

University of Arkansas Social Policy Guidelines

Charles & Cappy Whiteside Greek Life Leadership Center
Walton Hall 101
Fayetteville, AR 72701
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The following document in entirety is the Social Policy of the University of Arkansas Greek Life Leadership Center. If you choose to deviate from what this policy states then you must be willing to accept the consequences. All chapters are required to review this policy at the beginning of each semester after chapter leadership and advisors have attended a Social Policy Training session provided by the Greek Life Leadership Center. The Greek Life Leadership Center and the University of Arkansas reserves the right to edit or amend the Social Policy at any time.

Social Policy Guidelines

I. Definition of a Social Function

- a. A function, event, or gathering hosted by any registered Greek organization that is inclusive of members of another Greek organization and/or is inclusive of non-Greek participants for any purpose(s) other than that of community service or official business.
- b. According to the University Code of Student Life, the definition of an Activity Related to an Organization is as follows: An activity is considered to be related to an organization when one of the following circumstances exists:
 - i. The activity being sponsored was planned in an official meeting of the organization
 - ii. The activity is a registered event with the Greek Life Leadership Center
 - iii. The context of the activity indicated that it was the product of the organization, per se. This includes, but is not limited to: the activity was held on chapter property, the presence of one or more of the group's officers, the presence of eight or more of the group's members, promoting or financing the event, or the presence of organized entertainment.
- c. Please Note: Pre-parties/after parties and other spontaneous or planned events are events involving the chapter. It does not matter where or when the events are held-if members are present, it is a chapter function-- regardless of what members might call the event. If someone else would likely perceive the event as a chapter event then it will be conserved a chapter event. For example, if there are several members and/or new members/pledged member present, then it will be considered a chapter event. **All chapter social events must be registered.**

II. Registration of Social Functions

- a. Social functions must be registered if they meet any of the following characteristics:
 - i. Any social function held at a fraternity/sorority chapter house or on University property (includes hall parties).
 - ii. Any mid-week social function (on or off campus). Functions that are scheduled to end at 8:00 p.m. must be registered, but are not considered as one of the five social functions for the semester.
 - iii. All walkouts! Walkouts must take place on a Thursday evening or weekend in order not to be considered a chapter function.
 - iv. All coke dates should be registered with the Greek Life Leadership Center after the chapter presidents or new member educators have reviewed the terms of the function.
- b. All on campus events must be registered 10 full business days prior to the event.

- i. On campus events must have the signature of one of the advisors, the president, and the social chairperson, which acknowledges their responsibility for the function.
- c. All off campus events must be registered 10 full business days prior to the event.
- d. All coke dates must be registered 5 full business days prior to the event.
- e. REGISTRATION FORMS are used for ALL functions.
- f. NOTIFICATION FORMS are used for all walkouts & off campus functions.
- g. If two or more groups are co-sponsoring an event both groups need to register the event with their appropriate advisors' signature.
 - i. Each group is responsible for providing Party Marshals.
- h. Late registration/notification forms will be denied.
- i. Themes for all social functions must be appropriate and must not contain any references to alcohol and should not be derogatory toward any culture or people groups. This also applies to themes for t-shirts. Themes for functions and t-shirts will be reviewed by the Office of Greek Life when registration forms are submitted. Those chapters who submit an inappropriate theme will be asked to change the theme or risk not hosting the function at all.

III. Social Event Regulations

a. Social Event Quantities

- i. Groups that are in good standing with Greek Life and Student Conduct are permitted to have a *maximum of five (5) mid-week social functions per semester (those that are held on Sunday through Thursday and last or begin past eight p.m.) and a maximum of four (4) weekend functions.*
 - 1. If you are on probation your events need to be approved in advance, prior to booking bands, etc.
- ii. A maximum of one (1) Coke Date per week is allowed per chapter.
 - 1. Coke Dates do not count toward the total for the semester

b. Scheduling Regulations

- i. Interfraternity Council Groups may only hold social events Thursday- Saturday.
- ii. Interfraternity Council Groups may not hold social events the first 2 weeks of class or the last 2 weeks of class.
- iii. Panhellenic Council Groups may not hold social events the first 2 weeks of class.
- iv. ***Social functions held during the week are strongly discouraged.***

c. Greek Life Regulations Supplementary to the Student Code of Conduct

- i. Structures/Fences will be evaluated on a semester basis. A sketch of any proposed structure/fence must be included with the registration forms upon submission.
- ii. ***A sober advisor must be present at all on-campus events. The advisor must remain throughout the event and may not consume alcohol during the event at any time.***
- iii. **Additional regulations added by Greek Life can be found marked in *italics* within the included Student code of Code sections. All policies included within this document and the entire Student Code of Conduct are to be followed.**

Responsibilities of the Social Chair

I. Prior to your first on campus party each semester, the social chairman, President, Vice President, Social Chair and Advisor must meet with Greek Life Social Policy advisor.

II. Responsibilities of Social Chair and President

It is the responsibility of the Social Chair and Chapter President to ensure that the formal written policies on “Alcohol & Drugs” and “Use of Alcoholic Beverages on University Facilities” are posted by the entry to any event. These posters may stay up all year round but it is the responsibility of the social chair to ensure that these posters are not defaced in anyway.

III. Register Social Events with Greek Life

- a. All on campus events must be registered 10 full business days prior to the event.
 - i. On campus events must have the signature of one of the advisors, the president, and the social chairperson, which acknowledges their responsibility for the function.
- b. All off campus events must be registered 10 full business days prior to the event.
- c. All coke dates must be registered 5 full business days prior to the event.
- d. REGISTRATION FORMS are used for ALL functions.
- e. NOTIFICATION FORMS are used for all walkouts & off campus functions.
- f. If two or more groups are co-sponsoring an event only both groups need to register the event with their appropriate advisors’ signature.
 - i. Each group is responsible for providing Party Marshals.
- g. Late registration/notification forms will be denied.

IV. Contact Necessary Parties

- a. **Housing**
 - i. If the proposed function is to take place in a university owned or managed property the chapter must meet with Housing and inform their live-in Graduate Assistant.
- b. **UAPD**
 - i. Your chapter must first submit your completed the social registration form to the Greek Life Leadership Center. You then have the obligation to call the UAPD two days (48 hours) prior to see if an officer has been assigned to your social event. The Greek Life Leadership Center informs the UAPD of your social event, but it is YOUR RESPONSIBILITY to make sure that an officer will be present at your event. UAPD can be contacted at (479) 575-2222.
 - ii. Three UAPD officers will be required for all on-campus events.
- c. **Neighbors**
 - i. Fraternity Houses with neighbors (both on and off campus) must notify their neighbors of a party at least 5 business days in advance (i.e. e-mail, flyer, or face-to-face).

Code of Student Life

I. Student Organization Responsibilities for Alcohol and Other Drugs

The University of Arkansas Alcohol and other Drug Policies are consistent with the educational and non-punitive philosophy that governs the Code of Student Life. The Code emphasizes personal responsibility and is intended to facilitate individual student growth and development.

To help reduce the incidence and prevalence of alcohol use that may adversely affect the quality of an individual’s experiences at the University of Arkansas, abstinence is expected. No alcohol may be brought to any event on campus or in organized student housing. All open containers must be emptied and/or disposed of prior to entering a public area on campus or in organized student housing. Kegs and other containers used for distributing alcoholic beverages are not permitted anywhere on campus or in

organized student housing. Alcohol may not be distributed on campus or in organized student housing. Persons of legal age as prescribed by state law regarding alcoholic beverages may possess and consume the beverages in the privacy of their own rooms. Students of legal age who choose to drink, either on or off campus, are expected to handle alcohol in a low risk manner and behave responsibly.

The following procedures have been established to emphasize the shared responsibility of the host organization and individuals attending social events or activities related to an organization. These procedures are intended to reduce risks associated with social events and to assure compliance with University policies as well as state and local laws concerning the use of alcohol and other drugs.

1. Registration

Any social event that is sponsored by a living group (Residence halls and Greek houses) must be registered through University Housing or the Greek Life Leadership Center, respectively. Social events sponsored by the ASG fee will be registered with the Office of Student Activities. Registration of student organization social events sponsored by other departments is at the discretion of that department.

All social events that require registration must be registered at least one (1) week prior to the date of the event. Student organizations will have a designated faculty advisor or authorized sponsor present at the event. In addition, a representative from the registering office will meet with the organization leader(s) to plan procedures in accordance with these guidelines for the event. Student organizations are required to comply with University policies, and state and local laws to the best of the ability of the hosting group(s).

2. Policies for Events in Greek Houses

a. Guest List

All social events, other than events for only members and dates, will be restricted to individuals on the guest list. A guest list must be present at the entrance at all times and the names of those entering the event must be confirmed and marked on the list.

- i. Guests Lists are to be used for invitational functions. Ie: Functions which include individuals outside of the sponsoring organization(s)/ members and their dates.*
- ii. A copy of the guest list must be submitted to the Greek Social Policy Advisor 24 hours prior to the start of the event.*

b. Maximum Occupancy

The maximum number of individuals permitted to be in attendance at a particular event at any one time must be determined prior to the registering the event and in conjunction with the University personnel registering the event. The host group(s) will be responsible for keeping an accurate count of the number of individuals in attendance at any one time.

- i. Maximum Occupancy will be determined by the Fire Chief/Greek Life. The occupancy will be the maximum occupancy allowed by Fire Code OR the total membership x3, whichever is less.*
- ii. UAPD will provide tally counters for the chapter to track the occupancy of the event*
- iii. If 10 guests leave, 10 more may re-enter.*

c. Entrances and Exits

You are only allowed to have one entrance! The number of permissible exits along with the appropriate requirements for staffing them will be determined by the registering office at the time the event is registered and will be based on appropriate fire codes and safety requirements.

d. **Outdoor Activity**

Outdoor activities are permitted; however, the hosting group or groups are reminded that alcoholic beverages are not permitted in any public area of the living units or on the University campus.

e. **Marshals**

Marshals are individuals who are responsible for the proper management of the social event.

- i. Marshals must be identified by the orange vests provided by Greek Life/UAPD or some other unique manner that has been approved by Greek Life.
- ii. Marshals may NOT be new members and instead must be officers or upperclassmen.
- iii. Marshals are expected to be on duty for the duration of a social event and will refrain from consumption of alcohol and work with the faculty adviser or sponsor and University of Arkansas Police Department (UAPD) officers, when appropriate.
- iv. Marshals are required to identify themselves to UAPD or other Police agency officers prior to the social event. This will help the officer(s) be aware of who the contact marshals are throughout the event.
- v. Some of the marshal's responsibilities include, but are not limited to: controlling entrances and exits, verifying identity of guests with names on the guest list, informing UAPD of individuals with alcohol in public areas, informing UAPD of other persons displaying inappropriate behavior, assuring that no alcohol enters the social function, and making decisions regarding the continuation of an event, if necessary.
- vi. *It is the responsibility of the chapter to insure that all marshals are properly trained. The Greek Life Leadership Center will conduct training for party marshals semesterly.*
- vii. *Failure to be clearly identified or trained as a Marshall will result in penalties for future social events.*
- viii. *Designated Drivers should be different individuals than those serving as Marshalls.*

f. **Quiet Rooms**

- i. *The "quiet room" identification system will identify those rooms in which the members have chosen to not participate in the event. Quiet rooms must be identified during the pre-event meeting and a "Quiet Room" sign will be placed on the door.*
 - a. *Quiet rooms cannot be switched to non-quiet room, and vice versa, during the events.*

b. All non-Quiet Rooms must have the door open during the event.

g. **University of Arkansas Police Officers**

- i. The *Greek Life Leadership Center* will determine whether the organization will need University of Arkansas Police Department (UAPD) designated officers present at the event. **The *Social Policy Advisor within the Greek Life Leadership Center* will make the request to UAPD for officers.** The *chapter* will be responsible for employing the officers at a time and one-half rate. The number of officers employed will be determined by the registering office and the Director of the UAPD.
- ii. ***Currently, each organization must ensure that at least 3 UAPD officers are employed for the event.***
- iii. ***UAPD Officers are required to be at ALL social events including Date Nights.***
- iv. ***The chapter hosting the social event must contact UAPD at least two (2) days prior to the event to make sure that officers will be present.***

h. **Additional Security**

Additional security may be hired however, Greek Life requires that at least one UAPD officer will work the entrance door to check IDs. As many Additional Security/Bouncers as desired may be hired and it is permissible that they work other doors throughout a chapter's house. Additional security is not to interfere with any of UAPD's patrol during the party unless authorized by UAPD.

i. **Structures**

Due the potential liability, the only structures that the University will permit to be constructed are fences built to insure that only invited individuals enter the event.

- i. Materials must be evaluated by the Greek Life Leadership Center and/or University Housing to evaluate the fencing plans to ensure that subterranean utilities are not impacted and that the structure is safely constructed.
- ii. Any structure must be approved two (2) weeks before building is to start by the Greek Life Leadership Center. The building of structures may begin one (1) week prior to the social event.
- iii. ***A deposit of \$500 must be left with the Greek Life Leadership Center. Failure to follow the structure guidelines will result in the loss of the deposit.***
- iv. *A sketch/drawing of any proposed structure/fence must be provided to Greek Life attached to the registration form.*
- v. *Structures must be discussed in detail with the Greek Life and University Housing before they will be approved.*

j. **Clean-up**

A clean-up committee must be identified prior to the activity. Clean-up of the

outside property, fences, and neighborhood must be completed immediately following the event. All materials must be removed within three (3) days of the function.

k. **Wristbands**

UAPD will provide wristbands to be used to show which guests are 21 years of age and older. Two entry lines will be created to expedite entry. One line is for those who are under 21 while the other is for those who are 21 and over.

3. Off-Campus Social Events

Any registered student organization that sponsors a social event away from campus is obligated to adhere to all local and state laws. It is the responsibility of the sponsoring group(s) to institute measures to assure that minors do not consume alcoholic beverages at off-campus social events. All off campus events sponsored by Greek organizations must be registered in the Greek Life Leadership Center.

4. Violations

If University policies, state, and/or local laws are violated during or as a result of a social event, the sponsoring group(s) will be considered responsible and held accountable for the violation(s). The group must understand that other potential legal liabilities may also occur for the organization, individual students, officers, guests, and advisers. Littering, infringing upon the rights of others, and abuse of public or private property are examples of violations of this policy. Other possible violations of University policy will include, but are not limited to the following:

- a. Failure to register functions in accordance with the above stated policies
- b. Construction of unauthorized structures
- c. The failure to use required entrances and exits properly
- d. The consumption of alcohol by individuals who are under the legal age
- e. The providing of alcohol to any person under 21 years of age
- f. The consumption of alcohol outside the privacy of assigned student rooms
- g. Failure to provide adequately trained and identified marshals to supervise the event
- h. Conducting "spontaneous" social functions, activities or events at organized student housing
- i. Exceeding the maximum number of guests at any given time
- j. Failure to comply with the policies regarding sound system and sound ordinances
- k. Failure to adhere to clean-up plans
- l. Failure of responsible members to attend all training sessions
- m. Failure to have a sober advisor present for the entirety of an on campus event.
- n. Failure to provide an accurate guest list 24 hours in advance.
- o. Failure to have easily visible and sufficient quantity of bottled water.

5. Sanctions

Possible penalties for violations of these regulations include:

- a. Legal action, including citation or arrest
- b. University disciplinary action that will include educational sanctions and/or loss, curtailment, or elimination of student social functions and notification of national organization, where applicable
- c. Student organizations may also lose their recognition as a campus organization

6. Certification of Agreement to Comply

These policies must be posted in a conspicuous spot for all members of the group to read. Verifying signatures of executive officers and advisers of these policies will be required as part of the registration form.

NOTE: All groups should remember that these are minimum standards of care that should be exercised in all social events. Depending on the scope of activities, additional measures may be deemed necessary by the group/university to insure a safe and enjoyable activity

II. Student Code of Conduct: Intervention Policy for Alcohol & Drug Violations

A process of progressive intervention will be followed by the Office of Community Standard & Student Ethics in the event that a student group or organization is cited for violation of the University alcohol and/or drug policy. This process will be administered during a two-year (2) period beginning with the most recent policy violation and including any infractions that occurred in the two (2) years prior to the most recent policy violation.

1. First Infraction

- a. The membership of the student group/organization will be issued a University Reprimand and will be referred to the Student Assistance Program (SAP) and required to participate in an alcohol and/or other drug education series.
- b. Appropriate documentation will be filed in the Office of the Dean of Students, presented to the chapter president, and presented to the national organization. Consequences for further violations will be outlined.
- c. Depending upon the circumstances and the severity of the infraction, these sanctions may be modified by the hearing officer or judicial board, and additional sanctions and/or more or less severe sanctions may be levied.

2. Second Infraction

- a. The membership of the student group will be issued a University Censure and the hearing officer or judicial board will institute a cancellation and non-approval of all social functions for six (6) academic weeks. This restriction will be counted during the fall and spring semesters. (Generally, the summer months will not count toward this restriction period).

- b. The membership of the student group/organization will be referred to the Student Assistance Program (SAP) and required to participate in and/or develop an alcohol and/or other drug education series.
- c. Appropriate documentation will be filed in the Office of the Dean of Students, presented to the chapter president, and presented to the national organization. Consequences for further violations will be outlined.
- d. Depending upon the surrounding circumstances and the severity of the infraction, these sanctions may be modified by the hearing officer or judicial board, and additional sanctions and/or more or less severe sanctions may be levied.

3. Third Infraction

- a. The hearing officer or judicial board will place the student group/organization on Conduct Probation for a period of one (1) year.
- b. The hearing officer or judicial board will institute a cancellation and non-approval of all social functions for twelve (12) academic weeks. This restriction will be counted during the fall and spring semesters. (Generally, the summer months will not count toward this restriction period).
- c. The membership of the student group/organization will be required to participate in and/or develop an alcohol and/or other drug education series.
- d. Appropriate documentation will be filed in the Office of the Dean of Students, presented to the chapter president, and presented to the national organization. Consequences for further violations will be outlined.
- e. Depending upon the surrounding circumstances and the severity of the infraction, these sanctions may be modified by the hearing officer or judicial board, and additional sanctions and/or more or less severe sanctions may be levied.

4. Fourth Infraction

- a. The student group/organization will be suspended as a registered student organization of the University. Accordingly, the organization will lose all privileges associated with that official status.

Appropriate documentation will be filed in the Office of the Dean of Students, presented to the chapter president, and presented to the national organization. Consequences for further violations will be outlined. In all infractions, whether student or organizational in nature and depending upon the surrounding circumstances, additional sanctions may be levied. It is the University's expectation that students who belong to organizations that have stricter policies than those of the University will adhere to those stricter policies.