



# Alcohol Policy

Adopted: September 25th, 2022

Version 1

Version	Description	Author(s)	Adoption
1	Initial Version	Sierra Campbell (President)	September 25th, 2022

## Part A: Definitions

1. The following terms will be used throughout this document and are hereby defined:
  - a. ECA - shall mean the Engineering and Computer Science Student Association of Concordia University;
  - b. RACJ - shall mean the Régie des Alcools, des Courses et des Jeux;
  - c. Liquor Permit/Event Permit - shall mean required documentation administered by the RACJ permitted either the sale or serving of alcoholic beverages.

## Part B: Purpose

1. The purpose of this policy is to outline processes respected by the ECA to ensure safe serving and consumption of alcoholic beverages.

## Part C: General Practices

1. At all times the ECA shall promote and support responsible drinking.
2. The ECA and its Member Associations shall apply for and maintain in the name of the ECA all necessary liquor permits for events held both on and off campus.
3. The ECA and its Member Associations shall not hold nor promote any event where alcohol is consumed without a valid liquor permit.
4. Event organizers and servers must attend the Safe Serve training program held by the Concordia Dean of Students Office and successfully pass the mandatory test in order to serve alcohol at an on campus event.
5. Employees of the ECA must not consume alcohol during the performance of their duties or during their breaks.

## Part D: ECA Managed Spaces

1. ECA Office
  - a. No alcohol is to be consumed in the ECA Office.
2. B-Annex and MU-Annex
  - a. No consumption of alcohol is permitted in hallways, staircases, common areas, and offices of both B-Annex and MU-Annex.
  - b. B-104 is the only location that may be present on an event host's application to the RACJ for a liquor permit.
  - c. ECA Employees who find individuals consuming alcohol in B-Annex or MU-Annex are to inform the individual that they must leave the premises.

- d. Concordia Security may be contacted in the event of an individual refusing to vacate the premises.

## Part E: Lizard Lounges

1. Lizard Lounges are permitted to be hosted in B-104 of the B-Annex.
2. Hosts of Lizard Lounges in B-104 must obtain an event permit from the RACJ.
3. Prior to the event permit application, the host must acknowledge Concordia University's policies applicable to alcohol consumption and complete the alcohol waiver to be submitted to the B-Annex Designated Space Administrator.
4. Following receipt of the alcohol letter from the Dean of Students Office, the host must request a permission letter from the ECA President to use the ECA's NEQ when applying for the event permit.
5. The event permit must be obtained from the RACJ and displayed at all times during the event.
6. There must be a minimum of 2 (two) Safe Serve certified individuals who are responsible for serving alcohol.
7. Food and soft drinks must be available for purchase.
8. Water must be available and easily accessible for all attendees.
9. Hosts must ensure that the capacity of B-104 is respected throughout the event.
10. Servers are not permitted to consume alcoholic beverages during their serving shift.
11. Alcoholic beverages shall not be served or sold to a minor or anyone of legal drinking age who is believed to be buying for a minor.
12. Attendees must provide proof of age to be served or purchase alcoholic beverages.
13. Alcohol service must finish 30 (thirty) minutes prior to the event end time.
14. Sufficient personnel must be present at all entrances/exits to B-104 to ensure no alcohol leaves the area designated by the alcohol permit, no outside beverages enter the permitted area, and order is maintained to prevent situations that may lead to bodily harm or physical damage.
15. Attendees deemed intoxicated by the host and/or servers must not be served alcoholic beverages.
16. Following the close of alcohol service, remaining quantities are to be immediately placed in storage not accessible to attendees of the event.

## Part F: Policy Compliance

1. ECA Employees who do not comply with the Alcohol Policy risk suspension without pay or termination.
2. Individuals who do not comply with the Alcohol Policy will receive a verbal warning with written evidence on their first offence. Second time offenders may be temporarily suspended or permanently banned from entering the B-Annex and/or MU-Annex subject to investigation of the policy breach by the VP Internal and President followed by a recommendation to the BOD.

3. Member Associations who do not comply with the Alcohol Policy may be placed on probation subject to investigation of the policy breach by the VP Internal and President followed by a recommendation to the BOD.
4. ECA BOD Members who do not comply with the Alcohol Policy may be suspended or removed from their position following investigation of the policy breach by a committee elected by the BOD, the recommendation of the committee to the BOD, and official decision by the BOD.
5. In the event of a committee being elected to investigate a breach of the Alcohol Policy, the BOD must ensure no conflict of interests are present amongst committee members. 3 (three) individuals are to be on the appointed committee.