

# IOWA STATE UNIVERSITY

THE OFFICE OF SORORITY AND FRATERNITY ENGAGEMENT

## Procedures for Registration and Requirements for Sorority and Fraternity Events Involving Alcohol

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**2020**

## **Procedures for Registration and Requirements for Sorority and Fraternity Events Involving Alcohol**

Iowa State University enforces a strict set of procedures and requirements regarding sorority and fraternity events involving alcohol in the best interests of the safety and well-being of the campus community. Underage drinking, high-risk drinking, hazing activities, and other misuses of alcohol will not be tolerated.

These procedures cover five important areas:

1. Definition of an Event Involving Alcohol (requires registration)
2. Requirements for Conducting Events Involving Alcohol
3. Mandatory Event Registration Procedures
4. Violations of these Procedures
5. Contacts and Resources

### **1. Definition of an Event Involving Alcohol (requires registration)**

The procedures and requirements detailed in this document apply to all sorority and fraternity events both on and off-campus involving alcohol, whether the alcohol is provided by a third party vendor or brought by attendees (“bring your own” or “BYO”) or through any other means. For the purpose of these procedures, an event involving alcohol is defined as any social event, program, or activity that involves the use (i.e., possessing, consuming, manufacturing, selling and/or distributing) of alcohol. These procedures apply when alcohol is present “while on chapter premises or during a sorority or fraternity event, in any situation sponsored or endorsed by the chapter, or at any event a reasonable objective observer would associate with the organization.”

Sorority and fraternity members should ask themselves the following questions to help them determine when these procedures and requirements are required (note: if members answer yes to even one question, then these procedures and requirements are likely applicable):

- Is the event being hosted in your chapter house or a university-provided meeting space?
- Is the event being hosted in an on or off campus location where you typically hold your events?
- Is the event being hosted or planned by one or more members of the chapter and supported by the officers?
- Is the event being financed by the chapter and/or being hosted on chapter property?
- Is the event being hosted or planned by one or more members and supported by members/new members?
- Do officers have prior knowledge of the event?
- Is the event listed or advertised on the chapter website or social media account [Facebook, Instagram, Snapchat, etc.]?
- Do online invitations refer to the organization [Facebook events, etc.]?
- Is the event list on a chapter calendar [public or private]?
- Will the event be announced at a chapter meeting?
- Will officers be in attendance?
- Will the event be marketed over the chapter listserv?
- Are members attempting to rename the event in order to give the appearance that it isn't associated with the chapter?

- If the guests were stopped on their way to the event, would they say they were going to the organization's event?
- Is the event actively or passively endorsed by a majority of the active chapter?
- Have members of the chapter lied about the event?

Sorority and fraternity members must be aware of when an activity/ gathering that may not have been intended to constitute an organizational event nevertheless evolves into an event that should have been registered and conducted in accordance with these procedures and requirements. In such instances, the organization is expected to shut down the event or immediately cease all alcohol service, consumption, and possession.

Sorority and fraternity members should always err on the side of registering the event and abiding by these procedures and requirements. The Office of Sorority and Fraternity Engagement retains final authority for determining whether an event should be or should not have been registered.

## **2. Requirements for Conducting Events Involving Alcohol**

Sororities and fraternities must satisfy and comply with **ALL** of the following requirements in order for an event involving alcohol to be approved and not violate University procedures and policies:

- A. **ALCOHOL IS NOT THE FOCUS.** Alcohol may not be a focal point of any sorority or fraternity event; the event must have other primary entertainment and/or educational functions.
- B. **ORGANIZATIONAL DISCIPLINARY STATUS.** ISU recognized sororities and fraternities must not be on Conduct Probation, Deferred Suspension, Defined or Indefinite Length Suspension and must not otherwise have sanctions that would prohibit social activities with alcohol both at the time of registration and at the time of the event as defined by the Office of Student Conduct and the organization's inter/national council.
- C. **PRE-GAMING IS PROHIBITED.** Individuals who appear intoxicated or who exhibit drunken or other inappropriate behavior shall not be admitted to sorority or fraternity events involving alcohol. The sorority or fraternity is responsible for the behavior of any and all admitted event attendees.
- D. **DON'T BREAK THE LAW.** The possession, sale, distribution, manufacturing or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a sorority or fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and University policy, and must comply with either the BYOB or Third Party Vendor Requirements. The legal drinking age is 21. Only individuals of legal drinking age are permitted to consume alcohol at organizational functions.
- E. **NO CHAPTER PURCHASE.** Sororities and fraternities may not use organization, chapter, or club funds to purchase alcoholic beverages. Sorority and fraternity members may not, collectively or individually, purchase alcohol for or serve alcohol to other members or guests. Use of slush funds (e.g., passing the hat, money pools, one person buying alcohol for others) to purchase alcohol is prohibited.

- F. **NO BULK QUANTITIES OR COMMON SOURCES.** Common sources of alcohol are prohibited. This includes but is not limited to: kegs, wine in a box, containers of alcohol mixtures, party balls, punch bowls, and other open source containers. All alcoholic beverages must be in original, unopened containers.
- G. **NO OPEN PARTIES.** Open parties, meaning those with unrestricted access by non-members of the sorority or fraternity, without specific invitation, where alcohol is present, are prohibited. Sororities and fraternities are responsible for the actions of all guests in attendance at events.
- H. **DON'T SERVE TO MINORS.** No members, collectively or individual, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
- I. **NO ILLEGAL DRUGS IN THE CHAPTER HOUSE OR AT EVENTS.** The possession, sale or use of any illegal drugs or controlled substances while on chapter premises or during a chapter event or at any event that an observer would associate with the sorority or fraternity are strictly prohibited.
- J. **NO CO-SPONSORSHIP WITH DISTRIBUTORS.** No chapter may co-sponsor an event with an alcohol distributor or bar/ tavern (bar/ 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 bar/ tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a bar/ 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.
- K. **ALL OR NOTHING RULE.** No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations. When hosting events together, organizations share the responsibility of upholding these requirements for events. It is the responsibility of all organizations involved to ensure these requirements are followed correctly.
- L. **DRY RUSH and RECRUITMENT.** All recruitment, rush, initiation, and induction activities associated with a chapter must be non-alcoholic. No recruitment, rush, initiation, or induction activities associated with a chapter may be held at or in conjunction with a bar/ tavern or alcohol distributor as defined by this policy. No alcohol 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.
- M. **NO DRINKING GAMES or PROGRESSIVE DRINKING.** No 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 equal 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. Furthermore, progressive drinking events such as bar crawls are strictly prohibited.

- N. **HAZING IS STRICTLY PROHIBITED.** Iowa State defines hazing as any intentional, knowing, or reckless action, request, or creation of circumstances that: endangers the health or safety of any individual, causes or presents a substantial risk of physical injury, serious mental distress, or personal humiliation to any individual, or involves the destruction or removal of public or private property in connection with initiation or admission into, or continued membership or advancement in, any group/organization affiliated with the university. It is not a defense to the violation of this section that the hazing participant provided explicit or implied consent. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations. Hazing must be reported to the Office of Sorority and Fraternity Engagement, the Office of Student Conduct, Iowa State Police Department and/or the Dean of Students Office.
- O. **ADVERTISING/PUBLICITY.** All advertisement/publicity for an event involving alcohol must be approved by the Office of Sorority and Fraternity Engagement. Under no circumstances may advertisements/publicity for an event describe or illustrate alcoholic beverages or encourage or promote the consumption of alcoholic beverages.
- P. **SOBER MEMBERS and HOSTS.** At all events involving alcohol, the sorority or fraternity must have at least one (1) sober member for every fifteen (15) people present at the event. The sober member is responsible for monitoring the safety and well-being of the attendees.
- a. The sober member must be sober and abstain from consuming alcohol or any other intoxicant prior to and throughout the event.
  - b. The sober member must be an initiated member of the organization. Sober monitors must be at least 50% upperclassmen. New members may serve as sober monitors but do not count towards the organization's required one (1) sober monitor for every fifteen (15) people present total.
- Q. **EVENTS MUST BE REGISTERED AND APPROVED.** All chapter social events should be registered and approved through the Office of Sorority and Fraternity Engagement. Chapters who fail to register events or host unapproved events will be prohibited from hosting future events and will be evaluated on a case by case basis.
- R. **CONDUCT REFERRAL.** Alleged violations of the University's Student Disciplinary Regulations will be referred to the Office of Student Conduct for adjudication. Alleged violations of the law may be referred to appropriate law enforcement agencies. Subsequent action may also take place through the governing councils.
- S. **CITY ORDINANCES.** Organizations should comply with all city ordinances. These can be located here: <http://www.cityofames.org/government/departments-divisions-i-z/legal-city-of-ames-municipal-code/municipal-code-table-of-contents-copy>. All events occurring outside should obtain a noise permit.

### **3. Event Approval and Registration Procedures (required)**

The following procedures apply to registering and gaining approval for events with alcohol:

- A. Approval and Registration Required: The sorority or fraternity must file a completed Event Involving Alcohol Approval and Registration Form (“registration form”) at least **twenty (20) calendar days prior to the scheduled event**.
- This form can be accessed on the Office of Sorority and Fraternity Engagement website and must be submitted to the Office of Sorority and Fraternity Engagement. The form must be fully completed to be considered.
- B. Adviser Acknowledgment: The sorority or fraternity adviser must sign the registration form in order for the form to be considered complete.
- C. Guest List: A preliminary guest list must be attached to the registration form. The guest list must include the full names and birth dates of the expected guests.
- The guest list must be submitted at the time of registration and must include full name of the guest, the birthdate of the guest, and the name of the organization member who is hosting the guest.
  - Guest lists are limited to no more than 3 guests per member, provided that this number does not exceed 400 people or fire code (whichever is lower).
  - Entrance to all events involving alcohol must be limited to the preliminary guest list, once approved by the Office of Sorority and Fraternity Engagement. Minor changes may be made but the list should remain substantially the same as when it was submitted.
  - Within seventy-two (72) hours of the event, the sorority or fraternity must submit a post-event guest list to the Office of Sorority and Fraternity Engagement, The post-event list must include the signatures of each guest that attended the event and include their arrival and departure time.
- D. Approval Decision: The decision of the Office of Sorority and Fraternity Engagement will be emailed to the sorority or fraternity. A meeting to discuss the requested event may be required prior to final event approval. The decision maker may:
- Approve the event with no modifications;
  - Require modifications to the event registration; or
  - Deny the requested event.

The Office of Sorority and Fraternity Engagement reserves the right to modify and/or cancel a previously approved event at any time.

1. Entrance and ID Verification: At all events involving alcohol, a completely sober member or hired security agent, must check to ensure that **every** guest:
- i. Does not already appear to be under the influence of alcohol or other intoxicant;
  - ii. Appears on and signs the final approved guest list indicating the time of the guest’s arrival and departure;
  - iii. Has a valid government issued ID that provides proof of age (birthdate). If a guest is under the age of eighteen (18), the guest will not be allowed to attend/participate in the event, unless they are able to verify their ISU student status with a valid ISU ID. If a guest is under the age of twenty-one (21), the guest may not be served, consume, or possess any alcohol;
  - iv. Individuals who do not satisfy all of the above requirements must not be allowed to attend/participate in the event.

2. Wrist Bands: At all events involving alcohol, it is the sole responsibility of the sorority or fraternity and its members to verify proof of legal drinking age in accordance with all applicable governmental laws and regulations. Responsibility for the actions and employment of anyone hired to verify proof of legal drinking age ultimately rests with the sorority or fraternity and its members.
  - i. As detailed in Section 3(C) immediately above, all guests must present a valid government issued ID verifying proof of age/birthdate.
  - ii. Verification of legal drinking age and the ability to be served, consume, and possess alcohol must be designated through the use of The Office of Sorority and Fraternity Engagement approved wristbands. Approved wristbands may be acquired from council leadership prior to the event. Use of pens, stamps, or markers is unacceptable.
  - iii. Distribution of wristbands to any guests prior to the event, to individuals who are not on the final guest list, or to individuals who cannot provide proof of legal drinking age, will result in immediate cancellation of the event.
3. Alternative Beverages and Food Items: All events involving alcohol must also include non-alcoholic beverages and non-salty food that are visible and available on the same basis as any alcoholic beverages throughout the event.
  - i. For events where third party vendors are supplying and serving alcohol, fraternities and sororities must spend \$3 per person on the guest list on non-alcoholic beverages and non-salty food.
  - ii. Non-alcoholic beverages must be dispensed from closed containers. Bottled water is an acceptable non-alcoholic beverage, but it cannot be the only alternative offered.
  - iii. Receipts verifying compliance with these provisions should be submitted to the Office of Sorority and Fraternity Engagement within seventy-two (72) hours of the event.
4. Alcohol Service: Alcohol at any registered event must be provided by a **licensed third party vendor** or the event must be “bring your own” (BYO). BYO events are limited to events held on residential property owned, leased, or otherwise controlled by the hosting organization, where group members residing at the facility constitute at least half of the people residing at the event location.
  - i. Sororities and fraternities may not host events at businesses/establishments whose primary business function is the selling of alcoholic beverages unless **all** attendees are 21 years of age or older.
    - The selling of alcoholic beverages is considered a primary business function if the business/ establishment generates fifty percent (50%) or more of its annual gross sales from alcohol. A statement or certificate from the business/ establishment verifying this must be attached to the registration form. The Office of Sorority and Fraternity Engagement reserves the right to deem any business/ establishment ineligible.
  - ii. Sororities and fraternities hosting an event in their chapter house must restrict alcohol and guests to common spaces of the chapter facility for the duration of the event. The consumption or use of alcohol in living quarters, hallways, and bathrooms is strictly prohibited.
5. Alcoholic Beverage Restrictions:

- i. “Bring your own” (BYO) events
    - The only alcohol that may be possessed or consumed is alcohol beverages no greater than 15% (fifteen percent) alcohol content. Hard liquor, spirits, grain alcohol and mixed drinks are strictly prohibited.
    - Alcohol consumption is limited to six (6) – 12oz. beers per person or four (4) – 12 oz. wine coolers or four (4) – 6 oz single-serve wine bottle. These are individual maximums and are not intended to serve as averages for all present.
    - All alcoholic beverages must be in original, unopened containers. Glass containers are prohibited.
    - Alcoholic beverages must be purchased in accordance with all applicable local, state, and federal law.
  - ii. Licensed Third Party Vendor (Third Party) Requirements: Third Party Vendors must be properly licensed and a copy of said license must be attached to the event registration form. Third Party Vendors must complete Form A.
6. Security Personnel: At all events involving alcohol hosted on property owned or leased by a sorority or fraternity or their members, the sorority or fraternity must have at least three (3) security agents licensed with the Iowa Department of Public Safety present during all hours of the event. The fraternity or sorority may work with the ISU Department of Public Safety in identifying licensed security agents.
7. Transportation:
- i. Common Transportation: Sororities and fraternities hosting events at third party sites must provide common transportation (bus, shuttle, etc.) to and from the event location for all attendees. The presence of alcohol is prohibited in any vehicle providing transportation.
    - Sororities and fraternities may submit alternative transportation plans with their event registration for review. Student safety must be a priority for alternative plans. Additionally, sororities and fraternities should demonstrate within the alternative plan how liability is reduced for both the organization and the university.
  - ii. Designated Drivers/Rides: Sororities and fraternities hosting events at locations belonging to, or being leased or rented by the organization and/or individual members of the organization must provide sober designated drivers for guests or alternative transportation (taxi, Uber, etc.).
8. Contracts/Agreements: For all events involving alcohol where the sorority or fraternity has a contract/agreement with an event management company, venue, catering service, or any other vendor, the contract/agreement must be submitted to the Office of Sorority and Fraternity Engagement at least **seventy-two (72) hours** prior to the event.
9. Events on University Property/Grounds: The service, consumption, or possession of alcoholic beverages in research, academic or administrative areas or on university property/ grounds will



not be permitted except with additional specific authorization through the Office of the Senior Vice President for University Services. See [Alcohol, Drugs, and Other Intoxicants Policy](#).

10. Timing and Duration of Events: The Office of Sorority and Fraternity Engagement may limit the number, frequency, and duration of events involving alcohol. The Office of Sorority and Fraternity Engagement will not approve events involving alcohol during the first two weeks of each semester and after the last day of classes each semester. No events involving alcohol will be allowed during dead/reading and exam periods. No events involving alcohol will be allowed during the Fall and Spring Break periods.

- i. All events involving alcohol must end by 2:00 a.m. Alcohol service may begin only after the event has begun and must end no later than thirty (30) minutes before the scheduled end of the event or 1:30 a.m. whichever is sooner.
- ii. Last call must take place at least fifteen (15) minutes prior to when alcohol will cease being served. (Therefore, if an event ends at 2:00 a.m., alcohol service must end no later than 1:30 a.m., and last call must take place no later than 1:15 a.m.).
- iii. The duration of alcohol service at a sorority or fraternity event may not exceed four (4) hours.
- iv. Sororities and fraternities may participate in only one (1) event involving alcohol during any single five (5) day period. Events with alcohol are prohibited Sunday through Thursday. Organizations may seek special permission for unique events through the Assistant Dean of Students and Director of Sorority and Fraternity Engagement.
- v. Sororities and fraternities are limited to a maximum of four (4) events involving alcohol per semester (fall/spring).
  - Sororities and fraternities who participate in tailgating activities in Iowa State identified or endorsed tailgating lots in association with Iowa State Athletic events are not required to register said events. Sororities and fraternities should abide by all policies outlined by the Iowa State Police Department and Athletics Department. These activities will not count towards a chapters four event maximum limit.
  - Sororities and fraternities who host tailgating activities outside of Iowa State identified or endorsed tailgating lots or not in association with Iowa State Athletic events are required to register said events and expected to follow all procedures outlined here. These events will count to an organization's four event maximum limit.

11. Conclusion of the Event: The organization must enact procedures to ensure the quiet and orderly dispersal of people from the event in such a manner as not to create disturbances for those residing near the location of the event. The organization is responsible for cleanup of any public areas before 9:00 a.m. of the day after the event.

12. Once the event is conducted, the sorority or fraternity has seventy-two (72) hours to submit dated receipts for food and non-alcoholic beverages to the Office of Sorority and Fraternity Engagement.

#### **4. Violations of These Procedures and Requirements**

- A. **Sanctions for Violations:** Sororities and fraternities and their individual members are responsible for the conduct of their members, guests, and attendees for the duration of the event.
  - i. Violations of these procedures and requirements will be referred to appropriate university offices and fraternal governing councils, including administrators in the Office of Sorority and Fraternity Engagement, the Collegiate Panhellenic Council, National Pan-Hellenic Council, Multicultural Greek Council and the Interfraternity Council.
  - ii. Chapters with pending allegations of non-compliance to these procedures are prohibited from hosting social events with alcohol.
  - iii. Iowa State University police officials and/or local police officials may issue citations for violations of any applicable laws. Any requests, visits, or citations from any law enforcement agencies must be reported to the Office of Sorority and Fraternity Engagement immediately via email and then in person/via telephone by the next business day of the university.
  - iv. Sanctions for violations of these procedures and requirements may be leveled against the sorority or fraternity collectively by the Office of Sorority and Fraternity Engagement. Sanctions may include: denial of event requests, loss of event/social privileges for a designated period of time, restrictions on the presence of alcohol at events for a designated period of time, and educational requirements.
  - v. The Office of Student Conduct has the ability to sanction organizations and/or individuals for violations of the Student Disciplinary Regulations. Information about this process and applicable sanctions can be found here: (<http://www.policy.iastate.edu/policy/SDR>).

#### **5. Contacts and Resources**

##### **Office of Sorority and Fraternity Engagement**

*Provides training and resources on social event planning and management.*

0355 Memorial Union

515-294-1023

<http://www.greek.iastate.edu/>

##### **Office of Student Conduct**

*Provides information on the student code of conduct and adjudication processes.*

1010 Student Services Building, First Floor

515-294-1020

<http://www.studentconduct.dso.iastate.edu/>

##### **Office of Equal Opportunity**

*Provides information and resources on campus climate, discrimination and harassment, Title IX, and sexual misconduct and sexual assault involving students.*

3410 Beardshear Hall

515-294-7612

<https://www.eoc.iastate.edu/>

### **Student Wellness**

*Promotes the health and wellbeing of all students by providing programing and services regarding alcohol use/abuse, anxiety, body image, healthy relationships, and academic success.*

A37 Friley Hall

515-294-1099

<http://www.studentwellness.iastate.edu/>

### **Iowa State University Police Department**

*Provides assistance in emergency situations*

Armory Building, Room 55

Emergencies: 911

Non-Emergencies: 515-294-4428

<http://www.police.iastate.edu>

### **City of Ames Police Department**

*Provides assistance in emergency situations.*

515 Clark Avenue, Ames, Iowa

Emergencies: 911

Non-Emergencies: 515-239-5133

<http://www.cityofames.org/index.aspx?page=156>

***NOTE: The procedures and requirements set forth herein define the various types of social events as well as registration and other requirements that must be met in order for ISU recognized sororities and fraternities to hold events involving alcohol. It also explains the consequences if these procedures and requirements are not met. These procedures and requirements constitute the minimum standards that must be met. Nothing precludes Greek organizations from adopting procedures and requirements that are more stringent. These procedures and requirements are ancillary to the University [Alcohol, Drugs, and Controlled Substances Policy](#) and the [Alcohol Use - Students and Student Organizations Policy](#). In addition, Greek organizations must abide by all applicable federal and state laws, local ordinances, university policies, Student Disciplinary Regulations, and organizational inter/national requirements.***

***Nothing in these procedures and requirements shall operate or be interpreted as assumption of liability by Iowa State University for any injury, damage, or loss caused by any student's, sponsor's, or organization's failure to comply with these procedures and requirements. Each student, organization, and sponsor is responsible for being informed of and observing applicable laws. Permission by the University to conduct any activity or event covered by these procedures and requirements does not release the student, organization, or sponsor from responsibility under applicable laws governing the activity/event. Greek organizations and/or sponsors are not agents of the University and have no***

***authority to make any representations or undertake any actions or contracts on behalf of Iowa State University.***