Winthrop University
Division of Student Life – Office of Fraternity & Sorority Affairs

Fraternity and Sorority Social Event Guidelines

Related Policies:
Town and Gown
Alcohol Policy
IFC Risk Management
Social Event Guidelines (on-campus events)

The following are guidelines for Fraternities and Sororities (“Chapters”) that are recognized by the Office of Fraternity & Sorority Affairs when hosting social events. These are designed to foster a safe environment for these Chapters and their guests. They are also designed to complement inter/national organization risk management programs and align with our university policies such as the Town and Gown Compact. The Office of Fraternity & Sorority Affairs (OFSA) recognizes that Chapters provide a social environment that is a key complement to the demands of the classroom schedule and that Fraternity & Sorority social events can provide students with a well-balanced college experience.

Defining a Chapter Social Event

Social events hosted by Chapters are defined by the following types:

Date Function: A social event with a guest that includes only members of the host Chapter and one guest per member. (semi-formals, formals, etc.)
Mixer: A social event with a guest list of members from two host Chapters. This event is closed and is limited to only active members on the host Chapters’ roster.
Party: A social event with a guest list of two (2) guests per member or 300, whichever is smaller.
Special Event: A social event with, non-student guests, Alumni, Parents, or special circumstance. Special Events are subject to these guidelines unless exceptions are made in writing by the Assistant Director of Student Activities for Fraternity & Sorority Affairs who will determine which guidelines will apply to the event.

Impromptu Social Gatherings: As outlined in the IFC Risk Management Policy, due to the nature of college life, it has been deemed necessary to address the issues of unplanned, spontaneous and impromptu house parties and social gatherings. The majority of the responsibility for these events rest upon the individuals and the residents responsible for the location at which the event happens; however, it is important to clarify that these events, although unplanned and impromptu, can still be considered a chapter-sponsored event.

Registration Guidelines for All Events

On-Campus Events:
1. Any event on campus must be registered but completing a space reservation request. http://www2.winthrop.edu/spacereservations/ Remember you must complete your space request a minimum of 10 days prior to your event.
2. For any Chapter who host parties and/or special events on campus without alcohol that require campus police must adhere to the Social Event Guidelines as outlined by the Office of Student Activities in addition to completing a space reservation request.

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3. Be knowledgeable of the space use policies. Space users assume the necessary responsibility to insure the safety and security of event attendees and the appropriate use of campus facilities.

Off-Campus Events:
1. Any event off campus that requires security (Date Party, Special Event, NPHC Parties, etc.) and alcohol is not present must register the event with the Office of Fraternity & Sorority Affairs.
2. Chapters must complete the Social Event Registration Form online by 5:00 p.m. at least one week (7 days) prior to event. The event request will be reviewed by the Office of Fraternity & Sorority Affairs.

Registration Approval:
1. The officer who oversees Risk Management for the Chapter will need to make an appointment with the Office of Fraternity & Sorority Affairs to discuss a Risk and Event Management plan before the event can be approved. You can request a meeting by e-mailing ofsa@winthrop.edu or calling the Office at 803-323-2248. Be sure to make this appointment at least three days prior to your event. The Office of Fraternity & Sorority Affairs reserves the right to deny approval to any event.
2. If checking out the party box from the Office of Fraternity & Sorority Affairs to use for event, it must be checked out before 5:00 p.m. the business day prior to your event. It must be returned the next business day before 5:00 p.m.
3. If a Chapter is using a flyer to promote a party or social event, the flyer must be submitted for approval to the Assistant Director. The event will not be approved until the flyer is submitted and approved.
4. After meeting with the Office of Fraternity & Sorority Affairs to discuss Risk and Event Management plan you will notified on the approval of your event within 24 hours.

Registration Process for Events with Alcohol:
Any chapter planning an event where alcohol is present must obtain approval through the Office of Fraternity & Sorority Affairs. Chapters may not include alcohol at any recruitment/rush, new member programs, or ritual events of the chapter.

On-Campus Events:
5. In addition to your space request, Chapters must also complete the Social Event Registration Form online by 5:00 p.m. at least one week (7 days) prior to event. The event request will be reviewed by the Office of Fraternity & Sorority Affairs.
6. Requires your event will to be limited to a cash bar to be provided and staffed by Aramark. You must contact the Department of Student Affairs for final approval (803)-323-2248.
7. Upon approval, refer to the University Alcoholic Beverage Policy (p.28 of the Student Handbook) to ensure Procedures are followed.

Off-Campus Events:
8. Chapters much complete the Social Event Registration Form online by 5:00 p.m. at least one week (7 days) prior to event. The event request will be reviewed by the Office of Fraternity & Sorority Affairs. The form can be found of the OFSA website under Forms.

Registration Approval:
9. The officer who oversees Risk Management for the Chapter will need to make an appointment with the Office of Fraternity & Sorority Affairs to discuss a Risk and
Event Management plan before the event can be approved. You can request a meeting by e-mailing ofsa@winthrop.edu or calling the Office at 803-323-2248. Be sure to make this appointment at least three days prior to your event. The Office of Fraternity & Sorority Affairs reserves the right to deny approval to any event.

10. If a Chapter is using a flyer to promote a party or social event, the flyer must be submitted for approval to the Assistant Director. The event will not be approved until the flyer is submitted and approved.

11. After meeting with the Office of Fraternity & Sorority Affairs to discuss Risk and Event Management plan you will notified on the approval of your event within 24 hours.

**Guest List and Post List:**

12. All closed events where alcohol is permitted will require a guest list (date function, mixer, party, etc.). The list must be emailed to the Office of Fraternity & Sorority Affairs 24 hours before the scheduled event. The guest list should include the first and last name of those individuals invited. A post list must be submitted to the Office the next business day following the event. The post list should include signatures, time in, and time out of individuals that actually attended the event. Use the guide on how to build a guest list on the OFSA website.

**Campus Police:**

1. Events on-campus that requires Campus Police shall be determined by the Police Lieutenant as to how many officers are needed to staff the event. Chapters must pay for officer services rendered.

2. All events held at Chapter Houses require one police officer to staff the event.

3. Events requiring Campus Police must be considered tentative until Campus Police assigns staff to work the event. Chapters should take caution when making expenditures for an event before securing Campus Police.

4. Campus Police may not be able to staff events if held during significant university and community events. (ex., Homecoming, Come See Me Festival)

5. A chapter representative must set up a meeting with Campus Police to discuss event details, policies, guidelines, and officer payment expectations. The event will not be approved until this meeting takes place and the chapter representative should be someone who is actually going to be at the event. Here is the suggested timeline of how far in advance you should meet with Campus Police based on the type of event:
   - Large Scale Events (ex., Homecoming Step Show)*: One month
   - Special Event/Large Parties/Date Functions*: 10 days
   - Chapter House Party: At least three days

   *If the event is cancelled for any reason, Campus Police should receive at least 24 hours advance notice.

   *If no notice is given, the Chapter will be responsible for two (2) hours of payment for each officer that was hired for the event.

6. Campus Police Officer Responsibilities
   a. On-Campus Party/Special Event: See Social Event Guidelines [on-campus events]
   b. Chapter House Party
      i. Pre-party
         1. Inspect for fire-safety issues
         2. Review Risk Team Schedule
         3. Verify presence of guest list

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ii. During the Party
   1. Assist with crowd control
   2. Assess need for medical attention
   3. Handle obvious violations of the law

   Campus Police are not responsible for checking IDs at any event/party.

Guidelines for Social Events with Alcohol
Any Chapter that plans to host a social event with alcohol are legally obligated to follow all applicable laws of the State, Province, County, City, Institution of Higher Education and any/all respective National/International Organization Policies. In the event that discrepancies exist between an organization’s national policy, the Town and Gown Compact, and/or this policy, the organization is required to follow the strictest policy as to maintain compliance with all agreements.

Third Party Vendor
1. All Chapters when working with a Third Party Vendor should use the checklist to ensure both the vendor and Chapter are in compliance with all required agreements.
2. Drinking contests and/or any other activities which encourage the rapid and/or excessive consumption of alcoholic beverages will not be permitted. No alcoholic beverages can be provided as free awards, prizes, or rewards to an individual(s) or group(s).
3. Event publicity cannot include the advertisement of alcohol.
4. All recognized chapters of Inter/National organizations must also comply with all requirements set forth in their policies in regards to hosting an event at a Third Party Vendor.
5. All Chapters must have an updated copy of their insurance policy and risk management policy on file with the Office of Fraternity & Sorority Affairs.

Events at Designated Chapter (or satellite) House
1. Notify neighbors, in writing, at least 48 hours prior to the event and provide contact information of the person response for the event.
2. Avoid throwing trash outside of the house and conduct a clean-up of the premises and surrounding areas following the event by no later than 8:00am the following morning.
3. Keep windows and doors closed during the party.

Rules and Procedures on Alcohol:
1. No alcoholic beverages may be purchased through, or with chapter funds, including the collection of money from members through methods such as a “passing of the hat” or coordinated by any guest or member in the name or on behalf of the chapter.
2. The purchase of and/or use of bulk quantity, or common source(s), of alcoholic beverages by a chapter is prohibited (i.e. cases, kegs, coolers, party balls, trash cans, etc.). It is therefore that either a Third Party Vendor or a BYOB system must be used.
   a. Bring Your Own Beverage (BYOB) is an individual member or guest who is of the legal drinking age (21) that brings alcohol that he/she can consume themselves.
   b. Amount of alcohol should be no more than what that individual can reasonably consume on his/her own. Organizations can set a limit that is in accordance with their inter/national policies.
   c. Please see BYOB Guidelines for further information.

Check-in System:
1. All alcohol brought into the social event must be turned over to the Chapter and brought to the central bar area by a Chapter member who is working the social event. See BYOB Guidelines for Check-in System Options and Resources on the OFSA website for materials.

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ii. If at any time the Chapter believes the guest has had enough, the Chapter should not distribute anymore alcohol to the guest.

iii. The Alcohol Beverage Policy is in effect at all times and is not superseded by this rule.

3. Reasonable steps shall be taken to assure that alcohol is not provided to those attendees under the legal drinking age of 21, including some method of distinguishing those guests who fall below the legal drinking age and the monitoring of those underage individuals at the event.

4. The possession, sale, or use of any controlled substance while on chapter premises, during a chapter-sponsored event, or at any event that could be reasonably construed as being associated with an organization is strictly prohibited.

5. Food and non-alcoholic beverages must be provided by host Chapter(s).

Risk Team Composition and Responsibilities:

It is the Risk Team’s responsibility to assure that all requirements of the Town and Gown Compact, the Interfraternity Council Risk Management Policy, and all inter-national policies are being adhered to, in their entirety, for all official, chapter-sponsored events occurring at the designated chapter house.

Guidelines concerning the composition and responsibilities of these Risk Teams are as follows:

a) A Risk Team shall be composed of no fewer than 3 active members to include at least one (1) member of the chapter’s Executive Board and at least one (1) active member over the legal drinking age of 21;

b) As per the Town and Gown Compact, there is to be at least one (1) Risk Team member per 25 people attending a chapter-sponsored event being held at the chapter’s designated chapter house;

c) Members responsible for working an event as a member of the Risk Team shall be notified at least five (5) days prior to the day of the event; documentation of the names and schedules must be provided to Campus Police officer working the event when he arrives.

d) Members of the Risk Team should be readily identifiable to all members and guests attending the event (i.e. chapter jerseys, neon vests, etc.);

e) All members of the Risk Team shall be expected to remain sober from noon the day of the event until noon the day following the event;

f) A First-Aid Kit should be readily available and accessible at all times prior to, during, or following an event;

g) Responsibilities of the Risk Team include:

1. Taking care of all guests and attendees of the event;
2. Collecting all alcohol; bartending, monitoring and regulating the consumption of alcohol;
3. Guests and members are required to wear wristbands (21 and over)/ X’s (under 21) for the duration of the event. Members of the Risk Team and Chapter are responsible for escorting guests out of the event if found without wristbands or X’s.
4. Ensure that only those 21 and over are consuming alcohol, take reasonable steps to assure that alcohol is not provided to those attendees under the legal drinking age of 21, and intervene when necessary.
5. Providing necessary transportation from a given event for those guests who are legally intoxicated;
6. Monitoring noise levels, disturbances, fighting, or any other type of activities that the University would deem irresponsible;
7. Conducting set up and break down of the event;

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8. Communicating and complying with Law Enforcement Officers;
9. Closing down the party—turning off music and escorting guests out—at the appropriate hour defined by the **Town and Gown Compact**;
10. Providing non-alcoholic beverages and food for guests.
11. Each Risk Team member must not be intoxicated at any time while monitoring the event and must refrain from drinking alcoholic beverages.

   h) Members of the Risk Team working the entrance/exit of the event (must be at least two (2) members) shall be required to:

   1. Check a VALID Driver’s License; All people who enter must show a valid ID with proof of age.
   2. Distinguish between guests who are under the legal drinking age and those who above the legal drinking age;
      a. Underage persons (under 21) are not allowed to enter with, or consume alcohol during the event. Each guest and member under 21 must be clearly identifiable by have an “X” on their right hand.
      b. Persons 21 and over must be clearly identifiable by wearing a wristband on his or her right wrist. The Office of Fraternity & Sorority Affairs provides a specific number of wristbands to the Chapter unique to that social event.
      c. Guests under 18 are not allowed unless they are Winthrop University students.
   3. Ensure that no open container of alcoholic beverages enter or leave the event per the South Carolina Open Container Laws;
   4. Ensure that no person who is legally intoxicated enters or operates a motor vehicle.

**Violations:**

1. Chapters are responsible for the conduct of their members and guests for the duration of the event.
2. Any violations of these guidelines will be determined by the Administrative Board of the Fraternal Conduct Board and may be referred to the full board or the Dean of Students Office.
3. Officers present at any events may issue campus tickets, state tickets or affect an arrest for violation of State law, City Ordinance violation and/or University Policy.