



**Valparaiso**  
University

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# **Fraternity and Sorority Policies, Procedures, and Resolutions**

**Adopted: 1998**  
**Revised: April 2015**

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# Fraternity and Sorority Policies and Procedures

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Fraternities and sororities at Valparaiso University are expected to follow the rules and policies of Valparaiso University, the Panhellenic and Interfraternity Councils, and their individual inter/national organization. The following is a listing of the rules and policies that pertain to fraternities and sororities at Valparaiso University.

1. **Valparaiso University Student Guide to University Life**<sup>1</sup>
  - a. Fraternity and Sorority Alcohol Policies
  - b. Fraternity and Sorority Risk Management Policy
  - c. Fraternity and Sorority Life Information
  - d. Student Judicial System – Fraternity and Sorority Judicial Board
  - e. Student Life Policies
2. **Valparaiso University Policies for Fraternities and Sororities**
  - a. Valparaiso University Standards and Expectations for Fraternities and Sororities<sup>2</sup>
  - b. Valparaiso University Fraternity and Sorority Expansion Policy<sup>2</sup>
3. **Interfraternity Council and Panhellenic Council Constitution and Bylaws**
  - a. Interfraternity Council Constitution and Bylaws<sup>2</sup>
  - b. Panhellenic Council Constitution and Bylaws<sup>2</sup>
4. **Interfraternity Council and Panhellenic Council Policies for Fraternities and Sororities**
  - a. Fraternity and Sorority Philanthropy Event Policy<sup>3</sup>
  - b. Fraternity and Sorority Public Relations Policy<sup>3</sup>
  - c. Fraternity and Sorority Risk Management and Harm Reduction Policy<sup>3</sup>
    - i. FIPG Guidelines for Alcohol and Other Drugs
    - ii. Social Host Guidelines
    - iii. BYOB Guidelines
    - iv. Third Party Vendor Event Registration Form
    - v. Third Party Vendor Agreement Form
    - vi. Pre-Event Checklist
  - d. Interfraternity Council Recruitment Rules<sup>2</sup>
  - e. Panhellenic Council Recruitment Rules and Regulations<sup>2</sup>
5. **Interfraternity Council and Panhellenic Council Resolutions for Fraternities and Sororities**<sup>3</sup>
6. **Valparaiso University Fraternity and Sorority Judicial Board**<sup>2</sup>

<sup>1</sup> Document can be found at <http://www.valpo.edu/registrar/assets/pdfs/stguide15.pdf>

<sup>2</sup> Document can be found at <http://www.valpo.edu/greek/documents/index.php>

<sup>3</sup> Policy is found within this document

# History of Fraternity and Sorority Risk Management

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Since the establishment of fraternities and sororities at Valparaiso University in 1903, the University has been invested in the health and safety of students and the events that students host both on and off campus. Fraternities and sororities have a long history at the University and are active in hosting events and activities for members, non-members, alumni, parents, and friends of the organizations.

Starting in the late 1960's, alcohol abuse had become rampant on college and university campuses. In the late 1970's, a number of fraternity and sorority executives began to meet to discuss the concerns regarding the management of events, alcohol, guests, and other items that were potential risks to the organizations. Over the next decade, these discussions led to the ultimate creation of the Fraternity Insurance Purchasing Group, LLC (FIPG) in 1987. Since that time, FIPG has provided the national best practices related to fraternity and sorority risk management and harm reduction.

In 1998, the student leaders of the Valparaiso University Panhellenic and Interfraternity Councils worked with the University administration to develop a set of rules and regulations regarding social event management. The policy outlined the current best practices in the management of social events with and without alcohol, and included the establishment of the Greek Social Responsibility Committee (GSRC). The GSRC was comprised of a group of current students, and was responsible for the external monitoring of all social events hosted by fraternities and sororities.

In 2003, in response to concerns about on-campus behavior and incidents at social events, student leaders worked with the University to revise the risk management guidelines. The previously established GSRC was disbanded and a decision was made to require professional security at all social events where alcohol was present. The Panhellenic and Interfraternity Councils partnered with a local private security company to contract this service that was paid for by the individual organizations.

In 2013, the student leaders once again requested the opportunity to review and revise the fraternity and sorority risk management policy. A 12 person student committee, led by the Presidents of the Panhellenic and Interfraternity Councils, met in the spring of 2013 and developed a proposed set of comprehensive risk management policies, procedures, and resolutions for all fraternities and sororities at the University. The proposed revisions were passed unanimously at the April 24, 2013 meetings of the Panhellenic and Interfraternity Councils and then submitted to the University for review and approval.

The current edition of the Valparaiso University Fraternity and Sorority Policies, Procedures, and Resolutions is a comprehensive document intended to be inclusive of all rules, regulations, and policies that apply to fraternities and sororities at Valparaiso University. Using the 2013-2014 Valparaiso University Student Guide to University Life and the 2013 FIPG Guidelines as the foundation, this document provides specific guidance to fraternities and sororities in their efforts to manage risk and reduce harm at any and all events, activities, and programs.

# Fraternity and Sorority Philanthropy Event Policy

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The following guidelines are provided to member organizations as a set of guidelines to follow when hosting events for the primary purpose of raising money for a non-profit organization and/or in relation to the organizations inter/national philanthropy.

## 1. Registration

- a. No solicitation or canvassing of any kind, including canvassing in residence halls, may be conducted on campus, nor may articles, goods or services be offered for sale by anyone without prior permission from the Office of Student Affairs. This includes sales of items by campus groups in the Valparaiso Harre Union. Solicitation in residence halls, when approved, is limited to lobby areas on the main floor. Under no circumstances may any individual or group conduct door-to-door solicitation in the residence halls, academic buildings, or administrative buildings. Raffles are prohibited.
- b. Member organizations can obtain the Request for Fund Raising Project form at <http://www.valpo.edu/greek/documents/index.php>
- c. Member organizations will complete the Fraternity and Sorority Event Registration Form (<http://www.valpo.edu/greek/documents/index.php>) at least five (5) business days in advance of the event with the following information:
  - i. Event Title
  - ii. Event Description – a detailed description of the activities, themes, etc.
  - iii. Benefiting agency
  - iv. Contact Person during the Event

## 2. Event Management

- a. Member organizations will ensure that the events, activities and content of the philanthropy event are in line with the values of the organization and the University.
- b. Member organizations will ensure that the events, activities and content of the philanthropy event present a positive image of the chapter, the fraternity and sorority community, the University and the inter/national organization.
- c. Events should not demean participants or include activities that could make participants, attendees, or members of the organization uncomfortable or embarrassed.
- d. Fraternities and sororities will not include the use of or presence of alcohol during the event.
  - i. The sponsoring chapter should also give full consideration to any social events being held immediately after a philanthropy event to ensure that the social event is in no way connected to the philanthropy event, its participants, or is considered a continuation of the philanthropy event and the raising of funds or goods for the non-profit organization.
- e. Fraternities and sororities will not include actual or references to nudity, promiscuity, or “sexual favors” in any events, programs, or chapter activities.
- f. Chapter will ensure proper health and safety precautions have been taken prior to the event. This may include:
  - i. First-Aid kit on site at the event
  - ii. Emergency contact information is readily available
  - iii. Participation Waivers
  - iv. On-site EMS Staffing

# Fraternity and Sorority Public Relations Policy

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The following guidelines are provided to member organizations as a set of guidelines to follow when using any form of public relations or marketing. While the Interfraternity and Panhellenic Councils do not have authority over individual member behavior, it is strongly encouraged that each chapter adopt a public relations and/or social media policy to ensure that each individual member is being held to a high standard when using social media and other public relations outlets.

## 1. Content

- a. Member organizations will ensure that all advertisements, promotions and other publicly displayed items will be in good taste and with alignment with the expectations of the chapter, the governing council, the University and the inter/national organization.
- b. All advertisements, promotions and other publicly displayed items will not be insensitive, racist, or promote a negative stereotype of any sexual, religious, or ethnic group.
- c. All advertisements, promotions and other publicly displayed items will not be rude, lewd, or distasteful, promote drinking, promote sex or objectify the opposite sex in any form.
- d. All advertisements, promotions and other publicly displayed items will not make any references to alcohol in words or images.
- e. All advertisements, promotions and other publicly displayed items should be in line with the stated values of the member organization, the governing council, and the University.

## 2. On Campus Posting Policy (Student Guide to University Life, pg. 161)

- a. The Harre Union can assist groups with advertising their events. Posters and flyers can also be printed through Adworks printing service. Groups are also encouraged to use the online calendar.
- b. Students are expected to exercise good judgment in advertising their events. Advertising may not be attached to walls or buildings in a way that will cause permanent damage. Outside chalk signs on sidewalks are permitted only in areas accessible to rainfall, thereby eliminating the necessity of university personnel to wash off the writing. Writing on the sides of buildings and references to alcohol are not permitted. Please check with the staff person responsible for posting notices in each building to determine individual building posting policies.
- c. **Harre Union Promotion and Advertising Policy** <http://www.valpo.edu/union/stuactguide/sections/sec4/index2.php>
  - i. **Harre Union Display Areas:** Several bulletin boards, television screens and display cases are available for campus organizations, departments, and others to post notices and advertise campus events.
  - ii. **Glass Display Cases:** Space may be reserved for a 7 day period. Questions can be referred to the Union Administration Office at 464-5007.
  - iii. **Bulletin Boards:** There are only four designated areas in the Harre Union for posting flyers. Materials must be submitted to the Union Administration Office - Suite 120 for approval and posting. Materials should be 11”x 17” or smaller. Any materials not approved will be removed and discarded.
    1. North Entrance
    2. Campus Café
    3. 1st Level East – Entrance
    4. 2nd Level East - near stairs

Assigned bulletin boards are not to be used for general postings, i.e. Games and Recreations Center, Student Mail Services, and outside the Student Organization Suite.

- iv. **Chalking:** Outside chalk signs on sidewalks are permitted only in areas accessible to rainfall, thereby eliminating the necessity of university personnel to wash off the writing. Writing on the sides of buildings and references to alcohol are not permitted. Please check with the staff person responsible for posting policies in each building to determine individual building posting policies. Any violations may result in a cleaning fee for removal.
- v. **Table Tent Advertising - Valparaiso Union:** Table tents are placed on 50 tables in the seating and dining areas of the Union. Table Tent displays are three-pronged acrylic frames offering six advertising opportunities per frame for VU departments and Student Senate recognized organizations. In an effort to provide a neat and tidy appearance in the Harre Union, the Union Advisory Board has developed the following policies in regards to Table Tent Advertising.
  1. Table Tent advertising space in the Union **MUST BE RESERVED** through the Union Administration Office and is available on a first-come/first-served basis. The Union staff will both place and remove the Table Tents. Unapproved Table Tents will be removed and discarded without notice.
  2. Table Tents are for advertising University related **EVENTS** only. Weekly meetings, general information, organization promotion, etc. are not considered events in this case and will not be approved.
  3. Content of a Table Tent must include:
    - a. group sponsoring the event
    - b. event title
    - c. event date
    - d. event time
    - e. event location
    - f. any additional comments
  4. Table Tents will be displayed weekly from Monday through Sunday. Final printed materials (50 copies) must be delivered to the Union Administration Office the Wednesday prior to the start date of the reservation.
  5. Table Tents can range in size from 4 ¼" x 5 ½" to 5"x7" (width x height.) Templates are available in Microsoft Publisher. Union *Adworks* can print and cut Table Tents for a fee. For *Adworks* to print the Table Tent, a final copy must be submitted to the Union Administration Office **TEN DAYS** prior to the start date of your reservation.
  6. It is highly recommended that you bring in a "sample" copy of the Table Tent to the Union Administration Office for approval prior to printing to verify all requirements are met.
  7. The Union is not responsible for approved Table Tents that are taken or removed.
  8. The Union staff reserves the right to limit the use of any department or organization that may be monopolizing Table Tent space.
  9. Questions can be referred to the Union Administration Office at 464-5007 or the Union Assistant Director at 464-5150.

### 3. Chapter Website Guidelines

- a. Provided that the following guidelines are met, a link to the member organization website may be included on the [www.valpo.edu/greek](http://www.valpo.edu/greek) website. The following guidelines apply for both Valparaiso University hosted and externally hosted websites:
  - i. Website has current and accurate information including contact information for the Executive Board officers at a minimum.
  - ii. Website has been updated within the last three months
  - iii. Website includes a calendar of events
  - iv. Website uses appropriate and current Valparaiso University brand elements , if used
  - v. Website does not contain representation of any alcoholic beverage(s), generic or brand name
  - vi. Website does not contain representation of the Chapter or an individual involvement with illegal drugs
  - vii. Website does not contain content that is violent or sexual in nature
  - viii. Website does not contain information that denigrates another person or population, to include other fraternities and sororities and minority populations
  - ix. Website does not contain references to activities related to hazing or hazing activities
  - x. Website does not contain foul language
  - xi. Website content must respect the rights of others
- b. Any website that is hosted on the Valparaiso University server must adhere to the Valparaiso University Appropriate Use Policy for technology. <http://www.valpo.edu/it/aup/>
- c. A monthly review of the chapter website will be conducted by the Panhellenic and Interfraternity Council, and any updates or changes will be communicated to the chapter following each review.
- d. Should a member organization fail to meet the guidelines, the Interfraternity and/or Panhellenic Council will request the link be removed from the website and the Chapter President will be notified immediately.
- e. Once the problem has been addressed sufficiently, the link may be reinstated.

### 4. Social Media Guidelines

- a. Member organizations are strongly encouraged to develop and actively use multiple forms of social media to promote the organizations. This may include, but not be limited to a chapter website, Facebook, Twitter, YouTube, Flickr, Instagram, LinkedIn, etc.
- b. Assume that everything you post will be seen by everybody, even if your account or post is private. Your posts should not contain content that would characterize your organization or the Valparaiso University fraternity and sorority community in a poor light.
- c. Posts should include the following:
  - i. Photos of events and members
  - ii. Chapter news and member achievements
  - iii. Event promotion with specific details
- d. Posts should not include the following:
  - i. Disparaging comments
  - ii. Copyrighted material that you do not own
  - iii. Anything of a sexual nature
  - iv. Active or passive promotion of controlled substances (alcohol, cigarettes, illegal drugs, etc.)
  - v. Violence or threats of violence
  - vi. Third party advertisements
  - vii. Personal contact information

- e. An ongoing review of the chapter social media outlets will be conducted by the Panhellenic and Interfraternity Councils, and any issues or requested changes will be communicated to the chapter immediately upon the review.

## **5. T-Shirts and Other Paraphernalia**

- a. Any member chapter wishing to order a t-shirt, sweatshirt, or other imprinted items must have the design approved by their respective governing council
  - i. The approval process is chaired by the Vice President for Public Relations for each governing council.
  - ii. All chapter submissions must be e-mailed to the governing council's Vice President for Public Relations five (5) business days in advance of the chapters need to place the order.
    - 1. [Panhellenic.publicrelations@valpo.edu](mailto:Panhellenic.publicrelations@valpo.edu)
    - 2. [IFC.publicrelations@valpo.edu](mailto:IFC.publicrelations@valpo.edu)
  - iii. All chapter submissions must include an electronic version of the image, quote, or slogan used as well as colors of printing and the item being ordered (t-shirt, sweatshirt, pens, etc.).
    - 1. No copyrighted material can be used
    - 2. No inappropriate content, phrases or images should be used
    - 3. Chapters are encouraged to use Greek Licensed vendors
  - iv. In the event that a t-shirt or other imprinted item is co-sponsored between two chapters, only one chapter needs to submit the design for approval.
  - v. IFC and Panhellenic reserve the right to approve or not approve any and all designs.
  - vi. Any member chapter that has not approved their design through the governing council will be referred to the Fraternity and Sorority Judicial Board.

# Fraternity and Sorority Risk Management Policy

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The following policy is provided to member organizations as the expectations for hosting and managing social events on campus, off campus, or at a third-party vendor location.

## **FIPG Guidelines for Alcohol and Other Drugs:**

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, 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 either the BYOB or Third Party Vendor Guidelines.
2. No alcoholic beverages may be purchased through or with chapter 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 chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs, cases, mixed punch, etc. is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are forbidden.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
6. 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) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any chapter will be non-alcoholic. 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.
9. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games". 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.

10. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with “bid night”, “big brother/big sister night” and initiation.

## **Social Host Guidelines**

### **1. Social Event Types**

- a. Alcohol-Free social event
- b. BYOB social event at a recognized fraternity house
- c. BYOB social event at an off campus house
- d. Third Party Vendor event at a recognized fraternity house
- e. Third Party Vendor event at an off campus location

### **2. Registration**

- a. All social events, with or without alcohol, will be registered by the sponsoring organization(s) within five (5) business days of the date of the event.
- b. The sponsoring organization(s) will complete the Fraternity and Sorority Event Registration Form available on-line at [www.valpo.edu/greek](http://www.valpo.edu/greek) under Documents.
- c. A \$10.00 registration fee will be assessed for all events where the BYOB alcohol management process is being used. This fee will off-set all costs associated with the supplies for BYOB events.
  - i. Wristbands for those 21 years of age who brought alcohol
  - ii. Punch cards for alcohol check-in
  - iii. Emergency Number signs, laminated
  - iv. Alternative Transportation signs
- d. When registration paperwork is submitted late, the chapter will be fined according to a set schedule. The chapter will move through the fine schedule based on the number of offences in the last six (6) month period:
  - i. First Offence: \$25.00
  - ii. Second Offence: \$50.00
  - iii. Third Offence: \$100.00
  - iv. Fourth Offence: referral to the Fraternity and Sorority Judicial Board
- e. The remaining wrist bands and punch cards must be returned to the Interfraternity and Panhellenic Councils by 5:00 p.m. on Monday following the registered social event.
  - i. Late return first offence in an academic year will result in a \$10.00 fine
  - ii. Late return second offense in an academic year will result in a \$15.00 fine

### **3. Timing**

- a. Social events where alcohol is present can be registered with the exception of the following:
  - i. Saturday of Freshman Move-In through the following weekend
  - ii. After the last day of class for the fall or spring semesters
  - iii. During Fall, Thanksgiving, Winter, Spring, and Good Friday/Easter Break
  - iv. During the summer session
- b. Social events where alcohol is present can be no longer than four hours in length, and must end by 12:00 a.m. on events that start on Wednesday - Thursday and by 2:00 a.m. for events that start on Friday or Saturday. No events where alcohol is present may be registered on Sunday – Tuesday.

#### **4. BYOB “Bring Your Own Beverage” Events**

##### **a. General**

- i. The sponsoring organization will use the BYOB Checklist (page 12 and 13) as a guide for managing the social event.
- ii. The sponsoring organization(s) will follow their organizations inter/national fraternity or sorority guidelines for the limits of alcohol that are allowed to be brought by an individual guest to the social event. For jointly sponsored events, the most restrictive policy is to be followed.
- iii. Individual guests will only consume the alcohol that they personally brought to the event
- iv. The sponsoring organization(s) will not charge for admission.
- v. Individual guests who are under 21 may not bring in any open containers, including water bottles, open plastic drink bottles, open cans of soda, cups, flasks, etc.

##### **b. Guest List Management and ID Check**

- i. All guests will be checked against the guest list and their legal identification will be checked.
- ii. Those guests who are over 21 years of age, and brought alcohol with them to the event, will be wrist banded.
- iii. Those guests who are under the age of 21 or did not bring alcohol with them, both hands will be marked with an X on both hands.

##### **c. Alcohol Management**

- i. Any guest that brings alcohol to the event will check it into a central and identified area at the event.
- ii. The guest will receive a punch card indicating his or her name, the type of alcohol, and the amount.
- iii. Alcohol will be dispersed one drink at a time in a cup provided by the sponsoring organization.
- iv. Any remaining alcohol brought by a guest can be picked up at the end of the social event.

#### **5. Third Party Vendor Events**

- a. The sponsoring organization(s) will complete the Third Party Vendor Event Registration Form (page 14) and submit it to the appropriate governing council five (5) business days in advance of the social event with the Fraternity and Sorority Event Registration form.
- b. The sponsoring organization is encouraged to complete the Third Party Vendor Agreement (page 15).
- c. No member or guest may open a “tab” for the purchase of alcohol at any Third Party Vendor event.
- d. When group transportation is being provided by the sponsoring organization, one central meeting place will be determined for pick-up and drop-off of all event attendees.

#### **6. Event Themes**

- a. If using a theme, member organizations hosting events will have a theme that is an appropriate representation of the organizations values and not be demeaning to any individual, group, or population.
- b. Sponsoring organizations will list the theme of the event on the Fraternity and Sorority Event Registration Form.
- c. Sponsoring organizations are encouraged to use the theme to inform the food, drink, decoration, and music choices at the social event.

## **7. Social Event and Alcohol Distribution Monitors**

- a. The sponsoring organization(s) will have a minimum of four (4) current members serving as event monitors per event:
  - i. Two monitors for alcohol collection and distribution who must be 21 years of age
  - ii. One monitor for guest list management
  - iii. One monitor for general event management
  - iv. At least one of these monitors must be an Executive Board Member
- b. The monitors are expected to be sober and will not consume any alcohol during the event.
- c. The event monitors will manage the event and be the point of contact for any and all responses to the event.

## **8. Guest List**

- a. Open parties, meaning those with unrestricted access by non-members of the fraternity or sorority, without specific invitation, where alcohol is present, are forbidden.
- b. Member organizations are responsible for developing and managing a guest list for their events.
- c. Member organizations are expected to follow their inter/national fraternity and sorority guidelines for guest list management.
- d. A copy of the guest list is to be turned into the Panhellenic and/or Interfraternity Council within 24 hours of a formal request.

## **9. Alternative Food and Beverage**

- a. The sponsoring organization(s) are expected to provide alternative food and beverages.
- b. It is encouraged that sponsoring organization(s) provide non-salty foods.
- c. At a minimum, sponsoring organizations will provide:
  - i. Unlimited access to water
  - ii. Non-salty foods with servings equal to the number of people on the guest list

## **10. Other Recommendations**

- a. Alcohol is not to be sold, given away, or provided to any members, guests, alumni/ae, parents, or others at any social event.
- b. Drinking games in any form, with or without alcohol, are forbidden.
- c. The sponsoring organization(s) will provide the number for the Valparaiso University Student Escort Service at the entrance and exit to the event.
- d. The sponsoring organization(s) will provide the number for a local cab company to provide rides home for guests.
- e. The sponsoring organization(s) will make an effort to ensure that no members or guests are using borrowed or fake ID's at event.

# Fraternity and Sorority Social Event BYOB Checklist

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The optional BYOB checklist is provided as a resource for chapters wanting to host safe and practical implementation of social events. Sponsoring organizations must follow the organizations inter/national policies, if said policies are more specific and/or more stringent. If questions arise, be advised that this checklist does not supersede the local, city, state, general fraternity/sorority, university, or national laws, statutes and policies – or common sense. This checklist is designed to help fraternities and sororities implement a BYOB social event. Questions regarding the logistics of a BYOB social event are most likely answered throughout this checklist. Be sure to contact the inter/national fraternity or sorority headquarters to make sure the stipulations are consistent with organizational standards.

## **Chapter monitors & security**

- ❑ Social Event Monitors are charged with regulating social events and maintaining the risk management policy of the sponsoring organization(s) involved
- ❑ A minimum of two (2) social event monitors and two (2) alcohol distribution monitors are required, however one monitor for every 25 guests is advised
- ❑ If a co-sponsored event, two (2) Social Event Monitors are required from each sponsoring organization
- ❑ Specialty clothing may be worn by the monitors to set them apart from the rest of the attendees
- ❑ Chapter presidents and social chairs should limit their use of alcohol (if consuming at all) during social events so that they, along with the monitors, ensure that a safe environment is maintained
- ❑ Monitors have the right to deny access to the event to anyone they think is already impaired by alcohol or other drugs, even if the person is on the invitation guest list

## **Themes**

- ❑ Themes make an event special... be sure to use common sense and good taste
- ❑ The NIC *Theme Party Kits* are full of exciting new theme ideas for chapters

## **Entrance**

- ❑ One well-lit entrance, controlled and monitored by social event monitors is mandated
- ❑ Monitors check to see if those seeking entry are members or are on the guest-list
- ❑ Members and guests with alcohol are required to show proof of legal drinking age with a photo identification that includes a birth date
- ❑ Several exits must be made available due to fire codes and laws; however, exits cannot be used as entrances

## **Invitation guest lists**

- ❑ Invitation guest lists with specific names and birthdays of all non-members who have been invited should be generated for each function

## **Wristbands**

- ❑ Members and guests who are 21 years of age **and** bring alcohol to the event will receive a non-adjustable wristband
- ❑ Members and guests who are under 21 years of age or did not bring alcohol to the event will receive a X on each hand

### **Punch cards**

- ❑ Punch cards will be provided for all registered BYOB social events
- ❑ The name of the individual, his/her birthday, and the type and the amount of alcohol will be written on the card
- ❑ Punch cards are to be collected at the exits when guests leave

### **Service Distribution Center**

- ❑ One centralized location should be established for the distribution of all food, non-alcoholic beverages, and for the distribution of all alcoholic beverages
- ❑ No other location, especially members' rooms, can be used for the distribution of alcoholic beverages
- ❑ The holding tank, which serves as a cooling area for the alcohol brought to the function by members and guests, is as simple as a large rubber trash can filled with ice
- ❑ Non-alcoholic beverages are to be presented in an attractive and accessible manner
- ❑ Anyone who wishes to acquire an alcoholic beverage that s/he brought to the event, must present the punch card, show the wristband and return an empty cup if this is not the first request
- ❑ The service monitors must not serve anyone who is intoxicated, even if the person has alcohol remaining
- ❑ Only one drink may be acquired at a time

### **Types and amounts of alcohol**

- ❑ Sponsoring organizations will follow their inter/national fraternity and sorority guidelines as to amounts and types of alcohol permitted at BYOB events
- ❑ All the soda, juice, flavored water, or other non-alcoholic beverages you care to consume
- ❑ No kegs or communal sources of alcohol
- ❑ No squeeze bottles, beer bong, party balls, pitchers, tumblers, or other containers
- ❑ No beer/wine/alcohol for common use in members' rooms
- ❑ No shots, drinking games, or other activities that encourage inappropriate drinking behavior

### **Food and non-alcoholic beverages**

- ❑ Unlimited access to water is required
- ❑ The amount of non-alcoholic beverages should at least equal the number of underage members and guests at the event
- ❑ Breads, meats, cheeses, vegetables, brownies, cookies, subs, pizza, fruits, and dips are considered appropriate foods
- ❑ Food, and non-alcoholic and alcoholic beverages should be contained within one centralized location

# Third Party Vendor Event Registration Form

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Your chapter will be in compliance with your inter/national policies if you hire a “third party vendor” to serve alcohol at your functions when you can document the following checklist items. Be sure to check with your Inter/National organization to make sure this checklist will be in compliance with your Inter/National Risk Management policy. Further, each chapter is expected to adhere to the laws of the State of Indiana, Porter County, City of Valparaiso, and the policies of Valparaiso University as they pertain to the consumption of alcohol and other substances as well as building and fire safety codes.

## **THE VENDOR MUST:**

- \_\_\_\_\_ 1. Be properly licensed by the appropriate local and state authority. This may involve both a liquor license and a temporary license to sell on the premises where the function is to be held.

### **ATTACH COPIES OF STATE AND LOCAL LICENSES TO THIS CHECKLIST.**

- \_\_\_\_\_ 2. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider.

The above “certificate of insurance” must also show evidence that the vendor has, as part of his/her coverage, “off premise liquor liability coverage and non-owned and hired auto coverage.”

The certificate of insurance must name as additional insured (at a minimum) the local chapter of the fraternity hiring the vendor as well as the national fraternity with whom the local chapter is affiliated.

### **ATTACH A COPY OF THE CERTIFICATE OF INSURANCE AND HIGHLIGHT REQUIRED CLAUSES**

- \_\_\_\_\_ 3. Agree in writing to individual sales only, collected by the vendor, during the function. No tabs are to be established by any members or guests during the event. (If Third Party Vendor Agreement is filled out properly, then requirements #3 and #4 will have been fulfilled.)

- \_\_\_\_\_ 4. Agree in writing about all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
- A. Checking identification cards upon entry;
  - B. Not serving minors;
  - C. Not serving individuals whom appear to be intoxicated;
  - D. Maintaining absolute control of ALL alcoholic containers present;
  - E. Collecting all remaining alcohol at the end of a function (no excess alcohol, opened or unopened, is to be given, sold, or furnished to the chapter)
  - F. Removing alcohol from premises

### **ATTACH A WRITTEN AGREEMENT SIGNED AND DATED BY THE CHAPTER PRESIDENT AND THE VENDOR STIPULATING AGREEMENT TO THE ITEMS REQUIRED IN #3 AND #4 ABOVE.**

This checklist must also be signed and dated by both the chapter president and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the chapter be in compliance with their risk management policy.

\_\_\_\_\_  
**Chapter President’s Signature and Date**

\_\_\_\_\_  
**Vendor’s Signature and Date**

# Third Party Vendor Agreement

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(Name of Vendor ) \_\_\_\_\_ will be operating as a “third party vendor” to serve alcohol at a social function on \_\_\_\_\_ (Date) at \_\_\_\_\_ (Location). Both the vendor and the chapter or chapters involved agree to the salary of \$\_\_\_\_\_ to be paid in full prior to the social function in question. This salary is designed to cover the costs involved with the hiring of \_\_\_\_\_ security persons and \_\_\_\_\_ bartenders and permit costs totaling \$\_\_\_\_\_. The aforementioned vendor agrees to individual sales only that will be collected by the vendor’s employees only, during the function. The predetermined amount of beverages will be \$\_\_\_\_\_ well drinks, to be served in \_\_\_\_\_ oz. cups, and \$ \_\_\_\_\_ drafts, to be served in \_\_\_\_\_ oz. cups. The aforementioned vendor also agrees to comply with the following risk management guidelines for third party vendors:

- check identification upon entry
- to serve alcohol only to persons of legal drinking age
- not to serve individuals who appear to be intoxicated
- to maintain absolute control of all alcoholic containers present
- to collect all remaining alcohol at the end of the function
- and to remove all alcohol from the premises

This form must be signed and dated by both the authorized chapter representative(s) and the authorized vendor representative. In doing so, all parties involved understand that only through compliance with these stipulations, and the additional requirements and rules of the Fraternity and Sorority Risk Management Policy, will the chapter(s) be in compliance with risk management requirements.

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Fraternity or Sorority

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Chapter President’s Signature and Date

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Chapter Risk Manager’s Signature and Date

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Chapter Social Chair’s Signature and Date

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Authorized Vendor Representative’s Signature and Date

## Pre-Event Checklist

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The following optional Pre-Event Checklist is designed as a resource for chapters to quickly determine whether or not you have implemented risk-reducing steps for your chapter's social event. This page may be copied and used for each of your social events throughout the academic year. Be sure to keep working until you are able to indicate a yes for each question.

- |     |    |  |
|-----|----|--|
| Yes | No | Our event is theme oriented, complete with activities that do not directly relate to alcohol consumption, drinking games, or alcohol abuse   |
| Yes | No | We are providing plenty of juice, pop, water and other inviting, alcohol-free beverages throughout the duration of the event.  |
| Yes | No | We have plenty of substantial food items like submarine sandwiches, pizzas, cookies, rolls, breadsticks, a variety of cheeses, vegetables, brownies, and ice cream for the duration of the event.                |
| Yes | No | We are limiting the types and amounts of alcohol based on our inter/national fraternity and sorority policy.   |
| Yes | No | We have one entrance to the event...with several exits available if an emergency were to occur.  |
| Yes | No | We have a guest list that has names and birthdays of all members and guests who were issued an invitation prior to this event.   |
| Yes | No | We have a team composed of members who are of-age and initiated, non-drinking, and sober, from each sponsoring organization serving as monitors and workers for this event.                                      |
| Yes | No | We are administering wristbands to all 21 and older members and guests who have checked in alcohol for this function.  |
| Yes | No | Each person who has checked alcohol into the function has received a punch card that has his/her name, age, type of alcohol, amount checked, the date, and the title of the party all written on the punch card. |
| Yes | No | At the door, all alcohol is checked in and then taken by a designated monitor to a holding tank where it will be distributed later via the punch card system.  |
| Yes | No | We have just one central location for all food, snacks, non-alcoholic drinks, and alcoholic beverages that members and guests have brought for the evening.  |
| Yes | No | We have discussed the event with both our inter/national fraternity or sorority and chapter advisor.   |

# Fraternity and Sorority Resolutions

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The following resolutions have been adopted by the Valparaiso University Panhellenic and Interfraternity Councils to address fundamental issues that may occur within a fraternity or sorority community. Fraternities and sororities are expected to uphold these resolutions, and any alleged violations will be referred to the Fraternity and Sorority Judicial Board for adjudication.

## **Resolution on Academics:**

Per the Bylaws of both the Panhellenic and Interfraternity Councils, the following are the academic expectations for fraternities and sororities

### Chapter Academic Performance:

Each fraternity and sorority must obtain a semester GPA of 2.7 or greater; any chapter failing to attain this standard will be subject to review by the Fraternity and Sorority Judicial Board.

### Chapter New Member Class Performance:

Each fraternity and sorority new member class must obtain a semester GPA of 2.7 or greater; any chapter failing to attain this standard will be subject to review by the Fraternity and Sorority Judicial Board.

### Eligibility:

Matriculated students at Valparaiso University are eligible for membership in a fraternity or sorority once they have completed 12 college credits and achieved a 2.70 cumulative GPA. Credits transferred from another institution of higher education will count toward eligibility.

### Chapter Officers:

Member organizations are encouraged to create a minimum academic standard for individual members to be eligible for elected and appointed officer positions. It is recommended that the standard be at least a 2.75 or higher.

### Council Officers:

The elected officers of the Panhellenic and Interfraternity Councils must have, and maintain, a 2.80 cumulative GPA to be eligible for and continue in an elected officer position.

## **Resolution on Alcohol and Illegal Drugs:**

All member organizations shall follow local, State and Federal laws, the Valparaiso University Student Guide to University Life, and FIPG Guidelines pertaining to alcohol and illegal drug use.

### Bulk Quantities of Alcohol

The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.

### Chapter and Council Funds

No alcoholic beverages may be purchased through or with chapter or council 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 chapter or council.

### Driving Under the Influence:

Member organizations will actively discourage any individual member from driving under the influence of alcohol or other drugs. Member organizations will be expected to hold individual members accountable if any member is cited for driving under the influence.

### Drinking Games:

The Valparaiso University Alcohol policy states no drinking games are permitted on campus or at events associated with the University. All fraternities and sororities will follow this rule at both on and off campus events, and this is to include any and all events with any form of a liquid substance, regardless of alcohol content.

### Philanthropy Events

Member organizations hosting events for the primary purpose of raising money for a non-profit organization and/or in relation to the organizations inter/national philanthropy will not include a reference to, or the use of or presence of alcohol during the event. The sponsoring chapter should also give full consideration to any social events being held immediately after a philanthropy event to ensure that the social event is in no way connected to the philanthropy event, its participants, or is considered a continuation of the philanthropy event and the raising of funds or goods for the charity.

### “Pre-Gaming” Activities:

Member organizations will actively discourage any individual member and his or her guests from consuming alcohol before an official fraternity or sorority function. Member organizations will be expected to hold individual members accountable if any member is determined to have been consuming alcohol inappropriately before a fraternity or sorority function.

### **Resolution on Auxiliary Groups:**

The Panhellenic and Interfraternity Councils do not authorize, recognize or approve of the existence of any fraternity or sorority affiliated auxiliary organization (sweethearts, diamonds, little sisters/brothers, courts, kittens, etc). Opposite sex auxiliary groups, commonly referred to as "big brothers" and "little sisters," are inconsistent with the concept and philosophy of separate and equal women's and men's fraternal institutions, and furthermore, threaten the protected single-sex status of fraternal institutions.

### Title IX Implications

December 1974 Amendment - Specifically, Title IX was amended in December of 1974 to include language that exempts social sororities and fraternities who have a 501(a) tax exemption of Title 26 from the Internal Revenue Service. Title IX exemptions for fraternities and sororities outlines an emphasis on membership status of each group to be on single-sex affiliation connected to the prior condition outlined. If membership allows for co-ed membership or “auxiliary” status, the group can be in violation. Sponsorship or organized “little sister/brother” type activities are an example of such.

### Other Resources

- North-American Interfraternity Conference Statement of Position Regarding Little Sister Groups
- Association of Fraternity/Sorority Advisors Resolution Regarding Fraternity and Sorority Auxiliary Organizations [edited]

### **Resolution on Campus Safety:**

Member organizations are to encourage their members to practice good habits of personal and campus safety, and take advantage of the safety services provided by Valparaiso University and the Valparaiso University Police Department. Members are expected to follow all of the rules and regulations outlined in the *Valparaiso University Student Guide to University Life*.

Student Escort Service: Students are encouraged to use the Valparaiso University Student Escort Service. The Student Escort Service provides daily transportation for students needing to travel between 6 p.m. and 2 a.m. from one point to another point on campus or nearby off-campus areas. There is no charge for the service. 219-464-6040

Valparaiso University Police Department: Member organizations are encouraged to call the Valparaiso University Police Department at any time help or assistance is needed. 219-464-5430

### **Resolution on Fire Safety:**

Every fraternity and sorority will do its utmost to ensure the safety of its members and guests at any and all events to include consideration of use of candles and other objects that aid in the possibility of issues with fire and fire damage.

#### Candles

Candles are prohibited in University facilities and are not to be used in chapter rooms or in any room where a ceremony is being held in any form. Fraternities are encouraged to give consideration to using battery operated candles for all ceremonies taking place in chapter facilities.

Fraternities with off-campus chapter facilities must complete an annual Fire Inspection by October 1 of each academic year.

### **Resolution on Hazing:**

No chapter, colony, student or alumnus shall conduct nor condone hazing activities, and all will support and follow the Valparaiso University Hazing Policy and FIPG Guidelines. This includes all aspirant members, new members, members, alumni/ae members, parents, or any others involved in the recruitment, intake or education of fraternity/sorority new members. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off fraternity 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, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and 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."

### **Resolution on Inappropriate Behavior:**

Member organizations will not encourage, support or condone the inappropriate behavior of individual members, and will use internal accountability mechanisms to respond to any allegations of public displays of inappropriate behavior. Inappropriate behavior is defined as any behavior that is not in accordance with the *Valparaiso University Student Guide to University Life* or this document.

### **Resolution on Non-Discrimination and Equal Opportunity:**

Fraternities and sororities at Valparaiso University will maintain a strong commitment to outstanding achievement through activities that are designed to promote equal opportunity and access to all programs and membership without regard to race, color, age, disability, national origin or ancestry, sexual orientation, religion, political affiliation, or veterans' status.

### **Resolution on Off-Campus Social Events:**

Fraternity and sorority members should be educated on the risks associated with hosting events at off-campus locations, including apartments, houses, and third-party vendor locations as the Fraternity and Sorority Judicial Board will hold the chapter accountable for violations of council, University and FIPG guidelines at any and all events that can be attributed to a fraternity or sorority, regardless of location.

### **Resolution on Sexual Abuse and Harassment:**

No member organization will tolerate nor condone any form of sexist or sexually abusive behavior on the part of its members, whether verbal, physical, mental or emotional. This is to include any actions which are demeaning to women or men, ranging from but not limited to verbal harassment to sexual assault by individuals or members acting together.

All member organizations are expected to educate their members on the Valparaiso University Nondiscrimination, Harassment and Sexual Assault Policy statement found in the *Valparaiso University Student Guide to University Life*.

### **Resolution on Substance-Free Events:**

1. All fraternities and sororities are required to host one (1) substance-free social event per semester during the school year
2. All alcohol-free events must be registered according to the guidelines set forth in this document
3. If alcohol-free social events are hosted during the standard event times, these events will be monitored along with those events where alcohol is present
4. All events in sorority chapter facilities will be alcohol-free

### **Resolution on Vandalism, Destruction of Property, Theft and Pranks:**

No member organization, individual member or new member shall conduct or condone acts of vandalism, destruction of property, theft, or pranks, and all will support and follow all of the policies pertaining to appropriate student conduct as stated in the *Student Guide to University Life*.

### **Resolution on Violence and Fighting:**

No member organization, individual member or new member shall condone acts of violence or fighting, and all will support and follow the policies pertaining to appropriate student conduct as stated in the *Student Guide to University Life*.

### **Resolution on Weapons:**

The possession or use of firearms, knives, martial arts implements, or other weapons, or explosives is prohibited on campus or in an off-campus fraternity house. Explosives including firecrackers and bottle rockets, which are prohibited by state law, are also prohibited on campus, including around fraternity houses.