



Student Organization Code of Conduct

Revised 2021

I. Introduction

Oklahoma State University (“OSU”) is proud of the role recognized and registered student organizations play on our campus and in our community and recognizes and respects the autonomy of student organizations. OSU is committed to supporting student organizations. Recognition is contingent upon accepting the rights and responsibilities outlined in this Code of Conduct. All student organizations are required to act consistently with this Code of Conduct, as well as applicable federal, state, and local laws.

The officers, members, and advisors to student organizations are individually and collectively responsible for ensuring that all members understand and comply with the contents of this Code of Conduct. Officers, members, and advisors may also be held accountable individually as well as the organization

Definitions

Advisor: A person who has agreed to assist a complainant or respondent during the University conduct process. The Advisor may be a person of the organization’s choosing, including an OSU faculty or staff member, an OSU student, a parent, a friend, or an attorney. While this is a different role from the organization’s faculty/staff advisor, the organization’s faculty/staff advisor may serve in this role as well.

Complainant: An individual or student organization who files a disciplinary complaint; the University can file a complaint.

Day: Calendar day, including weekends or University holidays. Time deadlines may be extended during breaks and University holidays.

Organization: A number of OSU students who are associated with each other with a connected purpose. This includes but is not limited to organizations that are registered and/or recognized by OSU, have petitioned for recognition, or meet the criteria to be a registered or recognized.

Respondent: Any student organization that is alleged to have violated the Student Organization Code of Conduct.

Sanction: A disciplinary correction or penalty which is imposed on student organizations that are found responsible for violating the Student Organization Code of Conduct. Sanctions are designed to be educational measures that hold organizations accountable for their behavior.

Title IX: A part of the 1972 Federal Education Act that states that no one shall be denied the benefits of any educational program or activity because of sex. Title IX is not just about sports. It also prohibits sexual harassment, gender-based discrimination, and sexual violence.

University premises: Any buildings or grounds owned, leased, operated, controlled, or supervised by the University. Organizations are advised that this includes properties that are not a part of the main university campus. Examples of these areas include, but are not limited to, University-approved housing, Camp Redlands, and Lake Carl Blackwell.

University-sponsored activity: Any activity on University premises or at an off-campus location that is directly initiated or supervised by the University or a University-recognized group or organization. This includes fraternity and sorority organizations, study abroad programs, and sporting events. In addition, University-operated transit, such as riding on THE BUS or THE BOB, is included in this activity even if the behavior occurs off of University premises.

II. Prohibited Conduct

1. **Health and Safety:** Student organizations shall not foster, promote, or participate in activities that unreasonably threaten the safety or well-being of their members, other people, or animals on or off campus including:
 - a. **Physical Violence:** Student organizations shall not engage in physical violence of any kind against any person(s) or animals. This includes fighting; assault; battery; use of a knife, gun, or other weapon; physical abuse; restraining and/or transporting someone against his/her will; or acting in a manner that threatens or endangers the physical health or safety of any person or causes reasonable apprehension of such harm.
 - b. **Fire Safety:** Student organizations shall not engage in misuse or unauthorized use of firefighting, fire sprinkling systems and other safety equipment or warning devices, or fail to evacuate when a fire alarm is activated.
 - c. **Harassment, Threats, and Bullying:** Student organizations shall not engage in subjectively and objectively offensive verbal abuse, threats, intimidation, harassment, coercion, bullying or other conduct that threatens or endangers the mental or physical health/safety of any person or that causes reasonable apprehension of such harm that is persistent, severe, or pervasive.
 - d. **Gender Discrimination:** Student organizations shall not violate, support, or condone behavior including:
 - sexual harassment
 - sexual misconduct
 - dating violence
 - domestic violence
 - stalkingDefinitions, examples, and additional information may be found in the University Student Code of Conduct.

e. **Weapons:** When it is not the purpose of the organization, or part of a nationally recognized ritual of a recognized fraternity or sorority approved in advance in writing by the OSU Office of Fraternity and Sorority Affairs or, unless utilizing a third-party vendor (e.g., shooting range); no student organization shall possess or use firearms, explosives (including firecrackers), weapons or dangerous chemicals during any student organization activity. This includes, but is not limited to, BB guns, knives, swords, handguns, shotguns, and rifles. No student organization shall possess, use or store any weapons on University property or University-approved housing, including fraternity and sorority housing.

2. **Hazing:** Student organizations may not engage in any action or activity that causes or is likely to cause physical or mental discomfort or distress that may demean, degrade, or disgrace any person, regardless of location, intent, or consent of participants, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in an organization. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this Code of Conduct. State law classifies hazing as a crime, Title 21 Oklahoma Statutes Section 1190. Fraternities and Sororities are also held to hazing expectations outlined in the Fraternity & Sorority Affairs Handbook.

Common factors in hazing:

- Power differential between those in a group and those who want to join a group, or between upperclassmen members of a group.
- Intentional initiation rite, practice, or 'tradition' involved.
- Willingness to participate does not absolve responsibility for either party.

Some Examples of Hazing:

- Forced activities for new members to 'prove' their worth to join.
- Forced or required consumption of alcohol, drug, and or any food/beverage.
- Required to endure hardships such as sleep deprivation, menial tasks, physical labor/servitude, etc.
- Activities and/or behavior that could be humiliating and/or isolating.
- Beating, paddling, and/or other acts of physical abuse.
- Requirements for new members to perform acts or tasks, which active members are not, required to do.
- Any illegal activities such as a requirement to steal or vandalize as part of a scavenger hunt.

3. **Financial Obligations:** Student organizations may not use University funds in ways that are inconsistent with University guidelines as defined by University Accounting or their respective governing council or committee. This includes the inappropriate use of University Purchase Cards ("P-cards"). Student organizations' faculty and staff advisors must comply with University employee reimbursement regulations.

4. **Adherence to Governing Policies:** Student organizations must adhere to their constitutions as well as their respective governing bodies, including registered and recognized student organization policies, fraternity and sorority constitutions and policies, and policies related to recognized student housing organizations. In the event of a conflict with University policy, University policy shall prevail.

- 5. Interference with University Business:** Student organizations may not engage in intentional interference that impedes or disrupts the business of the University. This includes unauthorized entry into, or use of, any University building, facility, vehicle, equipment room, area, or University-approved housing. This also includes violations of policies related to information technology, which may be found at <https://it.okstate.edu/policies-procedures-and-guidelines/index.html>.
- 6. Interference with Conduct Process:** Student organizations may not interfere with conduct procedures or outcomes, including but not limited to: falsification, distortion or misrepresentation of information during any part of a hearing process; knowingly initiating a complaint without good cause; harassment or intimidation of any member of a hearing panel, witness(es), or University personnel before, during or after a proceeding; and failure to comply with the sanction(s) imposed on the student organization.
- 7. Retaliation:** Student organizations may not retaliate against a person who, acting in good faith, brings a complaint forward or against an individual or organization who has participated in an investigation or conduct process. For more information, see Board of Regents for the Oklahoma Agricultural and Mechanical Colleges Policy Manual, 3.06 Non-Retaliation, <http://regents.okstate.edu/policy-manual/non-retaliation>.
- 8. Alcohol:** Student organizations that serve or permit possession of alcoholic beverages at student organization functions, on or off campus, must comply with any and all applicable local, state, and federal laws. This includes serving or allowing individuals under 21 years of age access to alcohol or providing alcohol to an inebriated individual. Organizations that choose to host social events with alcohol must fully comply with the third-party vendor guidelines or with Bring Your Own Beverage (BYOB) guidelines. Third-party guidelines and Bring Your Own Beverage guidelines are provided elsewhere in this handbook.
- 9. Drugs:** Student organizations must not possess, use, share, sell or otherwise distribute illegal drugs on or off campus. While the use of medical marijuana has been legalized in the state of Oklahoma, federal law continues to prohibit marijuana. Therefore, the possession or use of prescribed medical marijuana is prohibited in University-approved housing and at organization-sponsored activities.
- 10. False Representation and Forgery:** Student organization officers or members are prohibited from making false representation(s), in any form (i.e., written or verbal), to the University. Forgery or unauthorized use of University documents or records is also prohibited.
- 11. Property Damage and Theft:** Student organizations shall not engage in defacing, damaging or destroying property, theft, attempted theft or unauthorized possession of property belonging to the University, other individuals, or student organizations on University property, at University-approved housing, or facilities on or near campus.
- 12. Disorderly Conduct:** Student organizations shall not behave in a disorderly, lewd or indecent manner, or breach the peace on University property or at University- or organization-sponsored activities. Student organizations shall not participate in or host parties or gatherings that disturb the peace of campus residences or off-campus neighborhoods.
- 13. Gambling:** Student organizations shall not engage in illegal gambling for money or other things of value on campus or at University-sponsored or student organization activities.

14. Academic Misconduct: Student organizations shall not engage in cheating or alteration of academic materials, records, or other academic misconduct.

15. Attempts and Complicity: Student organizations shall not attempt to, or encourage organization members to, commit acts prohibited by this code. Apathy or acquiescence in the presence of prohibited conduct may constitute a violation of this policy.

III. Disciplinary Process

A recognized student organization and/or its members collectively or individually (when acting as part of the organization), may be held responsible for violations of the Student Organization Code of Conduct and, when appropriate, be subjected to disciplinary action. When a student organization is accused of committing a violation of this Code of Conduct, University policy (including but not limited to any violation of published University policies and procedures) or local, state, or federal laws, a complaint may be filed with Student Support & Conduct. Officers, members, and advisors may also be held accountable individually

1. **Complaint:** Upon receipt of such a complaint, Student Support & Conduct shall investigate and meet with the organization to determine if an administrative meeting or a hearing will be held regarding the complaint. In cases where student health or safety is reasonably believed to be significantly jeopardized, the Vice President for Student Affairs, in consultation with the President of the University, may order an **interim suspension** of the activities and operations of a student organization for the period required to allow a thorough investigation and opportunity for administrative meeting or hearing.
2. **Disposition of Allegations:** Student Support & Conduct may, after completion of the investigation, choose to refer the case to the organization's appropriate governing body for adjudication, an administrative meeting, or a hearing. If it is determined that the alleged violation(s) are by individual(s) but not collectively by the organization, the case will be retained by Student Support & Conduct for individual adjudication.
 - a. Referral to the organization's governing body shall be applicable to violations determined by Student Support & Conduct to be minor in nature.
 - b. Alleged violations of University regulations where neither suspension nor expulsion are a possibility are normally resolved through an administrative meeting between Student Support & Conduct and the respondent's representatives. If during the administrative meeting it is determined further development of the facts is warranted and would be aided by a more formal hearing, the conduct officer may refer the case for a hearing, in which case, the conduct officer will not make any findings.
 - c. Allegations which could result in suspension or expulsion, or that are complex, sensitive, or require a number of witnesses or that involve an alleged victim, may be referred to a hearing.
3. **Organization Activities/Events:** An organizational event is any activity which reasonable observers would associate with the organization rather than the acts of some individuals who happen to be members of an organization. Behaviors that occur on any property associated with or owned by the organization or on an organization's social media account(s) will be contributed to the organization. Factors which may be considered in determining whether the organization is responsible include, but are not limited to:

Event Planning

- Did the organization help plan the event?
- Was the event planned during a chapter meeting?
- Did officers help plan the event?
- Did members of the organization contribute money towards the event? (Venmo/CashApp)
- Is the event actively or passively endorsed by officers? (Did they advertise the event? Did they attend the event?)
- Is this event tied to an organization's function? (Pre-Game/Initiation/Pledgeship process/Philanthropy)
- Is the venue associated formally or informally with the organization?

Publication of the Event

- Was an invite to the event sent in a platform tied to the organization? (GroupMe/Facebook)
- Is the event listed on the organization's calendar?
- Was the event announced at an organization meeting?
- Would guests say that they were at the organization's event?
- Were other organizations invited to participate in the event?

Attendance of the event

- Were the majority of attendees members of the organization?
- Did guests have a tie to members of the organization?
- Would the event happen if no members of the organization showed up?
- If there was an incident at the event, would the organization's leadership be notified?

If Alcohol is Present at the Event

- Did members of the organization help by making any drinks for the party? (Such as punch/Jungle Juice)
- Who purchased the alcohol?
- How was the guest list or security handled?

4. Rights Provided to Student Organizations:

- a. A written notice of the alleged violation(s);
- b. An explanation of the conduct process upon request;
- c. No violation of the code is assumed;
- d. Be accompanied by an Advisor during the conduct process;
- e. Have access to the information and documents to be presented at the hearing in advance;
- f. Be present during the entire proceeding, except during deliberation;
- g. Present material, firsthand information;
- h. The respondent and complainant will receive a written notification of the outcome of the hearing; and
- i. An avenue for a review or appeal of the outcome.

5. Administrative Meeting: Alleged violations of University regulations where neither suspension nor expulsion are a possibility are normally resolved through an administrative meeting between Student Support & Conduct and the respondent's representatives to resolve the case.

- a. **Notice of Meeting.** The President or highest-ranking officer of the student organization shall be notified in writing by Student Support & Conduct of the date, time, and place of the meeting at least seven (7) days before the meeting. The notice shall also include a statement of the allegations of policy violation(s) and information regarding the student organization's rights in the meeting.
 - b. **Representation.** The organization should be represented by one student member, preferably the president of the organization.
 - c. **Administrative Meeting.** At the administrative meeting, the organization's student representative and the conduct officer will discuss the alleged violations.
 - d. **Outcome.** The conduct officer(s) will deliberate whether it is "more likely than not" that a violation(s) of the Student Organization Code of Conduct did or did not occur as alleged. A decision and sanctions, if applicable, will be communicated to the organization in writing.
 - e. **Review of Outcome.** Within seven (7) days from receipt of the decision, the student organization representative may request that the Vice President for Student Affairs, review the outcome of the administrative meeting.
6. **Student Organization Hearing:** If an organization is accused of a violation where suspension or revocation of the organization's recognition is a possible outcome, the adjudication for the organization will be processed in a hearing. The following procedures apply for hearings involving a student organization:
- a. **Selection of Hearing Panel.** The Hearing Panel ("Panel") will be selected by Student Support & Conduct and consist of three (3) members; one (1) to be selected from the available panel of faculty/staff members, one (1) to be selected from the available panel of students and one (1) to be a faculty/staff advisor of a similar student organization. A chairperson ("Chair") will be selected from within the Panel.
 - b. **Notice of Hearing.** The President or highest-ranking officer of the student organization shall be notified in writing by Student Support & Conduct of the date, time, and place of the hearing at least seven (7) days before the hearing. The notice shall also include a statement of the alleged policy violation(s) and information regarding the student organization's rights in the hearing.
 - c. **Witnesses.** The representative officer of the accused student organization, the complainant (if applicable), and Student Support & Conduct may invite persons who have information relevant to the accusation to provide information at the hearing; however, the Chair may limit the number of witnesses to avoid repetition and cumulative testimony. The names of witnesses must be provided to Student Support & Conduct a minimum of three (3) days before the hearing. Each party shall be responsible for ensuring the presence of their witnesses at the hearing and shall be prohibited from submitting a written statement in lieu of personal testimony, unless otherwise permitted by the Panel to do so as a result of extenuating circumstances. Witnesses invited by either party shall be present only while they are providing information.
 - d. **Advisor.** The representative officer of the student organization may be accompanied and assisted at the hearing by an advisor of the organization's choice. The student organization must provide the name of the advisor to Student Support & Conduct at least

three (3) days before the hearing. The advisor may participate directly to the same extent as the representative officer could. Such direct participation is a privilege which, if abused, may be withdrawn by the Chair. If the privilege is withdrawn, the advisor may continue to advise the representative officer. If an advisor fails to act in accordance with hearing procedure, the Chair may bar the advisor from the hearing.

- e. Conduct of the Hearing.** The hearing shall be conducted in an informal manner and without reference to rules applicable to a court of law concerning the examination of witnesses and admissibility of evidence, but with a view toward providing the Panel with a complete understanding of the facts involved. Any documents to be presented at the hearing must be provided to Student Support & Conduct a minimum of three (3) days before the hearing for the Panel's review. The University investigation report shall be presented to the Panel first. Irrelevant, immaterial, and unduly repetitious information may be excluded as determined by the Chair. The hearing and the deliberations of the Panel shall be private. The hearing will be audio recorded. The recordings are property of the University. The University is not responsible for equipment malfunctions. If the organization representative elects not to appear for the hearing, the hearing will be held in absence. Failure to appear will be noted without prejudice. Findings will be based on information presented at the hearing including the hearing file of materials. The order of presentation at the hearing will be as follows:
- i. Purpose of the hearing provided by the Chair of the Panel.
 - ii. If relevant, the University investigator will present the investigation report and answer related questions regarding the investigation report.
 - iii. The complainant will present information and call witnesses. At the conclusion of the complainant's presentation and each witness statement, the complainant or witness may be questioned by the Panel, and the respondent, either directly or indirectly. The University can be the complainant.
 - iv. The respondent will present information and call witnesses. At the conclusion of the respondent's presentation and each witness statement, the respondent or witness may be questioned by the Panel and the complainant either directly or indirectly.
 - v. The complainant may make a closing statement.
 - vi. The respondent may make a closing statement.
 - vii. All parties are dismissed for Panel deliberation.
- f. Additional Rules.** Procedural rules, consistent with these procedures may be established by the Panel from time to time to fulfill its functions in an orderly manner. A copy of such procedural rules will be provided to the student organization along with the notice of hearing.
- g. Hearing Outcome.** The Panel will deliberate and, by majority vote, determine whether it is "more likely than not" that a violation(s) alleged did or did not occur as alleged. The Panel may find that the information presented was not sufficient to establish that a finding of responsibility for a violation(s) of the Student Organization Code of Conduct and dismiss the case. The Panel may find that the information presented was sufficient to affirm the allegations and impose a sanction(s) appropriate with the violation(s).

The outcome will be communicated in writing to the student organization within five (5) days of the hearing outcome.

IV. Organization Sanctions

The following disciplinary sanctions may be imposed upon student organizations when they have been found responsible for violating of the Student Organization Code of Conduct. All sanctions may be imposed individually or in combination. Disciplinary sanctions are imposed for the purpose of holding student organizations accountable for their actions and the actions of their guest(s), whether on campus or at any organizational activity. Failure to satisfactorily complete a sanction may result in more severe sanctions. While organizations have pending sanctions, they are not to be considered in good standing with the University.

1. **Written warning** is an official written notice that the student organization has violated University policies and that more severe conduct action will result should the student organization be involved in other violations.
2. **Restitution** is compensation for the damage caused to the University, University-approved housing, facilities on or near campus or any person's property on campus. This is not a fine but rather a repayment for labor costs and/or value of property destroyed, damaged, consumed, or stolen.
3. **Educational and Behavioral Change Requirements** are assigned as an opportunity for organizational development and can include but are not limited to a written plan for reconstruction of the organization, presentation on a relevant class/workshop attendance, educational projects, and service-learning experiences.
4. **Restriction of Privileges:** Restrictions placed upon a student organization which limit University privileges for a specified period of time. These restrictions may include, but are not limited to, the University prohibiting the organization from:
 - a. Representing the University in any capacity.
 - b. Receiving awards or recognitions from the University.
 - c. Maintaining an office or other assigned space on University property.
 - d. Receiving or retaining University funds.
 - e. Participating in intramural sports or other organization events.
 - f. Being a sponsor, co-sponsor and/or participant in any social event or other activity (often referred to as social probation).
 - g. Sponsoring speaker(s) or guest(s) on campus.
 - h. Using University vehicles.
 - i. Using University facilities.
 - j. Advertising on campus for organizational activities.
 - k. Soliciting and/or selling any items on campus
5. **Suspension of Organizational Recognition:** The denial of privileges of a recognized organization for a designated period of time, which will be no less than one semester. Any organization whose recognition is suspended must:
 - a. Cease all organizational activities.
 - b. Vacate any appointed or elected office with that organization's governing body for the duration of the period of suspension.
 - c. Surrender balances of all organizational funds granted by Student Government.
 - d. Vacate office or housing space assigned by the University from the date of the notice of suspension. Space vacated due to suspension may be reassigned to other eligible

University organizations. In the case of housing, individual members will be reassigned provided space is available. There will be no University Housing contract cancellations.

6. **Revocation of Organizational Recognition:** Permanently excludes the organization from the University without any recourse to reapply for recognition. Any organization whose recognition is permanently revoked must:
 - a. Cease all organizational activities.
 - b. Vacate any appointed or elected office.
 - c. Surrender balances of all organizational funds granted by Student Government.
 - d. Vacate office or housing space assigned by the University from the date of the notice of dismissal. Space vacated due to dismissal may be reassigned to other eligible University organizations. In the case of housing, individual members will be reassigned provided space is available. There will be no University Housing contract cancellations.

V. Appeal Process

1. Decisions by the Panel may be appealed to the President of the University or his/her designee, who shall consult with the Vice President for Student Affairs.
2. The student organization has seven (7) days from receipt of the original decision in which to submit an appeal in writing.
3. The organization may appeal based only on the following grounds:
 - a. The hearing was not conducted in conformity with prescribed procedures and substantial prejudice to the complainant or the respondent resulted.
 - b. New information that could substantially affect the outcome of the previous hearing has been discovered since that hearing. The information must not have been available at the time of the original hearing. Failure to present information that was available is not grounds for an appeal under this provision.
 - c. The sanction is not appropriate for the violation(s). This provision is intended to be utilized when a determined sanction is inherently inconsistent with University procedures or precedent. Simple dissatisfaction with a sanction is not grounds for overturning a sanction under this provision.
4. The appellate review will be based on the information and materials in the hearing file; the findings and decision of the Panel; the student organization's written request for an appellate review; any response to the appeal from the University or complainant; and the record of the hearing.
5. An appeal may be resolved in one of the following ways:
 - a. The original decision may be upheld.
 - b. Modified sanctions, either greater or lesser, may be imposed.
 - c. The case may be remanded back for a new hearing.
6. The appellate decision shall be final and will not be subject to any further appeal or reconsideration.

Student Organization Alcohol Policy

- 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, or be provided alcoholic beverages.
- The organization, 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 chapter/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.
- No alcoholic beverages may be purchased through or with organization funds or funds pooled by members or guests (admission fees, cover fees, collecting funds through digital apps, etc.).
- Common sources of alcohol, including bulk quantities and kegs, which are not being served by a licensed and insured third party vendor, are prohibited.
- Open parties are prohibited. Attendance by non-members at any event where alcohol is present must be by invitation only, and the organization must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio and must not exceed local fire or building code capacity of the host venue.
- 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, including but not limited to “bid night,” “big/ little” events or activities, “family” events or activities and any ritual or ceremony.
- When alcohol is present at an organization event, non-alcoholic beverages and food must be provided to all guests for free.
- When alcohol is present the organization must provide transportation to and from the event.
- When alcohol is present the organization must have trained sober monitors present and address risk management concerns. There shall be one monitor for every twenty-five guests. Sober monitors must be equally distributed through all membership classes.
- When alcohol is present the organization must stop serving alcohol during the last 45 minutes of the event.
- No organization may co-sponsor an event with an alcohol distributor or bar (bar defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold, or otherwise provided to those present. This includes any event held in, at or on the property of a bar as defined above for purposes of fundraising. However, an organization may rent or use a room or area in a bar as defined above for a closed event held within the provisions of this policy, including the use of a third-party vendor and guest list.
- An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
- No organization may co-sponsor, co-finance, attend, or participate in an event at which alcohol is purchased by any of the host organizations.

- The organization, members or guests must not permit, encourage, coerce, glorify, or participate in any activities involving the rapid consumption of alcohol, such as drinking games.
- Alcoholic beverages must:
 1. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (restaurant, caterer, etc.) and follow the third-party vendor guidelines; or
 2. Brought by individual members and guests through a bring your own beverage (BYOB) system and follow the BYOB guidelines.

Third Party Vendor Guidelines

The vendor must:

1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license to sell on the premises where the function is to be held.
2. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidence by a properly completed certificate of insurance prepared by the insurance provider including off premise liquor liability coverage and non-owned and hired coverage, insure the student organization hiring the vendor.
3. Agree in writing to cash sales only, collected by the vendor, during the function.
4. Assume in writing all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
 - a. Checking identification card upon entry;
 - b. Not serving minors;
 - c. Not serving individuals who appear to be intoxicated;
 - d. Maintaining absolute control of all alcoholic containers present;
 - e. Collecting all remaining alcohol at the end of a function (no excess alcohol—opened or unopened—is to be given, sold, or furnished to the organization);
 - f. Removing all alcohol from the premises.

Bring Your Own Beverage Guidelines

1. Individuals of legal drinking age may bring six individually, pre-packaged, standard drink size beverages for personal consumption. The presence of alcohol products above 15% alcohol by volume (“ABV”) is prohibited at any event. Any beverage combined with caffeine such as Four Lokos are prohibited. See information about standard drink size and common beverages below 15% ABV.
 - Commonly Below 15% ABV
 - Beer (except craft beers, which are often above 15% ABV)
 - Wine (most standard red or white wines)
 - Champagne, Prosecco, Asti, Cava
 - Malt Beverages (i.e. Bacardi Silver, Mike’s Hard Lemonade, Zima, Smirnoff Ice, etc.)
 - Cider (Angry Orchard, Stella Artois, Woodchuck, etc.)
 - Hard Seltzer (White Claw, Truly, Spiked Seltzer, Barefoot Spritzer, etc.)
 - Pre-Mixed items (Bud Light Ritas, Skinny Girl Margarita, ELS Iced Coffee/Iced Chocolate, etc.)
2. Individuals of legal drinking age that choose to bring an alcoholic beverage for personal use must drop off their beverages upon entering the event. Their beverages shall be clearly marked with their name.
3. When alcohol is dropped off to the assigned distributors the individual’s identification must be checked for legal age to drink and then provided a non-adjustable wristband.

4. Alcohol must be contained in one central location and should only be accessed by assigned distributors. The alcohol should not be accessed by guests.
5. Distributors of the alcohol shall be of legal drinking age and sober during the entire event. Distributors must be trained and cannot be sober monitors. There should be 1 trained distributor per 50 attendees that are of legal drinking age.
6. When individuals would like to consume one of the beverages they brought, they will need to visit the assigned distributor and show their wristband. The assigned distributor should mark their wristband with an X signifying the accumulated number of drinks provided.
7. Only one beverage may be acquired at a time.
8. Left-over alcohol can be picked up only by the individual that brought the alcohol at the end of the event.