

Social Greek Risk Management Policy and Social Event Registration Procedures

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

To be implemented for the Greek Village and off campus fraternity houses



PURPOSE

We, the men and women of the Interfraternity Council, Panhellenic Council, and the National Pan-Hellenic Council at the University of West Georgia use this document as a reflection of the high standards we uphold. We place high value and esteem on the Greek Community and thus respect each member's individual chapter, its property, and its member's safety. We understand the duty for each member to take responsibility for his/her own actions and understand every individual is a representation of the Greek Community as a whole.

This document is an addition to each chapter's national/international policies, the laws of the federal, state, and local government, and the regulations of the university. All chapters and colonies recognized by the University and the governing councils fall under the jurisdiction of this policy and are expected to abide by its regulations in their roles as hosts of any social function.

I. Alcohol and Drug Policy

- A) All individuals are obligated to observe the Laws of the State of Georgia and the City of Carrollton regarding alcoholic beverages.
 - i. It is unlawful to possess, consume, or transport alcoholic beverages if under the age of twenty-one (21) years of age.
 - ii. It is unlawful for a person, after purchasing or otherwise obtaining alcoholic beverages, to sell, give, or deliver it to another person under the age of twenty-one (21).
 - iii. It is unlawful for any person to misrepresent his or her age for the purpose of buying, accepting, or receiving alcoholic beverages from a license.
- B) Organizations hosting events where alcohol will be present must have insurance.
- C) 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.
- D) No alcoholic beverages may be purchased through the chapter treasury nor may be purchased for members or guests in the name of or on behalf of the chapter.
- E) Each chapter President must attend an informational meeting (spring/fall) where the policies and expectations of the Social Greek Risk Management and Social Event Registration Procedures are outlined.

II. Social Function Definition

- A) A Social Function can be defined as, but not limited to:
 - i. Any social functions or date functions on the premises (whether alcohol is present or not)
 - ii. Anytime a band or DJ is present
 - iii. Any off-campus event where alcohol is present

II. Social Function Registration Process

- A) The Social Contract Form must be submitted to the Assistant Director of the Center for Student Involvement, IFC Risk Management Officer, or Panhellenic Vice President one calendar week (7 days) prior to the event. The submission of this form should occur during a scheduled meeting in advance and all signatures must be obtained prior to the meeting. Social Contract Forms may be obtained outside the Center for Student Involvement or the Greek Life Office.
- B) Events will not be approved until the completed Social Contract Form with the required information and signatures (Chapter President and Social Chair) are received by the deadline. The Chapter President or Social Chair signing and submitting the form must meet with the Assistant Director of the Center for Student Involvement or IFC Risk Manager or Panhellenic Vice President and receive appropriate training and/or additional instructions/directions at the time of submission.
- C) A pre-determined guest list must be submitted to the Assistant Director of the Center for Student Involvement three business days prior to the event.
- D) The guest list should clearly state the event title, date, location and the names of the invited guests.
- E) 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 guest list for each individual event.
- F) Once the guest list is submitted and accepted, the Assistant Director of the Center for Student Involvement will issue wrist bands to be used for the risk management purposes of identifying those individual guests above the age of 21.
- G) The Chapter President/Social Chair signing the form must be present for the entirety of the event and must also sign the security check-in list (See IV. C).
- H) Time of Social Events
 - i. Weekday events (Sunday – Thursday) must end by 12 Midnight
 - ii. Weekend events (Friday and Saturday) must end by 1:30 a.m.
 - iii. From the time the event is officially over, 30 minutes is allowed to send all guests home.

III. Social Function Theme Sensitivity Policy

- A) Each event must have a non-alcoholic, non-offensive and non-discriminatory title, events may not be given the title “party”.

University of West Georgia Social Greek Theme Sensitivity:

All members of Social Greek Fraternities and Sororities are expected to adhere to the following rules and regulations.

- 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) All promotional and membership recruitment material (advertising, posters, flyers, favors, booklets, and t-shirts) must be sensitive in nature regarding the area of concern named in sections 1-2 of this policy.

IV. General Guidelines and Policies for Events with Alcohol Present

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).

A) Alcohol Management

- i. 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 anytime. Absolutely no common sources of alcohol these include but are not limited to: kegs, party balls, punch bowls and courtesy bars.
- ii. If the event is BYOB, only those over the age of 21 are permitted to bring alcohol to the event (Those people over 21 will be issued a wristband) (See Section C).
- iii. If the event is hosted at a Third Party Vendor, only those who are 21 may purchase or consume alcohol.
- iv. If the event is held at a licensed venue (i.e. restaurant/bar) the venue staff is responsible identifying and enforcing the legal drinking age. Alcohol must be dispensed from a cash bar provided by the management of the establishment. No alcohol maybe brought into the event by members or guests.
- v. Third Party vendors will be adequately insured and have appropriate licenses.

B) Guest Management and Safety

- i. Only invited guests will be admitted to the event.
- ii. For events at an organization's house, the organization may invite a number equivalent to 2 guests per member. (50 members x 2= 100 guests, 100 guests + 50 members = 150 total attendees). For larger events, organizations will secure an off-campus facility that can accommodate larger functions. Event attendance must not exceed fire code.

For special events, such as Homecoming, Parent events and Alumni events, an exception to the guest limit may be granted on a case-by-case basis by the

Assistant Director of the Center for Student Involvement and a Residence Life representative. This request must be indicated on the Social Contract Form at the time of submission.

- iv. All guests and members must sign in at the check-in table, present identification, and receive the proper armband (21 years of age or older).
- v. For guest safety and event control, members and guests may not linger in parking areas/common areas. Attendees should be inside the event area (inside house or inside fenced area at the rear of the house) at all times.
- vii. It may be necessary to put up temporary fencing to create a secure and controllable event environment. There should only be one point of entrance and exit for all members and guests.
- viii. When the event closes, those waiting for safe drivers should wait inside, in a common area. No loud music or other loud disturbances are permitted. These individuals should be transported as soon as possible.
- ix. During an event, all bedrooms and the 2nd floor of the house will be closed-off except to residents.
- x. Community bathrooms should be provided on the first floor of the event venue and an appropriate amount of trash receptacles should be provided by the host organization.
- xi. Corridors and bathrooms must be fully lit during the entire event.

C) Wristbands and Sign in List

- i. All members and guests 21 years of age or older must wear a wristband unless event is at a 3rd party vendor (See Section A).
- ii. All attendees must sign-in upon entrance to the event
- iii. The sign-in list from each event must be submitted to the IFC/Panhellenic/NPHC Risk Manager or the Assistant Director for Greek Life within two (2) business days of the event.
- iv. The organization will not be allowed to host another event until the sign-in list(s) is submitted.

D) Advertisement or Promotion of Events

- i. Events with alcohol present may not be advertised in any way (i.e. sheet signs, flyers, Facebook, MySpace, etc.)
- ii. Specific invitations must be issued (verbal or written).

E) Food and Non-Alcoholic Beverages

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

VII. Social Function Event Management

A) Sober Event Monitors

- i. The sponsoring organization must have at least two (2) Sober Monitors and a detailed Safe Driver plan. The Sober Monitors must be drug-free and register a BAC (Blood Alcohol Content) of 0.00. The event may not begin and will be shut down if any sober monitor listed on the Social Function Form registers a BAC of greater than 0.00. The names and phone numbers of sober event monitors should be submitted to University Police for each registered event by the IFC Risk Manager.
- ii. Monitors must be second-year students and initiated members, and one of the two must be a chapter officer, Sober Event Monitors may not leave until all guests have left and the event is closed.
- iii. At least one monitor should remain at the check-in table. The remaining monitor(s) should patrol the event, direct guests and members to the check-in table, assist in keeping guests inside the event, or help guests with obtaining a ride when requested.

B) Safe Drivers Program/Plan

- i. In addition to the Sober Monitors, at least two (2) safe drivers must be present for the entire event. The Safe Drivers must be drug-free and register a BAC (Blood Alcohol Content) of 0.00. The event may not begin and/or will be shut down if any safe driver listed on the Social Function Form registers a BAC of greater than 0.00.
- ii. Pledges, provisional members, candidates, etc. may not serve as safe drivers unless an equal number of initiated members serve as safe drivers too.

C) Event Clean Up

- i. 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.
- ii. If the event is multi-day (i.e. Friday and Saturday), the clean up is to be done by 7 a.m. each day.
- iii. Failure to abide by the event clean up policy will result in chapters or individuals receiving sanctions as determined by the IFC, NPC, NPHC or the Greek Council Judicial Committee.
- v. Repeat offenders will be referred to the Assistant Dean of Students, Judicial Affairs.

D) Sound Regulations

- i. During weekday events (Sunday-Thursday) all amplified sound and music inside the house must end by Midnight/12 a.m.

- ii. During weekend events (Friday and Saturday) all amplified sound and music inside the house must end by 1:00 a.m.
- iii. No amplified sound is allowed outside after 11 p.m. Sunday- Thursday or after Midnight/12 a.m. Friday and Saturday.
- v. Organizations must obey all city ordinances with regard to noise levels and sound.

C) Violations Procedures

- i. 1st Visit/Call- If the volume level is too high; the UWG University Police will issue verbal warning and request that the organization lower the volume to an acceptable level.
- ii. 2nd Visit/Call- University Police makes a second visit to your event, they will turn the sound off and it will remain off for the rest of the evening/event.
- iii. 3rd Visit/Call- If University Police is required to return to your event due to sound or other problems; they may issue citations or arrest individuals. Additionally, the event will be shut down and guest will be required to leave immediately. The incident will be reported to the Judicial Affairs Office and the Assistant Director of Student Activities.
- iv. Note: UWG University Police has the right to skip violation procedures stated above at their discretion and based on noise complaints or excessive noise levels.

IX. Miscellaneous Policies concerning Social Functions

- A) There is no furniture allowed on the front lawn of fraternity or sorority houses, and yards should be kept clean or appropriate sanctions will be imposed.
- B) Alcohol is not permitted in the Greek Village except at houses where Social Function Forms are submitted (not in common areas).
- C) The University reserves the right to close any sponsored function by a chapter if the event has the potential of threatening the health and safety of its members or others in attendance, upon recommendation of IFC, NPC, NPHC, and Assistant Director of the Center for Student Involvement, University Police, or the Vice President for Student Affairs or designee.
- D) All parking must be in legal spaces. Cars parked illegally may be towed.

E) Community Respect and a Healthy Living and Learning Environment must be created and fostered by each organization.