

## **SAMPLE RISK MANAGEMENT POLICY**

of

**YOUR CHAPTER**

Tau Kappa Epsilon Fraternity

Your School

Effective *(date)*, the Risk Management Policy of YOUR CHAPTER of Tau Kappa Epsilon Fraternity at Your School shall be the attached "Tau Kappa Epsilon Risk Management Policy" of the International Fraternity.

To further this Policy, the Chapter shall develop specific policies regarding Chapter operations, especially in the areas of social events and pledging. These policies shall then be submitted to this Board for review within sixty (60) days from the effective date of this Policy.

In accordance with the TKE Risk Management Policy, the TKE Policy and this Policy shall be reviewed annually with all Chapter members at the first meeting of the year, with a copy of the Policies being provided to each Chapter member. Each Chapter member shall sign an acknowledgement form (copy attached) and the form shall be retained by the Chapter Risk Manager for a period of no less than five (5) years.

In the event that a Chapter member is absent from the meeting, he may not attend any social events until he has received the review and signed the acknowledgement. It is the Chapter member's responsibility to schedule the 'make-up' review with the Chapter Risk Manager.

Any Chapter member who has not received the review within two weeks after the first meeting shall be referred to the Chapter Board of Advisors for their action.

In addition, these Policies shall also be reviewed with all Associate Members of the Chapter at their first Associate Member meeting, with a copy of the Policies being provided to each Chapter member. Each Associate Member shall sign an acknowledgement form and the form shall be retained by the Chapter Risk Manager for a period of no less than five (5) years.

In the event of a violation of the Risk Management Policy, the incident shall be reported to the Board of Advisors' Risk Manager within 24 hours by the Chapter Prytanis or Chapter Risk Manager. The Board, in conjunction with the Chapter, shall investigate the occurrence and make a determination as to what action, if any, is required. A full report shall be presented to the Board at its next regular meeting unless a special meeting is called for that purpose.

Attachments: TKE Risk Management Policy  
Acknowledgement Form

RISKKPOL: 12/03/96

## Items for the Chapter's Risk Management Policy

### Drugs:

- The use of drugs will not be permitted at any activity, event, function, etc. sponsored or conducted by the Chapter nor in the Chapter House.

### Social Events:

- "Open" parties will not be permitted.
- Admission fees to parties or social events will not be collected.
- All social events will be "bring your own" (BYO); kegs will not be permitted.
- Attendance at social events shall be limited to Chapter members and their "dates" and one guest couple per Chapter member. If a Chapter member(s) does not bring a date and/or a guest couple, another Chapter member may not bring additional guests.
- Social events may not begin before 8:00 p.m. and must end by 1:00 p.m.
- Alcoholic beverages will not be available after midnight.
- Non-alcoholic beverages (soda, coffee, etc.) will be available throughout the evening at all social events.
- There will be a Chapter "monitor" at each social event for each 20 Chapter members and guests present
- Guests will be restricted to the "public" areas of the House and not permitted in the bedrooms.

### Rush:

- Rush events will be alcohol-free

### Pledging:

- Hazing, as defined in the TKE Risk Management Policy and by the State and local authorities, shall not be a part of our Associate Member Program
- The Associate Member Program shall not interfere with the studies of any Associate Member - designated study hours will be from 7:00 p.m. 'til 10:00 p.m., Sunday through Thursday
- The Associate Member Program shall not interfere with the sleep of any Associate Member - sleeping hours shall be from 11:00 p.m. 'til 8:00 a.m. the next day
- During the period of Sunday evening through Thursday evening, Associate Member activities will be limited to a maximum of two (2) evenings; and the activities shall be limited to occur between the hours of 7:00 p.m. to 10:00 p.m.
- All Associate Member interaction with Chapter Members will cease by 10:00 p.m. each night
- Alcohol will not be used in any Associate Member activity by either the Associate Members or the Chapter Members
- Drinking "games" are not be permitted

### Responsibilities:

- The overall responsibility for the implementation and enforcement of the Chapter Risk Management Policy shall be the Prytanis, Chapter Risk Manager, and the appropriate Committee Chair(s) conducting the event
- These men and the individuals involved will be held accountable for their actions and the actions of the Chapter

RISKPOL - 08/09/96  
Revision 1