



NORTHERN ILLINOIS UNIVERSITY

Division of Student Affairs

**NORTHERN ILLINOIS
UNIVERSITY
STUDENT INVOLVEMENT
RISK MANAGEMENT POLICY**

PURPOSE OF THE STUDENT INVOLVEMENT RISK MANAGEMENT POLICY

Student Involvement (—SI) at Northern Illinois University (—University) has adopted this Risk Management Policy (—Policy) for student organizations at NIU. Section I of the Alcohol and Drugs Policy and the other separate policies are based on the Risk Management Policy of national organizations and umbrella groups. This Policy is intended to apply to all student organization (- Organization) entities and all levels of organization membership. Our purposes for adopting this Policy are to promote socially acceptable conduct that reflects the pride we have in each other and in the organizations to which we belong and to enhance the safety of our members and guests. For the purposes of this Policy, the term -member includes a student organizations members and new members.

This Policy is separate from but complements the University’s Code of Conduct (—Student Code), which sets forth standards governing the conduct of all the University’s students and sets forth procedures under which the University may initiate disciplinary actions involving individual students and organizations. All members of the NIU community are expected to abide by this Policy, the Student Code, and other applicable University rules and regulations and federal, state, and local civil and criminal laws, regulations, and ordinances. In the event of any inconsistencies, the more restrictive provisions shall apply. This Policy is applied and enforced by Student Involvement staff.

No policy can cover all the possible situations that may arise. Organizations in violation of this Policy will be subject to review by Student Involvement, and they may be referred to Student Conduct.

ALCOHOL AND DRUGS

I. General Policies

- A. The possession, sale, use or consumption of alcoholic beverages, while on organization owned premises or during an event, in any situation sponsored or endorsed by the organization or at any event an observer would associate with the organization, must be in compliance with any and all applicable rules and regulations of the University, the provisions of this Policy and all guidelines issued pursuant to this Policy, the rules and policies of the organization’s (inter)national organization (if applicable), and the laws, regulations and ordinances of the United States of America, the State of Illinois, DeKalb County and the City of DeKalb.
- B. No alcoholic beverages may be purchased through or with organization funds, nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited. Liquor is also not

permitted.

- C. Open parties, meaning those with unrestricted access by non-members of the organization without specific invitation, where alcohol is present, are forbidden.
- D. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any person under the age of twenty-one (21).
- E. The possession, sale, or use of any illegal drugs, drug paraphernalia, or controlled substances while on organization premises or during an organization event or at any event that an observer would associate with the organization is strictly prohibited.
- F. No organization may co-sponsor an event with an alcohol distributor or bar at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, an organization may rent or use a room or area in a tavern as defined above for a closed event held in compliance with the provisions of this Policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held in compliance with the provisions of this Policy.
- G. No organization may co-sponsor, co-finance, attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
- H. All recruitment, rush or intake activities associated with any organization or governing council will be non- alcoholic. No recruitment or rush activities associated with any organization may be held at or in conjunction with a tavern or alcohol distributor.
- I. No member, pledge, associate/new member or novice shall permit, tolerate, encourage or participate in any drinking game. Examples of -drinking games include but are not limited to the consumption of shots of any alcoholic beverages, the practice of consuming shots equating to one's age, -beer pong, -century club, -dares, or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
- J. No alcohol shall be present at any member/new member/novice program, activity or ritual of the organization.
- K. The general policies set forth in this Section I apply to any event or gathering where alcohol is present which an organization organizes or supports, or which an observer would associate with the organization, whether or not the event or gathering is on organization premises and whether or not the event or gathering must be registered in accordance with Section VI of this Policy.
- L. For the purposes of Sections II – VII of this Policy, an -event is defined as any party or function hosted or co-hosted by an organization that persons other than members of the organization (-guests) are invited to attend. The rules and policies in Section II apply to an event, other than an Alumni or Family Event, held on the organization's premises at which alcohol is served or consumed (a -General Organization Event). The rules and policies in Section III apply to an alumni or family event

held on the organization's premises at which alcohol is served or consumed (an –Alumni or Family Event); and the rules and policies in Section IV apply to an event held off the organization's premises using a third-party vendor at which alcohol is served or consumed (a –Third Party Vendor Event). The rules and policies in Section V apply to an event where no alcohol is consumed or available for consumption at the event (an –Alcohol-Free Event).

II. Use of Alcohol at an Event Held on an Organization Facility Premises (official or unofficial)

1. Consumption of alcohol at a General Organization Event, even by those of legal drinking age, is prohibited if the ratio of guests to organization members in attendance at the event exceeds 3 to 1. The total number of organization members and guests in attendance at the event also must not exceed the fire code capacity of the facility. (Example: a chapter having 100 members in attendance at an event but with a facility fire code capacity of 180 may not have more than a total of 180 organization members and guests inside the facility during the event.)

B. All guests at a General Organization Event must be at least eighteen (18) years of age. All guests at the event must present proper identification to the organization's door monitor, showing proof of their age.

C. Events with Alcohol:

1. Guest list for events with alcohol must be submitted electronically to studentinvolvement@niu.edu no later than 12 hours prior to the event.
2. Social events with alcohol are allowed (within the guidelines provided in sections I, II, III, IV) but limited to Thursday, Friday, and Saturday nights while class is in session. Events with alcohol are not permitted during the week prior to the beginning of the Fall and Spring semesters, or during finals week, beginning on Saturday.
3. All events at which alcohol is present are to be no longer than five (5) hours in total duration.
4. Events held on Thursday and Friday cannot begin before 5 p.m. No event may exceed a period of five hours and must end by 2 a.m.
5. Organizations must keep all beverages served limited to the physical confines of the common area of the event.
6. Organizations must provide or make water and substantial amounts of non-salty food available during the time when alcoholic beverages are served.
7. General Organization Events are limited to no more than one (2) per weekend, not on consecutive days.

D. Door Management

1. A printed or typed guest list must be prepared at least twelve (12) hours in advance of each event and maintained at the entrance of the function at all times. All guests must sign in to the function next to their name on the guest list (ex. Initial by name, door monitor highlights name, etc.). Individuals not on the guest list shall not be allowed to attend the event.
2. The organization must assign a sufficient number of door monitors who are trained and qualified to enforce the restrictions (*e.g.*, age, guest list) on entering and leaving the event.

3. Guests twenty-one (21) years of age and older must be clearly identified in a consistent manner as being of legal drinking age (*ex.* by wearing a colored wristband provided to the guest upon entrance, or by a mark placed on the back of both of the guest's hands with permanent marker by the door monitor).
4. Guests shall be required to enter the event through only one (1) entrance; however, all entrances and exits shall be clearly marked, and in no event shall any entrance or exit be locked or otherwise obstructed in violation of applicable fire and safety codes.
5. Guests whose actions, conduct, and/or demeanor suggest that they may be under the influence of alcohol or drugs shall be prohibited by the door monitor from entering the event.

E. Event Monitors

1. An organization is required to have at least one (1) event monitor for every (15) people present at a General Organization Event. This includes members and guests. At least one (1) of the event monitors must be an executive board member or the risk manager of the organization and all must have received risk management training. Event monitors shall not consume any alcohol or use any illegal drugs or controlled substances at any time during or on the day of the event.
2. The responsibilities of the event monitors include, but are not limited to, the following:
 - a. Obtaining sufficient training and familiarity with this Policy and to carry out their responsibilities as event monitors.
 - b. Monitoring the number of guests at the event and whether they are properly in attendance.
 - c. Monitoring compliance by members and guests with Sections I and II of this Policy.
 - d. Monitoring the intoxication level of members and guests and using reasonable efforts, as determined by the monitor, to deal with inappropriate behavior or conduct, including indications of high levels of intoxication (but not at the risk of the monitor's own safety). This may include measures such as asking someone to leave the event, or if a person is obviously intoxicated, asking someone to help the person get back to the place where the individual is residing or staying. However, if violence or other aggressive or illegal behavior has occurred or is threatened, a sober monitor should call the police rather than intervening directly at the risk of the monitor's or other members' or guests' personal safety.
 - e. Ensuring that all door monitors and event monitors know the location of, are familiar with, and are adhering to the University's (and, if applicable, the chapter's) risk management and crisis management plans during the event.
 - f. Ensuring that all door monitors and event monitors are aware of the following telephone numbers, and that the numbers are posted at or near the entrance to the event and are clearly visible and legible:

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| 1. | Emergency | 911 |
| 2. | University Police: | 815.753.1212 |
| 3. | DeKalb Police Department: | 815.748.8400 |
| 4. | DeKalb Fire Department: | 815.748.8460 |
| 5. | Emergency contact telephone numbers for the chapter's advisor(s) and (inter)national headquarters | |

- F. The Organization must allow Student Affairs staff to enter the organization facility at any time before, during or after a General Organization Event in order to carry out their assigned responsibilities under this Policy. Upon the arrival of a staff member at an event, the organization and its officers and members, including all door monitors and event monitors, shall treat the individual(s) as guests and give them the utmost cooperation, including providing them, upon request, any relevant information concerning the event and those in attendance.

III. Alumni and Family Events Held on Facility Premises

- A. The rules and policies in this Section III apply to any Alumni or Family Event (or Alumni and Family Event) held on the facility premises at which alcohol is served or consumed. An Alumni Event is an event where the guests in attendance are limited to alumni of the organization and their family members. A Family Event is an event where the guests in attendance are limited to the organization members' families. For these purposes, an alumnus' or member's -family includes their spouse, children, grandchildren, parents, grandparents, brothers, sisters, nieces and nephews, as well as corresponding step and in-law relationships. A single event may be both an Alumni Event and a Family Event.
- B. All Alumni and/or Family Events must be held in compliance with the General Policies set forth in Section 1 above.
- C. The rules and policies set forth in Section II of this Policy shall apply to an Alumni or Family Event (or Alumni and Family Event), except that the ratio limitation in Section II.B for guests to chapter members present at the event shall not apply (but the fire code capacity limitation shall apply).
- D. Unless otherwise approved in writing by the Student Involvement, each organization is limited to hosting a maximum of four (4) Alumni and/or Family Events each academic year (this means a total of four (4) such events, not four (4) Alumni Events and four (4) Family Events).

IV. Third Party Vendor Events

- A. The rules and policies in this Section IV apply to any Third-Party Vendor Event at which alcohol is served or consumed. A Third-Party Vendor Event is any event hosted or co-hosted by an organization using a third party vendor that is held off the organization's premises. An organization hosting or co-hosting a Third-Party Vendor Event must comply with the Third-Party Vendor Guidelines and must hire a third party vendor holding the proper permit(s) under the Illinois alcoholic beverages statutes to serve the alcohol at the event.

- B. Both the organization and the third-party vendor are responsible for ensuring that the event is held in compliance with this Policy.
- C. The rules and policies set forth in Sections II.E and II.F of this Policy, regarding event monitors and rights of access to the event by Student Affairs staff members and/or council representatives, shall apply to a Third-Party Vendor Event. If two (2) or more organizations are co-hosting such an event, the event monitors must include at least one (1) executive board member or the risk manager from each organization.
- D. Persons whose actions, conduct, and/or demeanor suggest that they may be under the influence of alcohol or drugs shall be prohibited from entering the event.
- E. Organizations that host or co-host Third Party Vendor Events are encouraged to secure safe transportation to and from events for members and guests.

V. Alcohol-Free Events

- A. The rules and policies in this Section V apply to any Alcohol-Free Event. An Alcohol-Free Event is an event where no alcohol is consumed or available for consumption at the event.
- B. No person shall consume alcohol prior to or during an Alcohol-Free Event.
- C. Persons whose actions, conduct, and/or demeanor suggest that they may be under the influence of alcohol or drugs shall be prohibited from entering the event.

VI. Registration of Events

- A. Organizations must register any General Chapter Event, Alumni Event, Family Event, Third Party Vendor Event or Alcohol-Free Event covered by this Policy at least five (5) calendar days in advance of the event, using Huskie Hub.
- B. No organization shall host or co-host an event that hasn't been properly registered, including all required forms and information, in accordance with this Policy.

HAZING

No organization, student or alumnus shall conduct or condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

Any action taken or situation created, intentionally, whether on or off organization premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, ritual or policy or the regulations and policies of the University or applicable Illinois law. Examples of hazing activities are included as Appendix B to this Policy.

Article III of the NIU Student Code of Conduct defines hazing as: Acts of hazing include participation in any act or activity by an organization or group or by a member of the organization or group in which a member(s) or prospective member(s) may be subjected to an activity that might cause or create a substantial risk to one's physical or mental health. Hazing includes any act or activity that might cause but is not limited to the following: fear or intimidation, embarrassment or ridicule, physical exhaustion, endangerment, harm, mutilation or alteration of any part(s) of the body, mental fatigue, harassment, or duress, and defacement, damage, or destruction of property. The intent of the act or the consent or cooperation of the hazing recipient shall not constitute a defense of hazing. The university or the hazing recipient may charge an individual and/or the recognized student organization with responsibility for the hazing act(s) committed either on or off campus.

SEXUAL ABUSE AND HARASSMENT

The 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 includes any actions, activities or events, whether on organization premises or an off-site location, which are demeaning to women, men, or other identified gender, 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 entertainers, whether professional or amateur, at an organization event as defined in this Policy is prohibited.

The NIU Sexual Misconduct Policy, also prohibits sexual harassment and sexual misconduct (as defined in the Student Code) by University students and provides for disciplinary action in the event of a violation.

APPENDIX A – EXAMPLES OF HAZING ACTIVITIES

This list of hazing activities and examples is intended as a guide. It is not complete. With few exceptions, singling out new or pledged members to do something that members do not have to do is hazing. Ask yourselves: Would you feel comfortable if the parents of your new members were present during the activity? Consent by new members or a member is not a defense to hazing.

Examples (include but not all encompassing):

- Any form of physical activities, calisthenics or exercise.
- Scavenger hunts, regardless of whether the hunts promote theft, vandalism, and destruction of property or humiliating public acts.
- Paddling, paddle swats, or any other striking, beating, or hitting.
- All-night work or study sessions.
- Forcing or requiring pledged or initiated members to ingest any liquid or solid matter, edible or non-edible (e.g., any alcoholic substance, chewing tobacco, goldfish, raw onions, spoiled food, etc.).
- Dropping food (eggs, grapes, liver, etc.) or any other item into the mouths of pledged or initiated members.
- Requiring pledged or initiated members to wear unusual, conspicuous, embarrassing, or uncomfortable clothing, or clothing that is not normally considered to be in good taste (e.g., burlap underwear).

- Uncomfortable or inconvenient sleeping arrangements, including sleeping outdoors.
- New member-initiated member games designed to physically harm members of the incoming new members.
- Sleep deprivation - waking up new members repeatedly during the night (new members must be allowed at least six continuous, uninterrupted hours of sleep each night).
- Humiliation in front of non-members by reference to pledgeship.
- Verbal abuse such as calling a new member "scum" or "maggot"; yelling and screaming at new members.
- Line-ups of the incoming members, or grilling individuals or groups of new members with questions of any kind.
- Preventing a new member from practicing personal hygiene, including making them wear the same clothes for a week.
- Penalizing new members in any way for not having dates to specific events.

Penalties for hazing are very severe. There is no room for error. If you think it's hazing, it probably is. Don't put yourself in a situation that could jeopardize the organization or any member.