

UMassAmherst

OFFICE OF FRATERNITIES AND SORORITIES RISK MANAGEMENT PROCEDURES & EXPECTATIONS

Social events are defined as any gathering of members and/or guests of the host organization(s). All guests are invited. Social events may be broken into four major categories: guest list events, exchanges, third party vendor, and special events (Homecoming, Alumni, Parents Day, etc.)

1. All events must be registered with Office of Fraternities and Sororities. Forms are available at the Office. Event registrations are due Wednesday, 5 PM., before the event. If a three-day weekend, due at 12 noon on Thursday (prior to the event). The only exception is first week of classes, when the deadline is 12 PM the Thursday before the event. On the first weekend of any given semester, the only social events that will be approved by the office are exchanges and “Member-only” events.
2. Guest lists are due no later than 12 Noon, Friday. Failure to do so: restrictions.
3. If event is an exchange: all participants must sign a guest sheet. Guest sheet must be given to Office the next class day. Failure to do so: restrictions.
4. A member may invite up to 4 guests per guest list event. The host organization(s) and designated officers are responsible for the actions of their members and guests during the event and for any incidents resulting
5. Alcohol may not be purchased, given away, made freely available, etc. An event is either alcohol-free, BYOB, or third party vendor. **Kegs and/or large-volume containers are not allowed at any type of event.** No person or group shall purchase or otherwise procure alcoholic beverages for consumption by persons under 21 years of age (i.e.: a member may not collect money from other members, even if they are of age, to purchase alcohol). Chapter funds may not be used for the procurement of alcohol.
6. Alcoholic beverages cannot be sold by the chapter or members of the chapter. The use of “chits” (i.e., tickets, cups, etc.) as a substitute for a fee is prohibited by law and University code. The hosting organization(s) cannot sell tickets or other items before or after the event as a means of receiving compensation for the alcohol.
7. At least three non-alcoholic beverages must be provided by the host chapter(s) and available at all functions. Beverages may be non-alcoholic/”virgin” specialty drinks, punch, soda, fruit juices, and bottled spring/seltzer water. Tap water and milk are not

acceptable alternative beverages. The host organizations must provide food, preferably high-protein, low-salt foods. The food slows down the absorption of alcohol and reduces the probability of inebriation. Non-alcoholic beverages and food offerings must be visible and in ample quantity.

8. Sober officers/monitors are required at every event. Security monitors must check identification at the door, even at an exchange. No high school students ever – even if “family”, are allowed at events with alcohol.
9. If fire alarm is sounded, everyone must vacate the premises, no matter what the circumstances.
10. If alcohol is at the event (BYOB), cannot charge admission at the door.
11. Event must end by 1 A.M. or when instructed to do so by an officer of the law or institution. Outdoor events must end at 12 AM.
12. Please register off-site events with the Office – for security and safety reasons.
13. If the sponsoring organization is using buses with Field Trip Services, members and guests may not possess/consume alcohol before or during the ride. On the return trip, it is expected all members will behave appropriately, in all circumstances. Organization must provide monitors that will assist the driver. Field Trip Services may file a complaint with the Dean of Students Office or restrict access to future services if an organization violates their policies or campus policies.
14. The University has the authority to address any and all incidents that occur within an event hosted or organized by a fraternity or sorority chapter.
15. Chapters are obligated to comply with instructions of officer of law or institution.
16. National offices will be notified if there is a gross violation of social policies.
17. Flyers do not constitute an invitation. There is no need for a chapter to make flyers unless the event is a third party event at an off-site facility.
18. An **exchange** involves a host chapter and one-to-three chapters (for 4 chapters total). The event is open to members of those chapters only. A guest list is not required for these events, but the host chapter must maintain a sign-in process (that includes checking proper identification) for all guests who attend the event. This is done for safety and security reasons. The list should be given to the Office the first business day after the event. All other regulations apply to exchanges.
19. A **“Member-only”** event is for members of the fraternity and sorority system only. A host chapter may invite the prescribed number of guests as stated in the policy (for this campus, four guests per member). A guest list must be provided with the

registration form. On the guest list should be the names of each guest and his/her affiliation. The host chapter still needs to maintain a sign-in process (that includes checking proper identification) during the event and give it to the Office of Fraternities and Sororities on the first business day after the event.

20. **Guest list** events may take place starting the second weekend of the semester. Guest list events are invitation only, that is, it is limited to the number of people which the host chapter can safely accommodate (four guests per member). A guest list must be provided with the registration form by the deadline. All guests must be currently enrolled at the University or a nearby college (or of a comparable status). High school students are not allowed to be guests at any type of social events.
21. There is no such thing as an “open party” or “open event”. That is, random people may not show up at your door and be granted admission to the event. There should never be a line of people waiting outside the door for admission. There is no such practice as a “member-only” or “Greek-only” door.
22. Sponsoring organizations and their guests must comply with the Town of Amherst noise ordinance (Article 50), which makes it unlawful to create excessive noise. Excessive noise is defined as *“loud noise which either annoys, disturbs, injures, or endangers the reasonable quiet, comfort, repose or the health and safety of others within the Town of Amherst”*. Amplified music, bands, radios, yelling, whistling, singing, and animal noises fall under this ordinance. Violations can result in arrest and/or fines.
23. Town of Amherst By-Law Article 51: Prohibition of Open Containers of Alcohol: *“No person shall consume any alcoholic beverage nor possess or transport any open can, bottle, or other container containing any alcoholic beverage outdoors on any Town street, sidewalk, way or public property including but not limited to parking lots, school playgrounds, recreation areas or conservation areas. Violation of this section shall be punishable by a fine of fifty (\$50.00) dollars for each offense”*
24. **SPECIAL EVENTS** are events designed for parents, alumni, and other non-student guests. Such events include Homecoming Weekend, Alumni Events, Parents/Family Day, Founder’s Day, etc. Guest lists are not required for such events. All other regulations do apply to special events, including the host organization’s responsibility for the action of its members and guests/alumni.
25. **THIRD PARTY VENDOR** events take place either at a location where the proprietor has a liquor license or when a provider/caterer has a liquor license and provides the service at a designated location. It is the responsibility of the vendor to abide by and enforce all local and state laws. Formals, date parties, and similar events are often a third party vendor event. These events must be registered with the office.
26. Any concerns about the social policy or a particular social event must be brought to the attention of the Office of Fraternities and Sororities prior to the event in question.

27. The rules and expectations are not optional. Every chapter will abide by the policies as stated.
28. The possession, sale or use of any **ILLEGAL DRUGS** or **CONTROLLED SUBSTANCES** while on the chapter premises or during a fraternity event or any event that an observer would associate with the chapter is strictly forbidden.
29. No chapter or chapter member shall permit, tolerate, encourage, or participate in “drinking games.”
30. No alcohol shall be present at any new member program, activity, or ritual of the chapter.