

<STUDENT ORGANIZATION NAME>

Risk Management Policy

INTRODUCTION

The Risk Management policy of <STUDENT ORGANIZATION NAME> includes the following requirements and shall apply to all levels of membership. All events sponsored by or associated with <STUDENT ORGANIZATION NAME> must be compliance with federal, state and local law, Texas Woman's University policy, and the following provisions.

TRAVEL

We, the members of <STUDENT ORGANIZATION NAME>, agree to the following travel requirements:

1. We shall obey all applicable motor vehicle laws, rental requirements, and TWU policies as it relates to transportation.
2. Any member driving a TWU vehicle must be recognized as an authorized driver by the University.
3. We recognize that an authorized university representative (or advisor) is required to be present at any activity involving travel.
4. All members participating in an off campus organization activity must sign a liability form releasing the organization and TWU from responsibility for any injury or sickness that may occur during the activity.
5. All members participating in an organization sponsored activity requiring travel must provide their own personal health insurance. Any student who does not have health insurance must sign a liability waiver releasing the organization and institution from responsibility for any injury or sickness that may occur during the activity.

FIRE & SAFETY

We, the members of <STUDENT ORGANIZATION NAME>, agree to the following fire and safety requirements:

1. We shall obey all regulations and policies of TWU.
2. All activities planned for or in conjunction with the organization shall take into account the health and safety of all participants.
3. All organizational activities shall obey all federal, state, local, and University fire and health codes and standards.
4. Planning of any organization project and activity will include appropriate personal safety equipment (i.e. gloves, eyewear, etc.), training, and supervision.
5. The organization will not participate in or condone the possession or use of firearms, illegal knife, dangerous weapons, explosives, and/or dangerous chemicals on campus.
6. All organization activities will evaluate security needs in advance of the event to ensure the health and safety of all participants.

ALCOHOL/DRUG/SUBSTANCE ABUSE

We, the members of <STUDENT ORGANIZATION NAME>, agree to the following alcohol, drug, and substance abuse requirements:

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. We shall not serve, sell, or consume alcoholic beverages at any organization meeting or function on or off campus.
4. 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.
5. 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.
6. We shall not use or condone the use of alcoholic beverages/illegal drugs as part of our membership intake recruitment or education programs.

SEXUAL MISCONDUCT/ABUSE

We, the members of <STUDENT ORGANIZATION NAME>, agree to the following sexual misconduct and abuse requirements:

1. The organization will not tolerate or condone any form of abusive behavior, whether physical, mental, sexual, 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, the organization will 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

We, the members of <STUDENT ORGANIZATION NAME>, agree to the following personal property requirements:

1. We shall obey all rules, regulations, policies, and/or procedures of TWU as it relates to the use of personal property.
2. Use of personal property in organization activities shall be strictly voluntary and the responsibility of the owner.
3. The organization shall not assume liability for personal property used in conjunction with organizational activities, nor for any damages resulting from said use.

ACCESSIBILITY & NONDISCRIMINATION

We, the members of <STUDENT ORGANIZATION NAME>, agree to the following accessibility and nondiscrimination requirements:

1. Our organization shall be open to all TWU students regardless of race, creed, disability, sexual orientation, age, and/or sex, with the exception of gender discrimination in national sororities and fraternities.
2. We shall obey all applicable requirements of federal, state, and local law regarding persons with disabilities.
3. We shall provide reasonable accommodation to address the needs of students with disabilities, including access to the activities of the student organization.

HAZING

We, the members of <STUDENT ORGANIZATION NAME>, agree to the following hazing requirements:

1. We shall abide by all TWU hazing related policies and procedures.
2. No member of the organization will take part in hazing activities, defined as any activity expected of current or prospect members that humiliates, degrades or risks emotional and/or physical harm, regardless of the persons willingness to participate
3. Hazing will not be viewed as a tradition to pass on to new members.
4. If any member is found participating in such acts, the organization will report the hazing violation immediately to the designated Office of Student Life representative.

GENERAL BEHAVIOR

We, the members of <STUDENT ORGANIZATION NAME>, agree to the following behavior requirements:

1. We recognize that at any given time, our members represent ourselves, our organization, TWU, and the greater community and shall conduct ourselves accordingly.
2. All members shall obey all federal, state, and local laws, as well as TWU policies when participating in any organization-related events.

FINANCIAL

We, the members of <STUDENT ORGANIZATION NAME>, agree to the following financial requirements:

1. We shall obey all TWU policies as it relates to contractual and financial matters.
2. No organization may enter into a contract or financial agreement using the name of TWU. This includes, but is not limited to, such agreements as leases, contracts, hold harmless agreements, liability releases, account agreements, purchase orders, and hotel or banquet contracts.
3. We shall not use "Texas Woman's University" or "TWU" in our official title, logo, or financial documents including checking accounts and signature cards.

ADVISORS

We, the advisor(s) of <STUDENT ORGANIZATION NAME>, agree to the following requirements:

1. Advisor(s) shall complete the required Risk Management Online Training Module and submit the accompanying form to the Center for Student Development, certifying their completion and agreement to follow all applicable risk management-related policies.
2. Advisor(s) shall ensure that the organization is accountable and responsible in their preparation for each activity and/or event organized or planned.
3. Advisor(s) serving on behalf TWU will comply with the rules and procedures of the university, including, but not limited, to risk management.
4. Advisors shall recognize the appropriate authority of organization officers and work with the officers to adhere to all applicable local, state and university policies and regulations.

RISK MANAGEMENT EDUCATION/EVALUATION

We, the members of <STUDENT ORGANIZATION NAME>, agree to the following risk management education and evaluation requirements:

1. The organization will comply and abide by all requirements set by the Center for Student Development's Risk Management Education Program.
2. Two designated organization representatives are required to attend the annual Center for Student Development Risk Management Training.
3. The designated organization representatives are responsible for presenting the information in the Risk Management Training to the greater organization.
4. The organization's risk management policy will be reviewed by the advisor and executive board at the beginning of each academic year.
5. 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.
6. 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.

By submitting this during the charter renewal process, I am agreeing that 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.