

**GREEK AFFAIRS SOCIAL EVENTS POLICY AND PROCEDURES**  
**Student Involvement and Leadership Development**  
**Division of Student Affairs**  
**Northern Illinois University**

Purpose

The purpose of this policy and procedures is to clearly define the roles and responsibilities of individual Greek letter organizations; the Greek governing councils; the department of Student Involvement and Leadership Development; and the university, as such policy and procedures relate to social events sponsored by Greek letter organizations at Northern Illinois University.

The document defines the various types of social events, the requirements that must be met to hold social events, and the processes to be utilized if those requirements are not met.

It is expected that all organizations will abide by state law, local codes, and inter/national requirements.

Social Events

Greek letter organizations host and sponsor a variety of social events to meet the needs of their members, the Greek community, and the university. In general, a social event is any program or activity that is planned to meet those needs and includes any of the following elements:

- It is announced verbally or by postings to the members of a Greek letter organization and/or other Greek letter organizations at a chapter meeting, council meeting, or other Greek community function and/or to any other segment of the university community.
- Invitations regarding the event are sent to members, alumni, and/or non-members.
- Entertainment is arranged for the event.
- Tickets are sold for the event.
- Prepayments or reservations are made for the event.
- Space is reserved, either on- or off-campus, for the event.
- The event will include alcohol regardless of whether it is provided, “bring your own,” or a cash bar operated by a licensed provider.

Individual chapters are responsible for insuring that spontaneous, informal social activities including alcohol do not evolve into social events, i.e. inviting people to attend, having the number exceed that of registered social events, etc.

The following matrix categorizes events and indicates the requirements and prerequisites for each:

CLASS	EVENT ELEMENTS	LOCATION	REQUIREMENTS
A	Anticipated attendance in excess of 100. Alcohol involved. <i>Maximum of 6 per semester*</i>	Chapter house	<ul style="list-style-type: none"> <li>▪ Registration</li> <li>▪ Guest list</li> <li>▪ Chapter monitoring</li> <li>▪ Additional security as required</li> </ul>
B	Anticipated attendance less than 100. Alcohol involved. <i>Maximum of 12 per semester*</i>	Chapter house	<ul style="list-style-type: none"> <li>▪ Registration</li> <li>▪ Guest list</li> <li>▪ Chapter monitoring</li> </ul>
C	Attendance restricted to the members of two chapters. No non-members allowed. Alcohol involved. <i>Maximum of 12 per semester*</i>	Chapter house	<ul style="list-style-type: none"> <li>▪ Registration</li> <li>▪ Guest list</li> <li>▪ Chapter monitoring</li> </ul>
<b>*THE TOTAL OF ALL A, B, AND C EVENTS CANNOT EXCEED 16 PER SEMESTER</b>			
D	Alumni event. Event is limited to chapter members and alumni with a spouse or date. At least 51% of those in attendance must be alumni and their spouse or date. Alcohol involved. <i>Maximum of 4 per semester</i>	Chapter house	<ul style="list-style-type: none"> <li>▪ Registration</li> <li>▪ Additional security as required</li> <li>▪ Chapter monitoring</li> </ul>
E	Anticipated attendance in excess of 100. Ticketed, prepayment or reservations. Alcohol not involved. <i>Maximum of 4 per semester</i>	On-campus or third-party venue	<ul style="list-style-type: none"> <li>▪ Registration</li> <li>▪ Security as required by venue</li> </ul>
F	Anticipated attendance less than 100. Alcohol not involved. <i>Maximum of 4 per semester</i>	On-campus or third-party venue	<ul style="list-style-type: none"> <li>▪ Registration</li> <li>▪ Security as required by venue</li> </ul>
G	Alumni event. Event is limited to chapter members and alumni with a spouse or date. At least 51% of those in attendance must be alumni and spouses or dates. Alcohol involved. <i>Maximum of 4 per semester</i>	Third-party venue	<ul style="list-style-type: none"> <li>▪ Registration</li> <li>▪ Security as required by venue</li> </ul>
H	Alcohol involved. <i>Maximum of 4 per semester</i>	Third-party venue	<ul style="list-style-type: none"> <li>▪ Registration</li> <li>▪ Guest list</li> <li>▪ Security as required by venue</li> </ul>
I	All other non-alcohol events. <i>No maximum</i>	Chapter house, on-campus, or third-party venue	<ul style="list-style-type: none"> <li>▪ Registration preferred but not required</li> </ul>

## Registration

All social events must be registered with Student Involvement and Leadership Development. Registration materials must be submitted no later than five business days prior to the proposed event. Approval is required to proceed with the event.

## Alcohol

Social events with alcohol are limited to Thursday, Friday, and Saturday nights while school is in session. Events with alcohol are not permitted during Finals Weeks, beginning the night before the first scheduled final.

Chapters may invite up to two guests per member to their events where alcohol is present. For example, if a Chapter has 40 members, and each member invited two people, the total number of attendees would be 120.

At all events that include alcohol, whether on chapter property or at third-party venue the following must be posted:

- Signs must be posted at the entrance and the serving area that state, "Illinois law prohibits the consumption of alcohol under the age of 21."
- A sign indicating that late night ride service is available at (815) 753-2222.
- If appropriate, a sign with the Huskie Bus schedule.
- A sign indicating that food and non-alcoholic beverages are available.

When alcohol is available at an event held at a Chapter house, the following are required:

- Alcoholic beverages cannot be purchased using Chapter funds or in the name of the Chapter. Therefore, each event will be B.Y.O.B. (bring your own beverage).
- Reasonable amounts of non-alcoholic beverages and food must be available.
- Non-glass containers should be used.
- For outdoor events, fences must be in place to mark off the designated party area. All alcoholic beverages must remain within the designated party area.
- Alcohol is limited to six 12-ounce cans of beer, or glasses of wine, or mixed drinks (with one ounce of alcohol) per individual, based on anticipated attendance.
- Alcoholic beverages are limited to those beverages with 80 proof or less and should not be of common source (i.e., kegs, punches, etc.).
- No event, no matter the starting time, may exceed a period of four hours. For example, if an event starts at 9 p.m., it must be shut down, guests departed, and over by 1 a.m.

For events including alcohol at third-party venues:

- Chapters must use a licensed alcohol vendor, and a proof of that license must be made available, if requested, by Student Involvement and Leadership Development.
- As per national standards, the vendor must carry a minimum of \$1,000,000 General and Liquor Liability Insurance and must show proof, if requested, by Student Involvement and Leadership Development.
- Alcohol may not be purchased using Chapter funds and/or by collecting monies from attendees.

## Guest Lists

A guest list form for Category A, B, C, and H events, provided by Student Involvement and Leadership Development, must be used to sign in all guests at the event, with the completed form submitted to Student Involvement and Leadership Development the business day before the event. Guests cannot be added to the guest list at the door or at any time after the final list has been approved by Student Involvement and Leadership Development.

## Security

Greek letter organizations are required to insure the safety of their members and guests. Depending on the category of event, Chapter security and/or additional security may be required.

### ***Chapter Monitoring***

For any Category A, B, C, and D events, the Chapter must provide on-site monitoring utilizing its own members. Each chapter must designate one executive board member as a non-drinking representative for the event. For Category A and D events, where additional security is required, the Chapter monitors will assist the additional security staff in monitoring the doors and provide one non-drinking monitor for every 20 people anticipated to attend the event. For Category B and C events, in addition to providing one non-drinking monitor for every 20 people anticipated to attend the event, the Chapter security will be responsible for checking the guest list; providing wristbands to attendees over the age of 21; ensuring that no unauthorized alcohol enters or leaves the event; ensuring that no alcohol is served to persons under the age of 21; and ensuring that all attendees remain in the designated party area while consuming alcohol.

### ***Additional Security***

For all Category A and D events, additional security will be required to monitor the entrance to the event. Additional security will be obtained through Student Involvement and Leadership Development with the expense passed on to the individual Chapter(s). Monies for the additional security must be submitted no later than the last business day before the event. Only chapters that use additional security will be charged. Additional security will be secured when the registration form for the event is submitted. Based on the nature of the event, the expected attendance, and the Chapter's previous history with social events involving alcohol, Student Involvement and Leadership Development will determine the number of security staff needed. The additional security will not exceed two security guards who will check the guest list; provide wristbands to attendees over the age of 21; ensure that no unauthorized alcohol enters and leaves the event; ensure that no alcohol is served to persons under the age of 21; and ensure that all attendees remain in the designated party area while consuming alcohol.

Security will have the authority to handle any disturbances, deny entry to those not on the guest list, remove uncooperative party-goers, and take other security actions, as deemed necessary, with the support of the non-drinking Chapter officer.

Security will arrive at the location of the event no less than 30 minutes prior to the scheduled start time and will remain at the event no less than 30 minutes after the scheduled ending time. This will allow the officer to meet the monitors, survey the property, and make sure that all events go as planned from beginning to end.

## ***Training***

For Greek organizations to host a social event including alcohol, regardless of location, a minimum of 51% of the membership must participate in a mandatory training program that will be coordinated by Student Involvement and Leadership Development. No Category A, B, C, or D events will be approved prior to the completion of training. New members will also be required to complete the training before they can participate as a Chapter Monitor.

### Additional Requirements

1. All Greek letter organizations must follow their inter/national policies relating to social events.
2. All events must end by 1 a.m. on Thursday and 2 a.m. on Friday and Saturday.
3. Events may be restricted due to disciplinary findings and/or Greek standards, as approved by IFC, CPC, NPHC, and/or MGC.
4. All chapter houses must be in compliance with all applicable local codes and must provide Student Involvement and Leadership Development with proof of compliance upon request.
5. Chapter property (i.e., yard, parking lot, etc.) will be cleaned up by 8 a.m. the day following a registered event to maintain the appearance of the neighborhood.

### Violations/Enforcement

All alleged violations of this policy will be referred to Judicial Affairs. Following an initial investigation, any alleged violations regarding this policy and procedures statement may be referred to the appropriate council's judicial board as specified by the "POLICY AND PROCEDURES FOR ADDRESSING VIOLATIONS COMMITTED BY UNIVERSITY REGISTERED AND/OR RECOGNIZED STUDENT ORGANIZATIONS INCLUDING GREEK LETTER ORGANIZATIONS."

### Policy and Procedures Review

IFC, CPC, NPHC, MGC, and the Division of Student Affairs will review this policy annually.

### Approval

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Brian O. Hemphill, Ph.D.  
Vice President for Student Affairs

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Date

May 4, 2005