

RISK MANAGEMENT/LIABILITY INFORMATION

CONTRACTS

A contract should be signed by an authorized officer of the WVU Chapter for each special event. We suggest that the Outreach Chair be responsible for all contracts and liability forms as seen listed in their suggested list of duties found in Addendum M in the Appendices.

❗ *Please note that laws affecting WVU Chapters outside the state of West Virginia may vary.*

- When the Chapter arranges for services to be provided by vendors, it is important for the group to ask the vendor to provide evidence of insurance. (Chartered bus trips for members and guests, banquets, signature events, game watches)
- The WVU Chapter of _____ is the contracting party, not West Virginia University, the Alumni Association or the individual signing the contract.
- Insert “as Outreach Chair of the WVU Chapter of _____” or other title after your name to assure you are not held personally liable.
- Careful review of the vendor’s policies on refunds and deposits is extremely important. You can always request a change in the wording of the contract.
- If you do make changes, be sure all changes are made in writing and are signed/initialed by both parties.
- Helpful hint: If WVU is paying for your Outreach event, then WVU signs all contracts and pays the venue directly. Also if your event requires additional insurance coverage, please obtain that by working with your assigned WVU Alumni Association staff liaison.

- Liability Insurance: For your protection and that of your guests be sure your vendor has proper insurance. Ask each vendor to send a certificate of insurance naming the WVU Chapter of _____ as a certificate holder.
- Because WVU does not have an employer-employee relationship with alumni group members, Workers Compensation Coverage is generally not applicable.
- The Alumni Association generally relies upon the liability insurances of hotels, clubs and convention centers when renting the facility. It is the responsibility of the venue to provide a safe environment for those renting its facilities.

CONFLICT OF INTEREST

No member of the Board of Directors may have a material interest in conflict with the interests of the Chapter or be engaged to provide professional or other services to the Chapter for remuneration, unless the arrangement is the result of a competitive bidding process or has been fully disclosed to the Board in advance. The Chapter is not precluded from engaging the services of a Director, or the Director’s company, employer, associates, or immediate family members so long as the relationship is fully disclosed in advance to the Board.

A Director will not use his or her personal influence in order to obtain a contract with the Chapter; a Director may however, state his or her position and answer pertinent questions with respect to the matter. If the Chapter engages a Director, or the Director’s company, employer, associate, or the family member to provide professional services for

remuneration, the Chapter will enter into a written agreement for those services to specify the cost, nature, term, and scope of the engagement, and any other factors determined necessary by the Board. No Director may vote on any matter in which the Director has a direct pecuniary interest including, but not limited to, approval of the agreement.

Any member of the Board who receives fees, commissions, or other remuneration furnished by the Chapter to the Director, or the Director's company, employer, associates, or family members, shall promptly disclose such matters to the President and Board in writing. Each member of the Board shall sign a conflict disclosure in a form as determined and provided by the Alumni Association.

EVENT INSURANCE, CONTRACTS, AND RENTALS

PROCEDURES FOR EVENTS WITH ALCOHOL

The WVU Alumni Association recognizes that alcoholic beverages may be served at alumni programs and events from time to time. The following approach is in regard to the service of alcoholic beverages at officially sanctioned WVU Alumni Association events.

- The individual or agency sponsoring the event assumes responsibility for compliance with all laws governing the dispensing and serving of alcoholic beverages.
- No alcoholic beverages may be brought into the facility by a party other than the approved vendor. Sale of alcoholic beverages must be arranged for and purchased through

a licensed caterer of alcoholic beverages.

- When alcoholic beverages are served, non-alcoholic beverages and food must also be made available to guests.

ALCOHOLIC BEVERAGES MAY ONLY BE SERVED

- In a manner that is consistent with all local, state and federal laws and regulations
- By a hired, qualified third-party alcohol server
- As a part of an event that includes food service and non-alcoholic beverage service

ALCOHOLIC BEVERAGES MAY NOT BE SERVED

- In a manner that promotes the service of the alcoholic beverages as “free” or “without cost”
- “self-service” style or by any other uncontrolled means
- At programs designed to attract current or prospective students who may be under 21 years old
- By any volunteer or staff person representing the WVU Alumni Association
- In a manner that encourages being over-served perpetuating the often held stereotype of WVU

! Please keep in mind that insurance coverage and assigned liability is a complex legal area that is determined by the facts and circumstances of each occurrence or event, so please use the information above only as a guideline.