

Alpha Phi Omega - Epsilon Zeta Chapter Risk Management Policy

Purpose

The purpose of this document is to outline an alcohol related risk management policy for the Epsilon Zeta chapter of Alpha Phi Omega (APO). This document supplements and is superseded by APO National Risk Management policies, the Rensselaer Polytechnic Institute (RPI) Student Handbook, and New York State and Federal alcohol laws.

Definition of APO Events

An official APO event is an event approved by a relevant executive committee member, and open to attendance by current brothers of the Epsilon Zeta chapter.

An unofficial APO event is an event held on or off campus where at least 10 people are present, with a supermajority of 67% being current or past APO members.

In the event of a report, any event that outside observers have deemed is an APO event may be treated as an unofficial APO event.

Any unofficial APO events may have risk management liabilities assigned to the chapter as a whole in addition to hosting/responsible individuals.

Inclusivity

No member of APO may be denied participation in an official or unofficial event due to unwillingness to drink. It is the duty of all APO members to make their peers comfortable at any official or unofficial APO event.

Presence of Alcohol

- Alcohol is only permitted at an APO-affiliated event if these conditions are met:
1. Alcohol is being served by a trained, preferably professional, server. This server must not consume alcohol prior to, during the event, or on the premises of the event and they must be sober.
 2. If on campus and run by the chapter, these conditions must be met (rules are different if EZAA or a separate entity hosts the event):
 - a. It must be an approved location: an area licensed for regular beer and wine service or approved by the Alcohol Review Committee; and mustn't be RPI residential facilities that house undergraduate students.
 - b. An Institute alcohol permit is obtained from the Alcohol Review Committee excluding licensed locations or buildings rented to faculty, staff, or private non-student groups.
 - c. The event is limited to 20% underage participants or less. This is recommended to have the event approved.
 - d. Alcohol may only be served on:
 - i. Monday through Thursday from 4 p.m. until midnight;
 - ii. Friday from 4 p.m. until 2 a.m. Saturday;
 - iii. Saturday from 12 noon until 2 a.m. Sunday;
 - iv. Sunday from 12 noon until 12 midnight.
 - e. Must be four hours or less in duration.

3. No beverages containing hard alcohol (defined as 15% or more alcohol by volume (ABV) if any students are in attendance
4. Food must be served and non-alcoholic beverages must be equally and continuously accessible and available.
5. Additional alcohol from other sources may not be brought.
6. Alcohol shall be served from a single designated point of service and consumption is only permitted in the approved area designated for the event.
7. The event must be invite-only.
8. Safe drinking practices are followed.
 - a. No drinking before the event (pre-gaming)
 - b. Keep track of how many drinks someone has had
 - c. Keep track of who is of legal age to drink
 - d. Ensure people are eating and/or drinking non-alcoholic beverages

No alcohol is permitted at line events in the absence of a trained server.

Any brother not in compliance with this policy may be turned away or removed from APO functions.

In accordance with the National Risk Management policy, no alcohol may be used as part of the new member education program.

Internal Reporting System

An anonymous form will be made available to all APO-EZ affiliated members to report violations of the risk management policy. Complaints can be reported through this form. The filer will be able to choose who receives the complaint notification from the following list: members of the EZ executive committee, EZ advisors, and the EZ risk management chair. The risk management chair is always notified and is defaulted to be the one to take action. Filers are not required to notify any specific party, but may notify as many parties as they feel appropriate. Reports shall be kept for 1 year minimum for auditing and records purposes. Every report should have a google document that documents every step taken for a report being as specific as possible. This document should be confidential and only shared to people defined in the initial report unless it needs to be escalated further. The document shall outline every action taken on this report, and any findings. This document shall be kept for a minimum of 1 year. This document and the reporting form should all be kept in the personal @apoez.org google drive of the RM chair so they have absolute control over who has access and everything can be kept confidential. All documents and forms shall be transferred to the next RM chair until they are deleted.

The current Internal Reporting System Link: <https://forms.gle/MLkmMvVRubKDMYDn6>

Documentation

The Corresponding Secretary and Recording Secretary shall keep a record of alumni attendance to events. These records shall be kept for a minimum of 1 year.

Risk Mitigation

The Risk Management chair, or their designee, will present the Chapter's Risk Management

policies to new members at the earliest opportunity each semester.

Discrimination

Supplementing the Abuse/Discrimination section in the national risk management policy no person shall be discriminated against for their nationality or citizenship. There shall be no discrimination of members of the chapter and any people in contact with the chapter.

Overnight Events and Proper Procedure

As per Rensselaer Polytechnic Institute's policy, to host any event that involves overnight stay off campus grounds, the organization that is hosting such event must submit the club travel itinerary form to the RPI Union so that they are made aware of the event. In the case of brother injury due to an accident or other unforeseen circumstances, brothers should inform RPI Public safety as soon as possible so that their family or respective guardians are made aware. When informing public safety, we must let them know that we are off-campus and to ask for a dean on duty.

Here is the form that must be completed:

<https://drive.google.com/file/d/1jS-2fytjiKCIZt56uwjUPqWojezIBqPI/view>

Violations

Reporting of violations should be in this order; Risk Management Chair, President, if applicable, and/or any ECOM members that should be involved; Once things are available to be reported to all brothers, ie. not confidential, still developing, or being investigated confidentially, ECOM (preferbally the meeting right before the brotherhood meeting, then to brothers through a brotherhood meeting and through all chapter communications. The brotherhood shall get reports on violations as early as possible.

Violations and evidence should be given to a third party to gain quick guidance on the proper actions to take. Decisions and any external disciplinary action should be done by a third party.

Adoption

This policy will be reviewed and approved by brothers annually as stated in the bylaws. This policy was approved and adopted by the brotherhood on March 24, 2024. By adopting this document the Chapter accepts any responsibility related to these policies and shall hold itself accountable to these policies and any other policies that apply.