



MARCH 2020

MICHIGAN STATE UNIVERSITY
INTERFRATERNITY COUNCIL & PANHELLENIC COUNCIL
SOCIAL EVENT POLICY

PREFACE

It is the purpose of this University and this Greek Community to promote responsible decisions and healthy choices during the collegiate experience. The Interfraternity and Panhellenic Councils of Michigan State University have created this document with the purpose of providing assistance and awareness for safe and enjoyable social event practices and promote self-governance amongst the Greek Community.

It is the intention of the Interfraternity and Panhellenic Councils to promote the safest atmospheres possible for both the chapter members and their guest(s). We want to ensure the safety of fraternity and sorority members, as well as decrease liability risks for all involved parties including: chapter officer(s), members, member's parents, advisors, house corporation boards, and Inter/National organizations. Finally, we aim to elevate the standard of Greek men and women by supporting their actions as well as encouraging them to represent the Greek Community with pride and dignity.

Both the Interfraternity and Panhellenic Councils operate in compliance with the North American Interfraternity Conference (NIC). All social events involving Greek organizations must abide by federal, state and local laws as well as university regulations imposed by Michigan State University. Our policies mirror the NIC guidelines and aim to protect our Greek organizations as well as promote improved risk management practices throughout the general membership of the Greek community.



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ARTICLE I. SOCIAL EVENTS

SECTION I: Definition of a Social Function

Throughout this document, when a social function is referred to, it is assumed that alcohol is present. At all events, alcohol cannot be used as advertising. The policies outlined below also apply to annex/satellite houses. There are four distinct types of events:

- A. Type 1 (Social / Restricted): An event that is exclusively between Greek affiliated chapters and their members. This includes mixers, tailgates, day-parties, etc. All type one socials must abide by the social guidelines.
- B. Type 2 (Open): An event in which the number of attendees is more than the total of in-house initiated members, and not all persons attending the party are members of the chapter. This includes rush parties, open parties, and closed parties. All type two socials must follow the social guidelines.
 - a. An open party as defined by the NIC. and/or unregistered social events, including satellite houses are prohibited per the NIC policy.
 - b. Satellite or Annex House: An annex or satellite house is defined as a place of residence where two or more members of a Greek organization reside.
 - c. The Interfraternity and Panhellenic Councils will not be held liable for any infractions at satellite or annex houses.
- C. Type 3 (Third party): An event that is held at a third-party vendor and/or location. The General Student Regulations and local, federal, and international laws apply at all times to those participating in the event. All type three socials must follow the social guidelines.
- D. Type 4 (Family / Alumni Events): An event that is strictly for members and alumni/families and consists of no outside guests. This includes alumni tailgates, mom's/dad's day, parent's weekend, etc. All type four socials must follow the social guidelines.

SECTION II: Prohibited Social Events

- A. All events that are considered to be a Type 2 "open" event are strictly prohibited.
 - a. Reference Article I, Section I



SECTION III: Registering a Social Function

- A. All events must be registered through the designated Event Registration Form provided by the IFC Executive Vice President and PC VP of Risk Management. Events should be registered by the Chapter's Social Chair(s) and Risk or Standards Chair(s). Events should be registered in a timely manner outlined below:
 - a. Type 1 (Social Restricted): 2 days in advance
 - b. Type 3 (Third Party): 1 week in advance
 - c. Type 4 (Family / Alumni Events): 1 week in advance
- B. All events must follow the social policy guidelines regarding alcohol outlined in Article II, Section II.
- C. Failure to file a complete Event Registration Form according to the Social Policy may be subject to fines and/or the IFC/PC Judicial process with corresponding and appropriate consequences.
- D. The host **and** attending chapter(s) must register the social function regardless of where the event is held.
 - a. Social registration information will be made available to chapter presidents.
- E. If for some reason an impromptu event turns into one of the four types of social events, it is the responsibility of the chapter's social chair(s) or Risk/Standard Chair(s) to notify both the IFC Executive Vice President or PC VP of Risk Management ASAP of this change. Contact information for these individuals will be made available to chapter presidents.

SECTION IV: Time Parameters for an Event

- A. All events must end the distribution of alcohol one hour prior to the conclusion of the event and guests must have the ability to remain in the hosting facility for at least one-half hour after distribution of alcohol has ended.

ARTICLE II. RISK MANAGEMENT

SECTION I: Expectations



- A. All chapters are expected to know and follow their own national organization's risk management policies in addition to the Interfraternity/Panhellenic Constitution, Bylaws, Greek Community Policy Regarding Hazing, along with this policy.

SECTION II: Alcohol Consumption

- A. The possession, use, and/or consumption of alcohol at an event shall be in full compliance with any and all applicable laws or regulations of the federal, state, and county governments; the City of East Lansing; the college student code of conduct, the IFC/PC bylaws, and the Interfraternity Council Constitution.
- B. No beverage with a 'percent alcohol' greater than 15% may be distributed at an event.
- C. No alcohol is to be present at recruitment events.
- D. No alcohol is to be present at philanthropic and fundraising events.
- E. The serving of communal alcohol is not permissible at any function (punch bowls, Gatorade containers, gelatin shots, etc.)
 - a. Containers greater than 5 liters filled with alcohol constitutes as common source and are not permitted at an event.
- F. The chapter/organization, members or guests must not permit, promote, encourage, coerce, or participate in any activities involving the rapid consumption of alcohol. This extends to social themes and event festivities.
- G. Alcohol shall be distributed from one single location at any event.
- H. Open containers of alcoholic beverages, as defined by federal, city, and state law, shall not be permitted to leave the event.
- I. Alternate transportation numbers are to be listed at the door, near the restrooms, and where alcohol is being distributed.
 - a. Templates for this signage will be made available to chapter presidents.
- J. A case of unopened water bottles are to be made available at all social events, to all guests, and is to be located where alcohol is being distributed.



SECTION III: Medical Amnesty

- A. The health and safety of students are of primary importance to Michigan State University and both the Interfraternity and Panhellenic Councils.
- B. Students are encouraged to look out for their own health and safety, but also for the health and safety of their peers.
- C. It is imperative that someone calls for medical assistance when an individual experiences severe intoxication or serious injury after consuming alcohol and/or other drugs.
- D. Michigan Law prohibits a minor from purchasing, consuming, or possessing, or attempting to purchase, consume, or possess, alcoholic liquor and from having any bodily alcohol content.
- E. The Medical Amnesty Law provides an exemption from prosecution for the following:
 - a. A minor (under the age of 21) who, after consuming alcohol, voluntarily presents themselves to a health facility or agency for treatment or observation, including medical examination and treatment for any condition as a result of sexual assault (as defined in Michigan law).
 - b. Any minor (under the age of 21) who accompanied an individual who, after consuming alcohol, voluntarily presented themselves to a health facility or agency for treatment or observation, including medical examination and treatment for any condition as a result of sexual assault (as defined in Michigan law).
 - c. Any minor (under the age of 21) who initiated contact with law enforcement or emergency medical services personnel for the purpose of obtaining medical assistance in connection with a legitimate health care concern.
 - d. Any individual who voluntarily seeks medical assistance for themselves as a result of an overdose of any controlled substance, including a prescription drug.
 - e. Any individual who accompanies or procures medical assistance for another individual as a result of an overdose of any controlled substance, including a prescription drug.
 - f. Any individual who as a result of an overdose of any controlled substance, including a prescription drug, is present for medical assistance by a third party.

SECTION IV: Drug Management

- A. The possession, sale, and/or use of illegal drugs or controlled substances at any Chapter house, sponsored event, or at any social event is strictly prohibited.



- B. Subject to judicial review, if possession or use of illegal drugs or controlled substances is visible to IFC/PC members, that chapter's national organization may be notified of the infraction.

SECTION V: Hazing

- A. Michigan State University Interfraternity Council/Panhellenic Council strictly prohibits any form of hazing. Hazing activities are defined in the Panhellenic and Interfraternal Council's Constitution. Hazing activities are not compatible with the ideals and traditions of any Sorority/Fraternity and reflect negatively on the Greek community. All problems, policies, and acquisitions of hazing will be handled by the Judicial Boards of the Interfraternity Council/Panhellenic Council.
- B. Hazing activities are those defined as:
 - a. Any action taken or situation created, intentionally, whether on or off fraternity or sorority premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities may include but are not limited to the following: use of alcohol or drugs; creation of excessive fatigue; physical and psychological shocks; morally degrading or humiliating activities; or any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution, or applicable state law.

SECTION VI: Sexual Abuse and Harassment

- A. All IFC and PC chapter members shall cooperate with all appropriate officials in case of a reported incident.
- B. The executive boards of IFC, PC, and individual chapters shall support their members and provide further resources as needed but shall not conduct investigations or handle matters of sexual abuse and harrassment.
 - a. Resources available to any student who experiences relationship violence and/or sexual misconduct at a Greek event include the Office of Institutional (OIE), Office of Student Conduct, Center for Survivors, and Counseling and Psychiatric Services (CAPS).

SECTION VII: Building Code



- A. All chapter houses must meet all local Fire and Health code standards.
- B. All doorways and hallways must be free of obstruction and debris at all times.
- C. All smoke detectors must be free of obstruction at all times.

- D. All chapters must have posted emergency numbers for fire, police, and ambulance and transportation numbers in clear sight for all guests.
- E. All chapters should comply with engineering recommendations as reported by their respective insurance companies.

SECTION VIII: Emergency or Tragedy

- A. The following guidelines are put in place if a death, serious injury, fire, or large scale emergency or tragedy occur. The following suggestions are made to assist you in responding appropriately to such a situation. These procedures should be reviewed with all chapter officers and advisors at the start of each semester. Careful preparation for an emergency can save lives and minimize losses. Every national organization has procedures in place regarding this issue. You are expected to know and follow the procedures from your own national headquarters. In addition, please refer to these procedures:
 - a. In the event of any emergency (serious illness, accident, fire, injury, or death), call 911 and calmly explain the situation so appropriate emergency personnel may respond.
 - b. Do not notify parents or family of the person involved in the emergency situation. University, police, and/or medical officials will inform family members.
 - c. Notify your Chapter Advisor, Michigan State Fraternity & Sorority Life Staff, Dean of Students Office, Inter/National Headquarters.
 - d. Inform your members and new members of these guidelines:
 - i. Close the house and only permit entry to members and emergency personnel.
 - ii. Assemble all members and new member groups.
 - iii. Depending on the circumstances, additional individuals should be notified, such as alumni board members, regional officers, and/or national advisors.



- iv. Instruct the members to not make statements to anyone other than University or other local officials - all requests for information from the media should be directed to the chapter spokesperson. Regarding media contacts a statement like, “We are working with authorities to handle this situation and a more formal statement will be available soon” is always preferable to “No Comment.”
- v. The highest-ranking chapter or alumni officer present should take control of the situation and initiate appropriate crisis management procedures.
- vi. Each chapter should develop a list of important phone numbers and contact individuals for their own crisis plan.
- vii. In the event of a suicide attempt, call immediately for an ambulance. Talk with the person while awaiting the ambulance. Do not immediately assemble and inform the members in this case. Cooperate with the medical professionals to ensure the safety of the person.
- viii. In the event of a death, do not remove any personal items from the person’s room or apartment. Do not let members enter the room or apartment; only allow entry by proper officials. Discuss how to deal with family and personal belongings with University officials and chapter advisors.

ARTICLE III. SOBER MONITORS

SECTION I: Expectations

- A. Sober monitors have the important responsibility of helping to monitor chapter social events in order to provide a safe social environment for attendees and themselves.
- B. All monitors are not to consume alcohol or other controlled substances for the duration of the social function.
- C. All monitors must arrive 10 minutes prior to the start of the social.
- D. At least one sober monitor per chapter must be present at the entrance and must enforce the following:



- a. Must refuse entrance to a member who is or appears to be intoxicated.
- b. Must confiscate or deny entrance to a member attempting to bring in an alcoholic beverage in various vessels.
- c. Must confiscate or deny entrance to a member attempting to bring in drugs and or controlled substances.
- d. Must enforce individuals to sign-in on the guest list(s).
- e. At least one sober monitor must float around the event to ensure the safety of members and enforce the guidelines outlined in Article II, Section II on Alcohol Consumption.
- f. At least one sober monitor from IFC must be present where alcohol is being distributed.
- g. If/when Panhellenic and Interfraternity Councils arrives for a walkthrough, one sober monitor from PC and IFC must be available to walk the Councils through the event.
 - i. Reference Article IV on Walkthroughs

SECTION II: Sober Monitors

- A. Monitors are required to sign the Sober Monitor Contracts and give them to the Panhellenic and Interfraternity Councils if / when they arrive for a walkthrough.
 - a. Chapters are encouraged to keep the Sober Monitor Contracts for liability purposes if the Panhellenic and Interfraternity Councils do not perform a walkthrough.
- B. Monitors are required to enforce the guest-list sign-in as mentioned in the section above on Expectations.

ARTICLE IV. WALKTHROUGHS

SECTION I: Guidelines



- A. Panhellenic and Interfraternal Council officers are permitted to walkthrough all premises of registered and unregistered socials without notice.
- B. All walkthroughs must pass the walkthrough inspection with a 75% or higher. If the social does not pass the inspection, or appears to be out of hand, the Interfraternity and

Panhellenic Council officers have the right to shut down the event with the assistance of the East Lansing Police Department.

C. Walkthrough Checklist:

- a. Social event registered by all attending chapters
- b. IFC/PC officers permitted to search the premises
- c. Sober Monitors present at the door
- d. Correct amount of Sober Monitors present and monitoring the event
- e. Sober Monitor Contracts signed and readily accessible
- f. Guest lists readily accessible
- g. Compliant with fire code (smoke detectors not tampered with, no blocked exits, etc)
- h. No alcohol above 15%
- i. No communal alcohol source
 - i. Reference Article II, Section II
- j. Attendees not being charged for alcohol
- k. Required signage present and visible at the door, near the restrooms, and where alcohol is being distributed
 - i. Reference Article II, Section II
- l. No drugs and paraphernalia present

ARTICLE V. VIOLATIONS, SANCTIONS, AND APPEALS



SECTION I: Alcohol-Related Fines

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|----------------------------|-------|
| Common Alcohol Source..... | \$250 |
| Alcohol >15% Percent..... | \$250 |
| Charging for Alcohol..... | \$250 |

SECTION II: Risk Management Fines

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|--|-----------------|
| IFC/PC Disallowed to Search Premises..... | \$500 |
| Unregistered/Prohibited Social Event..... | \$250 |
| Unrecognized Fraternity Present..... | \$250 |
| Incorrect Social Information provided to IFC/PC Officers..... | \$150 |
| Removal of Required Signage..... | \$100 |
| No/Incorrect Guest List..... | \$50 |
| No/Incorrect Sober Contracts..... | \$50 |
| Tampering with Smoke Detectors..... | \$50 |
| Blocked Exits..... | \$50 |
| Glass Bottles Present..... | \$50/per bottle |

SECTION III: Drug-Related Fines

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|---------------------------------|-------|
| Drug Use Found on Property..... | \$250 |
|---------------------------------|-------|

***** Fines or alternative sanctions are subjected to both parties and are at the sole discretion of the Panhellenic and Interfraternal Officers and their respective Judicial Board.**

ARTICLE VI. SPECIAL EVENT GUIDELINES



SECTION I: Football Game Tailgating

- A. Chapters may host alumni/ae tailgates at their chapter house on MSU intercollegiate football home games in which alcohol may be present.
- B. Any event with alcohol must conform to the Social Policy.
- C. Trash or litter from parties must be disposed of immediately following the event. (Per Sec. 14-38 of East Lansing's Parking and Code Enforcement (PACE) ordinance, if a property fails to comply a violation notice will be issued. After a specified time period, re-inspection will take place. If the property's condition has not improved, a civil infraction citation will be issued to the property owner/manager.)

SECTION II: Rush/Recruitment

- A. No alcohol shall be present at recruitment activities associated with any chapter.
- B. No alcohol shall be present at any meeting, gathering, or activity of a chapter or any meeting, gathering or activity that can be associated with some, most, or all pledges/new members of a member chapter.

SECTION III: Greek Week

- A. No alcohol shall be allowed at Greek Week events.
- B. Any party or social gathering involving alcohol following any and all Greek Week Events must be registered.

SECTION IV: Holidays

- A. Social Policy Action Plans will be distributed to Chapter Presidents and all members must abide by the Action Plans and this Social Policy.
- B. If wristbands are required, chapters are responsible for purchasing the designated wristbands specified by the Panhellenic and Interfraternity Councils.
- C. Sober monitors are required to wear their designated bandanas and must abide by the Sober Monitor Guidelines outlined in Article III.



ARTICLE VII. GOOD FAITH

SECTION I

- A. It is recognized that this policy cannot address, in specific fashion, all possible situations that may take place. When this policy is not detailed on a particular point, member chapters are expected to conduct their events in the spirit of social responsibility expressed in this policy.

- B. If the inter/national organization of a chapter requires their chapters to have some additional risk management regulations, full compliance with those policies must be demonstrated.

ARTICLE VIII: AMENDMENTS

SECTION I

- A. Any member chapter of the Panhellenic or Interfraternity Council in good standing with their respective Council may introduce an amendment to this policy.
 - a. Definition of Good Standing: When an IFC or PC chapter has no outstanding fines and is not on social or any other type of probation with either IFC/PC, their national organization, or Michigan State University and has completed their student organization registration with the Office of Student Life.



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For more information about this policy and other governing document please contact:

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