

**Rutgers University – New Brunswick**  
**Fraternity and Sorority Affairs**  
**Social Event – Policy**

**Purpose** – The Social Event Policy and Operating Procedures assist fraternities and sororities (chapters) at Rutgers University with the planning and execution of their social events.

**Policy** – The Fraternity and Sorority Affairs (OFSA) Social Event Policy outlines the requirements that must be adhered to when hosting and/or attending a social event that includes (or may include) the use of alcohol. Adhering to the Social Event Policy will promote compliance with Federal, State, and local laws, as well as Rutgers University’s own Alcohol and Other Drugs Policy for Students. This policy works directly with the Social Event Operating Procedures.

**Terms** – See accompanying Glossary

**General Policy Statements**

These General Policy Statements were adapted from the Fraternal Insurance Programming Group (FIPG) and other risk management best practices. Note: National organizations may have policies that are different from the OFSA Social Event Policy. With this in mind, your chapter should remain compliant with the policy that is MORE stringent, unless otherwise stated. All policy questions should be directed to Fraternity & Sorority Affairs. Failure to adhere to the policy/procedure in its entirety will result in a loss of social privileges and referral to the Office of Student Conduct.

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on or off chapter premises, during a fraternity event/function, in any situation sponsored or endorsed by the chapter, or in any event/function an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, county, city and institution of higher education, and must comply with the Fraternity and Sorority Affairs Social Event Policy and Operating Procedures.
2. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event/function or at any event/function that an observer would associate with the fraternity is strictly forbidden.
3. No alcoholic beverages may be purchased through chapter funds nor may alcoholic beverages be purchased for members or guests by any member in the name of, or on behalf of, the chapter for a chapter event.
4. Fraternity/sorority social events that include alcohol are **private events** and may NOT be advertised to the public. Chapters may not publicize their social events via social media nor with the use of search lights, sheet banners, signs, postcards or any other form of advertising.
5. Types of social events: Mixers, Invitation Parties or Date Parties are the only type of social events permitted in registered chapter houses. Exceptions may be made for special events with the permission of the national organization and OFSA. Requests for exceptions must be submitted 14 days in advance of the event.
6. Non-alcoholic beverages (soda/water) and non-salty foods, enough for all attendees, must be provided at all social events that include alcohol.

7. OPEN BARS are prohibited.
8. The purchase or use of a bulk quantity or common sources of alcoholic beverages (kegs or cases) is prohibited.
9. BYOB social events allow for each chapter member and guest who are of legal drinking age to bring a maximum of four (4) 16 oz. cans of beer or (4) 12 oz. cans of hard seltzer (no more than 5% ABV).
10. No members, collectively or individually, shall purchase for, provide, serve to, or sell alcoholic beverages to any minor (i.e., those under the legal “drinking age”).
11. Fire code must be adhered to at all fraternity/sorority social events, including (but not limited to) the following specific fire code provisions:
  - a. Capacity/Occupancy
  - b. Egress
  - c. Window and door coverings
  - d. Tents, tent lighting and tent heaters
  - e. Decorations and wall coverings
  - f. Fire extinguishers, smoke detectors and carbon monoxide detectors
12. Attendance lists are required for all social events.
13. Presenting false identification or impersonating another individual is prohibited.
14. All non-members in attendance must be at least 18 years of age.
15. No member shall permit, tolerate, encourage, or participate in "drinking games."
16. Bar/Pub Crawls are prohibited
17. The use of “ratios” is prohibited.
18. No chapter may co-sponsor an event/function with an alcohol distributor, charitable organization or tavern where alcohol is given away, sold or provided to those present. This includes bars, liquor stores, breweries, etc.
19. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
20. Event/Party themes must be non-alcoholic, non-offensive and non-discriminatory. Consideration should be given to the University’s values of diversity and inclusion as well as the University’s bias and non-discrimination policies.
21. All philanthropic activities (or any activities associated with a philanthropy) must be alcohol free and may not be co-sponsored or held with an alcohol distributor or tavern.
22. All recruitment/rush/intake activities associated with the chapter will be non-alcoholic. No recruitment/rush/intake activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy

23. No alcohol shall be present at any pledge/new member/associate 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. Violation of this provision is also a violation of the Hazing Policy.
24. Licensed and insured transportation must be provided and utilized by all attendees when social events are held at locations that are 25 miles or more from the Rutgers-New Brunswick campus. **Overnight events are not permitted.**

### **Policy Violations/Sanctions**

Failure to adhere to the Social Policy and Operating Procedures outlined in these documents constitutes a violation of Fraternity and Sorority Affairs policies and the Student Code of Conduct. Reports of policy infractions will be referred to the Office of Student Conduct for review and adjudication.

When a chapter violates OFSA Policies and the Student Code of Conduct, the organization will be informed that their actions and behaviors violate the expected standards of behavior for recognized organizations. Sanctions for violations of the OFSA Social Policy can be found in the [Standards of Conduct: Student Organization Policies & Procedures](#)

**Rutgers University – New Brunswick  
Fraternity and Sorority Affairs  
Social Event - Operating Procedures**

**Purpose** – The Social Event Policy and Operating Procedures assist fraternities and sororities (chapters) at Rutgers University with the planning and execution of their social events.

**Operating Procedures** – The Social Event Operating Procedures outline the methods by which chapters are required to plan and execute social events that include (or may include) alcohol. Complying with these operating procedures will reduce the risk incurred by chapters, chapter officers and volunteers associated with a chapter social event as well as minimize disciplinary sanctions. This policy works directly with the Social Event Policy.

**Terms** – See accompanying Glossary

**A. Education & Training**

- OFSA will host a Social Policy webinar prior to the start of each semester.
  
- OFSA will provide TIPS Training seminars prior to the start of each academic year. 30% of each chapter is required to successfully complete the TIPS certification. **The chapter president and social chair must be included in the 30%.** Only chapters that attend the Social Policy webinar and are compliant with the TIPS Training requirement will be permitted to register social events that include alcohol.

**B. General Registration Procedures**

Any social event, on or off-campus, in which alcohol will be present must be registered. These events include, but are not limited to: mixers, invitation parties, date nights, formals, semi-formals, parent/family events, chapter/alumni functions. ***Non-alcoholic events held at venues where alcohol is served or accessible must also be registered.***

1. Social events that take place on or off-campus must be registered with OFSA, using the on-line registration form. All portions of the registration form must be complete prior to the OFSA Event Planning Meeting.
2. Chapters on the Past Due List may not register or hold a social event.
3. Social events that include alcohol may be registered during the fall and spring semesters on Thursday and Friday evenings and Saturday afternoon or evening (unless otherwise noted on the Greek Calendar). Social events that include alcohol may NOT take place during recruitment, the summer months (May, June, July, August) nor during Thanksgiving, winter or spring break. Exceptions may be made for special events at the discretion of Fraternity and Sorority Affairs.
4. Chapters that fulfill the OFSA service/philanthropy hour requirement (average of 5 hours per member, per semester) may register two (2) social events per weekend unless otherwise noted on the Greek calendar. Chapters that fail to meet the service/philanthropy hour requirement will be limited to one (1) social event per weekend.
5. Social events taking place on or off-campus may not start before 9:00 AM, must end by 1:00 AM, and may last no longer than three (3) hours. Exceptions may be made for special events with the

permission of Fraternity and Sorority Affairs. Requests for exceptions must be submitted 14 days in advance of the event.

6. Late or incomplete registration may result in the cancellation of the chapter's event.
7. Falsification of information on the Event Registration Form and /or the Attendance List is a violation of the Student Code of Conduct and will result in a cancellation of the event and referral to the Office of Student Conduct.
8. OFSA will conduct an Event Planning Meeting prior to each registered event. Poor or incomplete event preparation may result in postponement/cancellation of the event.
9. MGC/NPHC chapters planning to host an off-campus party must have written permission from their regional director and are required to register the function with OFSA as a Third-Party Vendor event. **The use of party promoters is prohibited.**

### C. **House Parties: BYOB Procedures**

This section applies to chapters planning Mixers, Invitation Parties or Date Nights to be held in lettered chapter houses.

1. Registration
  - On-line Event registration deadline: Sunday at midnight, at least two (2) weeks prior to the event.
2. Pre-Event Procedures
  - Event Planning Meetings – Two meetings are required:
    - Meeting One - Chapter Advisor (s) / Student Leadership Meeting: This meeting must occur prior to the OFSA Event Planning Meeting. Advisors and student leadership from each participating chapter must meet together to review and complete the Event Planning Checklist. This meeting and the Event Planning Checklist **MUST** be completed **PRIOR** to the Chapter/OFSA Event Planning meeting.
    - Meeting Two - Chapter/OFSA Event Planning Meeting (EPM): This meeting must occur at least one business day prior to the event. Chapter Presidents and Social Chairs from all participating chapters must attend. The participating chapters must bring a completed Event Planning Checklist to the EPM and be prepared to review the form with the OFSA staff members.
3. Attendees
  - Attendees at Mixers are those students that are active members of the participating organizations (all attendees must appear on the chapter's OFSA roster).
  - Attendees at Invitation Parties and Date Parties are those students that are active members of the host organization and their one (1) guest or date.
4. Alcohol (BYOB)
  - Members 21 and over are permitted to bring one four pack of 16oz. beers or one four-pack of 12 oz. hard seltzers (no more than 5% ABV) for their own consumption.
5. Private Security
  - Chapters hosting social events that include alcohol are encouraged to hire private security guards.

6. Event Monitors
  - Each participating chapter will designate at least one TIPS trained Event Monitor for every fifteen (15) persons in attendance. The Event Monitors will remain sober/substance free prior to and for the duration of the event.
  - Event Monitors are responsible for checking identification, running the beer redemption station and monitoring the event for compliance with all applicable laws and policies.
7. Point of Entry/Exit
  - There will be one (1) point of entry through which all attendees will enter and exit.
  - Upon entry, all attendees will present their legal proof of age document and legibly sign in to the attendance list.
  - Attendees 21+ years of age will receive a tabbed wristband (provided by OFSA). Underage attendees will receive a plain wristband (provided by OFSA).
  - Attendees will not be permitted to enter or leave the chapter house with an open container of alcohol.
  - Event Monitors reserve the right to refuse admittance to members if they are visibly intoxicated.
8. Bar/Alcohol Redemption Station
  - All alcohol will be stored at the designated redemption station
  - Alcohol can be retrieved by showing a tabbed wristband and removing one tab. Alcohol may be retrieved one can at a time.
  - All unredeemed alcohol must be returned. Pickup may take place no later than 5:00 PM the next day.
9. Food / Alternative Beverages
  - An adequate amount of alternative beverages (bottled water / soda) must be provided for the duration of the event. Beverages must be kept cold and easily accessible.
  - An adequate amount of substantial, non-salty snack food must be provided for the duration of the event (ex: soft pretzels, pizza, cheese & crackers, sandwiches/hoagies).
  - Adequate means that alternative beverages and substantial, non-salty snack food must be available to all attendees for the duration of the event.
10. Post Event Procedure
  - Submit a scanned copy of the event attendance list to [ofsa@echo.rutgers.edu](mailto:ofsa@echo.rutgers.edu) no later than 5:00 PM the next day.
  - Submit a photo of all food & beverages provided during the registered event.
  - Confirmation email to the Chapter Advisor and OFSA Director by 5:00 PM the next day.

#### **D. Third-Party Vendor Procedures - Private Event**

This section applies to chapters planning private date or invitation parties, mixers, banquets or formals at a third-party vendor location. **The use of party promoters is prohibited.**

1. Registration
  - Event Registration deadline: Sunday by midnight, three (3) weeks prior to the event.
  - Required registration documentation:
    - Signed Third-Party Vendor Checklist
    - Copy – Liquor license to sell alcohol on the premises

- Copy – Certificate of insurance, which must show evidence the vendor has “off premise liquor liability coverage and non-owned and hired coverage”. **If required by the national organizations:** The certificate must name as additional insured (at a minimum) the local chapter (s) of the fraternity/sorority hiring the vendor as well as the national organization (s) with whom the local chapter is affiliated.
- Bus/Transportation contract (for events held 25 miles or more from Rutgers-New Brunswick)
- Guest List – must use the OFSA Guest List form

## 2. Pre-Event Procedures

Event Planning Meetings – Two meetings are required:

- Meeting One - Chapter Advisor (s) / Student Leadership Meeting: This meeting must occur prior to the OFSA Event Planning Meeting. Advisors and student leadership from each participating chapter must meet together to review and complete the Event Planning Checklist. This meeting and the Event Planning Checklist **MUST** be completed PRIOR to the Chapter/OFA Event Planning meeting.
- Meeting Two - Chapter/OFA Event Planning Meeting (EPM): This meeting must occur at least one business day prior to the event. Chapter Presidents and Social Chairs from all participating chapters must attend. The participating chapters must bring a completed Event Planning Checklist to the EPM and be prepared to review the form with the OFSA staff members.

## 3. Attendees

- Date/Invitation/Formal function: Each chapter member may invite no more than one (1) person to attend as their guest.
- Mixers: Only members of the participating organizations may attend

## 4. Transportation

- Licensed and insured transportation must be provided and utilized by all attendees when social events are held at locations that are 25 miles or more from the Rutgers-New Brunswick campus.
- Chapters will arrange for busses to pick-up and drop-off members and their dates/guests at an appropriate location.
- Any student who is intoxicated prior to the event may not board the bus or attend the event.
- Open containers of alcohol and/or drinking alcohol while on board the contracted transportation is prohibited.
- Members and their dates/guests are required to use the contracted transportation unless the national organization has granted an exemption.
- Chapter advisors are encouraged to be in attendance when members and their dates/guests are preparing to depart and when the bus returns from the event.
- **Overnight events are not permitted.**

## 5. Event Monitors

- The chapter will designate one (1) TIPS trained Event Monitor for every fifteen (15) persons in attendance. The Event Monitors will remain sober/substance free prior to and for the duration of the event.
- Event Monitors are responsible for ensuring that members and their dates/guests are adhering to OFSA, university and national policies as well as all local, state and federal laws. Event Monitors should observe and report issues to the facility manager.

6. Alcohol
  - Members and guests who are of legal age may purchase alcohol via a cash bar staffed by the vendor.
  - The vendor will check member & guests identification upon entry
  - Alcohol may not be purchased or provided to anyone under the legal drinking age.
7. Food/Alternative Beverages
  - An adequate amount of alternative beverages (bottled water / soda) must be provided for the duration of the event. Beverages must be kept cold and easily accessible
  - An adequate amount of substantial non-salty snack food must be provided for the duration of the event (served meals, buffet meals, pizza, subs/hoagies, etc.).
  - Adequate means that alternative beverages and substantial non-salty snack food must be available to all attendees for the duration of the event.
8. Private Security
  - If not provided by the third-party vendor, chapters hosting social events that include alcohol are encouraged to hire private security guards.
9. Post Event Procedures
  - Submit a scanned copy of the event attendance list to [ofsa@echo.rutgers.edu](mailto:ofsa@echo.rutgers.edu) no later than 5:00 PM the next day.
  - Confirmation email to the Chapter Advisor and OFSA Director by 5:00 PM the next day.



## Glossary

Active Members – Any initiate or new member listed on the chapter’s official OFSA chapter roster.

Advertising – Advertising fraternity/sorority social events is prohibited. Fraternity/sorority social events that include alcohol are private events and may NOT be advertised to the public. Chapters may not publicize their social events via social media nor with the use of search lights, sheet banners, signs, postcards or any other form of advertising.

Alcoholic Beverages – Beer or hard seltzer (no more than 5% ABV) are the only alcoholic beverages permitted to be present and/or consumed during a BYOB social function. Alcohol is limited to one 4-pack of 16 oz. beer or one 4-pack of 12 oz. seltzer.

Alumni Function - type of event that allows only members of the collegiate chapter and alumni members of the organization to attend. Alumni must appear on the guest list.

Attendance List – a list of members and guests that attended a registered social event.

Bar/Pub Crawl – a prohibited activity that involves traveling to multiple drinking locations.

Brotherhood/Sisterhood Function - event that allows only members of the collegiate chapter to attend.

Bulk Quantity - shall be defined as any form of alcohol that is more than one single serving (examples include, but are not limited to kegs, party balls, cases of beer, punch, etc.)

BYOB - (Bring Your Own Beer) - Members 21 and over are permitted to bring **one four pack of 16oz. beers or one four-pack of 12 oz. hard seltzers (no more than 5% ABV)** for their own consumption.

Chapter Funds - Moneys found in any chapter account (savings, checking, Venmo, etc.) OR money collected (cash, Venmo, etc.) from the members, alumni, guests, etc. for the purchase of alcohol. The use of slush or sinking funds is a violation of policy.

Chapter Premises - any property owned, leased, rented or any property an observer would otherwise associate with the fraternity and/or its members (satellite house, annex, etc.).

Common Area - any easily accessible room in the property not considered personal living space .

Common Source of Alcohol - is defined as any form of alcohol that is dispensed from one single source (examples include, but are not limited to, cases, kegs, shots of any nature.)

Co-sponsor – an entity who provides assistance, financial or otherwise, to support an event

Date - one specifically invited person per chapter member present

Date Function - event that allows chapter members to invite one guest (date) to the function.

Drinking Games – a game or contest involving the consumption of alcoholic drinks, typically as a penalty or in response to a specified cue or prompt. Drinking games are prohibited at fraternity/sorority events.

### Event Classification

- Alcohol Free – an event, on or off-campus in which no alcohol is present

- Bring Your Own Beer (BYOB) – any event, on or off-campus in which members of the chapter and their guests bring their own alcoholic beverage (beer or hard seltzer) to consume. No alcoholic beverages may be purchased through chapter funds nor undertaken or coordinated by any member in the name of, or on behalf of, the chapter.
- Third Party Vendor (Private) – any event held at a licensed and insured venue, employing a cash bar operator who is not affiliated with any chapter sponsoring the event/function. All guests must be invited and appear on a guest list.

Guest - any individual not affiliated with the participating chapter(s) (i.e. brothers/sisters, friends from out of town, visiting chapters, significant others, alumni (ae), non-Greek friends, etc.)

Guest List – a guest list is prepared and submitted prior to the event and contains the names of all guests. The purpose of a guest list is to limit attendance to those persons who were invited by a member of the chapter. Invitations must be limited to no more than one (1) per member.

Mixer (up to 2 chapters) - type of event that allows only members of the sponsoring chapters to attend. No non-members are permitted. The official occupancy of the venue must be followed.

Non-Alcoholic Event/Function - those events/functions that do not include the use of alcohol.

Open Party - those events/functions with unrestricted access by non-members of the fraternity/sorority, without specific invitation. Open parties are prohibited.

Overnight Events – overnight events are not permitted

Party/Formal – a planned, sponsored, hosted, co-hosted or promoted event/function by a chapter in conjunction with another chapter or invited guests

Private Event - an event that is limited to collegiate members and their specific invited guests.

Ratio – the practice of limiting access of either men or women to increase the ratio of the opposite sex of the hosting organization. This practice is prohibited.

Social Function (Event/function) - a planned, sponsored, hosted, co-hosted or promoted event/function by a chapter in conjunction with another chapter or invited guests. Social functions (event/functions) include, but are not limited to mixers, formals, invitation parties, date functions, brotherhood/sisterhood event/functions, parent functions and alumni functions.

Spontaneous Gatherings – unregistered gatherings that are comprised of members, guests and alcohol. Spontaneous gatherings are prohibited.

Tavern - an establishment generating more than half (50%) of its annual gross sales from alcohol.

Third Party Vendor - a licensed and insured cash bar operator who is not affiliated with any chapter sponsoring the event/function.

TIPS Trained Event Monitor – a student that attended TIPS training, passed the TIPS exam and has volunteered to serve as a sober event monitor for a chapter social event.