

HOUSE DIRECTORIES 1973-74

Weaver Hall

Sanford Hall

House Director:

Mrs. Hulda Jones

Mrs. Miss Ed Stanton

Student Officers:

President

Linda Allvord

Marion Hawkins

Vice President

Evelyn Godner

Secretary

Jean Hanson

Larisa Sullivan

Treasurer

Wanda Moorfield

Faren Elliot

Social Chairman

Mary Spilman

Polly Bridga

Asst. Soc. Chm.

Fire Captain

House Manager

Senator

Christine Moore

Marsha Gooden

Judicial Board

Chairman

METHODIST COLLEGE

Secretary

Carmen Evans

Carolyn Harrison

Pres. Attorney

Mary Jane Gosier

Mary Alice Gore

Defense Council

1973-74

Meredith Brock

Advocates

Cindy Waltz

Sharon Grant

Pat Walker

Diane Long

HANDBOOK

Debbie Dixon

Debbie Nail

Jill Jennings

Associate Jurors

FOR

Womens Counselors:

Second Floor

WOMEN RESIDENT STUDENTS

Carmen Evans

Marsha Gooden

Third Floor

Mary Jane Gosier

Laura Sullivan

Becky Smith

Donna Blalock

Mary Gore

TELEPHONES: (Area Code 919)

House Director

488-7612

488-7575

Dormitory Office

488-6301

488-0020

1st. Floor pay ph.

488-9834

488-9892

2nd. Floor pay ph.

488-9842

488-9995

3rd. Floor pay ph.

488-9895

488-9867

Sanford Hall

Cumberland Hall

House Director:

Mrs. Mary Lou Nash

Mrs. Mickey Keetner

TELEPHONES: (Area Code 919)

House Director

488-2735

488-8496

Dormitory Office

488-6275

488-0315

1st. Floor

488-9841

488-9813

2nd. Floor

488-9833

488-9969

3rd. Floor

488-9898

488-9802

Womens Office

488-7110 ext. 237

Library

488-3501

Student Union Office

488-1910

HOUSE DIRECTORIES 1973-74

Weaver Hall

Garber Hall

House Director:

Mrs. Hulda Jones

Mrs. Mildred Stanton

Student Officers:

President

Linda Allvord

Marion Hawkins

Vice President

Evelyn Bonner

Secretary

Jean Hanson

Laura Sullivan

Treasurer

Wanda Moorefield

Faren Elliot

Social Chairman

Mary Spilman

Polly Bridge

Asst. Soc. Chm.

Fire Captain

House Manager

Senator

Judicial Board

Chairman

Secretary

Pros. Attorney

Defense Council

Jurors

Christine Moore

Marsha Gooden

Suzanne Grubb

Carolyn Harrison

Carmen Evans

Mary Alice Gore

Mary Jane Gosier

Meredith Stone

Cindy Woltz

Sharon Grant

Pam Walker

Diane Long

Susan Githens

Debbie Neill

Debbie Dixon

Jill Jennings

Alternate Jurors

Hall Counselors:

Second Floor

Carmen Evans

Marsha Gooden

Christine Moore

Laura Sullivan

Third Floor

Mary Jane Gosier

Donna Blalock

Becky Smith

Mary Gore

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488-0315

1st. Floor

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488-9813

2nd. Floor

488-9833

488-9969

3rd. Floor

488-9898

488-9802

Dean of Women's Office

488-7110 ext. 237

Infirmary

488-3501

Student Union Office

488-1910

April 18, 1973

CONSTITUTION
of the
ASSOCIATION OF WOMEN RESIDENTS OF METHODIST COLLEGE

Preamble

We, the women resident students of Methodist College, realizing tradition can no longer set the policies and practices of the dormitories, do hereby declare ourselves an association able to make and enforce our own laws. We believe 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

Section 1. The Association shall be known as the Association of Women Resident Students of Methodist College.

Section 2. All women registered in the college and living in either of the women's resident halls are members of the Association and shall have all the rights and privileges accorded as such.

Section 3. Each women's dormitory shall conduct its business independently of each other and shall be subject to the By-Laws and Provisions of the Methodist College Student Government Association.

Article II
Purpose

Section 1. To help promote self-responsibility and unity within the student body.

Section 2. To carry out such college regulations as come under their jurisdiction.

Section 3. To form an official body for giving expression to the opinions of this group of college women in matters of general interest with the authority established by the following constitution.

Section 4. To establish a governing body to insure the rights and privileges to each member as an individual.

Section 5. To act as a liaison between the women dormitory students, the administration, and the Student Government Association.

Article III
Officers and Qualifications

Section 1. The President, Vice-President, Secretary and Treasurer shall be known as the Executive Council. The Executive Council, Social Chairman and Assistant Social Chairman shall be elected in the spring for the following school year.

Section 2. The House Manager and Fire Captain, since they may be Freshman, are elected in the Fall, shortly after classes start.

Section 3. The Judicial Board Chairman and Secretary are appointed in the Spring, as decided by the respective President in conjunction with the House Council.

Section 4. Four Judicial Board Members are either elected or appointed in the Spring, as decided by the respective House Council.

Section 5. Two alternates, since they may be freshman, are elected or appointed in the Fall.

Section 6. The Prosecuting Attorney is appointed by the Student Government Association Attorney General.

Section 7. The Defense Council shall be appointed by the Student Government Association Defense Attorney within two months after inception of the fall semester.

Section 8. The Hall Counselors receive a college stipend and are appointed by the Dean of Women.

Section 9. A Senator to the Student Government Association Senate whose qualifications shall be those stated in the By-laws of that Association.

Section 10. All the above listed officers shall be the House Council.

Article IV Nominations and Elections

Section 1. A Nominations Committee of five non-returning residents of the dorm shall be appointed by the President. The President shall also appoint a chairman, who shall be a senior.

Section 2. This Committee shall collect names of nominees for the various elective dormitory officers.

Section 3. The Nominations Committee shall give notice to the dormitory residents on (1) week prior to it's meeting that candidates are to be elected.

Section 4. The list of nominees shall be posted three (3) days in advance.

Section 5. The election shall take place within the first two weeks of April.

Section 6. A simple majority shall constitute election. If there is a tie, (3 votes difference), a run-off will take place within 24 hours.

Section 7. The newly-elected officers will take office one week after elections.

Section 8. Candidates for any office as well as for Hall Counselor must be rising Sophomores or higher and must meet their academic class requirements as outlined in the college catalogue. Exceptions are candidates for House Manager, Fire Captain and Judicial Board alternate if these offices are filled by freshmen.

Section 9. An office vacated at the end of a semester shall be filled within two weeks after the semester break.

Section 10. Any vacancy occurring within the semester shall be filled by an interim officer appointed by the President in conjunction with the House Council with exception of the Presidency.

Article V Duties of the Officers

Section 1. House President

- a. To call or cancel and to preside at all House meetings and meetings of the Executive Council.
- b. To officially represent her respective dormitory.
- c. To supervise dormitory officers elected by the dorm.
- d. To coordinate all dormitory elections.
- e. To coordinate Freshman orientation in her respective dormitory.

Section 2. Vice-President

- a. To execute the office of President in the President's absence and to assume the office of President in case of the said officer's resignation.
- b. To publicize all dormitory activities and keep them posted.

Section 3. Secretary

- a. To record and keep files of minutes of each House meeting.
- b. To keep record of room assignments and keep it up to date and posted.
- c. To keep check on all mail in the dorm's box in the classroom building.
- d. Reviewing "sign out" cards for any violations and renewing them when filled.

Section 4. Treasurer

- a. To keep an accurate record of all receipts and expenditures incurred by that dormitory and to submit the same on demand by any member of that dormitory.

HOURS

- b. To issue all refunds for expenditures incurred upon any member of that dormitory for materials for use by that dormitory.
- c. To keep a sufficient amount of change on hand at all times.

Section 5. Social Chairman

- a. To supervise and arrange all social functions of the dormitory.
- b. To supervise and arrange all fund raising projects of the dorm.

Section 6. Assistant Social Chairman

- a. To coordinate any activities assigned to her by the Social Chairman.
- b. To assist the Social Chairman in planning all activities for the dormitory.

Section 7. House Manager

- a. To insure the general physical welfare of the dorm.
- b. To report all machine failings to the manager of the Student Store.

Section 8. Fire Captain

- a. To prepare all dorm residents in case of fire by having at least two fire drills a semester.
- b. The Fire Captain shall appoint Fire Lieutenants, at least one on each floor, to assist her in all evacuation procedures.
- c. In the event of fire, she must direct the alert and the evacuation of the dormitory.

Section 9. Senator

- a. To represent her dormitory in the Student Government Association Senate.
- b. All other duties shall be those specified in the Student Government Association By-laws and Provisions.

Article VI
Judicial Board

Section 1. Judiciary power shall be vested in the Judicial Board.

Section 2. The Judicial Board shall consist of six (6) members with one appointed chairman and one appointed secretary; two alternate members who should attend all meetings but vote only when taking the place of an absent regular member; and the Prosecuting Attorney who is a member on the staff of the S.G.A. Attorney General. The Chairman, Secretary, two alternates and the Prosecuting Attorney shall all be non-voting members.

Section 3. No justice shall serve concurrently on more than one judicial board.

Section 4. Summons must be served on a defendant by the Prosecuting Attorney at least 24 hours before her trial is due.

Section 5. Procedure for all trials within the Association shall be governed by Robert's Rules of Order.

Article VII
Removal from Office

Section 1. Removal from office shall be effective with the presentation of a petition requesting that officers removal and shall consist of no less than one third signatures of that dormitory. At that time, an open trial will be held in order for that officer to offer her defense. Decision shall be reached by a dorm vote, and shall require a three-fourths vote of all residents for removal.

Section 2. In case of a vacancy, a special election shall be held within two weeks of the vacancy.

Article VIII
Amendments

Section 1. Any member of the Association may present a proposal for an amendment and shall be considered with no less than one fourth of the signatures of the women residents.

Section 2. The proposed amendment will be posted for one week prior to a meeting of the Association to debate and vote on the proposal. It shall become effective with a two-thirds vote of members present.

Article IX
Ratification

Section 1. This Constitution shall become effective **with** a majority vote of the members in attendance for this ratification meeting and approval by the S. G. A. Senate.

HOURS

The residence halls are locked at 12:00 Sunday through Thursday, and at 1:00 a.m. on Friday and Saturday. The halls open at 7:00 a.m. daily. After closing hours no one but the night watchman or the House Director may open the doors. The end doors may not be used at all after the night locks are set by the House Director (at 7:00 p.m. during summer months, at 5:00 p.m. during winter months).

Curfew

	Freshmen	Sophomores	Juniors	Seniors
Sunday-Thursday	Midnight	Midnight	Midnight	1:00 a.m.
Friday and Saturday	1:00 a.m.	1:30 a.m.	2:00 a.m.	None*
Lates per Week (1:00 a.m.)	1	2	3	
**Special permissions per month	4	4	4	4

(No "grace period" for 1:00 a.m. curfews and beyond)

*NO CURFEW Seniors on self-regulating hours on weekends have to sign the list in the office for the night watchman to let them in. If there is a change to an "overnight" or "weekend", it has to be made with the house director by 10:30 a.m. the next day to keep the sign-out card current.

**SPECIAL PERMISSION to come in after regular hours is reserved for non-school-connected, off-campus events such as out-of-town games, plays at other institutions, etc., that do not involve overnight stays.

Procedures: Register your "Special" in person or by phone with the House Director before 11:00 p.m. or with a hall counselor or the office worker after 11:00 p.m., but BEFORE YOUR CURFEW HOUR. Upon your return (anytime before the night guard goes off at 5:00 a.m.) PERSONALLY check in with him to have your name marked off his list.

Should you change your plans after having checked out on a "Special", you may return by your curfew or "late" without prior notice. The office worker will verify the change on your card.

IF COLLEGE-SPONSORED EVENTS ON CAMPUS extend beyond a student's curfew, she is expected to return to the dorm 15 minutes after it ends. Students attending the event have to sign the list in the office against which they will be checked in by the office worker or the night guard.

House Directors are authorized to grant individual permissions in special cases.

SPECIAL HOURS for home-coming week, spring festival week, exam week, etc. are arranged by the Dean of Women upon request from the Joint House Council or S.G.A.

NOTE:

After 11:00 p.m. the House Directors' number may be called in emergencies only!!! These lines must stay open.

QUIET HOURS - Strictly enforced:

Regardless of class, all students are expected to maintain reasonable quiet on the halls at the following times:

	Morning	Evening
Monday-Thursday	until 12:00 noon	7:30-10:00 p.m. after 11:00 p.m.
Friday and Saturday	until 12:00 noon	after 1:00 a.m.
Sunday	until 12:00 noon	after 12:00 p.m.

TVs, radios and record players operated in the rooms during Quiet Hours must be kept low enough so as not to disturb other students. The same rule applies to the TV in the lounge. Be considerate! No piano playing in the lounge after 11:00 p.m.

MALE VISITORS

The Women's Residence lounges are open to men on the following schedule:

- Sunday-Thursday 7:00 a.m.-12:00 midnight
- Friday and Saturday 7:00 a.m.-1:00 a.m.

Only men who are calling for, waiting for or being accompanied by a resident are permitted in the lounges.

Men are restricted to the lounges, parlors, men's rest rooms and in Weaver Hall, to back patio. There are two exceptions to the rule:

1. During authorized open-house periods, men may visit their hostesses' rooms. They are obligated to sign in and out at the dormitory office and must be accompanied by their hostesses.
2. On occasion men may assist women residents with extra-heavy luggage. Clearance must be obtained from the House Director at all times. No man is permitted on the halls during the absence of the House Director from the dormitory. The presence of a man on a hall should be announced either by intercom or by the accompanying resident before entering the hall in question in order to avoid inconveniencing other residents.

You and your date should practice discretion and good taste in the lounges, for the lounges are public rooms for the use of all residents. They are frequently visited by prospective students and their parents and other college guests and sponsors.

The Women's Residence Halls and their immediate proximity are to be considered a restricted area for male students at any time not designated as a visiting period. The side and back areas of Weaver Hall are "off limits" to men at all times.

Male visitors are not allowed in the dormitory offices at any time.

Male visitors are allowed in dormitory kitchens if accompanied by their hostess.

NOTE:

Since dormitory offices are seldom staffed before 4:00 p.m., it is wise to contact the resident you wish to see before your arrival. There also are public telephones in both parlors, and phone numbers of the floors are posted.

HOURS IN LOBBIES OF MEN'S RESIDENCE HALLS

- Sunday-Thursday 7:00 a.m.-12:00 midnight
- Friday and Saturday 7:00 a.m.-1:00 a.m.

Women visitors are restricted to the lobbies, the rest rooms, and the House Directors' apartments, during the hours listed above. During authorized open-house observances the same rules apply as in women's dorms -- in reverse, naturally.

SIGN OUT

Sign-out cards are kept in the metal racks on the walls of the dorm offices. At the beginning of the semester each student receives a card according to class. She is responsible to turn the card in to the dormitory secretary as soon as it is completely filled and obtain a new one.

THE BLACK SQUARE of the card has to be turned up when leaving the Fayetteville area.

THE RED SQUARE has to show when leaving the dorm for local events.

Any student leaving the dorm

- a) after 7:30 p.m.
- b) for an OVERNIGHT*
- c) for a WEEKEND*

or d) leaving Fayetteville during the day

has to fill in the departure time and expected return with correct date in the spaces provided. To give information beyond departure and return time on the card itself is optional. However, for your own protection and in order that you can be reached in emergencies, you must leave pertinent information in a sealed envelope behind your card. Only the Dean of Women or the House Director may open it in case of emergency. This information should contain everything that would facilitate finding you in a hurry, such as: destination, hosts or hotel, phone numbers, car make and license, escort, etc. Naturally you may leave this information on the card itself.

*AN OVERNIGHT refers to any week night from Monday through Thursday spent away from campus. OVERNIGHTS are unlimited for all students except freshmen who have to spend their first ten (10) days on campus as part of their orientation and who need parental permission. Reminder: An OVERNIGHT is just that and may not be taken to by-pass curfews! Violators are subject to prosecution. The earliest return is at the opening of the dorm at 7:00 AM. If the student, however, changes her mind after having checked out on an overnight, she may return to the dorm by her curfew or LATE without prior notice. The office worker will verify the change.

**A WEEKEND runs from Friday after classes to curfew on Sunday or, if so specified on the card, to the student's first class on Monday. WEEKENDS are unlimited except for the first weekend for freshmen.

For a LATE (1:00 A.M.) the proper column on the card has to be marked. Taking a LATE is the smart thing to do if in doubt about the time of return. It may be marked off and initialed by the office worker if the student returns by her regular curfew.

COMING IN LATE: If for any reason, a student finds it impossible to reach the dormitory by her scheduled time of return, she, in person, just call the House Director, possibly before her stated time of return. If no call is received within one hour of this time, the student's family will be notified that she is missing from the campus. Upon her return, or, at the latest by noon of the following day, the student is honor bound to report herself to a member of the Judicial Board to let the Board judge the validity of her excuse.

LEAVING FOR VACATION OR AT THE END OF SCHOOL: Every student must sign out. At such times she is expected to vacate the building no later than one hour after the official closing of the college.

TELEPHONE CALLS

Outgoing Calls (20 minute limit)

All outbound calls have to be made from pay phones provided on each hall or from private phones. Emergency calls have to be made from the House Director's phone.

Incoming Calls (10 minute maximum)

Inbound calls are switched by the office worker to the hall extensions and the student is paged over the intercom.

Messages

Check the bulletin board beside the extension phone for possible messages.

Private Phones

Phones may be installed by dealing with the local telephone company directly.

MEDICAL SERVICES

For detailed health information, check the Student Handbook.

Provisions in case of illness

The college infirmary offers service when necessary on a 24-hour basis. Otherwise, the Infirmary is open with nurse on hand to see students Monday-Friday, 8:00 a.m.-4:00 p.m. When a nurse is needed at times other than the regularly scheduled hours, the call must be channeled through the House Director.

Dr. Jorge Equez, a Fayetteville physician on the staff of Cape Fear Valley Hospital holds daily clinic in the Infirmary, Monday-Friday, 8:00-9:00 a.m. He is on call through the Infirmary at other times in case of an emergency.

Consideration for the health and welfare of all dormitory residents necessitates the following restrictions on illness in the dormitory:

Any student claiming physical disability as grounds for missing classes must be confined in the Infirmary if the absence covers as much as a day (or two meals in the Cafeteria). The dormitory is not considered a suitable place for housing sick persons.

Excuses from classes for medical reasons must be obtained from the Infirmary staff. The Infirmary nurses are not permitted to issue excuses unless they have seen the student in the Infirmary in advance of the absence. (In other words, a telephone call to the Infirmary will not suffice.)

In the event a student is so seriously incapacitated as to be unable to report to the Infirmary, the nurse may be called to request a college vehicle to transport the student. In such an event, the House Director must authorize the call.

The Cafeteria is instructed to refuse food request for a student remaining in the dormitory unless the request is issued directly by the Infirmary staff. Likewise, the House Director is under instructions not to prepare or serve food to a student remaining in the dormitory for medical reasons.



DRESS

The dress regulations are based on a belief that a student shows respect for herself and her college by the appearance she keeps both on and off the campus. It is assumed that a Methodist College woman will be neatly and suitably dressed at all times.

Shoes are a MUST in all campus buildings with the exception of the dorms.

USE OF WINDOWS

Talking or throwing objects out of or up to a dormitory window at any time is strictly forbidden. No more than a brief message is permissible.

Garments are not to be hung in the windows at any time.

Blinds must be drawn when the lights are on in the room, or if the occupants are not fully dressed.

Ledges outside of the windows are not to be used for cold storage. On the second floor in the Laundry Room, a refrigerator is provided for such purposes.

No items of any nature, including decorations for campus events, can be displayed outside the windows until cleared by the officers in charge with the Dean of Women's Office.

Windows must be safely secured at all times. Room occupants are pecunarily liable for broken windows.

OFFICE DUTY

Paid workers are in attendance in the dormitory office for most of the time the lounge is open to visitors.

During her on-duty time in the office a student assumes the role of a receptionist representing the college to the public. As such, she is expected to uphold in her own person certain standards of dress and conduct and to enforce certain rules governing effective operation of the office itself.

Dress shall be neat and business-like at all times until closing of the dormitory. Pajamas with robe are permissible only on late duty (after closing). House slippers and hair in curlers are likewise permissible only on late duty.

MALE VISITORS ARE ABSOLUTELY FORBIDDEN FROM ENTERING THE DORMITORY OFFICE. This rule has become imperative in order to safeguard information appearing on students' records in the office.

No visitor, male or female, shall be allowed to make announcements over the intercom. Language used over the intercom must be dignified at all times. Special announcements must be cleared with the House Director.

Discretion must be exercised in releasing information over the telephone. Recommended: "X is not in the dormitory just now. May I take a message?" (To anyone, except parents, when inquiring whereabouts, "I'm sorry, but I'm not permitted to give out that information!")

Under no circumstances are names of dormitory residents to be supplied to any person calling over the telephone or to anyone appearing in person in the lounge.

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OFFICE RULES

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USE OF WINDOWS

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DRINK

