



FRATERNITY AND SORORITY LIFE

Social Event Policy

Marshall University (MU) Fraternity and Sorority Life Social Event Policy governs all recognized fraternities and sororities. This policy applies to any member, new member, or guest of a member, on or off chapter premises, or at chapter events or any event that an observer may associate with the fraternity/sorority. Chapters are solely responsible for ensuring compliance with their social planning and event implementation. The Social Event Policy includes policies of Marshall University, Student Involvement and Leadership, and Risk Management Policies of the Fraternity Information and Programming Group (FIPG). These policies complement those of the national organizations. Where national and university policies conflict, the most stringent will take precedence.

The Office of Fraternity and Sorority Life reserves the right to change, modify, add, or remove all or part of the Social Event Policy at its sole discretion.

Chapter Event Defined

An activity shall be deemed to be a chapter event if a reasonable person examining the totality of the event would conclude that it was related to the chapter. Any event or situation sponsored or endorsed by the chapter, or any event an observer would associate with the fraternity. If it looks like a chapter event, even if it does not involve a majority or even a significant minority of members, it is a chapter event.

Chapter events may include, but are not limited to, meetings, ceremonies, retreats, banquets, conferences, conventions, new member activities, social functions, fundraisers, and community service projects. Factors to be used in making a determination of whether activities are related to the chapter include: the nature and purpose of the event, the involvement of the chapter in planning, organizing, promoting/financing the event, the location of the event, who was invited to the event, and who was in attendance.

Types of Chapter Events

If a planned event does not easily fit into one of the descriptions below, discuss the event with a staff member from Fraternity and Sorority Life.

- A. Mixer – an event or party between two chapters. A mixer is restricted to the members of the two fraternal organizations, with a combined membership not to exceed 150, with no additional guest allowed.
- B. Brotherhood/Sisterhood – a dry event for members of the chapter(s) only.
- C. Invitation Party – any event or function where alcohol is served. This is what one would traditionally refer to as a “party.” However, formals, date functions, and other such functions are also included under this section. This event is restricted to members and invited guests. All guests must appear on the guests list along with members of the chapter. The event must not exceed 150 people.



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Responsibilities of Sponsor/Co-Sponsor of an Event

When chapters decide to sponsor/co-sponsor an event with alcohol, the chapters assume several responsibilities for the safety and welfare of your members and guests. Some courts have determined that once inside, even an uninvited person becomes your responsibility. Chapters must establish and adopt social event policies and procedures that conform with university and national policy in order to protect themselves from legal action and liability.

Competency Plan

Each chapter must have a competency plan for hosting events in their residence. This plan should include:

- A. Crisis Management Plan (fire, medical, etc.)
- B. Sober Monitor duties
- C. Management occupancy
- D. Proactive steps the chapter has taken to minimize noise and notify neighbors
- E. Management of sidewalks
- F. What types of non-alcoholic beverages and food will be available

Fraternity and Sorority Life Policy on Alcohol and Drugs: Required Compliance

- A. The possession, use and/or consumption of alcoholic beverages, during an official fraternity/sorority event, or in any situation sponsored by the chapter, must comply with all applicable laws of the state, county, city and university policy. All organizations must also comply with FIPG and Inter/National guidelines regarding the sponsoring and/or hosting of social events. In all instances, the most stringent policy applies.
- B. All social events sponsored by a recognized fraternity or sorority at Marshall University where alcohol is present, must be registered with Fraternity and Sorority Life. Failure to notify Fraternity and Sorority Life Staff of an event via a Social Event Notification Form (SENF) may result in the event sponsor(s) being referred to their respective council judicial board and/or the Office of Student Conduct.
- C. All Social Event Notification Forms (SENF) must be submitted one week (7 days) prior to the hosted event. This is for all recognized fraternities and sororities of the Interfraternity Council (IFC), the National PanHellenic Council (NPHC), and the Panhellenic Council (PHC) at Marshall University. A SENF must be completed by ALL sponsoring and/or co-sponsoring organizations of the event.
- D. All organizations wishing to host an event must have a current copy of their Liability Coverage/Insurance Certificate on file with the Office of Fraternity and Sorority Life and must attend all required meetings.
- E. All social events sponsored by a fraternity or sorority, on or off campus, involving alcohol must be either a closed Bring Your Own Beverage (BYOB) or a Third Party Licensed Vendor Function.
- F. Themes for all social events must be appropriate, must not contain any references to alcohol, and should not be derogatory in any way, including but not limited to, culturally



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or sexually charged themes. This also applies to event advertisements or t-shirts. Those chapters who submit inappropriate themes or have inappropriate advertisement will have their event denied.

- G. BYOB social events may only occur Thursday through Saturday evenings. To host BYOB events beyond Thursday through Saturday requires special permission.
- H. The hosting chapter(s) is responsible for the actions of both members and guests at any event.
- I. All new member activities and meetings must be dry. This includes any pre or post activities, meetings, new member presentations, initiations, and Big/Little activities as outlined in FIGP.
- J. Hard liquor and common sources of alcohol are prohibited at BYOB events.
- K. Alcohol greater than 15% is prohibited.
- L. Events with alcohol cannot exceed the duration of 5 hours.
- M. Serving alcohol to an already intoxicated person is prohibited.
- N. Glass bottles are prohibited.

General Guidelines for All Social Events

- A. Safe Environment: The location of the event must be clean and free of potential hazards.
- B. Sober Monitors: Sober monitors must be equal to or more than 10% of your overall invited guest list. A list of sober monitors, birth dates and contact numbers must be included when completing the SENF. They are expected to be members of the sponsoring organization, be on duty for the ENTIRE duration of the event and are responsible for the proper management of the registered event. Sober monitors must include one officer of the organization and only one third of the sober monitors can be new members.
- C. Guest List: A guest list with birthdates must be included with the SENF submission. The number of individuals in attendance must be in accordance with the venue's fire code for maximum capacity or no more than 150 guests. All guests must be invited by personal invitation only.
- D. Identification: All persons shall have their identification and age checked at the entrance to the event. No persons under the age of 21 will be allowed to bring or use alcohol at the event. Every organization must have a system for determining which guests are of legal age. It is recommended that each person over the age of 21 will receive a wristband.
- E. Duration: Events at which alcoholic beverages are served/consumed may not last longer than five (5) hours. Fraternity and Sorority Life staff must approve events longer than five (5) hours. All events must conclude by 12AM.
- F. Location: A BYOB event may only occur at a location listed on the chapter's Property of Record Form (PORF) on file with Fraternity and Sorority Life or an otherwise approved location.
- G. Controlled Substances: Possession, sale and/or the use of any illegal drugs or controlled substances, collectively or individually, at any social event is strictly prohibited.
- H. A Bring Your Own Beverage (BYOB) Function is considered a social event that requires all members and guests to provide their own alcoholic beverage. All BYOB events must comply with the BYOB Checklist.



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- I. Noise Ordinance: All events must comply with local noise ordinance provisions.
- J. Behavior: Zero tolerance for fighting, theft, property damage, throwing of items, and sexual misconduct.
- K. Amount: No more than 3 events with alcohol per week.
- L. Food: Ample food and non-alcoholic drinks are required for all BYOB events.
- M. Clean-up: Host chapters are responsible for all the clean-up as well as any reasonable damages that may occur during the event. Front yard clean-up has to be completed within 12 hours of the event's end time.

Accountability and Sanctions

The Fraternity and Sorority Life staff will bring violations of this policy to the judicial boards for deliberation.

- A. Offense 1 – 1 week of social probation
- B. Offense 2 – 1 month of social probation
- C. Offense 3 – 4 months of social probation, not including summer
- D. Offense 4 – 1 calendar year of social probation