

# Event Policy

*University of Missouri*  
Panhellenic Association & Interfraternity Council

*The University of Missouri Interfraternity Council and Panhellenic Association councils are committed to providing an environment that encourages responsible, healthy and safe uses of alcohol for those of legal drinking age. The councils actively discourage unlawful, irresponsible and abusive alcohol use. This code of policies is written and enforced with the purpose of protecting the integrity of Greek men and women, Greek chapters, Greek life as a whole, our community and our university.*

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## I. Social Standards

- a. All Interfraternity Council and Panhellenic Association chapters must operate in accordance with:
  - i. Policies outlined in the respective Interfraternity Council and Panhellenic Association constitutions and bylaws
  - ii. University of Missouri policies
  - iii. FIPG risk management policy
  - iv. Chapter national/international organization policies
  - v. Local, state and federal laws
- b. Chapters that fail to adhere to regulations outlined in this policy will be subject to disciplinary action, including but not limited to:
  - i. Monetary fines
  - ii. Alcoholic event probation
  - iii. University of Missouri student conduct sanctions
- c. Chapter-sponsored events involving alcohol may only be scheduled during the University of Missouri fall or spring academic semester.
  - i. No chapter-sponsored events involving alcohol may be held during the finals period of any semester
  - ii. The finals period of an academic semester begins on the University of Missouri's scheduled "reading day" for that semester
- d. Chapters must uphold the values of their own organizations and Greek life as a whole by avoiding event themes that exploit a culture or people group for the entertainment of guests; all programming that could be construed as culturally insensitive by the general public are strictly prohibited

## II. Chapter Funds

- a. Chapter funds may only be used for the rental of a venue, third party transportation service and food provisions
- b. No chapter funds shall be used for the purchase of alcohol
- c. The purchase of alcohol shall, in no way, be undertaken or coordinated by members on behalf of the chapter

- i. Chapter members may not offer monetary donations to subsidize the cost of alcohol

### III. Registration

- a. Chapter-sponsored events involving alcohol must be registered with the respective Interfraternity Council or Panhellenic Association Vice President of Risk Management
  - i. The following documentation must be correctly completed and submitted through OrgSync before 5:00 p.m. at least one week prior to the scheduled event date:
    - 1. Event registration form
    - 2. Receipt of transaction from transportation company to be utilized for the event, if applicable
  - ii. The following documentation must be correctly completed and submitted through OrgSync before 5:00 p.m. at least two days prior to the scheduled event date:
    - 1. Event guest list
  - iii. The following documentation must be on file with the Greek Life Office. If not on file, documentation must be provided by chapter and submitted on OrgSync before 5:00 p.m. at least one week prior to the scheduled event date:
    - 1. Proof of \$1 million insurance liability for the scheduled venue
    - 2. Proof of a valid liquor license for the scheduled venue
  - iv. A chapter-sponsored event is defined as an event in which alcohol is present and chapter funds are utilized for venues, transportation, and/or hotel accommodations
- b. Event structure
  - i. Chapters must register events involving alcohol in one of the following categories:
    - 1. Single-chapter sponsored event
      - a. One chapter is promoting, funding, and providing transportation for the event
      - b. Guests of chapter members may be invited to attend
    - 2. Joint-chapter event
      - a. Two or three chapters are promoting, funding, and/or providing transportation for the event
      - b. Only members of the hosting chapters are permitted to attend the event; no other guests may be invited to attend
    - 3. Co-sponsored event
      - a. Two or three chapters are promoting, funding, and/or providing transportation for the event
      - b. Guests of chapter members may be invited to attend
      - c. Any event requesting involving three chapters will require a meeting with the respective council Vice President of Risk Management and a representative from all chapters involved two weeks before the event
    - 4. Out of Town Event
      - a. One chapter is promoting, funding, and/or providing transportation for the event

- b. The event is being held over a period of one or more days more than 40 miles from Columbia city limits
    - c. Guests of chapter members may be invited to attend
  - 5. Parent event
    - a. One chapter is funding an event
    - b. Parents and other relatives of chapter members may be invited to attend
- c. Joint-chapter events & co-sponsored events
  - i. Each chapter participating in co-sponsored events must provide proof that its national/international policy and liability insurance allows co-sponsored events
  - ii. Any event involving more than one chapter must be registered by each participating chapter with the respective Vice President of Risk Management
- d. Unregistered or unapproved events are not sanctioned by the Interfraternity Council or Panhellenic Association
- e. Policy violations
  - i. If a chapter fails to submit complete registration forms before 5:00 p.m. at least one week prior to the scheduled event date, the event will not be approved
  - ii. If a chapter's registration forms are incorrectly completed or necessary information is not included, the event will not be approved
  - iii. Chapters that participate in an unregistered or unapproved event will be assessed a \$1,000 fine and are subject to further disciplinary action

#### **IV. Vendors and Establishments**

- a. Chapter-sponsored events must be held at a third-party venue
- b. The vendor/establishment must have a current liquor license and insurance policy with a minimum \$1 million liability coverage
  - i. The Interfraternity Council or Panhellenic Association will maintain files of current establishment liquor licenses and insurance policies
  - ii. A list of establishment paperwork on file will be available to chapters
- c. Venues that are not approved by the Interfraternity Council or Panhellenic Association may not be utilized for any event
  - i. A list of unapproved venues will be available to chapters
- d. A capable representative of the establishment must have a properly signed Establishment/Vendor Form on file with the Greek Life Office and assume the following responsibilities:
  - i. Ensuring that the establishment staff enforces local, state, and national laws
  - ii. Contacting the Office of Greek life or respective council's Vice President of Risk Management if the participating chapter(s) cause excessive difficulty, including but not limited to:
    - 1. Attempted use of false identification
    - 2. Bringing drugs or outside alcohol into the establishment
    - 3. Fighting
    - 4. Damaging establishment property
  - iii. Agree to ensure that the management and staff of the establishment will complete the following steps in order to remain in good standing for approved Greek events:

1. Identification will be checked before guests enter the establishment
2. Guests will be monitored
3. Guests who are heavily intoxicated will not be allowed to continue consuming alcoholic beverages and will be required to exit the event
- iv. Proof of the following must be on file with the Interfraternity Council and Panhellenic Association or provided to the participating chapter(s):
  1. Insurance policy with a minimum \$1 million liability coverage
  2. Valid liquor license
- v. Agree to reserve the entire establishment exclusively for the use of the chapter(s) sponsoring the event

## V. Transportation

- a. Professional transportation must be utilized for chapter-sponsored events with the exception of parent's events and out of town events
- b. Chapters may not create a system involving chapter members, new members or alumni to transport members or guests to and/or from the event location

## VI. Security

- a. One executive officer monitor must be utilized for chapter-sponsored events
  - i. The executive officer monitor is responsible for the Chapter Accountability Agreement for the event and must assume the following responsibilities:
    1. Serve as the primary contact for the event
    2. Remain sober for the duration of the event
    3. Intervene in any situation that may jeopardize the safety and/or wellbeing of members/guests at the event
    4. Ensure that the sponsoring chapter is upholding the alcohol policy for the University of Missouri, all Interfraternity Council/Panhellenic Association guidelines, the sponsoring organization's guidelines, and all state/federal laws
    5. Be available for investigation by any staff of the Office of Greek Life, University officials, Columbia/University police, and/or national fraternity/sorority organizations regarding this event
  - b. Sober monitors must be utilized for chapter-sponsored events including alcohol
    - i. Sober monitors must be members of the sponsoring chapter
    - ii. There must be one sober monitor present for every twenty-five members/guests attending the event
    - iii. Each sober monitor serving for the event is responsible for the Chapter Accountability Agreement for the event and must assume the following responsibilities:
      1. Remain sober for the duration of the event
      2. Ensure that the sponsoring chapter is upholding the alcohol policy for the University of Missouri, all Interfraternity Council/Panhellenic Association guidelines, the sponsoring organization's guidelines, and all state/federal laws
      3. Be available for investigation by any staff of the Greek Life Office, University officials, Columbia/University police, and/or national fraternity/sorority organizations regarding this event

- c. No more than 700 guests and/or members may attend any event
- d. Guests
  - i. The sponsoring chapter is responsible for monitoring guests of its event
  - ii. All guests must be properly documented on the guest list submitted to the respective council's risk manager and it shall be the responsibility of the sponsoring chapter to ensure that guests who do not appear on the guest list are not be admitted into the event
  - iii. In the case of a single chapter-sponsored event, there shall be a maximum of a two-to-one guest-to-member ratio

## **VII. Chapter Standing**

- a. Chapters must remain in good standing with the following organizations in order to host or participate in an alcoholic event:
  - i. Office of Greek Life
  - ii. Interfraternity Council and/or Panhellenic Association
  - iii. Chapter national/international organization
  - iv. University of Missouri Organization Resource Group
- b. Chapters must attend an event safety presentation scheduled by the Interfraternity Council and/or Panhellenic Association Vice President of Risk Management