

**Risk Management Policy**  
Alpha Phi Omega, Alpha Epsilon Zeta Chapter  
The University of Texas at Dallas  
Last Updated April 22, 2007

**Mission Statement**

Risk Management is the use of education and planned prevention to minimize risk and provide awareness for the safety of members and non-members at Alpha Phi Omega, Alpha Epsilon Zeta activities.

**I. General Guidelines**

- A. Obey all applicable local, state, and federal laws.
- B. Obey all applicable Alpha Phi Omega, National Service Fraternity policies.

**II. Hazing**

- A. No member of the Alpha Epsilon Zeta Chapter of Alpha Phi Omega shall take action or create a situation that may produce mental or physical discomfort, embarrassment, harassment, or ridicule.
  - i. This includes the practice of sexual harassment.
  - ii. This includes discriminatory practices.
- B. No member of Alpha Phi Omega, Alpha Epsilon Zeta shall make another member perform meaningless or humiliating tasks.
- C. No alcohol will be present at any activity that can be construed as a requirement of the Pledge Program.
- D. No member of Alpha Phi Omega, Alpha Epsilon Zeta shall take action or create a situation where an outside observer could misconstrue it as hazing.

**III. Financial and Contractual Issues**

- A. All financial and contractual agreements must be made in the name of the Alpha Epsilon Zeta Chapter.
- B. The duration of agreements must be known before they are signed.
- C. The chapter must approve all contracts before they are signed.
- D. The President and Advisory Chair must co-sign all financial and contractual agreements.
- E. Copies of all contracts must be filed in the office and readily available to the Brotherhood.
- F. Financial Policy
  - i. Pay dues to the national office in accordance with national policy.
  - ii. There will be no personal loans issued to anyone by the chapter.
  - iii. Treasurer's books from the previous semester will be audited by the current semester's Finance and Fundraising Committee and an advisor.
  - iv. A running list for the payment of dues and other expenses must be maintained. This list will include the date they were paid.
  - v. All checks coming into the Brotherhood must be made out to the Alpha Epsilon Zeta chapter.
  - vi. Checks coming into the Brotherhood must be deposited within five business days of the day they were received.
  - vii. The only Brothers allowed to sign checks are the Treasurer, the President, and the Advisory Chair.
    - 1. The Brother being reimbursed is not allowed to sign checks he/she is being issued.

- viii. Reimbursement Policy
  - 1. All receipts must be submitted within thirty days of purchase.
  - 2. No sales tax will be paid; the chapter has a tax exempt ID number, which will be provided to individuals before purchases are made.

#### **IV. Substance Abuse**

- A. Do not come to any Alpha Phi Omega Sponsored Event under the influence of alcohol and/or drugs.
- B. There will be no possession or consumption of alcohol at any Alpha Phi Omega, Alpha Epsilon Zeta Chapter Sponsored Event, where such possession or consumption of alcohol is not regulated by the chapter, or a licensed establishment.
- C. There will be no consumption of alcohol by persons under the age of 21 at any Alpha Phi Omega Sponsored Event.
- D. There will be no use, possession, or sale of controlled substances at any Alpha Phi Omega, Alpha Epsilon Zeta Sponsored Event.
- E. Alcoholic Events Sponsored by Alpha Phi Omega
  - i. Everyone in attendance is responsible for his/her own actions and will be held accountable.
  - ii. Designated Drivers and Drink Supervisor are prohibited from drinking alcohol.
  - iii. Keys must be checked in upon entrance. Keys will only be returned to individuals who are able to drive, to be determined by the Drink Supervisor. The Drink Supervisor will collect and return keys.
  - iv. There must be at least one designated driver and the Drink Supervisor present at all times. Designated drivers and the Drink Supervisor must be chosen prior to the start of the event by the host, or the fellowship coordinator.
  - v. The host will determine which non-Alpha Phi Omega members are allowed admittance. All non-Alpha Phi Omega members must read and sign a copy of the substance abuse policy, which notifies and holds them to this policy.
  - vi. Designated drivers and the Drink Supervisor must take on the responsibility of telling people when they have had too much to drink.
  - vii. Alcoholic events cannot be used to fulfill any part of the requirements of the Pledge Program.
  - viii. Any person not obeying this policy will be escorted out of the event by the designated drivers and/or the Drink Supervisor.

#### **V. Personal Property**

- A. Alpha Phi Omega, Alpha Epsilon Zeta Chapter is not responsible for loss of, theft, or damage to personal property that is voluntarily brought to and used at Alpha Phi Omega Sponsored Events.
- B. Alpha Phi Omega, Alpha Epsilon Zeta Chapter is responsible for loss of, theft, or damage to personal property that is borrowed on behalf of the chapter.

#### **VI. Road Trips**

- A. Road Trip: When members and, if present, non-members enter into vehicles for the purpose of transporting themselves to Alpha Phi Omega Sponsored Events.
- B. When driving to Alpha Phi Omega Sponsored Events, follow all traffic laws.

- C. All of the following are required unless otherwise noted:
  - i. Good directions.
  - ii. Do not over-pack vehicles.
  - iii. Good vehicle maintenance.
  - iv. Take weather conditions into consideration.
  - v. Well-rested driver.
  - vi. Leave far enough in advance to allow adequate time.
  - vii. If more than one car is going on the trip, plan in advance.
  - viii. A road hazard kit is strongly recommended.

**VII. General Safety**

- A. Alpha Phi Omega, Alpha Epsilon Zeta must provide training for all participants prior to the start of all service projects.
  - i. Training about the environment in which the chapter will be working.
  - ii. Training on all equipment that will be used.
- B. Proper safety equipment must be used at all Alpha Phi Omega, Alpha Epsilon Zeta Sponsored Events. If the proper equipment is not provided, the chapter is not to participate in the event.
- C. Alpha Phi Omega, Alpha Epsilon Zeta is responsible for the safety of all participants at chapter activities.
- D. First-aid and CPR
  - i. Only persons trained and certified in first-aid and/or CPR may give such care.
  - ii. General first-aid guidelines:
    - 1. When severe injuries or medical emergencies occur, call 911 or Emergency Medical Services (EMS) immediately.
    - 2. Never move an injured person unless he/she is in danger of further injury.
    - 3. Never try to remove impaled objects.
    - 4. Never move anyone who may have a spinal injury.
    - 5. Never give any form of care you are not trained or currently certified to give.
    - 6. Giving band-aid or gauze to stop bleeding from minor cuts and abrasions is an acceptable form of care.

**VIII. Accountability**

- A. All members of Alpha Phi Omega must know and follow all current policies of Alpha Phi Omega, National Service Fraternity.
- B. All members of Alpha Phi Omega, Alpha Epsilon Zeta must know and follow all current policies of Alpha Phi Omega, Alpha Epsilon Zeta Chapter.
- C. Event coordinators and project chairs have the responsibility of seeing that Alumni, Inactives, and members from other chapters are notified of current Alpha Phi Omega policies.

**IX. Grievance Committee**

- A. When violations of this Risk Management Policy arise, they will be taken to the Grievance Committee.
- B. This committee will be appointed at the beginning of each semester by the President and Advisory Chair, to be approved by the Executive Committee.

- C. The number of active brothers on this committee will be at least three and no more than ten. The exact number will be decided by the President and the Advisory Chair.
- D. The President and Advisory Chair will serve as additional members of the committee.
- E. If any member of the committee is involved in a violation of the Risk Management Policy, he/she will be removed from the committee.
- F. The committee will consider the specific circumstances of the case and provide the Brotherhood with recommended courses of action.
- G. After the committee has presented its recommendations, the Brotherhood must decide on the course of action it wishes to take.

**X. Education of Policy**

- A. All members of Alpha Phi Omega, Alpha Epsilon Zeta must do the following:
  - i. Read and sign a copy of the Risk Management Policy.
  - ii. Attend a mandatory workshop on the policy at the beginning of each semester. Date will be determined by the President.
- B. The President must make sure that the most current copies of the policy are available in the office and on the chapter website.
- C. The Pledgemaster must make sure a copy of the policy is included in all pledge manuals and that Risk Management is covered in the Pledge Program.
- D. Alpha Epsilon Zeta must provide reasonable opportunities for all members to learn the policy.

**XI. Appendix – Terminology**

- A. Personal Property – Something tangible or intangible to which its owner has legal title.
- B. Member – Any person inducted or initiated into Alpha Epsilon Zeta.
  - i. Rushee – A student of The University of Texas at Dallas who expresses an interest in pledging Alpha Epsilon Zeta.
- C. Non-member – All participants who are not members of the Alpha Epsilon Zeta Chapter and do not express an interest in pledging.
- D. Alpha Phi Omega Sponsored Events – Any activity of a member or members that appears on an Alpha Phi Omega calendar, is announced at an Alpha Phi Omega function or on the chapter listserv, and/or that chapter members receive 100% service hours for.
- E. Pledge Program – Chapter program designed to train pledges for active membership.
- F. Drink Supervisor – Person chosen to fulfill the policies as outlined in the Substance Abuse section of the Risk Management Policy.

**AFFIRMATION OF COMPLIANCE WITH RISK MANAGEMENT POLICY**

I, the undersigned, have read and understood the Risk Management Policy of Alpha Phi Omega, Alpha Epsilon Zeta. I hereby affirm my acknowledgement of these Risk Management policies and its recognition that non-compliance with any of these policies has no place in the Membership program of Alpha Phi Omega, Alpha Epsilon Zeta.

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Name

Signature

Date