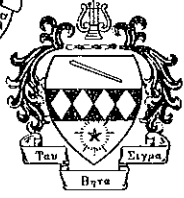


Kappa Kappa Psi



Tau Beta Sigma

MEMO

TO: Kappa Kappa Psi and Tau Beta Sigma Fraternity & Sorority  
FROM: Derrick Mills, Kappa Kappa Psi National President  
Dollie O'Neill, Tau Beta Sigma National President  
RE: New KKPsi & TBS Risk Management Policy  
DATE: August 17, 2009

Brothers and Sisters

At the 2009 National Convention in Arizona, both Kappa Kappa Psi and Tau Beta Sigma National Chapters voted unanimously to adopt a new Risk Management Policy. The new Risk Management Policy covers important issues that affect our chapters, members, and the organizations themselves. The new policy was developed by experts in the field of risk management and reviewed by our insurance brokers to ensure we are on very solid ground with respect to how we approach protecting our members and our organizations.

Attached are two important documents for your review. The first is the Risk Management Policy, and you will note that it covers Alcohol & Controlled Substances as well as Hazing. The second document, "Social Event Third Party Vendor Checklist", is a checklist for any chapters who wish to hire a third party vendor to serve alcohol at a social event. It clearly dictates how a chapter can be in compliance with the Fraternity & Sorority Policies and have alcohol at a social function.

The new policy is for your records and information. Please update all local constitutions and by-laws to reflect these policies passed by your brothers and sisters.

This is a positive step made by student leaders to have clearer guidelines and policies. If you have any questions please don't hesitate to contact us.

Derrick A. Mills  
National President  
Kappa Kappa Psi

Dollie O'Neill  
National President  
Tau Beta Sigma

National Honorary Band Fraternity & Sorority Headquarters

Post Office Box 849 ~ Stillwater, OK 74076-0849 ~ Phone 405/372-2333 ~ FAX 405/372-2363 ~ kkytbs@kkytbs.org

## **Kappa Kappa Psi and Tau Beta Sigma Policy on Alcohol and Controlled Substances**

Recognizing its responsibility for the social well-being and welfare of its members; and with the objective that the social atmosphere and environment of its chapters be one in harmony with the spirit and ideas of these fraternal organizations; Kappa Kappa Psi Fraternity and Tau Beta Sigma Sorority adopt this policy related to fraternity and sorority events.

1. The possession, sale, use, or consumption of ALCOHOLIC BEVERAGES during a Kappa Kappa Psi or Tau Beta Sigma event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the organization(s) must be in compliance with any and all applicable laws of the state, province, county, city, institution of higher education, and band program and must comply with the Social Event Third Party Vendor Checklist.
2. No alcoholic beverages may be purchased through or with Kappa Kappa Psi or Tau Beta Sigma funds, nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter (i.e. pass the hat or collection). The purchase or use of a bulk quantity or common source(s) of alcoholic beverage (i.e. kegs, cases, or open bars) is prohibited. Also, Kappa Kappa Psi or Tau Beta Sigma chapters are prohibited from hosting BYOB events.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity or sorority, without specific invitation, where alcohol is present, are prohibited. All social events with alcohol must have an enforced guest list.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. The possession, sale, or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES during any Kappa Kappa Psi or Tau Beta Sigma event or at any event that an observer would associate with the organization(s) is strictly prohibited.
6. Kappa Kappa Psi or Tau Beta Sigma chapters may not have any alcoholic beverages at any chapter business meeting or service event. Chapters may not provide alcohol for any fundraising event. Chapters may not promote any non-Kappa Kappa Psi or Tau Beta Sigma event where alcohol is being provided or uses alcohol as an incentive to promote any events. This includes using social events/parties as fundraisers where alcohol is present.
7. No chapter(s) of Kappa Kappa Psi or Tau Beta Sigma may co-sponsor an event with a tavern (tavern defined as an establishment generating more than one-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 tavern as defined above for purposes of fundraising. However, the chapter(s) may rent or use a room or area in a tavern 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.

8. No chapter(s) of Kappa Kappa Psi or Tau Beta Sigma may co-sponsor, co-finance, attend, or participate in a function at which alcohol is purchased by any of the host chapters, groups, or organizations.

9. All recruitment activities or new member events associated with any chapter(s) of Kappa Kappa Psi or Tau Beta Sigma will be non-alcoholic. No recruitment activities or new member events associated with any chapter may be held at or in conjunction with a tavern, as defined in this policy.

10. No member or prospective member/membership candidate 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 rapid consumption of alcohol.

11. No alcohol shall be present at any prospective member/membership candidate activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night," "big brother – little brother" events or activities / "big sister - little sister" events or activities, "family" events, or initiation.

### **Kappa Kappa Psi and Tau Beta Sigma Policy on Hazing**

No chapter, colony, student member, membership candidate or alumnus of Kappa Kappa Psi or Tau Beta Sigma shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

"Any action taken or situation created that produces mental or physical harm, discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, line ups for the purpose of intimidation, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, unnecessary road trips, wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic or musical achievement; Kappa Kappa Psi/Tau Beta Sigma law, ritual or policy; or the regulations and policies of the educational institution, band program, or applicable state law."

## SOCIAL EVENT THIRD PARTY VENDOR CHECKLIST

Your chapter will be in compliance with the risk management policies of Kappa Kappa Psi/Tau Beta Sigma if you hire a third party vendor to serve alcohol at your functions **WHEN** you can document the following checklist items. ***If you do not have a completed checklist, you may not have alcohol at your event. Also, please note this is the only method available to have alcohol at any events sponsored by Kappa Kappa Psi and/or Tau Beta Sigma. Chapters are strictly prohibited from providing alcohol first hand or hosting BYOB events. Please see the Kappa Kappa Psi and Tau Beta Sigma Policy on Alcohol and Controlled Substances if you have questions or contact the National Headquarters.***

THE VENDOR MUST: (Both the chapter president and vendor must initial for each item as being completed.)

1. \_\_\_\_\_ Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held. **ATTACH COPIES OF STATE AND LOCAL LICENSES TO THIS CHECKLIST.**
  
2. \_\_\_\_\_ Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. The above "certificate of insurance" must also show evidence that the vendor has, as part of his coverage, "off premise liquor liability coverage." **ATTACH A COPY OF THE CERTIFICATE OF INSURANCE AND HIGHLIGHT REQUIRED CLAUSES.**
  
3. \_\_\_\_\_ Agree to cash sales only, collected by the vendor, during the function.
  
4. \_\_\_\_\_ Assume all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
  - a. Checking identification cards 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 chapter).
  - f. Removing all alcohol from the premises.

THE CHAPTER MUST: (Both the chapter president and vendor must initial for each item as being completed.)

1. \_\_\_\_\_ Have a complete and final guest list for the event at least 48 hours in advance. Only individuals on the guest list will be permitted to attend. **ATTACH A COPY OF THE GUEST LIST.**
2. \_\_\_\_\_ Ensure that Non-Salty Food and Non-Alcohol Beverage options are available for the duration of the function.
3. \_\_\_\_\_ Not permit or encourage any form of “drinking games” or the rapid mass consumption of alcohol during the event.
4. \_\_\_\_\_ Provide sober members for the entirety of the event to help with event management.
5. \_\_\_\_\_ Must be in compliance with any and all applicable laws and policies of the state, province, county, city, institution of higher education, band program, and Kappa Kappa Psi/Tau Beta Sigma.

This form must also be signed and dated by the chapter president, chapter sponsor and or the Director of Bands, and the vendor. In doing so, both parties understand that only through compliance with these conditions will the chapter be in compliance with Kappa Kappa Psi/Tau Beta Sigma requirements. The chapter must keep a copy of this signed document and all attachments.

\_\_\_\_\_  
Chapter President's Signature & Date

\_\_\_\_\_  
Vendor's Signature/Company & Date

\_\_\_\_\_  
Chapter Sponsor Signature and/or Director of Bands & Date