

**RENSELAER POLYTECHNIC INSTITUTE
INTERFRATERNITY COUNCIL SOCIAL POLICY
Revised 4/23/03**

ARTICLE 1 – CLASSIFICATION OF EVENTS

Section I:

The Interfraternity Council [IFC] creates this policy to reduce liability by controlling parties without eliminating the social aspect of fraternities. We also wish to improve the quality of IFC social events and create unity throughout the IFC. In short, the IFC creates this policy to benefit the IFC, the Greek system, and Rensselaer as a whole.

Section II:

This policy shall at all times be in agreement with the New York State and local statutes regarding alcohol, the Institute Regulations on Alcohol in the Student Handbook, and all other Institute policies regarding the consumption of alcohol, as well as all other IFC policies, including the Good Neighbor Relations Policy.

Section III:

A. Events can be classified in the following four ways:

1. Chapter Event
2. Mixer
3. Party
4. Dry Party

B. The description of each is as follows:

1. **Chapter Event:** A chapter event is one in which a chapter has an alcohol related event at which no more than twice the number of brothers and associate members registered with the Dean of Students Office are present. For example, if you have 50 brothers and 25 associate members, you may have up to 150 people at your chapter house and you are not required to register this as a party with the IFC Vice President of Risk Management. The number of brothers and associates are included in that count of 150. In addition, if you are having alumni present at a chapter event they too are included in the brother count. Using the above example, if you have 25 alumni present in addition to 50 brothers and 25 associates; you may now have up to 200 people at the chapter event. (Note: the alumni must be present at the event) **Any questionable cases should be registered.** Examples of such events may include but are not limited to Alumni Weekend and Formals.

2. **Mixer:** A mixer is an event that features the host chapter and up to three additional Greek Organizations. If fraternity ABC invites sororities DEF and GHI they need not register this event, but no persons outside of those organizations may attend. [Note: This could exceed twice the number of brothers and associates registered with the Dean of Students Office; this is the only such exception] Any questionable cases should be registered.

3. **Party:** Any event not classified as a Chapter Event or a Mixer at which alcohol is present is considered a party and must be registered with the IFC Vice President of Risk Management. The steps for registering parties are outlined below.

4. **Dry Party:** A dry party is a party at which no alcohol is present or being consumed. Dry parties do not need to be registered; however, the regulations related to occupancy limits

must be adhered to. Also, the party must still end by the same times as stipulated for an event at which alcohol is present.

ARTICLE II – OPTIONS FOR EVENTS CLASSIFIED AS PARTIES

Section I: Bring Your Own Beverage (BYOB) Parties

A. A BYOB party shall be defined as any party at which the host fraternity provides no alcohol for the guests and legal guests who do bring alcohol turn it in to the host fraternity at the entranceway with the intention of being served at a later time.

B. The individual chapter will be responsible for restricting the types and amounts of alcohol that will be permitted. Amount not to exceed 4 servings per legal guest.

C. A serving will be defined as 12 fluid ounces of beer or wine cooler, 1.5 fluid ounces of 80 proof liquor, or 5 ounces of wine.

D. All BYOB parties must have one of the following procedures in place in order to control the serving/distribution of alcohol. Upon entering the host fraternity, each legal guest will receive at least one of the following:

1. One ticket for every serving presented at the door.
2. A wristband displaying the numbers of servings presented.
3. Any method of distinguishing the number of servings allowed each legal guest approved by the IFC Vice President of Risk Management prior to the event.

E. The checkout policy shall be as follows: No-one is allowed to leave the party with alcohol either opened or unopened. The host fraternity will provide at least one hour at a reasonable time the next day for guests to reclaim any alcohol left behind provided they can show proof of ownership. All alcohol not reclaimed must be discarded.

F. The host fraternity will be responsible for posting signs containing all of the following at or near the entranceway, and at or near every location where alcohol is being served:

1. Any and all restrictions on alcohol, including, but not limited to:
 - i. Types of alcohol allowed.
 - ii. Types of containers allowed.
 - iii. Amount of alcohol allowed.
 - iv. Categories of alcohol (good/cheap).
2. Alcohol distribution method.
3. Alcohol checkout policy.
4. Over/Under marking.
5. List of sober hosts and sober driver, if applicable.

Section II: Catered Parties

A. Caterer must adhere to the FIPG policy for third party vendors. The FIPG checklist is enclosure (3).

B. Caterer must have a minimum million-dollar liability insurance policy.

C. Caterer must have a New York State Liquor License.

D. Caterer is responsible for age verification of all participants at the party.

E. Caterer must collect all moneys associated with alcohol (e.g. cash bar, cover charge, etc.).

F. Caterer must have a full service bar.

G. Caterer is responsible for dispensing/serving all alcohol.

H. Caterer must present liquor license and insurance certification to the chapter prior to the event, these will be checked and approved by the chapter or group providing the security.

Section III: Closed Parties

A. A closed party shall be defined as any party at which the host fraternity provides alcohol for legal guests without the benefit of a caterer.

B. Only those fraternities that are allowed by their national insurance policies are allowed to host closed parties.

C. One weekend per month, determined by unanimous agreement of these fraternities, will consist of the allowance of closed party events. It is the responsibility fo these fraternities to inform the Interfraternity Vice President Risk Management of the selected weekend before the first of each month. If unanimous agreement cannot be met, the IFC Vice President Risk Management shall designate the weekend.

D. All closed parties must have one or more of the following procedures in place in order to control the serving/distribution of alcohol. Upon entering the host fraternity each legal guest will receive on or more of the following:

1. One ticket for every serving to be distributed.
2. A punch card stating the number of servings distributed.
3. A wristband displaying numbers of servings distributed.
4. Any method of distinguishing the number of servings allowed each legal guest approved by the Alcohol Review Board prior to the event.

*****Maximum servings allowed is 4 per legal guest*****

ARTICLE III – GUIDELINES

Section I:

A. Upon entry at all parties, each guest must present a valid photo ID verifying proper drinking age, sign in, and be marked appropriately (Over/ Under) by a sober door person

B. At all events, there must be one sober host per entrance/exit used, minimum of three (e.g. President, Social Chair, or Risk Manager). These hosts must be current or former officers of the chapter.

C. All guests and chapter members will be marked distinctively upon entering an event to distinguish them from guests who have entered illegally. Illegal guest will be removed from the event. Marks can be a stamp, wristband, distinctive over/under mark, or other method approved prior to the event by the IFC Vice President of Risk Management.

D. Alcohol cannot be served at more than three locations.

E. Non-alcoholic alternative beverages other than water will be served in non-glass containers and made easily accessible to all guests during the entire event.

F. Food will be provided for all guests during the entire event.

G. All parties will not exceed four (4) hours in length and will end by 12:00 am Sunday through Thursday and 2:00 am Friday through Saturday.

H. Alcohol distribution must stop no later than 15 minutes prior to the conclusion of the event.

I. A chapter may not charge for entrance to a party unless it is a catered event or a significant service is being provided (e.g. a band). This is subject to review prior to the event by the IFC Executive Board.

- J. In the event that violations are observed at a “party” with multiple sponsors, all sponsors will be held accountable for any violation(s) and be subject to penalty.
- K. Chapter activities taking place on or off Fraternity/Sorority property, as defined by National Fraternity and local Chapter rules, are expected to comply with the Fraternity/Sorority national’s guidelines regarding the use of alcohol, as well as federal, state, and local laws. Complaints involving off-campus events will be investigated and alleged violations will be referred to the IFC Executive Board.
- L. All chapters are expected to abide by and enforce their fire code and occupancy limits.

Section II: Guest List

- A. All restrictions and guidelines in this section are binding to BYOB, Catered, and Closed Party events.
- B. All IFC member-sponsored parties will have a guest list. A person not mentioned on a guest list is prohibited from attending that party, unless his or her name is placed on the supplemental list.
- C. All parties will be registered with the IFC by 5:00 pm the Wednesday prior to the event. A copy of the guest list will be included with this registration. Guest lists must be typed.
- D. The number of people on a guest list will be limited to 250 or five times (5x) the chapter membership for a BYOB and Closed Party event or 350 or six times (6x) the chapter membership for a Catered event, whichever is greater. Chapter membership will be defined as the number of brothers plus the number of associate members registered with the Dean of Students Office, plus the number of alumni present at the event. You may invite up to five (5) whole Greek chapters without affecting the number of people on the guest list. However, the sixth and all subsequent chapters will count as 10 people on the guest list.
- E. Each party will also have a supplemental guest list that will contain all people at the party who are not on the main guest list and the reason why. This supplemental list will not exceed 25 people for a BYOB and Closed Party event, or 50 people for a Catered event. ****Exception:** For the first party of the fall semester **only**, a chapter’s supplemental list may reach 50 people for a BYOB and Closed Party event, or 75 for a Catered event, without penalty. This exception is for the first party only, no matter when it occurs in the semester. This rule is in effect to give the chapters a chance to form an updated guest list early in the semester. It is imperative that chapters sign in all guests.
- F. A log of people who have actually attended the party will also be kept. When keeping the log, the guest must sign his/her name on the line provided next to the typed name on the list. Simply putting a check next to the name is not sufficient. A copy of this sign-in log will be turned into the IFC by 2:00 pm the following day along with the supplemental list. The names of the sober hosts will appear on the guest list.

Section III: Advertising

- A. There will be no signs, posters, flyers, or mailings which are designed to make a party known to the general public or some large group thereof.
- B. If invitations are being used to notify guests of a party, they must not be of a form, or distributed in such a way, that they could be considered advertising by the IFC Executive Board. This will be defined as, but not limited to:
1. Easily reproducible invitations, they must be personalized.
 2. Invitations of a size that could be considered an advertisement.

- 3. Invitations left unattended in an accessible place.
- C. The name of the member who is giving the invitation must appear on the invitation.
- D. Personals in the Poly regarding a party will be considered advertising.
- E. These restrictions apply to all campus as well as non-campus areas.

Section IV: Event Monitoring

- A. Any event which is classified as a party must be registered with the IFC Vice President of Risk Management, and is subject to monitoring by the IFC Executive Board.
- B. A monitor is a member of the IFC Alcohol Review Committee who has been assigned by the IFC Vice President of Risk Management. Two monitors, from different chapters, will be assigned to monitor a particular registered party. A monitor cannot monitor their own chapter.
- C. Monitors will be TIPS (Training for Intervention Procedures by Servers of Alcohol) trained.
- D. Monitors will not consume alcohol at or prior to an event.
- E. Any complaint or suspicion involving a non-registration of a party may be investigated by a voting member of the IFC Executive Board. If that person determines that the gathering of people fits the definition of a party, as defined by Article I, Section II, then the chapter will be in violation of this policy and will be referred to the IFC Executive Board for further actions.
- F. Not all parties must be monitored. Any chapter with an infraction will be monitored for at least eight (8) school weeks after the infraction is assessed.
- G. Monitors will announce themselves when arriving at a chapter, and must be admitted to all registered events to which they have been assigned; however, since they are not actual guests of the party, they will not sign in or be marked Over/Under. . To verify event monitoring, the IFC party monitor checklist will be signed by the Chapter President or sober host upon the arrival of the monitor prior to checking the party.
- H. Monitors must be granted access to all common areas, including but not limited to hallways, stairways, bathrooms and around or behind any alcohol serving areas.
- I. The sponsoring chapter(s) will ensure that monitors are not harassed in any way by chapter members or guests.
- J. Monitors will be authorized but not required to check attendees who are marked over or consuming alcohol for photo ID showing proof of legal drinking age. The monitor may further request that uncooperative individuals be removed by the host fraternity from the event.
- K. It is against this policy to provide alcohol for consumption by individuals under the legal drinking age. If a monitor observes a guest of the party under the legal drinking age consuming alcoholic beverages, they will notify the chapter's sober hosts of the violation. It is the responsibility of the chapter to ensure that no more such violations occur.
- L. In accordance with clause [K] above, a monitor may obtain or try to obtain alcohol from the host chapter while monitoring to see how difficult alcohol is to obtain without a proper mark. The monitor must dispose of any alcohol they obtain.
- M. When monitors have concluded their responsibilities, they must inform the chapter that they are no longer monitoring the event and show the completed Alcohol Review Checklist to the chapter Sober Hosts. The chapter president or sober host must sign the Alcohol Review Checklist completed by the monitors. The president or sober host will have the option of either confirming the monitor's observations or noting otherwise. In either event they must sign the sheet. If they choose to not confirm the monitors' findings on this sheet, they have 2 working days to inform the IFC Executive Board in writing and present their case. Monitors cannot

remain at the event they are monitoring; however, if they are on the invite list for the event, they may return

N. If any violations have been observed, the monitor is then required to return to the event in a reasonable time period to check that compliance has been achieved. If the problem has not been corrected, the event may be shut down immediately.

O. Any monitor found violating these guidelines will be dealt with by the Greek Judicial Board.

Section V: IFC Alcohol Review Committee

A. The alcohol review committee shall be comprised of Greek students appointed to the committee by the IFC Vice President of Risk Management. Appointees must be either past or present members of the IFC Executive Board or past or present members of their chapter Executive Board. Every chapter is encouraged to send applications to the chairman if interested in joining the IFC Alcohol Review Committee.

B. The IFC ARC Chairman shall be the IFC Vice President Risk Management.

C. Each week the IFC ARC Chairman will delegate members of the IFC ARC to monitor the parties for that week or go himself.

D. The committee will function as detailed in Bylaw III, Section V, C of the IFC Constitution.

Section VI: Penalties

A. A chapter convicted of advertising for a party will be subject to the following fines:

1. First offense in a school year: \$150.00

2. With each successive violation in a school year, the fine will double the previous one.

B. If a guest is found to be at a party and is not on the guest list or the supplemental list, the chapter having the party could be placed on social probation for a minimum of four (4) weeks. This will not apply if it can be proven that the person entered the chapter house illegally without the chapter's knowledge.

C. If a supplemental guest list has more than 25 people, the chapter will be fined \$25.00. The fines will increase by \$25.00 for each additional 15 guests over the limit. At more than 75 additional guests, the chapter will be placed on social probation for a minimum of two (2) weeks in addition to the fine.

D. A fraternity that holds a non-registered event could be subject to a \$500.00 fine and eight (8) week social probation. If a subsequent non-registered event is held during the next twelve months, the case shall be presented to the Greek Judicial Board for further disciplinary action.

E. There will be a \$20.00 fine for not turning in either the initial, final, supplemental guest lists or party registration in accordance with Article III, Section II of this policy. This penalty will double every time that this is violated within one school year as well as be subject to further disciplinary action by the IFC Executive Board.

F. Violations subject to investigation by the IFC Alcohol Review Committee submitted to the IFC Executive Board, include but are not limited to any one of the following:

1. Monitors were not permitted prompt access to the "event" or to all common areas.

2. A doorperson was not checking guests and members for photo ID showing proof of legal drinking age and/or guests without photo ID showing proof of legal drinking age received appropriate marking, bracelets, etc.

3. Individuals without photo ID showing proof of legal drinking age and/or individuals who were not wearing above-mentioned bracelet or marking were consuming alcohol.
 4. A drink ticket or system to determine the number of servings was not in use at the event, or guests did not use the system when being served.
 5. Monitors were harassed by guests or chapter members.
 6. Individuals were allowed to leave the property with alcohol containers.
 7. Individuals were not checked against the guest list when they entered the chapter house.
 8. Guests and members with photo ID showing proof of legal drinking age were allowed to bring in more than the allowed amount of alcohol per person, and/or other alcoholic beverages were permitted at the event.
 9. Drink tickets were not shredded/disposed of or punch cards were not punched after guests/ members received their drink at the event.
 10. Food was not provided at the event.
 11. A non-alcoholic alternative beverage was not provided.
- G. All penalties are subject to suspension given the presence of extenuating circumstances.
- H. If a chapter is placed on social probation, they shall be subject to all of the following:
1. The chapter cannot hold any IFC registered parties, or events that fit into the definition of, 'chapter event,' 'mixer,' or 'party' in the IFC Party Policy
 2. The chapter cannot have a 'formal' or other 'chapter event' at which alcohol may be present.
 3. The chapter cannot receive any invitations to parties or mixers or any other social function where alcohol will be present.
 4. The Chapter is subject to random monitoring by the IFC Executive Board during probation and the eight (8) school weeks following social probation.
 5. The Chapter will not be allowed to participate in any IFC sponsored sports or competitions, such as Greek Week.
 6. Social Probation does not effect Recruitment or Philanthropic events since they are dry events.

Section VII: Review and Amendments

- A. This policy will take effect at the start of the Fall 2003 semester. This policy may be revised, suspended, or otherwise modified by a majority vote of the Interfraternity Council.
- B. Any amendments to this policy shall not take effect until at least twelve (12) months after the approval of the amendment. This may only be overridden by a separate vote with a two-thirds (2/3) approval of the council.

4/30/96: AL & JW

3/21/00: GO

2/1703: BG, GM, & JB

IFC Alcohol Review Checklist

Date: _____

Sober Host(print name):_____

Chapter:_____

Signature:_____

- Monitors were not permitted to enter event.
- Monitors were not granted access to all common areas: Hallways, stairways, bathrooms, anywhere guests are, etc.
- There was a cover charge at the door (without prior approval).
- Doorpersons were not checking for proper photo identification of age and not marking appropriately or not giving bracelets/tickets/punch cards, etc.
- Individuals were not checked against the guest list at the door.
- Individuals without proper photo identification and/or not wearing appropriate marking or bracelet, etc., were consuming alcohol.
- All proper signs were not posted in their respective areas.
- Persons marked under the legal drinking age were being served alcohol.
- Monitor was able to easily obtain alcohol.
- Drink ticket system was not being used or presented to receive alcohol.
- Drink tickets were not shredded or disposed of after being received.
- Food and non-alcoholic beverage were not provided.
- Exits were block or barred.
- There was not a sober host for each entrance/exit (minimum 3).
- Monitors were harassed by a member/alumni/guest/etc while monitoring the event.
- Guests were observed consuming alcohol outside the confines of the chapter house.
- Individuals were allowed to leave property with alcoholic containers.
- Comments:

_____ Monitor

_____ Monitor

- I affirm the monitors' observations.
- I object to the monitors' observations, and acknowledge I have 2 working days to file an appeal with the IFC Executive Board.

Chapter President or Sober Host _____