



Alpha Chi Sigma Fraternity

Professional in the Chemical Sciences

MANUAL OF PROCEDURE HEALTH & SAFETY OFFICER



Manual of Procedure | Health & Safety Officer

Updated March 2026

The role of the Health and Safety Officer (HSO) is one of the eight required officer roles established in Article IV, Section D of the Constitution. It is the newest of the required officers, established to help chapters better protect the health and safety of its members. The Health and Safety Officer works to foster a culture of healthy behaviors, provide opportunities for members to develop positive decision-making skills, and oversees the execution of safe chapter events and activities. This officer will be the primary person responsible for ensuring that the Health and Safety Policy and relevant Federal and Campus rules are followed for all fraternity events and activities. This officer is also responsible for ensuring all members, pledges, and guests in attendance understand the relevant policies, rules, and laws pertaining to a given event or activity of the chapter.

Eligibility and Election

Bylaw VI states that the person elected to this role must be a matriculated student at the institution with which the chapter is affiliated. It also states that the person elected to this role shall be elected for a term of no longer than one year.

The HSO cannot hold this office concurrently with MA, VMA, or MC. They should have been a member in good standing of the chapter for at least a year so that they have seen how events are run and understands how to ensure their success.

Some institutions have additional requirements that apply to all officers in recognized student organizations. If institutional policy conflicts with fraternity policy, accommodations can be made to ensure that the chapter's needs are met and that the chapter remains compliant with local rules.



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Duties

Be familiar with the Health and Safety Philosophy and Health and Safety Policies of Alpha Chi Sigma.

Along with becoming familiar with these documents through the annual Health and Safety training provided by the District Counselor or the Grand Health and Safety Officer, the HSO should find these documents on the fraternity's website and read through them thoroughly. Your DC will be more than happy to answer any questions you may have about them.

Be familiar with campus, local and national policies and regulations as they relate to the chapter.

Our chapters are bound by numerous guidelines and they are expected to follow the most strict policies in any situation. Should your institution forbid something we allow, then you are required to abide by their policy over ours. As a result, each chapter will have multiple documents to look at when trying to understand what the chapter needs to do. The Health and Safety officer should be aware of these policies to ensure that the chapter does what is right.

Be a member of the Chapter Conduct Committee.

Bylaw II delineates the rights and responsibilities of brothers when it comes to addressing conduct that violates any relevant policies. The Health and Safety officer has the lead role in guiding the chapter through the conduct process.

Assist with planning chapter events to ensure compliance with all policies and regulations.

As the officer most familiar with the rules, the HSO should assist the members of the chapter when they are planning events. The HSO should help the chapter make sure that it completes the annual Health and Safety training with the District Counselor. In addition, they should work with their host institution to provide other training for the chapter in health and safety related areas.



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Cooperation with the National Fraternity

The HSO reports directly to the Master Alchemist but can also count on assistance from the District Counselor and the Grand Health and Safety Officer when needed. Both of those individuals will be able to help the HSO work through any complicated situations.

The Health and Safety Officer should report any conduct proceedings to the DC and GHSO. These should be reported when they begin as well as after a decision has been made by the conduct committee.

Meet with Your Successor

When a successor has been elected, the Health and Safety Officer should meet with the new Health and Safety officer to review any ongoing chapter issues, plans for future training for the chapter, and to share resources.

Describing Your Role

Many people are not familiar with professional fraternities and may not properly understand the work you do as an Health and Safety Officer. I've included two short sample descriptions of the role to help you communicate the skills learned in this position and the contributions you've made to your university community.

Resume/CV summary:

As Health and Safety Officer, I lead risk management and compliance efforts for a student organization by developing policy awareness, coordinating mandatory health and safety training, advising event planners on safe practices, and overseeing conduct procedures to protect member well-being.

One Paragraph summary:

As Health and Safety Officer, I am responsible for protecting the health and safety of chapter members by ensuring compliance with institutional, local, and national policies. I advise members during event planning to manage risk effectively, coordinate required health and safety training, and serve as the primary liaison with campus administrators and national leadership. I also lead the chapter through formal conduct processes when policies are violated, balancing accountability with the protection of members' rights and well-being.