

CONTRACTUAL AGREEMENT APPROVAL PROCEDURE

The following Contractual Agreement Approval Procedure is intended to provide assistance to chapters and alumni in regards to all contracts received requesting the assumption of liability by universities/colleges, third party vendors and landlords. What does this mean? It means that any document the chapter is asked to sign by universities/colleges, third party vendors, landlords or in other reason that is associated with the sorority needs to follow the procedure below before being signed. This procedure is required by all chapters to insure coverage under Sigma Alpha's national insurance program.

1. All chapters and alumni must submit any and all contractual agreements to the National Sorority Board President for review and approval at least thirty (30) days prior to date needed to ensure adequate time for review per insurance company requirement.
2. Any contractual agreement signed without review and approval by the insurance company will not be afforded any liability coverage under the Sigma Alpha's national insurance program.
3. After receiving the contractual agreement, the National Sorority Board President will submit to the insurance company for review.
4. If the insurance company states that the agreement requests the assumption of any liability for a third party's negligence, the contractual agreement shall be denied. The National Sorority Board President will notify the chapter of the insurance company's recommendation.
5. Any agreement requesting the assumption of any liability for a third party's negligence such as a host institution, third party vendor or landlord will not be approved. If such an agreement is signed without the authorization of the insurance company, Sigma Alpha will exclude insurance coverage for the specific chapter. In addition, the National Sorority Board will use its discretion to apply a disciplinary action to the chapter as described under the National Bylaws, Article XV, Discipline of Chapters.

Important Definitions:

- Host Institution: university or college where the chapter is located
- Third Party Vendor: any place rented for an event like a restaurant or hotel
- Assumption of Liability: the request that the insurance policy provide liability coverage for the requesting party.

If you have any questions about this procedure, please contact the National Sorority Board President.