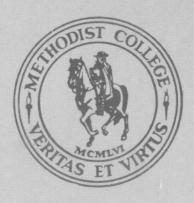


MEN RESIDENT STUDENT HANDBOOK



1970-1972

METHODIST COLLEGE

MEN RESIDENT STUDENTS

HANDBOOK

1970 - 1972

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MEN RESIDENT STUDENTS

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1970 - 1972

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FROM THE DEAN OF STUDENTS

To Our Resident Men Students:

Living in a college dormitory is a PRIVILEGE. The friendships that are formed, the fellowship that is enjoyed, and the interchange of ideas and viewpoints that takes place, can all be some of the most valuable aspects of your total college experience. We like to feel that Sanford and Cumberland Halls provide an atmosphere that is conducive to such experiences. We also like to feel that the young men who live in these dormitories are among the very finest on earth. It is a privilege to have you here.

But as with all other privileges in life, a corresponding amount of RESPONSIBILITY is present. Only YOU can help determine whether dormitory life for you and your neighbors will be a privilege or a pain! The few simple rules contained in this handbook are here solely for your benefit. They are not designed to make your residence at Methodist College burdensome, but more pleasurable.

This will be a "home" for many of you for four more years. During this time only YOU can determine how happy a home it will be. Your loudness, lack of consideration for others, destructive behavior toward college property, etc., will only make that time miserable for you and those around you. On the other hand, your cultivation of such qualities as elementary courtesy, thoughtfulness and helpfulness will result in a stay here that you will look back upon in later years with joy and pride.

Arnold Pope, Dean of Students

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 resident 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.

STUDENT COUNSELORS

There are three Student Counselors for each men's residence hall -one for each floor. They are appointed by the Dean of Students in consultation with the House President and will receive the full support of these two officials. Their purpose is to act as guides and resource persons for dormitory life. As their title implies, they are to be available for any student to turn to for advice on any kind of problem or question.

The Student Counselors have as part of their guidance functions the maintenance of reasonable peace and order. While primarily responsible for their assigned floor, their authority is dormitory-wide in scope. Anyone needing a Student Counselor for an emergency or disturbance who cannot locate the one for his floor should feel no hesitation in calling upon the counselor from another floor. Their authority and position should be respected and all their reasonable requests promptly complied with.

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.

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. In order to uphold these principles, our college believes in a single standard of conduct for our students: therefore, any male involved in an act contributing to a girl's probation, expulsion or suspension will receive the same penalty.

ADMINISTRATIVE POLICIES OF COLLEGE

- 1. The administration of the college believes that participation in the college will be helpful and valuable to the Student Government Association. However, the following matters are reserved to the administration and faculty of the college, subject to approval of the Board of Trustees.
 - A. Academic matters
 - B. Operation of infirmary and health of the students
 - C. Dormitory assignments
 - D. Food services on campus

- Organization of student groups on campus
- F. Control of all college property
- G. Supervision with student representative on committees, of assembly program, chapel exercises, special events and speakers.
- The President of the college, the Dean of the College, and the Dean of Students reserve the right to handle special cases of discipline, which in their judgment should be handled by the administration.
- The administration of the college will consider the following possible grounds for separation of the student from the college and reserves the right to review decisions of the student courts involved in such matters:
 - Conviction of a crime in court
 - Damage to college property that indicates vandalism Stealing or abuse of another's property or possessions
 - The use or possession of alcoholic beverages on campus
 - Cheating in any form in academic matters
 - Breach of social probation
 - Participation in a riot or unlawful demonstration
 - Hazing in any manner H.
 - Giving of false information for excuse
 - Tampering with fire alarm equipment on campus J. Failure to follow general rules and regulations of college as printed in publications
 - The use or possession of drugs outlawed by State and Federal Laws
 - Interruption or interference with the normal program of the college
 - N. Conduct that is derogatory to the college community

Each student is expected to work for the best interest of Methodist College, to represent the best thinking of the student body, to conform to the regulations of the college, to strive to perpetuate the finest traditions of the college, and to plan intelligently for improvement and adjustment wherever needed.

HOUSING POLICIES

When you signed your room contract, you agreed 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 TO INSPECT ROOMS FOR FIRE, SAFETY, MAINTE-NANCE, AND TO CONDUCT SEARCHES IN CONNECTION WITH VIOLATIONS OF COLLEGE REGULATIONS.

Room Assignments

In the spring you and other students who have been living in a college residence hall have the privilege to express a preference for your room and room-mate. The date and procedure for this will be announced. Preference is given to occupants of a room to reserve their present room for the next college year.

Room Changes

There will be absolutely **NO** room changes made until things have had a chance to settle down following the opening of school—a period of 2 weeks. To apply for a change, a **request in writing** must be presented to the Dean of Students, listing all changes involved, and carrying the personal signatures of ALL parties affected by the change. Ordinarily, such requests will be honored, but ABSOLUTELY **NO** changes are to be made until authorized by the Dean of Students. Violators of this policy will each be subject to a \$5.00 fine.

Vacating Your Room

You are expected to vacate your room and RETURN YOUR ROOM KEY 24 hours after your last final exam in the spring. Rooms should be completely cleared of all personal belongings and left clean. The college bears NO responsibility for any articles left behind. The residence halls will be CLOSED during all official vacation periods such as Thanksgiving, Christmas, and Easter; so, do not plan to stay in the dorms during those periods. If you are not planning to go home during one of the vacations, please make plans in advance to stay somewhere else, as you cannot be allowed to stay in the dorm.

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.

Your room should be locked **any time** it is not occupied, and unlocked ONLY when you are there. Although almost all our student body are fine people, there inevitably seems to be one or two thieves in every crowd — so always keep your room locked when you are not inside it. The college and its agents can assume NO responsibility for items lost or stolen from your room or from storage rooms.

Carry your key with you at all times, Should you happen to be locked out of your room, ask your House Director to unlock your door FOR YOU. Do NOT ask her to give you the master key so you can unlock it, as this cannot be permitted.

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 small rug be furnished.

No Hall furniture or mattresses may be moved from one room to another or from the lobby.

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. Violation of this is cause for immediate disciplinary action.

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. PLEASE empty it into the hall trash cans, NOT on the hall floor of your school home.

Linen Rental Service

The best interest of the students, parents and the College can be served through the rental of linen by the students. The linen company will provide two sheets, three bath towels and one pillow case per student each week for \$13.00 per semester plus \$.52 tax; or \$26.00 per academic year plus \$1.04 tax. The College Linen Fee may be paid in advance directly to the Business Office or paid to the Business Office upon arrival at the College for the fall term. WE HIGHLY RECOMMEND THAT THE STUDENT PAY THIS FEE IN ADVANCE, SINCE HE MUST PRESENT HIS RECEIPT AT THE LINEN ROOM IN THE DORMITORY TO RECEIVE ANY LINEN. Fullsize Kapok-filled pillows are available, directly from the company, to those students who desire them. The cost for this item is \$1.75 plus \$.07 tax (total \$1.82) and the pillow becomes the property of the student. This service is entirely voluntary. Any student participating in this linen service for a period of two weeks and remaining enrolled in the College is not eligible for any refund.

Pets

Due to North Carolina Health Laws, absolutely NO pets of any kind can be kept in your room.

Smoking

While there are no restrictions on your smoking anywhere in the dormitory, do keep in mind the danger of smoking in bed. Help take care of your college home by putting cigarette butts in the ash trays provided. Please don't mar your surroundings by throwing them on the floor of your room or the hall.

Firearms

In the interest of student safety, **NO** firearms of any description are allowed on the campus (this includes air rifles, air pistols and pellet guns). Fireworks of any type are illegal in North Carolina and are not to be brought on campus. Violators of these rules will be subject to disciplinary action.

Repairs and Damages

The occupant is held responsible for the care of college property in his room, the halls and the lounges. ANY DAMAGE WILL BE CHARGED TO THE OCCUPANTS OF THE ROOM, unless they can prove someone else to be responsible. Any damage in the corridors will be charged to the culprit—if he can be found. Otherwise, it will be pro-rated among the occupants of that section, since they are held responsible for their section. Remember—in accordance with college regulations, a student may not receive grades, graduate, or receive a transcript until all financial obligations are paid in full.

The use of any kind of thumb tacks, nails, hooks, screws, etc., in the room is forbidden. Pictures may be taped to the wall with Scotch tape, masking tape, etc., but pasting or gluing pictures to the wall in any manner is absolutely forbidden.

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 Boiler Plant.

Refrigerators

Small "counter-top" type refrigerators not to exceed approximately 2.5 cubic foot capacity are permissible. Larger size models cannot be kept. No more than one unit per room is allowed. For insurance purposes, all refrigerators must be registered with the House Director. The college does **NOT** supply these units—obtaining one is up to the student.

Electrical Appliances

Because of fire regulations and for sanitary reasons, heating and cooking appliances of any kind, electric blankets or sun lamps are NOT allowed.

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. They require 25 cents to operate the washer and 10 cents for the dryer. Remember to keep a supply of quarters and dimes on hand. No change will be given out by the staff.

Dress In The Dormitories

While there is no special code of dress for the dormitories, students are urged to maintain basic standards of decency and good taste in order to avoid offending fellow students and visitors, particularly in the lounge and office areas.

Keep Off The Roof!

For the protection of student health and welfare, and to protect college property, the roofs of the dorms are strictly off limits. Anyone seen up there without authorization from college authorities will be tried as having violated the SGA Act on Restricted Areas.

Solicitation In The Residence Halls

Any effort to sell articles or services in the dormitories—whether by students or outsiders—is forbidden unless formally authorized in writing by the Dean of Students. This rule is made for the resident students' own protection and peace of mind, and anyone violating it should be reported immediately to the Dean of Students. This last statement especially applies to outside salesmen of any type.

Automobiles

Remember that Freshmen are **NOT** allowed to keep or operate a car on the Methodist College campus during their entire freshman year. Please do not get yourself in trouble by trying to slip a car onto the campus unnoticed. If some emergency would necessitate your having a car for a **SHORT** period, please see the Dean of Students for a clearance **BEFORE** bringing the car on the campus.

Students other than Freshmen may operate a car on the campus so long as their use of the car does not warrant it being barred from the campus. Anyone receiving four (4) traffic citations or a citation for ANY moving violation such as speeding or reckless driving will have his right to continue operating a car on the campus reviewed by the Student Government Judicial Council.

Any car on the campus MUST have a current college registration sticker displayed on the rear bumper. This may be obtained by filling out the proper forms at the Business Office and paying the fee (\$5 per year for a resident student). A STICKER MUST BE OBTAINED WITHIN A WEEK AFTER THE OPENING OF SCHOOL. Falsifying of information required on the registration forms will result in immediate loss of driving privileges and possible further disciplinary action.

Parking spaces in the lots in front of each men's dorm are alloted by the dormitory council on the basis of seniority (see dormitory rules section for amplification). Parking is also available around the dormitory driveway (single-file ONLY) and on the opposite side ONLY of the street that runs in front of Sanford and Cumberland.

Office Hours

Office hours will be posted following the opening of school. An intercom system is available in the office for the worker to page someone you would like to contact. Please do NOT ask the office worker to let you make a long-distance phone call on the office telephone, as this cannot be allowed. For these calls you must use a pay phone.

Emergencies

For emergencies—including illness—please report to your House Director. If she is not available at the moment, try to contact the Dean of Students; or, in case of illness, phone the Nurse on call, using the schedule posted in the office.

Guests

Students are responsible for the conduct of their guests. Callers can have you paged over the office intercom. Women are NOT permitted in the dormitories—except for the lobby—unless a special oc-

casion is announced by the college.

Any student having an overnight guest must remain in the Hall on the dates for which his guest is registered. PERMISSION TO ENTERTAIN AN OVERNIGHT GUEST MUST BE OBTAINED. YOUR GUEST MUST BE REGISTERED IN THE HALL DIRECTOR'S OFFICE, AND MUST PAY A FEE OF \$1.00 PER NIGHT. 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.

Miscellaneous Information

Students are urged to sign out with the Residence Hall Director when leaving for an overnight visit. This is not as complicated as the girls' sign out procedure and is designed solely to aid in locating you in case of an emergency of some type at your home or elsewhere. You owe it to your parents to let us know where you can be located.

A pay phone will be located in the Hall for incoming or outgoing phone calls. Long distance calls are NOT to be made on the phone in the office or in the Residence Hall Director's apartment. Please try to limit calls to a maximum of 10 minutes. Damage to the phones may result in the company removing them and thus result in everyone losing this privilege. You protect your own interests by reporting those damaging or tampering with phones.

Fire extinguishers are NOT to be used except in case of fire. Any

tampering with fire equipment will be severely disciplined.

Fire drills—Students are expected to cooperate fully in the holding of periodic fire drills.

A first aid kit is located in the Resident Hall Director's office.

Other information regarding rules and regulations will be posted on the bulletin board and/or discussed at regular House Meetings. Please read the bulletin board daily in order to keep up with things.

Vandalism

When you flunk a test or get jilted by your girl friend, please don't take out your frustration on the building and equipment! Destructiveness is a dormitory problem. But from now on it will be dealt with by the house officers taking a survey at the beginning of school to list any damage already existing. Any subsequent damage in a room will be charged to the occupants of that room unless they can prove that someone else is guilty. Any damage in the halls or other common areas will be billed to the guilty party, if he can be found. If his identity cannot be ascertained, the damage will be prorated among the occupants of the section involved.

Quiet Hours

Quiet hours begin every evening at 7:00 p.m., with the exception of Friday and Saturday nights. When quiet hours are not in effect, there are always "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, TV or record player turned down. Remember, there will come a time when YOU would like the same consideration from others!

Any kind of ball games or practice should **NOT** take place in the halls. We have ample outside facilities for sports.

"Water fights" are damaging to the dormitory and disturbing to people trying to study or sleep. They are strictly forbidden.

Loud talk, "horseplay," running up and down the halls, etc., are annoying to fellow students and detrimental to dormitory life. Consideration for others should prevent you from indulging in such disturbances.

If you are being bothered by such things as described above, try asking the persons involved to quiet down. If they do not do so, go and locate a Hall Counselor or house officer and request them to handle the situation. If the people do not quiet down upon the request of one of these officials, the official is expected, as part of his duties, to cite them before the House Judicial Council for trial.

Dormitory Parking

Parking is available on a first-come, first-serve basis around the dormitory driveway (single file ONLY) and along the far edge of the road that runs in front of Sanford and Cumberland.

Parking spaces in the marked lots in front of each dormitory are assigned to individuals on the basis of seniority. Once assigned, this parking space becomes the private, reserved space of the person involved. Do **NOT** park in it at any time without his permission.

If someone is in your assigned space in the dorm parking lot, park your car somewhere where you will not get a ticket for illegal parking. Do NOT park it in another person's assigned space. Get one of the dorm Hall Counselors, who will issue a ticket to the person parked in your space. These tickets are the same kind as issued by the Security Guards, and 4 of them will result in your having your privilege to drive on campus reviewed by the Judicial Council.

Freshmen may not possess or operate cars on the campus during

their freshman year.

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

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 3. The judiciary power shall be vested in the Judicial Board, and transact business. It shall consist of:

House President 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 House President.

Section 2. It shall be the duty of the Executive Committee, which shall consist of the House 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 judiciary power shall be vested in the Judical Board, which shall consist of:

House President Vice President Secretary House Manager

and one member of the House Manager's committee, appointed by the House President 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 during deliberations. Any decision of the Judicial Board may be appealed WITHIN 5 DAYS to the Student Government Judicial Council or to the Student-Faculty Review Committee.

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.

ARTICLE IV

Elections

Section 1. Election of Officers. Prior to the second week in April, unless deemed unwise by the House Council, the Nominations Committee shall draw up a slate of candidates for the various 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 supple-

mented 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 officers will take office the first of May.

Candidates shall be selected by the Nominations Committee as follows:

HOUSE PRESIDENT: Shall normally be at least a rising junior. with an overall average of 2.00 or better.

VICE PRESIDENT: Shall normally be at least a rising junior, with an overall average of 2.00 or better.

HOUSE MANAGER: Shall normally be at least a rising junior, with an overall average of 2.00 or better.

SOCIAL CHAIRMAN: Shall normally be at least a rising junior, with an overall average of 2.00 or better.

SECRETARY: Shall normally be at least a rising sophomore, with an overall average of 2.00 or better.

TREASURER: Shall normally be at least a rising sophomore, with an overall average of 2.00 or better.

FIRE CAPTAIN: Shall normally be at least a rising sophomore, with an overall average of 2.00 or better.

Section 2. Special Appointments:

A. Social chairman shall appoint members of a Social Committee as soon after the fall opening of school 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 opening of school as possible, in order to carry out the duties of his office.

ARTICLE V

Duties

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

Section 1. House President

- 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 House President in his absence.

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, House President 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 House President.

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 organize all Hall social functions with the cooperation of the House Council.

C. To appoint members of a social committee to work through 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 maintenance problems and other physical facilities and to recommend to proper college personnel necessary repairs and suggested additions.

B. To preside at meetings of the House Manager's Committee

and to work in cooperation with the committee members in performing the duties thereof.

C. 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 periodically inspect and report on the condition of fire equipment within the Hall.
- B. To hold fire drills in the Hall.
- C. To call rolls of resident students to make sure that all students have complied with the fire drill rules.

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

Section 3. Decisions regarding removal will be made by the Judicial Board.

Section 4. 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 time as an election can be held.

ARTICLE VII

Meetings

Section 1. There shall be a minimum of at least two House meetings in each academic year. Attendance is compulsory at all full House meetings. Failure to attend—unless excused by the Secretary—will result in an immediate campus the following Friday night.

Section 2. The House President shall call meetings of the Executive Committee or the House Council whenever he deems it necessary.

Section 3. 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.

ARTICLE VIII

Parliamentary Procedures

The rules contained in Robert's 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 of Methodist College and approved by the Dean of Students' office.