

## Social Policy

### University of Northern Iowa Fraternities and Panhellenic Councils

#### Section I: Purpose

1. To assist fraternities and sororities in the planning and execution of safe social functions.
2. To raise awareness amongst Fraternity & Sorority Life (FSL) members of the level of risk that occurs at social functions, and to put into place the policies and procedures to reduce the level of risk.
3. To provide continuous education regarding FSL social functions.
4. To promote responsible alcohol use by all FSL members.
5. To exemplify and uphold our fraternal values.

#### Section II: Definition of a Social Event

A social event is characterized and defined by, but not limited to, the following:

1. Indications of advertisement of the event:
  - a. Information concerning the event was announced at a chapter meeting
  - b. Information concerning the event was posted in the chapter house
  - c. Information concerning the event was emailed to the chapter distribution list
  - d. Information concerning the event was posted on the chapter Facebook page or to other online communities
2. Any event an observer would associate with the fraternity or sorority chapter.

#### Section III: Types of Social Events

A	Events with Alcohol	Third Party Vendor Events – chapters may choose to host an event where alcohol is served by a licensed, insured, third-party vendor.	Must be Registered
		BYOB Events – chapters may choose to host an event where each attendee brings their own beverage (“BYOB”).	Must be Registered
B	Dry Events	Chapters may choose to host mixers or other dry events either on or off-campus.	Does not need to be Registered

C	Philanthropy	Chapters may choose to host their philanthropy event(s) on or off-campus.	Does not need to be Registered
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#### Section IV: Scheduling of Events

1. All above events will be initially scheduled during a meeting presided over by The Office of Student Involvement and Panhellenic Council (PHC) executives by the beginning of each semester. The scheduled events will comprise the comprehensive Greek Social Calendar, which can be accessed by visiting the **UNI FSL website**.
  - a. Calendar events will include schedules of deadlines and the received and approved dates of the paperwork.
2. Any events with alcohol may only occur during the regular academic year. Events should not be scheduled or hosted during academic breaks, including but not limited to Thanksgiving Break, Winter Break, Spring Break, and Summer Break.
3. Additional events may be added to the Greek Social Calendar beyond initial scheduling. A request to add an event requires an in-person meeting with the appropriate Office of Student Involvement representative or PHC executive. An approved addition of an event must follow the required registration for the type of event it is.
4. The maximum allowance for events on any single day will be two (2) social events (A,B Events) and one (1) philanthropy event (C Event).
  - a. In the event of a special circumstance (reunions, holidays, homecoming, etc.), exceptions may be made with approval from the Office of Student Involvement and Panhellenic Council (PHC) executives or the Fraternity and Sorority Life Advisor.

#### Section V: Registering an Event

1. **A Events** (Events with alcohol) must be registered by submitting a **Social Notification Form** to the Office of Student Involvement two (2) weeks prior to the event date.
2. All sections of the **Social Event Notification Form** must be completed and accurate for the form to be valid. Incomplete forms will not be accepted. Falsification of information on the **Social Event Notification Form** is prohibited and may result in disciplinary actions. The **Social Event Notification Form** will serve as the university reference for the event.
3. A Pre-Social Event Form, including the pre-guest list and event monitor list, must be

provided for **A Events** and will include each guest's name and date of birth. The Pre-Social Event Form shall be turned in to the Office of Student Involvement two (2) days before the event.

- a. See Section X:2 for information regarding event monitor eligibility requirements.

4. A Post-Social Event Form, including the post-guest list and event monitor list, is required with the signatures of the guests who attended and names of those who successfully served as event monitors. (Electronically typed names will suffice as a signature if a printed list is not available for attendees to sign.) or The Post-Social Event Form shall be turned in to the Office of Student Involvement the immediate school day following the event by 5:00pm.

5. The respective Vice Presidents of the PHC, Fraternity and Sorority Life Advisor, and Student Involvement secretary will approve, recommend changes, or deny based upon the information received.

- a. All paperwork must be submitted online through the Office of Student Involvement.
- b. These individuals will be reviewing based on accurate information, form completion, approved vendor location, appropriate theme, and other such items required in the paperwork.

## **Section VI: Third Party Vendors**

Events held at a Third Party Vendor are subject to the alcohol guidelines (Section IX) listed in this document. Additionally, the following steps must also be taken for Third Party Vendor Events.

1. An event can only be held at an approved Third Party Vendor. A list of approved vendors can be found on the UNI FSL website.
  - a. An approved vendor must meet the guidelines stated in the **Third Party Vendor Checklist**.
  - b. If an event is going to be held at a Third Party Vendor that is not currently approved, then the contact information for the manager of the vendor must be submitted to the appropriate PHC executive or Office of Student Involvement staff a minimum of three (3) weeks prior to the event date.
2. The **Third Party Vendor Checklist** indicating what the vendor is responsible for will be completed by the **Office of Student Involvement annually**.
3. Transportation for off-campus events must adhere to the following:
  - a. All non-overnight events must be provided through a licensed bus service distinguished and registered by the sponsoring chapter(s).

- b. Transportation to overnight events does not require bus services however; the use of a licensed bus service is highly encouraged.

### **Section VII: Bring Your Own Events**

Any event that is not held at a third party vendor must be BYOB (Bring Your Own Beverage). In addition to following all other guidelines related to alcohol, chapters must also follow these guidelines for BYOB events:

1. The sponsoring chapter must provide four (4) event monitors. The names and signatures of these individuals should be included in the **Social Notification Form**.
  - a. See section X:2 for information regarding event monitor eligibility requirements.
2. To gain entry, individuals must be on a guest list and have a valid government issued ID.
3. Individuals who are 21 or older will receive a wristband or stamp upon entry.
4. A maximum of six twelve-ounce containers of beer or an equivalent product (Mike's Hard Lemonade, Strawberita, etc.), or four wine coolers.
5. An event monitor must be present to collect alcohol at the door. All beverages must be marked with the owner's name and stored at a single location for the duration of the event. This area and the distribution of beverages must also be overseen by an event monitor.
6. Only one (1) beverage may be obtained at a time and only by the individual who brought it to the event.
7. Beverages in glass containers are not permitted.
8. Hard alcohol is not permitted at BYOB events.

### **Section VIII: Tailgating Guidelines**

1. All individuals and organizations must comply with the University Intercollegiate Athletics Tailgating Policies, which can be found on the **UNI website**.
2. The host chapter(s) must schedule and register tailgating events as Type A events.
3. Registered tailgates must either be a third party vendor event or BYOB event and follow the respective rules and guidelines.

### **Section IX: Alcohol and Drug Guidelines**

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a chapter event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the chapter, must be in

compliance with 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.

2. No alcoholic beverages may be purchased through chapter funds nor may the purchase of the 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 a bulk quantity or common sources of such alcoholic beverages, e.g. kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the chapter, without specific invitation, where alcohol is present, shall be forbidden. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal "drinking age").
4. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a chapter event or at any event that an observer would associate with the chapter, is strictly prohibited.
5. 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.
6. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
7. All recruitment 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 a tavern or alcohol distributor as defined in this policy.
8. 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 alcohol which involves duress or encouragement.
9. No alcohol shall be present at any pledge/associate member/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.

## Section X: Policy Education

1. All chapters have an obligation to educate their members on this policy. The Office of Student Involvement and Panhellenic executives will provide a presentation geared towards new members. This presentation will be given at the chapter level, facilitated by an Office of Student Involvement staff member or a Panhellenic Executive member from their respective chapter in conjunction with their chapter's new member educator, and will occur at the beginning of each semester and/or before the first social event with alcohol if new members have been added to the chapter.
  - a. No social events with alcohol will take place until the presentation has been given and signed off on by the Office of Student Involvement staff member or Panhellenic Executive who has facilitated the presentation.
  - b. Upon completion of the presentation, each chapter's social chair (or equivalent) will complete the **FSL Social Policy Presentation Confirmation Form**, which requires the signature of the Office of Student Involvement staff member or Panhellenic Executive who facilitated the presentation. This must be submitted at least two (2) days before a social event with alcohol, and it can be turned in at the same time as the pre-guest list. Office of Student Involvement hours are Monday-Friday 8:00am-4:30pm.
  - c. If a chapter does not have a member on Panhellenic Executive, a representative from these bodies will be sent to that chapter's formal meeting to facilitate the presentation.
  - d. If a chapter receives new members after the first scheduled social event with alcohol, the chapter will still complete the presentation for the newest members before the next social event with alcohol that the newest member will attend. Refer to Section IX:1.b. above for information on how to complete the policy education process.
  - e. Failure to complete the presentation and/or falsification of the **FSL Social Policy Presentation Confirmation Form** is prohibited and may result in other disciplinary actions.
4. All chapters must uphold and adhere to the Office of Student Involvement – Event Monitor Policy, which can be located on the UNI FSL website.
  - a. To be considered an eligible event monitor:
    - i. Chapter members must participate in the Red Watch Band Training.
    - ii. Chapter members must be of the sponsoring chapter for a minimum of two (2) semesters.
  - b. New members from every chapter are expected to participate in the Red Watch

Band training during the fall semester of the year.

### **Section XI: Enforcement**

1. Federal, state, and local laws will take precedence over this policy.
2. The Panhellenic Council and Office of Student Involvement will oversee the monitoring of events and enforce the provisions of this policy at their discretion.

### **Section XII: Registration Paperwork Violations**

Registration paperwork violations consist of the following:

1. Late registration of an event.
2. Pre-Social Event Form, including pre-guest lists and event monitors list, is not submitted two (2) days before the event to the Office of Student Involvement.
3. Post-Social Event Form, including post-guest lists and event monitors list, not submitted to the Office of Student Involvement by the immediate school day following the event.
4. Incomplete forms or missing information on any paperwork.

Registration paperwork violations will be addressed as follows:

1. First violation will result in a social warning.
2. Second violation will result in the cancellation of the event for which the registration violation took place.
3. All violations after a second violation will be handled at the discretion of the appropriate PHC executive or Office of Student Involvement.
4. All violations will be in effect for one (1) semester.

### **Section XIII: Sanctions**

All sanctions depend on the severity of the infraction and will be assessed at the discretion of the appropriate Panhellenic executive and Office of Student Involvement Representative. Reviews and sanctions of alleged infractions will follow the judicial procedures outlined for each council. All forms mentioned in this document are found on the UNI Office of Student Involvement website.