

**Interfraternity Council (IFC)/Panhellenic Council (PHC) Risk Management Policy**  
**University of Illinois at Urbana-Champaign**

**Revised: August 2019**

**I. Purpose:**

- A. This document is intended to preserve the integrity of the fraternity and sorority community by establishing a level of care for our brothers and sisters within social situations.
- B. All chapters are to be familiar with and follow all state and local laws, university policies, as well as be familiar with and adhere to their own inter/national risk management policy. This document is made to supplement those policies with additional Illinois IFC/PHC guidelines and includes the policies as specified by the Fraternal Information and Programming Group (FIPG).

**II. Alcohol and Drugs Policies**

- A. 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.
- B. 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.
- C. 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 (See Article VI. Section C), except when served by a licensed and insured third-party vendor (in accordance with local laws).
    - i. The presence of empty containers of prohibited alcohol products assumes the presence of said products.
- D. 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).
- E. 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.).
- F. 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.
- G. 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.

- H. 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.
- I. 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.
- J. 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.
  - A. All functions in which more than one chapter is involved, MUST take place at a third party vendor unless the facility is designated as substance free.
  - B. No alcohol may be present on any premises which is considered an alcohol-free facility by any chapter’s national organization.
  - C. All philanthropy events must be alcohol free.
  - D. All events hosted by Interfraternity Council and/or Panhellenic Council will be alcohol free.

### **III. Hazing**

- A. No chapter, colony, student or alumnus shall conduct, participate in nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined by the University of Illinois Student code 1-302(d): “Any action taken or situation created (1) for the purpose of initiation into, admission into, affiliation with, or as a condition of continued membership in, a group or organization; and (2) to produce physical discomfort or injury, mental discomfort, embarrassment, or ridicule. Such actions or situations may include but are not limited to the following: use of alcohol; personal servitude; paddling in any form; creation of excessive fatigue; physical and psychological shocks; wearing of apparel which is conspicuous or not in good taste; engaging in public stunts; degrading or humiliating games and activities; or any activities which are not consistent with the academic mission, organizational ritual or policy, or applicable state or local law. Hazing may occur regardless of a person’s willingness or consent to participate in the activity.”

### **IV. Sexual Abuse and Harassment**

- A. An organization will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers, or similar, whether professional or amateur, at a chapter event is not allowed.

**V. Fire, Health, and Safety**

- A. All chapter houses should meet all local fire and health codes and standards.
- B. All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
- C. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
- D. The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house is prohibited.
- E. Candles shall not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

**VI. Kolusis Program**

- A. Kolusis is defined as self-governance of risk management programming that is overseen by the VPs of Risk Management for IFC/PHC.
- B. Peer Observation
  - 1. Kolusis members will be allowed to enter a social function after providing appropriate identification.
  - 2. Chapter members are expected to respect and cooperate with Kolusis members at all events.
  - 3. It is the chapter's responsibility to ensure that 3rd party vendors allow Kolusis members to enter the establishment without paying for entry and without waiting for an unreasonable amount of time.
  - 4. Kolusis reserves the right to observe events multiple times.
  - 5. Kolusis members must have access to all areas of an event where guests are present.
  - 6. Kolusis members will present a signed copy of their observation report form to every chapter participating and one to IFC/PHC Risk Management.
  - 7. Kolusis members may look into suspected unregistered events.
  - 8. Chapter leadership is expected to report any unethical behavior of Kolusis members to the VPs of Risk Management.
- C. Defining a Social Event
  - 1. If alcohol is going to be present in any capacity.
  - 2. If the event can be associated with a specific chapter (or chapters) by a reasonable outside observer.
  - 3. Numerically, as few as two members of a fraternity or sorority constitute an event. An investigation will examine context to determine organizational responsibility.
  - 4. Any event that meets the above criteria, regardless of location, could be considered a chapter social event.
  - 5. Chapters may only sponsor social events as defined above during Fall or Spring semester.
- D. Registration

1. All social events must be registered on either council's website at least 7 days in advance.
    - a. All participating/co-sponsoring chapters must register the event individually
    - b. Chapters suspected of intentionally registering events improperly will be subject to sanctions from respective council's Judicial Board.
    - c. Chapters exceeding more than 3 late registrations in one semester will be referred to their respective council's Judicial Board.
    - d. Any event registered less than 48 hours in advance will be treated as an unregistered event.
    - e. Any changes to event registration details less than 48 hours in advance will be treated as a late registration.
  2. All participating chapters must provide the theme of the event at the time of registration as well as the names of 3 initiated chapter members who must be present and sober at the event. This must include one member of the chapter's executive board.
    - a. Any changes of this need to be in compliant with VI.C.1.e.
    - b. Forging of signatures on Kolusis documents will not be permitted.
    - c. The signatures must match the names that were registered.
- E. Violations of risk management policy as outlined in this document may result in referral to respective council's judicial board or University discipline process.

## **VII. Social Event Management**

- A. Chapter House BYOB (Bring Your Own Beverage) Events
  1. All attendees must bring their own alcohol, including members of the chapter sponsoring the event.
    - a. No attendee shall be admitted with an open container of alcohol nor leave with any alcohol.
  2. All members and guests must be 19+ or possess University of Illinois identification and have their identification checked by either sober initiated chapter members or a contracted security company.
    - a. The contact information of the initiated chapter members' or security company assigned to check identification must be included in the event registration.
    - b. Charging a fee or cover to gain entrance will not be permitted.
  3. Guests who are the age of 21+ must be identified at the door and given either a wristband or stamp.
  4. Each guest is permitted to bring at maximum either a six-pack of beer as defined as beverages with an alcohol proof by volume of 6% or less, a four-pack of wine coolers as defined as beverages with an alcohol proof by volume of 6-12%, or a four-pack of single-serving wine.
    - a. A ledger must be maintained that includes the attendee's name as well as the type and quantity of alcohol brought to the event. The ledger

must be authentic and provided to the VPs of Risk Management should it be requested.

5. There must be one service distribution center (bar) located in a readily accessible area. Alcohol may not be distributed outside of this location.
    - a. The service distribution center must be monitored by sober initiated chapter member(s). These members are separate from the sober event monitors as outlined in VI.D.2.
    - b. Each chapter must use a check-in system of either tickets or punch cards for attendees to check in and receive their alcohol. Upon entrance, the monitor will place the attendee's alcohol behind the bar away from the rest of the event.
    - c. The chapter must ensure that only attendees 21+ are bringing, receiving, and drinking alcohol.
    - d. If there is suspicion of distributing alcohol outside of this location, Kolusis must be permitted access to other areas.
  6. The maximum ratio permitted at a chapter house event is three guests per member or legal fire capacity, whichever is less.
  7. Kolusis signs must be posted at all entrances and exits, bars, and other high traffic areas throughout the event space.
  8. The chapter must provide snacks and non-alcoholic beverages throughout the event.
- B. Events at Third Party Vendors
1. All events at Third Party Vendors must include a contract between the vendor and all chapters involved.
  2. All events at Third Party Vendors must be in compliance with a chapter's national guidelines and/or FIPG guidelines regarding contracts between venues.
- C. Transportation
1. Insured and licensed transportation must be provided by the participating chapters for off campus events.
  2. No alcohol is allowed on transportation to and from the event.
  3. Chapters are responsible for ensuring that all capacity and standee laws are followed while using provided transportation.
  4. Chapters are responsible for ensuring that only members of the chapter's participating in the event are using the provided transportation.

## **VIII. Education**

- A. Each chapter should annually educate its members on the Interfraternity Council (IFC)/Panhellenic Council (PHC) Risk Management Policy. While this policy addresses many risk management issues, all chapters should continually educate their members on risk management issues including, but not limited to alcohol, hazing, fire safety, health topics, eating disorders, sexual abuse & harassment, and drugs. Chapters must be prepared to provide documentation of chapter education within a reasonable time if they are asked to do so.

- B. The President, Risk Manager, and Social Chair of each chapter shall attend the Risk Management Workshop held at the beginning of each semester and sign the Risk Management Contract prior to hosting registered social events.
- C. Failure to comply will result in a chapter being unable to host registered social events until the President, Risk Manager, and Social Chair have completed the designated make-up session and signed the Risk Management contract.