

# KAPPA ALPHA PSI FRATERNITY, INC.

## RISK MANAGEMENT POLICY FOR \*ALUMNI CHAPTERS

### ALCOHOL AND DRUGS

In any activity or event sponsored or endorsed by the chapter, including those that occur on or off chapter or member premises:

1. The chapter, members, and guests must comply with all federal, state, provincial, and local laws. No person under the legal drinking age may possess, consume, provide, sell, or be provided alcoholic beverages.
2. The chapter, members, and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on chapter premises or at any activity or event sponsored or endorsed by the chapter.
3. If a licensed and insured Third-Party Vendor is used (e.g., restaurant, bar, caterer, hotel, etc.), the following criteria are required:
  - The Third-Party Vendor (TPV) must be properly licensed by the appropriate local and state authority.
  - The TPV must be properly insured with a minimum of \$1,000,000 of general liability insurance.
  - Kappa Alpha Psi Fraternity, Inc. and the chapter must be listed as an additional insured on a primary basis.
  - The TPV must assume, in writing executed in the chapter name of Kappa Alpha Psi Fraternity, Inc., all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
    - Check identification cards upon entry
    - Identify those who are of legal age to consume alcohol
    - Refrain from serving minors
    - Refrain from serving individuals who appear to be intoxicated
    - Maintain absolute control of the vendor's alcohol
4. A chapter may rent a bar, restaurant, or other licensed and insured third-party vendor to host a fundraiser. Events must be within fire code capacity. For fundraisers, a chapter can utilize a Promotion Company/Promoter if they are licensed and insured.

If an Event Promotion Company/Promoter is used for events (e.g., fundraisers, concerts, step shows) they must be licensed and insured with the following general liability provisions:

- \$1,000,000 per occurrence for Bodily Injury and Property Damage
  - \$1,000,000 per occurrence for Personal and Advertising Injury
  - \$1,000,000 per occurrence for Products/Completed Operations
  - \$2,000,000 annual aggregate including Products/Completed Operations
  - Includes contractual liability
  - Kappa Alpha Psi Fraternity, Inc. and the chapter must be listed as an additional insured on a primary basis
5. Any event or activity related to the new member process (e.g., Membership Training Academy/MTA process) must be conducted in adherence with all applicable federal law concerning the consumption, possession, or distribution of alcohol or any controlled substance. This shall apply to any event or activity related to new member activities, meetings, initiation, or celebrations.
  6. Members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

7. An Event Notification Form must be submitted to the International Headquarters 21 days prior to the event. If applicable, proof of license and insurance for Third-Party Vendors and Promotion Company/Promoter must be submitted.

### **ASSAULT & BATTERY**

In any activity or event sponsored or endorsed by the chapter, including those that occur on or off chapter or member premises, no chapter, member or guest shall engage in assault and battery, as defined in the state statutes in which the activity or event occurs.

### **FIREARMS, EXPLOSIVE OR INCENDIARY DEVICES**

The chapter must comply with all federal, state, provincial, and local laws and campus policy as it relates to firearms or explosive or incendiary devices.

Firearms or explosive or incendiary devices are prohibited from the chapter facility and at all fraternity activities or events.

### **FRAUD**

Fraud against Kappa Alpha Psi, Fraternity Inc., including undergraduate and alumni chapters, is prohibited. Fraud is defined as the use of deception with the intention of obtaining an advantage, avoiding an obligation or causing loss to another party. Examples of wrongful conduct or fraud include but are not limited to actions such as deception, bribery, forgery, extortion, corruption, theft, conspiracy, embezzlement, misappropriation, false representation, concealment of material facts, and collusion.

### **HAZING**

The term "hazing" means any intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, against any individual or group of individuals, regardless of affiliation, whether or not committed on chapter or member property, for the purpose of intake, joining, pledging, initiating, admitting, affiliating, or for the purpose of retaining membership in an organization that causes an individual or group of individuals to do any of the following, regardless of a person's willingness to participate:

- a. Be coerced to violate federal, state, provincial, or local law, or organizational policy.
- b. Be coerced to consume any food, liquid, alcoholic liquid, drug, or other substance in any non-customary manner which subjects the individual or group of individuals to a substantial risk of emotional or physical harm which includes but not limited to sickness, vomiting, intoxication, or unconsciousness.
- c. Endure brutality of a physical nature, including but not limited to whipping, beating, paddling, branding, dangerous physical activity, or exposure to elements or endure threats of such conduct that results in mental or physical harm.
- d. Endure brutality of a mental nature, including but not limited to activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment or endure threats of such conduct that results in mental or physical harm.
- e. Endure any other activity which adversely affects the health and safety of an individual, including but not limited to the disruption of academic performance or class attendance, required designated driving programs, line ups, calisthenics, or personal, physical, or financial servitude.

### **HOUSING**

Fraternity owned or leased houses must meet local fire, health, safety codes and standards. Any alumni chapter or an affiliated legal entity that owns or leases a premise must notify Kappa Alpha Psi Fraternity, Inc of its existence. The real property shall carry insurance outlined below:

- \$1,000,0000 per occurrence and \$2,000,000 General Aggregate for General Liability;
- \$1,000,0000 per occurrence and in the aggregate for Liquor Liability, if applicable; and

- Statutory workers compensation if applicable.

Kappa Alpha Psi Fraternity, Inc. and the chapter, if not the owner, must be listed as an additional insured on a primary basis under the General Liability policy and, if applicable, Liquor Liability policy. A current copy of the insurance certificate must be on file with the Office of the Executive Director at International Headquarters.

### **RETALIATION**

Kappa Alpha Psi Fraternity, Inc. prohibits retaliation against any individual – members and non-members – for reporting, inquiring, or cooperating with a report related to a violation of the Risk Management Policy. Retaliation is any action, statement, or behavior that is designed to punish an individual for filing a report, cooperating with an investigation, seeking guidance regarding a concern, or to deter one from taking such action.

### **SEXUAL MISCONDUCT**

The chapter must comply with all federal, state, provincial, and local laws related to sexual misconduct. This includes, but is not limited to, definitions around consent, sexual violence, sexual harassment, domestic violence, dating violence, stalking, and sexual exploitation.

The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at any fraternity activity or event as defined in this policy is prohibited.

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*\*Alumni chapters must be chapter certified by the Province Polemarch of jurisdiction.*

### **POLICY DISTRIBUTION**

*A copy of the Risk Management Policy is available on the Kappa Alpha Psi Fraternity, Inc. website.*

### **HOW TO REPORT**

*Kappa Alpha Psi Fraternity, Inc. has a Code of Conduct which outlines its disciplinary policy and procedures. To report a violation of the Risk Management Policy, please utilize one (or more) of the options below:*

- *In case of an emergency, call 911.*
- *Contact local Chapter Polemarch to report.*
- *Contact undergraduate Chapter Advisor to report.*
- *Contact Province Polemarch of jurisdiction to report.*
- *Kappa Alpha Psi Fraternity, Inc. has a hazing hotline specifically to report hazing: 1-888-NOT-HAZE.*
- *Call the International Headquarters (IHQ) at 215-228-7184 during business hours to report.*
- *Contact university/college resources (campus police, Greek Life Office, Dean of Students, etc.)*