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 seeks to navigate a course to safe and responsible behavior at fraternity/sorority sponsored social functions involving alcohol. By following these risk reduction strategies, we reduce the threat of alcohol abuse and misuse in addition to providing a safe and responsible environment for social functions.

Alcohol Policy for Students can be found in the Student Handbook here: https://www.butler.edu/student-handbook/alcohol-policy

Procedures for Greek Social Events Involving the Availability of Alcohol
(For non-alcohol social event procedures, see page 4)

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.

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, should comply with any and all applicable state laws, the Butler University Rules of Conduct, the Butler University Alcohol Policy and third-party vendor guidelines. 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 the Fraternal Information and Programming Group (FIPG) risk management guidelines that supplement the respective national organizations’ social and risk management policies.
3. No alcoholic beverages should be purchased through or with chapter funds nor should 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.
   (a) No members, collectively or individually, should purchase for, provide, serve to, or sell alcoholic beverages to anyone under legal drinking age.
4. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, (e.g. kegs or cases) is prohibited.
5. No chapter shall provide or allow any alcohol at membership recruitment activities or activities involving new members. This includes but is not limited to activities associated with Bid Night, big brother/little brother, big sister/little sister or family events, and initiation.
6. Alcoholic beverages may not be served on or consumed outside of the chapter house, on fraternity house premises, except for registered social events in an enclosed area involving a tent.
7. “Open parties” defined as those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
8. 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 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 that involves duress or 
encouragement related to the consumption of alcohol.
9. 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.
10. 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.)
11. Any social function/event involving the distribution and consumption of alcohol must employ a third-party 
 vendor, who is responsible for the following:
   (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) every time alcohol is purchased.
   (d) Vendors may not serve more than one alcoholic beverage per purchase/transaction.
   (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 that would indicate the need to deny individuals 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 on-campus 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 
     any 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. All alumni and/or family events hosted on chapter property must comply with this policy.

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 event management 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 may 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:
   (a) Any event in which alcohol is present.
   (b) 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.).
   (c) Chapter funds were used in any way.
   (d) 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:
   (a) Have all IFC and/or Panhellenic Association dues paid in full (this includes fines and other fees).
   Chapters with outstanding debts at the time of registration will not be permitted to sponsor an event.
   (b) Be in good standing with the University and have no active investigation or conduct charges pending.
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 location.
5. The hosting fraternity of the social event should complete the online Event Registration Form (https://butler.campuslabs.com/engage/submitter/form/start/155623). Once submitted it is electronically routed through the approval process starting with 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 atop of each page.
   (a) The attendance list must be typed and in alphabetical order by last name. By placing a guest’s name on a guest list for a social event and admitting the person to the social event, the chapter assumes responsibility for that guest’s behavior during the event.
(b) 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.

(c) The total number of individuals on the master list (members of all participating chapters plus guests) must not exceed the hosting chapter house’s designated occupant load (as confirmed by the Indianapolis or Indiana Fire Marshal).

(d) If the event will occur outside, the total number of individuals allowed in attendance must not exceed the occupant load as determined by the state fire marshal for the areas designated and must not exceed the ratio of three guests: one member.

(e) For events hosted on fraternity property outside of the 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.

(f) Official chapter events may not be hosted at rental properties that are leased by chapter members. This includes brother/sisterhood events and social exchanges between groups.

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 provided to the Director of Greek Life no less than seven days immediately prior to the date of the event.

8. Each Thursday afternoon, the Director of Greek Life will notify the University police, the Dean of Students and the Executive Director of Student Living and Learning, 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.

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 on-campus 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:

(a) 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.).

(b) Chapter funds were used in any way.

(c) 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).

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 financially sponsor the function depending on the event type and location.

5. The hosting fraternity of the social event should complete the online Event Registration Form (https://butler.campuslabs.com/engage/submitter/form/start/155623). Once submitted it is electronically routed through the approval process starting with the Director of Greek Life.

6. Each Thursday afternoon, the Director of Greek Life will notify the University police, the Dean of Students and the Executive Director of Student Living and Learning, 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 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. Last updated: October 2018