

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

**Fraternity and Sorority Social Event Guidelines**

Related Policies & Resources:

[Town and Gown](#)

[Alcohol Policy](#) (Student Handbook, p.48)

[FIPG Risk Management Policy](#)

[Social Event Management Resources](#)

[Social Event Registration Form](#)

The following are guidelines for Fraternities and Sororities (“Chapters”) that are recognized by the Winthrop University Office of Fraternity & Sorority Affairs (OFSA) 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** and **Alcohol Policy**. 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.

**I. Defining a Chapter Social Event:**

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

- A. Date Function:** A closed social event with a guest that includes only members of the host Chapter and one guest per member. (semi-formals, formals, etc.)
- B. Mixer:** A closed social event with a guest list of members from two host Chapters. This closed event is limited to only active members on the host Chapters’ roster.
- C. Party:** A closed social event with a guest list of up to five (5) guests per member or 300, whichever is smaller.
- D. Open:** Pertains to events where an organization invites the Winthrop community and those invited may bring up to two (2) off-campus guests. **Open events with alcohol are PROHIBITED.**
- E. 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.
- F. Satellite House Party:** As per the [Town and Gown Compact](#) signed by each organization, Satellite House parties are defined as “any party taking place at a house, other than the chapter house, **(1)** the majority of the residents are members of a particular Greek Organization AND **(2)** a simple majority of the chapter is present”.

**The guest policy related to parties and open events are subject to change at any time.**

- G. Impromptu Social Gatherings:** 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 and result in referral to the Fraternal Conduct Board or Dean of Students Office.
  - 1. Any impromptu event that occurs at a location other than the official Chapter house is the responsibility of the residents of that location to monitor and provide a safe environment for those in attendance.
  - 2. **It is still possible for an impromptu social gathering, occurring at a location other than the official chapter house, to be considered a chapter-sponsored event.** This determination shall be made by the Fraternal Conduct Board, whether in an Administrative Board meeting or full hearing, based upon a situation-by-situation basis when considering facts surrounding a variety of characteristics that include, but are not limited to:
    - a. Knowledge of the event by members of the chapter’s Executive Board
    - b. Behavior associated with the event

- c. Nature of the incident
- d. Reflection of the event upon the entire Fraternal Community at Winthrop University.

*The University Policies on Alcohol, Illegal Drugs, and Student Conduct Code apply to all social events and are not superseded by this Rule.*

## II. Duration of Chapter Social Events

- A. A social event may not last more than four (4) hours.
- B. On Campus Events are required to end by 12midnight Sunday through Thursday and 2:00 a.m. Friday and Saturday nights.
- C. Off Campus Events are required to end by 1:00 a.m. Sunday through Thursday and 2:00 a.m. Friday and Saturday nights.
- D. All social events held during the daytime must end by 9:00 p.m. the day of the event.

## III. Registration & Security Requirements

- A. Chapters who intend to host a social event, on or off campus, must register the event by completing the [Social Event Registration Form](#) a minimum of seven (7) days prior to scheduled date of the event to obtain approval from the Office of Fraternity & Sorority Affairs.
  - 1. Once the event is registered the Chapter must make an appointment with the Office of Fraternity & Sorority Affairs to review expectations, discuss a risk & event management plan, and wristbands/other related materials needed 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. OFSA reserves the right to deny approval to any event.
  - 2. Advertising - Chapters may not advertise a social event at which alcohol will be present. (No flyers, posters, Facebook ads, Instagram Posts, Tweets, Snapchat, etc.)
- B. **Campus Police/Security:** All chapter social events (events with alcohol or open events) require the use of Winthrop University Campus Police (on-campus events and chapter house parties only) or third-party security (off-campus events). Chapters should utilize the [Security Vendor Checklist](#) when coordinating off-campus events.
  - 1. All on-campus events and parties held at a Chapter House require one Winthrop University Campus Police Officer to staff the event. All other on-campus events that require Campus Police shall be determined by the Police Lieutenant and the Office of Student Activities as to how many officers are needed to staff the event.
  - 2. Campus Police require a minimum of three (3) days to recruit staff to work Chapter House Parties and at least ten (10) days for open events, special events, and date functions.
  - 3. The chapter officer in charge of the event (Chapter Contact) 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 with the Chapter Contact.
  - 4. Chapters must pay for officer services rendered and will receive an invoice from the Office of Student Activities along with the Social Event Approval Paperwork.
  - 5. Events requiring Campus Police must be considered tentative until Campus Police assigns staff to work the event. Campus Police may not be able to staff events if held during significant university and community events. (ex., Homecoming, Come See Me Festival)
  - 6. 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.
  - 7. Campus Police will provide the following services:
    - a. On-Campus Events: Outlined in Pre Event Agreement
    - b. Chapter House Parties:
      - 1. Pre-party
        - a. Inspect for fire-safety issues
        - b. Review Risk Team Schedule
        - c. Verify presence of guest list

2. During the Party
  - a. Assist with crowd control
  - b. Assess needs for medical attention
  - c. Handle obvious violations of the law

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

#### IV. Guest Policy (from the [Office of Student Activities Student Handbook](#))

Students and student organizations are responsible for the conduct of their guests while they are on the Winthrop campus. Students and student organizations hosting non-Winthrop guests are expected to inform their guest of university policies, rules, and regulations and may be subject to disciplinary action for guest violations. Visitors to Winthrop University that desire to park on university property must obtain a visitor parking permit from the Campus Police Department.

#### V. Guest Identification Policy

Public safety is a shared responsibility of all members of the Winthrop University Community. To assist student organizations with this responsibility, the Office of Student Activities – Fraternity & Sorority Affairs may require the identification of all visitors at certain public events, depending on the totality of information available in the reservation request/social event registration. Factors for consideration may include the type, size, history and requested venue for the event. This review will be conducted in a viewpoint-neutral manner.

- A. 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 follow the [Guest List Template](#) provided by OFSA.
  1. A post list must be submitted to the Office in DIGS 269 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.
- B. For all other events, when the OSA-OFSA determines that identification of all visitors is appropriate, the student organization will be responsible for implementing the procedures outlined below.
  1. All visitors entering the venue will be required to show a photo ID and have their hand stamped or wear a wristband.
  2. The visitor's name, ID number and type of identification will be recorded by a representative of the organization on a [Guest Identification List](#) supplied by the Office of Student Activities-Fraternity & Sorority Affairs.
  3. Organizations may opt to additionally utilize a [Special Guest List](#) for those that have a relationship with the organization (alumni, etc.) The organization takes full responsibility of these individuals on the Special Guest Identification Form.
  4. It is often advisable to have a student and nonstudent line to expedite this process (and a third line if utilizing the Special Guest List). Student organizations are responsible for the retention for submitting this list to Office of Student Activities – Fraternity & Sorority Affairs the following business day.

#### VI. Event Management Training

All chapter presidents, risk management chairpersons, and social chairpersons must attend the event management training conducted by OFSA at the beginning of each semester. Failure to attend will result in suspension of social privileges until the aforementioned chapter officers attend the next training.

#### VII. Policies for Chapter Social Events with Alcohol

Winthrop University's Social Event Guidelines mirrors the FIGP, Inc. Risk Management Policy, includes the following provisions, and applies to all entities and all levels of membership of the fraternities & sororities recognized by the institution. 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.**

## **A. Policies on Alcohol and Drugs**

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and 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 or with chapter funds nor may the purchase of 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 source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
6. 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.
7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
8. 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.
9. 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 shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
10. 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 – little brother" events or activities, / "big sister – little sister" events or activities, "family" events or activities and initiation.
11. The University Policies on Alcohol, Illegal Drugs, and Student Conduct Code apply to all social events and are not superseded by this Rule.

## **B. Specific Rules for Events at Chapter (or satellite) House**

1. All parties held at the chapter (or satellite) house must adhere to the BYOB Guidelines as method service of alcohol.
  2. Notify neighbors, in writing, at least 48 hours prior to the event and provide contact information of the person responsible for the event.
3. 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.
4. Keep windows and doors closed during the party.

## **C. Specific Rules for Events at Third Party Vendors**

1. Any event on campus must be registered by completing a space reservation request in addition to our social event registration form: <http://www2.winthrop.edu/spacereservations/>. Remember you must complete your space request a minimum of 10 days prior to your event.
  - a. 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.
  - b. Upon approval, refer to the **University Alcoholic Beverage Policy** (p.48 of the [Student Handbook](#)) to ensure Procedures are followed.
  - c. 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.
  - d. Upon approval, refer to the **University Alcoholic Beverage Policy** (p.48 of the [Student Handbook](#)) to ensure Procedures are followed.
2. 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. This includes:
  - a. Obtaining a copy of the Vendor's liquor license and/or temporary license to sell on the premises where the function is to be held.
  - b. Obtaining a certificate of insurance from the Vendor
  - c. Agree in writing to cash/credit sales only to those of legal drinking age
3. 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 including but not limited to submission of proper forms and obtaining a certificate of insurance.
  - a. If co-sponsoring with another fraternity/sorority the event must comply with the alcohol/risk management policies of all co-sponsoring organizations.
4. All Chapters must adhere to procedures outlined in this policy related to Guest List, Event Entry, and IDs as well as the Event Monitoring Risk Team Composition and Responsibilities (Section VIII Subsections B-C) for all Chapter Social events with alcohol on campus and at Third Party Vendors.

## **VIII. Procedures for Chapter Social Events with Alcohol**

### **A. BYOB Guidelines**

1. 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.
2. BYOB Is only used at events held at Chapter (or satellite) House
3. Amount of alcohol should be no more than what that individual can reasonably consume on their own. Organizations will need use methods to limit individual consumption of alcohol. Organizations can set a limit on the number of alcohol beverages members and guests can bring. Example: FIPG Guidelines are (1) six-pack of 12-ounce beers or one (1) four pack of wine coolers. If applicable, limit set should be in accordance with their inter/national policies.
4. All alcohol brought to the event must be turned over to the Chapter and brought to the central bar area by a Risk Team Member. All alcohol must be sealed and in the original containers.
  - a. No glass bottles.
  - b. No squeeze bottles, water bottles, beer bong, party balls, pitchers, tumblers, or other containers.
  - c. No kegs or hard alcohol.
  - d. No shots, drinking games, or other activities that encourage inappropriate drinking behaviors.

5. There should be one centralized location established for the distribution of all alcoholic beverages.
  - a. No other location, especially members' rooms, can be used for the distribution of alcoholic beverages
6. Risk Team Member(s) that are bartending will use one of the following check-in systems: Punch Card or Bartender List.
  - a. Punch Card System – [Printable Punch Cards](#)
    1. Each member/guest is given one punch card that has marks for each drink they check in at the event
    2. The punch card is personalized with the type of drink the guest brings
    3. The name of the member/guest is written on the punch card
    4. The member/guest's drinks are delivered to the central bar area by a Risk Team Member.
    5. The member/guest who wishes to acquire an alcoholic beverage they brought to the event must present the punch card, show their wristband, and return an empty can if this is not the first request.
    6. The member/guest's ticket is punched or marked at the bar each time they claim one of the drinks they brought.
    7. Punch cards are to be collected at the exit when guests leave the event.
  - b. Bartender List System – [Printable Bartender Check-In List](#)
    1. Each member/guest brings their alcohol to the bar.
    2. Risk Team Member bartending records the member guest's name, type of alcohol, and number of drinks being checked in.
    3. Risk Team Member tallies next to the guest's name each time they claim one of the drinks they brought.
7. The Risk Team Member bartending is not permitted to open the alcohol. Only the member/guest is permitted to do this.
8. If at any time the Chapter believes the guest has had enough, the Chapter should not distribute anymore alcohol to the guest.
9. Food and non-alcoholic beverages must be provided by host Chapter(s).
10. Left-over alcohol can be picked up the following day. Otherwise, it is to be discarded.

#### **B. Guest List, Event Entry, and IDs**

1. There should be only one designated area for point of entry and admittance into a chapter event on the chapter property/event venue. Admission of members/guests outside the point of entry and admittance is prohibited.
2. Guest list(s) must be presented in typed form before the event begins to the Campus Police/Security officer hired to work the event.
3. Only people on the guest list and/or those who present a valid invitation to the party will be allowed to enter. Any additional guest(s) the organization opts to invite in that are not on the pre-guest list responsible for those individual(s). All guest list parameters must be followed as outlined in Section I.
- 4.
5. All people who enter must show a valid ID with proof of age
6. Underage persons (under 21) are not allowed to enter with, or consume alcohol during the event. Each member/guest under 21 must be clearly identifiable by having an "X" on their right hand.
7. Overage persons (over 21) must:
  - a. Be clearly identifiable by wearing a wristband on their right wrist. Fraternity & Sorority Affairs will provide a specific type and number of wristbands to the Chapter for a particular event.
  - b. **Chapter (or satellite) House events only:** Turn over all alcohol brought to the event (as outlined Section VIII. Subsection A) and follow the BYOB procedure the chapter opts to use for the event.
7. Guests under 18 are not allowed unless they are Winthrop University students.
8. Guests and members are required to wear wristbands (21 and over)/ X's (under 21) for the duration of the event. Members of the Chapter are responsible for escorting guests out of the event if found without wristbands or X's.

- C. Event Monitoring: Risk Team Composition and Responsibilities:** It is the Risk Team's responsibility to take care of all guests and attendees of the chapter event. They are to assure that all procedures within this policy, and all inter/national policies are being adhered to, in their entirety, for all official, chapter events.
1. **Composition:** 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; New members should not be serving as Risk Team Members.
    - a. There is to be at least one (1) Risk Team Member per 25 people attending a chapter event.
    - b. Documentation of the names, birthdates, and schedules(if applicable) of Risk Team members must be provided to Fraternity & Sorority Affairs at least one (1) day prior to the event and to the Campus Police/Security Officer working the event when they arrive.
    - c. There must be at least two (2) Risk Team Members at the door checking identification and monitoring the guest list for the duration of the event.
  2. **Responsibilities: Risk Team Members are expected and responsible to:**
    - D. Be readily identifiable to all members and guests attending the event (i.e. lanyards, neon vests, etc.)
    - E. Must not be intoxicated at any time while monitoring the event and must refrain from drinking alcoholic beverages for the duration of the event.
    - F. Monitor guest list and event entry as outlined in Section VIII, Subsection B
    - G. For BYOB events they are also responsible for ensuring guests to not bring unsealed alcoholic beverages (as outlined Section VIII. Subsection A) into the event.
    - H. Chapter and Risk Team members are to be aware of the facility capacity and will not allow entrance above the capacity number.
    - I. Work to 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.
    - J. Monitoring noise levels, disturbances, fighting, or any other type of activities that the University would deem irresponsible
    - K. Communicating and complying with Campus Police/Security Officers
    - L. Ensure that no open container of alcoholic beverages enter or leave the event per the South Carolina Open Container Laws
    - M. Close down the event (turn off music, escort guests out, etc.) of when the event is scheduled to end and not exceed four (4) hours.
    - N. Ensure that no person who is legally intoxicated enters or operates a motor vehicle.
    - O. Have a First-Aid Kit readily available and accessible at all times prior to, during, or following an event
  3. Each Risk Team Member must perform Chapter-designated duties, including but not limited to:
    - a. Working the door
    - b. Checking IDs
    - c. Collecting all alcohol (BYOB events only)
    - d. Bartending (BYOB events only), monitoring, and regulating the consumption of alcohol
    - e. Providing necessary transportation (if allowed per inter/nationals) from a given event for those guests who are legally intoxicated

Risk Team Members have the right to deny access to the event to anyone they think is already impaired by alcohol or other drugs, even if the person is on the guest list.

## **IX. Procedures for Open Events**

For chapters that have open events as defined in Section I must follow these procedures:

The chapter officer who has registered the event and met with the Office of Student Activities -Fraternity & Sorority Affairs will serve as the Chapter Contact for OSA-OFSA and Campus Police. For open events that will take place off-campus, chapters are encouraged to utilize the [Security Vendor Checklist](#) and information laid out below to utilize the best event management strategy for your event.

### **A. Chapter Responsibilities:**

1. Before the Event

- a. Responsible for picking up the supply box from OSA before 5pm the business day of or one day before event. Box is to be returned the next business day after the event. If items are lost, the organization will be responsible for a \$50.00 fine.
  - b. 24 hours before the event begins the organization will provide in writing, names of all members working the event to Student Activities Staff and Campus Police/Security if list differs from the Social Event Registration Form.
2. During an Open Event
- a. All members working the event will wear throughout the duration of the event the provided "Student Staff" Lanyards.
  - a. The Chapter Contact is responsible for making sure the organization follows all guidelines and will stay in contact with Campus Police/Security throughout the event. This person will be responsible for working the counter (clicker) if the Officer in Charge (OIC) has to leave the entrance.
  - b. Organization is to be aware of the facility capacity and will not allow entrance or sell tickets above the capacity number.
  - c. Organization will have members stationed at all doors and will be responsible to coordinate the entrance of the event and how the money will be secured.
  - d. Assemble tables and chairs to accommodate the Guest Identification Information and hand stamps/wristbands.
  - e. The Chapter Contact and designated members working the event will meet with Campus Police/Security, student life staff (if present) at least 15 minutes prior to the beginning of the event to review rules and guidelines. At this time, the individuals will be assigned their working posts as collecting money, patting guests down as they enter, checking all pockets, stamping Winthrop students with a W stamp/wristband and guests with a Visitor stamp/wristband. Campus police/security will/should discuss where they will be stationed and their expectations for the evening. This is the time to make sure every possible situation is discussed.
  - f. **On campus events only:** If the organization has received SAC funds for security, the officers will be paid through a department transfer. If the organization has not received SAC funds they are responsible for paying within three business days.
  - g. When the doors open, communicate with students and guests to line up in two lines. One line is for Winthrop students only and the other for non-student/guests
    1. If using the Special Guest List, create a separate line and entrance for those guests to enter and sign-in.
    2. Winthrop students with guest(s) will need to be in the Winthrop with Guest Line. They will be given an Event Guest Information card to complete while standing in line. The card will be collected and I.D.s will be checked upon entrance to the event.
  - h. The organization will be responsible to provide crowd control and direction to guests outside the entrance.
  - i. The organization will pat down everyone who enters the event. The organization will provide members of the opposite sex to assist in patting down (i.e. women pat down women and men pat down men). Campus Police/Security will/should be at the door to supervise that it is done correctly.
  - j. The organization will be responsible for upholding the Guest Identification Policy. The host organization will verify that the guest has valid Identification upon arrival at the table. A member of the host organization will record the visitors name, I.D. number, type of I.D., and stamp their hand with the visitor stamp or band their wrist. Guest list should be submitted to the Office of Student Activities-Fraternity & Sorority Affairs on the next business day. Refer to Section V.
    1. No re-entry, No smoking and guest policy signs must be clearly posted before the doors may open for the event.
    2. Winthrop students must show their student ID to enter and visitors will be asked to show a picture ID and be signed in at the visitor table.
    3. Winthrop students **must** show their student ID to enter or will be considered a visitor.

- k. The president or Chapter Contact will circulate throughout the facility to make sure that the doors are secure and staff is in place.
- l. Assist in keeping walkways clear at all times.
- m. If a disturbance occurs, the person(s) involved should and will be asked to leave immediately. The host organization is responsible for assisting Campus Police/Security with any disturbance. If the situation is not able to be easily resolved then the party may be shut down. Campus Police/Security reserves the right to shut down the event. The chapter will be consulted on whether or not the event may continue upon the resolution of the disturbance.
  - 1. In the event that someone is smoking cigarettes, drinking alcoholic beverages, or using illegal substances in the space allotted for the party, someone from the organization should inform Campus Police/Security and the individual(s) will be escorted out of the event. Depending on the nature of the offense, the individual may be arrested.
- n. After the event, work with Campus Police/Security in clearing the premises as quickly as possible.
  - 1. The Chapter Contact or chapter president will meet with Campus Police/Security. The chapter will clean the parking lot of all trash generated from guests.
  - 2. Verify that you have restored the facility/venue to its original condition and notify Campus Police/Security that you are leaving the facility/venue.
- o. The host chapter is responsible for any and all damages.
- p. The host chapter must submit their written risk management plan to the Office of Student Activities- Fraternity & Sorority Affairs for approval.

#### **X. Violations**

- A. Chapters are responsible for the conduct of their members and guests for the duration of the event.
- B. Any violations of these guidelines will be determined by the Office of Fraternity & Sorority Affairs and/or the Administrative Board of the Fraternal Conduct Board and may be referred to the full board or the Dean of Students Office.
- C. 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.
- D. Sanctions for violations may be educational and/or punitive depending upon the severity of the violation and the sponsoring Chapter's social event history. Sanctions may include but are not limited to: restitution for damage to property, social probation in which entails a loss of social privileges for a designated period of time, restrictions on the presence of alcohol at social events of the chapter, requirements for educational speakers, additional trainings, loss of University recognition, or other appropriate sanctions outlined in the Student Conduct Code.