

# Interfraternity Council Social Event Risk Reduction Guidelines Carnegie Mellon University

## **Purpose**

1. To provide continuous education regarding Greek social functions.
2. To assist social fraternities in the planning and execution of social functions
3. To raise awareness amongst social fraternities, to increase awareness about the level of risk that occurs at social functions, and to put into place the right policies and procedures to reduce the level of risk.

## **Who is Affiliated**

1. All social fraternities that are recognized by the Interfraternity Council at Carnegie Mellon University. This policy applies to all new members, associate, and active members, as well as alumni of chapters.

## **Advisor**

1. The Coordinator for Fraternity and Sorority Life will advise the Interfraternity Council in the enforcement of the Risk Management Guidelines.

## **Risk Manager**

1. The IFC Risk Manager will be elected annually (in accordance with the IFC Constitution and Bylaws).
2. The IFC Risk Manager will meet weekly with the Coordinator for Fraternity and Sorority Life.
3. The IFC Risk Manager will conduct semesterly
4. meetings with the Social Chairs and Risk Managers of each Greek organization.
5. The IFC Risk Manager will compile an event schedule on the Thursday prior to events. Once this schedule has been compiled and typed, the IFC Risk Manager will provide a detailed event list to the following:
  - a. Carnegie Mellon University Police
  - b. The Coordinator for Fraternity and Sorority Life
  - c. The Director of the Student Life Office
  - d. The IFC Executive Board
6. The IFC Risk Manager will notify via e-mail the Chapter President and Social Chair that all appropriate Event Registration Forms have been received and completed 24 hours prior to the event.

7. The IFC Risk Manager will assist chapters in understanding all FIPG Risk Management policies, as well as the Risk Management Guidelines and social host policy of Carnegie Mellon University and the individual Greek Organizations.
8. The IFC Risk Manager maybe asked to accompany the IFC President and the Coordinator for Fraternity and Sorority Life to any social event.

### **Social Events and Hosting**

1. Open parties where alcohol is present, meaning those with unrestricted access by non-members of the chapter, without specific invitation, shall be prohibited.
2. All chapters shall abide by the Bring Your Own (BYO) guidelines.
3. Chapters may not use chapter funds to purchase alcoholic beverages
4. Members may not pool their money to purchase alcohol for an event.
5. The possession, use and/or consumption of alcoholic beverages, while on chapter premises, during an official chapter event, or in any situation sponsored or endorsed by the chapter, must be in compliance with any and all applicable laws of the state of Pennsylvania, the rules and regulations of Carnegie Mellon University including the social host policy, and the rules and regulations of the fraternity's national organization.
6. No alcoholic beverages may be purchased through the chapter treasury, nor may the purchase of them for members or guests be undertaken or coordinated by and member in the name of or on behalf of the chapter (including, but not limited to slush funds or passing the hat).
7. The purchase and/or use of a bulk quantity of such alcohol beverages (including but not limited to kegs, party balls, liters, punch bowls) is prohibited; bulk containers are permitted only if by a licensed or certified bartender who is not an affiliated member. A chapter may secure the services of a professional catering service or licensed vender with bartenders under Third Party Vendor guidelines.
8. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor. (i.e., those under the legal drinking age of 21 years old in the state of Pennsylvania)
9. The possession, sale, and/or use of any illegal drugs or controlled substances at any chapter house or sponsored event is strictly prohibited.
10. No chapter may cosponsor an event with an alcohol distributor, charitable organization, or tavern (tavern defined as an establishment generating more

than half of its annual gross sales from alcohol) where alcohol is given away, sold at event special rates, or provided by the distributor.

11. No chapter may cosponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups, or organizations.

All recruitment activities associated with any chapter will be DRY recruitment functions. Dry functions are those at which ZERO alcohol is present.

12. No alcohol shall be present at any associate member/novice program of the chapter.
13. No drinking games are allowed. No members shall permit, tolerate, encourage, or participate in “drinking games”.
14. Public advertising of social events where alcohol is present is strictly prohibited. This includes electronic forms of public advertising (i.e. Facebook) as well as physical and verbal forms.
15. All other posters and banners advertising chapter events must be in compliance with university regulations and the Carnegie Mellon Banner Policy.
16. Under no circumstances may the chapter(s) purchase or receive payment for alcohol.
17. All social events where alcohol is present must have a typewritten guest list showing the invited guests and their attendance.
18. Sufficient alternative food and beverages are required at all social events/parties (i.e., sub sandwiches, cold soft drinks, chips, pretzels, etc.) This alternative food and beverage will be provided by the chapter and must be set out when the party begins. The food and beverages must be appealing and must be replenished through the duration of the event. In addition, water must be provided. Sufficient amount: the amount of non alcoholic beverages shall be at least equal the number of underage members and guests at the event.
19. Clean up after an event is the responsibility of the host chapter and must be completed in a timely fashion as directed by the Carnegie Mellon University Housing and Dining Office.
20. Non-student guests must be accounted for on the host chapter’s guest list and are the responsibility of the host chapter.
21. Leftover alcohol is the property of the chapter and is not to be returned to the individuals who attended the event.

### **Registering Parties with Alcohol**

1. All fraternities must register all alcohol social events with the Interfraternity Council. Forms can be accessed on the IFC website (<http://www.studentaffairs.cmu.edu/student-life/greek/govcouncils/ifc/policy.html>) or picked up at the Student Life Office. All registration forms must be completed thoroughly before they will be accepted.
2. Chapters are NOT permitted to host events during the period preceeding final examinations, during final examinations, on the night before any recess, or during any recess of more than three days duration.
  - 1) If a chapter wishes to host an event during one of these periods they must receive prior approval from the IFC President and IFC Risk Manager and the Director of the Student Life Office.
3. Event Registration Forms are due three (3) days prior to the date of an event. Chapters ARE permitted to host events on weekdays.
  - 1) For example:
    - i. Thursday evening events should be reported by 5:30pm on Monday
    - ii. Friday evening events should be reported by 5:30pm on Tuesday.
    - iii. Saturday evening events should be reported by 5:30pm on Wednesday.

Forms are due to the Student Life Office at 5:30pm on the date stated above.
4. When the Event Registration Form is received by the Student Life Office, the date and time will be marked on each form. Forms will be accepted one day late with a penalty. If a chapter does not register their event by the day following the scheduled due date, the chapter will not be eligible to host an event. No exceptions.
5. Typed guest lists are required for all events. All typed guest lists are required to be deposited into the IFC depository (Student Life Office front desk) at least 24 hours before the social event will take place. If a chapter does not get the typed guest list into the IFC depository, the event will be cancelled.
6. All typed guest lists must be in compliance with the respective organizations national policy.
7. All guest lists will include the names of the IFC Executive Board. These names will not be included in the TOTAL number of invited guests.
8. If a fraternity is hosting an event with another chapter (co-hosting); each fraternity hosting/co-hosting the event must fill out individual Event Registration Forms. Again, if one fraternity is missing their Event Registration Form, that chapter will forfeit the right to be included in the social event.
9. Any changes to the Event Registration Form shall be filed with the IFC Risk Manager at least 24 hours prior to the event.

### **Party Execution**

1. Chapter(s) hosting an event where there is alcohol present are responsible for having at least a 5-member social monitor team at all times as outlined below. To ensure the safety of the members and the guests, the social monitor guards **MUST** be sober. Sober being defined as having consumed zero alcohol or use any illegal drug in the previous twelve hours.
  - (1) Each 5-member team must have at least one executive officer representing his fraternity.
  - (2) Two team members will monitor the entrance to the party to check identification, administer appropriate IFC markings, and manage and enforce the guest list.
  - (3) Two team members are responsible for the distribution of alcohol to members and guests.
  - (4) At least one team member is responsible for patrolling the event. This guard is responsible for ensuring decorum and providing assistance in the case of a disturbance or emergency.
  - (5) All social monitors must be dressed in obvious and clearly defined clothing.
  
2. Each event must have a typewritten guest list that is enforced at the entrance of the event.
  - (1) All guest lists must include the name of the guest, the name of the host chapter, the date of the event, on space next to each name designated for the guest to fill in their birth date, one space for the guest's accurate signature, and one space for the time(s) that the guest enters the event.
  - (2) The assigned social monitors are required to verify that the name of the guest (as proven by a dependable form of identification) matches the space being signed.
  - (3) Guest lists will be limited to a number of no more than 300 guests, or the occupancy limit of the space, whichever is lower. Note that Chapters are limited in the number of guests they are permitted to have at their events. This number is determined by the national organization or the occupancy of the facility.
  - (4) The names, birthdates, signatures, and some unique identification number (CMU or Student ID#, Driver's License No.) must be accurately recorded on the existing list.
  - (5) A copy of the guest list must be submitted to the Student Life Office 5:30pm on the day before the event is to be held.
  - (6) The Completed Guest List (signed copy of the guest list) must be resubmitted to the Student Life Office 24 hours after the event or the first business day whichever is greater.
  
3. IFC Executive Officers shall be admitted to any social event with positive proof of identification. The IFC President and the IFC Recruitment Chairman, shall be admitted to any social event during the official recruitment period as defined by the Interfraternity Council.

4. The doors of the hosting fraternity must be closed and the distribution of alcoholic beverages must stop no later than 2:00a.m.

### **Alcohol Distribution Methods BYO (Bring Your Own) Events**

1. Guests bringing alcohol to a BYO event must be 21 years of age. The only forms of alcohol permitted are beer and beer equivalents. (wine coolers, etc) Quantities are limited to six 12-ounce containers per person.
2. No alcoholic beverage containing over 8% alcohol by volume may be brought to a BYO event.
3. Beer and wine coolers contained in glass bottles must be poured into plastic cups before being served.
4. The social monitors working the door are responsible for checking for legal age identification at the entrance of the event, appropriately marking all underage guests, and distributing wristbands to all others. The guest will sign their name and write their correct birthday next to their listed name on the typed guest list.
5. Guest who are 21 years of age or older will have a wristband placed on their wrist.
6. Guests under 21 years of age will receive a black "X" on their left hand.
7. Upon arriving at the party a guest who is 21 and wishes to drink alcohol, will take their beverages to the bar. The guest will give his/her beverages to the bartender.
8. The bartender will then give the guest the number of tickets equal to the number of alcoholic beverages they brought to the party.
9. All those individuals possessing any container of alcohol are prohibited from passing or giving said items to those under the age of 21.
10. The bartender(s) must not serve anyone who appears to be intoxicated, even if that person has alcohol remaining.
11. The bartender is to only serve one beverage per person at a time

### **Supervising/ Patrolling**

1. All registered events that are sponsored by a member of the Interfraternity Council at Carnegie Mellon University MAYBE monitored/patrolled by the IFC Executive Board.

### **Sanctions**

1. Violations of the IFC Risk Reduction Guidelines will be dealt with by the IFC Judicial Board.
2. Repeated violations within a given semester will result in additional penalties and may be doubled depending on the severity of the violation. The seriousness of a repeated violation will be determined by the IFC Executive Officers at an official Executive Council meeting including, but not limited to:
  - a. Increase in the fine listed, with a maximum amount of double the amount.
  - b. Mandatory alcohol awareness or similar class for the entire chapter
  - c. Social Probation. A chapter on social probation is not permitted to hold any social event in which non-fraternity members are invited or present.
3. All fines must be paid within one IFC general body meeting of notification, except where notification is less than 48 hours before the next IFC general body meeting. Where community service is chosen in place of a fine, a plan of accomplishing the community service hours required must be submitted to the IFC Executive Council by the same guidelines as paying fines.
4. All fines will be announced in general terms (i.e. “a house was fined for...”) during IFC general body meetings. Presidents of each individual chapter will receive exact details of fines levied, including chapter and amount.
5. FINES:
 

Late Guest Lists (pre & post event)	\$100
Failure to have a Guest List	\$100
Advertisement of Event with Alcohol	\$150-\$500
Late/Incomplete Event Registration Form	\$150
Serving Hard Alcohol	\$150
Failure to provide wristbands at events	\$150
Failure to have sober monitors at events	\$100
Unregistered parties	\$150
Serving alcohol in glass containers	\$25/bottle up to \$250
Refusal to admit IFC officers into event	\$250
Collection of payment for alcohol for guests	\$150
Failure to provide food/water & non-alcoholic beverages	\$50
Failure to provide Proof of Insurance (Third Party Vender)	\$50
6. Other Sanctions
  - a. In the event that a chapter is found responsible by the IFC Judicial Board hearing, the Judicial Board may impose any sanction or combination of sanctions that it deems necessary.
  - b. Restitution – Complete restitution for damage to property
  - c. Charitable Acts – requiring the group to perform community service as defined by the Judicial Board and to be completed by a specific date.
  - d. Programming – Mandatory participation in relevant alcohol and/or other education programming.

- e. Probation – Probation may be imposed for any length of time and may carry a combination of stipulation. (Including but not limited to the opportunity to host social events.)
- f. Suspension – Suspension may be imposed for any length of time and may carry any combination of stipulation. (Including but not limited to the opportunity to host social events.)
- g. All sanctions are recommendations by the IFC Judicial Board and must be approved by the Coordinator for Greek Life and the Student Life Office.

### **Education**

Each student member and associate member shall be instructed annually on the Risk Reduction Guidelines and the Guidelines for Social Event Preparation and Event Operation of the Interfraternity Council of Carnegie Mellon University.

## Occupancy Guidelines for IFC Chapters

<u>Chapter</u>	<u>Number of Guests at Party</u>	<u>Facility Occupancy</u>
Alpha Epsilon Pi	The number of guests to members is a 2:1 ratio	Basement - 123 Dining - 77
Beta Theta Pi	The number of persons invited to any event is limited to three times the chapter size (a 3:1 ratio or 3 guests per member)	Basement - 118 Dining - 77
Delta Tau Delta	The number of guests to members is a 2:1 ratio	N/A
Kappa Delta Rho	Limit on the number of guests allowed in house is the limit allowed by fire and health code standards.	Basement - 118 Dining - 77
Kappa Sigma	Number of guests may NOT exceed the number of active brothers at the event; parents, alumni and alumni spouses are not included in this number	Basement - 71 Dining - 89
Phi Kappa Theta	Limit on the number of guests allowed in house is the limit allowed by fire and health code standards.	Basement - 118 Dining - 77
Pi Kappa Alpha	Limit on the number of guests allowed in house is the limit allowed by fire and health code standards.	Basement - 118 Dining - 77

Sigma Alpha Epsilon	Limit on the number of guests allowed in house is the limit allowed by fire and health code standards.	Basement - 123 Dining - 77
Sigma Nu	The non Sigma Nu male guest to member ratio cannot exceed 1:1 (one guest to one chapter member) while the overall maximum guest to member ratio cannot exceed 2:1 (2 guests to every 1 Sigma Nu)	Basement - 86 Dining - 74
Sigma Phi Epsilon	The number of persons invited to any event is limited to three times the chapter size (a 3:1 ratio or 3 guests per member)	Basement - 81 Dining - 74
Sigma Tau Gamma	Limit on the number of guests allowed in house is the limit allowed by fire and health code standards. No guests not on the guest list shall be admitted.	Basement - 55
Theta Xi	The number of guests to members is a 2:1 to 3:1 ratio.	Basement - 71 Dining - 89
Zeta Beta Tau	Limit on the number of guests allowed in house is the limit allowed by fire and health code standards. No guests not on the guest list shall be admitted.	65