Kansas State University Panhellenic Council
Responsibility Policy

Article XIV. Section 7: Responsibility Policy

Section 1. Purpose
The Panhellenic Council, in conjunction with the Office of Fraternity and Sorority Life staff and Interfraternity 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
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 Kansas 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, includes a significant number of chapter members, 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 must 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 alcohol is not present.

C. 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.

D. 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. For example, sibling’s weekend.

E. Sober is defined as 0.00 blood alcohol content and not being under the influence of illicit/illegal drugs.

F. A philanthropic event is any event planned, organized, funded, or sponsored by one or more chapters. This event is designed with the intention of donating time or resources to the funding of a specific organization. An 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 violence and/or harassment of any nature is prohibited, per the Kansas State University Interfraternity and Panhellenic Council Human Rights Code and Kansas State University Policy and Procedural Manual, section 3010.
D. Hazing of any form is prohibited (see Kansas State University Panhellenic Bylaws, Article XV. Hazing).
E. The sale, use or possession of any illegal/controlled substance, as defined by local, state, and federal law, is prohibited on chapter premises or in any activity sponsored or endorsed by a chapter.
F. No person associated with a Panhellenic organization 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. This policy promotes the responsible management of alcohol and encourages members to never put another person in danger to avoid punishment.
G. Alcohol cannot be used as a reward or punishment.
H. For outdoor events, fences must be in place to mark and secure the designated party area and be approved by the Panhellenic Council Director of Risk Management or an advisor from the Office of Fraternity and Sorority Life.

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 where alcohol is present shall be supplied by a third party vendor.
C. All events co-sponsored with National Panhellenic Conference organizations must be alcohol free or held at a third party vendor.
D. No chapter may host an event involving alcohol on the same day they are hosting or co-hosting a philanthropy event.
E. All-University Homecoming related 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 third party vendor’s facility.
F. 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 or online funding venture.
G. Charging guests or members to participate in an event, in any capacity other than philanthropy, is prohibited.
H. All themed events associated with or sponsored by a member chapter shall have a non-discriminatory, non-threatening theme as stated in the Resolution Regarding Theme Sensitivity (2007).
I. 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.
J. When using a third party vendor, the Kansas State University Interfraternity/ Panhellenic Council 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 three (3) business days before the event.
C. All events with alcohol present, other than philanthropic events, require a guest list including correct first and last names of members and guests along with their birth dates be turned in no later than 72 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 transportation, door monitors, or bartenders. Bartenders must be 21 years of age.
1. The number of sober monitors for an event must be as follows:
   a. All events require at least two (2) sober monitors
   b. For events with more than 50 people, there will be two (2) sober monitors for the first 50 people and then one (1) sober monitor for each additional 50 people in attendance is required.
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 check in and out of the event to ensure that all guests are accounted for at the close of the event.
   6. Ensure that all persons 21 years of age or older are given a wristband or appropriately marked by the third party vendor.
C. Chapter(s) must provide safe transportation options for all guests for the duration of the event. Contact information for transportation must be provided to the sober monitors, door monitors, and bartenders at third party vendor locations.
D. At least one non-alcoholic beverage (excluding water) must be available at social events. Food (excluding dinner if it is part of the event) will be up to the discretion of the chapter.

Section 7. Education
A. Social Chairpersons, Risk Management Chairpersons, New Member Educators, and Presidents of all Panhellenic Council 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. Each chapter must host one Responsibility Policy presentation per calendar year. This presentation will be conducted by members of Panhellenic Council. It is the chapter’s responsibility to schedule the seminars in a timely manner through the Director of Risk Management.
C. The Panhellenic Council encourages all chapters to orient their officers with these rules upon taking their chapter office.
Section 8. Good Faith

A. No policy can cover all of the possible situations which may arise nor will this policy supersede chapter’s inter/national policy. Each chapter is expected to know and follow those policies as well.

B. 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.

C. Chapters in violation of this policy’s intent will be subject to review and sanctions by the Panhellenic Council.

Section 9. Indemnification

The member chapters and their members agree to hold harmless and indemnify the Interfraternity and Panhellenic Councils, and the Office of Fraternity and Sorority Life staff members from any and all liability, including, but not limited to, cost of defense arising out of the administration of the policies described herein.

Section 10. Review

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

Section 11. Amendments and Effective Date

This policy may be amended by a majority vote of the Interfraternity Council. The policy has been in force since September 1, 1991, and all future amendments shall take effect immediately unless otherwise noted.

Originally adopted on October 29, 2012 by the Panhellenic Council of Kansas State University.
Last updated May 16, 2016.