

Social Event Guidelines

PURPOSE

The purpose of the guidelines set forth in this document is to establish accountability for the fraternities and sororities at Bradley University, and to provide guidance in managing risks for their organizations in a social setting.

Basic Expectations:

1. All fraternities/sororities will comply with their inter/national policies regarding alcohol and risk management.
2. All fraternities/sororities will participate in semesterly risk management training with the Risk Management Committee.
3. All fraternities/sororities will comply with Bradley University policies, as well as state, local, and federal laws.
4. All fraternities/sororities will comply with their council policies and procedures.

RISK MANAGEMENT COMMITTEE:

The Risk Management Committee (RMC) will consist of one representative from each Greek Council (Interfraternity, National Pan-Hellenic, and Panhellenic), and the Assistant Director of Student Activities for Fraternity and Sorority Life. This committee will meet on a weekly basis to collect and review fraternity and sorority social event requests.

At the start of each semester, before hosting an event, the President, Risk Management Chair, and Social Chair(s) of each chapter must attend an RMC meeting. Chapters will help identify the necessary individuals to attend if the position titles do not align with those listed. If a chapter does not participate in an RMC meeting, they will not be eligible to host chapter social events until they complete the necessary training with the RMC.

EMERGENCY INFORMATION

In the case of an emergency, the following persons should be contacted in the following order:

1. CALL 9-1-1 and/or the Bradley University Police Department at 309-677-2000.
2. Call your Chapter Advisor.
3. Call your Housing Board/Corporation Director (If applicable).
4. Contact the Fraternity and Sorority Life Assistant Director via phone 309-677-3050 [M-F 8:00am - 5:00pm] or via email.

The above list should be posted in a central location at the chapter facility or designated area. If the chapter has a different chain of contact, that should be submitted to the Assistant Director and posted.

Social Event Policy

TERMS

- The term “**Event**” will be interpreted as any function associated with a fraternity or sorority chapter.
- The term “**Premeditated**” will be interpreted as planned or deliberate.
- The term “**Common Source of Alcohol**” will be interpreted as any container which holds more than one single serving.
- The term “**Hard Alcohol**” will be interpreted as any alcoholic drink that has been distilled. These types of beverages have an alcohol by volume (ABV) above 15%.
 - The distribution and consumption of any alcohol with an ABV above 15% is prohibited unless supplied by a licensed third-party vendor.
- The term “**Third (3rd) Party Vendor**” an event that has been planned and for which an outside entity is providing food and/or beverage service. This entity is required to be a current licensed alcohol distribution vendor.
- The term “**Self-Hosted**” refers to events that are planned on chapter owned or leased premises and for which food and beverages are being served by the chapter. This includes Bring Your Own Beverage (BYOB), 3rd Party Vendor and No Alcohol events being held on owned or leased premises.
- The term “**Conclude**” refers to the end of an event when all the guests have left the premises and all music and distribution of food and drinks have ceased
- The term “**On-Campus**” refers to any chapter or Bradley University-owned or leased properties and premises. This includes any student, faculty or staff individual owned or leased properties.
- The term “**Off-Campus**” refers to any property that is not categorized under “On-Campus”.

EVENT CLASSIFICATION

Classification of Events:

1. Off-Campus Invite Only with Alcohol
2. Off-Campus Invite Only without Alcohol
3. On-Campus Invite Only with Alcohol
4. On-Campus Invite Only without Alcohol
5. On-Campus Open Event (without Alcohol)

Types of Events:

1. **Restricted/Invite**

- a. Formal*
 - i. Defined as a social event that takes place on or off campus that is by invite-only and requires formal attire.
- b. Semi-Formal*

- i. Defined as a social event that takes place on or off campus that is by invite-only and requires formal attire but is classified by the chapter as semi-formal (whether for dress attire, who is planning it or when in the school year it happens).
 - c. Date Party*
 - i. Defined as a social event requiring invites that is hosted on or off campus.
 - d. Exchange*
 - i. Defined as a social event that is hosted between two chapters.
 - e. Invite Only Party*
 - i. Defined as a social event that requires invite
 - f. Travel Weekend*
 - i. When chapters plan a social event that requires them to host the event outside of the surrounding Peoria area. If members are far enough away from where they live that requires them to stay overnight (camping, hotel stay, resort, etc.).
 - g. Brotherhood/Sisterhood*
 - i. Defined as an event for current chapter members only.
 - h. Alumni Event*
 - i. Any event that actively invites and is planned for the purpose of engaging any previous member who graduated.
- 2. Open Guest List**
- a. Open Party
 - i. Defined as any social gathering that is open to any Bradley student without prior invitation. There is no guest ratio required due to alcohol being prohibited.
 - b. Student Center Party
 - c. Philanthropy
 - i. Defined as an event hosted by the chapter that promotes the awareness of a specific cause by raising money. Other chapter members/Bradley students or external individuals may be participating.

**Can be programmed with or without alcohol*

Organized events will be identified as one of the following:

1. Self-Hosted – Owned or leased fraternity/sorority premises
2. Third-Party Commercial – Location with an alcohol license
3. Third-Party Residential – Location without an alcohol license
4. Campus Facility – Any space located on Bradley University premises

EVENT REGISTRATION PAPERWORK

1. All chapters are required to complete the event registration form through Presence in accordance with the registration deadlines regardless of what day of the week the event is held.

- a. Events must be registered no later than Friday at 11:59pm pm prior to the event.
 - b. If a chapter is reported in a police report that involves previous party issues or other safety concerns, the RMC will automatically place a hold on any registrations for 1 week until a plan is created with the chapter.
2. Registration is required for any of the following event criteria are met:
 - a. Any event with alcohol.
 - b. Any event held past midnight.
 - c. Any event that has an estimated attendance of over 150 people (including chapter members).
 - i. This includes philanthropies and community service projects hosted outside of volunteer.bradley.edu
 - d. Any other historic high-risk behavior event.
 3. Registration information that will be requested:
 - a. General Information
 - i. Date of event
 - ii. Start and End time (conclusion)
 - iii. Primary event planner contact information
 - iv. Co-sponsorship information (if applicable)
 - v. Confirmation of registration with headquarters
 - b. Event Information
 - i. Type of event
 - ii. Event Name
 - iii. Description/Theme
 - iv. Location
 - v. Number of expected attendance
 - vi. Event with or without alcohol.
 1. If event is with alcohol:
 - a. Sober Monitor identification and contact information
 - b. Description of an alcohol check-in system for B.Y.O.B events (If applicable)
 - i. Check-in, stored, distributed, check out, tracking
 - ii. Individual(s) in charge of distributing information and location
 - c. Sober monitors
 - i. List name and contact phone number
 - ii. List age of sober monitors
 - c. Guest List
 - i. Guest List must be completed on the FSL template
 1. 2:1
 - ii. Guest List must include chapter members, alumni/alumnae, and guests attending the event
 1. Non-Bradley students must be designated

- iii. Pre-event Guest list must be typed and alphabetized by the last name. The guest list must be uploaded to the event registration form.
- iv. Post-event Attendee list may be exported from the event in Presence and submit with a follow-up form
 - 1. Indicate any changes that were made
- d. Confirmation of items collected by chapter:
 - i. Transportation (if applicable)
 - 1. The vendor providing transportation name and phone number
 - 2. Location, date and time of pick-up and drop-off
 - 3. Copy of Agreement
 - ii. Food and Drink (if applicable)
 - 1. List of food that will be provided.
 - 2. Location and quantity of non-alcoholic beverages and food.
 - iii. Third-Party Vendor (if applicable)
 - 1. Name, Address, and a contact phone number for the Vendor
 - 2. Copy of Signed Agreement?
 - 3. COI (Certificate of Insurance)
 - 4. Current and Valid Alcohol license
 - iv. Music (If applicable)
 - 1. List method of music (ie. Live Band, DJ, iPod/computer, etc.)

GENERAL EVENT GUIDELINES

1. The event's theme must not have any suggestion of discrimination based on sex, race, color, sexual orientation, gender identity and expression, religion, age, marital status, national origin, disability, or veteran status. Insensitivity to groups is not acceptable as well as suggestions of alcohol and drugs are prohibited.
2. Alcohol is not permitted at any community service, philanthropic, fundraising, recruitment or new member education event including but not limited to big/little nights and initiation.
3. Chapter members, sober monitors, and/or event security have the right to refuse and/or excuse intoxicated, violent, or otherwise disorderly guests at any time.
4. No social event or chapter programming should occur, after the last day of scheduled classes each semester and during finals including study day evening.
5. No social event or chapter programming should occur outside of the academic calendar unless approved from the Assistant Director. This includes but is not limited to: welcome week, fall break, winter break and spring break.
6. Social event events will be PROHIBITED during the following weeks/weekends of the school year:
 - a. First Weekend of Fall and Spring Semester
 - b. During Recruitment
 - c. Weekend leading into Fall Break
 - d. Weekend leading into or during Spring Break
 - e. Family Weekend (Fall Semester)

f. Siblings Weekend (Spring Semester)

GUIDELINES FOR EVENTS WITH ALCOHOL

1. The chapter/organization, members and guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
2. All events at which alcohol is present are to be no longer than five hours in total duration. Approvals for events longer than five hours must be granted through the Assistant Director of Student Activities for Fraternity and Sorority Life at least two weeks prior to the event.
 - a. All events are required to end no later than 2:00am
3. BYOB ["Bring Your Own Beverage"]
 - a. BYOB event is where individual members and guests bring their own alcoholic beverage that is check-in and distributed by sober monitors.
 - b. The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third-party vendor.
 - i. A designated amount of alcohol per person is allowed. It is defined as:
 1. 6 pack of beer
 2. 4 pack of wine coolers
 3. Or the alcoholic equivalent
 - c. No one under the age of 21 should be distributing alcohol through the BYOB system.
 - d. Guest attendance should not exceed a 2:1 ratio for the hosting chapter.
4. Third-Party
 - a. Third-Party event is when the event is held at an off-campus licensed and insured (e.g., restaurant, bar, caterer, etc.) venue where alcohol is provided and sold on a per-drink basis.
5. All attendees must provide proof of identification upon entrance. Identification must show a photo and date of birth.
 - a. Proper forms of identification can include: Driver's license, Military ID, State ID or Passport.
6. Wristbands are to be used to identify attendees after identification has been verified at the entrance of the facility where the social event is taking place.
 - a. Unique identification should indicate those attendees who are 21 years of age or older and those who are under 21 years of age.
 - b. These can be picked up at the Greek Life Office in Sisson Hall Rm. 331 during office hours or at the respective council meetings each Tuesday evening.
7. If an event is held on chapter premises, all non-members must be restricted to a common area designated by the chapter hosting said event.
8. For outdoor events, fences must be in place to mark off the designated event area.

9. At all events on chapter property, hard alcohol is prohibited. Single servings of beer and wine, or wine coolers (in non-glass containers) are the only acceptable forms of alcohol at an approved event.
10. There are to be no common sources of alcohol. This includes, but is not limited to, any size keg of alcohol, wine bottles, wine bags, party balls, and alcoholic punches.
11. The possession or use of any apparatus, including but not limited to beer pong tables and beer funnels, used to facilitate the rapid consumption of alcohol are prohibited.
12. Alcohol cannot be purchased with chapter funds, nor may the purchase of it for members or guests be undertaken or coordinated by any member in the name of, or on behalf of the chapter.
 - a. This includes using electronic ways of collecting money (venmo, cash app, etc.).
13. Members and guests who choose to consume alcohol must provide their own alcohol or purchase through a third party vendor.
14. Glass containers are prohibited at a self-hosted alcohol event. This includes, but is not limited to, beer bottles, wine coolers, and wine bottles. Glass is permitted at third party alcohol events provided the third-party vendor sells glass containers.
15. All permitted alcohol must stay in the original container (i.e. no plastic cups).

ALCOHOL CHECK-IN SYSTEM FOR B.Y.O.B. EVENT:

1. All alcohol must be checked into a single designated location within the chapter premises.
2. The designated alcohol location and alcohol distribution must be overseen/facilitated by sober monitors.
3. A punch card or ticket system must be used for all B.Y.O.B. events
 - a. A punch card or ticket system must indicate the number of alcohol servings checked into the designated location per person (i.e. a six-pack of alcohol would equal six individual tickets or six designations must be made on one card).
 - b. A punch card or ticket system must identify the type and quantity of alcohol, along with the name of the guest or member over the age of 21, who is responsible for the alcohol.
 - c. Distribution of alcohol will be limited to those with either a punch card or ticket.
4. Encouraging and/or Forcing consumption of alcohol and/or any other substance is a violation of University policy. Violators will be subject to sanctions.

SOBER MONITORS

1. All events at which alcohol is present shall have a sober monitor team. If an event is co-sponsored, **EACH** sponsoring organization must provide a sober monitor team. The number of sober monitors needed by **EACH** organization is determined by the

number of guests on each organization's guest list. The numbers to be supplied by **EACH** organization are as follows:

- a. 4 monitors from each chapter for 1-100 guests
 - b. 6 monitors from each chapter for 101-200 guests
 - c. 8 monitors from each chapter for 201-300 guests
 - d. 10 monitors from each chapter for 301-400 guests
 - e. 12 monitors from each chapter for 401-500 guests
 - f. For more than 500 guests, please see the RMC and RMC Advisor for the number of sober monitors required at the event
2. At a minimum, a sober monitor team should consist of the following
 - a. At least one (1) executive board member, risk manager, or social chair which is encouraged to act as the head of the sober monitor team.
 - b. At least half of the team members must be age 21 or older
 - i. The one (1) executive board member, risk manager, or social chair may count towards one of the sober monitors that must be age 21 or older.
 3. Each sober monitor is required to have a name tag or a t-shirt denoting they are sober monitors. Sober monitors shall not consume any alcohol or use any illegal drugs or non-prescribed controlled substances at any time during or on the day of the event.
 4. Duties of a Sober Monitor:
 - a. Monitor entrances, or fire exits
 - b. beverage distributors
 - c. Monitor for intoxicated attendees
 - d. Identify risky behavior
 - i. Can this behavior hurt someone?
 - ii. Has someone been hurt before with this type of behavior?
 - iii. Does this behavior violate any laws?
 - iv. Does this behavior violate any bylaws (university or national)?
 - e. Once a risky behavior is identified then:
 - i. Reduce and/or eliminate the behavior by calmly addressing the situation and removing the guest/member if need be.

FOOD AND DRINK

Non-alcoholic alternative beverages must be provided free of charge at all self-hosted events at which alcohol is present. At each self-hosted event at which alcohol is present, one case (24) individual servings of non-alcoholic beverage per every 50 guests must be provided. The non-alcoholic beverages should be distributed at the same location as the alcoholic beverages.

- Non-alcoholic individual serving beverages can include but are not limited to bottled water, soda, or juice.
- Energy drinks do not count as a non-alcoholic beverage

Food must also be available free of charge at all B.Y.O.B. 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.

AUTHORITY AND JURISDICTION

It is important to remember that even “unofficial” chapter events can be perceived as chapter events if an outside observer can reasonably associate the activity with the chapter. Therefore, sound risk management practices should be considered and implemented any time members come together – whether on or off chapter or University premises.

While policy violations cannot be overlooked, Bradley University staff members may take into consideration the positive impact of reporting an incident on the welfare of students when determining the appropriate response for policy violations by the reporter of the incident. Any possible negative consequences for the organization or individual reporting the problem may be weighed in the overall assessment of possible negative consequences for the student who needs intervention. At a minimum, BU hopes that a student would make an anonymous report that would put the student in need in touch with professional help.

All Bradley University students and student organizations are responsible for adhering to the University’s Standards of Conduct. Possible violations of Standards of Conduct by Student Organizations will be adjudicated in accordance with the Conduct Hearing Procedures.

The Student Activities Office, recognizes the inherent value of shared governance in working with Fraternities and Sororities. Therefore, SAO recognizes the Interfraternity Council as the coordinating and governing body of the IFC community, the Panhellenic Council as the coordinating and governing body of the Panhellenic community, and the National Panhellenic Council as the coordinating and governing body of the NPHC community. The authority of these groups is outlined in each respective constitution and bylaws.

1. All multicultural fraternities and sororities will be the responsibility of their respective council and/or the Assistant Director.
2. Individual Council Judicial Boards may pursue possible violations of their respective council rules, policies and procedures as outlined in their governing documents.
3. Individual Council Judicial Boards have the purview to elevate any situation to the University level for any reason. The University may also make the decision that a judicial investigation or allegation is not able to be heard in a council setting.
4. Although not all acts of individual chapter members can or should be attributable to the chapter, evidence of chapter conduct exists where:
 - a. Members of the chapter act in concert, or the chapter provides the impetus for members, to violate University policy;

- b. A violation arises out of a chapter-sponsored, financed, or endorsed event;
- c. A chapter officer has knowledge of the incident before it occurs and fails to take corrective action;
- d. The incident occurs on the premises owned, operated, or leased by the chapter;
- e. A pattern of individual violations is found to have existed without proper and appropriate chapter control, remedy, or sanction.
- f. In determining whether a chapter may be held collectively responsible for the individual's acts of its members, all of the factors and circumstances surrounding the specific incident will be reviewed and evaluated. As a guiding principle, chapters will be held responsible for the acts of their members when those acts grow out of, or are in any way related to chapter life.

REVISIONS

This document should be assessed, evaluated, reviewed, and updated by the Assistant Director of Student Activities for Fraternity and Sorority Life at least once a year.

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