

**Alpha Phi Omega  
- Epsilon Chapter -  
Risk Management Policy**

Approved spring 1998

By the Chapter at large

***ALPHA PHI OMEGA  
- EPSILON CHAPTER -  
RISK AVOIDANCE REGARDING FRATERNITY  
ACTIVITIES OR ACTIVITIES AN OBSERVER  
WOULD ASSOCIATE WITH THE FRATERNITY***

**1. ALCOHOL**

- a. An Epsilon Chapter function that has alcoholic beverages present shall comply with all local, state, and federal laws regarding alcohol. The Chapter is encouraged to hire a trained bartender for events at which alcoholic beverages are to be dispensed.
- b. The sale of alcoholic beverages in a manner by the Chapter is prohibited.
- c. At any fraternity function where alcohol is served, the bar must be located outside the main room where the function takes place.
- d. No under-age or intoxicated members or guests may be served alcoholic beverages. It is recommended that hours for serving alcohol be limited.
- F. Under no circumstances shall Chapter members be permitted to serve alcoholic beverages to one another. Members also must not contribute in any way to underage members being able to unlawfully consume alcoholic beverages at Chapter functions.

**2. FOOD AND NON-ALCOHOLIC BEVERAGE**

- a. Snack foods such as sandwiches and fruit should be available at all times during a function at which alcoholic beverages are consumed.
- b. Alternative beverages must be readily available at the service bar area.

**3. RESPONSIBILITY FOR GUESTS**

- a. At a Chapter-sponsored function, all members are fully responsible to the Chapter for the conduct of their guests while attending the function.

**4. RULES AND REGULATIONS**

- a. The Chapter officers and members shall be informed with respect to Host Institution rules regarding the dispensing and consumption of alcoholic beverages and with all local and state laws pertaining thereto, and shall act at all times to ensure

the chapter and members' full compliance.

**5. TRANSPORTATION**

- a. The Chapter should either provide a designated safe, sober automotive driver from outside the Chapter or professional bus transportation to and from all fraternity functions with alcohol present. Under no circumstances should alcohol be consumed or possessed in provided transportation. When riding in any vehicle to or from any Alpha Phi Omega function, members shall obey all laws regarding safety, including but not limited to wearing seat belts, having liability insurance, speed limits and number of people in the vehicle, at all times.

***ALPHA PHI OMEGA  
- EPSILON CHAPTER -  
DEFINITION OF FRATERNITY FUNCTION***

- a. A fraternity function is a function officially sponsored by the Epsilon Chapter of Alpha Phi Omega, a function held in a room reserved under the name of Alpha Phi Omega, or is in the official Chapter minutes. In addition, any host educational institution definition(s) regarding what constitutes student organization functions apply as well. Should a conflict ever arise between this policy's definition of a fraternity function and the educational host institution definition(s) of student organization functions, the educational host institution definition(s) take precedence over the above definition of a fraternity function.

***ALPHA PHI OMEGA  
- EPSILON CHAPTER -  
POLICY ON ALCOHOL***

- a. No alcoholic beverages may be purchased with fraternity funds.
- b. Alpha Phi Omega National Service Fraternity requires that each chapter abide by federal, state, and local laws, and university regulations governing alcohol consumption.
- c. Chapters shall not use or condone the use of alcoholic beverages as part of their membership recruitment "rush" or pledge education programs.
- d. All members are encouraged to adhere to the concepts of responsible drinking.
- e. A violation of this policy shall be deemed a violation of the membership policies of Alpha Phi Omega National Service Fraternity.

**ALPHA PHI OMEGA  
- EPSILON CHAPTER -  
EMERGENCY PROCEDURE**

- a. The Chapter president assumes command in the event of any emergency situation. He or she should be recognized as the spokesperson for the chapter, and that person's instructions should be followed.
- b. If the president is not available, another officer assumes his or her duties. The order in which he or she assumes command is: First Vice President Large Service, First Vice President Regular Service, Recording Secretary, Second Vice President of Membership and Sergeant @ Arms.
- c. The Chapter advisors are notified immediately, and they assist the president in implementing the emergency procedure instructions.

Chapter members:

- should remain calm and assist/cooperate in any procedures directed by the president or chapter advisor.
- should hold all outgoing telephone calls until the situation is completely under control and parents have been notified by medical or police personnel.
- should refrain from discussing the emergency situation with anyone outside of the chapter. There should be no discussion or what has happened or speculation as to how or why.
- should be aware that the premises will be closed to all non-members except official/medical personnel except in extenuating circumstances.

Post-emergency plans:

- the Chapter president will discuss appropriate actions in the event of a member's death. Chapter members will be informed of how the chapter will participate in memorial services, etc.
- the president or chapter advisor will make all statements to the media or others outside the Chapter. If questioned, members should respond by saying "No comment" and direct them to the president as the official spokesperson for the Chapter.

**ALPHA PHI OMEGA  
- EPSILON CHAPTER -  
HAZING POLICY**

Alpha Phi Omega forbids hazing.

Hazing includes, but is not limited to, an activity which endangers the physical safety of a member, produces mental or physical discomfort, causes embarrassment, fright, humiliation, or ridicule; degrades the individual; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution and local, state and federal laws.

**ALPHA PHI OMEGA  
- EPSILON CHAPTER -  
POLICY ON USE OF DRUGS**

The unlawful possession, sale, and/or use of any illegal drugs or controlled substances at any fraternity-sponsored event, or at any event that an observed would associate with the fraternity, is strictly prohibited.

A violation of this policy shall be deemed a violation of the membership policies of Alpha Phi Omega National Service Fraternity.

**ALPHA PHI OMEGA  
- EPSILON CHAPTER -  
POLICY ON USE OF PERSONAL PROPERTY**

Use of personal property for Chapter activities shall be strictly voluntary and the sole responsibility of the owner. Alpha Phi Omega shall not assume liability for personal property used in conjunction with fraternity activities, nor for any damages resulting from said use.

**ALPHA PHI OMEGA  
- EPSILON CHAPTER -  
POLICY ON TRANSPORTATION ISSUES**

Any individual who drives or otherwise provides transportation in conjunction with Alpha Phi Omega activities shall obey all applicable motor vehicle laws, including, but not limited to, those concerning vehicle safety, vehicle operation, insurance and the transportation and consumption of alcoholic beverages. Operators will ensure that vehicles are not overloaded and are driven in a safe manner. Rental vehicles shall be operated in accordance with rental contracts. Use of personal vehicles shall be

strictly voluntary and the sole responsibility of the vehicle owner/operator. Alpha Phi Omega shall not assume liability for personal vehicles used in conjunction with fraternity activities, nor for any damages resulting from said use.

***ALPHA PHI OMEGA  
- EPSILON CHAPTER -  
POLICY ON GENERAL HEALTH & SAFETY***

All activities planned in conjunction with Alpha Phi Omega shall take into account the health and safety of all participants. Planning of Alpha Phi Omega projects and activities will include appropriate personal safety equipment, training, and supervision. All equipment to be used in conjunction with Alpha Phi Omega activities will be in good working condition and will be used in a safe manner.

***ALPHA PHI OMEGA  
- EPSILON CHAPTER -  
POLICY ON ADVISORS & ALUMNI***

Advisors and alumni serving Alpha Phi Omega on behalf of their respective volunteer agency or

employer will do so in accordance with the policies of said entity, including but not limited to risk management and personal liability. Advisors and alumni shall adhere to the provisions of this and all applicable policies of the fraternity when engaging in fraternity-related activities. Advisors and alumni shall recognize the appropriate authority of elected or appointed officers, representative or employers of the fraternity in questions of policy, and shall not engage in activities designed to circumvent fraternity policies.

***ALPHA PHI OMEGA  
- EPSILON CHAPTER -  
POLICY ON CONTINUING EDUCATION***

All reasonable efforts will be made to ensure that each active member, pledge, associate member, and advisor shall be instructed on the risk management policies at least annually. Organizers of Chapter events will reasonably inform guests (including non-members, alumni, advisors, and visiting members) of applicable policies.