



OGLETHORPE

UNIVERSITY

Greek Affairs Policies on Alcohol, Events, & Parties

Preface

The legal drinking age in the state of Georgia is 21 years of age. All initiated members and new members must abide by all federal, state, county, city, and university regulations as well as their individual chapter and national alcohol/risk management policies. The entirety of these policies will be enforced for all local, Panhellenic Council, Interfraternity Council, and National PanHellenic Council chapters at Oglethorpe University.

These policies are a compilation of national fraternity and sorority risk management policies with additional guidelines pertaining specifically to the Oglethorpe campus and surrounding community. By enforcing these policies, the Office of Campus Life aims to provide the safest possible social atmosphere for the members of the Greek community and their guests while allowing attendees to exercise the personal responsibility expected of students at Oglethorpe University. The following objectives are essential to achieving this aim:

- To encourage social responsibility in all members;
- To encourage responsible alcohol use and thereby reduce the risks associated with alcohol misuse at social events;
- To increase the safety of everyone in attendance at chapter-sponsored social events;
- To decrease legal liability for chapters, their officers, members, members' parents, advisors, house corporation boards, and Inter/National organizations;
- To support the ideas and values on which our fraternities and sororities are founded;
- To practice self-governance as a Greek community;
- To educate the general membership of the Greek Community about the importance of risk management.

Article I: University Policies Regarding Alcohol & Drugs

Oglethorpe University holds the following policies regarding Alcohol and Drugs, which can also be found in the University Bulletin:

11.2.12.1. Oglethorpe requires students to comply with federal, state and local laws concerning the possession and use of alcoholic beverages and drugs. The consumption of alcoholic beverages by persons under the age of 21 and the furnishing of alcohol to an individual under 21 are violations of state law. The possession, use or distribution of illegal drugs or substances used for illicit purposes on campus will be subject to disciplinary action by the University. They may also constitute a violation of law that can result or fines or imprisonment by federal, state or local authorities. Possession, use, or distribution of drugs other than marijuana will result in suspension or expulsion from the University.

11.2.12.2. *The use of alcoholic beverages on campus by students of legal age is permitted only in the privacy of their living quarters or at events or in locations specifically authorized. If all members of a room or suite are under the legal drinking age, no alcohol can be present in that room at any time. Residents cannot host open invitation or large private parties with alcoholic beverages. This policy specifically prohibits large quantities of alcohol and beer kegs on the campus. Open containers of alcoholic beverages are not permitted outdoors in public areas of the residence halls or elsewhere in campus buildings or on campus grounds, except where specifically authorized. Public areas include lounges, lobbies, study rooms, hallways, laundry/utility rooms and all courtyards, patios, grounds, sidewalks and parking lots.*

11.2.12.3. *University guidelines that apply whenever alcoholic beverages are available at off-campus functions sponsored by student organizations include the following: the alcohol, which is available to those of legal drinking age who wish to drink, is provided only by or through the management of the establishment rented for the function, served only by licensed bartenders and sold at a reasonable price; alternative non-alcoholic beverages must be available in adequate supply; food or snacks should be served; a reasonable time limit to end the party should be set; sober and safe transportation should be provided to avoid anyone driving while intoxicated; any other effort or provision should be made by the host organization to control the function, encourage responsible conduct and monitor problems of intoxication to better ensure a safe, enjoyable party. Valid complaints of disruptive or unruly behavior, personal injury or damage to property arising from the use of alcohol may subject the organization and the individuals involved to disciplinary action.*

11.2.12.5. *Paraphernalia, equipment and other devices designed to increase the rate of consumption or intake of alcohol or illegal drugs such as bongs, funnels and kegs are prohibited from campus. Hookahs and other like devices designed for smoking tobacco are also prohibited.*

Article II: How Are Events Defined?

- A. The terms “event” and “party” are used interchangeably and shall be referred to as an event for the remainder of this document.
- B. An alcohol-related event can be defined as one or more of the following:
 - a. A chapter event involving alcohol and non-members on Oglethorpe University Greek Housing premises;
 - b. Any activity sponsored by a member chapter of IFC, Panhellenic, NPHC, or local chapters where alcohol is present.
 - c. Any activity where the number of people in attendance from any chapter leads people to believe that it is a function of that fraternity or sorority where alcohol is present (including but not limited to fraternity house parties, sorority functions, mixers, date parties, and formal events).

Article III: Invited Students & Time Parameters for Events

- A. No potential/admitted new students (i.e. students attending Scholarship Weekend, Passports, Admitted Students Day, Orientation, etc.) are permitted in any sorority/fraternity house or

sorority halls at any time during official Oglethorpe events planned for these students. Greek students not living on Greek Row are allowed (and urged) to host these students; however, they are not allowed to be in the Greek houses/halls. If a potential or new student asks to see Greek Row, members are allowed to walk them through the community to show it to them; just remember, members are not allowed to take them in any house. This policy also applies to Orientations, during which time Greek Row will be closed to all new and incoming students until all Orientation events are completed. *Anyone or any chapter found in violation of this will be subject to disciplinary actions.*

- B. Education First Students
 - a. By the Thursday before an event, the Education First Director will provide a list of approved students to attend parties to the Office of Greek Affairs.
 - i. These are the only EF students allowed to attend a Greek event.
 - ii. Students on this list must show their EF Petrel Pass to be admitted.
- C. All events must end at 2:30am with no exception. Music must be turned off at 2:30am and a good faith effort must be made to send guests home. All guests must be gone by 2:50am.
- D. Events are not to exceed five hours in length.
- E. No parties shall be permitted during finals week. For the purpose of this policy, finals week will begin on Dead Day and last until noon on the last day of exams.
- F. Campus Safety and University Staff Members may close any event at any time. Greek members and event guests are expected to treat all Campus Safety and University Staff Members with respect at all times.

Article IV: Event Registration

Each chapter must meet mandatory preliminary requirements in order to be able to host social events with non-members and alcohol present. All events must be registered through the Office of Greek Life and Campus Safety in the following manner:

- A. If the event will be under 50 attendees (ex. SuperBowl Watch Events, Date Nights, Mixers, etc.):**
 - a. All chapters wishing to host an event in their house that will not exceed 50 attendees must submit the following form to the Office of Greek Affairs at least 72-hours prior to the event: <https://oglethorpe.wufoo.com/forms/greek-affairs-event-registration-20142015/>
 - b. Chapters will need to provide the name of one sober monitor to be present at all times during the event.
 - c. If the event exceeds 50 attendees, Campus Safety or any staff member will end the event.
 - d. Chapters are expected to follow all policies regarding alcohol as defined in the University Bulletin. Chapters will also follow the Good Faith policy.
- B. If the event will exceed 50 attendees:**
 - a. Registration with the Office of Greek Affairs:
 - i. All chapters wishing to host an event that will exceed 50 attendees must submit the following form to the Office of Greek Affairs at least 10 days prior to the

event: <https://oglethorpe.wufoo.com/forms/greek-affairs-event-registration-20142015/>

- b. Registration with Campus Safety
 - i. The Director of Campus Safety is copied on all Event Registration Forms and event confirmations. The Greek Advisor will notify the Director of Campus Safety of events, but it is the responsibility of the chapter to work with them to make sure all requirements are fulfilled, including any additional walk-throughs, hiring officers, etc.
 - c. All chapters must follow Article V below regarding the event's management.
- C. If the chapter is late registering, a \$75.00 registration fee will be invoiced to the chapter. This fee must be received before the event can take place.
- D. Event Confirmation:**
 - a. The Greek Advisor will send a confirmation email to the individual who submitted the request, the chapter president, the Director of Campus Safety, and the Assistant Director of Housing Operations when an event is approved. ***If a confirmation email has not been sent to these individuals, the event has not been approved.*** Failure to host an event of any size without approval will result in chapter sanctions.
 - b. The Greek Advisor will work with the chapter to make sure that all Pre-Event Preparations (Article V.A) are completed.
 - c. If an individual would like to follow up on an Event Registration Form, please contact the Greek Advisor directly.

Article V: On-Campus House Event Management For Events Larger than 50 Attendees

The following guidelines are to be enforced at all on-campus Greek social events that exceed 50 attendees:

- A. Pre-Event Preparations
 - a. Preparations with the Greek Advisor:

Once an event is confirmed via email, the Greek Advisor will work with the chapter to arrange the following before the event can take place:

 - i. A walk-through will be scheduled with the chapter and Greek Advisor. The walk-through must take place within 10 hours of the event.
 - ii. The primary event monitor must set up a time to pick up the IFC Event Monitor Pack containing 2 iTouches (for OU/EF student check-in), four IFC Party Monitor badges, and two different colors of wristbands.
 - 1. The Primary Event Monitor is responsible for checking out the IFC Event Monitor Pack before the event begins.
 - 2. The chapter is responsible for replacing any items that are lost or stolen before the pack is returned to the Greek Advisor.
 - 3. The IFC Event Monitor Pack is to be checked back in with the Greek Advisor in the Office of Campus Life within 72-hours after the event. If the Greek Advisor is not present when the pack is being checked in, please check the item in with a Campus Life staff member, and notify the Greek Advisor via email.

- iii. The chapter president must meet with the Greek Advisor at least 48-hours before the event to confirm and sign-off on all party monitors and acknowledge that they have read and understood all aspects of this policy.
 - b. Preparations with Campus Safety:
 - i. A security officer and Brookhaven officer is required for all events exceeding 50 attendees. Payments for events must be prearranged for any security/Brookhaven officers required and can be arranged through Campus Safety.
 - ii. Please notify Campus Safety of any relevant information regarding the event, attendees, and event monitors before the start of the event.
 - c. If there are any specific event needs (space reservation, equipment rentals, etc) please notify the Greek Advisor at least seven days prior to the event.
- B. Event Regulations
 - a. Event Monitors:
 - i. Each event must have a minimum of four Event Monitors (indicated on the Event Registration Form) at the event:
 1. Two Event Monitors will be working check-in. Both check-in monitors must be trained by the Greek Advisor prior to the event and must follow the Event Check-In Procedures (V.B.b). Trainings will occur at least twice a month, and dates will be available on the Greek Life website at the beginning of the semester.
 2. One Event Monitor will be responsible for all trash at the event. It will be their duty to ensure that there is no glass at the party and that all trash on the ground is placed in the proper bins for disposal. This monitor will be responsible for upholding the Clean Up and recycling policies (see below). This monitor will also serve as a second floater throughout the party.
 3. One Event Monitor will be designated as a primary floater during the event. It will be their duty to make sure that all entrances are open and accessible, that all guests are behaving accordingly, and to help with crowd control. If the event begins to get out of hand, it is this individual's job to contact a Campus Safety or Brookhaven Officer for assistance.
 - ii. In addition to a specific assignment, Event Monitors are to watch for underage drinkers, bottles, glass containers and excessively impaired individuals as well as be alert for the development of potential trouble.
 - iii. Event Monitors must be clearly identified using the blue "IFC Event Monitor" badges.
 - iv. Event Monitors are to stop underage drinking when observed and to stop any consumption of alcohol by individuals obviously impaired.
 - v. Event Monitors will not drink nor be under the influence of alcohol. All Event Monitors must consent to a Breathalyzer test at any time during the event to check their Blood Alcohol Content.
 - vi. Event Monitors must not be new members.

b. Check-In Procedures:

- i. A minimum of two Check-In Event Monitors will work the entrance at all times.
- ii. Both Check-In Monitors must be trained with the Greek Advisor prior to the event. Check-In Event Monitor Trainings will occur at least twice a month, and these dates will be posted at the beginning of each semester on the Greek Life website.
- iii. Check-In Event Monitors will check attendees into the party in the following manner:
 1. Oglethorpe Students:
 - a. All current OU students must be scanned into the event using their OU Petrel Pass. Each Check-In Event Monitor will receive an iTouch to scan current OU students into the event. If the iTouch is lost or stolen during the event, the chapter will be invoiced for its replacement.
 - b. To scan a student into the event please follow the instructions on the “Greek Affairs Scanner Policy and Procedure” that can be found on the Greek Life website.
 - c. Check-In Event Monitors will check the birthdate on the Petrel Pass and distribute a wristband to the student based on their age. One color wristband will be used to identify the student as “underage” (born after the event date of 1994), and another color will be used to identify the student as “of age” (born on or before the event date of 1994). **If a student is found to be wearing a wristband that indicates them to be “of age” when they are not, the party monitor who checked them in will be held accountable, and the chapter may face judicial consequences.**
 - d. If an OU student does not have their Petrel Pass, they must be treated as a guest (see below).
 2. EF Students:
 - a. All approved EF students must be scanned into the event using their EF Petrel Pass. Each Check-In Event Monitor will receive an iTouch to scan current EF students into the event. If the iTouch is lost or stolen during the event, the chapter will be invoiced for its replacement.
 - b. To scan a student into the event please follow the instructions on the “Greek Affairs Scanner Policy and Procedures” that can be found on the Greek Life website.
 - c. Check-In Event Monitors will check the birthdate on the Petrel Pass and distribute a wristband to the student based on their age. One color wristband will be used to identify the student as “underage” (born after the event date of 1994), and another color will be used to identify the student as “of age” (born on or before the event date of 1994). **If a student is found to be**

wearing a wristband that indicates them to be “of age” when they are not, the party monitor who checked them in will be held accountable, and the chapter may face judicial consequences.

- d. If the EF student is not on the approved list or if they are a minor (born after the event date of 1997), the student is not allowed into the event.

3. Off-Campus Guests:

- a. All guests must be on the Guest List prior to the event.
- b. All Guest Lists must be completed in an Excel or Numbers document using the “Greek Affairs Guest List Template” format that can be found on the Greek Affairs website.
- c. All lists must be submitted to the Greek Advisor and Director of Campus Safety at least 4 hours before the event.
- d. At least one Check-In Event Monitor will be responsible for checking in guests in the following manner:
 - i. Guests must be accompanied by their hosts at all times. As stated in the University Bulletin, hosts are responsible for the actions of their guests at all times that their guests are on campus. If the guest does not have their host with them, they are not allowed to enter the event.
 - ii. Guests must show a valid state issued ID (Driver’s License, Passport, Military ID, Identification Card) in order to receive a wristband and enter the event.
 - iii. Check-In Event Monitors will use the guest’s ID to indicate the guest’s attendance using the pre-registered guest list. More information on this process is given during Check-In Event Monitor Training.
 - iv. Check-In Event Monitors will check the birthdate on the ID and distribute a wristband to the guest based on their age. One color wristband will be used to identify the guest as “underage” (born after the event date of 1994), and another color will be used to identify the guest as “of age” (born on or before the event date of 1994). **If a guest is found to be wearing a wristband that indicates them to be “of age” when they are not, the party monitor who checked them in will be held accountable, and the chapter may face judicial consequences.**
- e. Event Monitors are not to allow any minors (born after the event date of 1997) into the event.
- f. The chapter and university reserve the right to ask any guest to leave the event.

- g. If a guest wants to enter the event, but they are not on the pre-registered list, it is up to the discretion of the chapter president in order to grant entrance. If a non-registered guest is granted entrance, the Check-In Monitor must add their name to the list.
 - 4. All scanned student and guest lists must be emailed to the Greek Advisor at the end of the event. If the lists are not emailed within 24-hours, the chapter will be fined \$25 per day until all lists are received.
- c. Event Monitors and chapter members are required to notify the Brookhaven officer or Campus Safety of the following:
 - i. Any member or non-member that has passed out or become non-responsive from alcohol consumption or medical conditions. The objective is to ensure a proper medical evaluation is given for life safety.
 - ii. Any activity of aggressive behavior (physical, verbal or sexual). Failure to report this type of activity will result in probation or disciplinary actions.
- d. Entrance
 - i. Only one entrance will be used for social events. The entrance to the event shall serve two purposes:
 - 1. To make sure all persons entering the event are either members or have been checked in using the process above;
 - 2. To check identification and age of individuals entering the event.
- e. Containers
 - i. No glass containers of any kind are permitted into an event.
 - ii. No unmarked containers or glasses/cups are permitted into an event.
 - iii. Any individual over the age of 21, who brings alcohol into the event, may only bring beverages that are in manufactured-labeled cans/plastic bottles.
- f. Furnished Rides
 - i. Chapters are required to notify the Brookhaven officer or Campus Safety if an individual is unable to drive due to being impaired.
 - ii. Alternate transportation could be arranged by the event monitors for off-campus student or guest with a local cab service. Campus Safety will assist with obtaining transportation if necessary.
 - iii. If the Chapter has designated drivers they will not drink nor be under the influence of alcohol. Designated Drivers must consent to a Breathalyzer Test at any time during the event.
- g. Clean-Up
 - i. All outside facilities will be cleaned up by 12:00pm the next morning following the event.
 - ii. Outside facilities include areas visible to the public and adjacent properties where trash is present as a result of the event.
 - iii. Chapters and Event Monitors are to follow the Greek Affairs Recycling Policy that can be found on the Greek Life website.
- h. All Event monitors, chapter members, students, and guests can use the following numbers to request assistance at any time:
 - i. Campus Safety: (404) 504-1998

- ii. Greek Row RA On-Duty: (404) 354-5615

Article VI: Other Houses During On-Campus Events

During an official event being hosted by one organization, any other organization on Greek Row may not be “open.” This includes playing loud music or having the front door open to allow anyone to walk in and out of the house. Organizations who choose to not follow this, will receive one warning from the Brookhaven officer or Campus Safety. Any additional follow up will result in all non-residential members of the house being asked to leave immediately, and the chapter may face judicial consequences.

Article V: Events at Other On-Campus Locations

All chapters wishing to host an event at a space that is separate from their chapter house must complete all necessary forms to reserve space and register the event with Campus Life and the Office of Special Events. These forms can be found on the Campus Life website.

Article VI: Off-Campus Event Management

All off-campus events must abide by the University Bulletin, specifically section 11.2.12.3.

Article VII: Medical Amnesty

The Office of Greek Affairs upholds section 11.2.13 in the University Bulletin regarding amnesty for all students.

Article VIII: Good Faith

It is recognized that this policy cannot address, in specific fashion, all possible social situations that may occur. When this policy is not specific on a particular point, the chapters of Oglethorpe University and their members are expected to conduct their events and themselves in the spirit of social responsibility expressed in this policy.

- A. Any chapter in violation of this policy’s intent will be subject to review by their respective council and/or the Office of Dean of Students Office.
- B. The Interfraternity Council, the Panhellenic Council, and the National PanHellenic Council strongly encourage all chapters to adhere to their own risk management policy.

Article IX: Judicial Processes

- A. The first infraction for a fraternity/sorority that does not formally register for a social event will receive a formal warning by the Greek Advisor. In addition, the Dean of Students (or Dean of Students professional staff member designee) will independently review the incident, assess for a violation of the Party Registration policy, and determine the appropriate sanction(s).
- B. Any subsequent infraction for a fraternity or sorority that does not formally register a social event will result in immediate social suspension, and additional sanctions may be imposed based upon an investigation. In addition, the Dean of Students (or Dean of Students professional staff member designee) will independently review the incident, assess for a violation of the Party Registration policy, and determine the appropriate sanction(s).
- C. In order to determine the appropriate sanctions, the Dean of Students will follow the university investigation process found on the Student Conduct website.

D. The count of infractions is reset at the beginning of every academic year.

Article X: Amendments

The Office of Greek Affairs reserves the right and discretion to amend, add to, delete, or change these policies. The Dean of Students will approve all policy changes before being put into action. Changes are effective as of the date of their occurrence.