

RISK MANAGEMENT POLICY
(ADDENDUM TO THE NATIONAL STANDARD POLICY OF RISK MANAGEMENT)
ALPHA PHI OMEGA, NATIONAL SERVICE FRATERNITY
EPSILON MU CHAPTER
AS ADOPTED ON MAY 11, 2006

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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 activities, through the adherence to any and all applicable policies (Alpha Phi Omega – Chapter and National, University of Maryland - College Park, etc.) and laws (Local, State, Federal). **This document is an addendum to the National Standard Policy of Risk Management, and is, by definition, subordinate to that document.**

I. Accountability

- A. All Members (see Section XI.A) of Epsilon Mu Chapter must know and follow all current policies and bylaws of Epsilon Mu Chapter and Alpha Phi Omega, National Service Fraternity.
- B. Event coordinators and project chairs have the responsibility of seeing that all participants are notified of relevant Epsilon Mu Chapter policies.

II. Hazing

In addition to the Hazing section of the National Standard Policy of Risk Management, no requirements shall be levied against individuals that are not required of their entire membership classification (Active, Associate, Pledge, etc.).

III. Financial and Contractual Issues

- A. All financial and contractual agreements and checks must be made in the name of “Alpha Phi Omega, Epsilon Mu Chapter”.
- B. The Advisory Chair must sign all financial and contractual agreements, and the Chapter President must co-sign when needed.
- C. Copies of all contracts must be filed in the office and readily available to the Brotherhood.
- D. Financial Policy
 - 1. There will be no personal loans issued to anyone.
 - 2. The Treasurer must have a Finance Committee of no less than 3 people.
 - 3. The current term’s Finance Committee will audit the Treasurer’s financial records from the previous term.
 - 4. A running list for the payment of dues must be maintained. This list will include the date they were paid and the check number they were paid with.
 - 5. Checks coming into the Brotherhood must be deposited within ten (10) business days of the day they are received.
 - 6. The only members allowed to sign checks are the Treasurer, the President, and the

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- Advisory Chair (or their legal proxy).
- a. All checks must have two signatures on them.
 - b. No member may sign a check for their own reimbursement.
7. Reimbursement and Purchasing Policy
- a. All receipts must be submitted within thirty (30) days of purchase and no reimbursement will be issued without a receipt unless approved by Epsilon Mu Chapter.
 - b. No sales tax will be reimbursed so long as Epsilon Mu Chapter has a tax-exempt card and it is provided to Members before purchases are made. It is the responsibility of the member to obtain this card prior to purchase.
 - c. No reimbursements will be made for items that have not been budgeted for or approved by Epsilon Mu Chapter.
 - d. Purchases totaling \$500 or more must be approved by the Finance Committee prior to purchase or no reimbursement will be issued.
8. Epsilon Mu Chapter shall not issue any electronic checks or checks by phone.
9. Epsilon Mu Chapter shall not acquire a Charge Card (including but not limited to Credit, Check, Debit, and ATM Cards)

IV. Substance Abuse - Alcohol Use at Epsilon Mu Chapter Events

- A. Designated Driver Policy
 1. There must be at least two designated drivers present at all times. Designated Drivers must be chosen prior to the start of the event by the host
 2. Designated Drivers are prohibited from consuming alcohol
 3. Designated Drivers must maintain possession of their keys at all times
- B. Bartender Policy
 1. There must be at least one bartender present at all times.
 2. Bartenders must remain sober until after his/her bartending shift is complete.
 3. Bartenders are the only people allowed to dispense alcohol.
- C. The host will determine what Non-Epsilon Mu Chapter Members are allowed to attend the event.
- D. There must be a designated time at which alcohol will no longer be served.
- E. If the event venue does not have a reasonable policy for ensuring that drinks are dispensed only to attendees of legal drinking age, ID's will be checked at the door and identification will be given to those old enough to drink alcohol.
- F. Any alcohol other than what is already present will be checked into the bar upon arrival and before consumption.
- G. Food and non-alcoholic beverages must be available at the event.
- H. There will be no alcoholic events during the periods of Formal Rush and the Pledge

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Program.

- I. Any person not obeying this event policy will be escorted away from the event.
- J. There will be no possession, sale, use, or consumption of alcoholic beverages at any Epsilon Mu Chapter Service Events.

V. Transportation Issues

- A. All of the following are required unless otherwise noted:
 - 1. Detailed and accurate directions.
 - 2. Prior planning of logistical details.
 - 3. Good vehicle maintenance.
 - 4. Consideration of weather conditions.
 - 5. A well-rested driver.
 - 6. Early departure time so as to allow adequate travel time.
- B. A road hazard kit is strongly recommended.

VI. General Safety

Only persons trained in First Aid and/or CPR may give such care at Epsilon Mu Chapter Events.

VII. Grievance Committee

- A. Scope of the Grievance Committee:
 - 1. When violations of this Risk Management Policy arise at Official Epsilon Mu Chapter Events, they may be taken to the Grievance Committee.
 - 2. Hazing violations, regardless of where they occur, may be brought before the Grievance Committee.
 - 3. No other Risk Management violations may be brought before the Grievance Committee.
 - 4. Only violations of the Risk Management Policy will go to this 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, excluding the President and Advisory Chair, will be at least three and no more than seven. The exact number will be decided by the President and the Advisory Chair.
- D. If any member of the Committee is involved in a violation of the Risk Management Policy, he/she will be removed from the Committee, until said violation is rectified.
- E. The Committee will consider the specific circumstances of the case and provide the brotherhood with recommended courses of action.
- F. After the Committee has presented its recommendations, the Brotherhood must

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decide on the course of action it wishes to take.

VIII. Education of Policy

- A. All Members except Rushees of Epsilon Mu Chapter must do the following:
 - 1. Attend a mandatory workshop on the Policy at the beginning of each semester or satisfy the President that you know and understand the Risk Management Policy. Date will be determined by the President.
 - 2. Read and sign a copy of the Risk Management Policy each semester. By signing the Risk Management Policy, the Member says that he/she will abide by all of the policies in the said document.
- B. The Membership Vice President must make sure that the most current copies of the Policy are available in the office and on the Chapter web page.
- 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.

IX. Appendix – Terminology in Policy

- A. Member: Any Rushee, Pledge, Initiate or Advisor of any chapter of Alpha Phi Omega.
- B. Non-Member: All participants who are not members.
- C. Epsilon Mu Chapter Events: Any activity at which a substantial number of Epsilon Mu Chapter Members are present.
 - 1. Official Epsilon Mu Chapter Event: Any *Epsilon Mu Chapter Event* that is announced at an Epsilon Mu Chapter meeting (of any kind), posted to the Epsilon Mu Chapter calendar, announced on any form of Epsilon Mu Chapter listserv and/or on the Epsilon Mu Chapter website. Any activities conducted in the Epsilon Mu Chapter office are considered to be *Official Epsilon Mu Chapter Events*.
 - 2. Unofficial Epsilon Mu Chapter Event: Any *Epsilon Mu Chapter Event* that is not covered under the definition of an *Official Epsilon Mu Chapter Event*.

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I, _____, have read and will abide by the Risk Management Policy of the Epsilon Mu Chapter, Alpha Phi Omega, National Service Fraternity. I understand the need and use of this Policy and will strive to uphold it at all events.

(Signature of Member)

_____/_____/_____
(Date)

(Position)