



# Interfraternity Council at Clemson University

## Risk Management and Social Procedures

### Section I: Definitions and Expectations

- I. Chapter events are defined as any meeting, social event, brotherhood activity, and other gatherings of members planned and/or endorsed by the chapter.
- II. For in-person activities, it is the chapter's responsibility to ensure they are hosting safe and responsible social events that are compliant with all relevant University and IFC policies as well as local, state, and federal laws.
- III. Specific Event Guidelines
  - a. Brotherhood Events
    - i. Defined as members only in attendance.
    - ii. All events must also follow registration, guest list, and attendance list requirements.
    - iii. All events must follow university, local, state, and federal guidelines.
  - b. Social Events at Chapter Property
    - i. Social events at chapter property include any event with alcohol that is taking place at your house or at any designated chapter event location that is not a third-party venue.
      1. Chapter funds must not be used for purchase of alcohol.
      2. Designated Chapter Properties are defined in Chapter Risk Management Documentation.
    - ii. Must follow the three (3) guests to one (1) active member ratio.
    - iii. Can be co-sponsored with no more than four (4) organizations (host and three others).
    - iv. All events must also follow registration, guest list, and attendance list requirements.
    - v. All events must follow university, local, state, and federal guidelines.
  - c. Social Events at Third-Party Venues
    - i. Social events at a third party venue include any event space rented with chapter funds.
      1. Chapter funds cannot be used for purchase of alcohol from a 3rd party vendor.
    - ii. Must follow venue's capacity limit, or the three (3) guests to one (1) active member ratio, or inter/national headquarters requirements, whichever of the three is more strict.
    - iii. Can be co-sponsored with no more than four (4) organizations (host and three others).
      1. No other organizational events, single or co-sponsored, can be occurring at the same third-party venue at the same time.
    - iv. All events must also follow registration, guest list, and attendance list requirements.
    - v. All events must follow university, local, state, and federal guidelines.
  - d. Out of Town Social Events/Mountain Weekends/Beach Weekends/Formals
    - i. Must follow venue's capacity limit
    - ii. Can be co-sponsored with no more than four (4) organizations (host and three others).
      1. No other organizational events, single or co-sponsored, can be occurring at the same third-party venue at the same time.
    - iii. All events must also follow registration, date document requirements.
    - iv. All events must follow university, local, state, and federal guidelines.

- IV. Chapters must track attendance for all in-person events.
- V. Any violation of these ordinances would be a violation of the constitution and bylaws of the Interfraternity Council and would result in an immediate temporary cease and desist of chapter operations and a summons to IFC Honor Court.

## **Section II: IFC Social Procedures**

### **I. Event Registration**

- a. All events must be registered with the IFC Executive Board three calendar days before the event, or at the latest the Wednesday before the event through the social event registration form located on the IFC website.
  - 1. Under no circumstances should an organization openly or otherwise associate with any “off-campus” or unrecognized fraternity.
  - 2. If an organization does not register an event and decides to hold said event, that organization will automatically go to IFC Honor Court.
  - 3. For all social events - only ONE organization needs to register, the registering organization will be the “host” property and list the co-sponsors. Co-sponsoring chapters should not register this event.

### **II. Ratio**

- a. The ratio of three (3) guests to one (1) active member, will be strictly enforced for all events with alcohol. If your inter/national headquarters has a more strict policy, you are required to follow that policy.

### **III. Guest Lists and Wristbands**

- a. A guest list must be submitted and approved for all social events regardless of location. Guest lists should be submitted to the IFC Vice President of Risk Management via email (ClemsonIFCRisk@g.clemson.edu) by noon the day of the social event.
  - i. Should a guest list not be submitted by noon the day of the social event, or after wristband distribution, the Interfraternity Council reserves the right to cancel the event or summon law enforcement to ensure the event meets the policy.
- b. Organizations are encouraged to utilize wristbands for tracking who is actually permitted inside their event. Wristbands are purchased and provided by the Interfraternity Council.
  - i. Wristbands are not required for date functions (1:1 ratio) or brotherhood events.
  - ii. Wristbands can be picked up in Norris Hall, Room 103 (IFC Advisor’s Office).

### **IV. CUID Requirement**

- a. In order to enter any chapter event, you must scan your CUID at the door for each party.
- b. Any member who wishes to invite a guest from another institution must submit the name of their guest and list who the guest’s responsible host is.
- c. In addition to this policy, each member chapter is required to follow any age restrictions for attendees put in place by their inter/national headquarters.

### **V. Attendance Lists**

- a. An attendance list should be available within the IFC Social Software no later than two (2) days after the event takes place. Attendance will be tracked via scanning CUIDs at the entrance of the event.
  - i. If your chapter has technical difficulties using the software, CUIDs should still be scanned into a blank excel spreadsheet and emailed to [clemsonifcrisk@g.clemson.edu](mailto:clemsonifcrisk@g.clemson.edu) within two (2) days of the event.

## **VI. Certificate of Exchange**

- a. The IFC has provided a Certificate of Exchange to be used by chapter officials to streamline the process of exchange for social events. This document is a guideline for how chapters hosting events should be charging their attending chapter(s). To be able to be brought to the Honor Court, the following conditions must apply:
  - i. This certificate needs to be signed by 1 Executive Board delegate of both the host and attending chapters listed in the following positions: President, Vice President, Social Chair, Treasurer, or Director of Risk Management.
  - ii. Following signature, a copy of this document must be submitted to both the IFC Executive Vice President and Vice President of Risk Management to be taken to the Honor Court.

## **VII. Alcohol at Social Events**

- a. Alcoholic beverages must either be:
  - i. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
  - ii. Brought by individual members and guests through a bring your own beverage (“BYOB”) system.
- b. 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.
- c. 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).
- d. 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.).
- e. 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.
- f. 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.

## **VIII. Security and Sober Monitors**

- a. A security company or off-duty police officers are required for all social events occurring at chapter property, with the exception of date functions. There must be a minimum of three (3) security guards present at these events.
  - i. Security should assist in issuing wristbands and checking CUIDs as requested by the chapter.
  - ii. All security will be instructed not to allow admission to any individual who they deem to be overly intoxicated or to any individual possessing any items, such as bottles, containing unknown liquids.
- b. The number or ratio of sober monitors should follow each national organization’s policy – with a minimum of six (6) sober monitors being present at all events regardless of fraternity size.

- i. IFC encourages a ratio of one (1) sober monitor to thirty (30) attendees.
- c. Security, sober monitors, and third party vendors (i.e. bands, DJs, catering/event staff) should not consume alcohol before or during social events.

## **IX. Risk Management Plans**

- a. All chapters are required to submit risk management plans, including event layouts, pertaining to social events occurring on chapter premises for approval by the IFC Executive Board. Each chapter will be responsible for abiding by and implementing their specific approved risk management plan. These plans must be submitted to the IFC VP of Risk Management ([clemsonifcrisk@g.clemson.edu](mailto:clemsonifcrisk@g.clemson.edu)) by the date set by IFC at the beginning of the semester.
  - i. The risk management plan should include how you will map out your property for a social event, including but not limited to the location of gates/tarps, the entrance and exits, where scanning will occur, where wristbands will be distributed, and where alcohol will be stored or purchased if using a BYOB system or third-party vendor, respectively.
- b. If the risk management plan is not submitted by the deadline, or before you host your first event, the organization will remain on a social probation status until the plan is submitted to the Vice President of Risk Management.
- c. All exits must be unobstructed from all doors, locks, etc. to allow for safe and efficient exits in the event of an emergency.
- d. Every social event where alcohol could be present, must provide non-alcoholic beverage options. IFC encourages having water readily available to all guests as well as providing some food, such as bread.

## **X. Cease and Desist Usage**

- a. Should the Office of Fraternity & Sorority Life or any other University office receive a report or complaint that an organization was in violation of any of the aforementioned criteria or the Interfraternity Council's current policies, the Interfraternity Council reserves the right to issue a Cease and Desist letter to the organization requiring that all social events be suspended until further notice. Any organization who fails to comply will be subject to suspension or removal from the council by a vote of the presidents.

## **Section III: Advice and Tips**

### **I. Before the Event:**

- a. Register the social event through the social event registration link.
- b. Submit a guest list to the Vice President of Risk Management.
- c. Notify neighbors of the event.
- d. Mark out specific areas for alcohol distribution and sober monitors.
- e. Mark off restricted areas on the property

### **II. At Event Entrance:**

- a. Have ID scanners set up and ready.
- b. Scan & check IDs of all guests as they enter the event.
- c. Distribute wristbands to all members and guests.
- d. Have security or sober monitors check for water bottles or other prohibited items.
- e. Do not allow anyone that is not on the guest list into the event.

### **III. During the Event:**

- a. Do not have an open source of alcohol available, including but not limited to kegs and punch bowls.

- b. Have a minimum of six (6) sober monitors, regardless of chapter size, patrolling the event to ensure all attendees are staying safe. IFC encourages a ratio of one (1) sober monitor to thirty (30) attendees.
- c. Keep individuals from entering restricted areas on the property.
- d. When trespassers attempt to enter your social event, use security to remove them. Do not get into any physical altercation.
- e. Keep a lookout for individuals who are too intoxicated.
- f. Ensure roadways, and neighbors driveways, are not blocked by guest traffic.
- g. Call 911 when needed. Never hesitate. You can find the Clemson University Medical Alcohol Amnesty Policy at this link:  
<https://www.clemson.edu/studentaffairs/student-handbook/safety-policies/index.html>

**IV. When the Event Ends:**

- a. Walk the property to make sure there aren't individuals wandering around.
- b. Make sure no individual walks out the event in possession of alcohol.
- c. Take necessary steps to get everyone to their destination safely.
- d. Submit the attendance list from the event to the Vice President of Risk Management.

**V. Steps to a Safe and Successful Event:**

- a. Notify neighbors of your event. Provide contact information for a responsible individual who will be at the event.
- b. Have a guest list and sign-in sheet at the entrance of the event. A chapter leader(s) should be responsible for ensuring guests are on the guest list and/or signing in. Event security should include checking IDs and providing wristbands to those who are 21 years old at this station as well.
- c. Have the required number of sober monitors and security present.
- d. Keep party guests in a contained area. If the event is outside, make sure to rope off or fence in the area where guests should stay.
- e. Provide non-alcoholic drinks and food for attendees. It is important to have alternatives for those under the age of 21 or those choosing not to drink.
- f. Do not provide alcohol at events.
- g. Know the maximum capacity for the event location. Do not exceed that number in members and guests. Keep the party at a reasonable size. Everybody should fit in the space — not in the driveway or in the neighbor's yard.
- h. Don't leave the party or allow guests to leave the party with an open container in their hand.
- i. Only allow beer and wine at the party. Do not have an open source of alcohol available, which includes but is not limited to, kegs, punch bowls, open source troughs (meaning it's not behind a bar and being distributed by a bartender), etc.
- j. Always call 911 in an emergency. It is not recommended for any individual to drive or allow others to drive guests to the hospital, as this could harm the individual more than help, depending on the reasoning for going to the hospital. Never hesitate in calling 911. Getting people the help they need is far more important than anything else.
- k. Know your guests. You are legally responsible for the actions of everyone at the event and will be held accountable if anything were to happen.

A separate resource that you can refer to is the NIC Alcohol and Drug Guidelines. The information can be found at this link: <https://nicfraternity.org/nic-alcohol-drug-guidelines/>