

Rutgers University – New Brunswick
Fraternity and Sorority Affairs
Social Event – Policy

Purpose – The Social Event Policy and Operating Procedures assist fraternities and sororities (chapters) at Rutgers University with the planning and execution of their social events.

Policy – The Fraternity and Sorority Affairs (OFSA) Social Event Policy outlines the requirements that must be adhered to when hosting and/or attending a social event that includes (or may include) the use of alcohol. Adhering to the Social Event Policy will promote compliance with Federal, State, and local laws, as well as Rutgers University’s own Alcohol and Other Drugs Policy for Students. This policy works directly with the Social Event Operating Procedures.

Terms – See accompanying Glossary

General Policy Statements

These General Policy Statements were adapted from the Fraternal Insurance Programming Group (FIPG) and other risk management best practices. Note: National organization may have policies that are different from the OFSA Social Event Policy. With this in mind, your chapter should remain compliant with the policy that is MORE stringent, unless otherwise stated. All policy questions should be directed to the Director of Fraternity & Sorority Affairs. Failure to adhere to the policy/procedure in its entirety will result in a loss of social privileges and referral to the Office of Student Conduct.

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on or off chapter premises, during a fraternity event/function, in any situation sponsored or endorsed by the chapter, or in any event/function an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, county, city and institution of higher education, and must comply with the Fraternity and Sorority Affairs Social Event Policy and Operating Procedures.
2. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event/function or at any event/function that an observer would associate with the fraternity is strictly forbidden.
3. No alcoholic beverages may be purchased through chapter funds nor may alcoholic beverages be purchased for members or guests by any member in the name of, or on behalf of, the chapter for a chapter event.
4. Mixers are the only type of social events permitted in registered chapter houses. Exceptions may be made for special events with the permission of OFSA.
5. Non-alcoholic beverages (soda/water) and non-salty foods must be provided at all social events that include alcohol.
6. OPEN BARS are prohibited.

7. The purchase or use of a bulk quantity or common sources of alcoholic beverages (kegs or cases) is prohibited.
8. BYOB social events allow for each chapter member and guest who are of legal drinking age to bring a maximum of six (6) 12 oz. cans of beer.
9. No members, collectively or individually, shall purchase for, provide, serve to, or sell alcoholic beverages to any minor (i.e., those under the legal “drinking age”).
10. Attendance lists are required for all social events.
11. Presenting false identification or impersonating another individual is prohibited.
12. All non-members in attendance must be at least 18 years of age.
13. No member shall permit, tolerate, encourage, or participate in "drinking games."
14. Bar/Pub Crawls are prohibited
15. The use of “ratios” is prohibited.
16. No chapter may co-sponsor an event/function with an alcohol distributor, charitable organization or tavern where alcohol is given away, sold or provided to those present. This includes bars, liquor stores, breweries, etc.
17. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
18. Event/Party themes must be non-alcoholic, non-offensive and non-discriminatory. Consideration should be given to the University’s values of diversity and inclusion as well as the University’s bias and non-discrimination policies.
19. All philanthropic activities (or any activities associated with a philanthropy) must be alcohol free and may not be co-sponsored or held with an alcohol distributor or tavern.
20. All recruitment/rush/intake activities associated with the chapter will be non-alcoholic. No recruitment/rush/intake activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy
21. No alcohol shall be present at any pledge/new member/associate member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with “bid night”, “big brother/big sister night” and initiation
22. The number of people attending a social event cannot exceed the fire code occupancy for the venue, as determined by the Fire Inspector. Note: monitoring occupancy is the responsibility of the Third-Party Vendor when an event is held at a restaurant, hotel, social hall or tavern, but chapters should be aware of fire code occupancy requirements.
23. Safety cameras, smoke detectors and the like must not be tampered with or disabled.

24. Licensed and insured transportation must be provided and utilized by all attendees when social events are held at locations that are 25 miles or more from the Rutgers-New Brunswick campus. Overnight events are not permitted.
25. Unless national policy permits, OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, shall be prohibited.

Policy Violations/Sanctions

Failure to adhere to the Social Policy and Operating Procedures outlined in these documents constitutes a violation of Fraternity and Sorority Affairs policies and the Student Code of Conduct. Reports of policy infractions will be referred to the Office of Student Conduct for review and adjudication.

When a chapter violates OFSA Policies and the Student Code of Conduct, the organization will be informed that their actions and behaviors violate the expected standards of behavior for recognized organizations. Sanctions for violations of the OFSA Social Policy will include one or more of the following:

1. Formal Written Reprimand: A formal notice that the Standards of Conduct have been violated and a warning that future violations will be dealt with more severely.
2. Written plan for reconstruction of the organization: A plan of action, which outlines various actions the organization must take in order to enhance itself and be a benefit to the University community.
3. Fines: Payment of a monetary fine.
4. Restitution: Required compensation for loss, damage, or injury to the appropriate party in the form of service, money, or material replacement.
5. Class/Workshop Attendance: Attendance and completion of a class or workshop that will assist the student organization to avoid future non-compliance with the Standards of Conduct.
6. Educational Project: Completion of a project specifically designed to assist the organization to avoid future non-compliance with the Standards of Conduct.
7. Service: Performance of a task, or tasks, designed to benefit the community and that also assists the student organization to avoid future non-compliance with the Standards of Conduct.
8. Inability to access University Funds: Rendering an organization's University account inactive so as to prevent access to funds or services being granted or disbursed. This includes Generated Revenue as well as student fees allocated to the organization. This sanction is typically imposed when there are concerns regarding the appropriate use of funds by the organization.
9. Restricted Activities: Restricting the student organization's ability to access University controlled benefits and resources.

10. **Disciplinary Probation:** A formal written notice that the organization is not in good standing with the University and its actions will be monitored for a period no less than one semester. During this period, any further violations of the Standards of Conduct will result in harsher sanctions.
11. **Disciplinary Suspension:** Separation of the organization from the University for a period no less than one semester. The length of time is at the discretion of the Office of Student Conduct.
12. **De - Registration/ Recognition:** Separation of a student organization from the University for a designated period of time, as determined by the Office of Student Conduct.
13. **Permanent De - Registration/ Recognition:** Permanent separation of a student organization from the University. Organizations that are permanently de - recognized are not eligible to apply for recognition. Any change to this must be approved by the Vice Chancellor of Student Affairs or his/her designee.

**Rutgers University – New Brunswick
Fraternity and Sorority Affairs
Social Event - Operating Procedures**

Purpose – The Social Event Policy and Operating Procedures assist fraternities and sororities (chapters) at Rutgers University with the planning and execution of their social events.

Operating Procedures – The Social Event Operating Procedures outline the methods by which chapters are required to plan and execute social events that include (or may include) alcohol. Complying with these operating procedures will reduce the risk incurred by chapters, chapter officers and volunteers associated with a chapter social event as well as minimize disciplinary sanctions. This policy works directly with the Social Event Operating Procedures.

Terms – See accompanying Glossary

A. Education & Training

OFSA will host a Risk Reduction Seminar at the start of each semester. The Chapter Advisor and designated chapter officers are required to attend. Only chapters that attend the Risk Reduction Seminar will be permitted to register social events that include alcohol.

B. General Registration Procedures

Any social event, on or off-campus, in which alcohol will be present must be registered. These events include, but are not limited to: mixers, date nights, crush parties, formals, semi-formals, parent/family events, chapter/alumni functions. Non-alcoholic events held at venues where alcohol is served or accessible must also be registered.

1. Social events that take place on or off-campus must be registered with Fraternity and Sorority Affairs, using the on-line registration form. All portions of the registration form must be complete (except the Guest list) at the time of submission.
2. Social events that include alcohol may be registered during the fall and spring semesters on Thursday, Friday and Saturday evenings (unless otherwise noted on the Greek Calendar). Social events that include alcohol may NOT take place during the summer months (June, July, August) nor during winter or spring break. Exceptions may be made for special events at the discretion of Fraternity and Sorority Affairs.
3. During the fall/spring semesters, chapters may register one (1) social event (that includes alcohol) per weekend unless otherwise noted on the Greek calendar.
4. Social events taking place on or off-campus must end by 1:00 AM and may last no longer than three (3) hours. Exceptions may be made for special events with the permission of Fraternity and Sorority Affairs.
5. Late registration may result in the cancellation of the chapter's event.

6. Falsification of information on the Event Registration Form and /or the Attendance List is a violation of the Student Code of Conduct and will result in a cancellation of the event and referral to the Office of Student Conduct.
7. OFSA will conduct an Event Planning Meeting prior to each registered event.

C. Chapter House Mixer/BYOB Procedures

This section applies to chapters planning BYOB Mixers to be held in registered fraternity/sorority houses.

1. Pre-Event Procedures
 - On-line Event registration deadline: Monday at noon, at least two (2) weeks prior to the event.
 - Event Planning Meetings – Two meetings are required:
 - Chapter Advisor (s) / Student Leadership Meeting: This meeting must occur at least two (2) weeks prior to the event. Advisors and Student Leadership from each participating chapter must meet together to review and complete the Event Planning Checklist. This meeting and the Event Planning Checklist MUST be completed PRIOR to the Student Leadership / OFSA Event Planning meeting.
 - Student Leadership / OFSA Event Planning Meeting: This meeting must occur at least one business day prior to the event. Chapter Presidents and Social / Risk Managers from all participating chapters must meet with an OFSA staff member to review the Event Planning Checklist.
2. Attendees
 - Attendees at Mixers are those students that are active members of the participating organizations (all attendees must appear on the chapter's OFSA roster).
3. Event Monitors
 - Each participating chapter will designate at least five (5) TIPS Trained Event Monitors for each event. The Event Monitors will remain sober/substance free prior to and for the duration of the event.
 - Event Monitors are responsible for checking identification, running the beer redemption station and monitoring the event for compliance with all applicable laws and policies.
4. Point of Entry/Exit
 - There will be one (1) point of entry through which all attendees will enter and exit.
 - Upon entry, all attendees will present their Driver's License and legibly sign in to the attendance list.
 - Attendees 21+ years of age will receive a tabbed wristband (provided by OFSA). Underage attendees will receive a plain wristband (provided by OFSA).
 - Attendees will not be permitted to enter or leave the chapter house with an open container of alcohol.
 - Event Monitors reserve the right to refuse admittance to members if they are visibly intoxicated.
5. Beer Redemption Station
 - All alcohol will be stored at the designated redemption station
 - Alcohol can be retrieved by showing a tabbed wristband and removing one tab. One tab will be removed each time a beer is retrieved. Beers may be retrieved one at a time.

- All unredeemed alcohol must be returned. Pickup may take place no later than 5:00 PM the next day.

6. Snacks / Alternative Beverages

- An adequate amount of alternative beverages (bottled water / soda) must be provided for the duration of the event. Beverages must be kept cold and easily accessible.
- An adequate amount of non-salty snack food must be provided for the duration of the event (ex: soft pretzels, pizza, cheese & crackers, sub sandwiches/hoagies).
- Adequate means that alternative beverages and non-salty snack food must be available to all attendees for the duration of the event.

7. Post Event Procedure

- Submit a scanned copy of the event attendance list to ofsa@echo.rutgers.edu no later than 5:00 PM the next day.
- Confirmation email to the Chapter Advisor and OFSA Director by 5:00 PM the next day.

D. Third-Party Vendor Procedures - Private Event

This section applies to chapters planning private date parties, mixers or formals at a third-party vendor location.

1. Pre-Event Procedures

- Event Registration deadline: Monday at noon, three (3) weeks prior to the event.
- Required registration documentation:
 - Signed Third-Party Vendor Checklist
 - Copy – Liquor license to sell alcohol on the premises
 - Copy – Certificate of insurance, which must show evidence the vendor has “off premise liquor liability coverage and non-owned and hired coverage”. The certificate must name as additional insured (at a minimum) the local chapter (s) of the fraternity/sorority hiring the vendor as well as the national organization (s) with whom the local chapter is affiliated.
 - Bus/Transportation contract (for events held 25 miles or more from Rutgers-New Brunswick)
 - Guest List – must use the OFSA Guest List form

2. Event Planning Meetings

- Chapter Advisor / Student Leadership Meeting – This meeting must occur at least two (2) weeks prior to the event. Chapter Advisor, Chapter President, Risk Manager, Social Chair and TIPS Monitors must meet to review and complete the Event Planning Checklist. This meeting must take place PRIOR to the Student Leadership / OFSA Meeting.
- Student Leadership / Event Planning Meeting – This meeting must occur no later than the week of the event. Chapter President & Risk Manager must meet with an OFSA staff member to review the Event Planning Checklist.

3. Attendees

- Date/Invitation/Crush function: Each chapter member may invite no more than one (1) person to attend as their guest.
- Mixers: Only members of the participating organizations may attend

4. Transportation
 - Licensed and insured transportation must be provided and utilized by all attendees when social events are held at locations that are 25 miles or more from the Rutgers-New Brunswick campus.
 - Chapters will arrange for busses to pick-up/depart and return/drop-off members and their dates/guests in a Student Center parking lot. Overnight events are not permitted.
 - Chapter advisors are required to be in attendance when members and their dates/guests are preparing to depart and when the bus returns from the event.
 - Any student who is intoxicated prior to the event may not board the bus or attend the event.
 - Open containers of alcohol and/or drinking alcohol while on board the contracted transportation is prohibited.
 - Members and their dates/guests are required to use the contracted transportation unless the national organization has granted an exemption.

5. Event Monitors
 - The chapter will designate one (1) TIPS Trained Event Monitor for every twenty (20) persons in attendance. The Event Monitors will remain sober/substance free prior to and for the duration of the event.
 - Event Monitors are responsible for ensuring that members and their dates/guests are adhering to OFSA, university and national policies as well as all local, state and federal laws. Observe and report issues to the facility manager.

6. Alcohol
 - Members and dates/guests who are of legal age may obtain alcohol via a cash bar staffed by the vendor.
 - The vendor will check member & dates/guests identification upon entry
 - Alcohol may not be purchased or provided to anyone under the legal drinking age.

7. Snacks/Alternative Beverages
 - An adequate amount of alternative beverages (bottled water / soda) must be provided for the duration of the event. Beverages must be kept cold and easily accessible
 - An adequate amount of non-salty snack food must be provided for the duration of the event.
 - Adequate means that alternative beverages and non-salty snack food must be available to all attendees for the duration of the event.

8. Post Event Procedures
 - Submit a scanned copy of the event attendance list to ofsa@echo.rutgers.edu no later than 5:00 PM the next day.
 - Confirmation email to the Chapter Advisor and OFSA Director by 5:00 PM the next day.

E. Third-Party Vendor Procedures – MGC Chapters

This section applies to MGC chapters whose national organizations permit public parties. Written permission is required for each registered party of this type.

1. Pre-Event Procedures

- Event Registration deadline: Monday at noon, three (3) weeks prior to the event
- Required documentation:
 - Written permission from the national organization (email to ofsa@echo.rutgers.edu)
 - Signed Third-Party Vendor Checklist
 - Copy – Liquor license to sell alcohol on the premises
 - Copy – Certificate of insurance, which must show evidence the vendor has “off premise liquor liability coverage and non-owned and hired coverage”. The certificate must name as additional insured (at a minimum) the local chapter (s) of the fraternity/sorority hiring the vendor as well as the national organization (s) with whom the local chapter is affiliated.
 - Bus/Transportation contract (for events held 25 miles or more from Rutgers-New Brunswick)

2. Event Planning Meetings

- Chapter Advisor/Student Leadership Walk-through - This meeting must occur at least two (2) weeks prior to the event. Chapter Advisor, Chapter President, Risk Manager, Social Chair and TIPS Monitors must meet to review and complete the Event Planning Checklist. Must be completed PRIOR to the Student Leadership/OFSA Walk-through meeting.
- Student Leadership/Event Planning Meeting - This meeting must occur at least one (1) week prior to the event: Chapter President & Risk Manager meet with an OFSA staff member to review the Event Planning Checklist

3. Attendees

- The event may not exceed the posted capacity of the venue.

4. Transportation

- Licensed and insured transportation must be provided and utilized by all attendees when social events are held at locations that are 25 miles or more from the Rutgers-New Brunswick campus.
- Chapters will arrange for busses to pick-up/depart and return/drop-off members and their dates/guests in a Student Center parking lot. Overnight events are not permitted.
- Chapter advisors are required to be in attendance when members and their dates/guests are preparing to depart and when the bus returns from the event.
- Any student who is intoxicated prior to the event may not board the bus or attend the event.
- Open containers with alcohol and/or drinking alcohol while on board the contracted transportation is prohibited.
- Members and their dates/guests are required to use the contracted transportation unless the national organization has granted an exemption.

5. Event Security

- Event security must be provided by the venue.
- The chapter will designate five (5) TIPS Trained Event Monitors. The Event Monitors will remain sober/substance free prior to and for the duration of the event.
- Event Monitors are responsible for ensuring that members and their dates/guests are adhering to OFSA, university and national policies as well as all local, state and federal laws. Observe and report issues to the facility manager.

6. Alcohol

- Members and dates/guests may obtain alcohol via a cash bar staffed by the vendor.
- The vendor will check member & dates/guests identification upon entry.
- Alcohol may not be purchased or provided to anyone under the legal drinking age.

7. Snacks/Alternative Beverages

- An adequate amount of alternative beverages (bottled water / soda) must be available for purchase for the duration of the event.
- An adequate amount of non-salty snack food must be available for purchase for the duration of the event.
- Adequate means that alternative beverages and non-salty snack food must be available to all attendees for the duration of the event.

8. Post Event Procedure

- Submit a scanned copy of the event attendance list to ofsa@echo.rutgers.edu no later than 5:00 PM the next day.
- Confirmation email to the Chapter Advisor and OFSA Director by 5:00 PM the next day.

Glossary

Active Members – any individual who is deemed active by the chapter and listed on the chapter’s official OFSA chapter roster or any individual who is going through the new member process and appears on the chapter’s OFSA chapter roster.

Alcoholic Beverages - Beer is the only alcoholic beverage permitted to be present and/or consumed during a BYOB social function. Beer, wine and mixed drinks are the only Alcoholic Beverages permitted to be present and/or consumed during a social function catered by a Third Party Vendor.

Alumni Function - type of event that allows only members of the collegiate chapter and alumni members of the organization to attend. Alumni must appear on the guest list.

Attendance List – a list of members and guests that attended a registered social event.

Bar/Pub Crawl - any activity that involves traveling to multiple drinking locations.

Brotherhood/Sisterhood Function - type of event that allows only members of the collegiate chapter to attend.

Bulk Quantity - shall be defined as any form of alcohol that is more than one single serving (examples include, but are not limited to kegs, party balls, cases of beer, punch, etc.)

BYOB - (Bring Your Own Beer) - Members 21 and over are permitted to bring one six pack of 12 oz. cans for their own consumption.

Chapter Funds - Moneys found in any chapter bank account (savings, checking, etc.) OR money collected from the members, alumni, guests, etc. for the purchase of alcohol. The use of slush or sinking funds is in violation of policy.

Chapter Premises - any property owned, leased, rented or any property an observer would otherwise associate with the fraternity and/or its members (satellite house, annex, etc.).

Common Area - any room of the chapter house not considered personal living space that is easily accessible to all.

Common Source of Alcohol - is defined as any form of alcohol that is dispensed from one single source (examples include, but are not limited to, cases, kegs, shots of any nature.)

Co-sponsor – an entity who provides assistance, financial or otherwise, to support an event

Date - one specifically invited person per chapter member present

Date Function - event that allows chapter members to invite one guest (date) to the function.

Drinking Games – 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.

Event Classification

- Alcohol Free – an event, on or off-campus in which no alcohol is present
- Bring Your Own Beer (BYOB) – any event, on or off-campus in which members of the chapter and their guests bring their own alcoholic beverage (beer) to consume. No alcoholic beverages may be purchased through chapter funds nor undertaken or coordinated by any member in the name of, or on behalf of, the chapter.
- Third Party Vendor (Private) – any event held at a licensed and insured venue, employing a cash bar operator who is not affiliated with any chapter sponsoring the event/function. All guests must be invited and appear on a guest list.
- Third Party Vendor (MGC Chapters) – any event held at a licensed and insured venue, employing a cash bar operator who is not affiliated with any chapter sponsoring the event/function. Written permission is required from the national organization for this type of event.

Guest - any individual not affiliated with the participating chapter(s) (i.e. brothers/sisters, friends from out of town, visiting chapters, girlfriends/boyfriends, alumni (ae), non-Greek friends, etc.)

Guest List – a guest list is prepared and submitted prior to the event and contains the names of all guests. The purpose of a guest list is to limit attendance to those persons who were invited by a member of the chapter. Invitations must be limited to no more than two (2) per member.

Mixer (2 to 4 chapters) - type of event that allows only members of the sponsoring chapters to attend. No non-members are permitted. The official occupancy of the venue must be followed.

Non-Alcoholic Event/Function - those events/functions that do not include the use of alcohol. Chapters are encouraged to host at least eight (8) non-alcoholic events/functions each semester.

Open Party - those events/functions with unrestricted access by non-members of the fraternity/sorority, without specific invitation. Unless national policy permits, open parties are prohibited.

Party/Formal – a planned, sponsored, hosted, co-hosted or promoted event/function by a chapter in conjunction with another chapter or invited guests

Private Event - an event that is limited to collegiate members and their specific invited guests.

Ratio – the practice of limiting access of either men or women to increase the ratio of the opposite sex of the hosting organization. This practice is prohibited.

Social Function (Event/function) - a planned, sponsored, hosted, co-hosted or promoted event/function by a chapter in conjunction with another chapter or invited guests. Social functions (event/functions) include, but are not limited to mixers, formals, date functions, brotherhood/sisterhood event/functions, parent functions and alumni functions.

Sober/Non-Drinking Monitor - a legally sober chapter member who refrains absolutely from drinking alcohol prior to and during performance of their monitoring duties.

Spontaneous Gatherings – unregistered gatherings held at a chapter facility, chapter annex, off-campus house/apartment that are comprised of members, guests and alcohol use. Spontaneous gatherings are prohibited.

Tavern - an establishment generating more than half (50%) of its annual gross sales from alcohol.

Third Party Vendor - a licensed and insured cash bar operator who is not affiliated with any chapter sponsoring the event/function.