

Social Event Policy for Sororities and Fraternities
Western Illinois University
10/29/2007

I. Purpose

The purpose of the guidelines set forth in this document is to guide and be accountable for the fraternities and sororities of Western Illinois University in the risk management of 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 insure the safety of members and visitors to chapter property and social events. All fraternities/sororities are to be in compliance with their international policies for the distribution of alcohol.

III. Emergency Information

- A. The following list is the proper protocol when dealing with an emergency situation:
1. Call 9-1-1
 2. Call Chapter Advisor
 3. Call Greek Life Programs (298-3232)
- B. The above list as well as the name and phone number of both the chapter advisor and the Assistant Director for Greek Life Programs must be posted by each chapter's house phone.

IV. Definition of Terms

- A. The Term "**Event**" will be interpreted as any function sponsored by a 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 two liters of an alcoholic beverage.
- D. The Term "**Hard Alcohol**" will be interpreted as any alcoholic drink that is 20 proof or more.

V. Types of Events

- A. A social event, for the purpose of this document will be defined as any situation sponsored or endorsed by the chapter, or any event that an observer would associate with the chapter.
- B. A social event at which alcohol is present is to be no longer than five hours in duration. Events held Sunday (after 6:00 pm) through Wednesday (5:00 pm) will not

be held at the chapter house. Events Sunday through Wednesday may be held at an alternative establishment, but may only be between the hours of 5:00pm and midnight. Social events are not to be held the Sunday preceding finals week through the end of the semester.

- C. Written notification of all social events shall be turned into the Office of Student Activities (OSA) by 5:00 pm on the Tuesday preceding the event for approval by the Risk Management Committee. The social event form requires the following information:
1. The paperwork that is provided by the Risk Management Committee stating who, where, and when the social event will be taking place. The theme of the event, if any, will also be stated.
 2. For events that are held Thursday through Monday, social event forms must be turned in on the Tuesday of that week, prior to the event.
 3. For events that are held Tuesday and Wednesday, social event forms must be turned in the Tuesday of the week prior to the event.
 4. There must be a typed numbered pre-list and post-list with the names of the chapter members and or their dates who will be attending the event which needs to be turned into the OSA by 5:00PM on the following business day of the event. The pre-list and post-list must be identical to each other and comprised of signatures of the guests who attended the event. Any individual guests in attendance whose names are not on the pre-list of the post-list are a violation of the Social Event Policy.

VI. Requirements of All Social Events

- A. Social events at which alcohol is present are limited to members, invited guests, alumni, and relatives of chapter members. Invited guests are limited to a reasonable number according to the capacity of the facility and property. This number shall be in accordance with the number recommended by the Macomb Police and Fire Department after they have surveyed the area. Alumni and parent events shall be exempt from the guidelines set forth for the number in attendance.
- B. **Open parties and “All-U’s” are not permitted at any time.**
- C. A chapter hand stamp is to be used, after carding all attending individuals, at the entrance of the facility where the social event is taking place. The stamp should indicate those people attending the party who are 21 years of age or older. Identification will be checked for a military ID, state ID, or driver’s license.
- D. The event’s theme should not have any suggestion of being racial, alcoholic, sexist, dangerous, or insensitivity to any group.
- E. Before hosting an event, at the start of each semester, the President, Risk Manager*, and Social Chair(s) of each chapter will attend the IFC/PHC Risk Manager Roundtable. If a chapter does not participate they will be placed on social probation until they complete the necessary training with the IFC/PHC Risk Managers.
- F. All non-members must be limited to a designated event area
- G. For outdoor events, fences must be in place to mark off the designated event area.
- H. At all events on chapter property **hard alcohol is prohibited** in designated event areas.
- I. There is to be **no common sources of alcohol**. This includes, but is not limited to, Kegs, party balls, and alcoholic punches. Alcohol cannot be purchased with chapter funds, nor may the purchase of it for members or guests be undertaken or coordinated

* Risk manager is only required if the chapter has that position available.

by any member in the name of, or on behalf of, the chapter. Guests who choose to consume alcohol must provide their own or purchase through a third party vendor.

- J. No one is permitted to drink out of a glass bottle. This includes, but is not limited to, beer bottles, wine coolers, and booze bottles.
- K. 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.
- L. No alcohol is permitted to be present at any new member functions, i.e.: mom and dad's nights, recruitment events, initiation, etc.

VII. Sober Monitors

- A. Social events at which alcohol is present shall have a sober monitor team from **EACH** sponsoring organization. The number of sober monitors needed by **EACH** organization is determined by the number of guests on each prelist. The numbers to be supplied by **EACH** organization are as follows:
 - 4 monitors (from each chapter) for 1-100 guests
 - 6 monitors (from each chapter) for 101-200 guests
 - 8 monitors (from each chapter) for 201-300 guests
 - 10 monitors (from each chapter) for 301-400 guests
 - 12 monitors (from each chapter) for 401-500 guests
- B. Each sober monitor is required to have a name tag or a t-shirt denoting they are sober monitors.
- C. For events at which 500 or more people are in attendance, a hired uniformed security officer is required.
- D. Duties of a Sober Monitor:
 - 1. Identify what is Risky Behavior
 - 1. Can this behavior hurt someone?
 - 2. Has someone been hurt before with this type of behavior?
 - 3. Does this behavior violate any laws?
 - 4. Does this behavior violate any bylaws (university or national)?
 - 2. Once a Risky Behavior is identified then:
 - 1. Reduce the behavior
 - 2. Eliminate the behavior
 - 3. Three Biggest Areas of Risk Management of Greeks:

1. Providing Safe Housing
2. No engagement of hazing of any sort
3. Follow all your social event and alcohol policies

VIII. Food and Drink

- A. Non-alcoholic or alternative beverages must be provided free of charge at all social events for which alcohol is present. At each social function including alcohol, one twelve pack of soda per every 25 people must be provided. The non-alcoholic beverages should be distributed at the same location as the alcoholic beverages.
- B. Food must also be available free of charge at all 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.
- C. All food and non-alcoholic beverage receipts from the event must be turned in with the post-list.

IX. GPA

- A. All chapters are to maintain, at a minimum, a 2.6 composite grade point average in order to retain privileges.

X. Risk Management Committee Event Checks

- A. The IFC/PHC Risk Committee and appropriate council officers hold the right to conduct spot checks on any chapter event to ensure that every organization is abiding by the Social Event Policy. The inspecting officer(s) will follow the Social Event Observation Form.

XI. 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.

XII. Fire, Health, Safety

- A. All chapter houses shall, prior to, during and following occupancy, meet all local fire and health codes and standards.
- B. If chapters do not correct violations that are cited by authorities in a reasonable time period, the chapter may face judicial action by the appropriate disciplinarian.

XIII. 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 is not limited to, date rape, gang rape, or verbal harassment.

XIV. Philanthropies

- A. While it has been tradition at Western Illinois University for fraternities/sororities to host philanthropic/fundraiser events where alcohol has been permitted to be present, Western Illinois University and OSA Greek Life does not support, endorse, or allow philanthropic or fundraising events where alcohol is part of or present at the event in any nature or form.

XV. Penalties for Violation of the Social Event Policy

- A. First Tier Offense: For any accidental infraction (honest mistake) of the social event policy by a chapter a written letter will be issued that serves as a warning to the chapter that violated the policy. The duration of the warning will be for at least three months or until the end of the following semester (Whichever is longer). If there is another infraction of the policy by the chapter while still on warning the chapter will be placed on social suspension for the remainder of the semester or until the appropriate adjudicating body deems appropriate. In cases where social suspension is not the appropriate penalty other actions will take place (i.e. community service, educational, etc.). (First Tier Infractions include, but are not limited to: infractions with the post list, the number of sober monitors, duration of the event, time of the event, number of guests at the event, etc.).
- B. Second Tier Offense: Any infraction of the social event policy that can be seen as an intentional and deliberate disregard for the rules and regulations of the social event policy. Outcome for Second Tier Offenses will be determined by the appropriate adjudicating body as determined by the appropriate council and the Office of Student Activities. In the case of second tier offenses, the appeal process will be directed to the next highest entity. (Second Tier Infractions include, but are not limited to: Open Parties, unregistered events, common source of alcohol, hard liquor, etc.)
- C. In the event that a chapter feels as though they have been put on social suspension or received a warning for any unjust reason, they will have exactly 7 days (starting on the date the letter was sent to the chapter president) to appeal the decision. To appeal a decision, a written explanation must be turned into the OSA office secretary in the allotted time and will then be discussed by the PHC & IFC Risk Management Chairs. An appeal should include the following:
1. Date the event occurred
 2. The offense in question
 3. Why the warning/suspension is unjust

Once the letter is received, the PHC & IFC Risk Management Chairs will then decide to keep the warning and hold the offense or overturn the warning and/or suspension without penalty. The Risk Management Chairs may also allow the chapter to regain its' social privileges through other means (i.e.: community service, holding an educational, etc.). Even if the chapter successfully completes this task and the warning/suspension is overturned, that warning/suspension will not be erased completely. If the chapter violates the Social Event Policy a third time, they will then be re-placed on social suspension. No further appeals can be made at this time.

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