

**EASTERN ILLINOIS UNIVERSITY
OFFICE OF FRATERNITY & SORORITY PROGRAMS
GUIDELINES FOR FRATERNITY AND SORORITY
USE OF ALCOHOL & CONTROLLED SUBSTANCES**

For these Recognized Fraternities and Sororities of the Eastern Illinois University Fraternity and Sorority Community

Eastern Illinois University is fully aware of the significant contribution fraternities and sororities make to university life and the positive affect these organizations have on the social and educational development of their members. The “Guidelines for Fraternity and Sorority Use of Alcohol& Controlled Substances” has been written to assist fraternities and sororities in educating their members in the responsible use of alcohol, and minimizing the liability of the chapters and their officers.

The Guidelines for Fraternity and Sorority Use of Alcohol were originally written by a Task Force composed of Interfraternity and Panhellenic representatives, Fraternity and Sorority officers, and fraternity and sorority advisors and are based upon the FIPG Guidelines. Revisions to the Guidelines have been made by suggestion from IFC & PHC Vice Presidents for Risk Management, fraternity and sorority members, University General Counsel, and the Director of Fraternity & Sorority Programs.

Members of fraternities and sororities officially recognized by Eastern Illinois University’s Interfraternity, Panhellenic, and National Pan-Hellenic Councils are to observe the following when they participate in fraternity and/or sorority functions:

General Alcohol and Controlled Substances Policies

1. The possession, sale, use or consumption of alcoholic beverages or controlled substances, while on chapter premises or during a fraternity/sorority event, in any situation sponsored or endorsed by the chapter, or at any event an observer would reasonably associate with the fraternity/sorority, must be in compliance with any and all applicable laws of the State of Illinois, the City of Charleston (or appropriate jurisdiction) and Eastern Illinois University, and must comply with either the BYOB or Third Party Vendor Guidelines.
2. All individuals are obligated to observe every rule, ordinance, and law of the State of Illinois, the City of Charleston, and Eastern Illinois University regarding alcoholic beverages and controlled substances. The following laws are especially important:
 - It is unlawful to possess, consume or transport any alcoholic beverages if under the age of twenty-one (21) years of age.
 - It is unlawful for a person, after purchasing or otherwise obtaining alcoholic beverages, to sell, give or deliver it to another person under the age of twenty-one (21).
 - It is unlawful for any person to misrepresent his or her age for the purpose of buying, accepting or receiving alcoholic beverages from a licensee.
 - To ensure that the above laws are being properly enforced, all individuals entering a fraternity and/or sorority function must have their legal form of identification checked by the security members designated on the social contract and/or by the third party vendor contracted for the social function. Each person must obtain an identifying mark as to whether they are over or under the legal drinking age of twenty-one (21).
3. No alcoholic beverages or controlled substances may be purchased through or with chapter or council 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. This specifically prohibits the use of “slush funds,” or off-the-record collection of funds for the purpose of purchasing alcohol or controlled substances.
4. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
5. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited. As all fraternity/sorority events with alcohol are considered private, invitation-only, activities, chapters are prohibited from advertising, or using social media, to promote the event. Programs such as eVite and Facebook may be used to manage invitations and guest lists, provided they are done in a private manner.

6. 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 reasonably associate with the fraternity is strictly prohibited.
7. 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.
8. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol or controlled substances are purchased by any of the host chapters, groups or organizations.
9. All recruitment or intake activities associated with any chapter will be non-alcoholic and drug free. No recruitment or intake activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
10. No organization or 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.
11. No alcohol or controlled substances 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.
12. Any fraternity or sorority sponsoring, or participating in, an event will be held equally responsible for regulating the event.
13. Alcohol or any controlled substances may not be provided by the host chapter or any participant before, during, or after a philanthropic event or fundraiser. Individuals who are intoxicated are not eligible to participate in a philanthropic event or fundraiser.
14. No alcoholic function registered with a Social Event Agreement, and hosted by a fraternity and/or sorority, shall be held in or on the University's Greek Court.
15. All functions shall not begin prior to 12:00 Noon, and must have an ending time no later than 1:00 AM. Exceptions to this guideline may be made pending changes to any ordinance passed by the Charleston City Council, or if the event is hosted in another city whose ordinance provides an alternative closing time to establishments holding a liquor license.
16. Events with alcohol may not take place during the final examination period each semester. This period will begin as of last day of regularly scheduled classes each semester, and end at the completion of the last final exam period. This means that the last evening for events is the day before the last day of classes.
17. Bar Crawls - Due to the nature of these events involving multiple locations, and an inability to maintain control over the event ("closed"), these type of events are expressly prohibited.
18. Unregistered events with alcohol where an event-specific t-shirt, or other apparel, is produced, may be determined to be chapter events depending upon the messages on the apparel, how the items were produced, and how they were purchased. The use of symbols and images that are connected to the organization will enhance the connection to the chapter. If the only individuals with the apparel are members of the chapter, or if the items are produced and/or purchased through a common process of chapter members, the event will likely be determined to be a chapter event.

Types of Events with Alcohol

1. Chapter Party
 - a. Sponsored by one fraternity/sorority.
 - b. Held in a private space, with a third-party vendor for alcohol sales. All requirements of the Third Party Vendor Checklist must be met.
 - c. The maximum number in attendance may not exceed the number of chapter members in attendance, plus two (2) guests per member in attendance. Any person invited to the function who is not listed on the initial guest list submitted to the Office of Fraternity & Sorority Programs must be listed on a supplemental list on the next business day following the function. Supplemental guests cannot exceed 10% of the initial guest list.
 - d. Non-alcoholic beverages and non-salty food must be readily available, in a sufficient quantity for the number of expected attendees, and must be free.

2. Formal/Semi-Formal
 - a. Sponsored by one fraternity/sorority.
 - b. Held in a private space, with a third-party vendor for alcohol sales. All requirements of the Third Party Vendor Checklist must be met.
 - c. The maximum number in attendance may not exceed the number of chapter members in attendance, plus one (1) guest per member in attendance. Any person invited to the function who is not listed on the initial guest list submitted to the Office of Fraternity & Sorority Programs must be listed on a supplemental list on the next business day following the function. Supplemental guests cannot exceed 10% of the initial guest list.
 - d. Non-alcoholic beverages and non-salty food must be readily available, in a sufficient quantity for the number of expected attendees, and must be free.

3. Date Party
 - a. May be sponsored by two fraternities and/or sororities. Both sponsoring fraternities/sororities must complete a Social Event Agreement.
 - b. Held in a private space, with a third-party vendor for alcohol sales. All requirements of the Third Party Vendor Checklist must be met.
 - c. The maximum number in attendance may not exceed the number of chapter members in attendance, plus one (1) guest per member in attendance. Any person invited to the function who is not listed on the initial guest list submitted to the Office of Fraternity & Sorority Programs must be listed on a supplemental list on the next business day following the function. Supplemental guests cannot exceed 10% of the initial guest list.
 - d. Non-alcoholic beverages and non-salty food must be readily available, in a sufficient quantity for the number of expected attendees, and must be free.

4. BYOB Events
 - a. Sponsored by one fraternity/sorority.
 - b. Held in a location without a restaurant/tavern license. This may include private residences or chapter facilities, where permitted by chapter policies, lease, or the property owner. These events must also comply with local ordinances.
 - c. The maximum number in attendance may not exceed the number of chapter members in attendance, plus two (2) guests per member in attendance. Any person invited to the function who is not listed on the initial guest list submitted to the Office of Fraternity & Sorority Programs must be listed on a supplemental list on the next business day following the function. Supplemental guests cannot exceed 10% of the initial guest list.
 - d. Non-alcoholic beverages and non-salty food must be readily available, in a sufficient quantity for the number of expected attendees, and must be free.
 - e. BYOB events must be managed according to the supplemental BYOB process document.

5. Barn Dances
 - a. If held in a location with a restaurant/tavern license, Barn Dances should be handled the same as a Chapter Party. All requirements of the Third Party Vendor Checklist must be met.

- b. If held on a private farm, or other private location, Barn Dances should be managed as BYOB functions. If the chapter is paying to use the facility, a copy of the contract/agreement with the property owner must be included with the Social Event Agreement.
6. Other types of chapter-sponsored activities with alcohol will be considered on an individual basis.
 7. All events involving the possession, sale, use or consumption of alcoholic beverages, during a fraternity/sorority event, in any situation sponsored or endorsed by the chapter, or at any event an observer would reasonably associate with the fraternity/sorority, must be registered with a Social Event Agreement form.

The Social Event Agreement Process

1. All functions must be registered, by means of a Social Event Agreement, by 4:00 PM at least seven days prior to the function. The Social Event Agreement will include the following:
 - a. Date, Time and Location of the Event
 - b. Theme, or title, for the event
 - c. Safe transportation plan
 - d. Description of food and non-alcoholic beverages being provided
 - e. Signature of the chapter advisor affirming that the event meets all organizational policies
2. All chapters must have a minimum of two (2) Designated Chapter Liaisons, who will be in attendance at the event, among their chapter membership in order to register functions with the Office of Fraternity & Sorority Programs. For events with expected attendance of more than 100, two (2) additional Designated Chapter Liaisons will be required.
3. Designated Chapter Liaisons are responsible for ensuring that all persons entering the function are on the guest list and registered to attend, each person has provided legal identification, and ensuring that all National and University regulations are met. These members shall also serve (when needed) as sober representatives to law enforcement and emergency officials, University representatives, and/or the third party vendor. Designated Chapter Liaisons must not be intoxicated and are not permitted to consume alcohol at the event, or immediately preceding the event.
4. Guest Lists must be submitted to the Office of Fraternity & Sorority Programs by 4:00 pm 48 hours prior to the event.
5. All fraternities and sororities are expected to adhere to common standards of decency and non-discrimination. Fraternities and sororities should be aware their events are representative of their organization. Examples of theme sensitivity include but are not limited to:
 - All event themes should be ethnically and/or racially sensitive in nature and not degrade the nationality of any individual or group.
 - All event themes must be sensitive to gender. Furthermore, no sexist behavior should be permitted (i.e. "Hot Legs" contests and costumed events relating to prostitution).
 - Themes cannot have any reference to alcohol/controlled substances or infer alcohol/controlled substances will be present at the event (i.e. NO Margaritaville, Beer Breakfast, Booze Brothers themes, etc.)
 - All event material (favors, t-shirts, etc.) should be appropriate in nature regarding the aforementioned areas of theme sensitivity.

Safe Transportation Plan

1. Sponsoring fraternities/sororities are responsible for ensuring that all attendees at an event have access to safe transportation to and from the event. The plan for providing safe transportation is required for registration.
2. Safe transportation can be provided by:
 - a. Designated Drivers (if permitted by fraternity/sorority policies)
 - I. Each sorority and each fraternity must designate at least two members per party who will serve as designated drivers.
 - II. They are to provide rides for those who are unable to drive safely.

- III. Designated drivers must not drink any alcoholic beverages within twelve hours of the start of the event or until their driving responsibilities are completed.
- IV. Designated drivers must be provided even when using a bus service to and from an event.
- b. Buses can be used as the only form of safe transportation if the event is held outside of the Charleston communities. Buses used for chapter events must utilize university property or officially recognized chapter house as a pick up and drop off point. **When bus pick-up and drop-off takes place at Greek Court, arrangements must be made with the Area Director for Greek Court at least 72 hours in advance of the event.**
- c. Local Taxi Service – Information about local taxi service should be posted at the event, and Designated Chapter Liaisons should have phone numbers for this type of service.

Supplemental Protocol for BYOB Events

1. No alcoholic beverages shall leave the event location once the event has begun. Each chapter is strongly encouraged to develop a BYOB policy when a third party vendor is not provided or required as per the chapter's National Risk Management policy.
2. People dispensing alcohol may not consume any alcoholic beverages during their designated serving time, and may not serve alcoholic beverages to someone who, in their judgment, is intoxicated.
3. If a party is to be held outside, the yard area must be sectioned off to contain the party (i.e. – rope, fence, etc.).
4. Only chapter members who are twenty-one (21) may enter with alcoholic beverages when a third party vendor is not provided. No member or guest may enter the function more than once with alcoholic beverages.
5. Hard alcohol, liquor, and spirits are strictly prohibited from BYOB events. The maximum amount of alcohol allowed is one six pack of beer (or four wine coolers) per person (of legal drinking age) per event. Absolutely no beverages in glass containers are allowed at any event.
6. Non-alcoholic beverages and non-salty foods must be served throughout the entire event.
7. In an event of a BYOB function, chapters must follow one of the two provided guidelines.
 1. Option one is to hire a third party vendor (i.e. caterers who have a license to serve and/or licensed bartenders to distribute the alcoholic beverages.
 2. Option two is to have alcohol distributed to chapter members and guests who are twenty-one years of age with a BYOB ticket system. In both cases bartenders and/or members who distribute alcohol need to be at least twenty-one years old.
8. When hosting a BYOB function with a ticket system:
 - Once the members and/or guests arrive at the function, all persons entering must have their ID's checked and identified with markings as to who are of the legal drinking age.
 - Alcohol should be distributed by supplying the bartender or security with a ticket and empty container in exchange for the next full container out of the six-pack of beer or four-pack of wine coolers.
 - Any alcohol not consumed during the event must remain at the site and picked up the following day.

Third Party Vendor Checklist

(adapted from the FIPG Risk Management Manual – www.fipg.org)

Your chapter will be in compliance with the risk management policies of your national fraternity and FIPG if you hire a third party vendor to serve alcohol at your functions WHEN you can document the following checklist items.

THE VENDOR MUST:

1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held.
2. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. The above "certificate of insurance" must also show evidence that the vendor has, as part of his coverage, "off premise liquor liability coverage and non-owned and hired auto coverage." The certificate of insurance must name as additional insured (at a minimum) the local chapter of the fraternity hiring the vendor as well as the national fraternity with whom the local chapter is affiliated.
3. Agree in writing to cash sales only, collected by the vendor, during the function.
4. Assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
 - a. Checking identification cards upon entry
 - b. Not serving minors
 - c. Not serving individuals who appear to be intoxicated
 - d. Maintaining absolute control of ALL alcoholic containers present
 - e. Collecting all remaining alcohol at the end of a function (no excess alcohol - opened or unopened - is to be given, sold or furnished to the chapter).
 - f. Removing all alcohol from the premises.

PROVIDE A WRITTEN AGREEMENT SIGNED AND DATED BY THE CHAPTER PRESIDENT AND THE VENDOR STIPULATING AGREEMENT TO THE ITEMS REQUIRED IN #3 AND #4 ABOVE.

This form must also be signed and dated by both the chapter president and the vendor. In doing so, both parties understand that only through compliance with these conditions will the chapter be in compliance with FIPG and national organization requirements.

FAILURE TO COMPLY WITH ANY OF THESE STATED GUIDELINES COULD RESULT IN DISCIPLINARY ACTION, DETERMINED BY THE INTERFRATERNITY, PANHELLENIC, and NATIONAL PAN-HELLENIC COUNCILS FRATENRITY AND SORORITY REVIEW BOARD, IN CONSULTATION WITH THE DIRECTOR OF FRATERNITY & SORORITY PROGRAMS.