



Interfraternity Council at Clemson University IFC Social Event Management Review Committee Guidelines and Proceedings

Section I. Position Statement:

- A. The Interfraternity Council at Clemson University (IFC) supports the social nature of its Chapters through the opportunity for chapters to host and participate in Chapter Social Events, as does the IFC Social Event Management Review Committee.
- B. The Interfraternity Council at Clemson University (IFC) holds the safety of all people and adherence to Clemson University Policy and the Local, State, and Federal Law as its top priority, as does the IFC Social Event Management Review Committee. Violations of such shall be reported to the appropriate authorities.

Section II. Purpose

- A. The Purpose of the IFC Social Event Management Review Committee is to review the Risk Management and Safety Plan that Host/Co-Hosting Chapters have in place for Special Social Events at Chapter Property, and Large-Scale Chapter Social Events at Chapter Property, which have the potential to exceed 1,200 attendees. During this review the Committee may provide guidance or set minimum requirements on how the Host/Co-Hosting Chapters may abide by all known IFC Policies, Clemson University Policies, and (Inter)National Fraternity Policies, as well as Local, State, and Federal Law while hosting their Chapter Social Event.
- B. Regardless of recommendation, or lack thereof, it is always and solely the responsibility of the Host and/or Co-Hosting Chapter to ensure that events are held safely, and within all applicable policies and rules.
- C. The IFC Social Event Management Review Committee is not responsible for approving IFC Chapter Social Events, nor does it assume liability for these events in any way.

Section III. Event Management Review Committee Rights Reserved

- A. The IFC Social Event Management Review Committee reserves the right to:
 - a. Utilize all available guiding documents, such as IFC Policies, University Policies, as well as Local, State, and Federal Law, in their review to provide guidance on how an event may be held.
 - b. Utilize best practices and individual experience to apply necessary additional safety requirements on an as-needed individual basis. This may be due to the nature of an event, location, community relations or other related factors.
 - c. Require that an informed representative from each Host/Co-Hosting Chapter be present for the duration of the review to provide complete and accurate information to the committee.
 - d. Recommend that a cease-and-desist order be issued by the Interfraternity Council Executive Board if it deems that a particular event may not be held safely and/or within applicable policies.

- e. Recommend that a cease-and-desist order be issued by the Interfraternity Council Executive Board for a specific property based on previous safety issues, policy violations, or community concerns.
- f. Refer a chapter to the appropriate adjudicating body if it becomes aware of previous violations of IFC Policy, Clemson University Policy, as well as Local, State, and Federal Law.

Section IV. IFC Member Chapter Rights Reserved

- A. The IFC Member Chapters reserve the right to:
 - a. Have their event reviewed by the committee within the provided timeframe mentioned within Section V. Event Management Review Proceedings.
 - b. Receive notice if an event has been recommended to the IFC Executive Board for a cease-and-desist order, as well as the reasoning behind such a recommendation at the time that is made to the IFC Executive Board.
 - c. Provide additional information or change event logistics to reverse a recommendation for a cease-and-desist order within the provided timeframe mentioned within Section VI. Event Management Review Proceedings.
 - d. Have up to 5 chapter student leaders present, as well as one advisor, housing board member, or (I)HQ staff member present per host/co-hosting chapter for the event in question. IFC recommends that at least the President, Risk Manager and Social Event Officers of each Host/Co-Hosting Chapter be present.
 - e. Submit edits to their risk management plan after the review within the provided timeframe mentioned within Section VI. Event Management Review Proceedings recognizes that changes to this plan may result in a recommendation for a cease-and-desist order being issued to the IFC Executive Board if such changes violate any related policies or rules.

Section V. Event Management Review Committee Make-Up

- A. The Event Management Review Committee shall be chaired by the IFC Vice President of Risk Management or, in their absence, the IFC Executive Vice President, and shall further consist of at minimum two other IFC Executive Board Members. A Fraternity and Sorority Life Office Designee may be present to help assist with policy or best practice questions but shall not hold voting power.
 - a. IFC Executive Board Members may be appointed by the IFC Vice President of Risk Management, or in their absence, the IFC Executive Vice President, on a case-by-case basis based on chapters participating in the review and/or IFC Executive Board Member availability.
 - b. The FSL Office may designate a staff member to be present and answer questions or provide best practice advice. The FSL Office Designee is not a voting member of the committee and must leave the room prior to a vote being held.
 - c. 3 members of the IFC Event Management Review Committee must be present in order to conduct an Event Management Review.

- i. If member(s) of the committee are unexpectedly unable to attend the Event Management Review, but at least one member of the committee is available, the Host/Co-Hosting Chapters may waive this requirement and proceed with the present member(s) of the committee. In this case, the present member(s) of the committee will inform the other members of the Review Proceedings and confer with the committee prior to making a decision of recommendation for or against a cease-and-desist order to the IFC Executive Board.

Section VI. Event Management Review Proceedings

A. Pre-Event Management Review Proceedings

- a. IFC Member Chapters may register Special Events and applicable Large-Scale Chapter Social Events for review earlier if they wish, but must register them at a minimum of 3 weeks in advance to ensure the IFC Event Management Review Committee may schedule the chapter for one of its regularly scheduled Event Management Review Sessions.
 - i. IFC Member Chapters may register Special Events and applicable Large-Scale Chapter Social Events up until 11:59 PM on the Wednesday immediately prior to the event. The IFC Event Management Review Committee will use all available time to conduct a review of the event, but this process is not guaranteed unless the event is registered 3 weeks in advance.
 - ii. If a review of a specific event is unable to occur prior to at minimum 1 week in advance of the event, whether that be due to late registration or lack of availability on the part of Host and/or Co-Hosting Chapters, a cease-and-desist order for the event is automatically referred to the IFC Executive Board.
 - iii. If the IFC Event Management Review Committee, due to its own unavailability, is unable to review an event that was registered before the 3-week advance registration deadline, the Chapter may assume that it can move forward with the event. For events that occur without review, as is the case for all Chapter Social Events, the Host/Co-Hosting Chapter(s) are solely responsible for ensuring all related policies and rules are followed.
- b. Within 3 business days following a Special Social Event at Chapter Property or applicable Large-Scale Chapter Social Event registration, the Presidents of each Host/Co-Hosting Chapter will receive a notification via email of their Event Management Review time and location. In this communication, the Event Management Review Committee may request preliminary documentation to support its preparation for the Event Management Review.
 - i. If a Host/Co-Hosting Chapter Representative is unavailable at the appointed time of the Event Management Review, the Host Chapter may request a new Event Management Review time with a minimum of 24 hours' notice. IFC recommends that all efforts be made to attend the original Event Management Review timeslot, as, depending on the event's registration timeline, there may only be a limited number of timeslots available.

B. Event Management Review Proceedings

- a. At all times, the Event Management Review is intended to be a discussion amongst applicable stakeholders, and the proceedings may remain flexible to preserve this. One Event Management

Review Committee member will be appointed to take note of the conversation and maintain a record of the discussion.

- i. Generally speaking, the Review will begin with the Event Management Review Committee discussing any potential concerns found in any preliminary information provided by Host/Co-Hosting Chapters and/or questions regarding unanswered questions asked during the preliminary information request. The FSL Office designee may answer questions or provide advice during this portion of the review.
- ii. After all questions or concerns presented by the Event Management Review Committee have been discussed, the Host/Co-Hosting Chapters will have a chance to ask any additional questions they have or provide any additional information they feel is important that has not already been considered.
- iii. After initial questions have been asked and answered, the Event Management Review Committee can discuss potential required additions or changes to the Host/Co-Hosting Chapters Risk Management Plan for the event in question. If additional requirements are added the Host/Co-Hosting chapters may provide proof of implementation of required additions after the Review has concluded, but must be provided at least 48 hours in advance. The FSL Office designee may answer questions or provide advice during this portion of the review.
- iv. When the IFC Event Management Review Committee Chairman deems it appropriate based on the conclusion of the conversation, the Chairman may call for a vote for recommendation for or against a cease-and-desist order being issued by the IFC Executive Board. Once this call for a vote is agreed upon by all members of the IFC Event Management Review Committee, the Host/Co-Hosting Chapter Representatives and FSL Office designee will be asked to leave the proceedings for the duration of the vote.
- v. After the Host/Co-Hosting Chapter Representatives have vacated the room, the Chairman will call for any additional discussion items to be presented by the IFC Event Management Review Committee. After these discussions conclude, the Chairman will call for a vote on whether to recommend to the IFC Executive Board that it issue a cease-and-desist order for the event in question.
- vi. A recommendation is made by a majority vote either for or against a recommendation being made to the IFC Executive Board to issue a cease-and-desist order for the event in question. Recommendations can be made pending proof of additional risk management requirements.
- vii. The Host/Co-Hosting Chapter Representatives shall be notified of the outcome of these proceedings immediately following the conclusion of the IFC Event Management Review Session. If a recommendation for cease-and-desist is made to the IFC Executive Board, the representatives may expect a response from the IFC Executive Board within 2 business days.
- viii. The recommendation may be later changed if the Host/Co-Hosting Chapters change any portion of their Risk Management plan that was provided to the review committee or if

additional information is provided at a later date. Notification of this change must be given to the Host/Co-Hosting chapters within 24 hours of it being changed or prior to the event start time which ever comes first.

C. Post Event Management Review Proceedings

- a. If the IFC Social Event Management Review Committee provides a recommendation to the IFC Executive Board that an event should be issued a Cease and Desist, the IFC Executive Board must provide a ruling within 2 business days to the Host/Co-Hosting Chapters.
- b. If a Cease and Desist order is issued by the Interfraternity Council Executive Board for an event which followed the appropriate review timeline as outlined in these bylaws the Host/Co-Hosting Chapters may appeal this decision by submitting notice of their intent to appeal to the IFC President within 48 hours of the Cease and Desist being sent.

D. Appeal Process

- a. In the event Host/Co-Hosting Chapters elect to appeal a Cease and Desist order that was recommended by the IFC Social Event Management Review Committee the IFC President will convene a IFC Social Event Management Appeal Board to review the appeal in question.
- b. The appeal board will be chaired by the IFC President and shall consist of 4 additional IFC Chapter Presidents.
- c. The IFC President shall give notice to the IFC Social Event Appeal Board and Host/Co-Hosting Chapters of the location and time of the Appeal Meeting no later than 24 hours in advance. This meeting must take place at least 24 hours in advance of the event's scheduled start time.
- d. The IFC Social Event Appeal Committee shall then follow the IFC Social Event Management Review process as listed in these bylaws to provide a second review.
 - i. In the event that the IFC Social Event Appeal Board elects to maintain the Cease and Desist Order the Host/Co-Hosting Chapter must be notified immediately following the Appeal Board Meeting. There shall be no additional appeal available for events which are not recommended by the Appeal Board to have the Cease and Desist Order lifted.
 - ii. In the event that the IFC Social Event Appeal Board elects to recommend the Cease and Desist Order be lifted, they must notify the IFC Executive Board of this recommendation immediately following the Appeal Board Meeting.
- e. The IFC Executive Board must provide an update to the status of the Cease and Desist Order within 48 hours of the recommendation to lift the Cease and Desist order and/or at least 24 hours ahead of the events scheduled start time.
- f. Until such a time that the IFC Executive Board issues a notice that the Cease and Desist order has been lifted, the Cease and Desist order shall stand.