RISK MANAGEMENT POLICY

By signing below, you acknowledge that you have read and will abide by the regulations outlines in this document.

ORGANIZATION’S NAME __________________________

PRESIDENT’S SIGNATURE ___________________________ DATE SIGNED ______________________

ADVISER SIGNATURE ______________________________

ALCOHOL AND DRUGS

The University will only extend official recognition to student groups who demonstrate their commitment to risk management best practices that keep students safe at the events they sponsor.

These regulations have been adopted from the Risk Management Policy of the Fraternal Information and Programming Group based on their leadership and expertise in the area of risk management. They apply equally to all student organizations.

Without official recognition by the university, organizations cannot:

- be listed among student organizations in good standing.
- use university facilities free of charge.
- use the name of the university in publicity for the group.
- be considered for campus awards.
- receive money from the Student Organization Reserve Fund (SORF).
- be advised by university staff acting in their official capacity.
- participate in recruitment activities (such as formal/informal recruitment for Greek organizations, involvement fairs, orientation, Showcase Saturdays, etc.) or participate in university-sponsored events such as Greek Week, Homecoming or Parent’s Weekend under the name of their organization.
- participate in a Greek Council (if the organization is a Greek-letter organization).

Organizations who fail to adhere to the following regulations risk losing their recognition by the university. These may be investigated based on complaint, following an incident or through any means by which the university becomes aware of these infractions.

1. The possession, use, consumption or service of alcoholic beverages by any Stephen F. Austin State University student organization must be in accordance with all applicable local, state and federal laws. The organizations must also abide by the established policies of Stephen F. Austin State University.
2. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age) or to those who are noticeably intoxicated.
3. Organizations may not admit guests who are noticeably intoxicated.
4. No alcoholic beverages may be purchased through or with student organization funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited. Organizations are considered to be in violation when they sell drink cards, drink tickets, cups or any other item sold with an expressed or implied expectation of receiving alcohol in exchange.
5. Only “Bring Your Own Beverage” (BYOB) parties and third-party vendors are permitted. For BYOB events, each person may bring no more than 72 ounces of beer (one six pack of twelve-ounce beers), 48 ounces of wine coolers, cider or malt beverages and 25 ounces (750ml) of wine. Hard liquor or any beverage containing hard liquor is not permitted. This includes any beverage that contains more than 7% alcohol by volume.
6. No organization may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the hosts, groups or organizations.
7. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES during any event sponsored by a student organization or at any event that an observer would associate with the organization is strictly prohibited.

8. No organization may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than 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, an organization may rent or use a room or area in a tavern as defined above for an event held within the provisions of this policy, including the use of a third party vendor. 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.

9. All facility capacity rules/fire code limits are to be enforced at all times.

10. No member or pledge, associate/new member or novice 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 consumption of alcohol.

11. All recruitment activities associated with any organization will be non-alcoholic. No recruitment activities associated with any organization may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

12. The organization will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at an organization event as defined in this policy is prohibited.

13. All organizations must abide by any Inter/National and Local risk management policies of their organization and will be held accountable when they fail to do so.

14. The Office of Student Engagement will investigate all complaints. If they are found to be credible, they will be referred for student conduct action as outlined in university policy 10.4. (http://www.sfasu.edu/policies/student-conduct-code.pdf)

15. Any organizations found in violation of these procedures, applicable laws or any Stephen F. Austin State University policy will be subject to sanctions up to an including loss of recognition for a specified period of time. In addition, individual students may be subject to conduct charges through the Office of Student Rights and Responsibilities as well as civil or criminal penalties when appropriate.

BE ADVISED: Stephen F. Austin State University will not be liable for any claims arising from an event sponsored by any student organization. In addition to carefully managing risk associated with this event; it is in the best interest of student organizations to ensure that they will be covered by their own liability insurance

EDUCATION
- The organization will send four (4) officers annually to the SFA Risk Management Training provided each fall by the Office of Student Engagement. Advisors are encouraged to attend every 3 years.
- Organizations will update their Organization Profile with the Office of Student Engagement within the first 15 days of each semester through a Student Organization Registration process.
- Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available on the fraternity website.

Fire Safety and Fire Arms, Ammunition, Explosives and Illegal Knives

Fire Safety
Know where the fire exits are in the building you are meeting or having an event in and educate your members.
- Each building should have at least two means of escape remote from each other to be used in a fire emergency.
- Fire doors must not be blocked or locked to prevent emergency use when your organization is in the building.
- Exit routes from buildings must be clear and free of obstructions and properly marked with signs designating exits from the building.
- Know where the portable fire extinguishers are kept.
- Officers should be instructed on how to properly operate the fire extinguishers available, and what procedures to follow in alerting others to the fire emergency.

False Alarms
In accordance with Subchapter E, Chapter 51.219 (Notification of Penalty for False Alarm or Report) of the Texas Education Code, each institution of higher education is required to notify all incoming students as soon as practicable and all other students no later than October 1 of the penalty of making a false alarm or report involving an institution of higher education. A new amendment to a current state law was enacted during the 83rd Texas Legislature relating to making or causing a false alarm or report involving a public or private institution of
higher education that affects not only our campus community but all college/university campuses state wide. As a result of this newly amended law, Section 42.06(b) of the Texas Penal Code has been amended to read “an offense under this section is a Class Misdemeanor unless the false report is of an emergency involving a public or private institution of higher education or involving a public, primary or secondary school, public communications, public transportation, public water, gas, or power supply or other public service in which event the offense is a State Jail Felony.”

The University takes a strong stance against persons making or causing a false report or alarm that disrupts the living and/or educational process associated with this University. Any person found having initiated or caused a false alarm or report could be charged in the appropriate criminal court for violation of this law and also referred to the University Office of Student Rights and Responsibilities for violation of the Student Code of Conduct.

TRAVEL
1. All occupants must use seat belts, as provided in the vehicle, in the manner recommended by the vehicle manufacturer.
2. Passengers are limited to the number that can be safely restrained using the available number of seat belt. For travel by van, refer to University Policy B-30 for passenger limitations.
3. Drivers should continually assess their state of alertness and not begin to drive, or not continue to drive, if they are fatigued. There are many factors that impact driver fatigue, all affecting drivers differently: but conditions such as hours without sleep, time of day, road conditions, etc., should be all considered and monitored.
4. Only drivers meeting the qualifications set forth in Policy B-30 may drive the vehicle. All drivers must be appropriately licensed to drive the vehicle.
5. Travel by personal vehicle or privately leased vehicle. While the university may not be made aware of trips undertaken by students using their private vehicles, or vehicles privately leased by them, the university will publish the requirements of this policy in publications used by registered student organizations of SFA and will encourage their use in all travel undertaken by students for any trip governed by this policy.
6. All drivers must be appropriately licensed and the owner of the vehicle(s) must maintain appropriate vehicle insurance as required by law.

SEXUAL ABUSE AND HARASSMENT
“Harassment” means threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student’s physical or emotional health or safety. Sexual abuse is any form of non-consensual physical contact. It includes rape, molestation, or any sexual conduct with a person who lacks the mental capacity to exercise consent.

HAZING
No organization member/new member or alumnus 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, intentionally, whether on or off organization premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.”

Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the organization house; 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 achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law.”

Report Hazing It’s the law
A person commits an offense if the person: has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Dean of Student Affairs or other appropriate officials of the institution.

SFA Hazing Hot Line: 936-468-8888