

METHODIST COLLEGE

MEN RESIDENT  
STUDENTS

HANDBOOK



1966 -- 1967

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## MEN'S RESIDENCE HALL

### Residence Hall Director

The Residence Hall Director, aided by Student Counselors, is the administrative director of the Residence Hall. She 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 her 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 A 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, and rendering effective service to your community.

Bruce R. Pulliam

Former 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 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 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 House Director's approval. A new 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 one dollar (\$1.00) 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 Residence Hall Director'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 House Director or her 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, bedspread, 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 met.

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 Director.

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 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.

No pets are allowed in the hall.

### 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 be taken 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, books, 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 House Director whether or not you are responsible. When the House Director cannot be reached, report the need for emergency repairs (broken faucets, toilets, serious leaks, etc.) to the Dean of Men.

## 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 plug it into 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 House 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 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 shirt, T-shirts and play shorts) are not to be worn in the dining hall at any time.

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 House Director.

## OFFICE HOURS

Office hours for the Residence Hall Director will be posted. The office will be open for information and guidance to all students. If the Residence Hall Director is needed during the night check her 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 disconcerting.

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 every one 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 Hall Director'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 House 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 sign-out forms 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. Although each Hall will have its own Association; the two Associations shall cooperate in joint matters through their respective Councils.

#### 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  
Student Counselors

All of the above shall be considered major house officers elected by a representative, democratic process, with the exception of the Student Counselors who are members *ex officio*.

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 Student Government Association 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 attend.

## 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, 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 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 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.

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 refill 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 two meetings 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.

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 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.