

# 6 Social Events

Probably one of the most talked about issues in fraternal affairs today is that of risk management. Lawsuits against Greek letter organizations have flourished, and the Courts are increasingly holding chapters accountable for negligent behavior while Insurance Companies refuse to provide insurance coverage if a chapter has broken a policy. In many instances around the nation, chapter officers and members have been held liable to the plaintiff, even to the extent of having their future wages garnished.

No fraternity or sorority can be completely risk free, but it is important to minimize as much risk as possible. It is vitally important that each chapter member understand and follow their insurance policies, Inter/National polices, and all University policies.

## 6.1 Alcohol Use at Events

Student organizations are permitted to have social functions where alcohol is served. However, because of the university's interest in the intellectual, physical and psychological well-being of the campus community, it is important that the university take steps to curtail the abusive or illegal use of alcoholic beverages. The following sections provide more detail regarding events where alcohol is served.

### 6.1.2 Legal Liability

Student organizations are liable for the actions of their guests before, during and after the event. Liability may be to the university, city, county, state or federal government. It is expected that all laws governing the consumption and sale of alcohol be strictly followed. This includes university risk management guidelines, city, county, state and federal laws/regulations.

### 6.1.3 Guidelines for service of alcohol

1. The executive board officers (including social chair and risk manager, if applicable) of each sponsoring organization must take and pass the Risk Management Test 21 days before the event occurs. The test is available in Student Activities. The test must be taken once in the spring and fall semesters.
2. The possession, sale, use or consumption of alcoholic beverages, while on organizational premises or during an organizational event, in any situation sponsored or endorsed by the organization, or in any event an observer would associate with the organization, 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 the third party vendor guidelines. (See **Event with Alcohol**).
3. A **third party vendor must be used** at all functions where alcohol is available. Common sources of alcohol and BYOB events are not permitted. This includes allowing members to bring their own alcohol to the event and kegs. Only a licensed bartender who is not a member of the sponsoring organization(s) will be allowed to serve alcohol.
4. No alcoholic beverages may be purchased through organizational or university 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 organization.
5. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (those under 21).
6. The possession, sale or use of any illegal drugs or controlled substances while on organizational premises or during an organizational event or at any event that an observer would associate with the organization is strictly prohibited.
7. No organization 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 event attendees.

8. No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host groups or organizations.
9. Alcohol may not be given away as a prize.
10. No member or guest shall permit, tolerate, encourage or participate in drinking games.
11. No alcohol shall be present at any new member/associate/novice program, activity or ritual of the organization.
12. Non-alcoholic beverages and adequate food will be available at the same place as where the alcoholic beverages. Food and non-alcoholic beverages will be featured as prominently as the alcoholic beverages.
13. It is highly recommended that the organization provide each person at the party a plastic wristband to wear to indicate whether or not they are of legal drinking age.
14. **One designated driver** per 50 attendees (members + guests) must be present at the front entrance to provide safe transportation home as needed. Under no circumstances will the drivers consume alcohol during the party.
15. **One door monitor** per 100 attendees must be present during the duration of the event. The door monitor shall receive prior to the function a typed guest list designating all the members and guests of members attending the function. Valid photo identification must be presented to confirm the name on the list. Once confirmed the monitor must cross the name off the list using either a highlighter or a mark beside the name of the attendee.
16. **One security guard** per 100 attendees must be present during the duration of the event. The security guard is responsible for verifying attendee's age, looking for intoxicated individuals as attendees come to the event and during the event and maintaining general order.
17. **One sober patrol** per 50 attendees must be present at the event. Sober patrols are responsible for ensuring that this policy and inter/national policies are followed. In addition, sober patrols assure that the distribution of alcohol is executed properly and they take the proper action should a negative situation arise (i.e. stopping underage drinking, sending intoxicated individuals home with a designated driver, etc).
18. All recruitment activities associated with all organizations will be dry.

#### **6.1.4 Advertising Guidelines for Events with Alcohol**

Since organizations must submit a guest list and open parties are prohibited, events with alcohol may not be advertised to the public. Organizations may send invitations to their members or guests. The invitations should not:

1. Encourage the misuse/abuse of alcohol.
2. Promote drinking as the purpose of the event.
3. Must not refer to the amount of alcohol that will be available (i.e.: 5 keg party)
4. Must not portray drinking as solutions to problems.

#### **6.1.5 Planning the event**

1. Each sponsoring organization must complete the **Social Event with Alcohol** form, complete with other necessary documentation and submit it to Student Activities at least 21 days prior to the event. Each organization's president and advisor must sign the form.
2. The executive board officers (including social chair and risk manager, if applicable) of each sponsoring organization must take and pass the Risk Management Test 21 days

before the event occurs. The test is available in Student Activities. The test must be taken once in the spring and fall semesters.

3. Organizations cannot have more than three times the organization size of people at the event. Example: organization has 30 members, each member can invite 2 people for a total of 90 guests (30 members plus 60 guests).
4. If two organizations co-sponsor an event, each member in each group can only invite two other people to be put on the guest list.
5. A guest list with first and last names (not nicknames) must be turned in to Student Activities no later than two business days before the event. The list must have the member's name and their guest's names (example: member John Smith – guests are Jane Doe and Joe Smith).
6. **Only invited guests may attend.** Events may not be open to the public. Organizations must provide a guest list of all people attending the event.
7. All members and guests must be checked in to the event. It is important to keep an accurate record of who *actually* attended the event. These records should be kept for *three years*.
8. Plan how to mark minors or those of legal drinking age. The use of wristbands is strongly suggested. Markers are easy to wash off.
9. Members of the sponsoring organization cannot serve alcohol at the event, even if they are licensed bartenders.
10. All organizations must comply with all participating organization's rules and regulations, which means complying with the stricter rules and regulations of all the organizations sponsoring the event.
11. All organizations must abide by the university's Risk Management Guidelines.

#### **6.1.6 During the event**

1. Check all members and guests in at the front door/entrance. Do not allow anyone into the event who is not on the list. It is recommended that only one simultaneous entrance/exit way is allowed at functions.
2. Security guard will mark minors and those of legal drinking age.
3. There must be one sober executive member or risk manager from each chapter at every event.
4. If a member or guest appears or is intoxicated, do not allow him/her into the event.
5. Once someone leaves the event location, that person is not allowed back.
6. **Alcohol** may be served at a function for a maximum of **three and half hours** and may not be served again for a minimum of six hours.
7. A function must end by 2:00 a.m. and may not begin before 6:00 a.m.
8. Serving of alcohol must **conclude 30 minutes** before the end of the function.
9. Any alcohol that remains at the conclusion of the event may not be sold or given to any attendee or the organization.
10. Post-parties are not permitted. A post-party is defined as an event that is publicized to the attendees as something to do after the "official event" is over. Publicized refers to any technique used to communicate information to others, including but not limited to flyers, email and word of mouth.

#### **6.1.7 Penalties for Non-Compliance**

1. An individual found responsible of non-compliance with these guidelines or local, state, or federal laws has committed a violation of university regulations and is subject to sanctions commensurate with the offense and any aggravating and mitigating circumstances.

2. Actions of all recognized student organizations are subject to review by the Vice President of Student Affairs or his/her designate. Failure to comply with these guidelines and university regulations may lead to the revocation of recognition privileges or any other sanction.

### **6.1.8 What is an organization event?**

In order to assist you in understanding what could be considered an organization event by a court of law or the university, consider the following questions:

- 1 Would an outsider (non-member) perceive the event as being sponsored by the organization?
- 2 Was it pre-planned or pre-meditated? Was the event publicized with flyers, or through email, Facebook, MySpace, etc.?
- 3 Was it discussed during a meeting?
- 4 Did the majority of the organization know about the event?
- 5 Were a significant number of members present at the event (Probably greater than 50% of the organization)?
- 6 Were organization funds used in any way (i.e., entertainment, transportation, food, beverages, decorations, advertisement, etc.)?
- 7 Did the organization officers help plan the event?
- 8 Were a significant portion of those who attended the event invited by members?

## **6.2 Guidelines for Events Not Involving Alcoholic Beverages**

- 1 Events that are social in nature and involve people other than organization members must be approved by Student Activities at least seven days prior to the event (see **Event without Alcohol** in Appendix).
- 2 Organizations cannot have more than three times the organization size of people at the event, and **one security guard** must be present for every 100 people attending. If less than 100 attendees, one security guard must be hired.
- 3 There must be **1 door monitor** for each organization in attendance to check in members and guests on the typed guest list provided. The monitor must cross the name off the list using either a highlighter or a mark beside the name of the attendee.
- 4 There shall be at least **1 member patrolling** the event to assure that all policies listed in this manual are being enforced.
- 5 Security guards are not required if the event is held in the University Center, Center for the Arts or the Harte Performing Arts Center, unless the venue specifically requests or requires one.

# **9 General Risk Management**

## **9.3.2 What to do if there is an emergency**

- 1 If off-campus call 911.
- 2 On-campus contact 911 (825-4444 for non-emergency calls on-campus) or get appropriate help.

- 3 There is a network of outdoor emergency phones around campus. These phones are mounted in white towers, have a blue light on top, and are clearly marked "EMERGENCY." Pushing the call button activates a direct phone line with the Texas A&M University-Corpus Christi Police Department that will automatically pinpoint the caller's location.
- 4 If medical attention is needed, attend to those needs before doing anything else.

### **9.3.3 Contact the appropriate authorities**

- 1 Notify the Texas A&M University-Corpus Christi Police Department (UPD) at 825-4444. The Texas A&M University-Corpus Christi Police Department is located in the Physical Plant/UPD building.
- 2 Notify your advisor if he/she was not present during the emergency.
- 3 Notify all organization members in a meeting (Follow 14.5.4 & 14.5.5) and inform them of what to expect regarding the press and possible investigation. Direct members to not discuss the incident with anyone.
- 4 Notify the Dean of Students (UC 318) at 825- 2612 in the event of a serious injury or death.
- 5 ***In the case of a student death, do not contact parents. This is best done by the appropriate authorities, such as the Dean of Students, UPD or other law enforcement.***

### **9.3.4 Statements about the incident**

- 1 Any inter/national policies and procedures regarding press releases and press conferences must be followed.
- 2 Appoint an organizational spokesperson and create an organization statement for media inquiries. You do not have to provide the media with a statement.
- 3 Following the accident, empathize with victims/families but avoid saying anything other than "We sympathize for those affected by this. The situation is under investigation and more information will be shared when it is available."
- 4 When more information does become available to you, your organization spokesperson should decide what information will be released (The decisions should be made in consultation with your inter/national headquarters and the university).
- 5 Consult with your university advisor and/or inter/national representative to discuss what things you should discuss in a post-incident press conference or release.