

Social Event Management Policy for Sororities and Fraternities
Office of Student Activities
Western Illinois University

I. Purpose

The purpose of the guidelines set forth in this document is to guide and to establish accountability for the fraternities and sororities of Western Illinois University in managing risks for their organizations. This policy applies to all social events hosted by fraternity/sorority chapters.

II. Introduction

The fraternities and sororities of Western Illinois University are aware of the increasing need for self-regulation and risk management within the chapters and the Greek system. This document is in response to fraternity and sorority leaders and university officials across the nation demanding that Greek systems provide guidance and guidelines to ensure the safety of members and visitors to chapter property and social events. All fraternities/sororities are to be in compliance with their inter/national policies regarding alcohol and risk management.

It is important to remember that even “unofficial” chapter events can be construed as chapter events if an outside observer can reasonably associate the activity with the chapter. Therefore, sound risk management practices should be considered and implemented any time members come together – whether on or off chapter or University premises.

III. Statement of Student Welfare and Responsibility

The safety and welfare of our students is of the highest importance to Western Illinois University (WIU) and the Greek Life Community (GLC). There will be times when individual students, both on and off campus, may be in critical need of assistance from medical or other professional personnel. WIU and the GLC hopes that these students will seek help and that other students or individual Greek chapters will respond to obtain the help that their fellow student needs. To that end, Western Illinois University wants to minimize any hesitation that students might have in obtaining help due to concern that their own behavior or chapter behavior might be a violation of University policy.

While policy violations cannot be overlooked, WIU staff members may take into consideration the positive impact of reporting an incident on the welfare of students when determining the appropriate response for policy violations by the reporter of the incident. Any possible negative consequences for the organization or individual reporting the problem may be weighed in the overall assessment of possible negative consequences for the student who needs intervention. At a minimum, WIU hopes that a student would make an anonymous report that would put the student in need in touch with professional help.

IV. Emergency Information

- A. Following is the proper protocol when dealing with an emergency situation:
- a) Call 9-1-1 and/or Office of Public Safety [309-298-1949]
 - b) Call Macomb Police Department for Non-Emergency [309-833-4505]
 - c) Call Chapter Advisor
 - d) Call House Director [If applicable]
 - e) Call Greek Life Programs [309-298-3232] M-F 8:00 am – 4:30 pm

- B. The above list as well as the name and phone number of both the chapter advisor and the Assistant Director of Student Activities for Greek Life Programs must be posted in a central location at the chapter facility or designated area.
- C. See attached APPENDIX A for procedures to be followed in the event of an emergency.

V. Risk Management Committee

The Risk Management Committee (RMC) will consist of one representative from each Greek Council (Interfraternity, Multicultural, and Panhellenic), a graduate advisor appointed by the Assistant Director of Student Activities for Greek Life, and the Assistant Director of Student Activities for Greek Life. This committee will meet on a weekly basis to collect and either approve or not approve fraternity and sorority social events.

At the start of each semester, before hosting an event, the President, Risk Management Chair*, and Social Chair(s) of each chapter must attend a RMC meeting. If a chapter does not participate in a RMC meeting, they will not be eligible to host events until they complete the necessary training with the RMC.

VI. Definition of Terms

- A. The term “**Event**” will be interpreted as any function associated with a fraternity or sorority chapter at Western Illinois University.
- B. The term “**Premeditated**” will be interpreted as planned or deliberated.
- C. The term “**Common Source of Alcohol**” will be interpreted as any container which holds more than one single serving.
- D. The term “**Hard Alcohol**” will be interpreted as any alcoholic drink that is 20 proof or more.
- E. The term “**Third (3rd) Party Vendor**” refers to a situation in which an event is planned for a location not on a Greek letter organization’s owned or leased premises or on University property and for which an outside party is providing food and/or beverage service.
- F. The term “**Self-Hosted**” refers to events that are planned on Greek letter Organizations owned or leased premises and for which food and beverages are being served by the chapter. This includes planned Bring Your Own Beverage (BYOB) events being held on owned or leased premises.
- G. The term “**Conclude**” refers to the end of an event when all guests have left the premises and all music and distribution of food and drinks have ceased

VII. Types of Events

An event, for the purpose of this document, will be defined as any situation associated with the chapter, or any event that an observer would associate with the chapter.

- A. Classification of Events
 - 1. Fundraising
 - 2. Party
 - 3. Formal
 - 4. Alumni
 - 5. Exchange
 - 6. Co-Sponsorship
 - 7. Community Service/Philanthropy
- B. Organized events will be categorized as one the following:
 - 1. Self-Hosted – Owned or leased fraternity/sorority premises

* Each chapter may designate what position description this falls under.

2. Third-Party Commercial – Location with an alcohol license
3. Third-Party Residential – Location without an alcohol license
4. Campus Facility – Any space located on Western Illinois University premises

VIII. General Event Guidelines

- A. All alcohol related events held Sunday (after 6:00 pm), through Wednesday (5:00 pm) will not be held at the chapter facility. All alcohol related events Sunday through Wednesday may be held at an alternative establishment, but may only be between the hours of 5:00pm and 1:00 am. No social events are to be held the Thursday preceding finals week through the end of the semester.
- B. All events listed within this document must be approved by the RMC and RMC Advisor. Appeals of non-approved events shall be submitted the Assistant Director of Student Activities for Greek Life. Appeals must be submitted within 48 hours after notification from the RMC of cancelled event.
- C. All events held Sunday through Thursday must conclude by 1:00 am. All events held Friday and Saturday must conclude by 2:00 am. “Conclude” shall be defined as all guests gone from the premises and all music and distribution of food and drinks have ceased. All alcohol distribution must conclude 30 minutes prior to the end of the event. All music must be turned off 15 minutes prior to the end of an event.
- D. All events at which alcohol is present are to be no longer than five hours in total duration. Approval must be granted by the RMC, RMC Advisor, and the Assistant Director of Student Activities for Greek Life if a chapter desires to separate the five designated hours where alcohol is present.
- E. For all third party vendor events at which alcohol is present, regardless of the type of event or classification, the chapter must provide a copy of the venue’s Certificate of Insurance (COI) to the RMC. The COI must show proof of a minimum per occurrence limit of \$1,000,000 for general liability coverage; the hosting facility or vendor must be listed as the primary insured on the certificate; and the fraternity or sorority organizing the event must be listed as the certificate holder.
- F. Chapter members, sober monitors, and/or event security have the right to refuse and/or excuse intoxicated, violent, or otherwise disorderly guests at any time.
- G. Alcohol is not permitted at community service, philanthropic or fundraising events.
- H. Co-sponsorships shall be limited to four Greek organizations unless granted approval by the RMC and Greek Life Office.
- I. The event’s theme must not have any suggestion of discrimination based on sex, race, color, sexual orientation, gender identity and expression, religion, age, marital status, national origin, disability, or veteran status. Insensitivity to groups is not acceptable as well as suggestions of alcohol and drugs are prohibited. Events themes such as these will not be approved. Please see Appendix B for a list of suggested and approved themes.

IX. Event Registration Paperwork

- A. All chapter associated events listed within this document, regardless of type or classification, shall have registration paperwork turned into the Office of Student Activities (OSA) for the RMC to review, no later than 10 days in advance. For events held on Saturday or Sunday, paperwork must be turned in 10 days in advance of the preceding Friday of the event.
- B. The last day to host an event with alcohol shall be the Saturday preceding the week before finals.
- C. The last day to host an event without alcohol shall be the Thursday preceding finals week.
- D. Registration paperwork must be submitted if one or more following event criteria is met:
 1. Any event with alcohol
 2. Any event held past midnight
 3. Any event that has an estimated attendance over 150 people (including chapter members). This includes philanthropies and community service projects.
 4. Any event where food is distributed to the general public
- E. The social event registration form requires the following information:

1. General Information
 - a) Date of event, start and end times, Chapter President, primary event planner contact information, and co-sponsorship information if applicable.
2. Event Information
 - a) Type of event, event name, description/theme, address, phone number, facility capacity, and number of expected attendance
 - b) Whether or not alcohol is at the event.
3. Transportation (if applicable)
 - a) Vendor providing transportation name and phone number
 - b) Location, date, and time of pick-up and drop-off.
 - c) Attach copy of agreement
4. Food and Drink (if applicable)
 - a) List of food that will be provided. Chapters are encouraged to provide non-salty food items.
 - b) Location and quantity of non-alcoholic beverages and food.
 - c) Energy drinks do not count as beverages.
5. Alcohol Check-in System for B.Y.O.B Events (if applicable)
6. Describe how beverages will be checked in, stored, distributed, and checked out.
7. Third Party Vendor (if applicable)
 - a) Name, address, and contact phone number of Third Party Vendor
 - b) Include copy of signed agreement
8. Music (if applicable)
 - a) List method of music (i.e. Live Band, DJ, iPod, etc.) to be played
9. Sober Monitors (if applicable)
 - a) List name and contact phone number for required number of sober monitors
 - b) See Section IIX for more detailed information
10. Guest Lists
 - a) Guest lists must be completed on the Greek Life template form.
 - b) Guest lists must include chapter members, alumni/alumnae, and guests attending the event.
 - c) .
 - d) Guest list must be typed, alphabetized by last name, and numbered pre-list and post-list.
 - e) The pre-list needs to be turned into the OSA and RMC with the event registration form.
 - f) The post-list needs to be turned in to the OSA and RMC by 4:30 p.m. on the business day following the event.
 - g) To allow for the attendance of chapter member guests who were not pre-registered for the event, guest lists may contain blank spaces in an amount no more than 10% of the total number of invited guests. For example, for an event with 50 planned guests, there will be allowed no more than 5 (i.e. 10% of 50) blank spaces on the guest list for unregistered guests. When unregistered guests attend the event, they must sign-in by providing name, date of birth, and the name of the chapter member who invited him or her. . Blank spaces, for events with greater than 500 attendees, require advance approval by the Assistant Director of Student Activities for Greek Life.
 - h) The post-list must reflect only those guests included on the original pre-list and no more than the number of approved blank spaces based on original estimated planned pre-list.
11. Receipts
 - a) If food and drink were provided for an event, receipts need to be turned into the OSA and RMC by 4:30 p.m. on the business day following the event.

X. Mass Gatherings

Mass Gatherings, within the Macomb City Limits, must be conducted in accordance with Chapter 4, Article VI of the Municipal Code of Macomb. The code requires that the event sponsor apply for a permit and strictly follow provisions set forth. Please see Appendix C for further detailed information.

XI. Alcohol Event Guidelines

- A. **Open parties and “All-U’s” are not permitted at any time.** A guest list must always be used.
- B. No alcohol is permitted to be present at any new member functions, including but not limited to recruitment, education, big/little nights, and initiation.
- C. Member and Guest Identification for alcohol related events:
 - 1. All identification must be accompanied with a photo and must show date of birth. All identification must be shown at facility entrance. The following is an approved list of proper forms of identification: Driver’s license, Military ID, State ID, or passport.
 - 2. A unique identifier (e.g. Sharpie marking or wristband/stamp) is to be used, after carding all attending individuals at the entrance of the facility where the social event is taking place.
 - 3. The unique identification should indicate those people attending the party who are 21 years of age or older and those who are not 21 years of age.
 - 4. A large ‘X’ marked on the hand with a black permanent marker will identify all members and guests who are under 21 years of age.
 - 5. Wristbands and/or stamp located on the wrist/hand will be used to identify all members who are 21 years of age and older.
 - 6. The appropriate Greek Council will provide each chapter black Sharpies and wristbands/stamps for events
- D. If an event is held on chapter premises, all non-members must be limited to a common area designated by the chapter hosting said event.
- E. For outdoor events, fences must be in place to mark off the designated event area.
- F. At all events on chapter property **hard alcohol is prohibited** in designated event areas. Beer, single servings of wine, or wine coolers (in non-glass containers) are the only acceptable forms of alcohol at an approved event.
- G. There are to be **no common sources of alcohol**. This includes, but is not limited to, kegs, party balls, and alcoholic punches.
- H. The possession or use of any apparatus, including but not limited to beer pong tables and beer funnels, used to facilitate 1) the rapid consumption of alcohol or 2) drinking game are not permitted.
- I. Alcohol cannot be purchased with chapter funds, nor may the purchase of it for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter.
- J. Members and guests who choose to consume alcohol must provide their own or purchase through a third party vendor.
- K. No one is permitted to drink out of a glass bottle at a self-hosted alcohol event. This includes, but is not limited to, beer bottles, wine coolers, and wine. Glass is permitted at third party alcohol events provided the third party vendor sells glass containers.
- L. All permitted alcohol must stay in the original container (i.e. no plastic cups)
- M. All chapter functions where alcohol is present must be in compliance with all state, county, and local laws. This includes, but is not limited to, Illinois Revised Statute, Chapter 43, section 131 and 183.
 - 1. Illinois Revised Statute Chapter 43, section 183: Any person who distributes or sells alcoholic liquor at any place within the state without having first obtained a valid license to do so of a petty offense and fined no more than \$500.00, and for a second offense or subsequent offenses, shall be guilty of a class B Misdemeanor.
 - 2. Illinois Revised Statute Chapter 43, Section 131: No person, associate, member, representative, agent or employee of such, shall sell, give or deliver alcoholic liquor to

any person under the age of 21 years, or to any intoxicated person or to any person known to him to be a habitual drunkard...no person, after purchasing or otherwise obtaining alcoholic liquor, shall sell, give, or deliver such alcoholic liquor to another person under the age of 21 years except in the performance of a shall, in addition to other penalties provided for the Act, be guilty of a Class B Misdemeanor.

- N. Alcohol Check-in System for B.Y.O.B. Event:
1. All alcohol must be checked into a single designated location within the chapter premises.
 2. The designated alcohol location must be overseen by sober monitors.
 3. Alcohol distribution must be facilitated by sober monitors.
 4. A punch card or ticket system must be used for all B.Y.O.B. events
 - a) A punch card or ticket system must indicate the number of alcohol servings checked into the designated location per person (i.e. a six pack of alcohol would equal six individual tickets or six designations must be made on one card).
 - b) A punch card or ticket system must identify the type and quantity of alcohol, along with the name of the guest or member over the age of 21, who is responsible for the alcohol.
 - c) Distribution of alcohol will be limited to those with either a punch card or ticket.
- O. Encouraging and/or Forcing consumption of alcohol and/or any other substance is a violation of University policy. Violators will be subject to sanctions.

XII. Sober Monitors

- A. All events at which alcohol is present shall have a sober monitor team. If an event is co-sponsored, **EACH** sponsoring organization must provide a sober monitor team. The number of sober monitors needed by **EACH** organization is determined by the number of guests on each organization's prelist. The numbers to be supplied by **EACH** organization are as follows:
1. 4 monitors from each chapter for 1-100 guests
 2. 6 monitors from each chapter for 101-200 guests
 3. 8 monitors from each chapter for 201-300 guests
 4. 10 monitors from each chapter for 301-400 guests
 5. 12 monitors from each chapter for 401-500 guests
 6. For more than 500 guests, please see the RMC and RMC Advisor for the number of sober monitors required at the event
- B. At minimum, a sober monitor team should consist of the following
1. At least one (1) executive board member, risk manager, or social chair which is encouraged to act as the head of the sober monitor team.
 2. At least half of the team members must be age 21 or older
 3. The one (1) executive board member, risk manager, or social chair may count towards one of the sober monitors that must be age 21 or older.
- C. Each sober monitor is required to have a name tag or a t-shirt denoting they are sober monitors. Sober monitors shall not consume any alcohol or use any illegal drugs or non-prescribed controlled substances at any time during or on the day of the event. Roles of a sober monitor might include but are not limited to entrance monitors, fire exit monitors, beverage distributors, and intoxication monitors.
- D. Duties of a Sober Monitor:
1. Identify what is Risky Behavior
 - a) Can this behavior hurt someone?
 - b) Has someone been hurt before with this type of behavior?
 - c) Does this behavior violate any laws?
 - d) Does this behavior violate any bylaws (university or national)?
 2. Once a Risky Behavior is identified then:
 - a) Reduce and/or eliminate the behavior by calmly addressing the situation and removing the guest/member if need be.
 3. Three Biggest Areas of Risk Management of Greeks:

- a) Providing safe housing
- b) No engagement of hazing of any sort
- c) Follow all your social event and alcohol policies

XIII. Security Guards

- A. For events that qualify for registration under the City of Macomb Mass Gathering ordinance, at which 150 or more people are in attendance, held outside and alcohol is present, hired certified uniformed security guards are required in addition to the Sober Monitor Team.
- B. The number of security officers needed is determined by the number of guests on each organization's prelist. The numbers to be supplied are as follows:
 1. 2 security guards for 150-500 guests
 2. 4 security guards for 501-1000 guests
 3. 6 security guards for 1001-1500 guests
 4. 8 security guards for 1501-2000 guests

XIV. Food and Drink

- A. Non-alcoholic alternative beverages must be provided free of charge at all self-hosted events at which alcohol is present. At each self-hosted event at which alcohol is present, one case (24) individual servings of non-alcoholic beverage per every 50 guests must be provided. The non-alcoholic beverages should be distributed at the same location as the alcoholic beverages.
- B. Non-alcoholic individual serving beverages can include but are not limited to: bottled water, soda, or juice.
- C. Energy drinks do not count as a non-alcoholic beverage
- D. Food must also be available free of charge at all B.Y.O.B. social events at which alcohol is present. At each social event including alcohol, one serving of food per person shall be provided. The food should be easily accessible to everyone.
- E. All food and non-alcoholic beverage receipts from the event must be turned in with the post-list the following business day.

XV. Drugs

- A. The possession, sale, and/or use of any illegal drugs or controlled substances at any chapter house, sponsored event, or at any event that an observer would associate with the fraternity/sorority is strictly prohibited.

XVI. Fire, Health, and Safety

- A. See Appendix A

XVII. Sexual Abuse

- A. The Greek System will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions that are demeaning to persons including but not limited to, date rape, gang rape, or verbal harassment.

XVIII. Firearms

- A. Local jurisdiction applies

XIX. Authority and Jurisdiction

- A. Responsibility of the governance of Fraternities and Sororities is specifically delegated to the OSA. The Director of Student Activities has assigned responsibility for advising and working with chapters to the Assistant Director of Student Activities for Greek Life.
- B. The OSA recognizes the inherent value of shared governance in working with Fraternities and Sororities. Therefore, the OSA recognizes the Interfraternity Council as the coordinating and governing body of the fraternity system, the Panhellenic Council as the coordinating and governing body of the sorority system, and the Multicultural Council as the coordinating and governing body of the cultural based fraternities and sororities. The authority of these groups is outlined in each respective constitution and set of bylaws as an internal authority.
- C. Judicial decisions will be made according to the procedures specified by this document. Judicial matters related to individual members of Fraternities and Sororities shall be handled by the Office of Student Judicial Programs at WIU.
- D. Generally, jurisdiction and discipline shall be limited to conduct which occurs on University or chapter premises, at chapter activities or which adversely affects the University Community and/or the pursuit of its objectives.
- E. Although not all acts of individual chapter members can or should be attributable to the chapter, any chapter or its members should be held responsible for its actions as described herein. Occasional lapses by individual members or isolated individual failures in restraint should not be chargeable to the chapter, but evidence of chapter conduct exists where:
 - 1. Members of the chapter act in concert, or the chapter provides the impetus for members, to violate University policy;
 - 2. A violation arises out of a chapter-sponsored, financed, or endorsed event;
 - 3. A chapter officer has knowledge of the incident before it occurs and fails to take corrective action;
 - 4. The incident occurs on the premises owned, operated, or leased by the chapter;
 - 5. A pattern of individual violations is found to have existed without proper and appropriate chapter control, remedy, or sanction.
- F. In determining whether a chapter may be held collectively responsible for the individual's acts of its members, all of the factors and circumstances surrounding the specific incident will be reviewed and evaluated. As a guiding principle, chapters will be held responsible for the acts of their members when those acts grow out of, or are in any way related, to chapter life.

XX. Sanctions

- A. If an organization is found in violation of policies stated within this document, sanctions may be placed on the chapter. The judicial process regarding violation of policies within this document shall be handled by the RMC, Greek Council, or Assistant Director of Student Activities for Greek Life depending on tier.
- B. Organizational behavioral issues not related or associated with policies stated within this document, will be handled by the Assistant Director of Student Activities for Greek Life and/or the Office of Student Judicial Programs.
- C. Chapter misconducts will be examined based on a tier guide.
- D. It is the intent and philosophy of the OSA and RMC to mediate infractions, if at all possible, for Tier One and Two policy violations.
 - 1. Tier One – Low
 - a) A written letter for violation of specified policies shall be sent to the chapter president and advisor.
 - b) Tier One is for a designated period of time not to exceed eight weeks (not including University breaks) and could result in more severe disciplinary sanctions if the organization is found to be violating any institutional regulation(s) or another Tier One infraction during the warning period.
 - c) Violations that occur in the Tier One shall be handled by the RMC.
 - d) Tier One warnings may involve but are not limited to unintentional and/or accidental infractions

- e) Appeals shall be taken to the respective Greek Council and must be submitted in writing within 10 business days upon notification of sanction violation(s).
2. Tier Two– Medium
 - a) Can serve as both a second chance and possible final warning to the organization.
 - b) Tier Two is imposed for a specific period of time not to exceed more than 16 weeks (not including University breaks), and potentially affects the chapter’s good standing with its respective Greek Council and/or the University.
 - c) If found responsible for violating any additional institutional regulation(s) or another Tier One or Two infraction during the probationary period may result in more severe disciplinary sanctions.
 - d) Violations in Tier Two shall be handled by the respective Greek Council.
 - e) A written letter for violation of specified policies shall be sent to the chapter president, advisor, and Inter/National organization(s) of conduct concerns.
 - f) Tier Two infractions may involve but are not limited to intentional and/or non-accidental infractions. May also include repeat policy violation offenders.
 - g) Appeals shall be taken to the Assistant Director of Student Activities for Greek Life and must be submitted in writing within 10 business days upon notification of sanction violation(s).
 3. Tier Three – High
 - a) The highest level of infraction
 - b) Tier Three is imposed for a specific period of time not to exceed more than one calendar year and affects the chapter’s good standing with its respective Greek Council and/or the University
 - c) If found responsible for violating any institutional regulation(s) or another Tier One, Two, or Three infraction during the probationary period may result in more severe disciplinary sanctions
 - d) Violations in Tier – Three shall be handled by the Assistant Director of Student Activities for Greek Life.
 - e) A written letter for violation of specified policies shall be sent to the chapter president, advisor, and Inter/National organization(s) of conduct concerns.
 - f) Tier Three infractions may involve but are not limited to multiple intentional and/or non-accidental infractions. May also include multiple repeat policy violation offenders and/or deliberately jeopardizing the safety of chapter members, guests, the Greek Community or the University.
 - g) Tier Three infractions can be sent to the Office of Student Judicial Programs for organizational review
 - h) Appeals shall be taken to the Director of Student Activities and must be submitted in writing within 10 business days upon notification of sanction violation(s).
- E.** The following sanctions may be imposed upon any Fraternity or Sorority found to have violated Social Risk Management or University policy:
1. Warning – A notice in writing to the organization that the chapter is violating or has violated institutional policy.
 2. Social Probation – Chapters subject to social probation may not be permitted to participate in parties, formals, exchanges, or any other social formal or informal, on campus or off campus.
 3. Activities Probation – Chapters prohibited from participating in some or all Greek events and/or all-University events such as Homecoming, Greek Week, etc.
 4. Intramural Probation – Shall prohibit a chapter from participating in any portion of the University intramural program.
 5. Greek Council – Probation or suspension from IFC, MGC, or Panhellenic Council, for a definite period of time. A suspended chapter loses all privileges of membership including, but not limited to, right to vote, recruitment/in-take, participation in Greek sponsored events. A suspended chapter retains privileges of attending IFC, MGC, or Panhellenic Council sponsored leadership workshops and community service projects.

A suspended chapter must continue to fulfill all other obligations of membership, including paying dues and attending meetings.

6. Fines – Fines may be imposed but must not be in excess of \$250.00 without approval from the Assistant Director of Student Activities for Greek Life. It shall be the philosophy of the OSA and RMC that all educational resources be exhausted before fines are levied out.
7. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
8. Community Service and/or Philanthropy
9. Letter(s) of apology
10. Research and written statement(s)
11. Hosting an educational program(s)
12. Dismissal – Permanent revocation of University recognition.

F. Additional Sanctions may include but are not limited to:

1. Revocation of University Recognition – Loss of all privileges, including University recognition, for a specified period of time. Conditions for recognition may be imposed.
2. Temporary or Provisional Orders – In addition to the authority granted in this document, the Director of Student Activities, or designee, is empowered to impose temporary or provisional orders ex parte to preserve the status quo or to prevent the potential endangerment of persons or property. Such temporary or provisional orders are not intended to replace a hearing before a judicial authority. Such an order is intended to place parameters on chapter behavior in order to avoid the necessity of a judicial hearing and allow the status quo to be maintained. Generally, such orders should be limited to those circumstances where the OSA has good cause to believe that an organization's behavior poses a threat to the status quo of the University community or member(s). A chapter shall receive a written copy of the order, which specifies the conditions of the order, the duration of the order, the consequence for violation of the order, and how the record of the order will be maintained.
3. Interim Suspension – In certain circumstances, which can include, but is not limited to, hazing, violence, sexual assault, etc., the Director of Student Activities, or a designee, may impose a temporary suspension for a chapter prior to a hearing for the purpose of protecting campus community members, personal or university property and/or the community at large. During the interim suspension, the organization shall lose all council privileges, be denied access to the university meeting spaces, intramural leagues, and social activities. The chapter may not hold elections, give bids to new members\pledges, or initiate members.

G. More than one of the sanctions listed above may be imposed for any single violation.

H. All disciplinary records concerning Fraternities & Sororities are maintained permanently for archival purposes.

I. In each case when a judicial body shall determine that an organization has violated policy, the sanction(s) shall be approved and imposed by the OSA. The OSA, in determining and imposing sanctions, shall consider the recommendation of the judicial body. The OSA is not limited to sanctions recommended by the judicial body. Following a mediation and/or hearing, the RMC, Greek Council, or Assistant Director of Student Activities for Greek Life shall advise the chapter in writing of the sanction(s) imposed. A sanction imposed by the RMC, Greek Council, or Assistant Director of Student Activities for Greek Life may be appealed.

J. A Fraternity or Sorority receiving a temporary or provisional order may seek relief from the Vice President for Student Services (VPSS). The organization shall request relief in writing. Upon review, the VPSS may uphold, amend, or remove the conditions of the order.

K. For the purpose of this document, when there is a mediation or hearing to determine that a violation of policy has taken place, the mediating and/or hearing authority will determine a recommendation for a sanction appropriate to the violation. In determining its recommendation, the mediating and/or hearing authority will hear recommendations from the accused organization and the complainant. The RMC, Greek Council, or Assistant Director of Student Activities for

Greek Life may introduce information of past violations by the accused organization that may be relevant to sanctioning.

XXI. Revisions

- A.** This document should be assessed, evaluated, reviewed, and updated by the Assistant Director of Student Activities for Greek Life at minimum on a yearly basis.
- B.** Every two years this document should be assessed, evaluated, reviewed and updated by a Social Event Management Committee. This committee should comprise of Greek Life students and advisors along with the University's Risk Management Officer and appointed University staff members. The Assistant Director of Student Activities for Greek Life will chair this committee
- C.** Updates to this document can be made through one of the following ways and must be approved by the Director of Student Activities:
 - 1. Recommendations voted upon by any or all Greek Councils (Individual chapters must work through their respective councils)
 - 2. Through the Social Event Management Committee
 - 3. Assistant Director for Student Activities for Greek Life

Revisions

- *September 30, 1999
- *October 21, 1999
- *November 11, 1999
- *October 21, 2000,
- *January 29, 2002
- *October 24, 2003
- *April 29, 2004
- *February 26, 2006
- *October 29, 2007
- *Spring 2010
- *Spring 2012

Housing Release Policy for Sororities and Fraternities
Office of Student Activities
Western Illinois University

I. Housing Releases Should there be a description of how the number of releases will be determined, how one chapter can “give” another chapter their release(s)?

- A. The Housing Release program allows for eligible students to break their housing contract and move into their fraternity/sorority chapter facility during their sophomore year without penalty. Each year, University Housing and Dining Services in collaboration with the Assistant Director of Student Activities for Greek Life determine how many housing releases will be available
- B. Eligibility Requirements
 - 1. Chapters
 - a) Must earn a cumulative GPA of 2.750 during the previous academic semester
 - 2. Students
 - a) Must earn between 30 and 59 credit hours
 - b) Must earn a cumulative GPA of a 2.500

Grade Policy for Sororities and Fraternities
Office of Student Activities
Western Illinois University

XXII. GPA

- A. While the Office of Student Activities does not require a minimum grade point average to join a Greek organization, the member organizations of the Greek governing councils have agreed to use a 2.500 cumulative gpa as the minimum to join.
- B. All chapters are to maintain, a 2.600 semester composite grade point average (GPA) in order to retain event privileges.
- C. Any chapter that earns a semester GPA of 2.600 and above has earned all event rights and privileges as stated within this document
- D. The following tier system will be used for determining event privileges if a chapter fails to maintain a 2.600 semester GPA.
 - 1. Chapters earning a GPA between 2.599 and 2.300 will be placed on Academic Warning for the following academic semester and will adhere to the following:
 - a) Allowed one (1) social event (party, exchange, formal, etc.) for the semester chosen by the chapter and may include alcohol. This one (1) social event must be in accordance with all rules stated in this document and must be approved by the RMC.
 - b) Allowed to participate in chapter recruitment/in-take, weekly chapter meetings, homecoming/Greek Week, educational's, brotherhood/sisterhood events, philanthropy and/or community service events, and fundraising provided they are not social events in nature.
 - c) Chapter members must attend all-Greek speakers.
 - d) Must create a chapter scholarship plan. This plan must be turned into the Assistant Director of Student Activities no later than the second Friday of the semester.
 - 2. Chapters earning a GPA of 2.299 and 2.000 will be placed on Academic Probation for the following academic semester and will adhere to the following:
 - a) All social events are prohibited for the semester
 - b) Loss of voting privilege from respective council for the semester
 - c) Allowed to participate in chapter recruitment/in-take, weekly chapter meetings, homecoming/Greek Week, educational's, brotherhood/sisterhood events, philanthropy and/or community service events, and fundraising provided they are not social events in nature.
 - d) Must attend all-Greek speakers
 - e) Must create a chapter scholarship plan. This plan must be turned into the Assistant Director of Student Activities no later than the second Friday of the semester.
 - 3. Chapters earning a GPA of 1.999 and below will be placed on Academic Suspension for the following academic semester and will adhere to the following.
 - a) All social events are prohibited for the semester
 - b) Loss of voting privilege from respective council for the semester
 - c) Not allowed to participate in Greek Week or Homecoming
 - d) Allowed to participate in chapter recruitment/in-take
 - e) Must get approval from executive board of respective council for chapter sisterhoods/brotherhoods, educationals, fundraising, philanthropies and/or community service events. Approval must come at least ten (10) business days in advance of proposed event.
 - f) Must attend all-Greek speakers
 - g) Must create a chapter scholarship plan. This plan must be turned into the Assistant Director of Student Activities no later than the second Friday of the

semester.

- E. Chapters receiving a composite GPA, on consecutive semesters, in the same tier, will automatically be placed on the next lowest tier.
- F. Chapters placed on Academic Suspension for two consecutive semesters will result in a hearing with the Director of Student Activities and Assistant Director of Student Activities for Greek Life to determine appropriate consequences.
 - 1. Consequences for two consecutive semesters on academic suspension may result in loss of student organization recognition status and removal from campus.

Emergency Policy for Sororities and Fraternities
Office of Student Activities
Western Illinois University

Appendix A

PROCEDURES TO BE FOLLOWED IN THE EVENT OF AN EMERGENCY

The following procedures are recommended in the event a tragedy or crisis occurs, whether on or off chapter property. Examples of such situations include, but are not limited to, the death or serious injury of a member, or a fire in a chapter facility. These recommendations are designed primarily for chapters with houses; however, most of the provisions are applicable to any organized group.

Some chapters may already have similar emergency procedures that have been developed by their national/international headquarters. This information will complement those procedures by providing names and telephone numbers of local contact people who can be of assistance.

MEMBER EDUCATION

1. Be certain that each member of the chapter understands that the Chapter President is the Officer-In Charge of every emergency situation. The President may consult with other members depending on the situation; however, final decision-making authority rests with the President.
2. Determine a ranked order of chapter officers who are responsible in the Chapter President's absence and communicate the order to the entire chapter membership. Each officer should know where to locate a copy of this list of emergency procedures. The Chapter Advisor, Faculty Advisor and House Corporation Board President should also possess a copy of and be familiar with these procedures.
3. All members must know who is in charge and be prepared to follow instructions. Include a review of both the general fraternity emergency procedures and these procedures in your new member education program. Highlight these procedures at the beginning of each semester with the entire chapter membership.

DEATH, SERIOUS INJURY, THREAT TO INDIVIDUAL LIVES

1. Restrict access to the chapter facility at once. Assign competent individuals to answer the telephone and the front door. The Chapter President cannot give instructions and maintain order if members are leaving and strangers are entering.
2. Permit only your members and appropriate officials to enter. Try to keep members off their personal phones to avoid the passing of incomplete information prior to a statement being issued by the President. If your chapter does not provide housing, identify a common meeting place.
3. If emergency assistance is necessary, dial 911 and provide the dispatcher with complete information on the situation. Be calm and concise. The dispatcher will contact the support and response teams requiring notification (e.g., ambulance, Fire Dept., Police Dept.).
4. Before you leave the telephone, call the Office of Student Activities (309-298-3232, or after hours call OPS at 309-298-1949), your Chapter Advisor and/or Faculty Advisor. If there is any doubt whether or not the situation is serious enough to warrant calling, **PLEASE CALL!**
5. Assemble your members in a group. Explain that there is an emergency situation and that the chapter facility is closed. Ask the members to cooperate in controlling outgoing phone calls until the situation is under control. The President will be the official spokesperson for the chapter. Do not discuss the situation with anyone outside the chapter membership until the police, University officials, and your Advisor have arrived. At that time we will discuss exactly what has happened and determine jointly what steps will be taken to manage the situation.
6. If there are members of the chapter who are not present for this meeting, a member of the chapter should be assigned to inform each of them as to the situation upon their return.

7. Your general fraternity/sorority headquarters will need to be notified at the earliest opportunity. Specific information to be shared, as well as questions, which they may be able to answer, can be formulated prior to the call through discussion with University officials and your Chapter/Faculty Advisor.
8. If the press should contact the chapter, only the Chapter President or Chapter/Faculty Advisor should speak on behalf of the chapter. With the help of your Advisor and University officials, an official written statement can be prepared. Decline comment until such a statement has been completed. Do not release any names until it has been determined that it is appropriate.
9. If the situation is a death outside the chapter living space, do not announce it until University officials and your Chapter/Faculty Advisor have arrived to help.
10. In the event of a serious injury or death, it is the role of University Personnel and/or medical/law enforcement personnel to notify the parents. You should, however, have parent/guardian information on file and available to the proper authorities. When you know the family has been notified, it is appropriate for a chapter representative to call and share sympathies and concern.
11. In the event of a death, you will want to make arrangements for any roommates to temporarily relocate to another living space. Restrict access to the deceased member's room until his/her personal possessions are removed.
12. If a member dies, do not move any of the deceased student's personal possessions. When proper time has passed, you will call the family to ask what their wishes are regarding his/her personal possessions. You may offer to pack them in boxes or offer to assist the parents/guardians if they choose to pack the belongings themselves. Before they arrive, be sure that all borrowed items are returned to the deceased student's room. If the parents/guardians do choose to pack the belongings themselves, you can make packing materials available and offer to help. Respect the family's wishes no matter how difficult that may become.
13. The University officials involved will initiate the notifications within the University of those offices, which would interact with the injured or deceased student (e.g., departmental offices, professors).
14. University officials are always available to counsel and to provide general assistance to chapter members. Do not hesitate to call for help. Individual and group counseling are strongly recommended following any crisis situation. No matter how well things may appear on the surface, counseling and other support services are often necessary.
15. If the funeral is in-state, it will mean a great deal to the family for members of the chapter to attend. If the funeral is too great a distance for the general membership to attend, arrangements can be made for a local memorial service. Most fraternities and sororities have ritual ceremonies to be conducted in the event of a member's death. Arrangements may be made by the Chapter President to hold this ceremony at the appropriate time.
16. In the case of serious injury or illness, inquire about the visitation wishes of the family and communicate this to and coordinate this with members of the chapter.
17. In any emergency use tact and caution in your statements to members, media/press officials, and others. Avoid speculation and hearsay. Remember to issue only the prepared official statement to the media/press.

FIRE

Chapters providing common housing should follow each of these steps on an annual basis.

1. Create a rooming chart resembling the house floor plan. List the residents of each room directly on the floor plan. Note any information next to the individual's name, which might become important to the Fire Department (e.g., physical challenges). Note the placement of beds and identify the occupant of each on the floor plan.
2. Make two copies of these documents. Give one to each of your next door neighbors (even if they are not a Greek chapter). Keep the original in a publicized place (e.g., chapter room, the Chapter President's room, a desk drawer in the foyer).
3. Develop escape routes for each room. Permanently affix the room's escape route to the back of that room's door.

4. Should a fire break out, dial 911. When the Fire Department arrives, you will need to assist them in determining if anyone was left in the house, and if so, where they might be found. The floor plan can be of great benefit at a point when chapter officers may not have the time to try to recall numerous names and rooming situations.
5. Identify a common meeting place outside the house for members to gather in the event of a fire. This can be a tree, a nearby fraternity or sorority front lawn, or any predetermined location. Ensure that the location is a safe distance from the house and out of the way of where emergency vehicles will enter the property. At that point, get a neighbor's copy of the rooming list and take roll. Make a note of any individuals who are missing and the probability of their remaining inside the house. This step must be taken as quickly and efficiently as possible.
6. The Chapter President or highest-ranking officer present will communicate this information to the Fire Department. The Fire Department Incident Commander will be identified either by wearing an orange vest with Incident Command on it, or by being inside a Fire Department vehicle with a green flashing light on top. Another designated officer should begin calling those individuals identified in the general emergency procedures listed previously (e.g., University officials, Chapter/Faculty Advisor). It is suggested that a listing of all necessary phone numbers be kept with the copies of the floor plan.
7. Keep chapter members together. **UNDER NO CIRCUMSTANCES SHOULD ANY MEMBER OF THE CHAPTER RETURN TO THE BURNING BUILDING.** Nothing is more important than your lives!
8. Upon their arrival, University officials and the Chapter/Faculty Advisor will begin to make temporary living arrangements as necessary.
9. The Chapter President should organize a timed fire drill each semester. The Macomb Fire Department is willing to assist in the educational components of a fire drill.
10. The chapter should sponsor a program/presentation by the Macomb Fire Department on fire safety.

Appendix B

Theme Guidelines

It is easy to get entrenched in our own community and individual sororities and fraternities. Sometimes it is hard to see outside the box. Hurtful themes can affect an entire community. We are individuals but we are a community and the individual's actions reflect on the greater whole. Many of the more typical themes are not promoting moral, intellectual, and social growth. Themes can often mask people's identities and encourage them to act in hurtful and disrespectful ways, even if that was not the intention. Even if the intention isn't there it is still wrong. It will be tempting to trust that all members will act or dress in an appropriate manner, but remember that if ONE person acts in an unacceptable manner it reflects on the entire chapter and community.

Themes should not be reinforcing stereotypes that many have been fighting to change for years. Specifically, this means that themes regarding race, gender, or religion are unacceptable. Here is a list of possible theme ideas:

- Black and white semi-formal
- Favorite TV show Stat Athletes
- Dress like a soccer, baseball, football player, etc
- Zoolander
- This used to be cool: this from when you were growing up, i.e. snap bracelets
Decades: 60's 70's 80's 90's
- Brand Logos: the Jolly Green Giant, Tony the Tiger
- Superheroes: Superman, Batman, Powerangers, etc.
- Graffiti: wear a plain white t-shirt, bring markers, and write all over each other's shirts
- Jimmy Buffet: beach attire, florashirts, shorts, sandals
- Rescue Me: Dress up like any professional, i.e. doctor, police officer, crossing guard, etc.
- 80s/90s TV
- Nickelodeon/Disney: characters from any of old shows and cartoons we used to watch
- Cocktail: semi-formal/cocktail dresses, guys pants, shirts, and ties.
- My Tie: semi-formal dress but the men put all their ties in a basket and the women choose a tie and then find the owner of that tie
- What the heck are you wearing?! : What person can wear the most clothing that makes the least sense; i.e. someone wearing a bike helmet, parka, carrying a lamp, and wearing leg warmers over snow pants and a feather boa – things like that.
- Starts with the Letter...: Pick a letter and wear something associated with words that start with it. For example the letter B: buttons, Batman, bananas, something blue, bunny, bike helmet, boas...
- What you want to be when you grow up/Occupations
- Cartoons and Cartoon Characters: Fred Flintstone, The Jetson's, etc.
- Throw Back: where what you wore in high school, like a high school swim team shirt etc, helps start conversation by talking about where you are from and what you did then and also be dressed to a theme
- Sweatpants and Polo (fancy and comfy): where either the top or bottom of your outfit as fancy and then the either comfy.
- WIU Spirit
- \$5 Prom: go to a thrift store with \$5 and try to find something fancy to wear or take the \$5 and make a prom outfit
- Masquerade Ball
- A Star Studded Night!: Dress up as your favorite celebrities
- High School Reunion: dig out those old high school t-shirts and uniforms and recreate those good times!

Remember, themes are meant to be fun, but not fun at the expense of others. Make sure members understand the idea of the theme and do not construe it in a negative way. An idea of how to minimize poor choices is to have a fashion show of what the theme is.

City of Macomb Mass Gathering Ordinance

Appendix C

A. Definition of Terms

1. Fence means any barrier or partition with principal dimensions of height and length clearly defining the perimeters of a mass gathering and designed to control ingress and egress. A fence shall include but not be limited to existing buildings, walls, hedges, and structures.
2. Mass Gathering means any outdoor or open air gathering of one hundred fifty (150) or more persons at which alcoholic liquor is consumed, provided such alcoholic liquor is not sold at the gathering by a person or persons holding a liquor license issued by the City of Macomb.
3. Security Guard means any person clearly identified as security personnel, provided such person does not consume alcoholic liquor while on duty at the mass gathering.
4. Sponsor means to allow, permit, conduct, hold, maintain, encourage, organize, or promote a mass gathering.

B. It shall be unlawful for any person to sponsor a mass gathering unless a permit has been obtained from the City of Macomb for the sponsoring of such mass gathering.

C. Application for Permit. Written application for a permit to sponsor a mass gathering shall be made to the Macomb City Clerk or his/her designee. The application may be submitted at any time, but at least fourteen (14) days prior to the date upon which the mass gathering is to be held. Such application shall be on forms provided by the City and shall have attached thereto plans, documents, and other material required by this Division. The permit application shall contain the following information:

1. The name, address, and telephone number of the person or person requesting the permit;
2. The name and address of all persons acting as sponsors of the mass gathering;
3. The name, address and telephone number of the person acting as chairperson or otherwise responsible for the conduct of the mass gathering;
4. The purpose of the mass gathering and the estimated number of attendees;
5. The date or dates the mass gathering is to be conducted and the hour or hours the mass gathering will commence and terminate;
6. The number, type (flush or portable chemical), and location of toilet facilities to be provided for use during the mass gathering;
7. The name and address of any concessionaires or vendors doing business at the mass gathering;
8. Whether any live or recorded music will be provided;
9. Whether alcoholic beverages will be sold at the mass gatherings;
10. A statement as to the number and type of refuse collection containers that will be available at the mass gathering;
11. A statement explaining the availability of adequate lawful parking within the immediate area of the mass gatherings
12. A statement explaining arrangements made for the presence of any security guard(s);
13. A site plan indicating the location of fencing and points of ingress to and egress from the mass gathering;
14. A statement explaining applicant's legal interest in the mass gathering site and submission of evidence by deed, lease, or other document verifying such interest.

D. Conditions Precedent to Granting of Permit. No permit shall be issued unless the following conditions are met:

1. Toilet Facilities: The applicant shall provide a minimum of one toilet facility for each seventy-five (75) attendees. Toilet facilities shall be located within the mass gathering perimeters or within one hundred (100) feet thereof, and be identified as open for use by attendees.
2. Waste management: Refuse collection containers shall be placed within the perimeters of the mass gathering and at the point or points of egress from the mass gathering. Containers shall be durable and non-absorbent. Heavy-weight paper or plastic sacks designed specifically for storage or refuse may be used. The total capacity of the containers shall be a minimum of thirty (30) gallons for each fifty (50) attendees.
3. Clean-up: The applicant shall post a clean-up deposit or bond in the amount of one hundred dollars (\$100) per 75 attendees to secure compliance with the clean up provisions of this section.
4. Traffic and parking control: The applicant shall have made provision for adequate lawful parking within the immediate area of the mass gathering site so that traffic will not be disrupted and that emergency vehicles shall have access to the site.
5. Security and public safety: The applicant shall provide at least one clearly identified security guard for every fifty (50) attendees or fraction thereof approved in the permit. Such security guard(s) shall be in attendance from one half-hour before and until one half-hour after the time of the mass gathering, as approved for any given day.
6. Mass gathering site: The mass gathering site shall be fenced in such a manner so that attendees are familiar with the lawful perimeters of the site, and also to assist the sponsor in restricting the mass gathering to those persons invited to attend.
7. Interest in mass gathering site: The applicant shall demonstrate a legal interest in the mass gathering site by means of a deed, lease agreement, or other document stating such interest.
8. No beverages served in glass bottles will be permitted.
9. Mass gathering scheduled time will be subject to the discretion of the Chief of Police, with consideration to be given to the location of the proposed site, and absolutely no mass gathering occurring before eleven (11) o'clock a.m. or to continue past one (1) o'clock a.m.
10. Insurance Coverage: The applicant must have proof of general liability insurance coverage in an amount no less than three hundred thousand dollars (\$300,000.00), with the City of Macomb to be named as additional insured if the event were to occur on the City of Macomb's property.

E. Issuance or Denial of Permit

1. Issuance. The Chief of Police or his designee shall issue a permit within fourteen (14) days following receipt of the application for a permit if, based upon an evaluation of the information provided or information obtained by an investigation made by the City, it is determined that the proposed mass gathering complies with the requirements of the Division, all other City ordinances, and applicable state law.
2. Denial. The Chief of Police or his designee shall deny a permit within fourteen (14) days following receipt of the application for a permit if any information supplied by the applicant is false or intentionally misleading, if issuance of a permit violates or will cause a violation of the terms of this applicant's lease arrangements for use of the mass gathering site, or if the proposed mass gathering violates any of the conditions of the Division, any other City Ordinance, or any applicable state law, or if the mass gathering is likely to cause significant traffic, noise, litter, health, or disturbances of the peace, or if a mass gathering previously sponsored by the applicant (including any members of the applicant association) has caused significant problems regarding noise, traffic, litter, health, unlawful possession or consumption of alcohol by minors, or disturbances of the peace or that significant problems regarding noise, traffic, litter, health, unlawful possession or consumption of alcohol by minors, or disturbances of the peace have occurred at this location within the past two years. Please see ordinance for further details.

3. Appeals. The denial of a permit may be appealed, in writing, to the City Administrator within five (5) days of the mailing or personal service of the denial. Please see ordinance for further details.

F. Post-gathering Procedures

1. Clean-up. The applicant shall be responsible for placing all refuse in appropriate containers, making it ready for removal within twelve (12) hours following the conclusion of the mass gathering.
2. Post-gathering inspection. Within twelve (12) hours following the conclusion of the mass gathering, the Chief of Police shall cause an inspection to be made at the mass gathering site to determine compliance with this section.
3. Deposit, refund, or bond termination. If the permittee has complied with this section the Chief of Police shall authorize return of the clean-up deposit or termination of the clean-up bond. The clean-up deposit shall be returned within five (5) days from such authorization.
4. If, upon inspection, the Chief of Police determines that the permittee has failed to comply with clean-up provisions, the Chief of Police may cause trash and debris at the site to be placed in appropriate containers, making it ready for removal. The permittee shall be responsible for the cost of such cleanup. The City may order forfeiture of the clean-up deposit or bond and apply all or a portion of the same towards the clean-up cost incurred by the City.
5. Clean-up deposit or bond forfeiture. The City Administrator or his designee shall, prior to ordering forfeiture of any clean-up deposit or bond, give notice to the permittee. Such notice shall be by regular mail. Permittee may, within five (5) days of the mailing of said notice, file a written request with the City Administrator or his designee for an administrative hearing. Failure to request a hearing shall result in forfeiture of the clean-up deposit or bond.
6. Hearing. Upon request for an administrative hearing, the City Administrator or his designee shall schedule a time at which the permittee may present evidence indicating by a preponderance of the evidence that the permittee complied with the terms of the clean-up provisions. Reasonable notice of said hearing shall be provided to permittee.
7. Decision. If the City Administrator or his designee determines that the permittee has met his burden of proof, then he shall order the clean-up deposit or bond returned to the permittee. If the City Administrator or his designee determines that the permittee has not met the burden of proof, then he shall order the clean-up deposit or bond forfeited to the City. All decisions of the City Administrator or his designee shall be final and reviewable only in the courts in accordance with applicable law

G. Necessity For Other Permits. Obtaining a permit under this Division shall not excuse any person from compliance with any other applicable statute, ordinance, or regulation, or the necessity of obtaining any other permit or license required by law.

H. Permit Not Transferable. No permit issued under the provisions of this section shall be transferable.

- I. Permittee Present At All Times. The permittee shall be present at the mass gathering site during the entire period, from one half-hour prior to the scheduled mass gathering time to one hour after the close of the mass gathering, as approved for any given day.
- J. Failure To Comply With Permit. It shall be unlawful for any person granted a permit pursuant to the terms of this Division to violate any of the terms or conditions enumerated in such permit.
- K. Refusal To Obey Order To Disperse. Any person who refuses to obey a lawful order of a police officer to orderly disperse from a mass gathering site shall be in violation of this section.
- L. No Permit – Effect. No person shall knowingly participate in or attend a mass gathering unless a written permit has been obtained from the City Administrator, Chief of Police, or their designee. Upon verbal notice from a police officer of the City of Macomb that no permit has been issued for the mass gathering, any person who refuses or fails to orderly disperse shall be in violation of this section.
- M. Admission. The permittee shall not admit any person to a mass gathering if such admission results in a greater number of persons present than allowed by the permit.
- N. Proximity To Schools, Churches, Hospitals, Etc. No mass gathering shall be held in a location which is closer than one hundred (100) feet from any school when in session, church or synagogue when services are being held, hospital or nursing home, unless such gathering is sponsored by the affected school(s), church(es), synagogues(s), hospitals), or nursing homes(s).

Any person violating this section shall be fined not less than \$500.00 nor more than \$750.00 for each offense.