

Kansas State University Interfraternity Council

Event Responsibility Policy

Section 1. Purpose. The Interfraternity Council, in conjunction with the Greek Affairs staff and Panhellenic Council leaders will provide its members with learning opportunities as they relate to social responsibility and events management which attempt to do the following:

- a. Create safe and fun environments for chapter members and guests,
- b. Empower chapter members to hold themselves, guests and other members accountable for actions,
- c. Develop a membership informed of loss prevention and risk management practices, and
- d. Instill members with knowledge, willingness, and desire to comply with policies aimed at the creation of a safe environment.

** This policy is independent of, but works in conjunction with each chapter's international or national policies. In specific instances where either the K-State or inter/national policy is more severe or firm, the more severe or firm policy is the presiding policy.

Section 2. General Definitions.

- A. An event is defined as any activity that is planned, organized, funded or sponsored by a chapter that an observer would associate with that chapter. This definition applies to all events regardless of location. Substance free events involving members of a single chapter do not have to be registered.
- B. A **function** is defined as an event (or the continuation of such event) planned, organized, funded or sponsored by two or more chapters, where members do not have specific guests (i.e. events/activities resulting from function bidding).
- C. An **acceptable alcoholic beverage** is defined as a single-use, unopened, non-glass container with less than 10% alcohol by volume, or 20 proof, and 16 oz or less.
- D. A **Third Party Vendor** is defined as a licensed caterer, as defined by Kansas Law and ordinances of the city of Manhattan, using a cash bar or a licensed liquor establishment.
- E. A **guest** is considered to be a person who is not a member and is 18 years of age or older. A guest may be under the age of 18 if the event is alcohol free or if the student is currently enrolled in college (i.e. sibling's weekend).
- F. **Sober** is defined as 0.00 blood alcohol content and not being under the influence of illicit/illegal drugs.

- G. A philanthropic event begins when a chapter member (initiated or new members) begins to represent their chapter in conjunction with the scheduled philanthropy. This includes, but not limited to, transporting philanthropy participants/spectators to the event or contact with participants/spectators directly prior to or following the event, regardless of the location of the representation/contact. The host chapter(s) has (have) the right and the responsibility to refuse entrance into or remove from the event any participant/spectator who behaves in a threatening or unreasonable manner.

Section 3. Fire/Health/Safety.

- A. All member chapters housing facilities must abide by all applicable fire codes and regulations.
- B. All locations in which an event is being held must comply with all applicable fire codes and regulations.
- C. Sexual assault of any nature is prohibited (see Kansas State University Interfraternity and Panhellenic Council Human Rights Code).
- D. Hazing of any form is prohibited (see Kansas State University Interfraternity and Panhellenic Council Anti-Hazing Policy).
- E. The sale, use or possession of any illegal/controlled substance, as defined by local, state, and federal law, is prohibited on or off chapter premises or in any activity sponsored or endorsed by a chapter.
- F. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in “drinking games.” The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, “beer pong,” “century club,” “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
- G. Alcohol cannot be used as a reward or punishment.
- H. All non-members must be limited to the designated party area which is not to include private rooms or living quarters as specified by the IFC Director of Risk Management, an advisor from the Office of Greek Affairs, members of SRC, and chapter members.
 - 1. Chapter and event facilities that do not have adequate common spaces may utilize private rooms or living quarters as long as proper event monitoring and management can occur. Prior consultation and approval from the IFC Director of Risk Management, an advisor from the Office of Greek Affairs, and members of SRC.
 - 2. Events without alcohol do not need a designated party area.

- I. Out-of-house event designated party areas must be approved by the IFC Director of Risk Management, an advisor from the Office of Greek Affairs, and members of SRC at least one week prior to the first event held at that location.
- J. For outdoor events, fences must be in place to mark and secure the designated party area and be approved by the IFC Director of Risk Management, an advisor from the Office of Greek Affairs, and members of SRC.

Section 4. General Provisions.

- A. The possession, use and/or consumption of alcoholic beverages, during all chapter events, must be in compliance with applicable local, state, and federal laws.
- B. All events at which alcohol is present shall be bring-your-own-beverage (BYOB) or third party vendor.
- C. Bring-your-own-beverage (BYOB) events will only permit acceptable alcohol beverages. Each guest or member may bring no more than six unopened acceptable beverages of 16 oz. or less. Hard alcohol, kegs and all other alcoholic beverages, including but not limited to communal alcoholic containers, are never permitted at chapter facilities or chapter events unless a third party vendor is utilized.
- D. All events co-sponsored with NPC organizations must be alcohol free or held at a 3rd Party Vendor.
- E. Alcohol is allowed at philanthropic events only through a 3rd Party Vendor.
- F. No event involving alcohol may be held on the same day as a function.
- G. All-University Homecoming activities will be alcohol free, including, but not limited to, any type of practicing, preparation, construction and participation with the exception of events held at a 3rd Party Vendor's facility.
- H. No alcoholic beverages may be purchased through the chapter treasury nor may the purchase of alcoholic beverages be undertaken or coordinated by anyone on behalf of the chapter, including, but not limited to, passing the hat, slush fund or selling cups, community fund.
- I. Charging guests or members to participate in an event, in any capacity other than philanthropy, is prohibited.
- J. Open Parties, meaning those with unrestricted access by non members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
- K. All themed events associated with or sponsored by a member chapter shall have a non-discriminatory, non-threatening theme.
- L. Chapters will be restricted in the number of invited guests to three times their total chapter membership or the maximum allowed by Fire Code. Chapters

choosing to co-sponsor an event shall be limited to a maximum of four different chapters.

- M. When using a third party vendor, the K-State IFC/PHC Third-Party Vendor Contract must be completed and attached to the event registration form.

Section 5. Registration.

- A. All events must be registered 365 days a year (366 days in a leap year).
- B. All events with alcohol must be registered on current forms provided by the Interfraternity Council and Panhellenic Council, by 5 P.M. the Tuesday prior to the event. If an event occurs on a Tuesday or Wednesday the event must be registered the Tuesday one week prior to the event.
- C. All events without alcohol must be registered 24 hours prior to the event.
- D. All events with alcohol present, other than philanthropic events, require a guest list including correct first and last names of members and guests be turned in no later than 48 hours prior to the event. Guest list number must match the guest total on the event registration form.

Section 6. Event Management. Any event, where alcohol is present, the following criteria will be followed:

- A. Chapter(s) must maintain sober event monitors who are uniformly dressed to ensure the safety of all guests by retaining guests in designated areas, observing behavior, and ensuring the compliance of this policy and international and national policies. These monitors must be chapter officers, hired personnel, or members willing to enforce this policy as well as the chapter's inter/national policies; the monitors may not include the designated drivers, door monitors, or bartenders. Bartenders must be 21 years of age. The number of sober monitors for an event must be as follows:
- If a single chapter is hosting the event:
 - 2 monitors or more for less than 50 total attendees
 - 3 monitors or more for 50 to 150 total attendees
 - 5 monitors or more for more than 150 total attendees
 - If 2 or more chapters are hosting the event:
 - each chapter must supply monitors in accordance with the above guidelines. The number of monitors must correspond to the total number of people in attendance, not just the total number from their individual chapter.
- B. Chapter(s) must maintain 2 sober door monitors at the designated entrance open to guests. Door monitors will be chapter members or contracted. Those monitors must:
1. Deny admittance to those who are not on the guest list.
 2. Deny admittance to any individual who does not have a valid state or college identification.
 3. Deny admittance and exit to those with open alcoholic containers.
 4. Deny admittance to intoxicated people.

5. Require all guests to sign in and out of the event to ensure that all guests are accounted for at the close of the event.
 6. Ensure all alcohol is left at a single check-in point and see that a 21 year old sober monitor takes the beverages to the distribution location.
 7. Ensure that all persons 21 years of age or older are given a wrist band or appropriately marked by the third party vendor.
- C. All alcohol at any event registered as bring-your-own-beverage (BYOB) will be kept in a centralized location and will be distributed by a designated, 21 year old sober individual.
- D. Methods of distribution of alcohol both during and after the event will be specified prior to the member chapter's first event of each semester by the IFC and PHC Directors of Risk Management, an advisor from the Office of Greek Affairs, members of SRC, and chapter members.
- E. Chapter(s) must provide safe transportation options for all guests for the duration of the event. Contact information for transportation must be posted at entrance/exits and provided to the bartender at any 3rd party vendor.
- F. Chapter(s) will post signs with the following information at all events both at the primary entrance and near the alcohol distribution site:
1. Fraternity/Sorority reserves the right to deny admittance to anyone even if they are on the guest list.
 2. Fraternity/Sorority reserves the right to ask anyone to leave.
 3. All alcohol is BYOB. If you did not bring it, please do not drink it.
 4. Designated drivers' names and contact info (if utilized).
 5. Safe Ride 785-539-0480 Police 911 Fire 911
 6. Kansas Law prohibits consumption of alcoholic beverages by persons under the age of 21.
 7. IFC and Greek Affairs will provide standardized signage for chapter events.
- G. At least one non-alcoholic beverage (excluding water) and food (excluding dinner if it is part of the event) will be provided through the chapter treasury. The chapter should provide a sufficient amount for members and guests.

Section 7. Social Responsibility Committee (SRC).

- A. SRC will consist of a maximum of twelve members of fraternities selected by the IFC Executive Board designee through an open application process for a term of one year. SRC members will be trained each semester on how to monitor events and educate the Greek community regarding risk management topics. Each member will sign a contract with IFC that states their commitment to SRC and their responsibility to the Greek community. If at any time this contract is breached, the IFC Director of Risk Management can dismiss that member. The Director will then appoint another qualified candidate.
- B. SRC will not be refused admission to the general site of any chapter event. Any mistreatment of members of SRC is a violation of the Good Faith clause and may result in a fine and/or sanction.

- C. SRC will monitor events according to the following guidelines:
 - 1. SRC members will be escorted by a chapter officer and complete an observation form for each event monitored.
 - 2. SRC will not check individual identification, but observe general compliance for underage consumption of alcohol.
 - 3. SRC reserves the right to monitor an event more than once.
 - 4. Upon completion of the observation form, it shall be signed by a chapter officer corresponding to those noted on the registration form of all member chapters present at the event.
 - 5. SRC observation forms will be submitted to IFC/PHC Directors of Risk Management. The Directors will follow up with chapters regarding any concerns or potential violations noted on the completed SRC observation form.

- D. Should the SRC members feel that the event has become a violation of policy, the IFC and PHC Directors of Risk Management as well as the chapter president, or another officer should the president be unreachable, will be called. At that time appropriate action will be taken to ensure the safety of all involved parties.

- E. In the case of an unregistered event, the chapter president, or other officer should the president be unreachable, will be called. SRC will check the event according to the above guidelines.

- F. The SRC members assume no liability as a result of their observations. The SRC's general observation of an event is to permit the Interfraternity and Panhellenic Councils to render an opinion as to the member chapter's conformance with this Event Responsibility Policy. Given the inherent limitation of such observation, the SRC observation shall not be relied upon by the member chapter as approval of the event activity, nor shall observations by SRC relieve the member chapter from any liability arising out of the event.

Section 8. Education.

- A. Social Chairpersons, Risk Management Chairpersons, and Presidents of all IFC member chapters are required to attend the Event Management Training Session at the beginning of each semester. Failure to attend any educational seminar or training session will result in the denial of that specific chapter's registered events until the chapter has reached compliance.

- B. SRC will facilitate all member classes in viewing a social responsibility presentation within the first month of school. Failure to view the presentation by any chapter within the stated time will result in the denial of that specific chapter's registered events until the chapter has reached compliance.

- C. Each chapter must host one Event Responsibility Policy presentation per calendar year. This presentation will be conducted by members of IFC and/or SRC. It is the chapter's responsibility to schedule the seminars in a timely manner through the Director of Risk Management.

Section 9. Good Faith. No policy can cover all of the possible situations which may arise nor will this policy supersede chapter's fraternity inter/national policy. Each chapter is expected to know and follow those policies as well. When this policy is not specific in a certain point, chapters are expected to conduct their activities in the spirit of social responsibility embodied in this policy. Chapters in violation of this policy's intent will be subject to review and sanctions by the Interfraternity Council.

Section 10. Indemnification. The member chapters and their members agree to hold harmless and indemnify the Interfraternity and Panhellenic Councils, the Social Responsibility Committee members, and the Greek Affairs advisor(s) from any and all liability, including, but not limited to, cost of defense arising out of the administration of the policies described herein.

Section 11. Review. This Policy will be reaffirmed on an annual basis and reviewed a minimum of every 3 years, or as needed.

Section 12. Amendments and Effective Date. This Policy may be amended by a majority vote of the Interfraternity Council. This Policy has been in force since September 1, 1991, and all future amendments shall take effect immediately unless otherwise specifically noted.

Originally ADOPTED and ENACTED on May 6, 1991, by the Interfraternity Council of Kansas State University.

LAST REAFFIRMED on May 3, 2004

LAST AMENDED on April 28, 2008