

Fraternity and Sorority Life Social Event Policy

Department of Student Life

The Lander University Fraternity and Sorority Social Event Policy applies to any member, new member, or guest of a new/member, on or off chapter premises, chapter events/functions, or any event that an observer may associate with the fraternity/sorority.

Section 1: POLICY

- A. The possession, use and/or consumption of alcoholic beverages, during a fraternity/sorority event, or in any situation sponsored by the chapter, must be in compliance with any and all applicable laws of state, county, city and university policy.
- B. All social events sponsored by a recognized fraternity or sorority at Lander University where alcohol is present, must be registered with the Department of Student Life by completing the online Social Event Registration Form (SERF).
- C. The online Social Event Registration Form (SERF) can be found on the Fraternity and Sorority Life Website and should be completed as follows:
 1. **Inter-fraternity Council Organizations (IFC):** Ten days prior to the event
 2. **National Pan-Hellenic Council Organization (NPHC):** Ten days prior to the event.
 3. **Panhellenic Council Organization (NPC):** Ten days prior to the event.
- D. Upon submission of the completed SERF, the Director of Student Life or their designee reserve the right to approve or deny the event.
- E. All social events sponsored by a fraternity or sorority, on or off campus, involving alcohol must be Third Party Vendor function. Organizations must follow the specified event type guidelines.
- F. Failure to submit a completed online registration form by the completion dates above will result in the event being cancelled.
 1. **If a social event takes place without first being registered by completing the SERF, Lander University has the option of creating a probationary period, suspending, or revoking organization privileges and/or university recognition.**
- G. The guidelines and regulations below reflect the social policy for recognized fraternities and sororities at Lander University. All organizations must also comply with their Inter/National organizations' and governing councils guidelines regarding the sponsoring and/or hosting of social events. **In all instances, the most stringent policy applies.**
- H. For any organization to submit a request for a social event, the President and Executive Board/Council of the Organization must complete the Social Event/Risk Management training at the beginning of each semester conducted by the Office of Fraternity and Sorority Life. The date and time will be given by the Office of Fraternity and Sorority Life.

Fraternity and Sorority Life Social Event Policy

Department of Student Life

Section 2: GENERAL GUIDELINES FOR ALL SOCIAL EVENTS

The following guidelines must be met in order for a social event sponsored by a fraternity or sorority to be approved by the Director of Student Life or their designee:

- A. **Alcohol:** The sale of alcoholic beverages by any sponsoring or co-sponsoring organization (collectively) or an individual is prohibited. No alcohol beverages may be purchased through utilizing chapter funds. Nor may the purchasing of alcohol for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, chapter(s) sponsoring or co-sponsoring the event.
- B. **Controlled Substances:** Possession, sale and/or the use of illegal drugs or controlled substances, collectively or individually, at any social event is strictly prohibited.
- C. **Advertising:** Graphics illustrating or implying including but not limited to the following: alcohol abuse, sexism, racism or sexual abuse shall be prohibited on all posters, t-shirts and advertising materials.
- D. **Durations:** Events at which alcoholic beverages are served/consumed may not last longer than five hours. Events longer than five hours must be approved by the Director of Student Life or their designee.
- E. **Containers:** There shall be no alcohol served by use of a **common container**. Therefore, kegs, party balls, and punches containing hard liquor are prohibited.
- F. **Drinking Games:** No members or guests shall permit, tolerate, encourage or participate in “drinking games” of any type.
- G. **Safe Environment:** The location of the event must be clean and free of potential hazards.

Section 3: REQUIREMENTS GUIDELINES FOR ALL SOCIAL EVENTS

- A. **Entrance:** All social events at which alcohol beverages are served/consumed must have at least two initiated members and one executive member from the sponsoring organization must remain sober and present at the entrance throughout the entire event. **A list of members working the entrance must be included when completing the online registration form.** The venue must have one designated entrance checkpoint but multiple exits as defined in their fire code.
- B. **Identification:** All persons shall have their identification and age checked at the entrance to the event. All persons under the age of 21 will not be allowed to bring/consume alcohol at the event. Every organization must have a system for determining which guest are of legal age. **This system must be described on the SERF under security/ ID check. It is the responsibility of the organization to ensure that only those who are of age (21+ years) consume alcohol.**
- C. **Sober Monitors:** At least 20% of the sponsoring organizations'-initiated membership present at the event must be sober and monitor the safety of all guests to include the Chapter President, Risk Management/Health and Safety Chair, and the position coordinating the event. **A list of sober monitors, birth dates and LU ID Numbers must be included when completing the SERF.** This can be included on the uploaded guest list by color coordinating sober monitors.
- D. **Guest Lists:** Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter/organization must utilize a guest list system. Attendance at events with alcohol is limited to a **3:1 maximum guest-to-member ratio, (see Addendum A)** and must not exceed local fire or building code capacity of the chapter/organizational premises or host venue.

Fraternity and Sorority Life Social Event Policy

Department of Student Life

- a **Guest lists will be due to the Office of Fraternity and Sorority Life three days prior to the scheduled event. Guest list must include: name, birthdate, LU ID Number, Chapter member with whom they are attending the function, and time in/out.** The guest list must be in this format.
 - b If a chapter member is attending an event with an individual who does not attend Lander, than they will provide a Driver's License Number instead of the LU ID Number.
 - c After the event, the chapter is responsible for providing the check in document to the Office of Fraternity and Sorority Life within 24 hours.
- E. **Crisis Management Plan:** The sponsoring organization must have a crisis management plan completed and on file with the Office of Fraternity and Sorority Life. The plan must be submitted at the beginning of each semester by the indicated due date.
- F. **Transportation:** Safe transportation (buses, sober drivers, taxis) must be provided for every organization sponsored event for members and guests and should be described on the SERF. If sober drivers is the option chosen by the organization, the sober drivers names must be listed on the form. **Guests must be picked up and dropped off at a designated spot on the Lander University Campus.**
- a Preferred On Campus Drop Off and Pick Up Location: Lide Commuter Parking Lot
- G. **Alternate Beverages and Snacks:** Snack foods and non-alcoholic beverages must be available at the event for members and guests.
- H. **Enclosed Area:** Alcohol beverages must be served and consumed within an enclosed area of the building.
- I. **Security:** Complete the "Security Check List" with the venue or the security company and upload all documents requested on the SERF.

Section 4: EVENT TYPES SPECIFIC GUIDELINES

The following guidelines must be met (in addition to the General Guidelines for All Social Events) in order for a social event to be approved by the Office of Fraternity and Sorority Life.

A. Third Party Licensed Vendor Function (3rd Party)

1. **Third Party Licensed Vendor Function** is considered to be a social event in which the use of alcohol is monitored and distributed by a professional and permitted agency independent of the sponsoring organization. This type of event may take place on or off campus, but must be permitted to serve in accordance with the South Carolina Alcoholic Beverage Control Commission. There shall be no alcohol served by use of a common container unless monitored by the professional agency, which is required to use a cash bar system (by the cup). Therefore, kegs, party balls, and punches containing hard liquor are prohibited.
2. A chapter may not sponsor or co-sponsor an event with an alcoholic distributor, charitable organizations, or tavern where alcohol is given away, sold, or otherwise provided by those present.
3. **Location:** Third Party functions may take place where 51% of vendors' gross sales is generated from food. In the State of South Carolina these locations are considered to be Class A restaurants.
4. **Third Party Responsibilities: In addition to completing the Third Party Vendor Contract,** the sponsoring organization must ensure that the Third Party Vendor meets the following requirements:
 - a. Provides monitoring of the location's entrances and exits;
 - b. Provides necessary security to ensure the proper safety of all guests;

Fraternity and Sorority Life Social Event Policy

Department of Student Life

- c. Checks the identification of each member and guest to ensure that, if they choose to drink, they are of the legal drinking age;
- d. Provide snack food and non-alcoholic beverages at the cost of the Third Party Vendor or sponsoring organization.

Section 5: VIOLATIONS

Failure to comply with any or all parts of this policy may result in but not limited to Lander University creating a probationary period, suspending, or revoking organization privileges and/or university recognition and/or referral to the Office of Student Conduct (individuals/organizations).

Section 6: DEFINITIONS

A. **“Social event”** means:

- 1. A gathering that is scheduled, arranged, or announced by the Chapter; or when a member or members of the Chapter planned, solicited funds for, or promoted the gathering in a manner that created a reasonable belief that the event has been organized, hosted, sponsoring, or co-sponsored by the chapter; AND/OR
- 2. *Where alcohol is present.*

A ‘social event’ shall not include gathering when chapter leadership notifies the University prior to a gathering that the function is not scheduled, arranged, or announced by the chapter and takes reasonable steps to stop the event and/or disassociate itself from the event. The term ‘social event’ does not include a chapter meeting or gathering where only chapter members are in attendance.

B. **“Alcohol”** or **“alcoholic beverages”** with respect to prohibitions stated in this policy, means “any beverage containing at least one-half of one percent (0.5%) alcohol by volume, including malt beverages, unfortified wine, fortified wine, spirituous liquor, and mixed beverages. With respect provision of this policy that allow possession or consumption of “alcohol” or “alcoholic beverages.” Those terms refer to beer or unfortified wine, unless an organization is sponsoring an event where ABC permit of spirituous liquor and mixed beverages has been issued.

- 1. *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.*

C. **“Common Container”** is any shared source of alcohol often provided for members and guests at an event. **Common Containers** include but are not limited to: kegs, party balls, party punch, jungle juice, sangria pitchers, wine boxes, etc.

D. **“Fortified wine”** means any wine of more than sixteen percent (16%) no more than twenty-four (24%) alcohol by volume made by fermentation from grapes, fruits, berries, rice or honey; or by the addition of pure cane, beet, or dextrose sugar; or by the addition of pure brandy from the same type of grape, fruit, berry, rice or honey that is contained in the base wine and produce in accordance with the regulations of the United States.

E. **“Malt beverage”** means beer, lager, malt liquor, ale, porter, and other brewed or fermented beverages containing at least one-half of one percent (0.5%), and not more than fifteen (15%) alcohol by volume.

F. **“Mixed beverage”** means either of the following:

- 1. A drink composed in whole or in part of spirituous liquor and served in a quantity less than the quantity contained in a closed package; or

Fraternity and Sorority Life Social Event Policy

Department of Student Life

2. A premixed cocktail served from a closed package containing only one serving.
- F. **“Permit”** means any written or printed authorization, issued by the South Carolina Alcoholic Beverage Control Commission that is valid for a particular location or event.
- G. **“Sober Drivers”** means initiated members who are part of the hosting group who are designated to be sober to provide transportation to members to and from the event. Sober drivers are to remain sober before, during, and after the event.
- H. **“Sober Monitor”** or **“Sober Party Monitor”** means initiated members who are part of the hosting group who are designated to be sober for the entirety of the event to prevent any problems from occurring and to the “go to” people in the event of an emergency. The sober monitors are expected and required to remain sober before, during, and after the event.
- I. **“Spirituous liquor”** or **“liquor”** means distilled spirits or ethyl alcohol, including spirits of wine, whiskey, rum, brandy, gin, and all other distilled spirits and mixtures of cordials, liqueur, and premixed cocktails, in closed containers for beverage use regardless of their dilution.
- J. **“Sponsoring/Co-Sponsoring Organization”** means any recognized fraternity or sorority whose name(s) appear on the Social Event Registration Form (SERF).
- K. **“Unfortified Wine”** means any wine of sixteen percent (16%) or less alcohol by volume made by fermentation from grapes, fruits, berries, rice or honey; or by the addition of pure cane, beet, or dextrose sugar; or by the addition of pure brandy from the same type of grape, fruit, berry, rice, or honey that is contained in the base wine and produced in accordance with the regulations of the United States.

Fraternity and Sorority Life Social Event Policy

Department of Student Life

Addendum A: **COVID-19 PRECAUTIONS**

Due to the COVID-19 pandemic, the Department of Student Life asks organizations to adhere to the following guidelines:

1. Location
 - a. The venue must have indoor and outdoor options to allow for further social distancing.
 - b. The venue must accommodate social distancing.
 - c. The Office of Fraternity and Sorority Life will notify the organization leaders if the venue is not approved.
2. Hygiene
 - a. Multiple hand sanitizing stations must be available.
 - b. Bathrooms should be stocked with anti-bacterial soap.
 - c. Masks are highly encouraged to be worn at all times except when eating/drinking.
 - d. Masks are highly encouraged to be worn during transportation.
 - e. Attendees should avoid the sharing of drinks/utensils.
 - f. One time use plastics are encouraged.
3. General Guidelines
 - a. The Chapter President, Risk Management/Health and Safety position, and the position coordinating the event must serve as sober monitors.
 - b. 20% of chapter members should serve as sober monitors.
 - c. The Chapter President and Risk Management should be checking people in at the door.
 - d. Pictures must reflect all Lander University Standards/Codes of conduct.
 - e. Guest List: must include time in/time out and a copy must be submitted to the Director of Student Life or their designee no later than 24 hours after the event.
 - i. Each check-in signature must be legible.
 - f. To de-densify events, there will be a 1:1 Guest ratio.
 - g. If food is being served, it must be individually served or packaged.
 - i. If a chapter is hosting a buffet, there must be one person per station serving all guests.