

## Code of Student life

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# H. Student Organization Responsibility for Activities and Events

Student groups and organizations planning and carrying out their activities and conducting their affairs bear the responsibility for doing so in accordance with University regulations as well as state and local law. Student organizations will be held responsible for the behavior of their members or guests when the actions of these individuals evolve from or are associated with the organization or an activity related to the organization. The extent to which an organization will be held responsible for the actions of individual members or guests will be determined in accordance with the following guidelines.

1. Definition of an Activity Related to an Organization: An activity is considered to be related to an organization when one of the following circumstances exists:
  - a. The activity being sponsored was planned in an official meeting of the organization.
  - b. The activity is a registered event with a University of Arkansas office (University Housing, Office of Student Activities, Office of Greek Life, etc.).
  - c. 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/off chapter property –promoting (related to themes) or financing the event on behalf of a chapter, or the presence of organized entertainment.
  - d. This includes pre/after/post spontaneous or planned events involving the organization.
  - e. Any social event held at a fraternity/sorority chapter house or on University property.
  - f. If someone outside the organization would likely perceive the event as a sponsored organization.
2. The organization shall be responsible for the actions of recruiting classes or other subgroups/committees carrying out official status.
3. Events or activities that include numbers of nonmembers are also the responsibility of the group or organization in question. Appropriate measures must be employed to prevent or deal with infractions and problems involving nonmembers (see section 4.b, and section J below).
4. Dealing with Infractions: Each group or organization has the responsibility and is expected to deal with individuals allegedly in violation of University regulations or laws by referring such individuals to UAPD, the Office of Student Standards and Conduct, The Office of Student Activities, and/or The Office of Greek Life. Circumstances that do not constitute violation of University policy or law, but that may be violations of organizational regulations may be dealt with internally, by the organization.
  - a. Each group or organization is expected to refer such individual(s) to the appropriate University authorities. UAPD should be contacted immediately for any issue involving public safety, removal, or arrest (e.g., hazing, fighting, public intoxication, trespass, etc.). Referral should be made to the Office of Academic Integrity and Student Conduct for violations of the Code of Student Life and/or university judicial action.
  - b. The group or organization must show good faith in referring individual(s) who may be responsible for violating University policy or any applicable laws of the state, county, or city. The degree to which the group or organization carries out this overall responsibility will have bearing on the extent to which it may be held accountable for the action of the individual(s). Members and non-members of a group at an

activity related to an organization are included in the expectation of the group's responsibility and appropriate measures must be employed to prevent or deal with problems and/or violations.

- c. When (1) sufficient preventive measures (see section I below) have not been employed and/or, (2) action to refer individual cases to appropriate authorities has not been taken, the student organization may be held accountable for violations.
5. 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.
6. Transportation to and from the event must be provided if alcohol is provided. All organizations will discourage any form of drinking and driving and a designated driver program is encouraged.
7. Themes and names for all events must be appropriate and must not contain any reference to alcohol and not be derogatory toward any culture or groups of people. This also applies to themes for printed merchandise (t-shirts, bags, etc.).

# I. University of Arkansas Social Policy Guidelines for Greek Life Leadership Center

Below you will find the policy only applicable to Greek Life Organizations at the University of Arkansas:

## 1. 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 and meets the definition of an activity related to an organization.
- 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:
  1. The activity being sponsored was planned in an official meeting of the organization
  2. The activity is a registered event with the Greek Life Leadership Center
  3. 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/off chapter property –promoting (related to themes) or financing the event on behalf of a chapter, or the presence of organized entertainment.
  4. The activity of the group involves the open consumption of alcoholic beverages, the serving of said alcoholic beverages, the presence of live music, disc jockey, or streamed in music through amplified speakers for the benefit of the group, and a significant presence of non-resident personnel.
  5. Excluded is any activity at a Greek chapter house that involves the congregation of in-house residents and a nonsignificant amount of non-resident members of the same Greek organization for social purposes consistent with day-to-day activities that do not meet the criteria defined above. Examples include watching television in common areas, eating meals, etc.
- c. Pre-parties/after parties and other spontaneous and planned events are events involving the chapter (regardless of what members might call the event). If someone else would likely perceive the event as a chapter event, then it may be considered a chapter event. **All chapter social events must be registered.**

## 2. Registration of Social Functions

- a. Social functions must be registered if they meet any of the following characteristics:
  1. Any social function held at a fraternity/sorority chapter house or on University property (includes hall parties).
  2. Any mid-week (those events that are held on Sunday through Thursday and last or begin past eight p.m.) 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.
  3. All Coke Dates (new member non-alcoholic events) 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 14 full business days prior to the event.
  - 1. 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 a minimum of 14 full business days prior to the event. An organization may register an event at any point as long as it is a minimum of 14 days prior to the event.
- d. All Coke Dates must be registered 7 full business days prior to the event.
- e. REGISTRATION FORMS are used for ALL functions.
- f. NOTIFICATION FORMS are used for all 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.
  - 1. 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. Chapters are required to register their house and obtain security for the house if the house is a central pick-up/drop-off location for an off-campus registered event. UAPD officers must be present at the house fifteen minutes before and after the pick-up/drop-off time.
  - 1. **In this instance the house is a staging area for transport to and from the official registered event.**
  - 2. **No alcoholic beverages shall be present at the house while the house is serving as the transportation point for the off-campus event.**

### 3. Social Event Regulations

#### a. Social Event Quantities

- 1. Groups that are in good standing, as defined in the Code of Student Life section I(H)10, with Greek Life and Student Conduct are permitted to have a maximum of nine (9) events that occur between Thursday and Saturday per semester,
- 2. A maximum of two (2) Coke Date per week is allowed per chapter.
  - a. Coke Dates do not count toward the total number of events for the semester.

#### b. Scheduling Regulations

- 1. Interfraternity Council Groups may only hold social events Thursday- Saturday.
- 2. Interfraternity Council Groups may not hold social events the first 2 weeks of class or the last 2 weeks of class.
- 3. Panhellenic Council Groups may not hold social events the first 2 weeks of class.
- 4. **Social functions held during the week (Monday – Wednesday) are prohibited with the exception of Coke Dates.**
- 5. 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. The number must never exceed the allowance

determined by occupancy fire code.

6. Maximum Occupancy will be determined by the Fire Chief/Greek Life/The Venue. The occupancy will be the maximum occupancy allowed by Fire Code OR the total membership x3, whichever is less.

#### **4. Policies for Events in Greek Houses**

##### **a. Chapter Responsibility**

##### **1. Pre-Event Walk Through**

- a. Once per semester (or Greek leadership cycle) the chapter President and Social Chair (at minimum) must conduct a walk-through of the house with UAPD, Greek Life, and University Housing (if applicable).
  - b. Any issues that are identified through this process must be addressed prior to events.
  - c. Greek houses cannot hold events until this process is complete.
2. The social chair and president must ensure that the “Alcohol & Drugs” written policy is posted at the entry to each event and that it is not defaced in any way.

##### **b. Entrances and Exits**

1. There will be one main entrance and exit for on campus registered social events. The entrance/exit will be monitored and attendees’ identification and age verified by UAPD. The entrance/exit for a registered social event will be determined at the time the event is registered and by the office registering the event.

##### **c. Attendance Tracking and Event Guests**

1. All University of Arkansas student attendees must sign-in and out of the event. All guests (non U of A students) are signed-in by a current U of A student who is a member of the organization. Each member of the organization may have up to two (2) guests. Attendance lists are to be retained by the Office of Greek Life for at least **five years (need to follow up with GC)**.
  - a. Guest Lists are to be used for invitational functions. i.e. Functions which include individuals outside of the sponsoring organization’s members and their dates.
  - b. A copy of the guest list must be submitted to the Greek Social Policy Advisor 24 hours prior to the start of the event.
  - c. The member is responsible for ensuring the guest knows the U of A conduct expectations and abides by them.
2. All individuals must present a state issued ID in order to be admitted into social events
3. Minors (individuals under the age of 18) are prohibited from attending any Greek Social functions. Exceptions to this are student minors at the University of Arkansas who are enrolled and attending classes and can produce a valid University ID card along with their state issued ID.

##### **d. Maximum Occupancy**

1. Greek Life will provide tally counters for the chapter to track the occupancy of the event
2. If 10 guests leave, 10 more may re-enter.

##### **e. Outdoor Activity**

1. Outdoor activities are permitted on a limited basis pending Greek Life approval; however, the hosting group or groups are reminded that alcoholic beverages are not permitted in any public area of the living units or **are generally prohibited in outdoor areas** on the University campus.

f. Marshals

1. Marshals are individuals who are responsible for the proper management of the social event.
  - a. Marshals must be identified by the orange vests provided by Greek Life some other unique manner that has been approved by Greek Life.
  - b. The majority of marshals may NOT be new members and instead must be officers or upperclassmen.
  - c. 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.
  - d. 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.
  - e. 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.**
  - f. 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 each semester.
    - i. In order to be recognized as a Party Marshal, members will need to complete an online training followed by a quiz.
    - ii. Members must score at least 80% in order to be a Party Marshall.
    - iii. Party Marshal training must occur a minimum of 48 hours prior to the event.
  - g. Failure to be clearly identified or trained as a Marshall will result in penalties for future social events.
  - h. Designated Drivers should be different individuals than those serving as Marshalls.

g. Quiet Rooms

1. 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 rooms, and vice versa, during the events.
  - b. All non-Quiet Rooms must have the door open during the event.
  - c. Maximum of five (5) Quiet Rooms unless approved by Greek Life and UAPD
  - d. Quiet Rooms will be periodically throughout the event checked by House Leadership and UAPD
  - e. Quiet Rooms will be checked during the clearing process and vacated at the discretion of UAPD.

h. University of Arkansas Police Officers

1. 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 a designee of the UAPD.

**2. UAPD Officers are required to be at ALL social events including Date Nights.**

i. Additional Security

1. 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.**

j. Structures

1. In the event an organization wishes to build a structure for a registered social event, permission to do so must be granted by the Greek Life Leadership Center.
2. Only structures that have been approved by University Housing will be permitted on university-owned property, and will be subject to the following guidelines:
  - a. Materials must be evaluated by University Housing to determine the fencing plans to ensure that subterranean utilities are not impacted and that the structure is safely constructed.
  - b. Any structure must be approved 14 days before building is to start by University Housing.
  - c. The building of structures may begin one (1) week prior to the social event (exceptions approved by University Housing and Greek Life).
  - d. **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.**
  - e. Structures must be discussed in detail with Greek Life and University Housing before they will be approved.
  - f. Structures/Fences will be evaluated on an individual basis. A sketch of any proposed structure/fence must be included with the registration forms once the event plan has been approved by Greek Life.
3. All chapter's, regardless of whether they reside in non-university owned facilities, must follow Guidelines 2a-2f above in order to build a structure for a registered social event. In addition, the chapter is responsible for ensuring the safety and structural integrity of any structures it builds on its property regardless of whether or not it is privately owned. Further, the chapter leadership and advisor(s) must sign a liability waiver prior to construction.

k. Clean-Up

1. Trash must be removed by 8:00 AM the following morning.
2. Any constructed material must be removed within three (3) days of the function.

l. Neighbors

1. Fraternity Houses with adjacent neighbors (both on and off campus) must notify their neighbors of a party at least 5 business days in advance in writing.

m. 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

n. Water Bottles and Food

1. For a three-hour function, the chapter must provide at least two eight-ounce non-alcoholic



beverages for each person. If the chapter has more than 120 people, please increase the amount of non-alcoholic beverages available (including water) by two gallons for every additional 10 people in attendance.

2. 2-8oz. bottle of water per individual

# J. 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.

1. The possession, sale, use or consumptions of alcoholic beverages in any situation sponsored or endorsed by a student group or organization must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education.
2. The possession, use, and/or consumption of drugs and/or other illegal substances, while on chapter premises, is expressly prohibited.
3. No alcoholic beverages may be purchased through student group or organizational funds nor may the purchase of some of the members or guests be undertaken or coordinated by any member in the name of or on behalf of the group or organization.
4. 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 with the exception of insured.
5. 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.
6. 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.
7. No members of a group or organization shall purchase for, serve to, or sell alcoholic beverages to any minor (those under legal drinking age).
8. All members under the legal age shall act in accordance with all state, county, city, and university laws regarding alcohol (no possession of alcoholic substances, no consumption of alcoholic and other illegal substances, no possession or usage of false identification documents, etc.)
9. No organization may co-sponsor an event with an alcohol distributor, charitable organization, or tavern (an establishment generating more than one half of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present.
10. All recruitment activities associated with any chapter, without regard to location, will be dry functions.

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. Social events sponsored by the ASG fee will be registered with the Office of Student Activities.

## **2. Violations**

- a. If University policies, state, and/or local laws are violated during or as a result of a social event, the sponsoring group(s) may 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. Possible violations of University policy may include, but are not limited to the following:
  1. Failure to appropriately register social functions
  2. Construction of unauthorized structures
  3. The failure to use required entrances and exits properly
  4. Providing or dispensing of drugs and/or controlled substances
  5. The providing of alcohol to any person under 21 years of age
  6. Failure to provide adequately trained and identified marshals to supervise the event
  7. Exceeding the maximum number of guests at any given time
  8. Failure to comply with the policies regarding sound system and sound ordinances
  9. Failure to adhere to clean-up plans
  10. Failure of responsible members to attend all training sessions
  11. Failure to have a sober advisor present for the entirety of an event
  12. Failure to track event attendance and archive the list with the Office of Greek Life with x time following an event.

## **3. Sanctions**

- a. Any organization found in violation of the policies outlined in the University of Arkansas Social Policy Guidelines and the Code of Student Life may be subject to the following penalties, including but not limited to:
  1. University disciplinary action
  2. Educational Sanctions
  3. Loss, curtailment, or elimination of student social functions
  4. Notification of national organization.
  5. Student organizations may also lose their recognition as a campus organization.

# K. Sanction Policy for Alcohol Violations and Unregistered Functions

## Campus Response to Alcohol and Unregistered Functions Sanctioning Guidelines for Registered Student Organizations

The following are to be utilized by the Office of Student Standards and Conduct in all organizational cases involving alcohol in registered student organizations. The hearing officer has original jurisdiction in the adjudication of all disciplinary matters. Based on the severity of the incident and/or if there are associated charges, sanctions (disciplinary and educational) may be increased by the hearing officer or judicial board charged with adjudicating the case as is outlined in the Code of Student Life Section 1(H).

Social Probation is defined as a removal of activity privileges and consists of a Cancellation/non-approval of all registered social functions for a set period of time as is specified by the hearing officer.

<b>Level</b>	<b>Standard Sanctions</b>
Level 1	<ol style="list-style-type: none"> <li>1. Alcohol/Drug Education Program if there is a cost associated it may be paid by each member or through the organization.</li> <li>2. Community Service/Campus Involvement (15 hours). per member/Organizational Community service activity</li> <li>3. University Censure</li> <li>4. Educational Fund Payment (\$500 payment).</li> <li>5. Social Probation for 4 weeks and/or 1 event</li> </ol>
Level 2	<ol style="list-style-type: none"> <li>1. Alcohol/Drug Education Program if there is a cost associated it may be paid by each member or through the organization.</li> <li>2. Social Probation for 8 weeks and or 2 events</li> <li>3. Community service (50 hours) or organizational service project approved by OSSC.</li> <li>4. Up to Conduct Probation</li> <li>5. Educational Fund Payment (\$1000).</li> </ol>

Level 3	<ol style="list-style-type: none"> <li>1. Conduct Probation</li> <li>2. Social Probation for 16 weeks and/or 3 events</li> <li>3. Organizational alcohol program. Organization must locate and provide program for all members. Program must be approved by OSSC. Program must be paid for through the organizational fund.</li> <li>4. Community Service (100 hours) or organizational community service activity to be approved by OSSC.</li> <li>5. Educational Fund Payment (\$1,500)</li> </ol>
Level 4	<ol style="list-style-type: none"> <li>1. Suspension of RSO</li> </ol>