

# **University Endorsed Panhellenic & Interfraternity Council Social Policies/Procedures**

The following policies and procedures are those that have been established by the Panhellenic and Interfraternity Councils at the University of Delaware. These are considered an extension of University of Delaware policies specific to Greek organizations. Failure to follow these policies may result in a Failure to Comply Charge within the judicial system.

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# IFC and Panhellenic Alcohol Policy

## **The Law:**

- Delaware and national law prohibit providing alcohol to those less than 21 years of age (approximately 75% of your chapter).
- Delaware law prohibits providing alcohol to those “noticeably intoxicated” (this equals 1 beer or 1 drink per hour).

## Fraternity and Sorority Alcohol Policy Rules

1. **Common-source containers are prohibited** (e.g. kegs, beer balls, alcoholic punch, base of beer, etc.) This includes brothers’ kegs, sisters’ kegs, etc.
2. **Purchasing alcohol with chapter funds is prohibited.** This includes but is not limited to bar tabs, slush funds, passing of the hat, side checking accounts, side social accounts and/or the purchase should not be undertaken or coordinated by any member in the name of or on behalf of a chapter.
3. **All social events are BYOB.** This means individuals who are of legal drinking age are responsible for bringing their own, individual consumption beverages. These beverages should not exceed a six-pack (of beer) per of age individual and may not be in glass containers.
4. **Walk Out Policy.** If your chapter co-sponsors an event and there is a violation occurring anywhere at the event, or on the property of the event, then either everyone in your group must leave the event (generally within 5 minutes) or the appropriated Judicial Board will hold your group partially responsible for the violation.
5. **Alcohol is prohibited at and during all recruitment and bid day functions.** No one attending a recruitment or bid day function may have alcohol at the function, nor may any alcoholic events occur during IFC or Panhellenic recruitment periods.

## Registration of Social Events and Mixers:

All events, in which you are social, either with your own chapter or another group, must be registered in 227 Trabant (Greek Resource Room) with the appropriate council. This would include but not be limited to happy hours, late nights, parties, mixers, date parties, formals, barbeques, hayrides, retreats, philanthropies etc. These events must be registered regardless of the involvement of alcohol.

## **IFC Party Policy**

- In order to have a social function of any kind involving alcohol(i.e. date parties, formals, semi-formals, parties, late nights, mixers, etc.) a chapter must have bronze CAP score.
- All parties and late nights must be registered by the Monday before the event for IFC chapters, or one week (7 days) in advance for Panhellenic chapters. A guest list with a maximum of 2 people per member and a copy of the invite with the number invites distributed must be included in the registration. The maximum number of guests allowed is 2 people per member, no matter what the combination of invites and people on the guest list are.
- All parties must be run in accordance with FIPG rules. For your convenience, the FIPG policy has been included in this packet. This includes wristbands, ID checking, BYOB, and tickets.
- Open parties are strictly PROHIBITED.
- No slush funds, side accounts, etc. Basically, no pooling of funds in any manner to buy alcohol whatsoever.
- Drinking games are also PROHIBITED.
- Safe rides, wearing Safe Ride shirts, a safe ride log must be kept, and unsalted foods must be provided at all events.
- One member must be outside the door, signing in all guests, and checking to see if each guest has an invite or is on the guest list.

- One member must be at the door, checking age identification, and providing wristbands to all guests of legal age for alcohol consumption.
- All have a maximum time length of 4 hours.
- One member must be taking six-packs (cans, no bottles) from all guests of legal age, and providing them with six tickets. These tickets must be given to the bartender in order to receive a beverage.
- One member must be at the bar taking tickets and giving out a beer in exchange for each ticket. One ticket = one beer. NO EXCEPTIONS.
- No alcohol is permitted to be carried off of the premises, whether during the party or following by any guests of the party.
- A member of the executive committee or the Risk Management Chair of the chapter must be ensuring that all of the above policies are being followed, and that member must be sober to ensure that good judgment is made.

## **Social Event Monitoring Committee (Party Patrol)**

IFC Social Event Monitoring Committee will be arriving at any party or late night, to insure that all FIPG policies are followed correctly. At the present time, IFC Executive and Cabinet will be scheduled to check parties throughout the year. The IFC VP of Judicial Affairs and VP of External will be responsible for coordinating any effective Social Event Monitoring Team throughout the year. Social Events will not be contacted in advance about monitoring; however the Social Event monitoring team will announce itself when it arrives. Use your checklist to ensure that all FIPG Risk Management Policies have been followed. If you have any questions regarding Social Event Monitoring or FIPG Policies, contact Chris Lang at [clang@udel.edu](mailto:clang@udel.edu). Remember Don't Get Fined, Follow FIPG.

## Joint Interfraternity/Panhellenic Council Policy On Co-Sponsored Social Functions

1. A co-sponsored function or individual function is defined as any event that is advertised over email, phone chain, chapter, flyer, and/or would appear to be a chapter function to an outside party. In addition, the event should not be undertaken or coordinated by any member in the name of or, on behalf of, a chapter.
2. A Panhellenic chapter may co-sponsor no function that involves alcohol in official houses or in a house that may be viewed as a chapter house by an outside party in accordance with nationally and University mandate dry housing rules.
3. No function that involves alcohol may be co-sponsored by an IFC member fraternity and a Panhellenic member sorority in an official chapter house or house that may be viewed as a chapter house by an outside party in accordance with the Panhellenic Third Party Vendor Resolution (passed 5/00 – see attached).
4. If you co-sponsor an event and there is any violation occurring anywhere at the event or on the property, then either everyone in your group must completely leave the event (generally 5 minutes) or the appropriate Judicial Board will hold your group partially responsible for the violation.
5. Drinking games that promote the drinking of alcoholic beverages will not be tolerated (As stipulated by FIPG Risk Management Inc.).
6. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups, or organizations.
7. No alcoholic beverages may be purchased through the treasury of any co-sponsoring chapter. Nor may the purchase of alcohol for the members or guests be undertaken or coordinated by any member in the name of or on behalf of a chapter.
8. At least two chapter members from each organization, present at the social function, will abstain from drinking alcoholic beverages and be available to help run and supervise the function.
9. At the time that the event is initially planned, the chapter will mutually determine an approximate time at which the event will end. After the last member of an individual co-sponsoring chapter has left the event for the night/day, that individual chapter is no longer considered a co-sponsoring entity.

## University of Delaware IFC and Panhellenic Mixer Policy

- Any mixer or cosponsored event that is not held within *reasonable* walking distance will require chapters to provide a bus for members transportation to and from the event.
- If a bus is necessary, every member must take the bus and may not drive or be driven to the event.
- During all mixers between IFC and Panhellenic groups one sober member from each group will meet the busses as they arrive. The designated sober member's from each organization will get on the busses and distribute wristbands to members. The bands signify one as safely arrived and will leave on the bus.
- Any person who has not taken the bus to an event will not be admitted entrance to the event and will be sent back to campus to take the bus. Wristbands or witnesses will determine this.
- During all mixers between IFC and Panhellenic groups, the main entrance to the third party vendor in which the event is to be held will be manned by at least one member of each group hosting the activity.
- This person will have with them a list of all active members of every Greek organization registered with the University of Delaware particular to the event. Upon the second week of each IFC and Panhellenic semester, each chapter must submit a list of its members. This is to be required of both IFC fraternities and Panhellenic sororities.
- Each person who wishes to enter the event must present his or her University of Delaware ID card, which will be matched against the group's current roster. Once the person is determined to be Greek, in the cosponsoring chapters and is wearing a wristband to signify having taken the bus they will be admitted to the event. Each person will then sign his or her name on a list monitored by the person guarding the door. Each person only has to be signed or checked in one time at the event.
- The groups hosting the event will be held responsible for designating a person to collect these lists at the conclusion of the event. A copy of these signs in lists should be dropped off at Greek Affairs within 48 hours or the first business day following the event. Although these lists should be made

available to the officers of the groups who hosted the event, it is at the discretion of the groups as to whether or not the lists are kept for an extended period of time within their own records.

- All other groups who participate in the event where a guest list is maintained should be able to gain access to the lists after the event, if they deem it necessary.

This applies to mixers or events between IFC and Panhellenic Chapters.

**Reminder:**

**In addition to this IFC and Panhellenic policy, your chapter is required to follow your own national risk management policy, which may go beyond this policy.**

**University of Delaware Panhellenic Council**

**Third Party Vendor Resolution**

Whereas, the Panhellenic women at the University of Delaware seek to be proactive in accordance with the National Panhellenic Council Resolution entitled Alcohol – Free Social Activities;

Whereas, the Panhellenic women of the University of Delaware campus understand the problems and dangers associated with alcohol and wish to promote responsible attitudes and behavior at events in which alcohol is present;

Whereas, the NPC member fraternities at the University of Delaware recognize the value of an alcohol free living environment for the purpose of fostering education, leadership and responsibility;

Whereas, the NPC member fraternities do not permit alcohol in housing facilities;

Resolved, that the NPC member fraternities on this campus will no longer co-sponsor functions at fraternity facilities unless those functions are alcohol free;

Resolved, that the NPC member fraternities on this campus will support one another in this resolution and will continually educate its members of its contents.

*Passed May 2000*

## **FIPG, INC. RISK MANAGEMENT POLICY (revised July 2006)**

The Risk Management Policy of FIPG, Inc. includes the provisions which follow and shall apply to all fraternity entities and all levels of fraternity membership.

### **ALCOHOL AND DRUGS**

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises, or during a 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 institution of higher education, and must comply with either the BYOB or third party vendor guidelines.
2. Alcoholic beverages may not be purchased through or with chapter 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. The purchase or use of a bulk quantity or common source(s) of alcoholic beverages, for example, kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal "drinking age").
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where 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 the purposes of fundraising. A chapter may rent or use a room or area in a tavern as defined above for an event held within the provisions of this policy, including the use of a third party vendor and guest list.
7. No chapter may co-sponsor or co-finance or attend or participate in a function where alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any chapter will be non- alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with an alcohol distributor or tavern as defined in this policy.
9. No member or pledge/associate/new member/novice, shall permit, tolerate, encourage, or participate in "drinking games."
10. No alcohol shall be present at any pledge/associate/new 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.



Date Form Turned In:

**FIPG: THIRD PARTY VENDOR CHECKLIST**

**TO THE CHAPTER PRESIDENT:**

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. ATTACH COPIES OF STATE AND LOCAL LICENSES TO THIS CHECKLIST.

\_\_\_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. ATTACH A COPY OF THE CERTIFICATE OF INSURANCE AND HIGHLIGHT REQUIRED CLAUSES.

\_\_\_3. Agree in writing to cash 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.

ATTACH 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 FIPG and national organization requirements.

\_\_\_\_\_  
Chapter President's Signature & Date

\_\_\_\_\_  
Vendor's Signature/Company & Date

## **Social Event Registration Form**

**DO NOT HAND THIS IN WITHOUT ALL THE NECESSARY INFORMATION:**

**THIS INCLUDES THE LIQUOR LICENSE AND THIRD PARTY VENDOR FORMS**

**Organization Submitting Form:** \_\_\_\_\_

**Date of Social Function:** \_\_\_\_\_ **Day:** M T W Th F Sa Su

**Type of Function:** Philanthropy Mixer Formal Date Party

Sisterhood/Brotherhood BBQ Hay Ride Other

**Theme If Applicable:** \_\_\_\_\_

**Co-Sponsors (If Applicable):** 2-way 4-way 6-way \_\_\_\_\_

**Total Number of Invites Distributed:** \_\_\_\_\_ **(Please Attach a List of All Members Attending. For a date party, Attach a list of Members and Dates Attending)**

**Location of Event:** \_\_\_\_\_

**Event Time Begin:** \_\_\_\_\_ **Event Time End:** \_\_\_\_\_

**Organization Contact:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Have the following been taken care of (yes or no):**

**Unsalted Snacks** \_\_\_\_\_ **Who is responsible for providing the snacks?** \_\_\_\_\_

**Wristbands** \_\_\_\_\_ **Who is responsible for banding?** \_\_\_\_\_

**Safe Rides** \_\_\_\_\_ **Who is responsible for Safe Rides?** \_\_\_\_\_

(Names of Members or of bus company) \_\_\_\_\_

**\*This must be submitted SEVEN days prior to the event or it will not be approved\***

Fraternities: 227 Trabant, IFC VP External Mailbox

Sororities: 227 Trabant, Panhellenic VP Mailbox