CONSTITUTION

PREAMBLE

We, the members of historically Black Greek letter organizations of East Tennessee State University, recognizing the need for coordination and cooperation in activities of intercollegiate Greek letter fraternities and sororities, and recognizing that there are certain areas of action and programming that can best be carried out by the joint efforts of all such organizations, and believing that these needs can best be realized by formal organizations, do hereby establish such an organization as deemed by the National Pan-Hellenic Council, Inc. and bind ourselves to abide by the provisions of the following constitution and By-Laws.

ARTICLE I: NAME

The name of this organization shall be the National Pan-Hellenic Council, Inc. at East Tennessee State University (NPHC AT ETSU).

ARTICLE II: OBJECT

The object of NPHC AT ETSU shall be “Unanimity of thought and action as far as possible in the conduct of Greek letter collegiate fraternities and sororities and to consider problems of mutual interest to its member organizations. “

ARTICLE III: PURPOSE

The purpose of NPHC AT ETSU shall be to:

1. Create and maintain high standards in the life of fraternities and sororities.
2. Perpetuate constructive fraternity and sorority relationships
3. Foster an understanding of the structure and method of operation among the affiliate organizations.
4. Address, coordinate, and develop action strategies on matters of mutual concern to affiliate organizations.
5. Serve as the channel for such action plans as may be developed.

ARTICLE IV: MEMBERSHIP

Section 4.01: Membership in EAST TENNESSEE STATE UNIVERSITY COUNCIL OF THE NATIONAL PAN-HELLENIC COUNCIL, INC. shall include Alpha Phi Alpha Fraternity, Inc. (1906), Alpha Kappa Alpha Sorority, Inc. (1908), Kappa Alpha Psi Fraternity, Inc. (1911), Omega Psi Phi Fraternity, Inc. (1911), Delta Sigma Theta Sorority, Inc. (1913), Phi Beta Sigma Fraternity, Inc. (1914), Zeta Phi
Beta Sorority, Inc. (1920), Sigma Gamma Rho Sorority, Inc. (1922), and Iota Phi Theta Fraternity, Inc. (1963).

Section 4.02: Each historically Black Greek Letter Organization must hold membership in the NPHC AT ETSU in order to function as a campus organization. Inactive or suspended organizations are considered ex-officio members of the Council.

Section 4.03: Each member organization shall have one undergraduate Chapter representative, of whom has voting power. During general meetings of the NPHC AT ETSU, failure of any member organization to provide a voting representative constitutes a forfeiture of voting privileges at the said meeting. See addendum for other member organization attendance policies.

Section 4.04: There shall be two classes of membership: regular and associate.

(a) A regular member of the NPHC AT ETSU is any chapter, which is currently recognized by East Tennessee State University and the NPHC AT ETSU.

(b) An associate member of the NPHC AT ETSU shall be any fraternity/sorority chapter, which is colonizing at this institution or a re-colonizing fraternity/sorority upon that request.

ARTICLE V: RATIFICATIONS AND AMENDMENTS

This constitution shall be ratified every year by a majority vote by the voting members of NPHC AT ETSU. This Constitution may be amended by a majority vote of the voting members of the NPHC AT ETSU, provided notice of the proposed amendment has been given in writing at the preceding meeting.
ARTICLE I: FINANCE

Section 1.01: Local Membership Dues:

(a) The chapter dues of each NPHC AT ETSU shall be established at $10.00 per member per semester.

(b) The dues of each NPHC AT ETSU organization shall be payable by the second regular NPHC AT ETSU meeting of each semester.

(c) The dues for new chapter members of member organizations shall be payable two regular NPHC AT ETSU meetings after they become members. In the instance new members are initiated into member organization chapters in the last full month of the semester, dues should be paid by the second regular meeting of NPHC AT ETSU even if this carries over to the first meeting of the next semester. Dues will transfer to the next semester for the new members initiated in the last full month of the semester only.

Section 1.02: National Annual Dues:

(a) The NPHC AT ETSU shall pay annually dues as established by the General Convention.

(b) All regular dues and assessments are due in the office of the Financial Secretary by January 1 of each year and are subject to a late fee if received after February 15.

Section 1.03: Fines:

(a) Dues for old chapter members to the NPHC AT ETSU must be paid no later than the fourth regular meeting of each semester, after this time a $25.00 late fine will be assessed. The delinquent member organization will lose its vote until both dues and late fines are paid.

(b) Dues for new chapter members to the NPHC AT ETSU must be paid no later than two regular NPHC AT ETSU meetings after they become members, after this time a $25.00 late fine will be assessed. The delinquent member organization will lose its vote until both dues and late fines are paid.

Section 1.04: Reimbursements:

In order to receive a reimbursement from the NPHC AT ETSU, a voucher must be completed with the original receipt attached or the purchase must be pre-approved by the President. All vouchers must be signed by the Treasurer and approved by the President. Receipts for pre-approved purchases must be
presented at the next general meeting of the NPHC AT ETSU and prior to receiving a reimbursement from NPHC AT ETSU.

Section 1.05: Payments:

All payments due to the NPHC AT ETSU shall be given to the Treasurer, who shall record them. Checks for payments shall be made payable to the NPHC AT ETSU. There will be a $15.00 fee for returned checks. NPHC AT ETSU will not hold checks more than two weeks.

Section 1.06: Checks:

All checks issued on behalf of the NPHC AT ETSU shall be signed by the Treasurer and approved by the President in consultation with the NPHC AT ETSU advisor(s).

Section 1.07: Audit:

The NPHC AT ETSU account will be audited at the end of the university fiscal year, June 30.

Section 1.08: Funds generated by NPHC AT ETSU sponsored events:

NPHC AT ETSU functions as any other student organization. All proceeds from NPHC AT ETSU sponsored events and fundraisers shall be deposited into the NPHC AT ETSU banking account. Under no circumstances should funds be distributed to any individual member organizations unless in the form of a reimbursement (see Article I, Section 1.04).

ARTICLE II: MEETINGS

Section 2.01: At the beginning of each semester, at the first called meeting, the NPHC AT ETSU will decide upon a place, day, and time for regular general meetings.

Section 2.02: Each NPHC AT ETSU chapter should appoint a delegate to be present at all meetings. If for any reason a delegate is unable to attend a meeting, he/she must find a replacement.

Section 2.03: Special meetings may be called at the discretion of the President of the NPHC AT ETSU. Notification of any such meeting must be given to each member organization president by phone, e-mail or memo by the Vice-President of the NPHC AT ETSU no less than 48 hours before the special meeting. The notice must state time, place, and reason for the meeting.

Section 2.04: Normal meetings shall be held weekly during the academic year unless otherwise voted on by the council. This meetings are mandatory for the executive board and chapter delegates.

Section 2.05: Quorum for conducting business shall be two-thirds of the total voting membership.
Section 2.06: The Advisor’s, or his/her designee’s, presence is deemed necessary at all regularly and emergency meetings. A NPHC AT ETSU meeting cannot and will not be held without the Advisor and/or Designee present and actively involved. Operating otherwise will deem all discussions and operations of the said meeting illegal and will be thrown out.

Section 2.07: "Roberts' Rules of Order, Revised" will govern the conduct of meetings, which will be enforced by an appointed Parliamentarian, and provide the basis for rulings on by-laws and regulations of the NPHC AT ETSU.

Section 2.08: Fines:

(a) Each organization must have a Delegate present at each regularly scheduled meeting. Any organization without representation after 10 minutes to the start of the meeting shall receive a $10 fine. The member organization cannot participate in any scheduled meeting until the fine is paid in full.

(b) Any organization that has 2 consecutive “no shows” at regular scheduled meetings shall receive a $25 fine. The member organization cannot participate in any scheduled meeting until the fine is paid in full.

(c) Special or called meetings that have a 48 hour or more notice shall be treated as a regular meeting.

(d) Any fines due to attendance that are not resolved by the second consecutive meeting shall result in the loss of votes for that organization.

(e) All fines are subjected to the Advisor as well. As stated, the Advisor must be present, on time, and participating just as council members are expected to be.

ARTICLE III: OFFICERS

Section 3.01: The elected officers of the NPHC AT ETSU will be the President, Vice-President, Secretary, and Treasurer. The appointed officers shall be Parliamentarian, Service Chairperson, and Social Chairperson, and if necessary a Member at Large.

(a) President and Vice-President cannot hold respective office for more than one consecutive year.

Section 3.02: The Officers of the Council will be elected/appointed during the last full month of the Spring semester. Officers shall assume their duties upon appointment. The announcement calling for nominations shall be made at the 1st general meeting of the NPHC AT ETSU of the last full month of the Spring semester. Nominations will be made at the 2nd general meeting of the NPHC AT ETSU of the last full month of the Spring semester. Only those present may accept a nomination unless the nominee provides a written acceptance letter to be presented at the time of their nomination. Election of officers shall take place
at the 3rd general meeting of the NPHC AT ETSU of the last full month of the
Spring semester. Only chapter delegates shall vote during elections. Each
delegate’s vote should reflect the opinion of the chapter they represent. The
4th general meeting of the NPHC AT ETSU of the last full month of the Fall
semester shall be reserved for officer transition and installation, with exiting
officers serving as a guide to new officers during the course of the general
meeting.

**Section 3.03:** The order of succession to the office of President in the absence of the
President at meetings, functions, etc. shall be Vice-President, Secretary, and
then Treasurer.

**Section 3.04:** In the event that any member of the Council should resign, be suspended, or
expelled from the NPHC AT ETSU, their office will be filled at the discretion of
the Executive Committee in one of the following ways:

(a) By general election.

(b) By selection of the Executive Committee followed by the ratification of the
majority of members present of the NPHC AT ETSU.

**Section 3.05:** In order to qualify as a candidate for an NPHC AT ETSU office the person
must be an active member of an individual member organization for a
minimum of one semester prior to the term of office pending on membership.

**ARTICLE IV: DUTIES OF ELECTED OFFICERS**

**Section 4.01:** President shall:

(a) Have overall responsibility for the operation of the NPHC AT ETSU.

(b) Call and preside at all regular and special meetings of the NPHC AT
ETSU.

(c) Call and preside at all meetings of the NPHC AT ETSU Executive
Committee.

(d) Review, approve and sign all NPHC AT ETSU contracts in consultation
with NPHC AT ETSU advisor(s).

(e) Serve as ex-officio member of the NPHC AT ETSU unless there is a tie. In
this instance the President will be the deciding vote

(f) See that all NPHC AT ETSU projects and activities are efficiently carried
out.

(g) Serve as the chief spokesperson for the NPHC AT ETSU and represent
the NPHC AT ETSU on any official matters to the administration, Board of
Regents, or other governing agencies of East Tennessee State University.

(h) Maintain a complete and up-to-date president's notebook or file which will
include a copy of the current NPHC AT ETSU Constitution, By-Laws and
Standing Rules; the current National Pan-Hellenic Council, Inc. Constitution and Manual of Information; current correspondence; the current budget statements; and other pertinent materials.

(i) Have a working knowledge of the NPHC AT ETSU Constitution and By-Laws.

(j) Serve as member of the Executive Committee.

(k) Perform all other duties deemed necessary for this office.

(l) Must maintain a 2.5 overall grade point average.

Section 4.02: **Vice President shall:**

(a) Perform the duties of the President in his/her absence, inability to serve, or upon request (this should not affect the election for the following year).

(b) Shall aid the President in ensuring all NPHC AT ETSU functions and activities are efficiently carried out.

(c) Assume duties of appointed officers in conjunction with the Executive Committee should there be no appointed office, temporary or permanent leave.

(e) Inform member organizations of special called meetings.

(f) Serve as the Chair of the Judicial Committee (see other duties under Article VII, Section 7.01).

(g) Have a working knowledge of the NPHC AT ETSU Constitution and By-laws.

(h) Serve as a member of the Executive Committee.

(i) Perform all other duties deemed necessary for this office.

(j) Must maintain a 2.5 overall grade point average

Section 4.03: **Secretary shall:**

(a) Keep an up-to-date roll of the members of the NPHC AT ETSU and their authorized representatives to the Council.

(b) Keep current statistics concerning the number of initiated and new member of each NPHC AT ETSU member organization.

(c) Keep full minutes of all meetings of the NPHC AT ETSU and a record of all action taken by the Executive Committee. Minutes should be typed and emailed to each member organization president, NPHC AT ETSU advisor(s) and all Executive Committee members.
(d) Maintain a complete and up-to-date file which will include the minutes of the general meetings of the NPHC AT ETSU from date of its organization; copies of all contracts made by the NPHC AT ETSU; and current correspondence.

(e) Be responsible for the official correspondence of the NPHC AT ETSU unless provided for otherwise.

(f) Be responsible for seeing that all NPHC AT ETSU records are maintained in up-to-date condition.

(g) Be responsible for providing information on Chapters and their members to the Program Coordinator for Greek Life.

(h) Perform the duties of the Vice President in his/her absence, inability to serve, or upon request (this should not affect the next election year if holding office).

(i) Keep and assemble a scrapbook.

(j) Insure that all members have a current copy of NPHC AT ETSU history, Constitution and By-laws.

(k) Meet with President prior to general meetings and type agenda.

(l) Have a working knowledge of the NPHC AT ETSU Constitution and By-laws.

(m) Serve as a member of the Executive Committee.

(n) Perform all other duties deemed necessary for this office.

(o) Must maintain a 2.5 overall grade point average.

Section 4.04: **Treasurer Shall:**

(a) Be responsible for the general supervision of the finances of the NPHC AT ETSU.

(b) Receive all payments due to the NPHC AT ETSU, collect all dues, and give receipts. When counting any funds dealing with the NPHC AT ETSU and additional member of the Executive Committee should be present.

(c) Maintain receipts, a log of disbursements and all other pertinent documents.

(d) Notify member organizations of fines and collect them.

(e) Be responsible for the prompt payment of all bills of the NPHC AT ETSU.

(f) Maintain up-to-date itemized financial records, give a typed financial report at the second and fourth regular meeting of each month of the NPHC AT ETSU and provide copies for all member organization Presidents, NPHC
AT ETSU advisor(s), and all members of the Executive Committee. Provide an annual report at the close of each term of office supported by pertinent documentation and receipt.

(f) Have a working knowledge of the NPHC AT ETSU Constitution and By-laws.

(g) Serve as a member of Executive Committee.

(h) Perform all other duties deemed necessary for this office.

(i) Must maintain a 2.5 overall grade point average.

ARTICLE V: DUTIES OF APPOINTED OFFICERS, COMMITTEE CHAIRS, AND LIASONS

Section 5.01: Parliamentarian shall:

(a) Have a working knowledge of NPHC AT ETSU Constitution, regional National Pan-Hellenic Council, Inc. Constitution and the National Pan-Hellenic Council, Inc. Annually review and revise the Constitution of the NPHC AT ETSU as deemed necessary.

(b) Maintain order and address all questions of procedures in NPHC AT ETSU meetings, and enforce Robert’s Rules of Order.

(c) Serve as the chair and a member of the Executive Committee.

(d) Perform all other duties deemed necessary for this office.

(e) Must maintain a 2.5 overall grade point average.

Section 5.02: Service Chairperson shall:

(a) Plan and organize fund-raising and service functions and activities for the NPHC AT ETSU except for functions or activities scheduled during Homecoming.

(b) Maintain a record of each member organization chapter member’s attendance at NPHC AT ETSU sponsored service functions and activities. Maintain a record of volunteer hours performed by NPHC AT ETSU members and turn in hours to Volunteer ETSU Office at the end of each semester.

(c) Provide a written report detailing progress of committee at each NPHC AT ETSU general meeting until the event is implemented. Provide an evaluation to council members at the next NPHC AT ETSU general meeting following function or activity implementation. Maintain a record of each member organization chapter member’s attendance at social functions and activities.
(d) Serve as a member of the Executive Committee.
(e) Perform all other duties deemed necessary for this office.
(f) Must maintain a 2.5 overall grade point average.

Section 5.03: **Social Chairperson shall:**

(a) Plan and organize all social functions and activities for the NPHC AT ETSU except for functions and activities scheduled during Homecoming. Handle all publicity and public relations for the NPHC AT ETSU.

(b) Maintain a record of each member organization chapter member’s attendance at social functions and activities.

(c) Serve as member of Executive Committee.

(d) Perform all other duties usually pertaining to this office.

(e) Must maintain 2.5 overall grade point average.

**ARTICLE VI: EXECUTIVE COMMITTEE**

Section 6.01: The Executive Committee shall consist of all elected and appointed officers.

Section 6.02: The chair of the committee shall be the President of NPHC AT ETSU.

Section 6.03: The Executive Committee shall have the responsibility for filling the three appointed offices of Parliamentarian, Service Chairperson and Social Chairperson, and in making these appointments, equal representation of member organizations should be considered.

Section 6.04: Appoint all special committees and their chairpersons and, in making these appointments, equal representation of member organizations should be considered.

Section 6.05: Administer routine business between meetings of the NPHC AT ETSU when advisable and such other business as has been approved for action by NPHC AT ETSU vote.

Section 6.06: Any officer may be dismissed after receiving just warning from President and NPHC AT ETSU advisor(s) for failure to perform those duties assigned to their office as stated in the NPHC AT ETSU By-Laws. The Executive Committee is responsible for making the final decision concerning all matters of officer dismissal. Any officer dismissed from the Executive Committee can no longer serve as a voting member.
Section 6.07: Each officer of the Executive Committee is allowed no more than three absences from Executive Committee meetings and three absences from regularly scheduled NPHC AT ETSU meetings during a semester. Any further absence will result in a warning in addition to a review by Executive Committee concerning reasons for absences. It is at the discretion of the Executive Committee as to whether the officer shall remain in office.

ARTICLE VII: COMMITTEES

Section 7.01: Judiciary Committee:
(a) The Judiciary Committee shall be the judicial branch of the NPHC AT ETSU.
(b) The Judiciary Committee shall be made up of the President from each member organization and shall have one vote in matters of the Judicial Committee only.
(c) Each President's name must be submitted to the Secretary at the beginning of that person's term.
(d) One regular alternate may be selected by the member organization to sit in place of the President. This is the only person who may serve in the absence of the President. No other alternate is accepted as a replacement. The alternate's name must be given to the Secretary at the beginning of each semester.
(e) The Vice-President of NPHC AT ETSU shall be the chair of the Judiciary Committee, schedule Judiciary Committee meetings and hearings, and approve all necessary witnesses at Judiciary Committee hearings. The Vice-President shall serve as an ex-officio member of the Judiciary Committee with voting privileges only in the case of a tie.

Section 7.02: The By-Laws Committee shall be made up of the Executive Committee and chaired by the Parliamentarian.

Section 7.03: The Service Committee shall be made up of at least one representative from each member organization and chaired by the Service Chairperson.

Section 7.04: The Social Committee shall be made up of at least one representative from each member organization and chaired by the Social Chairperson.

Section 7.05: The Executive Committee shall appoint all special/ad hoc committees and their chairpersons. In making these appointments, the Executive Committee should consider equal representation of member organizations.

ARTICLE VIII: VIOLATIONS
Section 8.01: The Judiciary Committee shall hear all infractions of this Constitution, By-laws, or statues.

Section 8.02: All cases heard before the Judiciary Committee will follow due process procedures consistent with the Tennessee Board of Regents Policy number 3:02:01:00 (Policy Insuring Student Due Process Procedure).

Section 8.03: All decisions made by the Judiciary Committee are final.

ARTICLE IX: HAZING

All forms of hazing, i.e., pledge day and/or pre-initiation activities which are defined as hazing, shall be banned. Paragraph 3(4) of the Tennessee Board of Regents policy on Student Organizations (No. 3:01:01:00):

No student organization or individual shall engage in or condone any form of hazing. Hazing shall include, but is not limited to: any action taken, or situation created intentionally, to produce mental or physical discomfort, embarrassment or ridicule; any form of verbal or physical harassment or abuse; and engaging in public stunts, morally degrading or humiliating behavior or games, whether on or off campus. Excessive demands on a student's time so as to interfere with academic performance are prohibited. Threatening in any manner or form for the purpose of cajoling individuals into secrecy in regard to breaches (planned, threatened, attempted, or perpetrated) of hazing violations also is prohibited. Hazing activity, which is in violation of any other institution or school regulations such as the misuse of alcohol, drugs, school property, etc., is strictly forbidden.

ARTICLE X: PARTIES

Section 10.01: Each hosting or attending member organization is a liable party for any damages resulting from incidents occurring as a result of or during said party.

Section 10.02: In the event two or more member organizations request the same party date precedence will be given to the member organization with the highest overall GPA ranking.

Section 10.03: The National Pan-Hellenic Council at ETSU will not host a function involving alcohol without first purchasing insurance to cover the organization, its members, and guests of the event. If the NPHC is unable to pay insurance premiums in a given year, the organization shall not host any functions involving alcohol.

Section 10.04: (Addendum: NPHC Party Notification Form)

POLICIES AND PROCEDURES FOR EVENTS WITH ALCOHOL

1. REGISTRATION: An organization not properly registered, and without an updated roster on file, with the Center for Student Life and Leadership may not host a student group function
where alcohol is present.

2. NOTIFICATION OF EVENTS INVOLVING ALCOHOL: Greek Letter Organizations wishing to hold functions involving alcohol must turn in a completed “Notification Form for Greek Events with Alcohol” to the Center for Student Life and Leadership seven business days prior to the event.

3. SPONSORING GROUPS: All groups involved in hosting the event must be listed on the notification form. Should policy violation(s) occur, all sponsoring groups are equally held responsible.

4. TIME OF EVENTS: An event where alcohol is present may last no more than four hours in any given twenty-four hour period and cannot extend past 3:30 a.m.

5. MUSIC: Please be aware of and respect the noise ordinances in your community.

6. LOCATION: If the event is held at a third-party vendor location, the vendor must complete the vendor statement of responsibility. NPHC or Greek organizations must limit the number of people invited to adhere to the capacity of the third party vendor.

7. VENDOR LOCATION: Third-party vendor locations are subject to administrative review and approval.

8. VENDOR STATEMENT OF RESPONSIBILITY: If the event is held at a third-party vendor location, a vendor statement of responsibility, provided by the Center for Student Life and Leadership, must be completed and submitted with the notification form seven working days prior to the event.

9. GOOD NEIGHBOR LETTER: For events held at fraternity houses, the good neighbor letter should be delivered (not mailed) to each adjacent neighbor. The letter should state the date, time, location of your event, and a contact name and phone number of someone that can be reached at the event. A copy of the letter must be submitted with the notification form seven working days prior to the event.

10. GUESTS: No one will be permitted to enter the event without either being listed on the guest list or having a valid invitation as described below.

11. GUEST LIST: Organizations are expected to include a guest list with the event notification form. Both Greek and non-Greek individuals may be included on the guest list. The list must be typed and alphabetized and will be used for check-in at the event.

12. GREEK MEMBERSHIP LIST: It is the responsibility of the NPHC AT ETSU, Panhellenic, and Interfraternity Council secretaries to keep the list of members of Greek organizations updated with the Center for Student Life and Leadership. Organizations may request a copy of this list before turning in a notification form in order to determine which groups or individuals they wish to include on the guest list. The Greek membership list should be
updated before the end of each semester and within 2 weeks after each recruitment period.

13. SPECIAL GUEST LIST: A special guest list may be created as visitors such as alumni or out-of-town friends or family arrive unexpectedly. These guests should sign-in just as every other guest. The number of “special guests” that will be permitted to enter during the entire event is eight.

14. INVITATIONS: All printed invitations and the names on the guest list should not exceed the capacity of the third party vendor. All invitations should have the date, time, location of the party, as well as the phrases:

“NON-ALCOHOLIC BEVERAGES AND FOOD AVAILABLE.”
“VALID IDENTIFICATION AND INVITATION REQUIRED FOR ADMITTANCE, AND GUESTS ARE SUBJECT TO SEARCH AT THE DOOR.”
“NO GLASS CONTAINERS OR LIQUOR ALLOWED.”

*If it is a BYOB event, this should be indicated on the invitation as well.*

A valid invitation must:
- Be approved by the Coordinator for Leadership and Greek Life seven working days prior to the event.
- Have the signature of a hosting organization(s) member on the back along with the invited guest’s printed name. Be numbered prior to distribution.
- Be checked with the name on the guests I.D. to make sure that the name on the invitation matches.

Note: Passing out invitations anywhere, at any time during the event is prohibited.

15. CHECK IN:
   a. Members of NPHC shall not staff the door for check-in. An outside organization or additional security guards will be hired to ensure that only those listed on the guest list or with valid invitation are permitted to enter the event.
   b. Guests whose names are listed on the guest list must sign in beside their name before entering the event. If the guest is not on the guest list he/she must have a valid numbered invitation. Guests with invitations should sign the back of the invitation before entering the event. All guests will be required to show valid identification to the security guard in order to verify name and age.
   c. Those guests who are over the age of 21 may be given a wristband at this time. Guests under 21 years of age will not be given a wristband, should be marked with an “X” on both hands, and will not be permitted to drink alcoholic beverages at the event. All guests are subject to search (i.e. checking bags, purses, and coats) at the door for alcoholic beverages and weapons.

16. SECURITY AGENTS: All security agents must be bonded and insured and are required at any event serving alcohol. The hosting organization(s) must keep a copy of the security company’s insurance policy on file. The security agents are responsible for checking proper identification. They will also periodically check the premises for underage drinking, behavior problems, and noise violations. No event may begin until a minimum of two security agents are at the event. Security company must be contracted through a written contract rather than a verbal contract. There shall be two security agents for every 100 people invited.
17. **ALCOHOL:** No one under 21 may be permitted to drink alcoholic beverages at the fraternity-sponsored event. No liquor or glass containers are allowed into the event unless a third party vendor serves them. Each sponsoring organization is required to follow its own risk management policies. The organization may not provide alcohol for guests to consume. If the event is BYOB each and every guest is limited to bringing in two six-packs of 12-ounce beers throughout the course of the event.

18. **WRISTBANDS:** Wristbands must be used at all Greek alcohol events to designate guests who are of legal drinking age. No one under 21 years of age may be permitted to wear a wristband at the event. Wristbands are available for purchase in the Center for Student Life and Leadership. Only one color of wristband may be used at each event.

19. **FOOD AND NON-ALCOHOLIC BEVERAGES:** Organizations are responsible for providing food and non-alcoholic beverages in a prominent location throughout the event.

20. **HONOR GUARD TRAINING:**
   - Honor guards will be certified through a training process each school year.
   - The president or risk management chair of Panhellenic, IFC or NPHC AT ETSU will provide honor guard training for its members.
   - The Program Coordinator for Leadership and Greek Life will provide the training material annually and train the trainers, i.e. the risk management chairs and presidents of Panhellenic, IFC and NPHC AT ETSU.
   - The list of active honor guards will be kept in the office of the Program Coordinator for Leadership and Greek Life.

21. **“OFFICERS IN CHARGE” - RESPONSIBILITIES AT THE PARTY:**
   - Officers in Charge may not consume any alcohol before the event or until the last guest has left the premises.
   - These officers are responsible for making sure the vendor and security agent know their duties.
   - There must be two officers on duty at every event involving alcohol. The party will not be permitted to begin until both officers are present.
   - Officers may serve as designated drivers at any point during the event, however one officer must always be present at the event.
   - The officers in charge are responsible for making sure all rules are followed and whenever a problem arises they should inform the security guards immediately.
   - The officers in charge will be responsible for ensuring that security guards or people hired for check-in are aware of the procedures described above.
   - Officers in Charge must wear a special shirt or nametag with the words “Officers in Charge” printed on the nametag or shirt throughout the event.
   - Officers in Charge must be posted at each entrance of the facility that can be entered from the outside if the event is at a fraternity house. If an event is at a third-party vendor one Officer in Charge must be posted at the main entrance at all times.
   - Officers in Charge are responsible for making sure no liquor or glass is allowed into the event and that no one person brings in more than two six packs of 12-ounce beers.
If at any time an Officer in Charge has reasonable suspicions that someone has consumed too much alcohol to drive a vehicle they should offer another option for transportation such as a taxicab.

Officers in Charge should make sure that all guests have left the premises before the party end time. No guests should be on the property after the security agents have left.

ARTICLE XI. RATIFICATIONS AND AMENDMENTS

This constitution shall be ratified every two years by a majority vote by the voting members of NPHC AT ETSU. This Constitution may be amended by a two-thirds vote of the voting members of the NPHC AT ETSU, provided notice of the proposed amendment has been given in writing at the preceding meeting.

ARTICLE XII: NATIONAL PAN-HELLENIC COUNCIL POLICY ON IFC AND NPC

The need to form a campus NPHC Council to represent our organizations is not motivated by a separatist philosophy. Rather, NPHC Council helps us maintain our distinct identity as "service organizations." The NPHC does not advocate that our members disassociate themselves from IFC or NPC organizations on college campuses. However, to have our members represented solely by recognized “social” organizations, such as IFC and NPC, is an injustice by virtue, in that it perpetuates the notion that our nine member organizations are strictly social in nature. NPHC Council exposes our members to the “service for life” philosophy and fosters leadership, development, and scholarship.

ARTICLE XIII: NPHC PARTICIPATION

Section 13.01 The “three strikes rule" is as follows and shall apply to all issues concerning mandatory participation of chapters in events sponsored by the NPHC at ETSU: The first unexcused absence shall result in a written warning from the NPHC Vice President. The second unexcused absence shall result in a $25 fine to the chapter. The third unexcused absence shall result in review by the executive board, which is empowered to impose a maximum penalty of suspension of activities for a period of one semester or less.

Section 13.02 Thirty percent (30%) of each chapter will be required to attend all NPHC meetings. This may include NPHC executive board members, representatives and alternates.

Section 13.04 In the case that an organization is found to be in violation of the participation requirements of Article XIII, the “three strikes rule" shall apply unless the absence is approved and/or excused in the NPHC meeting prior to the event. It is the duty of the NPHC Secretary to inform the Vice President when records indicate a violation.
Approved: August 4, 2008