

IFC/PHA Alcohol Management & Social Event Monitoring (SEM) Policy

Effective January 2018

This policy is written with the intent to stress safety, liability and the mature management of alcohol at social events and within the Greek community while following all of the chapter's national policies and university regulations. Any and all chapters found to be in violation of these rules will be referred to PHA or IFC Judicial Board appropriately for punishment. In addition, the chapter's inter/national headquarters may be notified. It is the chapter's responsibility to ensure all members and guests will abide by Federal, State, and local laws, University of Maryland regulations (such as the Code of Student Conduct), and their respective inter/national chapter policies, (regardless of location). This policy cannot be used to register philanthropy, alumni or parent events. If you want to host a parent or alumni event with alcohol, contact your respective DFSL advisor for approval.

I. Registered Social Events

A list of definitions of frequently used terminology can be found in Appendix A.

A. Eligibility

1. Only chapters with permission from their inter/national headquarters, as required by the chapter's inter/national headquarters, may co-sponsor or host a registered social event. Evidence of co-sponsorship may include, but is not limited to:
 - a. Written and/or verbal acknowledgement or encouragement of the event to be attended as a chapter. Examples include, but are not limited to, verbal announcements during chapter meeting, signs within the respective chapter, e-mails, messages on social media, text messages, etc.
 - b. T-shirts, glasses, signs, etc., with chapter names printed
 - c. Financial support of any kind, even if the financial support is not used to purchase alcohol.
2. Registered Events are not allowed during the council designated recruitment periods of each semester.
3. The last day to host a registered event is the last day of classes each semester.
4. The host chapter(s) must have completed alcohol and sexual assault prevention training for the current new member class prior to hosting a registered event.
5. At least a week prior to hosting its first registered event each semester, each chapter's president, risk manager, and social chair must meet with the IFC or PHA VP Risk Management to complete training of the SEM Policy and have turned in a signed Social Responsibility Contract located in Appendix C.

B. Process For Planning and Hosting a Registered Event

1. All registered events must be registered at least one week prior to the event unless there is a special exception from DFSL advising team.
2. In order to register, the host chapter(s) is responsible for submitting the Social Event Registration Form online, which can be found on the IFC and PHA websites.

3. IFC and PHA VP Risk Management reach out to the graduate walkers to find a sitter for the date and confirm registered event with the chapter before the event.
4. Registered Events may occur on Fridays and Saturdays at any time between 3:00pm and 2:00am, lasting no more than four hours.
 - a. Exceptions: Submit a Social Event Registration Form and send an email request with appropriate rationale and plans for event management to the respective council advisor and copy the IFC and PHA VP Risk Management at least one week in advance.
 - b. Only chapter(s) with a GPA above the All Men's Average GPA or All Women's Average GPA respectively will be approved for events on days other than Friday and Saturday nights.
 - c. If the event is cosponsored between multiple chapters, both chapters must jointly send the request.
5. Host chapter(s) must hire a bouncer that is at least 21 years of age and has never been a member of a Greek organization at the University of Maryland to check IDs at the entrance. The bouncer's duty is to mark attendees under the age of 21, and ensure guests are signing in appropriately.
6. IFC and PHA VP Risk Management will notify the Risk Management Graduate Assistant who in turn will notify other DFSL of the event. The Risk Management Graduate Assistant will be notified of all events for the weekend by Thursday morning each weekend. No events can be approved after this time.
7. Each host chapter must have at least two sober monitors for each event, and one of them must be an executive board officer. One monitor must be at the entrance at all times checking in guests. The other monitor should be walking around and monitoring the event. The SEM sitter must be present while checking in guests. New members are not eligible to be sober monitors.
8. No more than two chapters may host an event at one location unless approved by IFC/PHA, DFSL. Both chapters must be listed as cosponsors on the Social Event Registration Form, and provide sober monitors for the event.
9. If the event will be outside, the host chapter(s) are responsible for setting up an exterior fencing that limits entrance and exit to one location.
10. Events shall all follow the IFC/PHA BYOB Policy (Appendix E) as well as the inter/national policies of all chapters involved.

C. Registered Party Regulations

1. There must be only one entrance/exit point in use. All other entrances/exits must be clearly marked, but not covered or blocked in accordance with fire safety.
 - a. All exits not in use must be labeled "Emergency Exit Only."
 - b. All exits must be easily accessible, even when not in use.
2. All guests must have received an invitation from members (new or initiated) of the host chapter(s). Chapters should hold members responsible for whom they invite.
3. Registered parties must not exceed the structure's maximum capacity as designated by fire code restrictions and/or any relevant city, state, and federal regulations.

4. Host chapter(s) may use their own guest management system, but must gain approval from the IFC/PHA VP Risk Management and DFSL through the online registration process. See Section II for approved methods of ensuring a proper guest list process.
5. A full list of major and minor infractions for registered events can be found in Appendix C.
6. The SEM Committee has the authority to shut down a party at their discretion if they feel the event is no longer following the spirit of the SEM policy

II. Operations and Logistics

A. General Logistics

1. IFC chapters with a chapter house must pay \$178.00 in SEM dues each semester. IFC chapters without a chapter house must pay \$107.00 in SEM dues each semester. PHA chapters must pay \$107.00 in SEM dues each semester. These dues must be turned into the IFC or PHA VP Risk Management by the fourth weekend of the semester; otherwise, chapters must pay \$25 each week the payment is late.
2. IFC and PHA VP Risk Management coordinate the SEM committee with assistance from DFSL staff (Advisor or Grad Assistant).
3. The SEM committee is comprised of two social event monitors and a rotating order of an IFC executive board member and a PHA executive board member who act as chapter liaisons.
4. Social event monitors will be graduate students at the University of Maryland hired by IFC VP Risk Management and PHA VP Risk Management. They will be paid \$30 per SEM walk, \$60 per registered social event, and \$20 per Judicial Board appearance.
5. Social event monitors must be trained before their first event or walk. SEM Training will be conducted by the IFC and PHA Vice Presidents of Risk Management, and will include SEM policy training, mock SEM walks, and discussions of how to monitor social events. Training will be reviewed each year by the Risk Management Graduate Advisor.

B. SEM Committee Operation

1. The IFC and PHA VP Risk Management will work with the chapter to communicate with any outside agencies that may need to be contacted about the event (ex. UMD Police, City of College Park (amplified sound), etc.).
2. The IFC or PHA VP Risk Management, or designee, will check-in (by doing an initial walkthrough) with the chapter on the day of the event to make sure everything is set up in accordance with the policy. They will contact the sitter to confirm that he/she will still be present during the event and to share the contact information for the host chapter(s).
3. The SEM Committee, referenced earlier, will meet at #1 Fraternity Row at the beginning of each walking shift on: Friday and Saturday at 10:30pm and 12:30am. (Other days may be assigned as determined by IFC/PHA or added if there are multiple events on another day/time). See Appendix D for a map of the walking route.
 - a. If the event is not during a usual walking time, the IFC and PHA VP Risk Management are responsible for completing walks with the event sitter. Depending on the length of the event, at least one walkthrough must be completed in addition to the initial walkthrough.

4. The committee will check on each registered social event that is occurring that night. They should identify themselves at the door and be escorted through the event by a sober monitor.
 - a. Minor infractions may be fixed before the next walkthrough; major infractions require immediate shutdown of the event.
 5. The SEM sitter for a party will arrive 15 minutes prior to party start time and will remain for the duration of the social event. The sitter is required to perform two walkthroughs of the event in order to enforce this policy. The role of the sitter is to ensure that:
 - a. All entrance/exit regulations are being followed
 - b. The event remains closed
 - c. The BYOB system is being followed
 - d. The bouncer is checking IDs properly
 - e. Maximum fire code capacities are not being violated
 - f. The host chapter(s) is supported in hosting the event and understands the policies/risk management procedure.
 - g. The SEM sitter will use Appendix C to report any infractions.
 6. The committee will document any findings they determine are not in compliance with the SEM Policy within 24 hours by submitting Appendix C to the IFC or PHA VP Risk Management.
 7. At the end of a party, sitters will submit the signed SEM Infraction Checklist (Appendix C) to either the IFC or PHA VP Risk Management as confirmation of their presence throughout the entire event.
 8. If any unregistered events are found in a chapter house, the SEM Committee must immediately shut down the event and report it to the IFC and PHA VP Risk Management, who will help guide the committee to file a report through the Post-Event Documentation Form(located in the Social Judicial Policy). After shutting down the party, the student walkers will call the duty phone and update DFSL to the situation.
- C. Procedure for Missing Members of the SEM Committee
1. If SEM Walkers are Missing:
 - a. Call the person (whether a PHA/IFC officer or graduate student) to find out if they are on their way.
 - b. If no answer, leave a message and wait five minutes. Contact the IFC or the PHA VP Risk Management to let them know.
 - c. If one walker does not show up, and there is a registered event, the SEM sitter of that event will act as a substitute walker during the walkthrough.
 - d. If both graduate walkers do not show up, all registered events must be cancelled.
 - e. Complete the walk.
 - f. If the person never contacts the SEM Committee, send an email to the following people explaining the situation:
 - i. Risk Management Graduate Assistant
 - ii. IFC VP Risk Management
 - iii. PHA VP Risk Management
 - iv. IFC Advisor/ PHA Advisor (if it is a council officer that misses)

- g. The IFC and PHA VP Risk Management, in collaboration with the Risk Management Graduate Assistant, will follow up with the missing person via email within 48 hours. The missing person has the opportunity to provide an explanation before appropriate action is taken.
 - h. If there is going to be a change to the walking for the night, it must be approved by a DFSL staff member. The Risk Management Graduate Assistant is the first point of contact. If he/she is not available, contact the IFC Advisor. If he/she is not available, contact the PHA Advisor. If he/she is not available, contact the Assc. Director. If he/she is not available, contact the Director.
2. If a Sitter is Missing:
- a. The chapter should contact the IFC or PHA VP Risk Management. If they do not respond, they should contact the Risk Management Graduate Assistant or the IFC/PHA Advisor.
 - b. The IFC or the PHA VP Risk Management will contact the scheduled sitter. If they do not answer or are unavailable, they will contact the other graduate walkers to locate a substitute.
 - c. If the IFC VP Risk Management or the PHA VP Risk Management are unable to find a substitute, the party will be cancelled.

D. Acceptable Alcohol Distribution Options

- 1. Hole Punch / Tear-Tab Wristband
 - a. The IFC and PHA will provide chapters with wristbands for the event.
 - b. Each of-age guest is provided with a wristband as they enter the event that signifies they are of the legal drinking age.
 - c. Every of-age guest that brings beverages for themselves will carry their drinks to the designated bar area.
 - d. Every time a guest receives a drink from the bartenders, a hole is punched in their wristband or a tab is torn off the wristband.
 - e. Once 8 holes are punched into a guest's wristband, they are no longer allowed to receive drinks. Similarly, if all 8 tabs on a guest's wristband are torn off, they are no longer allowed to receive drinks.
- 2. Third Party Vendor
 - a. Host chapter(s) may hire a third party vendor to dispense alcohol at the event.
 - b. The event can be hosted at a third party location and business can be conducted there, or the third party vendor can come into the facility and serve alcohol. The third party vendor must be cleared by IFC, PHA, and DFSL.
 - c. If a third party vendor is hired, it becomes the vendor's responsibility to ID all guests and charge the guests accordingly.

E. Acceptable Guest Management Options

- 1. Invitation List
 - a. Create a list with the names of all invited guests for the event.
 - b. Be sure that all members understand that they have a limited amount of invitations to send out. (5 invitations per member)
 - c. The list must be available at the door and names of guests must be crossed off or marked upon their arrival.
 - d. Chapters are encouraged to also record the departure time of guests.
- 2. Sign-In Sheet
 - a. Have a sheet at the entrance where guests can sign as they arrive.

- b. Upon arrival, guests must print their name, the time they arrived, and the member who invited them.
- c. If guests leave prior to the end of the event, they are encouraged to write the time of their departure.
- d. The sober monitor at the entrance must make sure that the event does not exceed capacity in accordance with fire code.

F. Acceptable Educational Programs:

1. Acceptable alcohol education programs will consist of education on the safe and responsible consumption of alcohol. Programs not listed below must be approved by the IFC or PHA VP Risk Management in order to meet this requirement.
 - a. AlcoholEdu
 - b. Specific mandatory training from inter/national organizations centered around alcohol consumption.
 - c. Department of Fraternity and Sorority Life approved alcohol or drug program through chapter expectations.
2. Acceptable sexual assault prevention programs include...
 - d. Presentations from CARE (Campus Advocates Respond and Educate to Stop Violence)
 - e. Specific mandatory training from national organizations centered around sexual assault prevention.
 - f. Department of Fraternity and Sorority Life approved sexual assault prevention programs through chapter expectations.

III. "24/7" Regulations

The following regulations apply to all chapters and their events on chapter house premises, and are to be enforced at all times of the day, every day of the year, regardless of the number of people present, unless an exception has been expressly granted by the University or the Department of Fraternity and Sorority Life:

- A. Common containers of alcohol including any type of keg, punch bowl, party ball, funnel, etc. are prohibited.
- B. No alcohol may be purchased through the chapter treasury nor may any collection of funds, including "slush funds," passing the hat, bank accounts, etc. be coordinated on behalf of the chapter and/or guests for the purpose of purchasing alcohol.
- C. Except in the case of a registered event following proper bar regulations, no alcohol is to be distributed within the house and its surrounding areas to any guests.
- D. Drinking games of any type are prohibited. The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
- E. Each individual who enters a chapter house should be responsible for following all laws and policies. We strongly encourage that all of-age individuals drink responsibly. If any

individuals become sick or overly intoxicated, regardless of reason, it is the chapter's responsibility to handle the situation appropriately, and seek medical attention for their guests.

- F. The possession, sale or use of any illegal drugs or controlled substances while on chapter premises or during a chapter event or at any event that an observer would associate with the chapter is strictly prohibited.
- G. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol).
- H. Alcohol may only be present at philanthropy events if it is distributed by a third party vendor and the chapter is not generating fundraising off the sale of alcohol. Although some national organizations may allow chapters to host philanthropy events with alcohol, we strongly discourage this practice.
- I. All recruitment or rush activities associated with any chapter will be substance free. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
- J. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a chapter event as defined in this policy is prohibited.

Appendix A: Definitions

- A. Host Chapter: Any recognized Greek chapter that has planned, sponsored, hosted, or promoted any event or has submitted a Social Event Registration Form (see Section II.B for registration process).
- B. Event: A gathering in any area of a chapter house where there are more than eight guests and alcohol consumption appears to be the primary purpose, as determined by the Social Event Monitors (SEM).
- C. Common Area: any part of the chapter house that does not serve as a bedroom or private bathroom for residents. Includes foyers, stairs, basements, chapter rooms, lounges, hallways, etc.
- D. Planned: Premeditated.
- E. Sponsored: Paid for, planned, and/or carried out.
- F. Hosted: The physical location where the event is held.
- G. Promoted: To help bring into being through the means of advertising and/or publicity.
- H. Chapter Member: Undergraduate active or new member.
- I. Guest: a person who is not a member or new member of the host chapter.
- J. Hard Alcohol: Hard alcohol is any beverage containing over 15% alcohol by volume (ABV) (higher than all beer and wine, lower than all liqueurs/liquors)
- K. Social Moratorium: No in-house or out-of-house social events, including dated parties, formals, or any other chapter-organized social function with alcohol. May be imposed for failure to conform to the requirements of this policy.
- L. Chapter House: on-campus and off-campus residences zoned as fraternity or sorority housing by the City of College Park, and occupied by a Greek organization
- M. Drinking Games: Any activity where alcohol consumption is the primary purpose of the game. Examples include, but are not limited to, beer pong; flip cup; quarters; power hour; liquid golf; card games; etc.
- N. Social Event Monitors: see Section III for definition.
- O. Social Event Monitoring (SEM) Committee: the group walking the SEM shift including the hired graduate monitors and the IFC/PHA executive board liaisons.

Appendix B: Social Responsibility Contract

The Interfraternity Council and the Panhellenic Association, in order to increase awareness and responsibility for risk management issues, have adopted an educational requirement for our members.

This contract signifies that you as a member of a Fraternity/Sorority at the University of Maryland are aware of the Alcohol Management and Social Event Monitoring Policy and how the Social Judicial Policy enforces SEM. Furthermore, by signing this you agree, as leaders of your chapter, to follow the IFC/PHA Alcohol Management and Social Event Monitoring Policy and to promote a safe and responsible environment within both your chapter and the Greek Community. The purpose of this contract serves as an added educational measure. Chapters who refuse or fail to sign this contract will still be held responsible for its contents.

We, the President, Risk Manager, Social Chair, and other executive board members of the _____ Fraternity/Sorority, located and recognized at the University of Maryland – College Park, fully understand and agree to abide by the Alcohol Management and Social Event Monitoring Policy.

Name and Signature: _____

Signature of IFC or PHA VP of Risk Management:

Date of Submittal: _____

Appendix C: SEM Infraction Checklist

Date: _____ Location: _____ Host Chapter(s) _____

Graduate Monitor: 1. _____ IFC Executive: _____

Graduate Monitor: 2. _____ PHA Executive: _____

Regulation	1- Check Time: _____	2- Check Time: _____	3- check (optional) Time: _____
<u>Major Infractions</u>			
Underage drinking			
Over fire capacity			
No Invitation List			
Event occurring outside of designated times/dates			
Bouncer not performing his/her duties			
More than one entrance/exit being utilized regularly			
Drinking Games			
Non-BYOB/ Third - Party Vendor system			
Common containers present for serving alcohol			
Hard alcohol present			
Untrained Bartender(s)			
Unregistered social event			
Other major infractions as determined by SEM			
Violation of 24/7 policies			
<u>Minor Infractions</u>			
Not enough non-alcoholic food and beverage located in main party area			
Common containers for distributing non-alcoholic beverages			
Glass containers			
Alcohol not dropped off upon entering			
More than 8 cans per person			
Obtaining more than one can per visit to the serving area			
No bartender per host chapter in each serving area			
Drinking outside the structure			
Guests leaving with drinks			
Not enough (<2) sober executive officers			
Other minor infractions as determined by SEM			

Signatures of sober officers (to be signed at last check or when party is over)

Date: _____

Date: _____

Appendix E: BYOB Policy

This policy is adopted for official events with alcohol hosted by member organizations of the IFC and PHA. It is the responsibility of the member chapters to ensure their members are also following the chapter's national policies and BYOB regulations at all time during events.

The following regulations will be in place for any and all BYOB events.

1. Illegal possession, consumption, or distribution of alcohol will not be permitted
 - a. Remember: All federal, state and local laws apply. Underage drinking is against federal and state laws.
 - b. Individuals are responsible for and expected to follow all federal, state, and local laws, as well as campus and inter/national chapter policies.
2. During a "BYOB" event, individuals who choose to bring their own alcoholic beverages are limited only to beer and wine products, are solely responsible for their disposition, and individually assume all liability associated with their choice.
3. Each individual of legal drinking age is allowed to bring either:
 - a. Beers in non-glass containers, no higher than 5% ABV and no larger than 12 oz (no more than eight per person).
 - b. Non-glass containers of wine no higher than 12% ABV and no larger than 8 ounces (no more than four per person).
 - c. Other drinks in non-glass containers with no higher than 8% ABV, no larger than 12 ounces such as spiked seltzers, limearitas, etc. (no more than four per person).
4. Hard alcohol (defined as beverages with over 15% ABV) is not permitted.
5. Attendees cannot bring multiple types of alcohol into the event.
6. The individual must take their alcoholic beverages to the bar immediately after arrival, where they will be stored for the remainder of the event.
7. At no time should any chapter purchase, transport, or distribute alcoholic beverages. These guidelines are in accordance with our Alcohol Management and Social Events Monitoring Policies (SEM and each chapter's inter/national policies). Chapters may not organize to provide alcohol for each of their members to bring in individually.
8. Individuals will not be permitted to enter with unsealed alcoholic beverages.
9. The use of common containers, such as kegs, party balls, large containers of drinks, beer tubs, and trash cans of beer is strictly prohibited.
10. If a member or guest becomes ill or sick, whether alcohol related or not, the chapter should take all reasonable efforts to provide help and to call for help when appropriate.
11. A minimum of 2 people who are at least 18 years of age (either from the host chapter(s) or hired externally) per bar must be designated bartenders and serve alcohol behind the bar(s); these are the only people who may serve alcohol at this event. New members are not allowed to be bartenders.
 - a. Bartenders must not distribute alcohol to anyone under the legal drinking age.
 - b. Bartenders must not have consumed any alcohol or other impairing substances.
 - c. Bartenders must be trained in some sort of responsible service, sale, and consumption of alcohol training. TIPS training is an excellent example, but other trainings may be accepted as well.
12. The number of bars at the event must be in accordance with the size of the event. This typically equates to one bar per floor. i.e. one bar in the basement and one bar on the first floor.

13. The host chapter(s) must have food and non-alcoholic beverages that will be presented in a visible and easily accessible location.
 - a. Food and non-alcoholic beverages must be present in quantities to allow all attendees choosing to drink to do so responsibly.
 - b. For example, one method of providing adequate drinks is to provide enough cups for guests and provide access to the soda machine.
 - c. All food and drink (and the associated quantities) will be approved by the IFC or PHA VP Risk Management during the pre-event walkthrough to ensure chapters have time to make adjustments as necessary.
14. Alcohol distribution must cease at least 30 minutes prior to the end of the event.
15. No alcohol may be consumed outside the event's physical boundaries as roped off by members of host organization.