Greek Alcohol and Social Event Procedures

Mission
In recognition of the concern for the health and safety of our members, Butler University’s Greek community hopes to navigate a course to safe and responsible behavior at fraternity/sorority sponsored social functions involving alcohol, and in doing so, reduce the threat of alcohol abuse and misuse in addition to providing a safe and responsible environment for social functions that may or may not involve alcohol.

Alcohol Policy for Students
The primary concern of Butler University in all cases, including those incidents of intoxication and/or alcohol poisoning, is the health and safety of the individuals involved. Students who actively seek medical attention on the behalf of another due to a concern for that person’s intoxicated state and well-being will generally not be charged with a violation of University policy.

Use of Alcoholic Beverages
All Butler students are responsible for complying with state and local laws. Attention is called to the Indiana alcoholic beverages law (Indiana Code 7.1-5 found here: www.in.gov/legislative/ic/code/title7.1/)
The following are violations of University policy:
(a) No person under 21 years of age may consume or be in possession of alcoholic beverages.
(b) Persons 21 or over may not make alcoholic beverages available to minors nor may they provide a venue for minors to consume.
(c) It is unacceptable to misrepresent one’s age for the purpose of procuring alcoholic beverages.
(d) Residence hall and University apartment students 21 years of age and their guests 21 years of age or older may possess and consume alcoholic beverages on an individual basis in the privacy of their own rooms, with their room doors closed. Individuals younger than 21 years of age may not be in the presence of alcohol within the residence halls/apartments.

Alcohol on University Property and at University-sponsored Events
1. Alcoholic beverages are prohibited on campus or on the sidewalks adjacent to campus property, except as noted in (d) above or with the expressed approval of the department head responsible for the administration of a designated facility/area. Student organizations wishing to sponsor an event on campus with alcohol must receive authorization from the Vice President for Student Affairs.
2. No University funds or monies from student organization accounts may be used to purchase alcoholic beverages without the authorization of the Vice President for Student Affairs.
3. Student organizations may provide alcoholic beverages at University-sponsored events on and off campus according to the social event procedures found here: http://www.butler.edu/student-conduct/our-approach-to-alcohol
4. University-recognized Greek chapters may provide alcoholic beverages at events on their premises according to the Greek alcohol and social event procedures found here: http://www.butler.edu/student-conduct/our-approach-to-alcohol

(The Alcohol Policy is reviewed annually by the Vice President for Student Affairs.)
Procedures for Greek social events involving the availability of alcohol:

General

1. The possession, use and/or consumption of alcoholic beverages, while on chapter premises or during a fraternity event, or 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 of Indiana and Marion County, as well as the Butler University Rules of Conduct and the Butler University Alcohol Policy. Chapter members should be aware of and informed regarding current policies, laws, regulations or rules that relate to the use of alcohol.

2. Butler’s requirements are consistent with national organizational policies and FIPG risk management policy. They are intended to supplement individual chapters’ social and risk management policies.

3. 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.

4. No chapter shall provide or allow any alcohol at membership recruitment activities or activities involving new members. (See also IFC and Panhellenic Association recruitment rules.)

5. No member or pledge/associate/new member shall permit, tolerate, encourage, or participate in “drinking games.” The definition of drinking games shall include, 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.

6. Social events involving alcohol may be held only on Friday and Saturday nights. No social events involving alcohol may be held during University reading days, University finals week or during breaks. Events involving alcohol must end by 2 a.m., except outside events involving amplified sound – which must end by 11 p.m. to comply with the city noise ordinance. Sound must be contained indoors after 11:00 p.m. Alcohol sales must end at 1:30 a.m. or 30 minutes prior to the end of the event, whichever is earliest.

7. All events must be properly registered by the Friday one week prior to the date of the event. (See the Registration section for the specific requirements.)

10. Any social function/event involving the distribution and consumption of alcohol must employ a third-party vendor, who is responsible for:
   (a) The "vendor" must carry General Liability insurance with a per occurrence limit of not less than $2,000,000 combined single limit for bodily injury and property damage. The limit of $2,000,000 can be achieved by the General Liability policy alone, or with a combination of General Liability and Umbrella coverage. If the vendor will be serving or supplying alcohol, the insurance coverage must also include Liquor Liability with a limit of no less than $1,000,000 per claim. The vendor shall also provide proof of Workers Compensation coverage which includes Employer’s Liability of not less than $100,000, each accident; $100,000, each employee by disease; and $500,000, per policy by disease. Proof of all coverages listed above shall be in the form of a certificate of insurance showing Butler University (and other entities to be determined) as an Additional Insured under General Liability. The certificate shall be submitted no less than seven (7) days prior to the event, with carriers satisfactory to Butler University, and with an AM Best rating of A, VII or better.
   (b) Containing and distributing all alcohol beverages.
   (c) Confirming legal drinking age (21) of the guests to whom they sell alcohol every time alcohol is purchased.
   (d) All alcohol distribution on a per drink basis with cash exchange.
(e) Alcoholic drinks are limited to standard servings of beer, wine and mixed drinks containing only one type of alcohol. Shots of hard liquor and mixed drinks containing more than one type of alcohol (e.g., “Long Island Iced Tea”) are prohibited.

(f) Dutiful monitoring of alcohol consumption and if necessary, subsequent denial of alcohol in cases of, but not limited to: unruly behavior, apparent alcohol abuse, severe intoxication, or any other situation, left to their discretion which would indicate the need to deny individuals the ability to purchase alcohol.

(g) The use of any alternate method of alcohol distribution (e.g., BYOB, house distribution, individual room distribution, etc.) other than that of a third-party vendor is strictly prohibited.

10. The attendance list, submitted in addition to the registration form (see Registration), must be strictly monitored by no fewer than two individual members of the chapter sponsoring the event. Under no circumstances should the list used during the event deviate from the attendance list that was previously submitted and approved. The monitors will be currently enrolled Butler undergraduate students and are responsible for confirming invitations and preventing any individual from entering/exiting a social event with alcohol. The Director of Greek Life may grant permission for the hired security personnel to monitor the list when arranged in advance.

11. In accordance with state law, no one under the age of 18 is allowed in a restricted area where alcohol is furnished.

12. Signs must be posted at the entrance to the event, near the alcohol distribution site, by any public/house phone and in bathrooms stating: In the event of an emergency, including fire or medical response, contact the Butler University Police, (317) 940-9999.

13. There must be a minimum of four sobriety monitors present at any social event involving alcohol distribution; sobriety monitors, selected from the chapters sponsoring the function must not consume any alcoholic or otherwise intoxicating substances for the duration of the event so that they may assist in the case of an emergency or any other situation necessitating their aid. (Each sponsoring chapter should provide at least one such monitor.)

14. Adequate, non-alcoholic food and beverage alternatives (e.g., soft drinks, pretzels, chips, bottled water, etc.) must be present and readily accessible at all social events involving alcohol distribution. Water fountains and soft drink machines are not considered adequate accessibility.

15. These guidelines shall be in effect throughout the calendar year.

Security

1. All chapters hosting/sponsoring a social function where alcoholic beverages are being sold, distributed, and consumed are required to provide security for the event. There must be a minimum of two security officers from a company designated to provide services for these events (contact the Director of Greek Life for more information).

2. The University police will meet and brief the hired security personnel on site at least 15 minutes prior to the start of the function.

3. The host chapter shall agree to direct hired security to do the following during the event:
   (a) Walk the hallways of the house to ensure compliance of Greek polices;
   (b) Monitor the dance floor;
   (c) Walk the exterior of the building;
   (d) Ensure that the approved guest list submitted previously is being followed. No additional names can be added and (if not on the approved list, admittance shall be denied);
   (e) That there is no consumption of alcoholic beverages by those less than 21 years of age;
   (f) Make contact with the University police if there are any violations of University policies; and
   (g) Ensure that there is no other distribution of alcohol during the hours of the approved event.

4. The University police will check the premises at some point during the event to confirm that procedures are being followed.

5. At the discretion of the University police or the security company, additional officers may be required for larger events. (An average of one officer for every 100 people expected is recommended.)
Registration
A social event that necessitates registration is one that meets one or more of the following criteria:

- Any event in which alcohol is present.
- The event was discussed during a chapter or executive committee meeting, or was advertised by any means (e.g., word of mouth, chapter listserv, invitations, T-shirts, Facebook, or other social media, etc.).
- Chapter funds were used in any way.
- An objective observer would construe the function as a chapter-related event.

1. All on-campus social functions and individual in-house “date functions” must be registered by noon on the Friday of the week preceding the date of the event.
2. Social events with alcohol present may only be held on either Friday or Saturday night. (Functions not involving the availability of alcohol are governed in the section Procedures for social events not involving the availability of alcohol noted below.
3. Any chapter wishing to sponsor a registered social function must have all IFC and/or Panhellenic Association dues paid in full (this includes fines and other fees). All chapters with outstanding debts at the time of registration will not be permitted to sponsor an event.
4. Sponsorship for any single social event must be in accordance with all sponsoring chapters’ national policies in terms of the number of chapters/organizations that can sponsor an event and if a chapter/organization is allowed to participate depending on the nature of the event and where the event will take place.
5. The hosting fraternity of the social event should complete the Event Registration Form (available from the office of Greek Life) - detailing the sponsoring chapters, date of the function, location of the function and approximate time of the function. The completed form is to be returned to the Director of Greek Life.
6. The hosting fraternity must submit a “master copy” of the complete attendance list for the event by the Wednesday before the function. Each sponsoring chapter/organization, including the hosting fraternity, must submit an individual attendance list, with the name of the chapter/organization at the top of each page.
   (a) The attendance list must be typed and in alphabetical order by last name.
   (b) The total number of individuals on the master list (members of all participating chapters plus guests) must not exceed the chapter house’s designated occupant load (as confirmed by the Indianapolis or Indiana Fire Marshal) for the hosting chapter’s house, if the event will occur inside the chapter house.
   (c) By placing a guest’s name on a guest list for a social event and admitting him/her to the social event, the chapter assumes responsibility for that guest’s behavior during the event.
   (d) At no time shall the hosting fraternity allow any individual into the social function without first confirming their ‘invitation’ by way of checking the guest list approved by the Director of Greek Life. Individuals shall not be added to the guest list during the event.
   (e) If the event will occur outside, the total number of individuals allowed in attendance must not exceed the occupant load for the areas designated and must not exceed the ratio of three guests: one member.
   (f) For events hosted outside the chapter house, the area must be enclosed (e.g. tent or privacy fence) with an unobstructed exit. For events involving a third-party vendor, the outdoor area must be confined to a tent.
7. Third-party vendor registration is handled directly through the office of Greek Life; a copy of the contract agreed upon by the hosting fraternity and vendor (including proof of the vendor’s certificate of insurance) are to be faxed to the Director of Greek Life no less than seven days immediately prior to the date of the event.
8. Upon completion of the registration process, each Thursday afternoon, the Director of Greek Life will notify the University police, the Vice President for Student Affairs, the Dean of Student Life, the presidents of all chapters sponsoring the function and any other office/individual to whom the
weekend social schedule is pertinent, officially confirming the successful completion of the registration process.

Investigation
The Vice President of Student Affairs and/or designee has the right to conduct an investigation and pursue University conduct charges.

Scope
No document can cover all possible situations that may arise. When these provisions are not specific, chapters are to conduct their activities in the spirit of social responsibility embodied in these requirements.

Procedures for social events not involving the availability of alcohol

1. Social events may be held Thursday, Friday or Saturday nights until 2:00 a.m., except outside events involving amplified sound – which must end by 11 p.m. to comply with the city noise ordinance. No social events may be held during University reading days, finals week or breaks.
2. All on-campus social functions and individual in-house “date functions” must be registered by noon on the Friday of the week preceding the date of the event. (See the Registration section for the specific registration requirements.)
3. Signs must be posted at the entrance to the event, by any public/house phone and in bathrooms stating: “In the event of an emergency, including fire or medical response, contact the University police (317) 940-9999.”
4. These guidelines shall be in effect throughout the calendar year.

Security
Security and an attendance list are not required for socials at which alcohol is not available, unless deemed necessary for specific social events.

Registration
A social event that necessitates registration is one that meets one or more of the following criteria:
- The event was discussed during a chapter or executive committee meeting, or was advertised by any means (e.g., word of mouth, chapter listserv, invitations, T-shirts, Facebook, text messaging, etc.).
- Chapter funds were used in any way.
- An objective observer would construe the function as a chapter-related event.
1. All on-campus social functions and individual in-house “date functions” must be registered by noon on the Friday of the week preceding the date of the event.
2. Functions must be registered with the Director of Greek Life.
3. Any chapter wishing to sponsor a registered social function must have all IFC and/or Panhellenic Association dues paid in full (this includes fines and other fees). All chapters with outstanding debts at the time of registration will not be permitted to sponsor an event.
4. Sponsorship for any single social event must be in accordance with all sponsoring chapters’ national policies in terms of the number of chapters/organizations that can sponsor an event and if a chapter/organization is allowed to give money towards the function depending on what type of event it is and where the event takes place.
5. The hosting fraternity of the social event should complete the Event Registration Form (available from the office of Greek Life) - detailing the sponsoring chapters, date of the function, location of the function and approximate time of the function. The completed form is to be returned to the Director of Greek Life.
6. Upon completion of the registration process, each Thursday afternoon, the Director of Greek Life will notify the University police, the Dean of Student Life, the presidents of all chapters sponsoring the function and any other office/individual to whom the weekend social schedule is pertinent, officially confirming the completion of the registration process.

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The Vice President for Student Affairs, and/or designee has the right to conduct an investigation and pursue University conduct charges.

(The Greek Alcohol and Social Event Procedures are reviewed annually by the Vice President for Student Affairs.)

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