

## Department Policy

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### POLICY NAME: Fraternity & Sorority Life Events Policy

| Authority Title and Review Information: | Name and Date   |
|---|---|
| Approval Authority:                     | Assistant Vice President for Diversity, Equity, and Belonging |
| Responsible Executive:                  | Director, Fraternity and Sorority Life                        |
| Responsible Office:                     | Fraternity and Sorority Life                                  |
| Responsible Officer:                    | Director, Fraternity and Sorority Life                        |
| Policy Category:                        | Administration and Operations                                 |
| Effective Date:                         | March 2024  |
| Last Review Date:                       | n/a   |
| Next Review Date:                       | March 2025  |

#### I. POLICY STATEMENT

Fraternity and Sorority Life at Michigan State University (MSU) recognizes the importance of the connection between social, service, and philanthropic events, and we support your efforts safely implementing these focus areas into the operation of your chapter. As students continue to seek membership in Greek-letter organizations on our campus, it is important that Fraternity and Sorority Life establish a system of accountability to ensure the success of the organizations for which it has oversight.

#### II. SCOPE

Each of the affiliate organizations of the National Pan-Hellenic Council (NPHC), Panhellenic Council (PHC), Multicultural Greek Council (MGC), and Interfraternity Council (IFC) exists on the MSU campus because of a collaborative partnership. It is important that each chapter understands this relationship and operates within the set policies and procedures of their respective national bodies, state and local laws, and Michigan State University. In addition, it is equally important that chapter leadership make clear that each member must adhere to these same policies and procedures during the tenure of their membership/affiliation with the organization to make sure there are no instances of unauthorized activity.

Herein stated are the procedures required by MSU Fraternity and Sorority Life designed to assist in creating a healthy and safe event. It is important that it be understood that if this policy is not followed it will result in accountability actions being taken. Please take care to handle all socials, events, and programs with a sense of integrity, civility, and respect.

### III. DEFINITIONS

Event: Any activity or event sponsored or endorsed by the organization, including those that occur on or off University property.

Organization: A Student Organization is defined as any group whose membership consists of students currently enrolled at the University that is:

1. registered with the Office of Student Life and Engagement
2. affiliated with the University through an academic department or administrative entity which supports, endorses, supervises, or recognizes the organization, unless the Senior Vice President for Student Life and Engagement otherwise determines the organization is a University function. (More information can be found here: <https://ossa.msu.edu/student-organization-conduct>)

### IV. POLICY

In any activity or event sponsored or endorsed by the organization, including those that occur on or off organizational premises and on university property:

1. The organization/chapter must be a registered student organization with the University and its respective Governing Council at the time the event is scheduled to take place.
2. All events must follow the event registration/notification process.
3. The organization, members, and guests must comply with all federal, state, provincial, and local laws. No person under the legal drinking age may possess, consume, provide, sell or be provided alcoholic beverages.
4. Organizations, members, and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on organizational premises or at any activity or event sponsored or endorsed by the organization. Drugs include controlled substances and substances that may be detrimental to health, even though not subject to state and federal laws.
5. If the recognized organization is affiliated with a national/international organization whose risk management policy is stricter than the Events Policy, the organization should follow that policy in addition to MSU Policy for any event hosted by the sponsoring or co-sponsoring organization. An organization must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, an organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter event.
6. Attendance at events must not exceed local fire or building code capacity of the organizational premises or host venue.
7. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization.
8. Organizations must comply with the MSU Anti-Discrimination Policy and other relevant MSU policies when sponsoring or co-sponsoring events.
9. The President, Social Chair(s), and Risk Management Chair (or applicable positions) must complete Event Management Training at the beginning of each semester.

10. The organization must have adequate insurance coverage in place to host events and programs



# **Policy Procedures & Violations**

## V. POLICY PROCEDURES

### 1. Event Notification Form (ENF)

- a. **What constitutes an event:** Any activity or event sponsored or endorsed by the organization, including those that occur on or off university property.
- b. **When do I complete an Event Notification Form?** If the event meets **ANY** (one or more) of the following criteria:
  - i. Alcohol is present through third-party vendor or BYOB system with non-members invited (e.g., parent events, date party, mixer, formal, etc.)
  - ii. Co-sponsored event with another organization(s) (e.g., mixer, date party, hayride, etc.)
  - iii. Contracts are secured
  - iv. Participants are traveling outside of the Greater Lansing area
  - v. Overnight events
  - vi. Hired transportation is utilized
  - vii. Philanthropy or fundraiser events planned and executed by the organization (regardless of alcohol)
- c. **Deadline to Register:** Three (3) business days prior to the start time of the event.
- d. **Link to ENF:** <https://msu.campuslabs.com/engage/submitter/form/start/618319>

**Note:** Depending on the type of event, the organization/chapter may need to secure contracts with vendors more than three (3) business days in advance. Any on campus reservations for tables and chairs, etc. will require advance reservations.

### 2. Restrictions for Events:

- a. No events can be held during final examinations. This includes on-campus and off-campus events.
- b. Events scheduled to take place on-campus at times when the University is closed due to inclement weather or other unforeseen circumstances may not continue at the scheduled time.

### 3. Campus and Community Policies

- a. [General Student Regulations](#)
- b. [Student Organization Conduct Policy](#)
- c. Anti-Discrimination Policy - <https://civilrights.msu.edu/policies/>
- d. Hazing: <https://ossa.msu.edu/hazing-information-and-resources>
- e. Relationship Violence and Sexual Misconduct Policy: <https://civilrights.msu.edu/policies/relationship-violence-and-sexual-misconduct-and-title-ix-policy.html>
- f. Amnesty Policy: <https://ossa.msu.edu/medical-amnesty>
- g. East Lansing Noise Ordinance: <https://www.cityofeastlansing.com/390/Need-to-Know-Ordinances>
- h. [NIC Alcohol & Drug Guidelines](#)

## VI. VIOLATIONS

Employees or students who violate this policy may be subject to discipline.



# **Related Information & Attachments**

## VII. RELATED INFORMATION AND ATTACHMENTS

### Event Notification Form

#### **Step 1. REVIEW THE POLICIES**

Fraternity and Sorority Life Event Policy.

In addition, review the organizational national/international risk management policy.

#### **STEP 2: REVIEW EVENT PLANNING RESOURCES**

Before planning an event, review the resources. ([Homes Murphy Hosting Safe Events](#))

#### **STEP 3:**

If you have any questions, please contact your main council advisor.

You can request an in-person meeting for event planning and prevention by emailing your main council advisor ([Contact Us](#)).

#### **STEP 4:**

Complete the Online Event Notification Form.

By submitting this form, you are confirming that you have reviewed, understand and agree to abide by the Events Policy. You also agree that the information you provide is factual, truthful and complete at the time you submit the information and at the time of the event or activity. It is your responsibility to advise the University immediately of any change in circumstances that would make the information you have provided not factual, truthful or complete. If the University or governing council initiates an inquiry or investigation as a result of a suspected violation of the Events Policy, the organization may be asked to provide any documentation including, but not limited to, the attendance tracking system, event plans, and/or event contracts.

The Online Event Notification Form will include the following:

#### **Organization:**

Name of member planning event:

Leadership role within the organization:

Email:

Phone:

#### **Event details:**

Name of event:

Theme, focus or game day information:

Date of event:

Beginning time of event: \_\_\_\_\_ AM PM

Ending time of event: \_\_\_\_\_ AM PM

#### **Type of event:**

BYOB [Bring Your Own Beverage]

*Attendees bring their own alcohol, including members, guests, and alumni who are age 21 or older,*

*If BYOB, which system will you utilize?*

*Option 1: Ticket System*

- Option 2: Punch Card System
- Option 3: Individuals maintain their own alcohol
- Option 4: Other (include details)
- Third-Party Vendor [Bars, Restaurants, Catering Companies, Hotels, Etc.]  
*Contract with a licensed establishment or caterer to provide a cash bar and/or a licensed location to host your event.*
- Dry Event [No alcohol will be present]

**Event location:**

- Fraternity/Sorority Facility
- Off Campus Rented Facility (Hotel, Bar, Restaurant, etc.)
- On Campus Facility
- Off Campus Venue
- Member(s) Residence
- Other:

Include name of location, Contact Person, Address, Email and Phone Number (if applicable)

**Purpose of event:**

- Art & Music
- Athletics
- Cultural
- Demonstration
- Date Party
- Formal
- Fundraising
- Learning
- Parade
- Parent Event
- Party
- Philanthropy
- Service
- Social
- Spirituality
- Other: \_\_\_\_\_

**If licensed transportation (e.g., bus) is used:**

If yes, name of the student organization:  
 Name of contact:  
 Email:  
 Cell Phone:  
 Pick up location:  
 Pick up time:  
 Drop off location:  
 Return time:

**Co-sponsoring organization(s)?**

**Yes/No**

If yes, name of the organization(s):  
 Name of contact:  
 Email:  
 Cell Phone:

**Fire code capacity of venue/facility if applicable?**

**Anticipated number of attendees (e.g., members, invited guests, alumni/alumnae, parents)?**

**Contact information for the officer in charge:**

Name:  
 Position:  
 Phone:  
 Email:

**Contact information for event monitors:**

Name:  
 Phone:  
 Email:

**Which prevention strategies will you utilize to reduce risks?**

Good event planning is done when chapters consider ways to create safe environments through



prevention. Listed below are important steps a chapter can take to create safe events. Please check the areas that the chapter will implement during the event.

- 911 is called for any emergency
- Event theme/materials are respectful and not degrading to any person, culture, or population
- Security (check all that apply):
  - Public Police       Private Police       Provided by venue
  - Paid       Volunteer
- Chaperone (check all that apply):
  - Alumni    University Staff    Parents    Volunteer
- Only one entrance to the event
- Guest list at the door
- Attendance won't exceed fire code capacity
- Prohibited ticket sales at the door
- Smoking is prohibited
- Person removed if they have illegal drugs or controlled substance
- Person removed if they are not following policy
- Food and non-alcoholic beverages available
- Third-party vendor stops the sale of alcohol one hour before the event ends
- Glass bottles prohibited
- Event does not involve physical activity (assault and battery)
- Doors to residential living will be locked/secured during the event
- Music will not be disrespectful or degrading to a group of people or culture
- No tables or paraphernalia will be used for drinking games
- Event does not involve strippers, exotic dancers, or similar, whether professional or amateur

**VIII. HISTORY**

| Action       | Description  |
|--------------|--|
| Issued:      | 1. Fraternity & Sorority Life<br>2. March 14, 2024   |
| Approved by: | 1. Assistant Vice President for Diversity, Equity, and Belonging<br>2. Dr. Genyne Royal<br>3. March 12, 2024 |