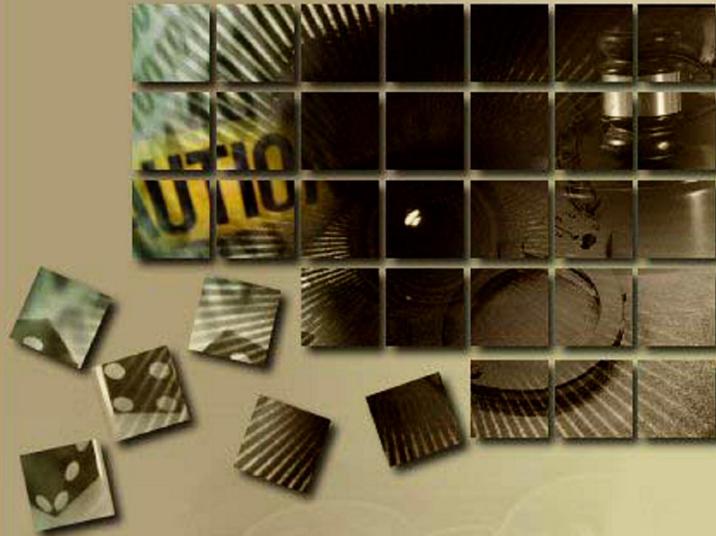


"I WANT THIS FRATERNITY TO STANDOUT IN THE AFFAIRS OF THE NATION."

Jewel Vertner Woodson Tandy



ALPHA PHI ALPHA FRATERNITY, INC. ®

Risk Management Handbook

This document contains the official curriculum
designed for use in Risk Management Seminars
of Alpha Phi Alpha Fraternity, Inc.

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Membership intake and initiation

Objective:

To increase safe membership intake practices by Alpha Phi Alpha Fraternity Members and applicants, and deliver a consistent message that all conduct constituting hazing is hazardous.

Overview:

The Membership Intake Process is necessary to perpetuate Alpha Phi Alpha Fraternity, Inc. as a collegiate based fraternity. The General Organization clearly recognizes this, much the same as it must also recognize the risks involved in the current membership intake process.

In 1934, Alpha Phi Alpha Fraternity, Inc. was sufficiently alarmed with the incidence of violence during its initiation ceremonies that it decreed the publication of a pledge manual that would contain a brief general history, the list of chapters and locations, the achievements of Alpha men, outstanding Alpha men, and pledge procedures. The 15th General President, Bro. Rayford W. Logan, decreed: "Let there be no complaints about brutality. The emphasis should be upon history and purposes of the Fraternity rather than upon physical punishment."

Hazing is now against the law in many U.S. States and the Fraternity's official policy is that hazing is against the purposes and goals of the Fraternity. Hazing has been discontinued as a condition or manner of initiation into the membership of Alpha Phi Alpha. It is no longer legal within the organization for members to establish a pledge line or to require aspirants to the organization to submit to hazing. Individuals involved in hazing face severe disciplinary action by the fraternity.

Despite the Fraternity's anti-hazing initiatives, hazing has a history that dates back to the 15th Century in Germany and remains an intractable feature in college and university life. Combating hazing, therefore, requires the efforts of a broad coalition of stakeholders beyond the Fraternity to ensure a safe membership intake process. In meeting this objective, Alpha Phi Alpha Fraternity, Inc. has BANNED pledging as the traditional method of obtaining membership. Pledging is the primary source of hazing. It is strictly prohibited! But pledging is not the sole cause of hazing, and declaring a ban on pledging is ineffective without an effective strategy to implement the ban and evaluate its efficacy.

1.1 Roles

The first step in formulating a safe Membership Intake Program is to clarify the roles played by the various components of the Fraternity. Confusion in this area has proved to be a leading cause of problems in the overall intake process.

A. The General Organization

New members are initiated into Alpha Phi Alpha Fraternity, Inc., not a particular chapter. Ultimate authority for and during the membership intake process resides in the General Organization and may only be exercised by officers trained, designated and authorized to perform membership intake functions by the General Organization.

General Organization's functions include, but are not limited to:

1. Establishing all rules and regulations for the entire membership intake process.
2. Certifying and training Brothers as a condition of participation in its Intake Process.
3. Granting authorization to District Directors to conduct Membership Intake programs.
4. Approving applicants who are eligible for admission into the fraternity.
5. Providing supervision for the Membership Intake Activities and Initiation ceremonies.
6. Communicating with applicants, parents, law enforcement and educational institutions about the Membership Intake process.
7. Evaluating the schedule for all membership intake activities.
8. Approving the conduct of initiation of all applicants into Alpha Phi Alpha Fraternity, Inc.
9. Collect all intake data and conduct annual evaluations to determine the effectiveness of current rules and regulations in preventing the realization of completely safe membership intake procedures.

B. The Chapters

Chapters in good standing may be granted the authority to participate in the Fraternity's Membership Intake program if:

1. The Chapter had no intake related disciplinary sanction imposed by the Fraternity or an academic institution within the previous Fraternal year.
2. The Chapter's members are all Risk Management Certified.
3. The Chapter has sent its delegate strength to the General Convention as required by the Fraternity's Constitution.
4. All members of the Chapter have signed an anti-hazing agreement.
5. The Chapter has paid all of its financial obligations to the General Organization, including its annual insurance assessment.
6. The chapter agrees to comply with any additional policy or rule of the General Organization.
7. College chapter has a cumulative GPA of a 2.5 or higher.

A Chapter that satisfies the conditions for participation in the Fraternity's Membership Intake Process may be authorized to:

1. Help secure appropriate venues for the conduct of all intake activities.
2. Provide a schedule of all intake events and activities to the General Office prior to commencing any intake activity.
3. Provide a schedule of all members authorized to attend or participate in the membership intake activities.
4. Ensure that all members participate in no less than two Area level meetings to review all intake processes, rules and practices.
5. Assist the General Office's designee in organizing, implementing, and directing the Membership Intake Program under the rules and regulations set forth in the Standing Orders.
6. Vote on the admission of each applicant for membership into the Fraternity if the applicant is able to successfully pass the Fraternity's Risk Management Examination and test on Alpha Phi Alpha Fraternity fundamentals.

C. Brothers

Brothers in good standing with the Fraternity may participate in the Fraternity's Intake Program under the direction of the District Director, or his designee, in accordance with the rules and regulations governing the organization. **NO BROTHER SHALL BE ALLOWED TO PARTICIPATE IN THE INTAKE PROCESS WITHOUT A VALID VERIFICATION OF CURRENT RISK MANAGEMENT CERTIFICATION and certificate of attendance at one General Convention in the last four (4) years.** Only Brothers identified on the Fraternity's role of Chapter participants may participate in the Fraternity's Intake Program. The Brother's role includes:

1. Writing recommendations for qualified aspirants.
2. Voting on the acceptance of approved candidates.
3. Assisting the District Director in tasks needed to carry out a successful intake process.

These roles should be clearly understood by both the District Director and the chapter to ensure the safe initiation of new members into the Fraternity. In the event of any membership intake violation, the General Organization shall exercise its authority to protect the interests of all involved, or designate one of its General Officers to suspend or complete all membership intake process activities.

1.2 General rules for membership intake and initiation

All intake programs (college and alumni) shall conform to the rules and regulations set forth by the General Organization in the Standing Orders, the Constitution, and the By-Laws of Alpha Phi Alpha Fraternity, Inc. As hazing activities do not occur in the Fraternity's national headquarters, it is now well accepted that hazing activities generally reflect the culture of the locality where the membership intake activity takes place. No Intake Program, therefore, may incorporate any activity that is barred by the laws of local municipalities, counties, states, or federal government having jurisdiction at the venue of the membership intake activities.

The District Director and intake participants shall obey the rules and regulations of the college or university which serves as the Seat of the Chapter. All activities during the membership intake process shall conform to the standards of the Ritual of Alpha Phi Alpha Fraternity, Inc. The Fraternity's Membership Intake regulations include, but are not limited to the following provisions:

Interest Groups

Without exception, interest groups have been abolished. No Chapter may promote, encourage, organize or maintain any group of men for the purpose of pursuing qualification for or admission to membership in Alpha Phi Alpha Fraternity, Inc. or any of its constituent chapters. Interest groups present members with the means to exploit, the opportunity to haze and the disguise for illegal membership intake activity, particularly including but not limited to underground pledging. This is wrong and it has been abolished.

Test on Alpha Fundamentals

Upon complete administration of the Fraternity's educational program on the fundamentals of Alpha Phi Alpha Fraternity, Inc. by the District Director or his designee, all aspirants shall be tested and shall each obtain a passing score of 80% or more. The District Director or his Designee shall administer the test.

Initiation of Aspirants into the Fraternity

The successful aspirant shall be initiated into Alpha Phi Alpha Fraternity, Inc. in accordance with the Ritual of Alpha Phi Alpha Fraternity, Inc., if, having met all other qualifications established by the General Organization, he has completed 50 hours of community service and if he has a certificate of completion of the community service hours from a private or public service organization. The successful aspirant should be prepared to explain how his involvement with the community service project has inspired or reinforced his commitment to manly deeds, scholarship and love for all mankind.

1.3 Intake program information

The Standing Orders (Revised 2006) is the fundamental guide to our intake program. It sets forth the order, procedure, and techniques governing the safe implementation of the Fraternity's Membership Intake Process. It declares that the responsibility for preparing and initiating new members into the Fraternity is vested in the Corporate Headquarters Office of the General Organization. Any violation of the Membership Intake Process is a violation of the Standing Orders and constitutes an offense against the General Organization. Violations of the Standing Orders will be prosecuted by the General Organization and reported to Federal, State and local authorities as the case may warrant.

The Membership Intake Process is the Fraternity's procedure designed to bring prospective members into the Fraternity. Uniformity in this process is desirable. Uniformity provides an opportunity for all new members of the Fraternity to enter the Fraternity with the same degree of understanding and commitment to the high ideals and principals of the Fraternity. Most importantly, however, uniformity enables the Fraternity to deliver a consistent message to its members and the world that Alpha Phi Alpha Fraternity, Inc. has truly abolished hazing, not just by re-labeling its new membership process, but through substantial actions calculated to introduce meaningful and beneficial changes in attitudes about the nature of fraternity and membership intake. Alpha Phi Alpha Fraternity does not condone any form of hazing as a condition of application, initiation or maintenance of membership in its brotherhood.

1.4 THE MEMBERSHIP INTAKE PROCESS: An Overview

This section contains a review of the Membership Intake Process, administrative procedures, regulatory requirements, and program activities. These steps are taken from the existing regulations set forth in the Standing Orders, the Constitution, the By-Laws, the Chapter Guide, and the General Convention proceedings. The District Director plays an important role in implementing the membership intake process.

The District Director will be adequately trained and educated about all features of Risk Management and the Membership Intake Process. He will be the principal contact for intake activities during the implementation of the Membership Intake process. Beginning in 2010, the Fraternity will provide mandatory Risk Management and Membership Intake seminars to train and qualify all membership intake officers. Failure of any officer to attend the new Risk Management and Membership Intake Seminar shall result in the officer's disqualification from the appropriate office.

THE INTAKE PROCESS

Step One - The Application Process

1. Information about the organization and how to obtain an official application for membership will be made available via our website <http://apa1906.net>.
3. The Executive Director, or his designee, shall establish regular communications with colleges and universities to advise them of the Fraternity's schedule of membership Intake activities. The Executive Director shall provide to each college and university a roster of students attending their respective institutions who have, in writing, given notice of their interest in joining the Fraternity.
4. The Executive Director shall provide one application, along with other materials and instructions about the Intake Process to each applicant. The Executive Director shall inform the applicant, in the instruction material, that the successful membership process begins with the submission of a completed and well documented application, but there is no guarantee that the applicant will be invited to participate in the Fraternity's Intake Process. The Executive Director must also inform the applicant that he shall not participate in any '**underground**' or unauthorized pledge process as a means of ensuring his invitation to participate in the Membership Intake Process or admission into Alpha Phi Alpha Fraternity, Inc.
5. The Executive Director shall furnish each applicant with a copy of the Fraternity's policy regarding refunds and an explanation about the proper way to secure %sponsorship+letters from those Alpha members whom the applicant is confident will support him throughout the entire Membership Intake Process.
6. The Executive Director shall send all applications via e-mail directly to the applicants. The Executive Director shall prepare a cover letter addressed to the applicant, which shall provide the applicant with instructions for submitting the completed application, and which shall inform the applicant of the Fraternity's anti-hazing policy. The Executive Director shall notify the applicant that his failure to

honor the letter and spirit of the policy shall result in immediate denial of his application for membership in Alpha Phi Alpha Fraternity, Inc.

7. The Executive Director shall inform the applicant that late and incomplete applications will be rejected and returned with all fees, less an administrative fee of \$250.00. The Executive Director shall provide the applicant with a clearly defined deadline date.

8. The applicant shall deliver the completed application to the appropriate District Director, which shall include:

- a) A certification to the Executive Director that he has not participated in any unauthorized membership intake or hazing activities prior to or since receiving the application.
- b) On the forms provided, the Aspirant will obtain ~~no~~ sponsorships from active and financial Brothers of the Fraternity.
 - i) The ~~no~~ Sponsorship forms must be from Brothers who are in ~~no~~ good standing with the Chapter in which the Aspirant will affiliate if he is admitted to membership in Alpha Phi Alpha Fraternity, Inc.
- c) A certification from each Brother submitting a Sponsorship Letter that the Brother has not participated in any unauthorized membership intake or hazing activities related to the applicant or the membership intake process.
- d) A certificate of current enrollment in an accredited college or university, if the applicant is a full-time matriculated undergraduate college student, or, if the applicant is not enrolled as a full-time matriculated undergraduate college student, a certified transcript from an accredited degree-granting college or university.
- e) College applicants shall obtain an ~~no~~ Acknowledgment from his college or university's Office of Student Affairs, or equivalent office, acknowledging that he is pursuing membership in Alpha Phi Alpha Fraternity, Inc. and that he is not disqualified by any applicable judgment or rule of the Institution. (Note: The Fraternity's Corporate Headquarters Office will supply this Acknowledgement Form in the Application Package).
- f) The applicant, and his parent or guardian if the Aspirant is under the age of 21, shall provide a signed agreement to arbitrate all disputes related to the Intake Process, if the Fraternity elects to arbitrate the dispute.
- g) An official transcript from the college applicant's current college or university, or from the alumni applicant last attended college or university where he obtained his most senior degree.
- h) A certification of completion of 50 hours of community service from a public or private agency administering or supervising the community service.
- i) Proof of Voter Registration and a record of actual voting in the last election for which the candidate was eligible to vote. (if not eligible to vote in the United State or native country, please supply official documentation (i.e. Proof of Citizenship from country of origin, Visa or Permanent Resident Card.)

- j) The applicant shall include payment of all Intake fees at the time the applicant submits his application. Payment shall be by money order or certified bank checks only, and all payments shall be made payable to **Alpha Phi Alpha Fraternity, Inc.**
9. All applications shall be submitted to the District Director designated in the instructions from the Executive Director. The Executive Director shall inform each District Director when the District Director must receive a completed application and when the District Director must deliver the completed package to the General Office. The date of receipt, not postage, shall be the deadline date. NO EXCEPTIONS.
10. The Executive Director shall inform all Membership Intake Officers of the schedule of commencement of Membership Intake activities and the date of completion for the intake process.
- 11. The Targeted National Membership-Intake Guidelines enacted for the Spring 2010 Membership Intake cycle shall be and is hereby incorporated into these Rules and shall continue in full force and effect, except for necessary date modifications, until further ordered by the General Convention or Board of Directors of Alpha Phi Alpha Fraternity, Inc.**

THE INTAKE PROCESS

Step Two - Certification Process: The District Director shall assemble the applications for his District and group them by Area and Chapter. The District Director shall assemble his District Intake Team and audit the applications. (***Please note District Director ultimately responsible for verifying applications**).

1. All late and incomplete applications shall be transmitted to the Executive Director for return to the applicant after his \$250.00 administrative fee is deducted and credited. This must be done separately from the timely and complete applications.
2. The Executive Director shall notify the applicant that his application was rejected for lateness or incompleteness and the applicant should be encouraged to reapply in the future.
3. All timely and complete applications shall be transmitted to the Executive Director for quality review. This must be done separately from the untimely and incomplete applications. The Executive Director shall reject any application that does not satisfy the Fraternity's objective standards for membership. The Executive Director shall establish and maintain a data bank of disqualified applicants, which he shall use to determine whether any applicant is disqualified from the Fraternity's membership process.
3. Applicants whose timely and completed applications are approved by the General Organization shall be thereafter referred to as **"ASPIRANTS"**.
4. The Executive Director shall notify each **Aspirant**, and each college and university of the Fraternity's scheduled date for commencement of its Membership Intake Process, and the Executive Director shall give notice of the Roster of Aspirants approved to participate in the Fraternity's Membership Intake Process to the District Director and each college and university.
5. The Executive Director of Alpha Phi Alpha shall formally invite each Aspirant, in writing, to the Leadership Weekend. He will inform the Aspirant that the Aspirant's failure to attend the Leadership Weekend as instructed shall result in the Aspirant's dismissal from the Membership Intake Process.

THERE ARE NO EXCEPTIONS.

7. The Leadership Weekend Program shall commence and terminate on schedule, to the minute. It is important that all Aspirants know and appreciate that the Fraternity embraces a culture of punctuality and compliance among its members. Alpha Phi Alpha men shall lead by example in all undertakings, including Membership Intake.
8. **Each Aspirant shall complete and submit an Anti-Hazing Certification Form with their membership application.**

THE INTAKE PROCESS

Step Three - Leadership Weekend Process: The Leadership Weekend Activities should begin on Friday at 6:00 p.m. and conclude no later than 10:00 p.m. Activities on Saturday should begin at 8:00 a.m. and conclude for the weekend no later than 10:00 p.m.

- 1. Each Aspirant shall complete and submit an Anti-Hazing Certification Form at the commencement and termination of all activities at the Leadership Weekend Program.**
2. The Brothers of the Chapter to which an Aspirant is to be assigned shall conduct interviews and deliberations related to the Aspirant and they shall vote by secret ballot on the advancement of the Aspirant to the next phase known as ~~%Membership Weekend.~~+
3. The vote for advancement to Membership Weekend may not be postponed or re-scheduled. A candidate who receives the affirmative vote of three-fourths of the members of the chapter present at time of voting may advance to the Membership Weekend **and shall be thereafter known as a Sphinxman.**
4. The Chapter shall immediately notify the District Director of any Aspirant who is recommended not to be invited to ~~%Membership Weekend.~~+
5. The District Director will inform all Aspirants of their status to participate in ~~%Membership Weekend.~~ Aspirants not invited to participate in Membership weekend shall be refunded all fees, less an administrative fee of \$250.00, by the Fraternity's Corporate Headquarters Office.

THE INTAKE PROCESS

Step Four - Membership Weekend Process: The Membership Weekend activities will begin at 6:00 p.m. Friday and conclude no later than 10:00 p.m. that day. Activities resume Saturday at 8:00 a.m. and conclude for the weekend at 10:00 p.m.

- 6. Each Aspirant shall complete and submit an Anti-Hazing Certification Form at the commencement and termination of all activities at the Membership Weekend Program.**
7. All Membership Weekend activities will take place on the weekend immediately following Leadership Weekend. Only members of the Intake Management Team and General Officers may participate in Membership Weekend activities occurring before for the Initiation Ceremony.
8. All members in good standing with the Fraternity may participate in the Initiation Ceremony.
9. All Sphinxmen shall pass the risk management examination and be risk management certified before advancing to the initiation ceremony.
10. All Sphinxmen shall pass the Fraternity's history examination before they may advance to the Initiation Ceremony. On Saturday, the Aspirants will conduct a community service project

THE INTAKE PROCESS

Step Five - Initiation Process: The Initiation Process will begin at 7:00 PM Saturday and conclude no later than 12:00 AM that night.

- 1. Each Aspirant shall complete and submit an Anti-Hazing Certification Form at the commencement and termination of all activities at the Membership Weekend Program.**
2. Only Risk Management Certified and Financial Brothers may participate in this process.
3. Each Sphinxmen must be risk management and history certified before they may participate in the Initiation Ceremony.
4. The initiation process shall be governed by the Ritual of Alpha Phi Alpha Fraternity, Inc. without variation.

THE INTAKE PROCESS

Step Six - Notice of Initiation Process: The Notice of Initiation Form is one of the most important documents in the Intake Process.

1. Without the input of the data contained on this form into the official Corporate Headquarters Office database, the newly initiated brother will not be able to obtain his membership information, including his Passcard **and he will not be added to the roll of the Fraternity's membership.**
2. The initiation of a new member into Alpha Phi Alpha Fraternity, Inc. is concluded with the completion of the Notice of Initiation Form.
3. Failure to complete the Notice of Initiation Form results in a failure in the Sphinxman's succession to membership into Alpha Phi Alpha Fraternity and his acknowledgement by the Corporate Headquarters Office.
4. The Notice of Initiation Form shall be transmitted to the Corporate Headquarters Office immediately by the District Director after all signatures have been executed on the form. **Forms not containing all required signatures will be rejected and not processed. THERE ARE NO EXCEPTIONS.**

THE INTAKE PROCESS

Step Seven - Neophyte Training Process: The Neophyte Training Process will enhance the knowledge of the newly initiated brothers. It is designed to stimulate the interest, enthusiasm and commitment of the new brothers. This training will reinforce some materials from the participants and/or witnesses. Only members of the new members Chapter, the Alpha Advisor, or General Officers of the Fraternity may participate in the Neophyte Training.

1. **Any new member found to be engaged in any form of membership intake type pledging or hazing activity shall be issued a disciplinary citation and be recommended for suspension or expulsion from the Fraternity as the circumstance may warrant.**
2. **There shall be no hazing activity of any sort as a condition of maintaining membership, respect, honor, tradition or practice in any Chapter of Alpha Phi Alpha Fraternity, Inc.**

Code of Disciplinary Procedures

(Adopted 1990- General Convention- Miami, Florida)

Alpha Phi Alpha Fraternity, Inc. hereby establishes this clear policy on disciplinary procedure. The purpose of this policy is to describe and discuss the disciplinary procedures that can be taken, the rights of the Brothers and Chapters involved, provide for due process, and outline the hearing and appeal procedures. The ultimate objective of this document is to establish a system that provides fairness for those accused of violating Fraternity policy. When a violation of Fraternity policy occurs, the process may be initiated to determine if disciplinary action is warranted. Disciplinary action may be imposed from a local, regional, or national level. Disciplinary actions are subject to the restraints of the Fraternity's Constitution and By-Laws and the Rules and Regulations adopted or ratified by the General convention.

2.1 Disciplinary Procedures - Local Level:

1. Local Chapters are authorized to hold hearings to determine if disciplinary action may be imposed in response to any violation of Fraternity or local Chapter policy. The extent of authority for local Chapters is for non-hazing violations only. All hazing and Membership Intake violations must be reported to the Regional Vice-President and the Executive Director.
2. A Chapter member having a complaint against a member of his Chapter may initiate disciplinary procedure by filing a notice of the complaint with the Chapter President. The complaint must be in writing and it shall set forth the specific charges or violations in detail. A copy of the complaint must be served upon the accused member within (10) days of receipt by the Chapter President. If the accused member is the President, then such complaint must be filed with the Chapter's Vice President. A copy of the complaint shall also be sent to the Regional Vice President, **Assistant Regional Vice President or their designees (the District Director or Assistant District Director)**.
3. A time, place, and date mutually agreeable to all involved parties shall be set for a hearing by the Chapter. Notice of Hearing will be mailed to both the complainant and respondent. Once a hearing has been scheduled, the hearing shall take place with those present who are involved. Only Brothers in Good Standing with the General Organization and the Local Chapter have a right to a hearing; others shall receive only **written notice of the allegations** and an opportunity to respond.
4. The accused must receive a notice at least (10) days before the hearing is held. The Notice of Hearing is to be sent via certified mail to the Brother's last known address if it is not hand delivered to the Brother or transmitted to him by facsimile or e-mail with a clear acknowledgment of receipt by the .
5. Either the complainant or respondent may waive his right to appear at the hearing and in lieu of an appearance may send a notarized statement outlining his claims, defenses, arguments and evidence.

6. After a hearing, a decision must be rendered in writing within forty-eight (48) hours. Copies of the decision will be sent to complainant and the respondent. A copy will be maintained for the Chapter files.

7. As a result of the hearing, if the Chapter decides the complaint has no merit, it shall dismiss the complaint. If the decision is that some form of disciplinary action should be taken, the Chapter may impose one of the following penalties:

- a) A letter of reprimand or censure.
- b) Probation
- c) Fine
- b) Suspension from the Chapter

8. A letter of reprimand is a communication that identifies which Fraternity policy was violated, and indicates that this is not acceptable behavior for a member of Alpha Phi Alpha Fraternity, Inc.

9. If Probation is imposed, the member may also be suspended from all Alpha Phi Alpha Fraternity activities for a maximum period of thirty (30) days. The conditions of the Probationary period shall be stated clearly so that violations can be objectively measured.

10. The maximum fine that may be assessed is One Hundred Dollars (\$100.00).

11. A Chapter may suspend an individual from the Chapter for a maximum period of one year.

12. The Chapter can decide to ask for a regional level hearing if it believes the infractions warrant more severe punishment than the Chapter can impose.

13. A copy of the entire file of the proceedings with a copy of the decision shall be sent to the Regional Vice President of the Region in which the Chapter is situated within forty-eight (48) hours after the hearing. The Regional Vice President shall review the proceedings and shall have the authority to refer the matter to the Grievance Committee, the Mediation and Arbitration Committee, or the Fraternity's Board of Directors. He may also decide that a regional hearing be held. Whatever decision he makes, he shall notify all concerned parties within fifteen (15) days after receipt of the proceedings.

14. Any member aggrieved by the imposition of any disciplinary sanction shall have the right of appeal according to the Constitution, By-Laws, Policies and Alpha Regulations.

2.2 Regional Disciplinary Procedures:

1. A Regional Vice President shall have authority to initiate disciplinary procedures against any member or Chapter in his respective region for violation of the Constitution, Rules and Regulations and Standing Orders of Alpha Phi Alpha Fraternity, Inc.
2. A hearing on the regional level can be held for any of the following reasons:
 - a) By request of the Regional Vice President.
 - b) By request of a Chapter.
 - c) If the local resolution is not satisfactory to the accused or the accuser, a regional hearing can be requested.
 - d) The matter involves hazing or membership intake violations.
 - e) The accused Brother has a previous hazing or non-hazing violation.
 - f) And such other reasons as the Regional Vice Presidents may deem appropriate.
3. When the regional Vice President has a complaint against a member or a Chapter of Alpha Phi Alpha Fraternity, Inc., he must serve a notice of the complaint with the individual or the Chapter. The complaint must be served upon the accused as expeditiously as possible by registered mail, return receipt requested, **by hand delivery**, or by e-mail if the accused member agrees that e-mail service is sufficient.
4. A time, place, and date mutually agreeable to all involved parties shall be set. Notice of the hearing shall be mailed **or delivered** to all parties. The accused must receive notice at least twenty (20) days notice before the hearing is held. The notice of the hearing is to be sent by registered mail, return receipt requested, to the last known address (school or home, whichever is appropriate) to all participants and witnesses. Every effort to find a date, time, and place when all parties involved can meet must be made.
5. Once a hearing date, time, and place have been set, the hearing shall take place with those persons in attendance. Testimony will be taken from those persons who attend the hearing, and a decision will be made based on the information available at that time.
6. Either the Regional Vice President or his designee may conduct the hearing; the designee must submit a report to the Regional Vice President within five (5) days of the hearing with or without recommendations to the Regional Vice President.
7. The respondent Brother or Chapter may waive the hearing, and, in lieu of an appearance, send a notarized statement outlining his or its claims, defenses, arguments and evidence.
8. The accused has the right to admit the violations and waive the hearing, but must do so in writing. After the hearing, the Regional Vice President shall have twenty (20) days from the date of the hearing to render a decision.

2.3 Disciplinary Sanctions:

1. Regional Vice Presidents may impose some or all of the following disciplinary sanctions:

- a) Letter of reprimand
- b) Impose inactive status on Members or Chapters for a maximum of one year. The restricted activities must be identified, e.g. no Membership Intake, or activities in the name of Alpha Phi Alpha Fraternity, Inc. Additionally, inactive status can be imposed until certain conditions have been met, e.g. additional training, or attendance at regional, or special meetings.
- c) **Probation:** A Chapter or an individual may be placed on probation for a maximum of three years. Whenever a Chapter or Member violates probation, the Regional Vice President shall have the authority to revoke the probation and impose any other penalty under this policy. Whenever, in the judgment of the Regional Vice President, a Chapter or Member has satisfactorily met the conditions of the probation, the Regional Vice President shall discharge such Member or chapter from probation.
- d) **Suspension:** A Brother or Chapter may be suspended from the Fraternity. In the case of a Chapter under suspension, no activities are allowed. A suspended Chapter would not be allowed to participate in any activities as a representative or affiliate entity of Alpha Phi Alpha Fraternity, Inc. Brothers who are suspended are prohibited from participating in any Alpha Phi Alpha Fraternity activity.
- c) **Fines:** In addition to the above, the Regional Vice President can impose fines. The maximum fine for a Brother is \$200.00; for a Chapter, Alumni or College, the maximum allowable fine is \$500.00. The Regional Vice President may, at his discretion, give leave to pay any fine in installments and fix the amount of installments. Upon default in payment of any installment, the entire unpaid balance of the fine shall become due.
- d) **Community Service:** A Member or Chapter may be required to perform some type of community service. Community service may consist of, but not be limited to, some type of charitable service in the community where the Member resides or where the Chapter's Seat is located, without any remuneration for the services performed.
- e) **Programming or Training:** *A Member of Chapter may be required to participate in appropriate training to enable the Member or Chapter to better understand his role and responsibility in Alpha Phi Alpha Fraternity.*

2. The above disciplinary actions can be imposed by the Regional Vice President singularly or in combination. For example, he could place a Chapter on probation, and impose a fine. He could restrict Chapter activities for a period of time, and then place the Chapter on probation. These are just two examples and are not inclusive. There may be times when the Regional Vice President may impose a temporary suspension without a hearing if the alleged violation could cause irreparable harm to the Fraternity or the individual(s). This temporary suspension, most frequently referred to as an Investigatory Suspension, shall be in force until a hearing has been held. It may not exceed six months period without approval of the Fraternity's Board of Directors or the General Convention. All suspensions shall be by written notice to all involved Chapters and Members.

2.4 The Appeal Process:

1. Appeal from the Local Hearing

- a) If the Brother did not attend the hearing, or waives his right to a hearing, he has no right of appeal.
- b) The accuser or the accused has the right to appeal the local disciplinary action. A brother wishing to appeal must file a written request with the Regional Vice President within ten (10) days after receipt of the decision of the local Chapter

2. Appeal from the Regional Hearing

- a) The decision of the Regional Vice President may be appealed to the Board of Directors of Alpha Phi Alpha Fraternity, Inc.
- b) A letter requesting an appeal of the Regional Vice President's decision must be sent to the Executive Director, the Regional Vice President, and all other parties concerned within thirty (30) days after the decision of the Regional Vice President.
- c) The Regional Vice President will forward all materials relating to the violation to the Executive Director for transmission to the Committee on Grievance and Discipline.
- d) The General President shall set deadlines for submission of written materials for all concerned parties. The appeal will be considered at the next Board of Directors meeting after the filing of the appeal, if the General President agrees to entertain Grievances at a scheduled Board Meeting.
- e) The Board of Directors shall not conduct an evidentiary hearing. The Board of Directors shall affirm, overrule, or modify the decision of the Regional Vice President; it may invoke a lesser or greater penalty than the penalty imposed by the Regional Vice President.
- f) Notice of the Board of Directors decision shall be transmitted to all parties within ten (10) days after the decision has been rendered, by certified mail, regular mail or by any other medium available to effectively notify the affected Member or Chapter of the decision.
- g) The decision of the Board of Directors may be appealed by the accused Member or chapter to the General Convention of Alpha Phi Alpha Fraternity, Inc.
- h) An Appeal Information Form shall be completed and transmitted to the Executive Director within twenty (20) days after receipt of the decision of the Board.**
- i) The Executive Director shall forward all Appeals and materials relating to the Appeal to the Chairman of the Committee on Grievances and Discipline.
- k) The Committee on Grievances and Discipline shall hold a hearing during the General Convention. After a hearing, the Committee will make a report to the General Convention that recommends affirming, overruling, or modifying the decision of the Board of Directors. The action of the General Convention upon receipt of the Report of the Committee on Grievances and Discipline shall be final. The power of expulsion of members or Chapters is reserved to the General Convention, pursuant to Article XIII, Section 2, et. Seq.

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The Need for Insurance

Better To Be Safe Than Sorry!

All chapters are required to pay an annual insurance premium. At the 93rd Anniversary Convention in Dallas, Texas the General Convention adopted a resolution to provide for a blanket insurance policy for the fraternity. An amendment was added to the Constitution mandating all chapters to pay the annual premium. In order to have insurance coverage for a specific event, you must have paid the insurance fee for the fraternal year and complete the Fraternity Special Event Checklist. The Insurance program has evolved over the years and has many complex provisions and limitations. There is no liability insurance protection for intentional or criminal misconduct in the United States.

3.1 The Risk of Alcohol

Do Alcohol and Fraternity Mix?

The Law is Now Well Settled

Written By Bro. Milton C. Davis and Edited by Bro. Keith A. Bishop

A 1980s Missouri court decision was a clear warning to fraternities everywhere that juries will no longer be hesitant to place the blame upon fraternities for alcohol related deaths, which occur as a result of fraternity parties. An Adair County Circuit jury determined that The National Fraternity of Alpha Kappa Lambda, and its local Chapter at Northeast Missouri State University, were negligent in the 1979 death of a student. The student, a member of the local chapter, died from alcohol poisoning after a party at the Alpha Kappa Lambda Fraternity house near the campus of Northeast Missouri State. The jury awarded the young man's parents \$181,250.00 in damages from the national and local branches of the fraternity based upon a Missouri comparative negligence statute. The local chapter was assessed 45% of the blame while the student himself and the national fraternity were each found to be 27.5% at fault. Today, in contrast to the 1980s and 1990s, jury awards for wrongful death often and easily exceed a million dollars.

Across the country there is a steady increase in the awareness of hazards associated with alcohol abuse. Partially, as a result of this awareness, states have raised the minimum drinking age to 21 and have enacted stiff, mandatory penalties for persons convicted of driving while under the influence of alcohol. Each year fraternities are faced with questions concerning the lawful drinking age and the liabilities that an organization may incur if it is found to have provided alcohol to someone who drives while under the influence of alcohol and who causes serious injury or death to another as a result of an auto accident. Uncertainty about drinking ages has been effectively eliminated as a result of a federal law that was signed by the President of the United States on July 17, 1984. Under this law, Pub. L. 98-363, the federal government withholds federal highway funds from any State that does not change its laws to

make 21 the minimum age for purchase and consumption of alcohol. Since this federal law became effective in 1985. Most States have adopted 21 as the lawful drinking age.

It is important, especially among College Chapters, that Brothers have a clear understanding of the legal drinking age in the State where they live. In addition, each chapter should become acquainted with their respective State's "Dram Shop" laws. Under the typical dram shop law, fraternities may be held liable for the conduct of persons served liquor during fraternity functions. "Dram Shop" laws generally provide that if a person receives liquor from a fraternity and, as a result of the alcohol consumption, injures someone or destroys property, the Fraternity could be held legally liable for the injury or loss. The Fraternity has a firm policy against irresponsible conduct and will not tolerate irresponsibility or backward conduct on the part of any member. Be responsible! Do not serve alcohol to minors. Do not permit intoxicated persons to drive from any Fraternity sanctioned event if the person received alcohol from the event. Always have a transportation plan in place to assist any such person.

In those States which have raised the legal drinking age to 21 years, it is illegal to serve liquor or alcoholic beverages to anyone under age 21, whether they pay for it or not. Each Chapter must have two goals in planning events, which include the service of alcohol: First avoid legal liability. Second, prevent tragedy due to irresponsible consumption of liquor.

Appendix A

A.1 Event planning checklist

The Event Planning Checklist is intended to provide Chapters with a tool to ensure that planning for social events is done with thoughtful consideration for the principles of risk management. In addition, planning for chapter events should consider the academic responsibilities of chapter members. Finally, planning should ensure compliance with current requirements of the Fraternity's Constitution and By-laws, National Policies, Chapter By-Laws, local, state/province and federal laws.

A.2 General Guidelines

1. Register your event with the National Pan-Hellenic Council (NPHC) or Student Life office if required.
2. It is recommended that no more than four (4) groups participate in a social event
3. Establish a system for identifying members and guests of legal drinking age. Birthday lists, wristbands or other similar checks can help.
4. If alcohol is being served, members, aspirants, and guests must present valid identification at any sponsored or co-sponsored activity when required by university regulation. Alcohol is strictly prohibited during membership intake related events.
5. Chapter members shall be reminded of federal, state and local laws, as well as university rules and regulations, the rules and requirements stated in the documents listed above at any event at which alcohol will be available.
6. Review and discuss risk management policies with the chapter prior to the event.

A.3 Programming ideas

Social activities without alcohol

The following ideas are examples of social programming and events without alcohol for your Chapter:

1. Cook out/barbecue with a fraternity
2. Pizza parties or going out for pizza
3. Picnic - to the beach, the park or wherever!
4. Lobster races with a fraternity
5. Golf party or miniature golf party
6. Pumpkin carving or caroling
7. Dad and daughter formal
8. "Make Over" beautification night before a dance - haircuts, manicures, make-up, etc.
9. Aerobics or jazzercise classes at the house

10. Pajama party sleep-over in the house for out-of-house members
11. Movie Night - either going out or in the house don't forget the popcorn and soft drink
12. "Build-your-own-sundae" party
13. Hayrides and bonfires if this can be done safely and is permitted by local regulations
14. Ice Skating or Roller Skating party . FOAM PARTIES ARE STRICTLY PROHIBITED!
15. Crab feast, clam bake, crayfish boil
16. Hawaiian luau with non-alcoholic drinks such as "nada coladas"
17. Progressive dinner
18. Indoor picnics in winter - blankets on the floor, picnic baskets, etc.
19. Watermelon bust
20. Spaghetti dinner with a fraternity or faculty members
21. Trip to a nearby amusement park/zoo with a fraternity or children of alumnae
22. Flag football with a fraternity
23. Talent shows with other sororities and fraternities
24. Special friends' dinner - invite non-Greek friends to dinner at the house
25. Trivial Pursuit (or any other board game) tournament
26. "Final Four," "Rose Bowl" or whatever your school might be playing for in championship
27. Invite a fraternity, another sorority, alumnae, or other friends to watch at the house
28. Serve sandwiches and soft drinks
29. Sledding parties (if you're lucky enough to have snow)
30. Apple (or whatever grows near you) picking and picnicking
31. Camping or backpacking
32. Sightseeing tours

A.4 Alpha Phi Alpha Fraternity's Policy on The Use of Illegal Drugs:

Any proven use, possession or sale of illegal drugs by a Member is cause for expulsion. Any use of illegal drugs by an Aspirant for membership shall be cause for dismissal for the Membership process (See pages 15-16)

Safety

The following are suggested items of consideration by local Chapter as consistent with local rules, and regulations and statutes.

Security:

1. Keep Chapter houses locked at all times
2. Monitor the whereabouts of all keys. If combination locks are used, the combination should not be given to non-members.
3. In addition, change the combination periodically.
4. Make nightly security checks to verify that all windows and doors are closed and locked and that outside lights are on. If the house has an alarm system, check to make sure it is armed.
5. Chapter members should travel in groups when walking on or near the campus after dark.
6. Ask your local Police Department or Campus Security to conduct periodic security checks.
7. Post emergency numbers at every telephone.

Most police Department and Campus Security Officers are willing to talk to Chapters about security concerns. Take advantage of this service.

Electrical Equipment:

1. Check the condition of all electrical cords and plugs.
2. Check that all extension cords are heavy duty.
3. Check circuits for overloaded conditions. Consult an Electrician immediately if your circuit breakers trip frequently.
4. Unplug small appliance when not in use. Small appliance should never be left on and unattended.
5. Use electric blankets and all appliances in accordance with the manufacturers' directions.
6. Electrical outlets in bathrooms or near water should have ground fault interrupters.
7. Electrical irons that turn off automatically should be mandatory.

Exits:

1. Mark exits clearly.
2. Provide emergency lighting in case of power failure. Test units on a regular basis.
3. Self-closing doors are recommended for all sleeping rooms.
4. Keep stairwell doors and fire doors closed at all times.
5. Keep exit doors clear. Make sure they are not obstructed with items such as furniture, boxes or trash.

6. Keep stairwell clear and unobstructed.
7. Keep all hallways and doorways open.
8. Keep hallways clear and unobstructed.
9. Make certain doors open so as not to impede the flow of traffic.
10. Facilities with a capacity of 50 or more should have doors that open outward and be equipped with an easy-to-open device such as a "panic bar."
11. Make a mental note of the location of exits upon entering unfamiliar facilities. Provide your members with safety instructions on how to exit facilities safely.

Storage:

1. Never store oil-based paints and thinners in the Chapter house.
2. Make certain the areas around heating and cooling equipment are clear and are never used for storage. Do not place anything within 10 feet of this equipment.
3. Keep all storage areas neat. Have regular clean-ups of attics, basements and closets. Discard old furniture, junk, decorations, and the like.

Building Maintenance:

1. Make certain all heating and cooling equipment is serviced by a qualified serviceman annually or as recommended by the manufacturers. Document all service.
2. Keep washer and dryer ducts and vents in good repair and free of lint and dust accumulation.
3. Provide fireplaces with glass doors.
4. Clean chimneys regularly.
5. Check to see that the hot water heater temperature is at the level recommended for your specific use. (Check with the local Health Department of manufacturer's directions.)
6. Keep kitchen equipment, especially ranges and exhaust system, grease free.
7. Keep the motors and cooling coils in refrigeration units clean.

Fire Protection:

1. Chapter houses which are to be built or extensively remodeled, with sleeping quarters above the first floor, should have two stairways, one of which is fireproof, or adequate fire escapes and conform to local fire safety codes.
2. Chapter house fire drills and inspection of fire equipment must be held at the beginning of every school year.
3. The Fire Affidavit report shall be filed immediately after the fall inspection.
4. There shall be no smoking by any member or aspirant while attending either active or aspirant meetings, or any Fraternity ritual or ceremony.
5. Each Chapter must set up house restriction to include those required by the college.
6. It is strongly recommended that each Chapter install in the Chapter house smoke detectors which would continue to function in the event of an electrical failure, in sufficient numbers and in appropriate locations.

7. Test battery operated smoke detectors regularly.
8. It is strongly recommended that each Chapter consider the reduction in insurance costs and the lessened fire hazard, as well as the more attractive living quarters resulting from assigned smoking rooms.
9. It is required that fire extinguishers be on hand whenever candles are used.
10. The use of tapers should be limited and used only in candle holder on flat surfaces and well away from anything combustible. Lighted candles must never be left unattended.
11. Votive and shielded candles only should be used. Hand held candles should never be used.
12. Service sprinkler systems annually or as recommended by manufacturer.
13. Check fire extinguishers as recommended by manufacturers or as required by local fire codes. Make sure every member, aspirant and employees knows the location of the fire extinguishers and how to operate them.
14. Keep a fire lane open so that the fire department always has ready access to the Chapter house and fire hydrants.
15. Make a chart detailing an evacuation plan in the event of a fire and issue it to all members as soon as they move in. Also post it throughout the house.
16. Designate a specific place outside the house for everyone to meet during a fire drill or in the event of a fire. Assign someone to take roll and account for each individual.

A.5 Suggested Fraternity Safety and Security Checklist

SUGGESTED FRATERNTIY SAFETY AND SECURITY CHECKLIST

YES NO

- Do you have a fire extinguisher present whenever candles are used at a Chapter event?
- If the candles are used are they always shielded or votive candles?
- Do you use flashlight or electric candles in initiation lines?
- Does the entire Chapter and know how to operate the fire extinguishers?
- Does the Chapter President and house staff (if applicable) know how to operate fire extinguishers?
- Does your Chapter encourage a "buddy system" when walking around campus after dark?
- Have your members attended a campus or Chapter presentation on personal safety?

YES NO N/A

- Have you ever made a personal inspection of the entire house?
- Have the door and window locks and overall security been checked by the campus or City Police Department in the past year?
- Are the following emergency numbers posted at every telephone: Fire Department, Police Department, Campus Security, Local Emergency Number, Ambulance Service, Doctor or Emergency Clinic?
- Have procedures been set up to notify the fire departments in case of fire?
- Do you have an adequate escape plan in case of fire drawn in chart form and posted throughout the house as required by local fire codes?
- Are these plans covered with new members the first day they move-in?
- Are exit signs visible as required by fire code working properly?
- Are all the house doors, stairwells and fire escapes free from blockage? (No bikes, boxes, trash cans?)
- Are the doors into stairways at each floor level kept closed?
- Do you have fire doors and do they remain closed at all times?
- Do exit doors, accommodating fifty or more person, open outward?
- Is there an assigned place outside the house for all to meet during a fire drill with someone assigned to take roll after evacuating the building?
- Are basement and furnace rooms kept clear of old furniture, boxes, decorations, paint and other solvents, junk or anything else combustible? (Do not keep oil based paints and thinners in the Chapter house.)
- Are washer and dryer ducts and vents in good repair and free from accumulated lint and dust?
- Are the motors and cooling coils in refrigeration units clean?
- Is your kitchen clean and free of any grease on the walls, range and exhaust systems?
- Are extension cords (if allowed by local codes) of a heavy duty quality and in satisfactory working order with no fraying or breaks in the insulation?
- Are all appliances in safe working order?
- Are your circuit breakers and fuses free of problems requiring frequent resetting or replacement? (If no, consult an electrician right away.)
- Are all irons used in the house unplugged or designed to shut off automatically when not in use?
- Is your boiler checked yearly by a qualified serviceman? (or as required by manufacturer?)
- Is your cooling system checked yearly by a qualified serviceman? (or as required by manufacturer?)

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___ ___ ___ Is your water heater set at the level recommended for use? (Check with your local Health Department for recommendations.)

___ ___ ___ Is the temperature of the water coming out of the tap the same as the setting on the hot water heater thermostat? (Have a qualified serviceman check.)

If you have answered NO to any of these questions, please give your reason for the NO answer (s):

Date: _____

Signed By: _____

Chapter House Manager: _____

House Corporation President: _____

House Director: _____

Risk Management Tes

1. Managing Risk is the responsibility of:
 - a. Individual Brothers & Chapters
 - b. Corporate Office
 - c. District & Region leadership
 - d. All of the above

2. How does a chapter obtain insurance for an event?
 - a. Pay their insurance premium
 - b. Submit special event checklist
 - c. Request insurance through their District or Region
 - d. Both a and C

3. The Special Event Checklist must be completed:
 - a. The week of the event
 - b. At least (14) fourteen days prior to the event date
 - c. At least (21) twenty-one days prior to the event date
 - d. Checklist does not need to be completed

4. What is the process to add an additional insured party to the insurance?
 - a. Submit the Additional Insured Request Form
 - b. Pay \$100.00 for the extra coverage
 - c. Just submit the Special Event Checklist
 - d. Both a and b

5. When Brothers are transporting special event attendees:
 - a. Personal vehicles should be used
 - b. Engage a licensed third party transportation vendor
 - c. Both a and B
 - d. Neither of the above

6. When alcohol is served at a public Fraternity function the following is necessary:
 - a. Food and non-alcoholic beverages
 - b. Bartenders and waiters
 - c. Security guards
 - d. Only the Special Event Checklist

7. Serving Alcohol is allowed if it is served in:

- a. A punch Bowl
 - b. Keg
 - c. Cooler or properly lined trash can
 - d. prohibited unless supplied and managed by a licensed caterer
8. Abuse of the consumption of alcoholic beverages by brothers or guest on chapter premises or a chapter sponsored event:
- a. Is not the responsibility of the chapter
 - b. Is prohibited
 - c. Is acceptable provided someone drives them home
 - d. Is harmless
9. Fraternity members can serve or sell alcoholic beverage to persons under "legal drinking age."
- a. If the minor is attending with a parent or guardian
 - b. If he/she is a member of the U.S military service
 - c. Never
 - d. As long as no one finds out
10. Chapters and members who have violated the Fraternity Alcohol and Drug Policy will be:
- a. Fined by the District Director.
 - b. Reprimanded in writing by the Regional Vice President
 - c. Subject to disciplinary action by the Fraternity and may include expulsion of members and de-chartering of the chapter
 - d. Put on probation
11. Alcohol is permitted at recruitment activities, intake activities, and initiation ceremonies provided that:
- a. The brothers and aspirants are risk management certified
 - b. The District Director and Chapter President(s) are present
 - c. Never permitted
 - d. Permitted as long as everyone is over (21) twenty-one years of age
12. What four requirements are needed before a chapter can request participation in the membership intake process?
- a. Chapter officers are risk management certified, in good standing with the National Office, full delegate representation at general convention and regional convention, and no disciplinary actions for 3 years.
 - b. Seven active brothers, paid chapter tax, sent delegates to regional convention, and have only one disciplinary action against the chapter.
 - c. In good standing with the National Office, sent delegate strength to the general convention, no disciplinary action, and approval of the district director
 - d. There are no requirements for Membership Intake

13. Who can participate in the membership intake process?
 - a. Any brother who is in good standing with the National office.
 - b. Any brother who is has been initiated into the Fraternity and has no prior disciplinary violation.
 - c. Only brothers who are risk management certified, financial with National Office and local chapter, and have no prior disciplinary violation
 - d. Any member can attend

14. Non-active and non-risk management certified brothers can participate in membership Intake process if:
 - a. He signs the Membership Agreement Concerning Hazing Intake management Team Submission Form.
 - b. Never
 - c. Receives approval to participate from the Area Director and District Director
 - d. Held a position with the fraternity in the past

15. A person who commits hazing is:
 - a. Is committing and criminal act and is subject to criminal prosecution.
 - b. Is not representing the Fraternity and will be subject to disciplinary action by the Fraternity including expulsion
 - c. Is individually and personally liable to the victim and subject to a civil lawsuit
 - d. All of the above

16. During normal college chapter operations, only the following regulations apply:
 - a. Fraternity regulations
 - b. Institutional regulations
 - c. City, County and State statutes
 - d. Only "a" and "b" are correct
 - e. All of the Above

17. Liability issues do not apply to:
 - a. individual Brothers
 - b. Chapter officers
 - c. Chapter members who are not officers
 - d. Alpha Advisors
 - e. all of the above are correct
 - f. none of these responses are correct

18. Alpha Advisors:
 - a. do not have to meet certification requirements
 - b. do not have to be active with an alumni chapter
 - c. are not required to know about hazing laws
 - d. must be former members of the chapter that they advise

- e. none of the above are correct
19. Each chapter must ensure that all of its officers are:
- a. willing to serve
 - b. properly certified
 - c. not neophytes
 - d. upper classmen
 - e. none of the above apply
20. Maintaining the database of Brothers who have completed Risk Management training is the responsibility of:
- a. the Area Director
 - b. the District Director
 - c. the Corporate Office
 - d. the Regional Vice President
 - e. none of the above
21. Any Brother who becomes aware of, or suspects that violations of Fraternity policy have occurred is required to:
- a. report the incident
 - b. discuss the incident with the suspected perpetrators
 - c. ignore the incident
 - d. wait to see if anyone else is aware of the incident
 - e. none of the above
22. If an aspirant is directed to participate in what he perceives to be an illegal intake activity, he should:
- a. respond as directed
 - b. ignore the directive
 - c. discuss the incident with his peers
 - d. report the incident to the appropriate Fraternity or college/university authority
 - e. none of the above choices are correct
23. The Membership Agreement Concerning Hazing should be signed by:
- a. Only chapter officers
 - b. all Brothers and Aspirants who participate in the intake process
 - c. Only Aspirants
 - d. both "a" and "b"
24. If a chapter sponsors an event where alcohol is served:
- a. liability may extend beyond the time that the event ends
 - b. liability applies only to the place where the event is held

- c. once the guests depart the site, even if before the event ends, the chapter is no longer liable
 - d. only the owner of the venue is liable
25. When sponsoring an event requiring insurance coverage, a special events checklist must be:
- a. sent to the corporate office within 21-days prior to the event
 - b. completed and filed with the Alpha Advisors signature (College Chapters)
 - c. used as a guide for event planning
 - d. presented to the vendor for insurance coverage
 - e. a and b
26. Aspirants are:
- a. not required to be knowledgeable about hazing laws
 - b. required to sign the Fraternity's Anti-Hazing Policy
 - c. immune to punishment under hazing laws
 - d. able to develop a keener understanding of hazing as a result of exposure to such practices during the membership intake process, but not at other times
 - e. none of these responses are correct
27. "Chapter Alumni" or former members of college chapters:
- a. are to be relied upon to assist in maintaining chapter legacies and traditions
 - b. should be given special status at all chapter functions
 - c. should be treated only as guests at all chapter activities
 - d. are to be granted free access to all chapter records and full knowledge of all chapter operations
 - e. none of the above
28. Who is ultimately responsible for all Membership Intake activities?
- a. District Director
 - b. Regional Vice President
 - c. Corporate Office
 - d. Area Director
 - e. None of the above
29. Accountability standards should be in place and actively utilized
- a. Brothers and Chapters are In Good Standing
 - b. Minimum grade point averages for college chapters and members
 - c. Regular reviews of all chapters for having their required number of delegates at convention
 - d. The performance of service projects and national programs, etc.
 - e. All of the above
30. There are no perfect _____ because there is always room for doubt. Holding steady to a

well thought out _____ is a sign of maturity. (Magee, 2002)

- a. Decision(s)
- b. Opportunities
- c. Plan(s)
- d. Situation(s)