

METHODIST COLLEGE

WOMEN RESIDENT  
STUDENTS

HANDBOOK



1966 - 1967

**METHODIST COLLEGE**

**WOMEN'S RESIDENT STUDENTS**

**HANDBOOK**

**1966 - 1967**

## CONTENTS

### WOMEN'S RESIDENCE HALL

Residence Hall Director .....	1
Messages from Residence Hall Directors .....	1, 2

### HOUSING POLICIES

Room Assignment .....	2
Room Changes .....	2
Vacating your Room .....	3
Trunk and Luggage Storage .....	3
Keys .....	3
Furnishings .....	4
Bathrooms .....	4
Window Areas .....	4
Pets .....	5
Repairs and Damage .....	5
Electrical Appliances .....	5
Laundry .....	5
Lost and Found .....	6
Room Cleaning .....	6
Trash Disposal .....	6
Residence Hall Work .....	6

### GENERAL SOCIAL REGULATIONS

Statement .....	7
What to Wear .....	8

### GENERAL HOUSE RULES

Quiet Hours .....	9, 10
Closing of the Residence Hall .....	11
Signing in and out .....	12
Closed Study .....	13
Privileges .....	13

### SOCIAL RULES

Guests .....	14
Men Callers .....	14
Order .....	15
Telephone Calls .....	16
General Rules .....	17
Drinking .....	17

### CONSTITUTION

Preamble .....	18
Name and Membership .....	18
Purpose .....	18
Organization .....	18, 19
Elections .....	19, 20
Duties .....	21, 23
Performance of Duties .....	23
Meetings .....	24
Petition .....	24
Amendments .....	25
Parliamentary Procedures .....	25

### HOUSE JUDICIAL BOARD

Membership and Purpose .....	25, 26
Infractions .....	26
Procedures after Infraction .....	27
Appeals .....	27
Judicial Board Decisions .....	28

### STUDY HABITS

Arrangements .....	28
Readings .....	29
Lecture Notes .....	29, 30
Time .....	30, 31

## FOREWORD

### WELCOME TO THE WOMEN'S RESIDENCE HALLS OF METHODIST COLLEGE

This Handbook has been created for reading by incoming students, returning students, parents and guests. It contains a guide to residence hall living through our regulations.

Initially, the regulations and comments may seem a bit overwhelming, but the reader should remember that through day to day living they become a habit. The Residence Director, Student Counselors, House Officers, Dean of Women and the Dean of Students, are here to help you to make this a comfortable, happy year of resident living.

We hope that you will become familiar with the handbook before coming to college and will share it with your family.



Best Wishes in the coming year,  
The Dean of Women's Office

## WOMEN'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 Women, with her 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 her adjustment both to hall and to college life.

### FROM THE RESIDENCE HALL DIRECTORS

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 one's self 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 endeavor 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  
Garber Hall

FOREWORD

As we face a new year may we be aware that we are all persons with needs and desires. We can best meet one another's needs by making friendship, and some of life's strongest bonds will be effected during our years on this campus. We face many opportunities in enriching lives of others through Christian Daily living.

It is my hope that the days we spend together will be filled with just those experiences which will help us all become our better selves.

I am looking forward to living and working with you as you prepare for a better way of life.

My best wishes to you all.

Huldah B. Jones  
Residence Hall Director  
Weaver Hall

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 filled because of space limitations at the time of selection, you may submit a written request to the Dean of Women's Office. 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 a hotel than a home. Talk over any difficulty which may arise with your 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 fifteenth. Except under extraordinary circumstances students will not be permitted to move to another hall.

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 Residence Director may clear you to leave.

Trunk 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. Sleeping with your room locked is precarious in cases of emergency. The buildings are fire proof.

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

#### **Furnishings**

The rooms contain built-in wardrobes, built-in desks and shelves, and chairs. Spreads, drapes and student desk lamps are not furnished by the Hall. The student will supply sheets, pillow cases, towels, wash cloths, at least one woolen blanket, bed spread, desk lamp (with fireproof shade), ash trays, flashlight and other personal items. Room inspection will take place approximately two weeks after the opening of college to assure that 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. Bureau scarves, cosmetic trays, bedside rugs, draperies, bookcases, irons, additional chairs, radios, clocks, record players, heating coils and heating pads are optional.

#### **Bathrooms**

The bathroom is shared with your roommate and suitemates. When you leave it you should stop and think. Are you leaving it as you would like to find it? Wash basin and shower stall clean? Your belongings put away? Floor dry? It may seem like a small consideration but it will contribute to your comfort and that of others.

Use the paper bags provided before placing sanitary napkins in the step-on cans. You are responsible for emptying the step-on can into the trash containers.

#### **Window Areas**

Nothing is to be thrown or shaken from the windows. You are responsible if anything is thrown from your window.

Your blinds must be closed as soon as lights are put on in the evening unless everyone in the room is properly clothed.

Residents are cautioned not to call out of their windows as this is a disturbance to others.



#### **Pets**

Pets of any kind are prohibited.

#### **Smoking**

You may smoke in your room but are cautioned against smoking in bed which is dangerous for you and those around you. Further information concerning smoking regulations is found under "General Social Regulations."

#### **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 prohibited. 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 Residence 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 Residence Director.

#### **Laundry**

Coin-operated washing machines and dryers are located on the second floor. It requires 25c to operate the washer and 10c 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 into the Staff Office and held temporarily.

### **Room Cleaning**

You are expected to keep your room and bathroom clean.

Social rooms are here for your convenience and pleasure. All students are asked to leave the social rooms and lounges in a neat condition.

### **Trash Disposal**

You are expected to empty your own wastebaskets and step-on cans into the proper trash baskets.

### **Residence Hall Work**

Applications are accepted each May for work in the Hall or Hall Duty. This may entail answering the phone, conducting 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. A student interested in working should contact the Dean of Women, she will refer you to the proper administrator.

beverages while attending college. Any boy involved in an act contributing to a girl's probation, suspension or dismissal, will receive a comparable penalty. Damages to college property will be paid for by the 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.

nstantly arises in the life of the student is t. Being neat and using good taste in dress-occasion are always important factors in anyone's in dress and hair styles should be avoided-regulations and some suggestions to help ion:

ts in academic buildings and the library unless signates other dress due to inclement weather.

dressed with no hair rollers in the lounge, reas. When sunbathing a woman must wear to and from the designated sunbathing area.

the week dress is casual. Women may wear udas or slacks. Women are cautioned to be out their attire in the Dining Hall as campus the men are often present.

onday through Friday: Dress is school clothes, no bermudas, slacks or gym clothes for

Saturday: Dress is casual.

Sunday: Dress is informal, this means dress clothes, and stockings.

Dinner or Evening Meal: Sunday through Friday: Dress is school clothes.

Special Occasions may require some deviation from the dress schedule. At these times notices from the Dean of Women's Office will be posted in the Residence Halls concerning any changes.

Those inappropriately attired in the dining hall will be asked to leave.

### GENERAL HOUSE RULES

The House Councils, in joint meeting, may make further regulations, if conditions warrant, subject to approval by the Residence Directors and the Dean of Women.

#### 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 control noise.
2. Students are permitted to play the piano in the music room from 7:00 a.m.; until 10:00 p.m. Those women on closed study are not allowed in the music room unless they are music students. Music students have priority in the music room.
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 designed as quiet hours are to be "considerate hours," during which women are requested to refrain from unnecessary noise.

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





### QUIET HOURS

Monday through Thursday

7:00 a.m. — 4:30 p.m.

7:00 p.m. — 10:00 p.m.

11:00 p.m. — 7:00 a.m.

Saturday

7:00 a.m. — 12:00 noon

12:30 a.m. — 7:00 a.m.

Friday

7:00 a.m. — 4:30 p.m.

7:00 p.m. — 10:00 p.m.

12:30 a.m. — 7:00 a.m.

Sunday

7:00 a.m. — 12:00 noon

7:00 p.m. — 10:00 p.m.

11:30 p.m. — 7:00 a.m.

### Closing of the Residence Hall

1. The residence halls are locked at 11:00 p.m. on Sunday, 10:00 p.m. Monday through Thursday and at 12:00 midnight on Friday and Saturday. The end doors are to remain locked from 7:00 p.m. until 7:00 a.m. Students must be in the halls at those times unless they are signed out. The halls open at 7:00 a.m.
2. Residents are expected to return to the residence hall at the closing hour or at the time for which they have signed out. If a student realizes that she will return later than the time for which she has signed out, she must telephone her Residence Director before the closing hour, preferably 15 minutes before to avoid tying up the line. In the event that a resident fails to return to the residence hall by the closing hour or by the time for which she has signed out, and has not called in, 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 parents or guardian are notified of her absence.
3. If a resident 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 Residence Director before the closing hour on Sunday. The Residence Director must be notified of any change in plans, such as destination, mode of travel, time of leaving or returning before the resident affects the change. If the resident can not reach her own Residence Director, she should contact the Residence Director in the other hall before contacting the Dean of Women or one of the student counselors.
4. Residents who attend scheduled college events or work or study in the library should be in the hall as soon as possible and must be in by one-half hour after the termination of the event, if the event has continued beyond the dormitory closing hours. The time when the event ended is given to the Residence Director by the first student to return. This half-hour is not given for club meetings, rehearsals or "Small Talk." Any exceptions must be approved by the Dean of Women.
5. Closing hours will remain the same whenever students are in residence, as will all other hall regulations.

6. During vacation periods the Residence Hall will be closed and all students are expected to leave unless proper notice is given to the Residence Director. A student should indicate her intent to stay in the hall 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 THE RESIDENCE HALL**

1. Women students are required to sign out of the residence hall so that they can be reached in case of an emergency. The student's destination should be indicated accurately and completely. 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 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 anytime, day or night, including overnights and weekends.
  - C. If she will be out of the hall after 7:30 P.M.
2. Women students are also expected to sign in upon their return to the residence hall.
3. A student taking an overnight or weekend must present an invitation from her hostess to the Residence Director or arrange for the hostess to call the Residence Director, twenty-four hours before the intended trip.
4. A resident student is not permitted to stay in a hotel or lodging off campus unless a letter from her parents or guardian is received by the Dean of Women 24 hours before the intended trip, indicating that permission is given by the parents or guardian. The Dean of Women will then contact the Residence Director indicating permission.
5. The only exceptions to rules 3 and 4 are in cases where the resident is going to her own home or when she is going to the home of another Methodist College student and has been assured that the student's parents or guardian will be at home on that particular weekend or overnight.
6. All women students taking overnights and week-ends are required

to sign out on their cards and get them initialed by the Residence Director. Only in the absence of both Residence Directors can the House President, Student Counselors or Judicial Board Chairman initial cards. The card must then be placed in alphabetical order, in the box provided for that purpose.

#### **CLOSED STUDY:**

Closed study refers to a period of time in which residents are to be studying in their rooms or in the residence hall, other than in the lounge or adjoining areas. During periods designated for closed study, the resident may sign out to go to the Library, or to Public Occasions held in the Student Union. Any exceptions to the Closed Study regulations must be approved by the Dean of Women.

#### **Privileges**

1. Regular Hours—All women residents  
Sunday ----- 11:00 P.M.  
Monday - Thursday ----- 10:00 P.M.  
Friday ----- 12:00 midnight  
Saturday ---- 12:00 midnight
2. Closed study—All Freshmen; Sophomores, Juniors and Seniors on probation:  
Monday - Thursday ---- 7:30 - 10:00 P.M.  
Any second semester Freshman on the Dean's List is not on Closed Study.
3. Week-ends or overnights per semester  
An overnight is one night spent off campus.  
A week-end extends from Friday until Monday morning but may begin on Saturday.  
Freshman 6; Sophomores 10; Juniors 14; Seniors unlimited
4. Special privileges: Any Sophomore, Junior, or Senior not on probation may have one free night (Sunday-Thursday) with permission to sign off campus at her discretion until 12:00 midnight.
5. Freshmen are expected to spend the first three weekends on campus unless given special permission to go home during that time.

## SOCIAL RULES

### Guests:

1. The Resident Director should be notified and arrangements made at least 24 hours before the arrival of a guest. All guest charges should be handled at this time.
2. All overnight guests are to be introduced to the Residence Director. If she cannot be found, leave her a note giving the names of guests and hostess. The guests must be registered in the guest book 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 violation of their guest.
3. Men who place guests in the Women's Residence Hall are required to make reservations ahead of time with the Residence Director. Men students must introduce their women guests to the Residence Director of the Women's Residence Hall in which they are staying, so that arrangements may be made for their entertainment.
4. Commuters shall observe the class privileges that they would normally have if they were living on campus even though they may be the guest of an upperclassman.

### Men Callers:

1. Men may make social calls at the following hours:  
Monday through Thursday ---- 4:00 p.m. - 10:00 p.m.  
Friday ----- 12:00 noon - 12:00 midnight  
Saturday ----- 9:00 a.m. - 12:00 midnight  
Sunday ----- 9:00 a.m. - 11:00 p.m.  
Other hours for calling may be allowed at the discretion of the Residence Directors, subject to quiet hour regulations.
2. Men are allowed only in the Lounge and men's restroom, except to carry luggage on the first and last day of the semester. At this time they must be accompanied by the Residence Director or a student Counselor.
3. Men are not to come into the Residence Hall unless they are accompanied by a resident or are there to escort one of the residents.

and silver must not be moved from the pantry of the Residence Hall to individual rooms.

6. 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.
7. The kitchens in the Residence Halls are for group use only and the Residence Director or Faculty sponsor must be present when the kitchen is in use. A group wishing to use the kitchen must request permission from the Residence Director. The refrigerator may be used for the storage of necessary medicine.

#### Telephone Calls:

1. 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.
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. Collect telegrams or calls will not be accepted unless written authority is given by the House Director (for emergency use only).

#### General Rules

1. In case of illness report to the Residence Director before going to the Nurse or to the infirmary. If you are unable to locate the Residence Director contact one of the Student Counselors. You must notify the Nurse **before** you absent a class due to illness.
2. Only the Nurse, Doctor, Residence Directors, or Student Counselors are to contact the ambulance service or hospital emergency rooms.
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 her 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 guest 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.

#### Drinking:

1. No student is to possess alcoholic beverages or to appear on the Methodist College campus in an intoxicated state.
2. Any student caught or reported will be subject to immediate disciplinary action which may result in dismissal.
3. Guests are expected 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 self-reliance; 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 women's residence halls.

#### 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:

President  
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 President.

Section 2. It shall be the duty of the Executive Committee, which shall consist of the President, 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 President, Secretary and Judicial Board Chairman shall act as a skeleton cabinet and Judicial Board during the summer and prior to fall House elections, to transact business applicable to the regular school year, exclusive of summer school.

Section 4. There shall be hall counselors employed by the Office of the Dean to carry out specified duties in the residence hall.

Section 5. The judiciary power shall be vested in the Judicial Board which shall consist of: four members and a chairman appointed by the President of the Hall and approved by the House Council and the Resident Hall Director. It is suggested that the board be composed of 2 seniors, 2 juniors, and 1 sophomore.

All major house officers shall be permitted to sit in on a Judicial Board meeting with the permission of the chairman. They may have no vote, but may make suggestions after the official meeting is over.

Section 6. The Nominations Committee shall consist of all major house officers. 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 7. 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 the Hall President and Secretary. 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 these offices. 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 in areas designated by the Residence Director, after the full house meeting. A simple majority shall constitute election. The elected President and Secretary will take their offices the last week of April.

Candidates shall be selected by the Nominations Committee as follows: President normally shall be a junior with an overall average of 2.00 or better. The Secretary shall normally be a freshman, sophomore or junior, with an overall 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, Treasurer, Social Chairman, House Manager and Fire Captain. Signs may be posted in areas designated by the Residence Director, following this house meeting. Three days after the first full house meeting a second full house meeting will be called and the voting for the officers shall take place. 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 sophomore, junior or senior. Treasurer, shall normally be a freshman, sophomore, or junior. Fire Captain, shall normally be a freshman, sophomore or junior.

#### Section 3. Special Appointments

- A. The President shall appoint a Judicial Board Chairman, upon assuming office in April. The Judicial Board Chairman is to be approved by the House Council, newly elected Secretary, and the Residence Director. The Chairman is to take office as soon as the appointment is approved.
- B. 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.
- C. House Manager shall appoint members of a House Manager's Committee as soon after the fall elections as possible to help carry out the duties of this office.
- D. Fire Captain shall appoint fire lieutenants to inspect all rooms during all fire drills and to call roll. When a student is summoned to Judicial Board for a fire drill offense the fire lieutenants of Fire Captain shall also come.

## Article V

### Duties

#### Section 1. President

- A. To appoint the Judicial Chairman in accordance with Article IV. Section 3A.
- B. To call or cancel and to preside at all House Meetings, House Council Meetings, and Executive Committee Meetings.
- C. To serve as an ex-officio member of all house committees.
- D. To represent the Hall whenever necessary.
- E. To assist in the coordination of the various programs within the Hall.
- F. 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 President in the absence of the President.
- B. To assist the President in any manner that the President deems necessary.

#### Section 3. Secretary

- A. To record and to report in quadruplicate for the appropriate files, Dean of Women, Residence Director, President and Secretary of House Council.
- B. To assign phone duty to all students as necessary.
- C. To have charge of the Sign-Out Cards and to report infractions to the Judicial Board.
- D. 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 Residence Hall and to submit the same upon demand to the House President and Residence Director.
- 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.
- D. To collect dues for the treasury of the residence hall.

### 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 be responsible for the publicity of social functions.
- D. To appoint members of Social Committee to work throughout the year.
- E. To plan and to 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 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 to assist in the performance of her duties, if she so desires.
- C. To periodically check all fire prevention equipment in the Hall and report any necessary repairs to the proper authorities.

### Section 7. Fire Captain

- A. To hold monthly fire drills in the Residence Halls.
- B. To appoint an adequate number of fire lieutenants to inspect all rooms during fire drills, and to call rolls of resident students to make sure that all students have complied with the fire drill rules.
- C. To report on the success or failure of all fire drills to the President.
- D. To hold meetings of the fire lieutenants whenever necessary.
- E. To make a written report of all meetings and fire drills to be given to the secretary.

### Section 8. Committee Chairman

It shall be the duty of all committee chairmen to hand in written reports of all committee meetings to the President as well as one final report at the end of the year. A final report shall also be given to the Dean of Women.

### Section 9. Hall Counselors.

- A. To be present and to assist with the opening of the residence hall in the fall and with Orientation of new students.
- B. To serve as non-voting members of the House Council, unless they have been elected to office, in which case they would have a vote.
- C. To assist in keeping order and healthy living conditions in the hall.
- D. To consult with the Residence Director concerning management of the hall and to assist her with the day to day operations of the hall.
- E. To report breaches of conduct to the Judicial Council.
- F. To inspect the rooms on their floor, twice weekly, keeping accurate records of those students who do not keep proper living conditions in their rooms and to report offenders to the Judicial Council. The House Manager is to be contacted if there is any damage to the rooms.
- G. To be responsible for arranging weekend plans with the other counselors so that there is a counselor in the hall at all times, exclusive of vacations. Each counselor should be in the hall at least one weekend out of every three.
- H. To assist the Dean of Women's Office in the drawings and selections of rooms.
- I. To take attendance in Chapel and Assembly if requested to do so.
- J. To call and preside at meetings of her floor when deemed necessary to improve communication and general living conditions.

## 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 House Council meetings must be attended regularly. Two unexcused absences per semester will automatically result in appearance before the Judicial Board.

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

Section 4. The decision concerning removal from office will be made by the Judicial Board.

Section 5. Should there be a vacancy due to removal of a house officer, the House Council 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 President for the next academic year.

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

Section 2. House Council shall have a minimum of one meeting per month, and additional meetings as deemed necessary by the President.

Section 3. The President shall call meetings of the Executive Committee whenever necessary.

Section 4. Judicial Board shall meet when deemed necessary by the chairman of the Judicial Board.

Section 5. The Social Committee shall meet when deemed necessary by the Social Chairman.

Section 6. The House Manager's Committee shall meet when deemed necessary by the House Manager.

Section 7. The Fire Captain shall hold meetings of the fire lieutenants whenever necessary.

Section 8. It is suggested that Hall section meetings be held as often as deemed necessary by the individuals assigned to these sections. It is the privilege of the President to call additional section meetings. A section consists of one half of one floor of the residence hall.

### **Article VIII 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 IX 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 Councils and then posted publicly at least one week before its presentation at a Joint House Meeting of all women residence halls. An amendment shall become effective when ratified by two-thirds of the Association of women Residents of Methodist College.

### **Article X Parliamentary Procedures**

In general, the rules contained in **Roberts Rules of Order** shall govern the Association except when they are inconsistent with Constitution and By-Laws of the Association.

### **HOUSE JUDICIAL BOARD**

Any student who fails to carry out her responsibility in maintaining hall standards and in cooperating with Student Government and the Administration is subject to Judicial Board Action. The Judicial Board, appointed by the Hall President and approved by the Hall Council and Residence Director, is usually composed of 2 seniors, 2 juniors and 1 sophomore. This will be the governing body of the hall and will try all cases which do not already have an automatic penalty or which are not referred to the Student Government Judiciary by the House Judicial Board. This body shall interpret and enforce rules.

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

Camпусing—which means being confined to the campus

Room Confinement—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. All offenses are judged by the Judicial Board and are punishable by Call Downs.
1. 2 call downs for failing to sign out or in on the sign out cards.
  2. 1 call down for noisiness during quiet hours.
  3. Call downs are given for failure to pass room inspection, the number to be given at the discretion of the House Council during weekly checks.
  4. 2 call downs and 2 lates removed for not signing out for an overnight or weekend for Juniors and Seniors.
  5. Loss of 1 weekend is the penalty for not signing out for Freshmen and Sophomores. Discretion is given for the first offense.
  6. Call downs are given for failure to comply with the telephone regulations.
  7. Call downs are given for failure to comply with attire and dress regulations at the discretion of the Judicial Board.
  8. For failure to take Hall Duty or Late Duty, a fine of 75c and 1 call down may be imposed at the discretion of the Judicial Board.
  9. After the first 5 call downs, the offender is referred to the Judicial Board.
- B. The following automatic penalties have been assigned:
1. Failure to attend Full House Meetings will result in room confinement the Friday night following the meeting, unless the student was excused from the meeting prior to the meeting, by the Hall Secretary.
  2. Failure to attend meetings called for in the constitution totaling 2 absences per semester, unless properly excused will result in immediate Judicial Board summons.

3. For every 5 minutes a student is late in returning to the hall: 1 weekend night room confinement beginning at 7:00 P.M.

4. Any person late 15 minutes or more must appear before the Judicial Board.

5. Failure to register any guest upon arrival will result in loss of guest privileges for one month and 2 call downs.

6. Failure of a student's guests to leave the hall by the closing hours will result in room confinement for 1 night for the following weekend.

7. False sign out will result in no less than social probation.

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. 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.

2. The Judicial Board is free to alter penalties for specific offenses.

3. 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.

#### II. Procedures after Infraction

A. The student will receive notice of her offense, the penalty and 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 automatically be scheduled for reappearance before the Judicial Board.

#### III. Appeals

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 1 day after the student receives a 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.

## IV. Judicial Board Decisions

1. Judicial Board decisions may be appealed to any member of the S.G.A. Judiciary within 24 hours.
2. Procedure  
A formal appeal must be made in writing to any member of the S.G.A. Judiciary within 24 hours, stating the reason or reasons the student feels the decision of the Judicial Board should not be imposed.
3. A formal appeal, in writing, may also be made to the Dean of Women's Office.

## STUDY HABITS

Rarely does an "old student" or a "new student" not wish from time to time that she had studied more and better while in high school or prep school. The following are a few comments that may be of help now that you are in College.

### Arrangements:

1. You should designate a particular place to study which has: good lighting, proper ventilation, comfortable chair, flat surface on which to write and ample book space.
2. You should have all necessary equipment gathered ahead of time for a particular assignment such as: books, paper, pen, typewriter, ruler, notes, ink, slide rule, etc.
3. You should choose a time to study when there is a minimum of noise and distractions. Where your academic work is concerned, you are justified in being selfish about opportunities for studying. You should not hesitate to courteously ask visitors to leave your room or to be quiet during study periods. Hopefully, you will accord the same consideration to others during their study hours.

### Reading:

1. In general, we do not have attention spans of two or three hours in length so it is best to divide reading and assigned work into segments that can be handled in smaller amounts of time.
2. You should start by being aware of **what** you are reading.
  - a. Look at the title and author of the book.
  - b. Look at the Table of Contents—this gives you an idea of what the entire book is about.
  - c. Look at the index—this will indicate terms and topics most emphasized by the author.
  - d. Read the bold print subtitles of the chapter assigned.
  - e. Read the summary or overview at the end of the chapter; if the author has provided one it will indicate the salient points of the chapter.
3. Now, you are ready to begin reading and some questions have probably formed in your mind which you hope your reading will answer.
4. Read until you realize that your attention is beginning to wander, then stop.  
Take time to think about what you have just read.  
You may want to write down some questions for class that have not been answered in the text.
5. While reading you may want to underline important points or jot in the margin. This is fine, provided that the book belongs to you and you are not planning to sell it after the course is over. Some students prefer to write a chapter summary or outline on a piece of notebook paper to be inserted in the lecture notes. Either method can provide a quick review before class and before tests.

### Lecture Notes:

1. You should keep a separate notebook or a completely separate section of a binder for each course you are taking.

2. Your notes should be brief but complete. Many students find that the outline form showing, Major point-I., Subpoints-A.B., Detail or explanation comments-1., 2., 3., is a very useful method in taking notes. Generally, you will not have time to write complete sentences. You may wish to develop your own shorthand, which is good, provided that you can remember what your abbreviations and symbols mean!
3. As you learn vocabulary words in a course you should list them and underline them when they appear in your notes.
4. Points that the instructor emphasizes should be emphasized in your notes—underline, star, arrows, etc.
5. If you miss a particular comment in class, ask the instructor to repeat it, then or right after class.
6. Immediately after class or as soon afterward as possible, read over your lecture notes.  
With a little concentrated effort you should be able to fill in any gaps **then** rather than waiting for two or three weeks and finding you are unable to recall important material before a test.
7. Bibliographies, assignments, graphs, maps, vocabulary lists and other material provided by the instructor should be kept with your lecture notes.
8. Your reading assignments, lab work, vocabulary lists and lecture notes should provide the bulk of the material to be reviewed before an examination.

**Time:**

1. You should provide for a minimum of two hours of study per class hour. This would mean if you are carrying 17 hours you should set aside, at least, 34 hours a week for studying.
2. It might be helpful for you to chart your time for a week or so in order to see what you are actually doing with your time. Then look at your chart and decide what time is being wasted and how it could be put to better use. Then construct your daily schedule as you would like it to be and try to follow it.
3. Although the emphasis here has been on study, you do have to allow time for proper amounts of sleep, eating, recreation

and social activities.

4. It is wise to choose one or two clubs, organizations, or activities, in which you can be an active, contributing member, rather than being in a half dozen in which you neglect your studies and cannot equally share responsibilities.
5. Take note of events on campus so that your time can be budgeted to allow you to take advantage of special programs on campus during the week.
6. Instructors expect you to submit assignments and papers **on time**, so do your studying on time. One of the greatest frustrations is the facing of piled-up work at the end of the week—or worse—the end of a semester. This is when a well-scheduled day is very important.