



Social Greek Risk Management Policy and Social Event Registration Procedures

For the National Pan-Hellenic Council, Interfraternity Council,
Multicultural Greek Council, and College Panhellenic Council
at the University of West Georgia



Purpose

The purpose of this document is to present the Social Event Management Policies and Procedures in a format that is concise, easy to understand, and usable as a relatively quick checklist for the persons entrusted with upholding students to these policies in order to improve safety throughout Fraternity and Sorority Life.

Social Event Management Philosophy

The University of West Georgia aspires to be the best comprehensive university in America; sought after as the best place to work, learn, and succeed. In our quest to be the best, the Division of Student Affairs and Enrollment Management, Housing and Residence Life, Center for Student Involvement, Fraternity and Sorority Life, and the Greek Village, embrace the following guiding principles and values in their philosophy of the management of social events in the social fraternity and sorority community.

The University is bound by and will follow all Federal, State and Local Laws and Ordinances, and will consistently enforce these and all university policies related to social event management. The University also fully supports the risk management guidelines set forth by the Fraternal Information & Programming Group (FIPG*). The University honors its commitment to protecting the safety of students, organizations, members and facilities, and encourages all members to realize their full potential, through peer accountability and the role-modeling of responsible social event behaviors and management.

The University values and provides an educational training model which: focuses on risk management/harm reduction strategies, provides an environment in which questions are welcomed, and ensures members and guests are aware of expectations and the consequences of not following policy.

We encourage a culture of moderation, self-management, and proactive behaviors, creating a culture for student success.

**FIPG Guidelines can be found at <http://www.fipg.org/>*

Policy

I. Alcohol and Drug Policy

- A. The possession, sale, use or consumption of alcoholic beverages, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines **(From FIPG)**
- B. All individuals are obligated to observe the Laws of the State of Georgia and the City of Carrollton regarding alcoholic beverages.
1. It is unlawful to possess, consume, or transport alcoholic beverages if under the age of twenty-one (21).
 2. It is unlawful for a person, after purchasing or otherwise obtaining alcoholic beverages, to sell, give, or deliver it to another person under 21.
 3. It is unlawful for any person to misrepresent his or her age for the purpose of buying, accepting, or receiving alcoholic beverages.
 4. The University of West Georgia is a Drug Free Campus, and organizations must abide by this policy in addition to state and federal laws regarding alcohol and drugs.
- C. Organizations hosting events where alcohol is present must have insurance.
- D. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited. **(From FIPG)**
- E. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in “drinking games.” The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or 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. **(From FIPG)**
- F. Open parties, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited. **(From FIPG)**
- G. In order to register events for the upcoming semester each chapter President, Social Chair, and Risk Management Officer must attend an informational meeting (Fall/Spring-Summer) where the policies and expectations of the Social Greek Risk Management Policy and Social Event Registration Procedures are outlined.

II. Social Function Definition

- A. A Social Function is defined as, but not limited to:
 - 1. Any social functions or date functions on or off campus (whether alcohol is present or not).
 - 2. Anytime a band or DJ is present.
 - 3. Any on or off-campus event where alcohol is present.
 - 4. Anything an observer would reasonably assume is a social function (party) sponsored by the organization.

III. Event Registration

- A. All social events must be registered in accordance with the social registration procedures.
- B. Time of Social Events:
 - 1. Weekday events (Sunday – Thursday) must end by 12 a.m. (Midnight)
 - 2. Weekend events (Friday and Saturday) must end by 1:30 a.m.
 - 3. From the time the event is officially over, 30 minutes is allowed to send all guests home.

IV. Social Function Theme Sensitivity

- A. Each event must have a non-alcoholic, non-offensive, and non-discriminatory title. Events may not be given the title “party.”
 - 1. All event/activity themes must be ethnically/racially sensitive in nature and not degrade the nationality of any individual group.
 - 2. All event/activity themes must be sensitive to gender (i.e. “Hot Legs” and “Masculine Male” contest not permitted)
 - 3. Reference the Student Organization Handbook for additional policies.

V. Events with Alcohol Present

- A. The host organization(s) is (are) responsible for the event and for the enforcement of all university policies and procedures as well as those of the national organization(s) including but not limited to the amount of alcohol, drinking games, and check in/out policies and procedures.
- B. All events are BYOB (Bring Your Own Adult Beverages) or Third Party Vender*. No alcohol may be served or sold by the host organization at any time. Absolutely no common sources of alcohol are permitted. These include but are not limited to: kegs, party balls, punch bowls and courtesy bars.
- C. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (ie., those under legal drinking age) **(From FIPG)**
 - a. Only those who are 21 years of age may purchase and consume alcohol.

- D. If the event is held at a licensed venue (i.e. restaurant/bar) the venue staff is responsible for identifying and enforcing the legal drinking age. Alcohol must be dispensed from a cash bar provided by the management of the establishment. No alcohol may be brought into the event by members or guests.
 - E. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) 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, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within 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 within the provisions of this policy. **(From FIPG)**
 - F. No social events will be approved during the week of finals each semester or during times when the University of West Georgia is closed.
- * Third Party vendors must be adequately insured and have appropriate licenses as required by national organizations and federal, state, and local law.

VI. Guest Management and Safety

- A. The hosting organization may invite up to a number equivalent to 2 guests per member. (50 members x 2= 100 guests, 100 guests + 50 members = 150 total attendees). Members are individuals who are currently listed on the Center For Student Involvement chapter roster. Event attendance must not exceed the guest list.
- B. For larger functions, organizations may be advised to move to an off-campus facility that can accommodate a large amount of guests.
- C. Only the sponsoring organization will be allowed to invite guests. Invited guests may not share or extend the invitation with others.
- D. Only invited guests will be admitted to the event.
- E. Guest lists must be kept on file by the hosting chapter for up to two (2) years from the event date and must be available upon request of a university official.
- F. For chapter house events, temporary fencing must be used to create a secure and controllable event environment
 - a. In Greek Village, in order to expand your property to encompass an outdoor event, Housing and Residence Life will approve where the lines of additional fencing can be put.
- G. For guest safety and event control, members and guests must not linger in parking areas/common areas. Attendees must be inside the event area (inside house or inside fenced area of the house) at all times.
- H. During an event, all bedrooms and the 2nd floor of the house must be closed-off except to residents.
- I. Community bathrooms must be provided on the first floor of the event venue and an appropriate amount of trash receptacles should be provided by the host organization.
- J. Corridors and bathrooms must be fully lit during the entire event.

VII. Advertisement or Promotion of Events

- A. Events with alcohol present may not be advertised in any way (i.e. sheet signs, flyers, social media).
- B. Only the host organization(s) may issue specific invitations.

VIII. Food and Non-Alcoholic Beverages

- A. Sufficient amounts of food and non-alcoholic beverages must be provided for all attendees throughout the event by the sponsoring organization.

IX. Social Event Management

A. Event Monitors

1. There must be a minimum of 4 event monitors for parties of 100 or less, parties with 101-150 people must have an additional event monitor, and parties of 150 or more must have six event monitors.
2. Monitors are charged with regulating social events and maintaining the risk management policy of the chapter(s) involved and the Social Greek Risk Management Policy and Social Event Registration Procedures.
3. Monitors are not allowed to consume alcohol 8 hours prior to the start of an event or 2 hours after the ending of an event.
4. Event Monitors may leave after an event is over but must be accessible by phone in the event that they are needed to assist with unplanned issues.
5. There may be no more than two new members that serve in the event monitor role.
6. One event monitor must be an executive board member.
7. There must be a event monitor stationed at the front door, back door and two or more roaming inside.
8. All event monitors must wear an orange vest provided by Housing and Residence Life OR an approved t-shirt/vest provided by the chapter

B. Event Clean Up

1. By 7:00 a.m. the day following an event, the sponsoring organization must assure that the outside areas are clean and free of debris.
2. If the event is multi-day (i.e. Friday and Saturday), the clean-up is to be done by 7:00 a.m. each day.

C. Sound Regulations

1. During weekday events (Sunday-Thursday) all amplified sound and music inside the house must end by Midnight/12 a.m.
2. During weekend events (Friday and Saturday) all amplified sound and music inside the house must end by 1:30 a.m.
3. No amplified sound is allowed outside after Midnight/12 a.m. Sunday- Thursday or after 1:30 a.m. Friday and Saturday.
4. Organizations must obey all city ordinances with regard to noise levels and sound.

X. Additional Policies concerning Social Functions

- A. Violations of the Social Greek Risk Management Policy and Social Event Registration Procedures will be sent through the student organization conduct process
 - 1. Violations include, but are not limited to hosting un-registered events, excessive noise, serving alcohol to minors, inability to maintain a safe social event, and not adhering to requests of university officials
- B. For special events in the Greek Village, such as Homecoming, Parent events, and Alumni events, an exception to the guest limit may be granted on a case-by-case basis by a Housing and Residence Life representative. This request must be indicated on the Social Event Registration Form at the time of submission.
- C. The University reserves the right to close any chapter sponsored function if the Social Greek Risk Management Policy and Social Event Registration Procedures are not adhered to and/or the event has the potential of threatening the health and safety of its members or others in attendance. This can be done upon recommendation of IFC, NPC, NPHC, MGC, and the Assistant Director of the Center for Student Involvement, University Police, or the Vice President for Student Affairs and Enrollment Management or designee.
- D. Chapters may not use chapter rosters, phone books, phone trees, or any other pre-existing chapter information to complete guest lists for non-members attending events. Chapters must compile a separate guest list for each individual event.
- E. The guest list for each event should clearly state the event title, date, location and the names of the invited guests.
- F. Chapters can use the following in creating an event guest list: Facebook (closed event only), Google Documents, Excel, OrgSync, or any additional method approved by the Center for Student Involvement.

Procedure

I. Social Function Registration Process

The social function registration process is as follows:

1. Complete the Social Registration Form in OrgSync.
2. Ensure all approvals are obtained prior to step 3.
3. Schedule a meeting with the Greek Village Manager. The meeting must be completed 6 business days prior to the event.

For a typical 5 day week, 6 business days is defined as:

For Thursday events, 6 business days is two Wednesdays prior to the event.

For Friday events, 6 business days is two Thursdays prior to the event.

For Saturday events, 6 business days is two Fridays prior the event.

Once steps 1-3 are properly and thoroughly completed and turned into appropriate office, the chapter president and social chair will receive a confirmation email within 3 days of the social event date explaining that the event is registered.

II. Guest Management and Safety

- A. All guests and members must sign in at the check-in table, present identification, and each organization must have a visible method to identify who is 21 years of age or older.
- B. For chapter house events, temporary fencing must be used to create a secure and controllable event environment
 - i. In Greek Village, in order to expand your property to encompass an outdoor event, Housing and Residence Life will approve where the lines of additional fencing can be put.
- C. There should only be one point of entrance and exit for all members and guests.
- D. The event monitors must be wearing a vest provided by Housing and Residence Life OR an approved t-shirt/vest provided by the chapter

II. Violations Procedures

Note: General guidelines state that UWG University Police or other university officials have the right to skip violation procedures stated below at their discretion.

- A. 1st Visit/Call- UWG University Police or other university official will issue verbal warning
- B. 2nd Visit/Call- If University Police or other university official is required to return to your event, they may issue citations or arrest individuals and file Maxient reports regarding the incident. Additionally, the event will be shut down and guest will be required to leave immediately. The incident will be reported to the Office of Student Conduct and the Assistant Director for Fraternity and Sorority Life.

These policies and procedures can be reviewed or updated at any time if legitimate need arises. However, at a minimum, these policies and procedures will be reviewed every two years during the summer months.

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