

GREEK SOCIAL EVENT POLICY

*Developed by the Greek Standards Board & the Student Involvement Center
Revised November 2016*

1. REGISTRATION OF FUNCTIONS:

A. **SOCIAL FUNCTIONS:** The Greek Social Event Policy will be in effect for any function that meets the guidelines of a social event. The Greek Social Event Policy remains in effect at all times, whether or not classes are in session. Social events are described as events in which members, including actives, new/associate members or pledges, guests of the organization, alumni/alumnae, or inter/national representatives, are present and where alcohol is present or consumed.

2. FUNCTION REPORTING:

A. **SUBMISSION:** The sponsoring chapter or chapters must complete a GSEP Registration Form and submit the COMPLETED form on SLUGroups no later than five full business days in advance. This rule applies to all events, even when/if the due date for the GSEP registration form would fall prior to the start of the semester, or during a university holiday/break. A member of the Student Involvement Center staff will respond to submissions with approval or denial notification prior to the date of the event. Any events held without an approved GSEP shall be considered an unregistered event.

B. **FORM CONTENTS:** A completed GSEP Registration Form is one that contains all requested information, signatures, and attachments. The form should only be submitted on SLUGroups when all information has been completed.

1. Approved Venues – Venues that have been previously approved by the Student Involvement Center. This will be done annually and the list will be posted to SLUGroups. A completed GSEP for approved venues includes:

- a. Venue contract.
- b. Bus/transportation contract.
- c. Guest List.
- d. Proof that food will be provided at the event.
- e. Names of Sober Monitors (minimum of 4 when the event is 100 students or less and 1:25 ratio above that).
- f. Security Information

2. Non-Approved Venues – Venues that have NOT been approved previously by the Student Involvement Center. A completed GSEP for non-approved venues includes all from A. (approved venues) and the following:

- a. Venue City Liquor License
- b. Venue State Liquor License
- c. Venue Liability Insurance with at least \$1,000,000 in coverage

3. Out of Town Formals – formal events that are not located in the St. Louis city or county. A completed GSEP for out of town formals includes all from A. and B. (approved and non-approved venues) and the following:

- a. Hotel contract.
- b. Sober monitors for the evening without the event.
- c. Designated Drivers List (must be approved by national organization).
- d. Additional room space for dates at a 1:75 ratio, with a minimum of one room available.

3. RISK MANAGEMENT POLICIES:

- A. **FUNDRAISING:** No chapter may sponsor or co-sponsor an event at which alcohol is present for the purpose of raising money or other items for a philanthropic cause. Nor may any chapter employ any type of cover charge at a social function where alcohol is present. No alcohol may be present at a philanthropic event.
- B. **DRINKING GAMES:** No member shall permit, tolerate, encourage, or participate in “drinking games”.
- C. **NEW MEMBER ACTIVITIES:** No alcohol shall be present at any pledge, associate or new member program or activity.
- D. **ILLEGAL SUBSTANCES:** No illegal drug or other substance shall be present or consumed at any chapter function. This includes prescription drugs.
- E. **ALCOHOLIC AWARDS:** Alcoholic beverages shall not be provided as awards to individual students or campus organizations.
- F. **DRINKING CONTESTS:** Drinking contests are not permitted. The consumption of alcohol in any form cannot be the primary purpose for any promotional activity.
- G. **ALCOHOL PROMOTION:** Promotional materials or activities shall not encourage any form of alcohol or place emphasis on quantity or frequency of use.
- H. All chapters will be held accountable to the Student Organization Policies (Section 3 of the University Student Handbook) and the Third-Party Vendor Guidelines. All functions must be in compliance with all University policies and all state, county, local laws, and inter/national organization policies.

4. RESPONSIBILITIES OF SPONSORING CHAPTERS:

The sponsoring chapter(s) must:

- A. **GUEST LISTS:** Compile and submit a typed, alphabetical list of all those who were present at the function, including members and invited guests.
1. The only approved, formatted guest list(s) are those provided by the Student Involvement Center and are accessible on SLUgroups.
 2. For a guest function, each member may invite up to three guests or the amount allowable under national organizational policy, whichever is lower.
 3. The official guest list/sign in sheet must be submitted the following business day to the Student Involvement Center by 5:00pm.
 4. The official guest list should be present at the entrance to the event and used by the security guard or other monitor to ensure that only those on the list are admitted to the function. Attendees are to sign the guest list in appropriate areas to confirm their attendance.
- B. **FOOD AND BEVERAGES:** Serve non-alcoholic alternative beverages and water in the same location as alcoholic beverages, and serve food in a manner, variety and quantity that will assure their availability throughout the event.

1. Proof that the venue serves food must be turned in when the GSEP form is submitted. This should be noted on the venue contract.

2. If food is not provided by the venue, proof that outside caterer was utilized must be turned in when GSEP form is submitted.

C. EVENT MONITORING TEAM: Provide an event monitoring team made up of chapter members who must remain alcohol and substance free before and throughout the event. Every event no matter the total number of guests, must have a minimum of 4 sober monitors. For events in which the total number of guests is over 100, in addition to the 4 required, the event must maintain a 1:25 ratio, rounding up (e.g. for events with 130 guests, 6 monitors should be used).

D. SECURITY: Provide a security guard, or ensure that one is provided by the owners of the establishment..

1. This security guard must be responsible for identifying those members and guests who are of legal age to purchase or consume alcohol.

2. There must be a clear distinction (marking or wristband) between those that are 21 years of age and those that are not 21 years of age.

E. REMOVAL & DENIAL OF ATTENDEES: Ensure that all members and guests comply with federal laws and chapter and university policies.. Any member who observes a violation of such laws on the part of any member or guest is expected to notify the event monitoring team immediately. The event monitoring team must then take steps to remove the person from the event/not allow entry to an event.

5. TRANSPORTATION:

A. MODES OF TRANSPORTATION: The sponsoring chapter(s) must provide safe transportation for all guests in the form of rented buses or designated drivers (for out of town formals only).

B. PICK-UP/DROP-OFF LOCATIONS: Approved pick-up/drop-off locations for all events are:

1. Busch Student Center Circle Drive - *Student should not be congregating inside the Busch Student Center if this is a designated transportation location for the event

2. Pius XII Library Circle Drive - *Students should not be congregating inside Pius XII if this is a designated transportation location for the event

3. Vandeventer Field - *On campus side only

4. Pick-up/drop-off locations will be assigned during annual calendar planning meetings.

C. TRANSPORTATION CONTRACTS: A copy of the bus company contract must be submitted along with the GSEP Event Registration Form.

D. LOCATION APPEARANCE AND UPKEEP: Chapters should take steps to limit noise and ensure that there is no accumulation of garbage at the bus pick up/drop off location, and ensure that pick up/drop off location is alcohol free.

6. COMPLIANCE WITH AND FILING OF GSEP VIOLATIONS:

A. Members of the Panhellenic/Interfraternity Council Executive Board or the Student Involvement Center reserve the right to attend any event to confirm compliance with the above policies.

B. Any chapter that has been notified of possible violations of GSEP policies and procedures may have their GSEP privileges suspended until conclusion of their investigation and subsequent hearing, if warranted.

C. All violations will be addressed through the appropriate judicial board and, if found substantiated, the responsible party will be subject to the sanctions described in the Greek Standards Board Policies and Procedures.

D. The University reserves the right to hold chapter(s) responsible for violating this policy through the adjudication processes of the Office of Student Responsibility and Community Standards in place of a Greek Standards Board hearing.

E. In addition to the aforementioned policies, all Greek-letter organizations chartered by the University are to abide by the student organization policies and procedures as outlined in the Student Handbook.

7. APPEALS:

A chapter found responsible of GSEP violations may appeal the decision of the Greek Standards Board to the Office of Student Rights and Responsibilities within two business days. The appeal board is determined by the Office of Student Rights and Responsibilities and must include at least one faculty and/or staff member.

8. FULFILLMENT OF SANCTIONS:

Any sanction not appealed or remaining after an appeal must be completed in accordance with specified dates, or the inter/national organization of the chapter will be notified of the situation. If a chapter fails to fulfill the sanctions mandated by the Greek Standards Board, their GSEP privileges will be suspended until otherwise notified.

9. GREEK SOCIAL EVENTS POLICY REVISION:

The GSEP will be updated on a regular basis. Recommendations for revision will be submitted by the Greek Standards Board and approved by the Student Involvement Center.