

# *Student Handbook*

## *1963-64*



M E T H O D I S T  
C O L L E G E

CHARTERED 1956

OPENED 1960

**YOUR STUDENT GOVERNMENT  
OFFICERS**



- |                      |                |
|----------------------|----------------|
| Julian Jessup .....  | President      |
| (Third from Left)    |                |
| David Herring .....  | Vice President |
| (Extreme Right)      |                |
| Danny Nau .....      | Treasurer      |
| (Extreme Left)       |                |
| Cynthia Walker ..... | Secretary      |
| (Second from Left)   |                |

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## ACADEMIC CALENDAR

1963-64

- September 9—Monday, Faculty Conference (1:00 p.m.)  
Residence Halls Open
- September 10—Tuesday (9:00 a.m.) Freshman Orientation
- September 11—Wednesday (9:00 a.m.) Freshman Orientation  
(9:00 a.m.) Upperclassmen Registration
- September 12—Thursday (9:00 a.m.) Freshman Registration
- September 13—Friday (8:30 a.m.) Classes Begin
- September 15—Sunday (4:00 p.m.) President's Reception for  
New Students and their Parents
- September 20—Friday, Last Day Permitted to Enter Classes
- October 8—Tuesday, Last Day Permitted to Drop Classes  
Without Penalty
- November 1—Friday, Founder's Day  
(noon) Meeting of Board of Trustees
- November 9—Saturday, Mid-Term Grades Due in Registrar's  
Office
- November 27—Wednesday (noon) Begin Thanksgiving Holi-  
days
- December 2—Monday (noon) Classes Resume
- December 20—Friday (4:00 p.m.) Begin Christmas Holidays
- January 6—Monday (8:30 a.m.) Resume Classes
- January 16-24—Thurs-Fri—First Semester Examinations
- January 28—Tuesday, Second Semester Registration
- January 30—Thursday (8:30 a.m.) Classes Begin
- February 6—Thursday—Last Day Permitted to Enter Class
- February 18—Tuesday, Last Day Permitted to Drop Classes  
Without Penalty
- March 21—Saturday, Mid-Term Grades Due in Registrar's  
Office
- March 26—Thursday (4:00 p.m.) Begin Easter Holidays
- April 1—Wednesday (8:30 a.m.) Resume Classes
- May 5—Tuesday, Meeting of Board of Trustees
- May 20-28—Wed-Thurs., Second Semester Examina-  
tions
- May 31—Sunday (11:00 a.m.) Baccalaureate Service  
( 4:00 p.m.) President's Reception  
For Graduates and their Parents
- June 1—Monday (10:30 a.m.) Graduation Exercises

## WELCOME TO METHODIST COLLEGE FROM THE PRESIDENT

I am happy to welcome you as a member of the Methodist College student body. You will find here a highly competent faculty devoted to your best interests. As an institution conceived and founded with a dedication to academic excellence and with a firm commitment to the Christian concept of life, we wish to use all of our resources, both material and human, in guiding your growth and development in knowledge and virtue. You will be associated with a group of fellow students who are serious-minded and responsible. They will share with you a journey which I sincerely hope you will find not only pleasant but most rewarding.

DR. L. STACY WEAVER  
*President*

## FROM THE STUDENT GOVERNMENT ASSOCIATION PRESIDENT TO METHODIST COLLEGE STUDENTS

The Student Government Association for the 1963-1964 academic year welcomes you as a member and fellow student. As an enrolled full-time student of Methodist College, you are a recognized member of the Student Government Association. This membership warrants additional dignity by the fact that this is the first year of Student Government at Methodist College. Throughout the year you will become acquainted with your S. G. A. officers and senators. These people are the representative voice of the students.

This year marks an important milestone in the history of Methodist College in that this is the first year that the Student Government Constitution is effective. It is this Constitution that invests authority in the S. G. A. by outlining its structure and jurisdiction. It is this Constitution which yields primary outlining of the rights and privileges of each individual student.

In our forthcoming year of operation there is much to be done. It requires the participation and support of each S. G. A. member. We sincerely hope that you as a member will do your part to make your 1963-1964 academic year a profitable one for both yourself and Methodist College.

JULIAN D. JESSUP, *President*

### FROM THE DEAN OF THE COLLEGE

I am happy to welcome you to Methodist College for the 1963-64 academic year. If you are an upperclassman you might with propriety welcome me to the campus since I assume this position at the beginning of this academic year. I look forward, with pleasure, to working with you.

We have the unique privilege of establishing traditions, procedures, and standards of a new college. History will record how well we accept this challenge. Our efforts to make Methodist College great will set the pattern that will be followed by future generations of students.

It is appropriate to emphasize that the purpose of a college is to provide the opportunity for academic achievement and excellence. You are urged to keep this in mind when conflicting interests and activities attempt to interfere with your scholastic efforts. The resources and efforts of many people; your parents, church members, and members of the community, have made it possible for you to avail yourself of this academic privilege. The only way that you can repay them is through your diligent effort toward academic excellence.

It will be my pleasure and privilege to assist you in any way possible. Please feel free to contact me at all times if a need develops.

Sincerely yours,  
MILLARD P. BURT  
*Dean of the College*

### FROM THE DEAN OF STUDENTS

We are happy to greet you as a member of the Methodist College community. We believe you have made a wise choice in the selection of a school. During your years with the college you will have the full support of the citizens of Fayetteville, Cumberland County, the North Carolina Conference of The Methodist Church, and the supporting agencies of the college.

The college will give each student an opportunity, in a Christian atmosphere; to build up the body, to kindle your imagination, to discipline your emotions, to train your mind, to strengthen your will and to cultivate the conscience. The informal student-faculty relationships which prevail at the col-

lege, will make higher education a thrilling experience in Christian living, learning, and life service for you.

You have shown an interest already in a Christian higher education program. We encourage you to make the best of these years as you seek direction for your life. We have a planned program of extra-curricular activities in which we urge each student to take an active part. They are a vital part of your college life. You may consult your counselor, any member of the faculty or a fellow student for information on these groups. Our administrative offices are always open to you. We wish for you success and happiness during your four years at Methodist College.

Sincerely,  
O. E. Dowd  
*Dean of Students*

### FROM THE DEAN OF WOMEN

I wish to extend to all the new students a warm welcome to our campus and a special welcome back for all the women who are returning to Methodist College for the 1963-1964 academic year. I hope that you all had a wonderful summer and are now anticipating the coming academic year with interest and enthusiasm.

The fall of the year is an excellent opportunity to take a good long look at yourselves and determine the manner in which you will utilize the facilities presented by the college. How to use the opportunities available to you will be a continuing question in your days on this campus. In the field of academic endeavor I hope that you will answer this question with hard work, enthusiasm and creativity. In the field of your working and associating with other students I hope that each of you will learn from your fellow students, thus broadening your appreciation of people whose backgrounds may differ from your own. Through your activity in student religious groups and affiliation with local churches your spiritual understandings can grow during your college years. I hope that the year 1963-1964 will add to your maturity and wisdom.

How will you spend 1963-1964? You have the opportunity for making it a year of progress, happiness and increased ma-

turity. I look forward to helping you, and shall welcome you to my office to discuss interests and plans.

MARY EMILY MILLER, Ph.D.  
*Dean of Women*

### FROM THE DIRECTOR OF ADMISSIONS

I extend my heartiest greetings to the student body.

Methodist College is still considered a small college, but has now outgrown its period of infancy. With this growth the campus increasingly develops an atmosphere of formality and maturity. Formality does not mean a sacrifice of friendliness and congeniality, but rather an assumption of greater responsibility on the part of the student. Maturity brings to our campus greater numbers and increased academic ability.

Academic success in college requires attainment of qualitative, as well as quantitative standards. I challenge each student to work to his full capacity to keep pace with the growth of Methodist College.

S. R. EDWARDS  
*Director of Admissions*

## Your College

### AN HISTORICAL STATEMENT

Methodist College was chartered on November 1, 1956, as an institution dedicated to academic excellence and the Christian concept of life. The college is jointly sponsored by the North Carolina Conference of The Methodist Church and the Fayetteville College Foundation. Each has contributed to the capital development as well as the sustaining program.

In February of 1957, the college site of 600 acres was formally presented to the trustees by the Fayetteville College Foundation and in June of that year Dr. L. Stacy Weaver was elected as the first president of the college. Ground was broken for the first building in August of 1958. In February of 1960, the first seven students were accepted for admission. With four buildings completed, the first freshman class of 128 students was enrolled in September of that year. The formal opening service was conducted in the Student Union at 10:30 a.m. on September 19, 1960, with Bishop Paul N. Garber as the principal speaker.

In September of 1963, the college will open with 10 buildings completed and in use, with the Library and Bell Tower under construction. The anticipated enrollment will be approximately 450 students with thirty-six faculty members.

### TRADITIONS

A new college has the privilege of establishing its traditions and therefore is not bound by the past. These traditions and symbols will grow out of the needs of the college community through the efforts of students, faculty, and administration working together for a wholesome and profitable college experience.

The college seal was designed early. The horse and rider in the center is a reproduction of a picture of Bishop Francis Asbury, the first bishop of the Methodist Church in America and referred to as "The Prophet of The Long Road." It is also symbolic of his successors, the early Circuit Riding Clergy, in their never-faltering effort to carry the influence of the church into the frontiers of America. Education has from the beginning

been a major emphasis of the Methodist Church; therefore, Methodist College is naturally a traditional consequence of its heritage. The Latin words "Veritas et Virtus" mean truth and virtue. The pursuit of truth is the primary aim of education and this motto introduces the idea of the joining together of education and the Christian virtues of faith, hope, and love all working together at the same time in the lives of those who make up the college community.

A tradition already established is the annual Christmas dinner and the President's message with students and faculty sharing together just before the Christmas holidays.

The annual Religious Emphasis Week has become a very meaningful experience for both students and faculty. The Easter sunrise service on the campus has also become a highlight of the year.

### CULTURAL ACTIVITIES

Methodist College seeks to provide an atmosphere in which the total personality may be developed. Therefore, opportunities for participation in cultural activities are made available. For those who desire to participate actively in music, the college performing groups, instrumental and vocal, are open to all who are qualified. In addition, the Fayetteville Symphony Orchestra invites student and faculty participation.

A series of concerts and lectures given by visiting individuals and groups as well as Methodist College faculty members is planned each year for the campus. The visitors during the academic year 1963-64 will include, among others, Natalie Bodanya, Metropolitan Opera Soprano; Franz Reynders, mime; Susann McDonald, harpist; Danforth Lecturer, Dr. Donald H. Andrews, Professor of Chemistry at Johns Hopkins University; and Dr. William White, Professor of Geology at the University of North Carolina. The Fayetteville Symphony concerts are also included in this series. Other programs sponsored by the college and the music department include the series by the college ensembles and the student recitals given by those students who are enrolled in applied music. Students are admitted to all of these campus events without additional charge.

Various organizations in the city of Fayetteville also sponsor cultural events to which Methodist College students are

invited both as participants and auditors. These include: art exhibits, Civic Music concerts (4 or 5 visiting artists), The North Carolina Symphony concert, the annual presentation of Handel's *Messiah*, and the Fine Arts Festival, which is made up of lectures, exhibits, and concerts during a 10-day period set aside in the spring.

In addition to these events, students may also attend the "Friends of the College" series in Raleigh, which brings many of the world's finest orchestras as well as other performing groups and soloists to the Coliseum in Raleigh. Students are also encouraged to visit the State Art Museum in Raleigh.

## Student Personnel Services

### RESIDENT FACILITIES

The college provides on-campus living for single men and women, and a few units for married students.

### ORIENTATION PROGRAM

The college conducts an orientation period for freshmen and transfer students prior to the opening of formal classes. The program has a two-fold purpose: (1) To provide a testing program in several areas in order to guide the student in his total academic program; (2) To provide an opportunity for immediate adjustment to college life.

#### Orientation Schedule

September 9, Monday	1:00 PM—Moving In New Students, Residence Halls
	4:00 PM—Resident Meetings with House Directors and Student Counselors
	5:30 PM—Cafeteria Opens
	8:00 PM—Mixer Student Union, Undergraduate Student Counselors

- 10, Tuesday 8:30 AM—Orientation Meeting  
Greetings:  
Dr. Weaver, Dean  
Burt, Dean Dowd,  
Dr. Miller, Mr.  
Eason, Dr. Womack,  
Mr. Edwards, and  
Mr. McAdams.
- 9:00 AM—Freshman and Transfer Students Testing Program
- 1:00 PM—Testing, and Library Orientation
- 7:30 PM—House Meetings, Counselors Meetings
- 11, Wednesday 9:00 AM-4:00 PM—Upperclassmen Registration
- 9:00 AM—Testing—Freshman and transfer students
- 1:00 PM—Library Orientation  
Freshman and transfer students meet with Academic Advisers
- 7:30 PM—House meetings, Counselors meetings
- 12, Thursday 9:00 AM-4:00 PM—Registration  
Mobile TB Unit Chest X-rays
- 8:00-11:00 PM—Social in Residence Hall
- 13, Friday 8:30 AM—Classes begin
- 14, Saturday—Field Day  
8:00-12:00 PM—SGA Mixer  
Student Union
- 15, Sunday 2:00- 4:00 PM—President's Reception in the Student Union

## FACULTY ADVISORY SYSTEM

Methodist College has a system of faculty advisors, whereby each student is assigned to an advisor, to supervise and guide the student's total academic program.

## HEALTH SERVICES

One of the former residence halls on our college campus will be used as an infirmary. A registered nurse will be on duty in the infirmary from 9:00 A.M. to 5:00 P.M. each day, and an attendant will be on duty in the evening. Resident students must contact their respective Hall Director for admission to the infirmary. Our nurse will be on call on Saturdays and Sundays. Men students will be housed in the infirmary on the second floor and women students will be housed on the first floor. The college physician is on call and ambulance service can be arranged to any of the three hospitals in Fayetteville.

## STUDENT UNION

The College Union serves as the center of student life on the campus. Activities are planned to enhance and encourage social responsibility and leadership in our democracy. The students are stimulated to organize and plan recreational activities. The Union provides television, bridge, ping pong, and other forms of recreation. Special facilities in the Student Union include the College Cafeteria, Snack Bar, the Student Supply Store, and a branch office of the U. S. Post Office. The Director of the Student Union, the Cafeteria Manager, and the Hostess in this building will have charge of the operation of all activities. In order to prevent unnecessary damage to the furnishings, equipment, and floors of the main lounge in the Student Union, the following rules are applicable:

- A. Eating space in the Snack Bar is reserved for persons who have purchased their food and beverages in the Snack Bar.
- B. Persons carrying their lunches and wishing to eat in the Union are requested to confine their noon-day consumption of food and beverages to the Cafeteria dining area.



C. The consumption of food and beverages is not permitted in the main lounge from 11:30 A.M. to 1:30 P.M.

It also serves as an informational center and as a general gathering place. The care and attention of the Union is the responsibility of each student.

The lounge in the Student Union will be open on Saturdays and Sundays, 2:00 P.M. to 5:00 P.M. for the use of TV as requested and needed.

For the convenience of students, a pay-station telephone is located to the right of the southwest entrance in the Student Union Building. If telephone service is needed for personal calls from this area, please use this instrument.

Another pay-station is located adjacent to the Business Office in the Classroom Building.

### COLLEGE CAFETERIA

Students, members of the staff and faculty, their families and approved visitors are extended the privilege of food service during those dates on which the cafeteria operates. Student prices are applicable to all persons except for Sunday lunches when persons other than students enrolled in Methodist College will be charged \$1.25 per plate.

Food service will be available at the following schedule:

	Mondays through Saturdays
Breakfast:	7:30 A.M.-8:30 A.M.
Lunch:	12:00 Noon-1:15 P.M.
Dinner:	5:30 P.M.-6:30 P.M.
	Sundays
Breakfast:	8:00 A.M.-9:00 A.M.
Lunch:	12:00 Noon-2:00 P.M.
Dinner:	5:30 P.M.-6:30 P.M.

The cafeteria normally will be closed on college holidays. If distance prohibits travel to and from home during abbreviated holiday period, provision will be made for food service to dormitory students.

The following prices will be charged eligible participants other than resident students who pay board at regular intervals in amounts as specified in the college catalogue:

Breakfast: (Items priced individually)

Lunch: 75¢ per plate

Dinner: 95¢

Identification cards which are not transferable will be issued to students upon payment for board. The administration has established an installment plan for those students whose financial status necessitates payment in such manner. Upon request to and approval of the Comptroller, board may be paid as follows:

Date of registration for each semester: \$112.50

November 15 and March 15, respectively: \$112.50

Board charges will not be refunded except in cases of withdrawal by students who have paid board in advance beyond the date of withdrawal.

### STUDENT SUPPLY STORE

All sales are cash. Regular hours of sale, which are subject to revision to meet needs of college personnel, are as follows:

Mondays through Fridays

8:15 A.M. to 5:30 P.M.

Saturdays

9:00 A.M. to 12 Noon

During orientation and registration periods, the manager will maintain a schedule of sale hours to provide ample opportunity for all students to purchase textbooks, supplies, and other items essential for study and personal comfort. On other occasions the Snack Bar will be open for special occasions by special arrangements.

### UNITED STATES POST OFFICE

(Methodist College Branch)

Postal service windows will be open for sales and general delivery from 9:00 A.M. to 5:00 P.M. Mondays through Fridays; 9:00 A.M. to 11:30 A.M. on Saturdays. Individual post office boxes may be rented for 50¢ per semester.

Unless otherwise requested to the postal clerk of our branch office, all mail for the faculty will be distributed through the Business Office at no charge. If desired, post office boxes may be rented. The schedule of mail delivery and dispatch for the

Methodist College Branch is: daily (except Sunday, no service). Delivery: approximately 9:00 A.M. Delivery of parcel post only: approximately 12:00 noon. Dispatch only: 12:00 noon and 4:30 P.M. Outgoing mail box for staff members is located in the Business Office. The dispatch hour is 4:00 P.M.

Please mail packages at the branch office. The mail chute and exterior dispatch box are located at the Student Union for the convenience of college personnel. Letters may be dispatched daily, except Sunday, up until 5:30 P.M. by depositing in the exterior box.

## College Regulations

### RESIDENCE HALL CALENDAR

1963-64

#### First Semester

- September 9, 1963, Monday  
 1:00 p.m. Residence Halls open for Freshmen and Upperclassmen assisting with orientation  
 5:30 p.m. Cafeteria open for students and staff
- September 11, 1963, Wednesday  
 9:00 a.m. Residence Halls open for students not previously moved in
- November 27, 1963, Wednesday  
 1:00 p.m. Cafeteria closed for Thanksgiving vacation  
 6:00 p.m. Residence Halls closed for holiday, students staying must make arrangements 1 week before holiday starts
- December 1, 1963, Sunday  
 1:00 p.m. Residence Halls open  
 5:30 p.m. Cafeteria opens
- December 20, 1963, Friday  
 6:30 p.m. Residence Halls close  
 6:30 p.m. Cafeteria closes
- January 5, 1964, Sunday  
 1:00 p.m. Residence Halls open  
 5:30 p.m. Cafeteria opens

#### Second Semester

- March 26, 1964, Thursday  
 6:30 p.m. Residence Halls Close  
 6:30 p.m. Cafeteria closes, students staying must make arrangements 1 week before holiday
- March 31, 1964, Tuesday  
 1:00 p.m. Residence Halls open  
 5:30 p.m. Cafeteria opens
- June 1, 1964, Monday  
 2:00 p.m. Cafeteria closes  
 6:00 p.m. Residence Halls close

Students staying on campus for any holiday are expected to make arrangements at least one (1) week before the start of the holiday.

Students who withdraw from the college at the end of the first semester should plan to leave within twenty-four (24) hours after their last exam.

Students who are not staying for graduation at the end of the year should leave within twenty-four (24) hours after their last exam.

### WOMEN'S RESIDENCE HALL

#### From The Residence Hall Director

My greetings to all of the women students of Methodist College. All of you start a new academic year with hopes, aspirations and ambitions. I hope many of them will be realized as the year progresses.

Despite the fact that man is stretching his imagination and exploring outer space, we must not lose sight of the fact that there always remain certain old-fashioned virtues which must be cultivated if life on this particular planet is to be pleasant or even endurable.

Campus group living can be a situation in which these old-fashioned virtues flourish. To name a few, they are: unselfishness, consideration of others, a sense of responsibility for oneself or, more important, for one's neighbor, and seriousness of purpose. On the other hand, a residence hall can be a place where selfishness, thoughtlessness and frivolity prevail.

Naturally, our Association of Women Resident Students is concerned that our residence hall promote the educational en-

deavor of our students and at the same time be a place where the above named virtues exist and flourish and thereby contribute to the overall sound experience of our students. The women's student government groups hope to encourage a sense of responsibility in every woman student for herself and her neighbor in every area of her living. This is a big step into maturity. Let us make it together.

My best wishes to you all.

Becky Welborn  
Residence Hall Director

### Residence Hall Director

The residence hall has a director who is responsible for the total administration of the residence. She is ready and able to help each student at any time and is never too busy to just sit and enjoy an informal chat with you. She can offer advice in many fields and is always available for personal counseling. Because one of her most important interests is the academic work of each student, she is anxious to develop a good environment for study within the residence. Naturally, she is interested in your recreational and social activities, so remember to introduce your date to her. Also, if a guest is spending the night, your Residence Hall Director must be informed. All problems of the hall are worked out through the joint cooperation of House Council and the Residence Hall Director, who is kept informed of all residence hall activities. By keeping these things in mind, each student can help her residence to become a smoother functioning unit, and the Residence Hall Director to recognize its members as mature individuals.

### Undergraduate Student Counselors

The Undergraduate Student Counselor is one of the first contacts you will make with the campus. She is a member of a program designed to aid the student in her new environment. Chosen for her interest, academic standing and wholesome maturity, she will meet with you and help you become adjusted to campus life. The Undergraduate Student Counselor is an experienced friend who forms a link between you and the administration. The core of this relationship and program is you. Your cooperation determines its strength.

### Parents' Tea

During the year the women of the campus entertain their parents at a tea. At this time the parents have an opportunity to become acquainted with the Residence Hall Director, other parents and their daughter's residence hall mates.

### Women's Week-end

The first Women's Weekend was held in the spring of 1963, sponsored by the women of Methodist College. At that time the women treated the men to a weekend of dinners, picnics, parties and a semi-formal dance on Saturday night with the theme, "April in Paris." Each year a theme is selected and the activities of the weekend are geared to suit the chosen theme.

## HOUSING POLICIES

### Room Assignments

In the spring you and other students who have been living in a college residence hall have the privilege of selecting your room and roommate(s). Preference is given to seniority. Within groups of equal seniority, preference is given by chance through a number-drawing process. If your room choice cannot be fulfilled because of space limitations at the time of selection, you may submit a written request. Such requests will be honored if appropriate space becomes available at a later date.

Transfer students are placed in open spaces with priority based on the date of receipt of required data, including room reservation fee. Whenever possible, specific requests and preferences will be honored.

### Room Changes

Too many room changes tend to make your Hall more like a hotel than a home. Talk over any difficulty which may arise with your Undergraduate Student Counselor or House Director. She may be able to help you work it out. If, after making every effort, you still feel that a change is necessary, see your House Director about arrangements.

In general, there will be no changes made until after the incoming rush has subsided, a period of thirty days. To apply

for a change, fill out a Room Request form with your House Director's approval. A new Room Assignment will be issued by the Dean of Women's Office. No move is authorized until you receive this new assignment, in writing. Second semester, all room changes within the Hall must be completed by February first.

### Vacating Your Room

You are expected to vacate your room and return your house key twenty-four (24) hours after your last examination, unless other provisions have been made. Your room condition sheet must be signed and turned in before the House Director may clear you to leave.

### Trunks and Luggage Storage

Unpacking must be completed within twenty-four (24) hours after the student arrives, so that trunks can be properly tagged and stored. All trunks should be sent by express prepaid and should be addressed in the name of the owner. Each student must supply her own trunk tags.

If you need a piece of luggage for a weekend or vacation, notify the House Director in writing, twenty-four (24) hours in advance. Be sure to include your name, room number, and a description of the item or items you wish.

### Keys

A dollar deposit is required at the time room keys are issued. If you leave the Hall or change rooms during the year, you must return or exchange your key at the Business Office. It is important that you return your key to the office so that records can be kept up to date. **Do not** exchange keys with another student. If you lose your key, a duplicate may be obtained at the office. Another dollar deposit will be required.

Your deposit will be returned when you return your key at the end of the year. If the key is not turned in, your deposit will be forfeited.

Where locks are provided for your protection, your room should be locked when it is not occupied—this includes mealtime—and unlocked when you are there—particularly at night. In a large Hall, despite precautions, it is quite possible for per-

sons from inside without being noticed to enter your room; however, sleeping with your room locked is precarious in case of fire.

Carry your key with you at all times. Should you happen to lock yourself out, ask your House Director to unlock the door.

### Furnishings

The rooms contain built-in wardrobes, built-in bureaus, built-in beds, built-in desks and shelves, and chairs. Spreads, drapes and student desk lamps are not furnished by the Hall. The student will supply a pillow, sheets, pillow cases, towels, wash cloths, at least one woolen blanket, bed spread, desk lamp (with fireproof shade), ash trays, flashlight, metal wastebasket and other personal items. Room inspection will take place approximately two weeks after the opening of college to make sure that all room requirements have been met.

Linen may be rented at a fixed fee per semester providing clean linen each week so that a student would not have to furnish sheets, pillow cases and towels. Bed spreads, bath mats, desk lamps, ash trays, flashlights, metal wastebaskets are required. Bureau scarves, trays for cosmetics, bedside rugs, draperies, bookcases, irons, additional chairs, radios, clocks, record players, popcorn poppers, heating coils and heating pads are optional.

### Pets

The only pets allowed are goldfish and turtles.

### Where You Smoke

You smoke in your room but are cautioned against smoking in bed which is dangerous for you and those around you.

Smoking is permitted in the cafeteria and in the social rooms of the Residence Hall, as well as in some areas of the Classroom Building and the Student Union.

### Window Areas

Nothing is to be thrown or shaken from the windows. You are held responsible if anything is thrown from your window. This is cause for immediate disciplinary action.

Your blinds must be closed as soon as lights are put on in the evening unless everyone in the room is properly clothed. Repeated violation will result in Judicial Board action.

### Bathrooms

The bathroom is shared with your roommate and suite-mates. When you leave it, stop and think! Are you leaving it as you would like to find it? Wash basin and shower stall clean? Your belongings put away neatly? Floor dry? After you use the tub is it clean? If others are not always equally thoughtful, should you not try to raise the standards?

Use the paper bags provided before placing sanitary napkins in the step-on can. You are responsible for emptying the step-on can into the trash can. It is not the maid's job to do this!

### Repairs and Damages

The occupant is held responsible for the care of college property in her quarters, in the halls and social rooms. The use of any kind of tape, thumb tacks, nails, hooks, screws and the like is strictly forbidden. **Items may be hung on the walls (not windows) with adhesive cloth picture hangers only.**

Any damage will be charged to the occupant of the quarters or to the student or students responsible for the damage. Remember—in accordance with college regulations, a student may not receive a transcript, or graduate, until all obligations are paid in full.

Report all damages and needed repairs to the House Manager whether or not you are responsible. When the House Manager may not be available, report the need for emergency repairs (broken faucets, toilets, serious leaks, etc.) to the House Director.

### Electrical Appliances

Because of fire regulations and for sanitary reasons, heating and cooking appliances (except those listed under furnishings), irons and sun lamps must not be used in your room. Unapproved appliances will be removed from rooms, tagged, stored and returned at the end of the year.

Be sure the plugs on your appliances are in good condition, no frayed wires, faulty plugs and the like.

Burned-out light bulbs will be replaced if reported to the House Manager or House Director.

### Exam Snacks

Several nights during the final examination periods, snacks are served by the Staff.

### Laundry

Coin-operated washing machines and dryers are located on the second floor. It requires 25¢ to operate the washer and 10¢ for the dryers. Remember to keep a supply of change on hand. **No change is given out by the staff.**

### Lost and Found

Lost articles should be reported to the Staff Office and notice posted. Found articles are turned in to the Staff Office and held temporarily.

### Room Cleaning

You are expected to keep your room and bathroom clean. We do not have maid service. The maid will help you by thoroughly cleaning once a week.

The cleaning schedule will be posted early in the Fall.

Social rooms are here for your convenience and pleasure. Take care of them. After using chairs, replace them. Papers, cigarettes and the like are to be put in wastebaskets that are available for that purpose.

### Trash Disposal

You are expected to empty your own wastebaskets and step-on cans into the proper trash baskets. This is not the maid's job.

### Residence Hall Work

Applications are accepted each May for work in the Hall on Hall Duty. This may entail answering the phone, conduct-

ing visitors through the hall, paging students for their guests, or light typing. Part-time work consists of five (5) hours per week and full-time work consists of ten (10) hours per week. Vacancies sometimes occur during the academic year which are open for transfer students or new students on campus.

### House Judicial Board

Any student who fails to carry out her responsibilities in maintaining hall standards and in cooperating with Student Government and the Administration is subject to Judicial Board action. Judicial Board is composed of the Head of House, Vice-President, Secretary, House Manager and one member of the House Manager's Committee appointed by the Head of House at the suggestion of the House Manager.

You are expected to report yourself to a member of the Judicial Board for any infraction of standards. If you are not sure whether you should report yourself, discuss it with a member of the Judicial Board. Judicial Board respects you when you accept the responsibility of reporting yourself rather than being reported. An appointment with Judicial Board will be made for you unless an automatic penalty is in order. Students reporting to Judicial Board must be properly attired.

Judicial Board action may include assignment of Hall duties or having privileges revoked, such as:

Removal of a late

Cutting of hours

Campusng—which means a student must remain above the first floor, except when signing in the campus book each hour. The student may not receive callers or phone calls, nor may she entertain in her own room. Long distance calls from parents are an exception to the phone call restriction. The Judicial Board will not accept pleas of ignorance of the rules as an excuse.

#### I. Infractions

A. Minor offenses are judged by the House Director, House Council, and appointed committee members and are punishable by Black Marks.

1. 2 black marks for failing to sign out or in on the sign out cards.

2. 1 black mark for noisiness during quiet hours.
3. Black marks are given for failure to pass room inspection, the number to be given at the discretion of the House Manager and her committee.
4. 2 black marks and 2 lates removed for not signing out for a week-end for Juniors and Seniors.
5. Loss of one week-end is the penalty for not signing out for a week-end for Freshmen and Sophomores. Discretion is given for the first offense.
6. Black marks are given for failure to comply with the telephone regulations at the discretion of the House Manager and her committee.
7. Black marks are given for failure to comply with attire and dress regulations at the discretion of the House Council or the House Director.
8. For failure to take Hall Duty or Late Duty, a fine of 75¢ and/or one black mark may be imposed at the discretion of the House Council.
9. After the first five black marks, the offender is referred to the House Council. For repeated offenses she is referred to the Judicial Board.

#### B. The following automatic penalties have been assigned:

1. Failure to attend Full House Meetings will result in a campus the Friday night following the meeting, unless the student was excused from the meeting prior to the time of the meeting by the Hall Secretary.
2. Failure to attend meetings called for in the Constitution totaling two (2) absences per semester, unless properly excused, will result in immediate Judicial Board summons.
3. Throwing or shaking anything from the windows will result in immediate Judicial Board summons.
4. For every 5 minutes a student is late in returning to the hall: Campused 1 day.
5. Any person late 15 minutes or more must appear before the Judicial Board.

6. Failure to register any guest will result in loss of guest privileges for 1 month and 2 black marks.
  7. Failure of a student's guests to leave the hall by the closing hours of the hall will result in a campus for one night for the student the following week-end.
- C. For all other offenses, the student must present herself to the Judicial Board at the first meeting of the Judicial Board after the offense was committed or upon written summons by the Hall Secretary.
- D. Other Penalties.
1. Certain class privileges may be taken away, such as week-ends.
  2. A student's hours may be cut, requiring the student to remain in the hall after a specified time.
  3. A student may be campused, requiring the student to remain in her room and check in with the person on duty at specified times during her confinement.
  4. Students may be assigned special duty.
  5. Fines may be imposed for failure to comply with stated rules and regulations, the amount to be determined by the Judicial Board and collected by the Hall Treasurer.
  6. The Judicial Board is free to alter penalties for specific offenses.
  7. The Judicial Board may recommend Social Probation for repeated offenders.
    - a. No office may be held or run for on the campus during the period the student is on social probation.
    - b. Other provisions to "a" may be added as recommended or deemed necessary by the Judicial Board in consultation with the Dean of Women.

## II. Procedures after Infraction

- A. The student will receive notice of her offense, the penalty and the time it is to be served.
- B. It is the student's responsibility to fulfill her obligation as stated in the notice.
- C. If she fails to fulfill her obligation, she will automati-

cally be scheduled for appearance before the Judicial Board.

- D. Students must appear before the Judicial Board in classroom attire.

## III. Appeals

### A. Automatic Penalties

1. Automatic penalties may be appealed to the Judicial Board if just cause is shown.
2. Procedure
  - a. A formal appeal must be made in writing to the Hall Secretary, stating the reason the student feels the automatic penalty should not be imposed.
  - b. The appeal must be filed within one day after the student receives notice of her penalty for infraction of a rule.
  - c. The student must be present when her case for appeal is reviewed by the Judicial Board.

### B. Judicial Board Decisions

1. Judicial Board decisions may be appealed to the Dean of Women's Office if just cause is shown.
2. Procedure
  - a. A formal appeal must be made in writing to the Office of the Dean of Women, stating the reason or reasons the student feels the decision of the Judicial Board should not be imposed.
  - b. The appeal must be filed within one day of meeting of the Judicial Board at which the decision was reached.
  - c. The student must be present when her case for appeal is reviewed by the Dean of Women.

## General House Rules

### Quiet Hours

Quiet hours are those times set aside in the residence hall for studying or sleeping. During these times:

1. Residents are expected to keep room doors closed and control noise.

2. Students may not play the piano and guests should be requested to comply with this regulation, except in those areas where the House Judicial Board rules that piano playing will not interfere with quiet hours.
3. Group parties should be held during the break between quiet hours.
4. Radios and phonographs must be played so that they cannot be heard outside the room.
5. Courtesy and consideration of others is expected at all times.

Hours not designated as quiet hours are to be "considerate hours," during which times women are requested to refrain from unnecessary noise.

The following are the recommended quiet hours which are subject to change:

#### Quiet Hours

<b>Monday through Thursday</b> 7:00 a.m. - 4:30 p.m. 6:30 p.m. - 10:00 p.m. begin again - 10:30 p.m.	<b>Friday</b> 7:00 a.m. - 4:00 p.m. 7:00 p.m. - 10:00 p.m. 10:30 p.m. - midnight begin again - 12:30 a.m.
<b>Saturday</b> 7:00 a.m. - 12:00 noon begin again - 1:00 a.m.	<b>Sunday</b> 7:00 a.m. - 12:00 noon 7:00 p.m. - 10:00 p.m. begin again - 10:30 p.m.

#### Closing of the Residence Hall

1. The residence halls are locked at 10:00 p.m. Sunday through Thursday and at 12:00 midnight on Friday and Saturday. The halls open at 7:00 a.m. Students must be in the halls at those times unless they are signed out.
2. If a student realizes that she will return later than the closing hour of the residence hall or later than the time for which she has signed out, she must telephone her House Director before the closing hour, preferably 15 minutes before, so that the line will not be tied up. In the event that a student fails to return to the residence hall by the closing hour or by the time for which she has signed out, she must call the House Director. Upon her return, she is honor bound to report herself to a member of the Judicial Board. Unless the call is made

within one hour of the stated time of return, the student's family is notified of her absence.

3. On a week-end, if a student has signed out to return to the residence hall on Monday morning and decides instead to return after 10:00 p.m. on Sunday, or if she has signed out to return Sunday and she decides instead to return Monday morning, she must indicate her change of plans by a phone call to the House Director before the closing hour on Sunday.
4. Students who attend scheduled college events or work or study in the library, must be in the hall as soon as possible but at least before one-half hour after the termination of the event (if the event has continued beyond the 10:00 p.m. curfew). The time when the event ended is given to the Residence Hall Director by the first student to return. This half-hour is not given for club meetings, rehearsals or "SMALL TALK." Students must come directly to their hall and must present excuses signed by the person in charge of the meeting or rehearsal, giving time when the event ended. Students using the library must return directly to their hall immediately after the library closes.
5. Closing hours after vacations will remain the same as under normal circumstances.
6. Students are expected to return to the residence hall at the closing hour or at the time for which they have signed out. Any student who is at all late upon returning to the residence hall should report herself as soon as possible to a member of the House Judicial Board. Anyone 15 minutes late or more will automatically come before the House Judicial Board unless the Board deems it unnecessary.

7. During vacation periods the Residence Halls will be closed and all students expected to leave unless proper notice is given to the House Director. An indication of intent to stay in the hall must be made three weeks before the holiday and final arrangements must be completed at least one week before the official closing of the hall for the holiday.

#### Signing In and Out of Residence Hall

1. Women students are requested to sign out of the residence hall so that they can be reached in case of an emergency. Those times when a woman student must sign out are:



- a. If she will be out of the residence hall after the closing hour. A woman student must be extremely cautious to sign out if she will be attending a college function or another approved function which may last beyond the closing hour.
- b. If she is leaving the campus at any time.
- c. If she is taking an overnight.
- d. If she is taking a week-end.
- e. If she will be out of the hall after 7:00 p.m.

Women students are also expected to sign in upon their return to the residence hall.

2. Freshmen, Sophomores and any other students requiring permission to take overnights and week-ends are required to sign out for weekends on their cards and get them initialed by the House Director. The card must then be replaced at the back of the sign-out box, in alphabetical order.

### Privileges

	Freshman	Sophomore	Junior	Senior
<b>1. Regular Hours</b>				
Sunday-				
Thursday	10:00 p.m.	10:00 p.m.	10:00 p.m.	10:00 p.m.
Friday	12 midnight	12 midnight	12 midnight	12 midnight
Saturday	12 midnight	12 midnight	12 midnight	12 midnight
<b>2. Closed Study</b>				
Monday-Thursday				
	7:30-10 p.m.	7:30-10 p.m.	7:30-10 p.m.	7:30-10 p.m.
			Jr. on Prob.	Sr. on Prob.
<b>3. Week-ends per Semester</b>				
	6	10	Unlimited	Unlimited
<b>4. Special Privileges: Any Sophomore, Junior, or Senior not on academic probation may have one free night (Monday-Thursday) with permission to sign off campus at her discretion until 12 midnight.</b>				
<b>5. Overnights: Overnights extend from Sunday through Friday inclusive. All students must be given special permission by</b>				

- the Residence Hall Director for all overnights, and must sign out on their card.
6. Week-ends: Week-ends extend from Friday until Monday morning but may begin on Saturday. Freshmen are restricted to six week-ends per semester and Sophomores to ten week-ends per semester.
7. Freshmen and Sophomores are expected to spend the first two week-ends on campus unless given special permission to go home at that time.

### Order

1. You and your roommates will find living more pleasant, more convenient and less confusing in an orderly room. Your bed should be made every day unless you are in it and changed once a week. Clothing and personal belongings should be put away. You are expected to keep your room and closet in order at all times. Failure to do this may be sufficient cause for requesting you to give up your room.
2. Report all needs for repairs or replacements to your House Manager or House Director. Remember you will be held responsible for any change in the condition of your room from the time you take possession.
3. The pantry must be kept in order after use or the privilege of its use will be taken away. Regular meals may not be prepared. The pantry may not be used after 11:00 p.m. without permission of the Residence Hall Director.
4. Each student may have only the following appliances: radio, record player, clock, desk lamp and one floor lamp, popcorn popper, heating coil or heating pad (irons may be kept for use in the laundry room only). No hot plates, electric coffee pots, electric blankets, or sun lamps may be used in the rooms. For all other appliances, consult the Resident Hall Director.
5. The refrigerator is for the use of the whole residence hall and not just individuals. Individuals, however, may keep food in it if they place their names on it.
6. Students may keep cake, cookies, etc., in their rooms. However, the storage of food in rooms in an unsanitary or unsightly manner will not be permitted. Storage of food in metal containers with covers tightly closed will reduce the attraction of rodents and bugs.

7. The removal of china, glasses, tableware, sugar containers and salt and pepper shakers from the cafeteria for any purpose including use in the Residence Hall rooms is prohibited. Likewise, dishes and silver must not be removed from the pantry of the Residence Hall to individual rooms.

8. Bottles from the drink machines must be returned to the cases in the basement. Half-filled and sticky empty bottles attract insects and disrupt your housekeeping appearance.

### Social Rules

#### Guests:

1. All overnight guests are to be introduced to the Residence Hall Director. If she cannot be found, leave her a note giving names of guests and hostess. The guests must be registered on the hostess' sign-out card and are expected to abide by all residence hall rules, assuming the privileges and responsibilities of their hostesses. Hostesses will be held responsible for any campus violations of their guests.

2. Men who place guests in the Women's Residence Hall are required to make reservations ahead of time with the Residence Hall Director. Men students must introduce their women guests to the Residence Hall Director of the Women's Residence Hall in which they are staying, so that arrangements may be made for their entertainment.

#### Men Callers:

1. Men may make social calls at the following hours:  
Monday through Friday: 4:00 p.m.-10 p.m.  
Friday 4:00 p.m. to midnight  
Saturday 11:00 a.m. to 12 midnight  
Sunday 11:00 a.m. to 10:00 p.m.

Other hours for calling may be allowed at the discretion of the individual residence hall, subject to quiet hour regulations.

2. Men are allowed only in the lounge and adjoining areas of the residence halls except to carry luggage before and after vacations.

Family: All members of the family are restricted to visiting students in the hall lounge except for those times when students are moving in or out of the hall.

### College Functions:

1. Remember to acknowledge all invitations for teas, formal gatherings, etc. It is polite to inform the hostess at least two days previous to the engagement if you cannot attend. Arriving ten minutes before stated time is correct for dinner or tea.

2. It is only courtesy on the part of each student to recognize chaperones at all college functions. Make it a point to introduce yourself and include them in the activities.

3. Freshmen and Sophomores must have special permission from their parents in order to spend the night off campus after a college function. If overall permission for this has not been given, they must have a note for each event.

4. No student may stay at a rooming house, hotel, or motel after a college function.

### Telephone Calls:

1. When answering the telephone, remember to say "good evening," or "good afternoon, Methodist College, Women's Residence Hall." Limit your own telephone conversation to 10 minutes so that others who may be waiting may have a chance to use the telephone.

2. It is recommended that each student carry the House Director's phone number with her at all times. Her number is \_\_\_\_\_.

3. Telephone hours are subject to individual hall regulations. During closed study hours phone calls should be limited to long distance calls or those of an emergency nature only for those students in closed study. No telegrams or collect calls will be accepted unless written authority is given by the House Director (for emergency use only).

### Commuter Visitors:

1. If a commuter spends the night in a residence hall with a friend, she should be introduced by the friend to the Residence Hall Director.

2. The commuter shall sign her hostess' sign out card as does the resident student.

3. The person with whom she is staying is responsible for seeing that the commuter knows all the rules and regulations governing residence hall behavior.

4. Commuters shall observe the class privileges that they would normally have if they were living on campus even though they may be staying with an upperclassman.

#### General Rules:

1. In case of illness report to Residence Hall Director before going to the nurse or to the infirmary. If you are unable to find the House Director, leave her a note telling her where you are going.

2. **Sunbathing.** Sunbathing is permitted only on the patio of the Residence Hall and at certain times. These times will be announced in a house meeting. If a student finds it necessary to leave the area, she should wear a long coat or raincoat over her sunbathing attire.

3. **Fire Drill.** A fire drill is held in the residence hall each month. These drills are conducted by the Fire Captain, a member of the House Council. When the alarm is sounded each student is expected to close any windows which may be open, to raise or to open window blinds, to put on a long coat and heavy shoes, to take a towel, flashlight and something of value, to turn on the lights, to leave the door of the room open and to proceed to their assigned exit. This procedure is to be followed quickly and quietly by everyone. Each room is checked by the Fire Captain's assistants to see that the regulations have been followed. A hostess should instruct her guests about this procedure in the event there might be either a fire drill or a real fire during the period of the guest's visit.

4. **Hall Duty.** Each resident is expected to take an assigned amount of Hall Duty. This consists of answering the telephone, taking messages if the student is not in the hall, and helping visitors in the residence hall. The hours for Hall Duty are determined by the House Council and the Residence Hall Director. Scheduling for Hall Duty is made up and posted by the Hall Secretary.

5. **Late Duty.** Late duty consists of attending the door of the residence hall from the closing hour until the latest time a student has signed out. The purpose of Late Duty is for the

convenience of the students in the residence hall. Each student will be expected to fulfill her assigned Late Duty. Assignments will be made and posted by the Hall Secretary.

#### Attire and Dress:

Your choice of Methodist College indicates your readiness to accept the requirements which college living will demand of you by way of adult behavior patterns, including careful attention to dress and personal appearance.

Proper attire and neatness of dress are expected of all students as they pursue their life in the community, attend classes, take examinations, or use the facilities of the college, which include the lounges, library, dining area, religious centers and the like.

Proper attire, of course, depends upon the occasion. The one important fact to remember is that wherever you go, you are judged by your appearance. So, when you attend classes: skirts, blouses, sweaters, crewnecks, frocks, knee socks or stockings are most appropriate.

Your appearance for sports and recreational activities depends upon the events. Here, you must be more aware than ever that you represent the college to the public—good judgment in dress is extremely important.

Simple afternoon dresses or suits and heels, essentials in your college wardrobe, can be worn almost everywhere, whether to teas, campus parties or an evening in Fayetteville, Raleigh or other nearby cities.

Street dress or proper sport dress is worn in the lounge or lobby of the residence hall. Shirt tails, sloppy dress of any kind and pin curlers are not considered proper attire. Pin curls and curlers are worn only in the immediate living area unless special permission is granted by the House Director for certain functions. Snow and Hot Weather: There will be official college notification of permission for women to wear slacks during snow or bermudas during hot weather except for those occasions previously noted. What you wear above the first floor in your Hall is up to your own discretion.

For further information on dress see information on What To Wear.

### Campus Etiquette:

In order to be that perfect Methodist College co-ed on campus, we follow certain etiquette rules:

1. Yelling out of hall windows or talking with persons at windows of first floor rooms is not considered proper for a woman resident, and is also inconsiderate of others.
2. When attending a meeting or lecture, it is proper to stand when an elder person enters the room.
3. Stand up whenever the Dean, House Director or other woman enters the room, especially a guest. Remember you are a hostess to any guest in the hall, so help to convey the hall's graciousness by extending the usual courtesies.
4. When addressing the head of the college or an administrative head, one uses the title of "Dean." When addressing the president of the college, one may use either Doctor or President Weaver.
5. Discretion and good taste are the passwords with your date in the lounges. The lounges are public rooms for your use, but only if you conduct yourselves properly while using them. This is true of halls and the Student Union.
6. Avoid chewing gum in public, smoking while walking up to or back from campus building, public displays of affection and embarrassment for yourself and others by inappropriate conduct in the dining hall, at parties, in public places.
7. Unless absolutely necessary, one does not leave a lecture or meeting while it is in session.
8. Residents are expected at all times to behave in good taste and to respect the rights and privileges of others.
9. When attending hall and campus functions, take the opportunity to include the chaperones and advisors into your conversation and your fun.
10. Answer all invitations to teas, receptions, etc., as soon as possible.
11. In the hall, remember to introduce your date, parents and other guests to your Residence Hall Director.
12. No student is to possess, transport or drink alcoholic beverages on Methodist College campus. Please ask all of your guests to abide by this regulation and conduct rule.

## Constitution

### Association of Women Residents of Methodist College

#### Preamble

We, the women resident students of Methodist College, recognizing that every community has laws which, in the interests of the whole, the individual must respect; believing that through self-government the members of such a group may grow in character and power; and desiring to assume this responsibility individually and collectively, have organized ourselves into an Association.

#### Article I

##### Name and Membership

The name of the organization shall be the Association of Women Residents of Methodist College. It shall include every student resident in the Hall.

#### Article II

##### Purpose

**Section 1.** To serve as a governing body, upholding college and hall standards.

**Section 2.** To act as a liaison between hall staff and residents, and to provide a channel for the expression of student ideas.

**Section 3.** To promote self-responsibility and unity within the student body.

#### Article III

##### Organization

**Section 1.** The House Council shall have power to initiate legislation and transact business. It shall consist of:

Head of House  
Vice-President  
Secretary  
Treasurer  
Social Chairman  
House Manager  
Fire Captain

All of the above shall be considered major house officers elected by a representative, democratic process.

House Council meetings are open to all of the student body at any time with permission of the Head of House.

**Section 2.** It shall be the duty of the Executive Committee, which shall consist of the Head of House, Vice-President, and a third member from the house officers, to be selected by the other two to transact any business of an emergency nature.

**Section 3.** The judiciary power shall be vested in the Judicial Board, which shall consist of: Head of House, Vice-President, Secretary, House Manager, and one member of the House Manager's Committee, appointed by the Head of House at the suggestion of the House Manager.

All major house officers shall be permitted to sit in on a Judicial Board meeting. They may have no vote, but may make suggestions after the official meeting is over. They must obtain permission from the Head of House to be present at a meeting.

**Section 4.** The Nominations Committee shall consist of all major house officers plus a senior from each floor not represented. One of the major considerations of the Nominations Committee will be to select individuals who have had experience in the Hall for possible future office. However, consideration will be given to individuals who have shown an interest and desire for the job.

**Section 5.** The Review Committee shall be the Judicial Board with appeal to the Dean of Women's Office if desired or necessary.

#### Article IV Elections

**Section 1.** Election of Head of House. Prior to the second week in March, unless deemed unwise by the House Council, the Nominations Committee shall draw up a slate of candidates for this office. Within one week following the final Nominations Committee meeting the slate will be posted for three days. On the evening of the third day, there will be a full house meeting where the slate will be presented to the resident body. At this time the slate may be supplemented from the floor. Signs may be posted following this meeting. Elections

will be held one week after the full house meeting. A simple majority shall constitute election. The elected Head of House will take office the first of May. Candidates shall be selected by the Nominations Committee as follows: Head of House, normally shall be a junior with an overall average of 2.00 or better.

**Section 2.** Election of Major House Officers. Early in the fall there will be a full house meeting to introduce the staff and to nominate individuals for the offices of Vice-President, Secretary, Treasurer, Social Chairman, House Manager and Fire Captain. Signs may be posted following this meeting. Elections will be held one week after the full house meeting. A simple majority shall constitute election. Candidates with an overall average of 2.00 or better shall be selected as follows:

Vice-President, normally shall be a junior or senior. House Manager, normally shall be a junior or senior. Social Chairman, normally shall be a junior or senior. Secretary, shall be a freshman, sophomore, or junior. Treasurer, shall be a freshman, sophomore or junior. Fire Captain, shall be a freshman, sophomore or junior.

#### Section 3. Special Appointments:

- A. Social Chairman shall appoint members of a Social Committee as soon after the fall elections as possible to carry out the social calendar throughout the year. One of the feature events will be Women's Week-end activities and another will be the annual Parents' Tea held in the fall.
- B. House Manager shall appoint members of a House Manager's Committee as soon after the fall elections as possible to carry out the duties of this office. Assistants to maintain quiet hours, to conduct weekly room inspections and to maintain the recreation room and other physical facilities will be needed.
- C. Fire Captain shall appoint two fire lieutenants and their alternates on each floor. They shall inspect all rooms during all fire drills. When a student is summoned to Judicial Board for a fire drill offense, the fire lieutenants or Fire Captain shall also come.

**Article V**  
**Duties**

It shall be the duty of all committee chairmen to hand in written reports of all committee meetings to the Head of House as well as one final report at the end of the year.

**Section 1. Head of House**

- A. To call or cancel and to preside at all Association, House Council, Executive Committee and Judicial Board meetings.
- B. To serve as an ex-officio member of all house committees.
- C. To represent the Hall whenever necessary.
- D. To assist in the coordination of the various programs within the Hall, i. e., social, cultural, Undergraduate Student Counselors.
- E. To prepare agendas for all meetings at which she presides.

**Section 2. Vice-President**

- A. To take the chair and execute the duties of the Head of House in the absence of the Head of House.
- B. To have charge of Hall activities and to keep and to post a calendar of all Hall events, social, cultural and any others.
- C. To be a member of the Judicial Board.

**Section 3. Secretary**

- A. To record and to report in quadruplicate for the appropriate files, Dean of Women, House Director, Head of House and Secretary of House Council.
- B. To assign Hall Duty to all students.
- C. To assign Late Desk Duty to all students.
- D. To be a member of and to record the proceedings of the Judicial Board, as well as to issue summons to Judicial Board.
- E. To have charge of the Sign-Out Cards and to report infractions to the Judicial Board.
- F. To take roll at all meetings and to handle proper excuses from meetings.

**Section 4. Treasurer**

- A. To keep an account of the receipts and expenditures of the Association and to submit the same upon demand to the Association Adviser.
- B. To draw up and maintain a budget for the year and submit it to the House Council for approval.
- C. No extra budget expenditures shall be made without the consent of the Executive Committee.

**Section 5. Social Chairman**

- A. To be responsible for the social calendar.
- B. To coordinate activities among all women students for Women's Week-end.
- C. To plan and to organize all Hall social functions with the cooperation of the House Council.
- D. To appoint members of a Social Committee to work throughout the year.
- E. To plan and coordinate service and interest programs for the Hall throughout the year.

**Section 6. House Manager**

- A. To act as a liaison between students and staff in connection with room inspection, quiet hours, maintenance problems and other physical facilities and to recommend to proper college personnel necessary repairs and suggested additions.
- B. To appoint a House Manager's Committee consisting of the necessary persons to act as Neatness Chairmen, Quiet Hour Chairmen and any other persons felt necessary to the maintenance of the Hall.
- C. To preside at meetings of the House Manager's Committee and to work in cooperation with the Committee members in performing the duties of room inspection and other projects.
- D. To see that the Hall Secretary issues the necessary summons to Judicial Board for infractions of rules under jurisdiction of the House Manager.

**Section 7. Fire Captain**

- A. To hold monthly fire drills in the Residence Halls.
- B. To appoint two fire lieutenants and their alternates from each floor to inspect all rooms during fire drills.

- C. To call rolls of resident students to make sure that all students have complied with the fire drill rules.
- D. To report on the success or failure of all fire drills.
- E. To hold meetings of the fire lieutenants and their alternates whenever necessary.
- F. To make a written report of all meetings and fire drills.

### Article VI

#### Performance of Duties

**Section 1.** It is assumed that each officer will fulfill her duties to the best of her ability.

**Section 2.** All meetings of the Association must be attended regularly. Two (2) absences per semester will automatically result in appearance before the Judicial Board. However, the policies regarding attendance at Judicial Board shall be decided upon at their first formal meeting.

**Section 3.** Failure to fulfill designated responsibilities may result in removal from office.

**Section 4.** The decisions will be made by the Judicial Board.

**Section 5.** Should there be a vacancy due to removal of a house officer, the Judicial Board shall appoint a temporary officer to fill the vacancy until such a time as an election can be held.

### Article VII

#### Meetings

**Section 1.** There shall be a minimum of two House Meetings, one in the fall to introduce the staff and to nominate officers and one in the spring to present nominations for Head of House for the next academic year.

Attendance is compulsory at all full House Meetings. Failure to attend will result in an immediate campus the following Friday night, unless excused by the Secretary.

**Section 2.** House Council shall have a minimum of one meeting per month, the day and time to be set by the members at the first meeting of the year.

**Section 3.** The Head of the House shall call meetings of the Executive Committee whenever necessary.

**Section 4.** Judicial Board shall meet once a week, the day and time to be set by the members at the first meeting of the year.

**Section 5.** The Social Committee shall have a minimum of one meeting per month, the day and time to be set by the members at the first meeting of the year.

**Section 6.** The House Manager's Committee shall have a minimum of one meeting per month, the day and time to be set by the members at the first meeting of the year.

**Section 7.** The Fire Captain's Committee shall have a minimum of one meeting per month, the day and time to be set by the members at the first meeting of the year.

### Article VIII

#### Parliamentary Procedures

The rules contained in **Roberts Rules of Order** shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and By-Laws of the Association.

### Article IX

#### Petition

It shall be the privilege of the Association to present a formal petition to the House Council when signed by not less than one-third of the women resident student body.

### Article X

#### Amendments

An amendment may be brought up for action by any member of the Association. The proposed amendment shall be submitted in writing to the House Council and then posted publicly at least one week before its presentation at a House Meeting. An amendment shall become effective when ratified by two-thirds of the Association of Women Residents of Methodist College and approved by the Dean of Women's Office.

## MEN'S RESIDENCE HALL

### Residence Hall Director

The Residence Hall Director, aided by Assistant Hall Counselors, is the administrative director of the Residence Hall. He works with the Office of the Dean of Students, with his staff, and with the hall student government in the administering of hall and college policies and in the achievement of the established objectives of residence hall living.

The Residence Hall Director and his assistants are always available to the individual student as counselors, having a deep concern as well as a responsibility for his adjustment both to hall and to college life.

### FROM THE RESIDENCE HALL DIRECTOR

To Our Men Students in Residence:

It is, indeed, a privilege in our time to be a college student. Moreover, to be a student resident in college in the Fayetteville area exposes one to stimulating, enriching experiences that add breadth and depth to the intellectual life of the college. Make the most of them.

On the campus and within the residence hall have been provided for you an infinite variety of opportunities for the development of leadership skills, for getting to know and learning to like and work with people of many and diverse interests and backgrounds, and for the achievement of self-confidence and poise in the handling of responsibility. Consider thoughtfully the value of this aspect of your education.

Your college has high expectations of you as a person of fine ideals and excellent standards of performance both within and outside the classroom. It is our hope that you will go forth as a mature, intelligent, competent young man intent upon making a notable contribution to your chosen profession, rendering effective service to your community, bringing distinction to your role as a husband and father.

BRUCE R. PULLIAM  
Residence Hall Director

### GENERAL STATEMENT

Any sound citizenship and democratic way of life is built upon honesty, truth, and integrity. All members of a college

community should assume personal responsibility for upholding the highest standards of conduct, to bring respect and honor to the college, community, and state. In order to uphold these principles, our college believes in a single standard for our students.

A student shall refrain from conducting himself in any way that will bring discredit to the college. A student shall refrain from cheating, stealing, and any other conduct not contributing to good citizenship. A student shall refrain from gambling or the use of intoxicating beverages while attending college. Any male involved in an act, contributing to a girl's probation, expulsion, or suspension, will receive the same penalty.

### HOUSING POLICIES

When you sign your room contract, you agree to conform to the college's rules and regulations as contained in the contract and as contained in this Handbook. It is the prerogative of the College Housing Committee to inspect rooms for fire, safety, maintenance, and observation of college regulations.

#### Room Assignments

In the spring you and other students who have been living in a college residence hall have the privilege of selecting your room and roommate. Preference is given to seniority. Within groups of equal seniority, preference is given by chance through a number-drawing process. If your roommate choice cannot be fulfilled because of space limitations at the time of selection, you may submit a written record. Such requests will be honored if appropriate space becomes available at a later date.

Transfer students are placed in open space with priority based on the date of receipt of required date, including room reservation fee. Whenever possible, specific requests and preference will be honored.

#### Room Changes

Too many room changes tend to make your Hall more like a hotel than a home. Talk over any difficulty which may arise with your Hall Counselor. He may be able to help you work it out. If, after making every effort, you still feel that a change is necessary, see your Resident Counselor about arrangements.



In general, there will be no changes made until after the incoming rush has subsided—a period of thirty days. To apply for a change, fill out a Room Request form with your Resident Counselor's approval. A new Room Assignment Slip will be issued by the Dean of Students' Office. No move is authorized until you receive this new assignment slip. Second semester, all room changes within the Hall must be completed prior to the first day of classes.

#### **Room Drawing**

The date and procedure for room drawing will be announced. A room-guarantee fee must be paid to the Comptroller before any student may participate in room drawing.

#### **Vacating Your Room**

You are expected to vacate your room and return your house key 24 hours after your last examination.

#### **Trunks and Luggage Storage**

Information will be posted on the bulletin board regarding the storage of trunks and luggage.

#### **Keys**

A dollar deposit is required at the time keys are issued. If you leave the Hall or change rooms during the year, you must return or exchange your key at the Comptroller's office. It is important that you return your key to the office so that records can be kept up to date. Do not exchange your keys with another student. If you lose your key, a duplicate may be obtained at the office. Another dollar deposit will be required.

Your deposit will be returned when you return your key at the end of the year. If the key is not turned in, your deposit will be forfeited.

Where locks are provided for your protection, your room should be locked when it is not occupied—this includes meal times—and unlocked when you are there—particularly at night. In a large Hall, despite precautions, it is quite possible for persons to enter your room unnoticed; however, sleeping with your room locked is precarious in case of fire.

Carry your key with you at all times. Should you happen to lock yourself out, ask your Resident Counselor or his assistant to unlock the door.

## **FURNISHINGS AND ROOM CARE**

### **Furnishings**

The rooms contain built-in desks, beds, and wardrobes. Each student is provided with a desk chair. Spreads, curtains, and student desk lamps are not furnished by the Hall. The student must supply a pillow, sheets, pillow cases, towels, wash cloths, bed spread, and blankets. It is also suggested that a flashlight, draperies, and a small rug be furnished. Room inspection will take place approximately two weeks after the opening of college to make sure all room requirements have been made.

No Hall furniture may be removed from one room to another or out into the hall. If you feel that such action is essential for your comfort, discuss the matter with your Hall Counselor who will refer reasonable requests to the Residence Hall Counselor.

Excessive cartons and boxes in rooms are also a fire hazard and are not permitted.

### **Your Housekeeping**

You and your roommate will find living more pleasant, more convenient and less confusing in an orderly room. Your bed should be made before 11:00 a.m. every day and changed once a week. Clothing and personal belongings should be put away.

### **Window Sills and Blinds**

In accordance with the rules of the North Carolina Fire Laws, nothing is to be put on window sills or fire escapes, or thrown or shaken from the windows. You are held responsible if anything is thrown from your window. This is cause for immediate disciplinary action.

Your blinds must be drawn as soon as lights are put on in the evening. Repeated violations will result in appearing before the Judicial Board for action.

### **Bathrooms**

The bathroom is shared with your hallmates. When you leave it, stop and think! Are you leaving it as you would like to find it? Wash basins and shower clean? Your belongings put away neatly? Floor dry? If others are not always equally thoughtful, should you not try to raise the standards?

### Room Cleaning

The janitor will clean the halls, lounges, bathrooms and stairs. You are expected to keep your room clean. We do not have maid service.

Lounges and group rooms are here for your convenience and pleasure. Take care of them. After using the chairs, replace them. Papers, cigarettes and the like are to be put in wastebaskets that are available in each room and the corridors.

### Trash Disposal

You are expected to empty your own wastebasket into the large receptacle placed in the corridor. This is not the janitor's job. Housemen collect this trash daily.

### Food in Your Room

All food in your room must be kept in metal containers with covers tightly closed. Uncovered food and dirty dishes invite unwelcome insect guests.

No dishes, silverware, or salt or pepper shakers are to be taken to your room from the dining room.

### Pets

The only pets allowed are goldfish and turtles.

### Floor Manager

A Student House or Floor Manager or his representative will inspect your room at specified intervals to see that good housekeeping standards are maintained. Judicial action will take place if standards are not maintained as required.

### Where You Smoke

You may smoke in your room but are cautioned against smoking in bed which is dangerous for you and those around you.

All cigarette butts are to be placed in an ash tray or other metal containers provided. Cigarettes are not to be thrown on the floor of your room or in the Hall!

### Repairs and Damages

The occupant is held responsible for the care of college property in his quarters, in the halls and lounges. The use of any kind of thumb tacks, nails, hooks, screws and the like is strictly forbidden.

Any damage will be charged to the occupant of the quarters or to the student or students responsible for the damage. Remember—in accordance with college regulations, a student may not receive a transcript, or graduate, until all obligations are paid in full.

Report all damages and needed repairs to the Resident Counselor whether or not you are responsible. When the Resident Counselor cannot be reached, report the need for emergency repairs (broken faucets, toilets, serious leaks, etc.) to the Maintenance Department.

### Electrical Appliances

Because of fire regulations and for sanitary reasons, heating and cooking appliances of any kind, electric blankets, or sun lamps must not be in your room. In accordance with the regulations established by the College Housing Committee illegal appliances will be removed from rooms, tagged, stored, and returned at the end of the year.

Be sure the plug of your own lamp or radio is in good condition—no frayed wires, faulty plugs, and the like. If you have any doubt, ask a maintenance man to check it for you. A faulty plug may cause you a nasty burn when you put in in the socket.

## SERVICES

### Dry Cleaning and Laundry

A cleaner picks up and delivers cleaning and laundry each week. A schedule will be posted on the bulletin board regarding pick-up hours, prices, etc.

Coin-operated washing machines and dryers are located in the basement. It requires 25 cents to operate the washer and 10 cents for drying. Remember to keep a supply of quarters and dimes on hand. No change is given out by the staff.

### Linen Rental

A Fayetteville laundry provides linen on a contract basis. If you are interested and wish this service inquire at the Resident Director's office.

### Residence Hall Standards Regarding Attire and Dress

Your choice of college indicates your readiness to accept the requirements which will demand of you by way of adult

behavior patterns, including careful attention to personal appearances.

Proper attire and neatness of dress are expected of all students as they pursue their life in the community, attend classes, or use the facilities of the college which include the lounges, library, dining area, Student Union, and the like.

Proper attire, of course, depends upon the occasion. The one important fact to remember is that wherever you go, you are judged by your appearance. Dining Hall dress is similar to that for the classroom. For Sunday lunch, however—always a little special—coat and tie, please. Athletic clothing (sweat-shirts, T-shirts and play shorts) are not to be worn in the dining hall.

Violations concerning proper attire will be checked by the Judicial Board.

### GENERAL REGULATIONS

#### Sunbathing

Information related to sunbathing and the area to be used will be posted on the bulletin board. Students using unauthorized areas will be subject to Judicial Board appearance.

#### Social Mores

Most of you know what to do and when to do it, so just a few special words for etiquette advice. Remember you are a host to any guest in the Hall, so help to convey the Hall's graciousness by extending the usual courtesies. Always introduce your guest to the Resident Counselor.

#### OFFICE HOURS

Office hours for the Residence Hall Counselor will be posted. The office will be open for information and guidance to all students. If the Residence Hall Counselor is needed during the night check his living quarters. During the day when office hours are not being observed in case of an emergency, check classroom building.

#### QUIET HOURS

Quiet hours begin every evening at 7:00 p.m. with the exception of Saturday. When quiet hours are not in effect, there are "consideration hours." Even though you may not feel like studying or sleeping, there are others who do. Please keep your

voice low and the radio and record player turned down. Loud talking, running in the halls, and slamming doors are very discourteous.

Typing after 11:00 p.m. should be done in a designed room and not in your own room.

Quiet hours during examinations are continuous—the only exception, 7:00 a.m. until 9:00 a.m. and 5:00 p.m. until 7:00 p.m. If everyone in your hall agrees, some exceptions to this rule may be made.

### CALLERS

Students are responsible for the conduct of their guests. Visitors are permitted in the halls only under limited circumstances. Women, including members of the immediate family, are not allowed in the men's hall, except in an emergency.

Any student having an overnight guest must remain in the Hall on the dates for which his guest is registered. Permission to entertain overnight guest must be obtained. Your guest must be registered in the Residence Counselor's Office. Permission to use your roommate's bed must be in writing. Guests are expected to observe hall and college regulations. Any infractions become the responsibility of the host. The penalty for an unregistered guest is appearance before the Men's Judicial Board.

### SELLING IN THE RESIDENCE HALL

It is the established policy of the College Housing Committee that no individual may sell merchandise, services, or the like within the Hall.

### SIGN-OUT PROCEDURE

Students are urged to sign out when leaving for an overnight visit. The Residence Hall Director will have a sign-out book for this purpose. This information will be helpful in case of an emergency at home or elsewhere.

### OTHER INFORMATION

A pay phone will be located in the Hall for incoming or outgoing phone calls.

Fire extinguishers are not to be used except in case of fire. Fire Drills—Students are expected to cooperate fully in

the holding of periodic fire drills. Fire marshals will be appointed during the first week of school.

A first aid kit is located in the Resident Hall Counselor's office and in the Hall Manager's room.

Other information regarding rules and regulations will be posted on the bulletin board and discussed at regular House Meetings. All students are requested to read the bulletin board daily.

## CONSTITUTION

### Association of Men Residents of Methodist College

#### Preamble

We, the men resident students of Methodist College, recognizing that every community has laws which, in the interests of the whole, the individual must respect; believing that through self-government the members of such a group may grow in character and power; and desiring to assume this responsibility individually and collectively, have organized ourselves into an Association.

#### Article I

##### Name and Membership

The name of the organization shall be the Association of Men Residents of Methodist College. It shall include every student in the Hall.

#### Article II

##### Purpose

**Section 1.** To serve as a governing body, upholding college and hall standards.

**Section 2.** To act as a liaison between hall staff and residents, and to provide a channel for the expression of student ideas.

**Section 3.** To promote self-responsibility and unity within the student body.

#### Article III

##### Organization

**Section 1.** The House Council shall have power to initiate legislation and transact business. It shall consist of:

Head of House  
Vice-President  
Secretary  
Treasurer  
Social Chairman  
House Manager  
Fire Captain

All of the above shall be considered major house officers elected by a representative, democratic process.

House Council meetings are open to all of the student body at any time with permission of the Head of House.

**Section 2.** It shall be the duty of the Executive Committee, which shall consist of the Head of House, Vice-President, and a third member from the house officers, to be selected by the other two to transact any business of an emergency nature.

**Section 3.** The judiciary power shall be vested in the Judicial Board, which shall consist of:

Head of House  
Vice-President  
Secretary  
House Manager

and one member of the House Manager's Committee, appointed by the Head of House at the suggestion of the House Manager.

All major house officers shall be permitted to sit in on a Judicial Board meeting. They may have no vote, but may make suggestions after the official meeting is over. They must obtain permission from the Head of House to be present at a meeting.

**Section 4.** The Nominations Committee shall consist of all major house officers plus a senior from each floor not represented. One of the major considerations of the Nominations Committee will be to select individuals who have had experience in the hall for possible future office. However, consideration will be given to individuals who have shown an interest and desire for the job.

**Section 5.** The Review Committee shall be the Judicial Board with appeal to the Dean of Students' office if desired or necessary.

## Article IV Elections

**Section 1.** Election of Head of House. Prior to the second week in March, unless deemed unwise by the House Council, the Nominations Committee shall draw up a slate of candidates for this office. Within one week following the final Nominations Committee meeting, the slate will be posted for three days. On the evening of the third day, there will be a full house meeting where the slate will be presented to the resident body. At this time the slate may be supplemented from the floor. Signs may be posted following this meeting. Elections will be held one week after the full house meeting. A simple majority shall constitute election. The elected Head of House will take office the first of May. Candidates shall be selected by the Nominations Committee as follows: Head of House, normally shall be a junior with an overall average of 2.00 or better.

**Section 2.** Election of Major House Officers. Early in the fall there will be a full house meeting to introduce the staff and to nominate individuals for the offices of Vice-President, Secretary, Treasurer, Social Chairman, House Manager and Fire Captain. Signs may be posted following this meeting. Elections will be held one week after the full house meeting. A simple majority shall constitute election. Candidates with an overall average of 2.00 or better shall be elected as follows:

Vice-President, normally shall be a junior or senior. House Manager, normally shall be a junior or senior. Social Chairman, normally shall be a junior or senior. Secretary shall be a freshman, sophomore, or junior. Treasurer shall be a freshman, sophomore, or junior. Fire Captain shall be a freshman, sophomore or junior.

### Section 3. Special Appointments:

- A. Social Chairman shall appoint members of a Social Committee as soon after the fall elections as possible to carry out the social calendar throughout the year.
- B. House Manager shall appoint members of a House Manager's Committee as soon after the fall elections as possible to carry out the duties of this office. Assistants to maintain quiet hours, to conduct weekly room inspections and to maintain the recreation room and other physical facilities will be needed.

- C. Fire Captain shall appoint two fire lieutenants and their alternates on each floor. They shall inspect all rooms during all fire drills. When a student is summoned to Judicial Board for a fire drill offense, the fire lieutenants or fire captain shall also come.

## Article V Duties

It shall be the duty of all committee chairmen to hand in written reports of all committee meetings to the Head of House as well as one final report at the end of the year.

### Section 1. Head of House

- A. To call or cancel and to preside at all Association, House Council, Executive Committee and Judicial Board meetings.
- B. To serve as an ex-officio member of all house committees.
- C. To represent the Hall whenever necessary.
- D. To assist in the coordination of the various programs with the Hall, i. e., social, cultural, Undergraduate Student Counselors.
- E. To prepare agendas for all meetings at which he presides.

### Section 2. Vice-President

- A. To take the chair and execute the duties of the Head of House in the absence of the Head of House.
- B. To have charge of Hall activities and to keep and post a calendar of all Hall events, social, cultural and any others.
- C. To be a member of the Judicial Board.

### Section 3. Secretary

- A. To record and to report in quadruplicate for the appropriate files, Dean of Students, House Director, Head of House and Secretary of House Council.
- B. To be a member of and to record the proceedings of the Judicial Board, as well as to issue summons to Judicial Board.
- C. To take roll at all meetings and to handle proper excuses from meetings.

#### Section 4. Treasurer

- A. To keep an account of the receipts and expenditures of the Association and to submit the same upon demand to the Association Adviser.
- B. To draw up and maintain a budget for the year and submit it to the House Council for approval.
- C. No extra budget expenditures shall be made without the consent of the Executive Committee.

#### Section 5. Social Chairman

- A. To be responsible for the social calendar.
- B. To plan and to organize all Hall social functions with the cooperation of the House Council.
- C. To appoint members of a social committee to work throughout the year.
- D. To plan and coordinate service and interest programs for the Hall throughout the year.

#### Section 6. House Manager

- A. To act as a liaison between students and staffs in connection with room inspection, quiet hours, maintenance problems and other physical facilities and to recommend to proper college personnel necessary repairs and suggested additions.
- B. To appoint a House Manager's Committee consisting of the necessary person to act as Neatness Chairman, Quiet Hour Chairman and any other persons felt necessary to the maintenance of the Hall.
- C. To preside at meetings of the House Manager's Committee and to work in cooperation with the committee members in performing the duties of room inspection and other projects.
- D. To see that the Hall Secretary issues the necessary summons to Judicial Board for infractions of rules under the jurisdiction of the House Manager.

#### Section 7. Fire Captain

- A. To hold monthly fire drills in the Residence Halls.
- B. To appoint two fire lieutenants and their alternates from each floor to inspect all rooms during fire drills.
- C. To call rolls of resident students to make sure that all students have complied with the fire drill rules.
- D. To report on the success or failure of all fire drills.

- E. To hold meetings of the fire lieutenants and their alternates whenever necessary.
- F. To make a written report of all meetings and fire drills.

### Article VI

#### Performance of Duties

**Section 1.** It is assumed that each officer will fulfill his duties to the best of his ability.

**Section 2.** All meetings of the Association must be attended regularly. Two (2) absences per semester will automatically result in appearance before the Judicial Board. However, the policies regarding attendance at Judicial Board shall be decided upon at their first formal meeting.

**Section 3.** Failure to fulfill designated responsibilities may result in removal from office.

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**Section 5.** Should there be a vacancy due to removal of a house officer, the Judicial Board shall appoint a temporary officer to fill the vacancy until such a time as an election can be held.

### Article VII

#### Meetings

**Section 1.** There shall be a minimum of two House Meetings, one in the fall to introduce the staff and to nominate officers and one in the spring to present nominations for Head of House for the next academic year.

Attendance is compulsory at all full House Meetings. Failure to attend will result in an immediate campus the following Friday night, unless excused by the Secretary.

**Section 2.** House Council shall have a minimum of one meeting per month, the day and time to be set by the members at the first meeting of the year.

**Section 3.** The Head of House shall call meetings of the Executive Committee whenever necessary.

**Section 4.** Judicial Board shall meet once a week, the day and time to be set by the members at the first meeting of the year.

**Section 5.** The Social Committee shall have a minimum of one meeting per month, the day and time to be set by the members at the first meeting of the year.

**Section 6.** The House Manager's Committee shall have a minimum of one meeting per month, the day and time to be set by the members at the first meeting of the year.

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### **Article VIII**

#### **Parliamentary Procedures**

The rules contained in **Roberts Rules of Order** shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and By-Laws of the Association.

### **Article IX**

#### **Petition**

It shall be the privilege of the Association to present a formal petition to the House Council when signed by not less than one-third of the men resident student body.

### **Article X**

#### **Amendments**

An amendment may be brought up for action by any member of the Association. The proposed amendment shall be submitted in writing to the House Council and then posted publicly at least one week before its presentation at a House Meeting. An amendment shall become effective when ratified by two-thirds of the Association of Men Residents at Methodist College and approved by the Dean of Students' office.

### **PARKING AND TRAFFIC REGULATIONS**

**Vehicle Operation:** Every student, faculty and staff member, and any other employee who is eligible to operate a vehicle on college property at any time must register such vehicle with the Office of the Comptroller. The vehicle registration must be completed at the time the student registers for classes or as soon as the student begins ownership and operation of

the vehicle on the college campus. The registration fee is \$1.00 per year. Employees of the college should register at the beginning of each academic year.

**Display of Permit:** Methodist College identification stickers are to be displayed on the lower inside corner of the rear view window on the driver's side. Convertibles affix sticker to windshield.

### **ELIGIBILITY FOR VEHICLE OPERATION**

A. Valid driver's license and liability insurance on vehicle to be registered.

B. Resident members of the freshman class are not permitted to have cars at the college. Members of other classes may apply for permission to have cars on campus, provided they do not receive direct financial aid and abide by all traffic regulations and procedures.

C. Commuting students.

D. Students issued temporary permit by Dean of Students upon presentation of evidence of need.

E. Staff, faculty, and other employees of the college.

### **PARKING REGULATIONS**

A. Resident and commuting students may park vehicles only in parking lot east of new classroom building and parking lot at Science Building. Student parking is not permitted at the Student Union and at the Gymnasium. These parking spaces are reserved for our guests.

B. There will be no parking on driveways at any time.

C. Parking is not permitted between 12:00 midnight and 7:00 a.m. daily, except in residence hall lots. Resident students who are permitted to have automobiles on the campus are to leave them at all times in the parking lots near the residence halls.

D. Vehicles illegally parked will be towed to the Power Plant.

E. Traffic regulations are in effect at all times during the regular academic year. Fines will be assessed for traffic violations on the college campus. Methodist College, or any of its employees, assume no responsibility or liability for loss from theft or damage to vehicles parked in college parking areas.

The motor vehicle laws of the State of North Carolina and college ordinances are in effect on college property. Maximum

speed permitted on the campus driveways is 20 miles per hour. Privileges of operating a vehicle on the college campus may be revoked under the following conditions:

- A. Any resident student who is on academic probation.
- B. Any person who falsifies information when applying for operating privileges.
- C. Failure to maintain adequate liability insurance on a registered vehicle.
- D. Lending a registered vehicle to an ineligible person.
- E. Careless or reckless operation of vehicle on college property.

Motor vehicle accidents on college property should be reported to the security officer, or the Business Office.

Pedestrians have the right-of-way on the college campus at all times. Drivers are warned to keep a close watch for pedestrians. You are warned, however, to cross the driveways very carefully.

### COLLEGE FUNCTIONS

College social functions are solely for the college student and his or her date or escort, and are not open to the general public. Any group wishing to sponsor a function should secure written approval on forms provided from the proper source and clear the proposed time, place, faculty sponsor, chaperonage and other details with the Comptroller and the Dean of Students.

A general meeting of the organization authorized to sponsor the party should be held at least two months before the affair, in consultation with the faculty sponsor. At this meeting the proposed project should be presented to members of the organization to assure their full support. A chairman should be appointed, who will coordinate the work of all committees, make final decisions, be responsible for the efficiency of committees. The chairman will also extend official greetings at the party, make all announcements necessary over the P. A. system, and see that all work is done for the affair in close consultation with the sponsor and the Dean of Students.

The treasurer of the organization shall be the chairman of the budget committee, which will consist of the chairman of all committees working on the project. It will be the duty of this committee to arrange for the income needed and the ex-

penses of the affair, and to approve each expenditure as it is made.

The entertainment committee in consultation with the advisor and the Dean of Students, finds and employs a suitable band and plans for a short program at intermission.

The invitation and greeting committee will prepare and send out invitations to the president of the college, all members of the faculty, the Comptroller, the Director of Public Relations, as special guests as advised by the sponsor and the Dean of Students. The committee in consultation with the Dean of Women, shall invite two college staff members to be chaperons. They will also assist the party chairman in greeting, introducing, and seating guests at the party. This committee is also responsible for conduct in the building.

The ticket and advertising committee will have tickets printed, make advertising posters, sell tickets, and check tickets at the party.

The refreshment committee will plan the refreshments, buy the drinks, prepare them before the party, serve them during the party, find volunteers within the sponsoring organization to bake cookies, arrange for serving the dishes. This committee will also have the responsibility of cleaning up after the affair and returning all utensils and equipment to the appropriate places. A decorating committee will arrange for decorations, after a theme has been decided upon, decorate the Student Union, arrange the furniture, decorate the serving table, also remove decorations and clean up the room on a schedule approved by the Comptroller.

The grounds committee will have the responsibility of planning and supervising the traffic and outdoor conduct in cooperation with the night watchman.

The dating committee will have the responsibility of helping assure full participation by all students who attend the affair.

Each committee chairman should call a meeting of his committee members immediately after the general meeting to plan the work and to outline each member's duty. A final meeting of the sponsoring group should be held one week before the event to re-check preparation and assure full cooperation.



## GENERAL SOCIAL REGULATIONS

Any sound citizenship and democratic way of life is built upon honesty, truth, and integrity. All members of the college community should assume personal responsibility for upholding the highest standards of conduct, to bring respect and honor to the college, community, and state. In order to uphold these principles, our college believes in a single standard of conduct for all students.

A student shall refrain from conducting himself in any way that will bring discredit to his college, such as cheating, stealing, and any other action not contributing to good citizenship. A student shall refrain from gambling or the use of intoxicating beverages while attending college. Any boy involved in an act, contributing to a girl's probation, expulsion, or suspension will receive the same penalty. Damages to college property will be paid for by students responsible.

Smoking is permitted except in the library, laboratories, classrooms, and assemblies. Students are encouraged to use ash trays in foyers and corridors. Please refrain from dropping cigarettes or packages on our walkways or grass, in order that we may keep our buildings and grounds clean of all litter. This is an excellent way to show civic and personal pride in our facilities. Smoking is permitted in the residence hall, so long as there are adequate ash trays.

Methodist College makes no differential between married and single students. Students originally enrolled as single students but who plan to marry during the school year will notify the Dean of Students about such plans, so that necessary changes can be made in personnel records and proper administrative offices may be notified.

### What to Wear

One question that constantly arises in the life of a student is what to wear and when. Being neat and using good taste in dressing appropriately for the occasion are always important factors in anyone's dress. Following are a few regulations and some suggestions to help you make the final decision:

#### 1. Campus Dress

Women must wear skirts in academic buildings and the library unless the student is attending a special function requiring other dress. Men are not permitted to wear T-shirts or sweatshirts.

#### 2. Dress for the Dining Hall

Breakfast: Saturday and Sunday: Dress is optional; Monday through Friday: Dress is school clothes; this means no bermudas, slacks, or gym suits for women; no T-shirts or sweatshirts for men.

Lunch or Noon Meal: Monday through Friday: Dress is school clothes, this means no bermudas, slacks or gym suits for women; no T-shirts or sweatshirts for men.

Saturday: Dress is optional.

Sunday: Dress is informal. This means coats and ties for men; dress clothes, dress shoes and nylons for women.

Dinner or Evening Meal: Sunday through Thursday: Dress is school clothes, this means no bermudas or slacks for women; no T-shirts or sweatshirts for men.

Friday and Saturday: Dress is optional, unless there is a special occasion and then dress is informal. This means coats and ties for men; dress clothes, dress shoes and nylons for women.

Bermudas or slacks may be worn to meals during examination periods.

## RECOMMENDATIONS

### 1. Dress for dates

Formal: Evening gown for women; Tux for men.

Semi-formal: Evening gown or cocktail dress for women, no sport coats for men.

Informal: Dress and hose for women; suit or sport coat with tie for men.

Casual: Class clothes for women and men.

Special Parties: Generally informal dress (dress and hose)

unless otherwise stated.

### 2. Dress for concerts, plays, teas and receptions

For women: Wool or silk dresses or suits; heels and stockings; hats are usually not worn.

For men: Coats and ties.

### 3. Dress for spectator sports

For women: Suits, wool dresses, or skirts and sweaters; flats or heels and stockings.

For men: Coats and ties, or sweaters.

### 4. Dress for classes

For women: Sweaters, skirts, blouses, jumpers, shirtwaist dresses, loafers, flats or sneakers, stockings, knee socks or bobby socks.

For men: Sport shirts, sweaters, slacks or suits.

5. Dress for Church

For women: Dressy dresses or suits; heels and stockings; hats are usually worn.

For men: Coats and ties.

6. Dress for shopping and appointments in the Fayetteville area

School clothes.

7. Dress for Special Parties unless dress is specified  
Informal for both men and women.

### CHAPEL ATTENDANCE

Every full-time student is required to attend, unless granted permission to be absent. College regulations permit the student to be absent from chapel three times each semester, if necessary. Over-cuts in chapel will be penalized by requiring the student to take one additional hour of work. A special seat will be assigned for each student and you are expected to occupy this seat at each service.

### LIBRARY

Whether you wish to do serious research, immerse yourself in a historical novel, listen to a Strauss waltz, or keep abreast of current news developments, the Methodist College Library is the place to pursue your interests and expand your intellectual horizon.

Located in four rooms on the ground floor of the Classroom Building, the library is the place to go if you are seeking newspapers, magazines, maps, pamphlets, telephone directories, music scores and recordings, or books. Individual study carrels are available in the two stack rooms for those students who desire some measure of privacy. Two listening rooms, each equipped with a record player, are available across the hall from the stack rooms. All library resources except recordings and current issues of periodicals are available for loan for periods ranging from one day to two weeks. The card catalog and periodical indexes such as *Reader's Guide to Periodical Literature* are tools which, if used properly, will help you to locate material quickly and easily.

The library is open during the following hours:  
Monday-Thursday: 8:15 a.m.-5:30 p.m.; 7-10 p.m.  
Friday 8:15 a.m.-5:00 p.m.  
Saturday 10:00 a.m.-12:00 noon; 2-5 p.m.

Library staff members are always happy to assist you in your search for information. Their chief responsibility is not to classify, catalog, or accession books, but to serve you.

## Student Life

### CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF METHODIST COLLEGE

#### Preamble

We, the students of Methodist College, believing in the basic virtue and nobility of the human spirit, striving to further the activities of student life and promote interest in campus affairs, and having faith in the ability of students to govern themselves, do hereby establish this constitution and its by-laws to provide for the Student Government Association of Methodist College.

#### Article I. Name

The name of the organization shall be the Student Government Association of Methodist College.

#### Article II. Membership

The membership of the Student Government Association shall consist of all students enrolled at Methodist College. Any of the rights, privileges, and obligations of such membership may be legally removed for cause as determined by the Judicial Council.

#### Article III. Eligibility and Election

##### Section I (Qualification)

- a. The offices of President and Vice-President of the Association shall be filled by members classified academically as juniors and seniors. The offices of Secretary and Treasurer shall be filled from any of the classes.
- b. No person shall be eligible to be a candidate for or to hold any executive, legislative, or judicial position or class office, elective or appointive, unless such person is

carrying at least twelve (12) semester hours and shall have compiled an overall quality point ratio of 2.0, and retention of such office is conditional upon the maintenance of these qualifications.

- c. No officer may succeed himself. Any person holding an office in the Student Government Association shall not hold any other position in the Government, except for the Judicial Council.

#### Section 2 (Tenure)

All elective positions shall be held for a term of one year or until the successors to fill the elective positions are elected and installed. Vacancies shall be filled in accordance with Article IV, Section 6, Article V, Section 4, of the Constitution.

#### Section 3 (Nominations)

A list of eligible candidates shall be posted by the Student Government Association Secretary by April 1. The nominations for Student Government officers shall be made at a Student Government Association meeting within five days following the posting of eligible candidates. The nominations for class officers shall be made at separate class meetings within five (5) days following the posting of eligible candidates. The nominations for each office shall be made from the floor.

#### Section 4 (Elections)

- a. There shall be an annual all-college election during the spring of each year. All candidates for Association officers, senators, and class officers, except for the incoming freshman class, shall be elected at this time. Freshman class officers and senators shall be elected within six (6) weeks of the beginning of the year.
- b. Primary election for Student Government Association officers shall be the Monday following nominations. General college election shall be held the third Friday in April to elect the Association officers from the two candidates, for each office, receiving the most votes in the primary election.
- c. Voting shall be by secret ballot, on official ballots.
- d. The installation of new Student Government Association officers and senators shall take place on the Wednesday following the general election. These persons will be

sworn in by the incumbent chief justice of the Judicial Council by taking the following oath: "I do solemnly swear (affirm) that I will faithfully execute the duties of the office of \_\_\_\_\_ of the Student Government Association, and will to the best of my ability, preserve, protect and defend the Constitution of the Student Government Association.

#### Section 5 (Probation)

No person under disciplinary probation shall run for any executive, legislative, or class office, elective or appointive, in the Association. Any such person serving a term in office at the time of being placed on probation shall be removed from office at the discretion of the Judicial Council.

### Article IV. Executive Branch

#### Section 1 (Function)

- a. The officers of the Student Government Association shall be known as the Executive Council.
- b. The Executive Branch shall be the executive and administrative agency of the Association, and its function shall be to carry on the business and program of the Association.
- c. The Executive Council shall be in charge of investigating and presenting evidence to the Judicial Council in an offense against the Student Government.

#### Section 2 (President)

Duties and Powers of the President. The President shall be responsible for the following:

- a. To convene and preside over the meetings of both the Student Government Association and the Senate.
- b. To act as official representative of the Association in its relations with outside agencies.
- c. To have appointive and proclamative powers as provided for in this constitution and by the Senate.
- d. To possess such powers as may be necessary and proper to enforce the statutes of the Association and to carry out the functions of his office as prescribed by this constitution.
- e. To report to the Association at least once a semester on the activities of the Association.

- f. To appoint such executive officers as shall be necessary for the proper execution of his duties. He shall have the power to remove such persons from their positions.
- g. To appoint four (4) justices to the Judicial Council with a two-thirds (2/3) approval of the Senate. Appointees shall consist of two (2) from the senior class, one (1) from the junior class, and one (1) from the sophomore class.
- h. To request the Judicial Council to interpret the Constitution, its by-laws, the acts of the Senate, and any part thereof, in the event the initiative is not taken by the Judicial Council.

#### Section 3 (Vice-President)

Duties of the Vice-President. The Vice-President shall be responsible for the following:

- a. To exercise all powers of the president in the absence of the President of the Association.
- b. To perform such duties as may be prescribed by the President of the Association.
- c. To exercise such other powers as are provided for in this constitution.
- d. To perform such duties as assigned by the Senate and approved by the President of the Association.

#### Section 4 (Secretary)

Duties and powers of the Secretary. The Secretary shall be responsible for the following:

- a. Keep accurate records of the meetings of the Student Government Association and the Senate.
- b. To be responsible for notifying members of the Senate of each meeting of that body.
- c. To perform duties assigned by the Senate and approved by the President of the Association.

#### Section 5 (Treasurer)

Duties of the Treasurer. The Treasurer shall be responsible for the following:

- a. To collect, disburse, and account for the revenues of the Association.
- b. To publish a semi-annual report of income and expenditures.

#### Section 6 (Vacancies)

If the office of President be vacated after the newly-elected officers are duly installed, the Vice-President shall immediately succeed to the position. If the President-elect shall vacate his position before being duly installed a special election shall be held to fill the position. In the event that a vacancy occurs in the offices of Vice-President, Secretary, or Treasurer prior to the end of the first semester, a special election shall be held to fill the position. For a vacancy occurring in the second semester of the term of office the Senate shall by a two-thirds (2/3) vote of its membership elect a successor to fill the unexpired term.

### Article V. Legislative Branch

#### Section 1 (Name and Representation)

- a. The legislative power of the Association shall be vested in the Senate, consisting of three (3) representatives from each of the four (4) classes, and the officers elected by the Association. At least one of the representatives from each class shall be a student not residing in the college residence halls.
- b. Three-fourths (¾) of the entire membership of the Senate shall constitute a quorum to carry on the business of the Senate.
- c. At least one faculty advisor appointed by the President of the college with no voting power shall serve with the Senate.

#### Section 2 (Powers)

The Senate shall have the power to regulate and supervise the status of all approved student campus clubs and organizations regarding the harmony of campus life; to impeach any elective or judicial officer of the Association for misconduct in office with the concurrence of at least three-fourths (¾) of the entire membership of the Senate; to enact regulations pertaining to elections held at the direction of the Senate; and under this constitution, to enact such laws, statutes, rules, and regulations as may be necessary and proper to carry into effect the provisions of this constitution and to afford the members of the Association effective student government.

### Section 3 (Appearance)

Any student group representative shall have the right to appear at any regular meeting of the Senate to present matters of campus-wide interest.

### Section 4 (Vacancy)

If a vacancy occurs in the Senate prior to the end of the first semester a special election shall be held by the representatives to fill the vacancy. For any vacancy occurring in the second semester of the term of office, the Senate shall by a three-fourths ( $\frac{3}{4}$ ) vote of its entire membership elect a successor to fill the unexpired term.

### Section 5 (Convention)

The Senate shall meet on the call of the President and will meet at least twice a semester.

### Section 6 (Impeachment)

By a two-thirds ( $\frac{2}{3}$ ) vote of the members of a class, any Senator of that class may be recalled for misconduct in office.

## Article VI. Judicial Branch

### Section 1 (Name)

The judicial power of the Association shall be vested in the Judicial Council.

### Section 2 (Membership, Vacancies, Appointment)

The Judicial Council shall consist of eight (8) members, a chief justice and seven associate justices. Membership shall consist of the four respective class presidents, and four (4) justices appointed by the president of the Student Government Association within ten (10) days, following the general elections. The chief justice shall be elected by and from members of the Judicial Council.

- a. The Senate shall by a three-fourths ( $\frac{3}{4}$ ) vote of its membership recall any member of the Judicial Council when that member fails to discharge his duties properly.
- b. Vacancies shall be filled by the president of the Association with the concurrence of at least three-fourths ( $\frac{3}{4}$ ) of the entire membership of the Senate.

- c. At least one (1) faculty member appointed by the president of the college with no voting power shall serve with Judicial Council.

### Section 3 (Powers)

The Judicial Council shall have the power to interpret the constitution and the acts of the Senate; to try persons impeached by the Senate; and to try members of the Association for violation of the constitution, the by-laws, acts of the Senate, and rules of the college.

- a. Final authority in judicial matters shall be vested in the Judicial Council. However, the right of the defendant to appeal to a faculty committee appointed by the president of the college shall be recognized. In the case of permanent dismissal faculty authority may take precedence. For a conviction in any disciplinary action, a three-fourths ( $\frac{3}{4}$ ) vote of its membership shall be necessary.
- b. The Judicial Council shall, by the request of the president of the Association, interpret the Constitution, the by-laws, the acts of the Senate, or any part thereof.
- c. On any such question of interpretation, the Judicial Council shall hold an open hearing with all interested persons being heard. The decision shall be made in writing and a copy shall be transmitted to the Secretary of the Association.
- d. The Judicial Council shall have the power to examine documents, to call witnesses, and to make rules necessary and proper for the transaction of its business.
- e. A defendant shall have the right to be faced with his accusers or with a written affirmation by his accusers. He shall have the right to question witnesses, to introduce documents, to offer testimony in his behalf, and to have witnesses for the defense.
- f. Impeachments voted by the Senate shall be tried in an open hearing. The Judicial Council may convict by a three-fourths ( $\frac{3}{4}$ ) vote of its entire membership and upon conviction may remove such person from office and may deny rights and privileges of Association membership. In cases of impeachment, the decision shall be in writ-

ing and shall be transmitted to the Secretary of the Association.

- g. No member of the Judicial Council shall sit in a case involving himself, his roommate, or kinsman. In case of excess disqualifications, the president of the Association shall appoint pro tempore members of the Judicial Council.
- h. The Judicial Council shall hear any case appealed from the Residence Hall Councils. It may use its discretion in abiding by the original decision or may pronounce a new verdict.
- i. The Judicial Council shall have power to issue subpoenas for the Executive Council, so that the Executive Council may procure witnesses. A witness not answering the subpoena or guilty of perjury shall be tried for contempt of the Judicial Council.

#### Section 4 (Quorum)

Five members of the Judicial Council shall constitute a quorum to interpret the Constitution, its by-laws, and the acts of the Senate. Seven (7) members of the Judicial Council constitute a quorum to conduct trials.

- a. The Judicial Council shall appoint one of its members as clerk, who shall keep a complete, accurate, and confidential record of its proceedings.
- b. The Judicial Council shall meet on call of its chief justice.

#### Article VII. Amendment

This constitution may be amended by a three-fourths ( $\frac{3}{4}$ ) vote of the total membership of the Senate, with a majority vote of those Association members voting, after seven (7) days public notice.

#### Article VIII. Ratification

##### Section 1 (Vote)

This constitution shall go into effect when ratified by a two-thirds ( $\frac{2}{3}$ ) vote of the Community Council and a majority of votes cast in a referendum of the student body of Methodist College and when approved by the president of Methodist College.

#### Section 2 (Present Government)

Until the installation of the new officers of the Student Government Association the present governmental structure shall be used in the execution of the functions of the Association.

#### RELIGIOUS ACTIVITIES

Under the general supervision of the chaplain the college offers a wide range of religious activities. Two chapel assemblies are held each week, with all students carrying an academic load of 12 or more semester hours required to attend. Although not all such assembly programs are worship programs and sometimes feature outstanding speakers and artists from various fields, they are all given a markedly religious orientation. Formal services of worship are held in the college Worship Center at various times. Vesper services are conducted on a weekly basis by student groups, utilizing either the Worship Center in the Classroom Building or the outdoor "dogwood chapel" on south campus. Resident students are encouraged to affiliate with the various Fayetteville churches maintained by their own respective denominations, or, if they are not yet members of any denominational group, with the church of their choice. (See elsewhere in Handbook the Sunday bus schedules.)

A major event of the academic year is the annual observance of Religious Emphasis Week. On such occasions outstanding speakers are brought to the campus for a week of special chapel programs and other related events. This is usually carried out in the springtime, prior to Easter. Other special services are usually centered around the Easter season.

Two student religious organizations now exist on campus, with others planned for the future. The interdenominational Student Christian Association serves as a student coordinating agency for various religious activities and, in conjunction with the chaplain, plans and conducts Religious Emphasis Week. Plans are underway for the establishment of various denominational student groups such as the Methodist Student Movement, Baptist Student Union, Presbyterian Westminster Fellowship and others.

Another student group already in existence is the Interdenominational Fellowship of Service, composed of those who

have entered or plan to enter some Christian vocation. Regular monthly meetings and informal luncheon sessions provide the focal point for the IFS program of activities. Finally, various informal groups conduct special devotional activities from time to time throughout the academic year, especially during the pre-Christmas and pre-Easter seasons.

### EXTRA-CURRICULAR ACTIVITIES

College social functions, planned for the entertainment of the students at Methodist College and their guests, are usually held in the Student Union. Organized groups on the campus sponsor activities during the college year with the assistance of a committee, composed of the four class presidents, the president of the Student Government Association, and four faculty members appointed by the President of the College.

The College has several campus organizations, which are listed below with the name of the faculty advisor:

Student Government Association—Mr. S. R. Edwards and Dean O. E. Dowd

Public Affairs Club—Mr. B. R. Pulliam

Science Club—Dr. C. H. Ott

Dramatics Club—Mrs. Miriam L. Usrey

Music Club—Dr. W. C. Gates

Women's Athletic Association—Dr. Mary Emily Miller

Men's Intramural Athletic Association—Mr. E. W. Schwarz

Association of Women Residents—Dr. Mary Emily Miller

Association of Men Residents—Mr. B. R. Pulliam

Interdenominational Fellowship of Service—Dr. S. J. Womack, Jr.

Student Christian Association—Dr. H. L. Stauffer

sMALL TALK—Mr. A. R. Barker

The Carillon—

Student Counselors—Dr. Mary Emily Miller

### Class Advisors

Freshman Class—Mr. E. W. Schwarz

Sophomore Class—Mr. A. P. Wadsworth

Junior Class—Mr. G. K. Snyder

Senior Class—Dr. M. P. Burt

### STUDENT PUBLICATIONS

The students of the college publish a newspaper, entitled "sMALL TALK." This publication serves as an organ for student expression and information.

The senior class of the college publishes a yearbook, "The Carillon," which will benefit the entire college community.

The Student Government Association published a Student Handbook each year to give information about life on the campus to all new students. Each person will find the handbook profitable.

Other publications may be added as the need arises.

### ATHLETIC ACTIVITIES

Many opportunities for recreational and intramural activities are available for men and women. Consult the Physical Education Handbook for more information or contact the intramural office in the gymnasium.

Intercollegiate athletics will begin in September 1963. If you have ability in basketball, tennis or golf, try out for one or more of these teams. If you cannot be a player then support your team by being a good spectator.

### W. A. A.

The Women's Athletic Association in cooperation with the Physical Education Department sponsors activities and an intramural program for the women students of the college. The purpose of W.A.A. is to develop qualities of leadership, to promote interest in women's athletics and to provide opportunities for the women students to participate in various recreational activities. All women students of Methodist College are eligible for membership. As members each woman student has the opportunity of electing officers to represent her on the W.A.A. Council. The function of this council is to plan the activities and events for the students and to serve as a means of communication.

## General Information

### POLICIES AND PROCEDURES FOR STORMY CONDITIONS

Unless weather conditions create emergency travel circumstances which warrant announcement to the contrary by college officials, Methodist College operates on regular schedule. However, a student is not required to travel when doing so involves a serious hazard to life or property. Unless and until the privilege is abused by the individual, excuses may be obtained for overcuts because of hazardous weather conditions; the student, of course, remains responsible for work which he has missed and for the following assignment.

The Superintendent of Buildings and Grounds reports plant conditions to the Comptroller by 6:30 A.M. The Comptroller then confers with the Academic Dean of the College and they together make the decision regarding the schedule for the day. The decision is communicated to the Director of Public Relations by the Comptroller and to the President by the Academic Dean. By 6:45 A.M. the Director of Public Relations notifies the four local radio stations as to the Methodist College schedule for the day.

### GRADING SYSTEM

Normal Course Load: A normal course load consists of 15 or 16 semester hours of work, not including activity courses. Special permission is necessary for additional hours. No changes are made in courses after the date specified in the academic calendar. To drop a course permission must be obtained from the Student's Advisor and the Dean. Full-time students are expected to make normal progress toward graduation, which requires a cumulative average of 2.0 or better. Academic requirements for continuance in college are outlined in the college catalog.

### Grading Explanations

Grade Symbol	Quality Points per hour	Meaning
A	4	Excellent
B	3	Good
C	2	Satisfactory
D	1	Passing
F	0	Failure
I		Incomplete
WP		Withdraw Passing
WF		Withdraw Failing

Class Attendance: Every student will be expected to attend each class meeting of every course in which he is enrolled. In order to allow for absences in case of illness or emergencies, each student will be permitted without penalty one absence for each semester hour of the course. A student on academic probation will not be allowed any class cuts. Cases of extended illness or emergency will be considered for excuse by the Dean or the Dean of Students according to their merit. Absences from the last class meeting before official holidays and the first class meeting after holidays will be counted as double-cuts. If the student exceeds the number of allowable absences in one course, he may be dropped from the course with the grade of "F." The forms for withdrawal from a course may be obtained from the Registrar's Office, the Dean or the Dean of Students. These forms will be initialed by the proper person as indicated. These forms are then turned into the Office of the Registrar.



## FEES

The fees at Methodist College for the school year 1963-64 are as follows:

Fees	Each Semester	Year
Tuition .....	200.00	400.00
General Fee .....	50.00	100.00
Room Rent .....	112.50	225.00
Board .....	225.00	450.00
Lab Fees .....	7.50	15.00
Private Music .....	40.00	80.00
Health & Activity Fee	12.50	25.00

Insurance Fee (optional): \$11.00 academic year

Physical Education Fee: \$1.00 each semester and \$2.00 for the year.

## FINANCIAL AID

Since scholarships and loans are generally awarded on an annual basis, an application for renewal must be filed for each succeeding academic year, not later than April 1. Renewal or continued financial aid will be contingent upon financial need and satisfactory academic and character performance during the previous semester.

Students enrolled in the second semester who have not been assigned financial aid for the current year, but who wish to be considered for financial aid for the ensuing academic year, must complete and return to the Registrar's Office an application. Methodist College is limited in the number of scholarships available annually. However, every attempt is made through the scholarship program and the total financial aid program to help students in meeting college expenses before and after they become members of the student body.

## BUS SCHEDULE

**Mondays Through Fridays**  
 5:20 P.M.—leave downtown  
 8:20 A.M.—arrive campus  
 4:30 P.M.—leave campus  
 5:30 P.M.—arrive campus

**Sunday**  
(church buses)

<p><b>Fridays</b></p> <p>6:10 P.M.—leave downtown                  6:30 P.M.—arrive campus                  6:30 P.M.—leave campus                  9:15 P.M.—leave downtown                  9:30 P.M.—arrive campus</p> <p><b>Saturdays</b></p> <p>1:00 P.M.—leave campus</p>	<p>9:30 A.M.—leave campus                  12:15 P.M.—leave downtown                  12:30 P.M.—arrive campus                  7:30 P.M.—leave campus                  9:15 P.M.—leave downtown                  9:30 P.M.—arrive campus</p>
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Buses will go up and down Hay Street, and stop near Bender's Drug Store and Stein's. Will also stop near churches on or off Hay Street. Buses will continue around Market House and out 401 North to college. Buses will make trips as long as students use bus.

## CAMPUS COURTESY

Be thoughtful and considerate of faculty members' time. They are always ready to confer with you and are glad to be of help. But remember, when not in the classroom they quite often must use their time in making out reports, handling correspondence, grading papers, preparing examinations and preparing the next day's lectures, among other things. Time is a precious commodity. So, be sure you don't impose upon faculty members unduly. Be sure that the matter you go to confer about is really a legitimate concern and not just an excuse for a social call to "pass the time of day." Remember, the more time an instructor has to prepare for that lecture the more interesting it should be.

Be considerate, too, when you do visit a faculty member in his or her office, and refrain from entering said office with a cigar, pipe or cigarette going. You may think the fragrance of tobacco smoke is heavenly, but it may be the faculty member reacts to it quite differently. After all, it's his or her office you would be perfuming, and the faculty member must live with the odor long after you have gone.

## ADMINISTRATION AND FACULTY DIRECTORY

### Administration

- Dr. L. Stacy Weaver ..... President  
1717 Raeford Road, Fayetteville, N. C.  
Phone: HU 4-5074
- Dr. Millard P. Burt ..... Dean of the College  
5204 Ramsey Street, Fayetteville, N. C.
- Mr. S. R. Edwards ..... Director of Admissions and Registrar  
1060 Mohawk Avenue, Fayetteville, N. C.  
Phone: HU 4-1221
- Mr. O. E. Dowd ..... Dean of Students  
5430 Hampton Road, Fayetteville, N. C.  
Phone: 432-9273
- Dr. Mary Emily Miller ..... Dean of Women  
Methodist College, Fayetteville, N. C.  
Phone: 432-4141, Ext. 13
- Mr. Frank H. Eason ..... Comptroller  
5202 Ramsey Street, Fayetteville, N. C.  
Phone: HE 2-2989
- Mr. W. L. Eddins ..... College Accountant  
5317 Maryland Road, Fayetteville, N. C.  
Phone: 432-9520
- Mr. Charles K. McAdams ..... Public Relations Director  
5426 Hampton Road, Fayetteville, N. C.  
Phone: HE 2-2722
- Mr. Wm. P. Lowdermilk .. Assistant Public Relations Director  
122 Dobbin Avenue  
Phone: HU 4-9617
- Dr. S. J. Womack, Jr. .... Chaplain  
3535 Scottywood Drive, Fayetteville, N. C.  
Phone: HU 4-6901
- Mrs. Greta C. Duncum .... Director of Testing and Guidance  
305 Kenwood Circle  
Phone: HE 3-0394
- Mr. Alva W. Stewart ..... Librarian  
304 Valley Road, Fayetteville, N. C.  
Phone: HU 4-3922

### Faculty

- ADDISON R. BARKER, JR., Assistant Professor of English  
A.B., High Point College; M.A., University of North Carolina.
- GEORGE P. CHANDLER, Instructor in Philosophy  
A.B., Elon College; B.D., Vanderbilt University; Ph.D., Emory University<sup>o</sup>
- GENE THOMAS CLAYTON, Instructor in Physical Education  
A.B., Catawba College; M.Ed., University of North Carolina
- CARLYLE CROSS, Professor of English  
A.B., Mercer University; M.A., Duke University;  
Ph.D., University of Georgia
- JOSEPH MARSH DANIEL, Assistant Professor of Physics  
A.B., Duke University; M.Ed., University of North Carolina
- ORREN E. DOWD, Assistant Professor of Social Studies  
A.B., M.A., Duke University
- GRETTA CARLSON DUNCUM, Instructor in Psychology  
A.B., Randolph-Macon Woman's College; M.Ed., University of Pittsburgh
- WILLIAM L. EDDINS, Assistant Professor of Economics and  
Business Administration  
B.S., Concord College; M.A., West Virginia University
- ESPERANZA ESCUDERO, Assistant Professor of Spanish  
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