the chapter/organizational premises or host venue.
9. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must

be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to "bid night," "big/little" events or activities, "family" events or activities, and any ritual or ceremony.

10. The chapter/organization, members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.