

WEST TEXAS A&M UNIVERSITY

CAMPUS ORGANIZATION

RISK MANAGEMENT STATEMENT

All events sponsored by _____, or any event our organization is associated with, including off-campus events, must be in compliance as stated below. All organizational members must observe the risk management guidelines of WTAMU.

ALCOHOL/ILLEGAL DRUGS

No member of _____ shall take part in acts that are illegal and/or abusive as it relates to alcohol and drugs and/or activities that violate policies of WTAMU. If any member is found participating in such acts, we the members, reserve the right to take all necessary actions to correct this behavior for the betterment of the organization.

The possession, use and/or consumption of alcoholic beverages, during any organization event, any event that an observer would associate with the University, or in any situation sponsored or endorsed by the organization, must be in compliance with any and all applicable laws, policies and regulations of the state, county, city and WTAMU. The unlawful possession, sale and/or use of any illegal drugs or controlled substances at any organization sponsored event, or at any event that an observer would associate with the organization, is strictly prohibited. The organization shall not use or condone the use of alcoholic beverages/illegal drugs as part of their membership intake recruitment or education programs.

HAZING

No member of _____ shall take part in hazing activities, and if any member is found participating in such acts, we the members, reserve the right to take all necessary actions to correct this behavior for the betterment of the organization.

Hazing activities are defined as (but not limited to): Any action taken or situation created, intentionally, whether on or off organization premises or during organization functions, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Our organization will abide by the WTAMU discipline for hazing as stated in the WTAMU Code of Student Life.

SEXUAL HARASSMENT/ABUSE DISCRIMINATION

The act of sexual harassment/abuse discrimination, in any form, is strictly prohibited by members of _____. No member shall take part in activities deem sexual harassment and/or abuse discrimination, and if any member is found participating in such acts, we the members, reserve the right to take all necessary actions to correct this behavior for the betterment of the organization.

The organization will not tolerate or condone any form of abusive or discriminatory behavior on the part of its members, whether physical, mental or emotional in respect to sex, race, ethnicity, physical or emotional handicap, age, marital status or sexual orientation. This includes any actions not limited to sexual assault, verbal harassment or deemed demeaning to all.

Any member who witness, are subjected to, or are informed about of incidents of discrimination, sexual harassment, and/or related retaliation involving faculty, staff, or students should contact Becky Lopez, blopez@wtamu.edu, (806) 651-3199.

FIRE AND LIFE SAFETY

We, the members of _____, shall strictly abide by all rules, regulations, policies, and/or procedures of WTAMU as it relates to the fire and life safety, to ensure our members, officers, event organizers, and advisors take the necessary precaution to fulfill this obligation for the well-being of all present at our events. All organizational activities and events shall adhere to state, local and University fire and health codes and standards. Our organization will post emergency numbers for fire, police and ambulance near common telephones. Evacuation routes will be reviewed during event planning or posted near residential sleeping areas. The possession and/or use of firearms or explosive devices of any kind within the confines of organizational owned or University owned property is forbidden.

GENERAL HEALTH AND SAFETY

We, the members of _____, shall strictly abide by all rules, regulations, policies, and/or procedures of WTAMU as it relates to the general health and safety, to ensure our members, officers, event organizers, and advisors take the necessary precaution to fulfill this obligation for the well-being of all present at our events. All activities planned in conjunction with the organization shall take into account the health and safety of all participants. Planning of projects and activities will include evaluating appropriate personal safety equipment (ear plugs, eye protection, gloves, etc.), training (use of tools and equipment), and supervision. All equipment to be used in conjunction with said activities will be in good working condition and will be used in a safe manner.

TRANSPORTATION

We, the members of _____, shall strictly obey all applicable motor vehicle laws and rules of WTAMU as it relates to transportation. Anyone who is responsible for driving students must complete the driver's safety training course provided by WTAMU. 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. **To be covered under liability insurance for state vehicles, students must be employed by WTAMU, paid through Personnel Services, and driving in course and scope of their job.**

FINANCIAL

We, the members of _____, shall strictly abide by all rules, regulations, policies, and/or procedures of WTAMU as it relates to contractual and financial issues. No organization may enter into a contract or financial agreement using the specific name of WTAMU. 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.

PERSONAL PROPERTY

We, the members of _____, shall strictly abide by all rules, regulations, policies, and/or procedures of WTAMU as it relates to the utilization of personal property.

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

ADVISOR RESPONSIBILITY

We, the advisor(s) of _____, shall act in a manner that ensures the organization is accountable and responsible in their preparation for each activity and/or event organized or planned.

Advisors serving on behalf of the university will do so in accordance with the rules and procedures of WTAMU, including but not limited to risk management. Advisors shall adhere to the provisions of this and all applicable policies when engaging in organization related activities. Advisors shall recognize the appropriate authority of elected or appointed officers of the organization and work with the officers to adhere to all applicable local, state and university policies and regulations.

RISK MANAGEMENT EDUCATION

We, the members of _____, shall strictly abide by all rules, regulations, policies, and/or procedures of WTAMU as it relates to risk management to ensure our members, officers, event organizers, and advisors take the necessary precaution to fulfill this obligation for the well-being of all present at our events.

All reasonable efforts will be made to insure each member shall be instructed annually on the risk management procedures outlined in this statement. All organizational leaders will attend risk management training. Organizers of events will reasonably inform guests (including non-members, alumni, advisors and visiting members) of applicable procedures.

Compliance with risk management places a high value on the dignity and worth of a human being. We the members of _____ will abide by the elements of the risk management program as outlined in this document. We hereby affirm our commitment to abide by this statement and recognize that non-compliance has no place in the membership program of our organization.

Approved:

Campus Organization Officer

Date

Campus Organization Advisor

Date

Associate Director of Student Engagement & Leadership

Date

University Risk Management Officer

Date