
<STUDENT ORGANIZATION NAME>

Risk Management Policy

INTRODUCTION

The Risk Management policy of _____ includes the following provisions and shall apply to all levels of membership.

RISK CONTROL

1. All members participating in an organization sponsored event that requires travel must travel with the group. Separate transportation is not an option.
2. All members participating in an organization sponsored event off campus must sign a liability form releasing the organization and University from being responsible for any injury or sickness that may occur during the event.
3. All members participating in an organization sponsored event that requires travel must provide their own personal health insurance. Any student who does not have health insurance should sign a liability waiver releasing the organization and institution from any responsibility if an injury during travel should occur.
4. Any member driving a TWU vehicle must be recognized as an authorized driver by the University.

GENERAL HEALTH AND SAFETY

All activities planned for or in conjunction with the <STUDENT ORGANIZATION NAME> shall take into account the health and safety of all participants. Planning of any <STUDENT ORGANIZATION NAME> project and activity will include appropriate personal safety equipment (i.e. gloves, eyewear, etc.), training, and supervision.

ALCOHOL/DRUG/SUBSTANCE ABUSE

1. The illegal use, possession, sale or distribution of any controlled substance on or off campus, including alcohol, at any event is strictly prohibited.
2. No alcohol or illegal drug may be purchased for members or guests through the organization's budget.
3. The organization shall not be associated with any event co-sponsored with an alcohol distributor or bar where alcohol is given away, sold, or otherwise provided to those present.
4. If any member or guest appears to be intoxicated at any organization event, the member shall be escorted from the event and asked to leave the premises.

SEXUAL MISCONDUCT/ABUSE

1. The organization will not tolerate or condone any form of abusive behavior, whether physical, mental, or emotional in respect to sex, race, ethnicity, physical or emotional handicap, age, or sexual orientation. This includes but is not limited to date/gang rape or verbal harassment.
2. If a member of the organization has been the victim of any form of sexual misconduct, they should contact the TWU police immediately. Student Health Services and the Office of Student Life can also serve as a resource to the student.
3. Any allegations regarding sexual misconduct will be subject to investigation according to procedures outlined in the TWU Student Handbook.

PERSONAL PROPERTY

Use of personal property in organization activities shall be strictly voluntary and the responsibility of the owner. The <STUDENT ORGANIZATION NAME> shall not assume liability for personal property used in conjunction with organizational activities, nor for any damages resulting from said use.

RISK MANAGEMENT EDUCATION/EVALUATION

1. The organization’s risk management policy will be reviewed by the advisor and executive board at the beginning of each academic semester.
2. All members are required to read and sign a Statement of Responsibility stating they have receive a copy of the policy, they understand the policy, and agree to abide by the rules and regulations.
3. Changes to the risk management policy may be made at any time by any member. A majority vote must be obtained the organizations members to officially make a change in the policy.
4. Members are responsible for their guests’ compliance with this policy. Failure for any member to abide by this policy may result in expulsion of membership or removal from any office.

PROCEDURE FOR HANDLING ALLEGED VIOLATIONS OF THE RISK MANAGEMENT POLICY OF THE ORGANIZATION

1. Any violation of the rules and regulations set forth by the <STUDENT ORGANIZATION NAME> may result in suspension or removal of the individual involved; removal from office of those involved; or the denial of membership to those who are a liability to the organization.
2. All allegations must be put in writing and submitted to the organization president and advisor within 14 days of the occurrence. All parties involved will be immediately contacted by the organization president or advisor.
3. The executive board and advisor will review each case and issue a decision and/or resolution within seventy two hours.

I have read and understand the Risk Management Policy and agree to comply with it in all details. I understand that this is a living document and that I agree to comply with all succeeding revisions to this policy.

Member (Signature)

Date

Advisor (Print)

Date