

Adrian College

Alcohol and Risk Management Policy for Social Events Interfraternity/Panhellenic Council

This policy is designed to comply with the mission of Adrian College, the laws of the State of Michigan, and the inter/national policies governing each Greek organization. All formally recognized Interfraternity Council (IFC) and Adrian College Panhellenic Council (ACPC) organizations as recognized by Adrian College, naming Alpha Tau Omega, Pi Kappa Alpha, Sigma Alpha Epsilon, Tau Kappa Epsilon, Theta Chi, Alpha Phi, Alpha Sigma Alpha, Chi Omega and Delta Nu Kappa, will adhere to the guidelines of this policy. **All chapters agreeing to host or co-host an event, on or off campus, will be held liable for all infractions.** All chapters will follow the provisions of this policy, as well as guidelines set forth by the inter/national sponsoring or co-sponsoring the event. In any instance where the inter/national policy is more comprehensive than outlined in the body of this document, the more comprehensive policy is to be enforced by the chapter.

Purpose

This policy is designed to:

1. decrease legal liability for fraternity and sorority chapters, their officers, members, members' parents, advisors, alumni boards, national or international organizations and Adrian College,
2. reduce the problems associated with alcohol misuse and abuse at social events,
3. assure the safety of everyone in attendance at Greek-sponsored social events and those with whom they come into contact following the event,
4. support the ideals and values on which fraternities and sororities are based, and
5. promote self-governance as a Greek community.

Scheduling and Registration

1. No social events in a semester will be approved by the Office of Greek Life until an Adrian College Greek Social Events Registration Form is submitted. Additionally, members must have all publicity approved by the Office of Student Activities. Any type of publicity must adhere to the guidelines outlined in the Student Handbook. Once publicity and the Social Events Registration Form are approved, publicity may go out.
2. The Student Life Office will determine whether an event may be held on the particular date requested.
3. Up to two on-campus social events per evening may be approved. Only one event per chapter per evening shall be approved.
6. All social events on campus will begin at or after 8 p.m. and conclude at or before 1 a.m., and will last no longer than 4 hours. All due consideration regarding music levels and noise shall be made for the College's neighbors. Any complaints made to the College or Adrian Police may be a cause for ending events earlier than stated ending hour or for restricting an individual chapter to specific hours for future events per procedures outlined in the Student Code of Conduct or if required by the Office of Greek Life.

Attendance and Access

1. Sponsoring chapters will assist and be solely responsible for checking ID's and physical condition of all guests before entering the social event. Non-student guests must be at least 18 years of age. Non-student guests under 18 years of age and any guests suspected of being intoxicated shall be denied entrance by the sponsoring chapter(s). Any person may be denied entrance to a social event by the hosting chapter(s), College officials or their agents.
2. The total number in attendance (including members of the host chapter) may not exceed 125. This is the maximum capacity for each living unit established by the Fire Marshall.
3. At all parties' only one door may be used as an entrance and exit to the event. All other doors must be clear and unblocked in case of an emergency.

4. At all parties the name of the president/designee and names of all event monitors will be made available to any College official who needs to enter the premises for whatever reason. Monitors should be present to respond to situations. A ratio of one party monitor to every 20 attendees is suggested. Party monitors should agree to the following:
 - a. Not to consume alcohol, and remain sober for the duration of the event.
 - b. Work the duration of the entire event
 - c. Make sure the party starts and ends on time
 - d. Wear distinctive clothing to identify themselves at all times.
 - e. Ensure that alcohol on the premises should be stopped at least one hour before the end of the function.
 - f. At least one of the designated party monitors (president, vice president, house manager, social chair, recruitment chair) must be present, sober and in charge of the event for the entire duration.

Provisions for Alcoholic Beverages

1. The possession, sale, use, or consumption of alcoholic beverages, while on chapter premises, during a fraternity event, or 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, county, city, and institution of Higher Education, and must comply with either BYOB or Third Party Vendor Guidelines (See below for Third Party Vendor Guidelines)
2. 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 on behalf of, the chapter. The purchase or use of bulk quantity or common source(s) of alcoholic beverages, for example, kegs, is prohibited.
3. Open Parties, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e. those under legal "drinking age")
5. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any individual under the legal drinking age.
6. The possession, sale, or, use of illegal or controlled substances while in a campus owned facility or during a social event- on or off campus- or any functions that an observer would associate with a Greek chapter is illegal and prohibited.
7. No chapter may co-sponsor an event with an alcohol distributor, charitable organization, or tavern (tavern defined as an establishment generating more than of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present. This includes any event held in, at or on property of a tavern as defined above for the purposes of fundraising. A chapter may rent or use a room or area in a tavern as defined above for an event held within the provisions of this policy, including the use of a third party vendor and guest list.
8. All recruitment activities or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with an alcohol distributor or tavern as defined in this policy.
9. No alcohol shall be present at any pledge/associate/new member/novice program, activity, or ritual of the chapter. This includes, but is not limited to activities associated with "bid night", "big brother/big sister night," and initiation.

10. In the event this policy is violated during a social event, the social event may be ended at the discretion of Safety, College officials, chapter officers, or their designees.

Third Part Vendor Criteria

The vendor must—

1. Be properly licensed by the appropriate local and state authority. This may involve both liquor license and temporary license to sell on the premises where the function is to be held.
2. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidence by a properly completed certificate of insurance prepared by the insurance provided. The certificate of insurance must also show evidence that the vendor has a part of his/her insurance coverage, “off premises liquor liability coverage and non-owned and hired auto coverage.” Named insured included on the certificate of insurance must as a minimum include the local chapter hiring the vendor as well as the international fraternity that the local chapter is affiliated with.
3. Agree in writing to cash sales only, collected by the vendor during the function.
4. Assume in writing all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
 - a. Checking ID cards upon entry;
 - b. Not serving minors;
 - c. Nor serving individuals that appear to be intoxicated;
 - d. Maintaining absolute control of all alcoholic containers present;
 - e. Collecting all remaining alcohol at the end of a function (no excess alcohol – opened or unopened – is to be given, sold, or furnished to the chapter);
 - f. Removing all alcohol from the premises.

Hazing

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as: “Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue, physical or psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside or inside the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual, or policy or the regulations and policies of the educational institution, or applicable state law.”

Sexual Abuse and Harassment

Adrian College Fraternities and Sororities will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions which are demeaning to women or men, such as verbal harassment. The Adrian College Greek System will not tolerate sexual assault in any form. Any witnessed incidences of sexual assault or harassment are to be reported to the proper authority either: Melinda Schwyn, Sexual Assault Investigator or Dean of Students Troy Schmidli, Title IX Coordinator.

Fire, Health, and Safety

Adrian College Fraternities and Sororities will meet all local fire and health codes and standards in addition to following the standards as set forth by each organization’s National Risk Management Policy. All chapters should have posted by common phones and in other locations, emergency numbers for fire, police, and ambulance, and should have posted evacuation routes on the back of the door of each sleeping room. The

possession and/or use of firearms or explosive devices of any kind within the confines of the premises of the chapter house are expressly forbidden.

Violation of Policy

Any violation of this Risk Management policy will result in judicial proceedings. Charges not informally resolved through an acceptance of responsibility may be referred by Greek Life or designee at her/his discretion to the Dean of Student Life or Administrative hearing. All violations regarding the behavior of the chapter or violation of this policy will result in the chapter president being required to represent the chapter regarding the incident. The Adrian College Interfraternity Council and Adrian College Panhellenic Council are encouraged to take action within the limits of their authority against member chapters violating this policy.

Supervision

At any social event, College Officials will be allowed access to all areas of the housing facility at all times. Safety officers will be allowed access at the request of any persons listed above or when required to fulfill their duties. This group of people will determine if provisions set forth in this policy are being violated. The sponsoring chapter's officers and members are solely responsible for the monitoring of alcohol consumption and the enforcement of all state and local laws, as well as Adrian College, Interfraternity Council, Panhellenic Council, and the national organization's policies.

IFC and ACPC executive officers, as an matter of Greek community self-governance, will be allowed access to all areas of the housing facility at all times (men are restricted from Chi Omega living areas) and have the authority and responsibility to confront and resolve violations of this policy at the following events: rush/recruitment events required to be registered as social events (excludes "info" nights, etc.) and other registered social events on campus. Mixers, members only, formals, alumni events, and family events are excluded from this provision; however, IFC and ACPC officers who are members of the participating organizations in these excluded events have the authority to enforce this policy.

Evaluation of Policy

Review of the existing Alcohol and Risk Management Policy for Chapter Operations and Social Events will be completed at least every two years. The process of review will be initiated by the Assistant Director of Residence & Greek Life. Input will be provided by the InterFraternity Council and Panhellenic Council, subject to final approval by the Dean for Student Life.

Glossary

Social event: any registered function planned, sponsored, hosted, or promoted by a chapter. A social event may be held in conjunction with another chapter. Social events include, but are not limited to, mixers, members only, invited guests, alumni events, family events, and formals.

1. Mixers are events between two chapters and are limited to members only.
2. Alumni events are limited to chapter members, alumni members, and their family members.
3. Family events are limited to chapter members and their family members.

Common area: any room of the facility not considered personal living space that is easily accessible by all, i.e. hallways, stairwells, bathrooms, basements. An area where alcohol is not permitted at any time.

Monitor: a chapter member who refrains absolutely from drinking alcohol before and during performance of their monitoring duties.

Third party vendor: a licensed and insured cash bar operator who is not affiliated with any chapter sponsoring the event.

Guest list: A list comprised of any individuals who are invited to a social event.

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