

Risk Management Policies for Southern Illinois University Carbondale

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 SIU, 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.

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. Chapters must submit all information to the Saluki Connect/Presence form "[Fraternity and Sorority Life – Social Event Registration](#)" which can also be found on the FSL website, or in person to the Office of Fraternity and Sorority Life. 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 by 4:30 pm the Wednesday before the event. Chapters must also submit a guest list to the Office of Fraternity and Sorority Life or greeks@siu.edu 24 hours following the end time of the 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. The Office of Fraternity and Sorority Life will keep a copy of guest lists. It is strongly encouraged that chapters maintain a copy of their guest list for three (3) years. Chapters must submit the guest list 24 hours following the end time of the event.

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, the Fraternity and Sorority Life Handbook, or the Student Conduct Code will follow the procedures as outlined by that council's judicial process or the organizational misconduct process as defined by the SIU Student Conduct Code.

All violations will be reported through the Student Rights and Responsibilities Public Report form. Reports filed will be reviewed and sent to the appropriate governing bodies and their respective conduct process.

Dependent upon the council and violation, 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 or Student Rights and Responsibilities, as well as training by the executive council officer who is responsible for the judicial body.

While the Office of Fraternity and Sorority Life strongly believes in the concept of self-governance, the Office understands certain cases need to be addressed by the administration. Due to this recognition the Dean of Students, Coordinator for Fraternity and Sorority Life, Student Rights and Responsibilities, or their designee, reserve the right to bypass a council's judicial process and send cases through the Office of Student Rights and Responsibilities.

If an organization is found responsible for committing a violation, the appropriate judicial board can administer sanctions to the organization. These sanctions can be administrative, as well as educational. These sanctions are outlined through SRR's website, located at <https://srr.siu.edu/student-conduct-process/sanctions/administrative-sanctions.php>

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.

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:
 - Live Music (including DJ)
 - More than five guests
 - Third Party Vendor
 - Past 10 p.m.
 - Alcohol is present
2. All events involving alcohol consumption by undergraduate students must be approved by the Dean of Students, the Office of Fraternity and Sorority Life, or their designee using the Social Event Registration Form found on Saluki Connect/Presence.
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.
 - 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.
 - 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.
 - Hard Liquor is defined as any alcoholic beverage over 15% ABV
6. No alcohol may be purchased through organization or university funds.
 - 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.
 - Members are only those individuals who are on the organization's roster on file with the Office of Fraternity and Sorority.
 - Organizations are allowed to have three (3) guests per every member.
 - Guest lists for social events are due 24 hours after the social event has ended.

- The organization must ensure that social events do not exceed the maximum capacity of the venue as defined by the State Fire Marshal.
8. Fliers, Marketing, Advertising
 - Advertisements must include the phrase “Invite Only”
 - Advertisements must include the phrase “SIU Student ID Required”
 - Advertisements must be appropriate, this includes but is not limited to:
 - No derogatory images of people or animals
 - No discriminatory images
 - No images depicting alcohol or drugs
 9. 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.
 - A tavern is an establishment generating more than half of annual sales from alcohol.
 10. An organization may rent or use a room at a tavern at the standard rate.
 11. 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.
 12. Alcohol consumption must end at least one hour before the end of the event.
 13. Sponsoring organization must have free water and food for attendees.
 14. All recruitment activities and new member/associate/pledge activities must be alcohol free.

Fraternity/Sorority:

President Printed Name:

President Signature:

Social Chair/Risk Manager Printed Name:

Social Chair/Risk Manager Signature:

Chapter Advisor or Graduate Chapter Advisor Printed Name:

Chapter Advisor or Graduate Chapter Advisor Signature:

Date:
