

THE UNIVERSITY OF KANSAS
PANHELLENIC ASSOCIATION & INTERFRATERNITY COUNCIL
SOCIAL POLICY

I. Statement

- a. All University of Kansas Interfraternity Council (IFC) and Panhellenic Association (PHA) member chapters shall operate in a manner consistent with all University, local, state, and federal laws and policies concerning the sale, purchase, serving or consumption of alcohol.
- b. Where University, local, state, federal or International Organizational policies are stricter those policies and sanctions will prevail over this document.

II. Purpose

- a. To promote responsible attitudes and behaviors concerning alcohol use at Greek social functions.

III. Definitions

- a. **Non-member:** any person excluding new members, initiated member, and those members currently of alumni status.
- b. **Potential New Member:** Any persons not a member of a said fraternity or sorority or any persons not currently enrolled as a student at the University of Kansas who is seeking membership to a Panhellenic or Interfraternity Council chapter.
- c. **Member:** Any persons that is a new member, initiated member, or of alumni status of a said fraternity or sorority.
- d. **Social Event:** The possession, sale, use or consumption of alcoholic beverages, while on chapter premises or during a fraternity or sorority event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity or sorority, must be in compliance with any and all applicable laws of the state, province, county, city, and institution of higher education, and must comply with the [guidelines stated in this document] (from FIPG Risk Management Policy).
- e. **BYOB Event:** An event where invited members or guests, if of age, bring their own drinks. (See BYOB Event Guidelines)
- f. **Host:** Any chapter or organization that plans, pays for, is invited to attend as a whole and/or participates in as a whole.
- g. **Good Standing:** When an IFC/PHA chapter has no outstanding fines and is not on social or any other type of probation with either IFC/PHA, their International Organization, or the University of Kansas and has completed their student organization registration with the SILC office.
- h. **Guest List:** A list of members and/or guests invited to attend the event. This list must include their names and can include birthdates and any other relevant information.

IV. Event Management Guidelines

- a. No one under the legal drinking age is to consume or purchase alcohol.
- b. No chapter funds shall be used for the purchase of alcohol.
- c. Every participating chapter is equally responsible for the event regardless of the location.
- d. Paid, professional security guards are required in relation to the total number of expected attendants. See "Security" section for ratio requirements.
- e. No bulk quantity of common source alcohol shall be purchased by the chapter (i.e. kegs or cases)
- f. The purchase of alcohol shall in no way be undertaken or coordinated by members on behalf of the chapter. Each member that is 21 years of age, or older, shall purchase alcohol for only himself/herself.
- g. Any function where the proceeds from the sale of alcohol are donated to a charitable organization, philanthropy or to the chapter itself are prohibited.
- h. Open Events, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are forbidden.

- i. A third party vendor or an off-premise location (i.e. bar, restaurant, hotel, bowling alley, etc.) shall provide the “cash bar” service where the individual of-age consumer pays for each individual drink.
- j. Regarding guests:
 - i. Non-members must receive a specific invitation to attend the event. Their specific invitation is by means of being placed on a guest list.
 - ii. There will be no joint guest lists between chapters. Each participating chapter submits their own guest list to their respective councils.
 - iii. Within the event notification packet, a completed PNF, chapter roster, and list of dates are required.
- k. No potential new member shall be present at any event with alcohol.
- l. Co-Sponsoring events shall consist of no more than four chapters. Events with five or more chapters are prohibited.
- m. Sober Monitors must be present at all types of events (alcoholic and non-alcoholic) and remain there throughout the entire event and must follow all guidelines under the “Sober Monitor” section-
- n. For any social event involving alcohol, safe transportation shall be provided for all members and guests from the specified meeting location, venue and back.
 - i. Safe transportation shall be provided from the chapter house or designated chapter meeting location to and from the event for all chapter members and guests.
 - ii. Safe transportation shall be provided for guests from the chapter house or designated chapter meeting location to the specified meeting location after the function ends.
 - iii. The provided transportation must be used by all members and guest to and from the event.
 - iv. Transportation is to be used only by all members and guests
 - v. Transportation company should be stated on the Party Notification Form (PNF).
- o. When the Social Policies are violated the Vice President for Risk Management and or President from the Interfraternity Council and or the Panhellenic council will report the infraction to Judicial Board and or Honor Court. The Judicial Board and or Honor Court will decide the sanctions from the infraction.

- p. **Guidelines Specific for Events With Alcohol**
 - i. IFC chapters may host at the chapter house depending on their International Organization’s policies.
 - 1. Panhellenic Chapters may not co-sponsor a social function with alcohol at any Interfraternity Council chapter facility.
 - ii. Any purchase of alcohol for any chapter-sponsored event shall be by the individual through a “cash bar” service in which each drink is purchased separately.
 - iii. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e. those under legal “drinking age”)
 - iv. Chapters must check identification before or upon entering the venue location and designate those who are of legal drinking age from those who are not (i.e. with wristbands or “X”s).
 - v. The necessary security per number of guests should be in attendance. See Security section for guidelines.
 - vi. Food and non-alcoholic beverages must be served. See “Food and Non-Alcoholic Beverages” section for guidelines.

- q. **Guidelines Specific for Third Party Vendor Events**

When an event utilizes a third party vendor/caterer, the host chapter(s) must have the vendor complete a Third Party Vendor Checklist and Agreement indicting that the vendor is responsible for:

 - i. Providing proper licensing by the appropriate state or local authority.

1. This might involve both a liquor license and a temporary license to sell on the premises of the event.
- ii. Providing a minimum of \$ 1,000,000 of general liability insurance bond/policy.
 1. The certificate of insurance must show that the vendor has "off premise liquor liability coverage and names as additional insured University the local chapter, House Corporation and general fraternity/sorority.
- iii. Agreeing in writing to cash sales only for drinks at market value, collected by the vendor, during the event.
- iv. Drink specials and chapter-subsidized drink specials are not permitted.
- v. A room rental fee which includes a drink special for your group is not permitted.
- vi. The Third Party Vendor fee includes a set amount of free alcohol. [e.g. ten free pitchers, forty well drinks, free drink ticket per member] is not permitted.
- vii. Third Party Vendor that requires a certain amount of sales throughout the night is not permitted.
- viii. Third Party Vendor that provides free drinks for officers, organizers, or specials for all the women is not permitted.
- ix. Assume in writing all responsibilities that any purveyor of alcoholic beverages would assume in the normal course of business.
 1. Checking for age 21 identification and clearly marking, those of legal drinking age with a wristband.
 2. Not serving minors.
 3. Not serving individuals who appear intoxicated.
 4. Maintaining control and distribution of all alcoholic beverages.
 5. Removing all remaining alcohol at the end of the event (no excess alcohol is to be given or sold-to the chapter).

r. Guidelines Specific for BYOB Events

- i. All functions that are BYOB must be registered with IFC/PHA through a Party Notification Form (PNF). See "PNF Guidelines"
- ii. No alcohol is to be stored in a member's room during BYOB social functions.
- iii. Beer tabs, tickets, or punch cards are required to ensure that the members and guests only receive the number of beverages they brought in.
- iv. Non-members must receive a specific invitation to attend the event. Their specific invitation is by means of being placed on a guest list.
- v. On the BYOB guest list each specific invitation must be accompanied with a specific name designated as a specific member's guest.
- vi. There shall be no more than a 3:1 ratio of non-members to members

s. Guidelines Specific for Events Without Alcohol:

- i. Each chapter is asked to sponsor at least two (2) non-alcoholic events during a calendar year (December 1 to November 30). The events must be approved by the IFC and PHA Vice Presidents for Risk Management in advance and shall be registered with IFC and PHA.
- ii. The following events will not count towards the completion of the provision: Rock Chalk Review brainstorming parties, new member events, recruitment activities, and philanthropic events will not count towards completion of the provision.
- iii. By completing the above criteria (Section r, article i and ii) will be considered as part of the criteria for Chapter Excellence, and Risk Management Awards for Panhellenic and IFC Awards Night as well as the Greek Standards Initiative.
- iv. Non-alcoholic events may have up to four host chapters. Events with five or more host chapters will not be permitted.

t. **Party Notification Forms (PNF)**

- i. All events must be registered with the Interfraternity Council and the Panhellenic Association through the use of a Party Notification Form (PNF). The primary purpose and intent of the event notification form is to provide the Interfraternity Council and Panhellenic Association with the information necessary to determine if social events are in accordance with alcohol and risk management policies.
- ii. All Panhellenic chapters need to sign the Electronic Party Notification Agreement in order to submit the PNF by e-mail.
- iii. All PNFs should be sent to kupnf@ku.edu and will be time stamped by the time and date that the document was received. Panhellenic PNFs will be submitted to this website automatically through the electronic form.
- iv. **Each** hosting chapter must turn in a PNF.
- v. Deadlines for PNFs are as follows:
 1. For IFC chapter events with alcohol, PNFs will be due at least **4 business days prior to the event.**
 2. For IFC chapter events without alcohol, PNFs will be due at least **48 hours prior to the event.**
 3. For PHA chapter events with alcohol, PNFs will be due at least **one week prior to the event.**
 4. For PHA chapter events without alcohol, PNFs will be due at least **one week prior to the event.**
- vi. Any person fitting the definition of a non-member must be placed on a guest list and designated as a non-member. A copy of the guest list (with the names alphabetized) must be turned in **48 hours prior to the event of function.** This is for events for both councils.
- vii. The IFC Vice President for Risk Management and the PHA Vice President for Risk Management will develop the format of the Party Notification Form. This notification will contain information regarding the nature of the event, time, date, location, and any other pertinent information needed for the safety and security of the chapter and the event.
- viii. Failure to complete the Party Notification Form within the appropriate timeframe will result in the following fines that will be based on per member registered with the IFC or Panhellenic Association.
 1. For the first infraction:
 - a. A chapter will be fined \$0.25 per member if the PNF is turned in within 24 hours after the deadline.
 - b. A chapter will be fined \$0.50 per member if the PNF is turned in between 25 and 48 hours after the deadline.
 - c. A chapter will be fined \$0.75 per member if the PNF is turned in between 49 and 72 hours after the deadline.
 - d. A chapter will be fined \$1.00 per member with a maximum fine of \$200 if the PNF is not turned in 72 hours after the deadline.
 2. For the second infraction:
 - a. A chapter will be fined \$1.50 per member if the PNF is turned in within 24 hours after the deadline.
 - b. A chapter will be fined \$1.75 per member if the PNF is turned in between 25 and 48 hours after the deadline.
 - c. A chapter will be fined \$2.00 per member if the PNF is turned in between 49 and 72 hours after the deadline.
 - d. A chapter will be fined \$2.50 per member with a maximum fine of \$500 if the PNF is not turned in 72 hours after the deadline.
 3. For the third infraction,

- a. A chapter will be fined \$3.00 per member if the PNF is turned in within 24 hours after the deadline.
 - b. A chapter will be fined \$3.75 per member if the PNF is turned in between 25 and 48 hours after the deadline.
 - c. A chapter will be fined \$4.25 per member if the PNF is turned in between 49 and 72 hours after the deadline.
 - d. A chapter will be fined \$5.00 per member with a maximum fine of \$800 if the PNF is not turned in 72 hours after the deadline. It will also result in an appearance before the Judicial Board or Honor Court.
- ix. Infractions will be measured on a semester basis.
- a. Late, missing or incorrect PNFs will result in the Vice Presidents Risk Management on IFC and PHA notifying the Judicial Board or Honor Court respectively.
- x. A chapter may only be fined once for each PNF submitted.
- xi. Any appeal is to be made directly to the Judicial Board or Honor Court, but only in the case of extenuating circumstances.
- xii. Payment of PNF fines must occur within **10 days** of fine notification or before the next scheduled event (whichever is first). Failure to pay a fine will result in the chapter not being in good standing with the IFC and PHA councils and the Judicial Board or Honor Court will decide on the amount and or sanctions associated with the fine.
- xiii. Fines will be paid to their respective councils and distributed for educational, philanthropic, or scholarship purposes.

u. **Guest Lists**

i. **All events must have a guest list.**

- 1. A guest list is prepared and turned in 48 hours prior to the event of the event and contains the names of all members and guests attending the event.
- 2. Your national organization may have a specific guest to member limit—some use two guests per member, while others use three.
- 3. A guest list is not a sign-in list. The student directory is not a guest list. A chapter membership list is not a guest list.
- 4. The purpose of the guest list is to limit attendance to those persons who know a member and to have a witness list in the event something does occur which may end up in court two or more years later
- 5. A copy of the “guest list” of invited individual guests' names must be maintained and monitored at the door or entry to the function.
- 6. Only persons on the “guest list” should be granted admission into a function where alcohol is present. Each individual guest’s identity shall be verified with an appropriate ID. Persons who will be consuming alcohol at the function must demonstrate that they are of legal drinking age with a government issued ID.

v. **Security**

- i. Paid, professional security guards are required in relation to the total expected party attendance. Required for all events taking place at all events with alcohol:
 - 1. 2 security guards for 1-200 people
 - 2. 3 security guards for 201-300 people
 - 3. 4 security guards for 301-400 people
 - 4. 5 security guards for 401-500 people
 - 5. 7 security guards for 501-600 people
 - 6. 8 security guards for 601-700 people
- ii. Events without alcohol that have more than two hosting chapters must follow the above member to security guard ratios.

- iii. Security is not required for an event without alcohol with two or less hosting chapters but is recommended. It is up to the chapter's inter/national policies on whether the event needs security. The IFC/PHA Vice Presidents for Risk Management may also have the right to require security at events without alcohol if deem it is necessary.

w. Sober Monitor Guidelines

- i. Sober Monitors should remain sober before, during and after the event.
- ii. Sober Monitors' names must be stated on the PNF.
- iii. There should be a proper ratio of sober monitors to attendants:
 - 1. 2 sober monitors for 1-200 people
 - 2. 3 sober monitors for 201-300 people
 - 3. 4 sober monitors for 301-400 people
 - 4. 5 sober monitors for 401-500 people
 - 5. 7 sober monitors for 501-600 people
 - 6. 8 sober monitors for 601-700 people

x. Food and Non-Alcoholic Beverages

- i. A reasonable quantity of non-alcoholic beverages and food shall be provided in a visible location through the duration of the function.
- ii. There should be two non-alcoholic beverages per underage person in attendance.
- iii. There should be two servings of non-salty food for every person in attendance.

y. Electronic Notification Form Agreement

- i. The Electronic Notification Form shall be filled out by all Panhellenic Chapter representatives and renewed in event the said chapter turns over Chapter President, Risk Management and Chapter Social Chair.

z. Amendments to the Joint Alcohol Policy

- i. The Interfraternity Council and Panhellenic Association shall be combined into a single voting body exclusively for the purpose of Joint Alcohol Policy amendments.
- ii. Representation in this body is to be distributed in the following way; each chapter is allocated a total of one vote which is cast by the voting representative of each chapter as specified by their respective council's procedure.
- iii. A vote of two-thirds of the total unified voting body in favor of an amendment will be required to adopt said amendments to the joint alcohol policy.