

**EASTERN ILLINOIS UNIVERSITY  
OFFICE OF FRATERNTY & SORORITY LIFE  
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.

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 (e.g. admission fees, cover fees, collecting funds through digital apps, etc.). 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. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e amounts of alcohol greater than what a reasonable person should consume over the duration of an event.)
5. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter/organization must utilize a guest list system. Attendance at events with alcohol is limited to a 2:1 maximum guest-to-member ratio, and must not exceed local fire or building code capacity of the chapter/organizational premises or host venue. 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 chapter/organization, members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or, manufacture illegal drugs or other controlled substances while on chapter/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.
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 or during 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, marketing promoting the event, or other paraphernalia is produced, may be determined to be a chapter event depending upon the messages on the apparel, how the event was

marketed/promoted, and how the event was hosted. The use of chapter symbols, chapter images, chapter flags, etc. and individuals 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.

19. Alcoholic Beverages must either be:
  - a) Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g. restaurant, bar, caterer, etc.) or
  - b) Brought by individual members and guests through a bring your own beverage (“BYOB”) system.
  - c) The presence of alcoholic products above 15% alcohol by volume (“ABV”) is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third-party vendor
  
20. What Can and Can’t I Bring?
  - a) Beer, Hard Seltzer, Wine, and Premium Malt Beverages
  - b) ALLOWED: Single serving sizes only
    - a. Canned or plastic beverages are recommended. Anything in glass bottles needs to be poured into a plastic cup
  - c) PROHIBITED: Hard liquor or any beverages over 15% alcohol by volume (ABV)
  - d) PROHIBITED: Any alcohol for members or guests under 21
  
21. How many drinks is a person of legal drinking age allowed to bring to the social event?
  - a) The industry recommendation allows for “a reasonable limit on the amount and types of alcohol.”
    - a. This translates to a six-pack of beer/hard seltzer, four mini bottles of wine equivalent to a 750ml or a four-pack of wine coolers/ciders/malt beverages.

### **Types of Events with Alcohol**

1. Chapter Party/BYOB Events
  - 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. 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. BYOB events must be managed according to the supplemental BYOB process document.
  - d. 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 Life 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.
  - e. Non-alcoholic beverages and non-salty food must be 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. 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. BYOB events must be managed according to the supplemental BYOB process document.
  - d. The maximum number in attendance may not exceed the number of chapter members in attendance, plus two (2) 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 Life 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 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. 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. BYOB events must be managed according to the supplemental BYOB process document.
    - c. The maximum number in attendance may not exceed the number of chapter members in attendance, plus two (2) 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 Life 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 available, in a sufficient quantity for the number of expected attendees, and must be free.
  4. 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.
    - c. The maximum number in attendance may not exceed the number of chapter members in attendance, plus two (2) 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 Life 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 available, in a sufficient quantity for the number of expected attendees, and must be free.
  5. Other types of chapter-sponsored activities with alcohol will be considered on an individual basis.
  6. **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(s), 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 five 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/email 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 Life. 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 Life 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 Complex 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. What Can and Can't I Bring?
  - a) Beer, Hard Seltzer, Wine, and Premium Malt Beverages
  - b) ALLOWED: Single serving sizes only
    - a. Canned or plastic beverages are recommended. Anything in glass bottles needs to be poured into a plastic cup
  - c) PROHIBITED: Hard liquor or any beverages over 15% alcohol by volume (ABV)
  - d) PROHIBITED: Any alcohol for members or guests under 21
6. How many drinks is a person of legal drinking age allowed to bring to the social event?
  - a) The industry recommendation allows for "a reasonable limit on the amount and types of alcohol."
    - a. This translates to a six-pack of beer/hard seltzer, four mini bottles of wine equivalent to a 750ml or a four-pack of wine coolers/ciders/malt beverages.
7. Non-alcoholic beverages and non-salty foods **must be** served throughout the entire event.
8. Alcoholic Beverages must either be:
  - a) Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g. restaurant, bar, caterer, etc.) or
  - b) Brought by individual members and guests through a bring your own beverage ("BYOB") system.
  - c) The presence of alcoholic products above 15% alcohol by volume ("ABV") is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third-party vendor
9. 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.
  - Each guests gets one ticket per drink they brought
  - The tickets should be personalized to the type of drink the member/guest brought
  - A Designated Chapter Liason that is working the social event checks in each members/guests drink(s) and writes the attendees name on the tickets.
  - The member/guest redeems tickets (one at a time) for their drinks at the bar
  - An empty can/cup and ticket is required to receive the next drink
  - Any alcohol not consumed during the event must remain at the site and picked up the following day.

### Third Party Vendor Checklist

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/card 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 FSL and national organization requirements.

**FAILURE TO COMPLY WITH ANY OF THESE STATED GUIDELINES COULD RESULT IN DISCIPLINARY ACTION, DETERMINED BY GOVERNING COUNCILS, OFFICE OF STUDENT ACCOUNTABILITY AND SUPPORT, AND THE DIRECTOR OF FRATERNITY & SORORITY LIFE.**