

AKPsi

Risk Prevention Program

General Overview



ALPHA KAPPA PSI
The Professional Business Fraternity

Alpha Kappa Psi is recognized as the premier developer of principled business leaders.

The Risk Prevention Program consists of case studies, risk management webinars, a risk management best practices conversation, and a review of and agreement to the risk management affidavit by all members and pledges.

The program is designed to provide ongoing strategies to prevent and mitigate risky behaviors of our members. Not all chapters are the same, and each will have varying degrees of risk. The officers of each chapter are responsible for conveying the policies of both Alpha Kappa Psi and the university to the chapter at large.

There are four modules: General Risk Prevention, Alcohol, Hazing, and Courageous Leadership.

What Are We Being Asked to Do?

Each chapter is being asked to complete two modules each academic term.* Completion of a module consists of:

1. Choose and discuss a case study. Discussing more than one is also acceptable.
2. View and discuss a related webinar from the *Risk Management Series* on the www.akpsi.org/webrecordings web page.
3. View and discuss the video for the applicable module.
4. Perform the "call to action" for the applicable module.

Why?

Risk prevention and mitigation need to be at the forefront of our conversations in Alpha Kappa Psi. We hope the Risk Prevention Program will help achieve this goal. Risk management doesn't mean you can't have fun. It means having fun in a safe and productive manner while planning events with your eyes wide open.

After you complete these tasks, we will ask for feedback to help us broaden and improve the program.

Case Studies – An Explanation

A case study is an opportunity to put yourself into a simulated situation and practice dealing with the challenges without facing the normal consequences of your decisions. This is practice. The more seriously you take this opportunity, the more you will get out of the discussion. The cases you are about to review may have legal or policy implications as well as simple gut reactions.

When considering the cases, you should base discussion on state and local laws as well as campus and organizational policy. However, saying "yes, it's a violation because the law says so" is insufficient. Dive into the reasons why laws and policies exist. Discuss how you may educate the members in your chapter on the law/policy and what challenges you may face in such training.

Think of these additional questions when reviewing each case.

- What did you think of the case? Was it realistic?
- Do you think this could ever happen here? Why or why not?
- What role do members have in policy or law enforcement?
- How do these activities jeopardize individual safety?
- How do these activities impact an individual's self-esteem?
- How can these activities negatively impact Alpha Kappa Psi?
- What are some immediate negative effects of this activity?
- What are some of the long term negative consequences of this activity?

RISK MANAGEMENT POLICIES

Risk Management – Alcohol and Drug Policy

All Members of Alpha Kappa Psi Fraternity shall abide by all applicable liquor control laws of the State or other jurisdiction including Colleges and Universities while participating in a Fraternity event.

Responsibilities

Although the leadership of the fraternity at any specific event, whether local, regional or organization-wide in scope, is responsible for promoting compliance with this policy, every brother of Alpha Kappa Psi is expected to assist in ensuring adherence to this policy.

In an effort to maintain and abide by this policy, members shall use the following guidelines:

1. The possession, use and/or consumption of alcoholic beverages while on chapter premises, during an official event, whether local, regional or organization-wide in scope, or in any situation sponsored or endorsed by the chapter or by the fraternity, must be in compliance with any and all applicable state, county, city and university laws or regulations.
2. No alcoholic beverages may be purchased using chapter, pledge class or fraternity funds; nor may any member, in the name of or on behalf of the chapter, coordinate the collection of or provide any funds for such a purpose. In addition, no chapter may co-sponsor or co-finance a function at which alcohol is purchased by any of the host chapters, groups or organizations.
3. No chapter may co-sponsor an event with a brewery, vineyard, distillery, alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. This also includes earning funds from the sale of alcohol, wristbands, cups, etc. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
4. The possession, sale and/or use of any illegal drugs or controlled substances at any chapter house, fraternity sponsored event or at any event, that an observer would associate with the fraternity is strictly prohibited.
5. All rush activities associated with any chapter will be a dry rush function.
6. No alcohol shall be present at any pledge program.
7. When alcohol is served at fraternity events, one of the following options for conducting the event must be followed:
 - A. Service of alcohol on a no host, cash bar basis by a professional bartender, fully covered by liability insurance, is preferred;

- B. A Bring Your Own Bottle (BYOB) event may be held at which only members, pledges, and invited guests of legal drinking age may bring and/or consume alcoholic beverages. The quantity of alcohol an individual may bring or possess at a BYOB event is defined as the amount a reasonable person could consume in one sitting.
8. Regardless of the option chosen, the following provisions shall apply:
- A. No member or pledge, individually or collectively, shall purchase for, serve to, or sell alcoholic beverages to any minor (those under the legal drinking age);
 - B. Reasonable precautions will be taken by the chapter to prevent the excessive consumption of alcoholic beverages and to prevent the service of alcohol to underage persons by anyone;
 - C. Members and/or guests who arrive at an event in an intoxicated state shall not be admitted;
 - D. At each event, there shall be designated non-drinking members;
 - E. Non-alcoholic beverages shall be provided at each event;
 - F. The service of alcoholic beverages shall be cut off at a specific time, which shall be established and clearly published in advance of the event;
 - G. No "drinking games" shall be permitted.
 - H. The possession or use of a common source container at events or gatherings is strictly prohibited. Common source containers are generally defined as kegs, pony kegs, beer balls, trashcans, bathtubs, punch bowls, alcohol-infused fruit, or other similar device designed to store or mix alcohol in large quantities and intended for consumption by more than one individual.

Procedure

Charges of violation of this policy must be made in writing to the Chief Executive Officer with correspondence addressed to the recipient via the Heritage Center. To the extent possible, the written statement will be confidential concerning the nature of the conduct underlying his or her claim, although the fact that a claim of policy violation has been made will NOT be held in confidence. The investigation may warrant that all information surrounding the complaint may need to be released. The Investigating Committee shall consist of members of the Judiciary Committee. In instances where a member of the Judiciary Committee is charged with violation, the accused shall be removed from the committee and a replacement will be appointed. The procedures outlined in the "**Disciplinary Procedures**" will be followed as appropriate.

Summary

It is the intent of Alpha Kappa Psi to be reasonably responsive to any member who has an honest perception that this policy has been violated to the detriment of the complainant and/or the brotherhood.

Risk Management – Fire and Health Safety Policy

All premises used for Alpha Kappa Psi Fraternity operations, prior to, during and following occupancy, must meet all local fire/health codes and standards as well as any applicable federal, state, county and municipal laws, ordinances and regulations.

Procedure

Charges of violation of this policy on Fire and Health Safety should be made in writing to the Chief Executive Officer with correspondence addressed to the recipient via the Heritage Center. To the extent possible, the written statement will be confidential concerning the nature of the conduct underlying his or her claim, although the fact that a claim of policy violation has been made will NOT be held in confidence. The investigation may warrant that all information surrounding the complaint may need to be released. The Investigating Committee shall consist of members of the Judiciary Committee. In instances where a member of the Judiciary Committee is charged with violation, the accused shall be removed from the

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Risk Management – Hazing Policy

It shall be the responsibility of all members of Alpha Kappa Psi Fraternity to determine college, university or other legal jurisdiction policy regarding hazing, mental or physical, and to comply totally with such policies.

Guidelines

In an effort to maintain and abide by this policy, members shall use the following guidelines:

1. Because some forms of hazing can involve criminal conduct (such as unwanted physical contact), you must immediately report any such criminal acts to the local law enforcement authorities in addition to Alpha Kappa Psi Fraternity.
2. No member, pledge, chapter, colony or other entity of Alpha Kappa Psi shall conduct or condone hazing activities. Permission or approval by a person being hazed does not abrogate this policy. Hazing activities are generally defined as:

Any action taken or situation created, intentionally or unintentionally, whether on or off fraternity premises, to produce physical or mental discomfort, embarrassment, harassment, or ridicule or possibly cause physical harm or injury.

Such activities include but are not limited to: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; road trips, kidnapping of pledges by members, kidnapping of members by pledges; consumption of food, beverage or any other substance except in the course of regular meals; late work sessions which interfere with scholastic activities; or any other such activities carried on outside or inside of the confines of the chapter premises; but not limited to blindfolds; engaging in public stunts of buffoonery; morally degrading or humiliating games and activities; and any other activities on the part of members or pledges which are not consistent with fraternity law, ritual or policy, or any and all applicable state, county, city and university laws or regulations. Activities which could be construed as quests, treasure hunts, or scavenger hunts that are not pre-approved by the Judiciary Committee will be considered unauthorized events and by their very nature considered hazing.

3. Mental hazing would include, but would not be limited to, the activities and procedures included in the following statement of policy:
 - A. There shall be no pre-initiation activities on the day or evening prior to the day of Court of Honor or Ritual Initiation that would cause persons to be physically or mentally fatigued;
 - B. Activities during the pledge education period shall be limited to those which attempt to increase the person's knowledge of the Fraternity and the person's professional intent; these activities must be carried on in a dignified manner and must show proper respect for another person as a professional equal;
 - C. At no time during pledge education is there to be verbal abuse of an individual, including shouting, screaming and the use of profanity. This includes the use of line-ups as defined in the “**Judiciary Operations Manual.**”

4. The Chapter President, in general, and the Vice President of Membership and/or Pledge Educator(s), specifically, are in charge of the chapter's Membership Education Program. If any chapter is reported to be hazing in any way, the President and Vice President of Membership and/or Pledge Educator(s) will be held personally responsible for the chapter's actions, and may be personally disciplined by the removal of office or suspension of membership. The discipline may be levied by the Chief Executive Officer with the consent of the Board of Directors.

The Chapter is also liable for discipline in hazing cases, and the Chairman of the Board of Directors may appoint an alumni committee to hear evidence and testimony in such situations. Should the committee find the chapter in violation of the Board of Directors Policy, it may recommend to the Board of Directors appropriate punishment including suspension of the chapter's charter.

Procedure

Charges of violation of this policy on hazing must be made in writing to the Chief Executive Officer with correspondence addressed to the recipient via the Heritage Center. To the extent possible, the written statement will be confidential concerning the nature of the conduct underlying his or her claim, although the fact that a claim of policy violation will NOT be held in confidence. The investigation may warrant that all information surrounding the complaint may need to be released. The Investigating Committee shall consist of members of the Judiciary Committee. In instances where a member of the Judiciary Committee is charged with violation, the accused shall be removed from the committee and a replacement will be appointed. The procedure outlined in the "**Disciplinary Procedures**" will be followed as appropriate.

Summary

It is the intent of Alpha Kappa Psi to be reasonably responsive to any member who has an honest perception that this policy has been violated to the detriment of the complainant and/or the brotherhood.

Risk Management – Investigations conducted by outside persons

It is the policy of Alpha Kappa Psi Fraternity that any investigation conducted by the chapter's school, college, university, student life department, any police agency or any other entity must be reported to the Judiciary Committee Staff Liaison at the Heritage Center within five business days of the chapter becoming aware of said investigation. This responsibility falls on the chapter executive board, chapter advisor, section director and/or regional director. Failure to report any investigation shall result in charges levied against the chapter, the chapter officers and/or chapter volunteers.

Risk Management – Publication of Inappropriate Material Policy

It is the policy of Alpha Kappa Psi Fraternity to prohibit its members from producing, publishing, and/or distributing any material, whether written or electronically as text, audio, video, or some combination of all three that could be deemed harmful to the good name and reputation of the Fraternity.

Procedure

Charges of violation of this policy on "Publication of Inappropriate Material" must be made in writing to the Chief Executive Officer. To the extent possible, the complaint should include evidence as to the nature of the violation, including, but not limited to, copies of the material and/or links to websites containing such material, along with any available information pertaining to the party or parties involved in producing, editing, or distributing the material in question.

The staff of the Heritage Center is charged with assessing validity of the complaint, and if warranted, ordering the material to be destroyed, if printed, or removed from any website, if published electronically. It shall be the responsibility of the regional director, or his or her designee to ensure compliance with directives from the Heritage Center.

An initial warning letter shall be issued to the offending party(s) by the Heritage Center with instructions to remove, delete, or otherwise destroy the inappropriate content. Future violations of the Policy may result in disciplinary action imposed upon a member(s) up to and including suspension or expulsion from the Fraternity.

Member(s) deemed the owner of this material may appeal the decision if he/she believes the material is not in violation of this Policy. An Investigating Committee shall be formed by the regional director to review the decision. In the event that the matter in question involves individuals or chapters in more than one region, or instances where the allegation(s) involve members of the regional management team, the Investigating Committee shall consist of members of the Judiciary Committee.

Summary

Despite the subjective nature of attempting to determine inappropriate content, it is the intent of Alpha Kappa Psi to be reasonably responsive to any complainant who has an honest perception of a violation of this Policy. The Heritage Center shall have latitude to use its best judgment to evaluate each complaint based upon merit and with an eye toward how this content could be interpreted as inappropriate, offensive, or potential evidence of criminal conduct by members, guests or other third parties by the community at large.

Risk Management – Sexual Harassment Policy

It is the policy of Alpha Kappa Psi Fraternity that unwelcome sexual advances, requests for sexual favors and other sexually offensive verbal or physical contact will not be condoned or permitted, and may in fact be in violation of state and/or federal law. Nonconsensual sexual physical contact and similar acts are a crime, and you are required to immediately report any such incidents to the local law enforcement authorities in addition to Alpha Kappa Psi Fraternity.

The fraternity will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions that are demeaning to any person, which would constitute Sexual Harassment of any type or form.

Procedure

Charges of violation of this policy on Sexual Harassment must be made in writing to the Chief Executive Officer with correspondence addressed to the recipient via the Heritage Center. To the extent possible, the written statement will be confidential concerning the nature of the conduct underlying his or her claim, although the fact that a claim of policy violation has been made will NOT be held in confidence. The investigation may warrant that all information surrounding the complaint may need to be released. Alpha Kappa Psi is aware of the sensitive nature of the issue of Sexual Harassment, and will endeavor to ensure the confidentiality of the complainant as well as the person charged with the violation. The Investigating Committee shall consist of members of the Judiciary Committee. In instances where a member of the Judiciary Committee is charged with violation, the accused shall be removed from the committee and a replacement will be appointed.

If fraternity involvement is deemed warranted, the procedures outlined in the "**Disciplinary Procedures**" will be followed as appropriate. Alpha Kappa Psi will consider each sexual harassment complaint by a case-by-case basis and will determine the appropriate course of action which may include deferring to other authorities to render a determination before proceeding with a fraternity investigation of the complaint.

Parties will be notified in writing within 10 days of the written complaint regarding a course of action. Follow-up may include, but is not limited to, a formal investigation or sensitivity and awareness educational training.

Summary

It is the intent of Alpha Kappa Psi to be reasonably responsive to any member who has an honest perception that this policy has been violated to the detriment of the complainant and/or the brotherhood.