



# Lambda Kappa Sigma

Elevating Women In Pharmacy

## Risk Management Policy

All members of Lambda Kappa Sigma (LKS) must follow the policies of this document and all policies and procedures, guidelines and official documents regarding fraternity activities. It is up to the chapter leaders to ensure this is followed and to review this annually with all members.

### **Commercial Endorsements:**

No member (initiated or new) of LKS will authorize or permit the use of her/his writings, photographs, picture or other likeness for commercial purposes or for publicity purposes in any way identifying her/himself with LKS unless such use is first approved by Grand Council.

### **Housing:**

LKS does not operate or manage any fraternity group housing and no assumption of Fraternity liability shall be made. LKS members shall follow the housing policies of the University, if residing in campus housing, as an individual's behavior is a reflection of the Fraternity on campus. Failure to do so could result in removal of membership privileges.

### **Image:**

Each member of LKS must assume personal responsibility for prioritizing and maintaining an appropriate image of the fraternity.

### **Mailing Lists/Spam:**

The LKS mailing lists shall be used only for chapter or fraternity business and any other use is strictly forbidden. It is forbidden for any member or non-member to contact the entire fraternity membership (mail or email) to canvas opinions or seek support on any subject without the permission of the Grand Council.

### **Membership:**

LKS is a professional organization open to all persons regardless of gender, race or nationality, and who are eligible for membership as listed in the fraternity's bylaws.

### **Out-of-Town Events:**

All chapter events must be held within 40 miles of the campus. Overnight or weekend events, or any events that require travel beyond the 40 mile limit from campus, require the approval of Grand Council. To obtain approval, a petition must be submitted to Grand Council no later than 30 days prior to the event, with Grand Council review and decision no more than 7 days from the date of receipt of the petition.

### **Web:**

Each member of the fraternity must assume responsibility in appropriate use of the Internet. It is strictly forbidden to use inappropriate language or share sensitive fraternity information (such as discussion of rituals or information revealed to members through ritual) on any publicly accessed domain. Fraternity chapter website development guidelines must be adhered to at all times. Chapter websites will be routinely monitored by the fraternity leadership. Any violation or



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noncompliance should be immediately addressed. Questions about appropriate internet usage should be referred to the headquarters.

### **Alcohol & Drug Guidelines:**

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

1. The chapter/organization, members and guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
2. The chapter/organization, 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/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.
3. Alcoholic beverages must either be:
  - Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
  - Brought by individual members and guests through a bring your own beverage ("BYOB") system.

*The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third-party vendor.*

4. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
5. Alcoholic beverages must not be purchased with chapter/organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
6. A chapter/organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.
7. A chapter/organization must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, a chapter/organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event.



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8. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter/organization must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio, and must not exceed local fire or building code capacity of the chapter/organizational premises or host venue.

9. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to "bid night," "big/little" events or activities, "family" events or activities, and any ritual or ceremony.

10. The chapter/organization, members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

**The Event Planning Form must be filled out if a Chapter is hosting an event that meets the following criteria:**

- Alcohol will be present
- A contract with a third party is required
- Event requires transportation
- Attendance will be more than three times chapter size
- Event open to non-members
- Any athletic event
- Any event with animals
- Any event held on water e.g. ice
- Event co-sponsored with another organization i.e. Greek and Professional Organizations
- Event held in past with incident

Fines may be levied if the proper forms are not submitted to HQ at least 30 days prior to the date of the event.

HQ must acknowledge the receipt of the form and its compliance with our Risk Management Policy and Code of Conduct.

Each missing event form carries a fine.