**<*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, McLennan Community College 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 MCC policies as it relates to transportation.
2. Any member driving a MCC vehicle must be recognized as an authorized driver by the college.
3. We recognize that an advisor (or authorized university representative) is required to be present at any activity involving travel.
4. All members participating in an off campus organization activity must sign a liability waiver releasing the organization and MCC from responsibility for any injury or sickness that may occur during the activity.
5. Even though it is an off campus event, all participating members are still required to follow all conduct policies as outlined in the General Conduct Policy, Domestic and International Travel Policy, and the Domestic and International Travel procedural manual.

**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 MCC.
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 college 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 in 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 HARASSMENT/MISCONDUCT/ABUSE**

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

1. Sex offenses including rape, acquaintance rape, sexual harassment, and other sex offenses (forcible or non-forcible) against any student or employee are prohibited and will not be tolerated.
2. Individuals aware of incidents involving sexual misconduct are encouraged to report the offense immediately to an appropriate campus official and/or campus law enforcement officials. The Accommodations/Title IX office and the Office of Student Life can also serve as a resource to the student. The Advisor(s) as MCC employees are required by law to report any sexual harassment incidents to the Title IX Coordinator.
3. Reports of sexual harassment, misconduct, or abuse made to the Title IX Coordinator
	1. Regular Report-email of the incident submitted to titleix@mclennan.edu
	2. Anonymous Report-report submitted anonymously through <http://www.lighthouse-services.com/mclennan/>
	3. Confidential Report-the MCC Counselors are the only employees not required to report sexual harassment cases.
4. Any allegations regarding sexual misconduct will be subject to investigation according to procedures outlined in the MCC General Conduct Policy and Sexual Misconduct Policy.

**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 MCC 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 MCC 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, MCC, and the greater community and shall conduct ourselves accordingly.
2. All members shall obey all federal, state, and local laws, as well as MCC policies when participating in any organization-related events.

**ADVISORS**

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

1. Advisor(s) shall complete the required Risk Management Training and submit the accompanying form to the Student Life office, 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 of MCC will comply with the rules and procedures of the college, 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 Student Life office’s Risk Management Education Program.
2. Two designated members from an organization’s leadership team are required to attend the annual Student Life Risk Management Training.
3. The designated attendees are responsible for presenting the information in the Risk Management Training to the greater organization.
4. Organizations are required to submit meeting minutes showing the Risk Management Training was given to the greater organization and that they have voted to adopt THIS policy for the 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. Changes to the risk management policy must be additions to the current policy, not replacing or removing any of the currently outlined requirements. A new policy form must be signed and submitted to the Student Life office.
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 risk management policy 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 document, 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.

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Student Leader Printed Name Signature Date

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Student Leader Printed Name Signature Date

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Advisor Printed Name Signature Date

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Advisor Printed Name Signature Date