Residence Hall Handbook

2003–2004

WESTMINSTER
COLLEGE

TABLE OF CONTENTS

Access 6
Address Change 7
Alcoholic Beverage Policy 20–21
Calendar of Important Dates 2
Changing Rooms 11
Checking Out 14–15
Constitution & By-Laws of Residents' Association 30–37
Contract 4
Damage Deposit and Policy 9
Disciplinary Procedures 19
Disciplinary Sanctions for Alcohol & Drug Violations 20–23
Drug Policy 21–22
Emergency Maintenance Policy 12
Furnishings 5
Gun Control 25
Hall Council 3–4
Harassment 18
Keys 5–6
Living in the Residence Halls 4–8
Locked-out Policy 12
Lottery for Picking Rooms 15–16
Mail 7
Mission Statement 1
Other Policies and Procedures 23–26
Quiet Hours 11
Residence Hall Staff and Officers 3
Roommate Bill of Rights 9–10
Safety and Fire Regulations 26–30
Sales and Services 26
Services 12–13
Smoking Policy 23
Standards of Conduct 16–17
Storage 16
Telephones 7–8
Trash and Recycling 8
Visitation Policy 10
Welcome 1
Westminster College Campus Map 39

Dear Resident,

Welcome to the Westminster College Residence Life Program. We hope that you are as excited as we are to have you living on campus. Our housing community includes traditional style halls (Carleson and Hogle), apartment style halls (Olwell Hall, Behnken Hall, and Stock Hall), and several houses (Peterson, Duddy Duplex, Arbogast, Reherd, and Hoffman). *However, there is no married student housing or residents' dependent housing.*

THE MISSION OF WESTMINSTER COLLEGE RESIDENCE LIFE PROGRAM

A unique educational opportunity exists within the residential campus community. One of the discoveries you will quickly make is that our residence halls are more than just places to study and sleep. There are opportunities to expand your own personal horizons and college education through involvement in numerous academic, social, cultural, and recreational programs. The community is made up of persons from diverse cultural, socioeconomic, and ethnic backgrounds. This will enable you to meet people and form friendships, which may not have been possible under different circumstances. For this experience to be beneficial and pleasant for everyone, each individual must participate in this community in a positive way.

Your energy, enthusiasm, and leadership will enhance your residential environment. Living together is not always an easy task. It takes a lot of courage, consideration, and responsibility to keep a community functioning at its optimum level. An understanding of and respect for the rights and interests of others is the key to making the residential living experience meaningful to everyone.

This guide is designed to acquaint you with the opportunities, benefits, and necessary regulations of on-campus living. Let it be your guide to gaining a better understanding of your living experience here at Westminster College.

Please read this handbook thoroughly, as you are held accountable for the policies outlined within. Westminster College reserves the right to interpret, apply, and enforce the provisions of this handbook and to use its discretion to determine whether there is a violation of any of the policies of this handbook. Westminster College also reserves the right to modify, revise, delete, add, or make exceptions to the provisions of this handbook at any time.

The residence life staff and the Residence Hall Council are committed to providing an environment that is supportive of and responsive to your needs. Our goal is to provide the highest quality of service to you as a resident student at Westminster.

It is our hope that the 2003–2004 academic year will be one of growth, challenge, and reward. Let's have a great year.

Cullen Green
Director of Residence Life

CALENDAR OF IMPORTANT DATES

Aug 24th	Residence Halls open for first-year students 10 am to 1 pm
Aug 25th	Residence Halls open for returning students noon to 4 pm
Aug 27th	Classes begin
Dec 10th-16th	Semester Finals: Residents must leave for December break 24 hours after their last final or by 5 pm on Dec. 16th, whichever comes first.
Jan 3th	Residence Halls open at noon
Jan 5th	Classes begin
Apr 22th-28th	Semester Finals: Residents who are not taking May Term classes must leave 24 hours after their last final or by 5 pm Apr. 28th, whichever comes first.

RESIDENCE HALL STAFF AND OFFICERS

Director of Residence Life	Cullen Green, 832-2245
Director of Student Life	Mark Ferne, 832-2233
Housekeeping	Chris Slock, 832-2236
	Angie Vigil, 832-2239

ABM (American Business Management) provides contract cleaning and trash removal service.

Resident Advisors (R.A.s)
Your R.A. is the student living on your floor who has been appointed and trained to be your primary resource for information and assistance with any concern, problem, emergency, or need. There will be an R.A. on duty from 7 p.m. to 8 a.m. every night. R.A.s are selected because of their enthusiasm, sensitivity, ability to relate to others, knowledge about the college, and ability to accept responsibility and explain resources. Get to know your R.A. This person will be your key resource to the services, programs, and policies of Westminster.

Carleson Second Floor	Cortney Seggerman	x5000
Carleson Third Floor	Miranda Taylor	x5036
Hogle First Floor	Jevan Sadler	x5059
Hogle Second Floor	Laura Summers	x5081
Hogle Third Floor	Phillip Morris	x5102
Olwell Hall First Floor	Robert Cummings	x5205
Olwell Hall Second Floor	Megan Frasier	x5236
Olwell Hall Third Floor	Kunsang Dorjee	x5271
Behnken Hall First Floor	Eric Hurd	x5333
Behnken Hall Second Floor	Stacy Ann Dowse	x5385
Behnken Hall Third Floor	Tiffani Mantlo	x5411
Stock Hall First Floor	Nicki Blair	x5531
Stock Hall Second Floor	Brandon Toone	x5591
Stock Hall Third Floor	Megan Hill	x5661

RESIDENCE HALL COUNCIL

The Residence Hall Council is important to the smooth functioning of the residence life program. Members are chosen by you, the resident, and seek to represent your best interests in developing social and

recreational programs. The goal of the council is to develop and maintain good human relations among the hall community. Weekly meetings are held to plan and organize hall activities. Each resident is welcome to attend these meetings and encouraged to contribute new ideas or suggestions for the agenda and implementation of programs. Residence Hall Council members also manage the residence hall budgets and recommend hall policies.

Floor representatives are elected at the beginning of each semester by their floors to assist in the planning and organization of hall activities.

President	Adrienne Schroadter
Vice President	Krissi Paczolt
Secretary	Holly Ballantyne
Historian	Danielle Steele
Treasurer	Jayson Estrada
Floor Representatives	To Be Elected

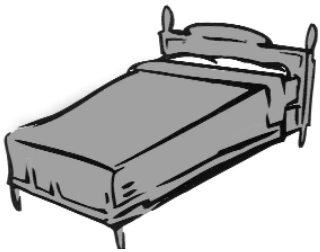
LIVING IN THE RESIDENCE HALLS

Your Contract
The contract in which you signed when applying for housing at Westminster College will be taken seriously. If you choose to abandon your contract, your $100 deposit will NOT be returned to you. You can break your contract with no penalty by December 1 for January move-in, May 15 for summer move-in, and July 1 for August move-in.

Your Room
The room you will be living in this year is intended to be your home away from home. The college places some parameters on what you can do with your room to meet health and safety standards. Rooms must be kept in good and healthy condition, enabling the next occupant to move in without requiring the college maintenance staff to make repairs.

SMOKING IS NOT PERMITTED ANY PLACE WITHIN THE RESIDENTIAL HALLS.

Furnishings



When you move into your room, it will contain some furniture for your use. The walls will be painted in a neutral color, and the floors, windows, and ceilings will be clean and in good repair. We expect that your home away from home will be in the same condition when you move out. Maintaining your room and/or apartment in good condition is your responsibility.

If any damage beyond normal wear and tear is done to your room or its furnishings, you will be charged for repair costs. Also, if common areas of the residence hall (hallways, bathrooms, etc.) are damaged, and specific responsibility for the damage cannot be determined, you and your fellow residents may be charged. You are responsible for your guests at all times and can be charged for any damages they cause.

All furnishings provided by the college are to remain in the room. Beds, desks, and other equipment may not be removed for storage elsewhere. Lounge, front room, or dining area furniture is for the use of all residents. If any lounge, front room, or dining area furniture (including cushions) is moved into a private room, a minimum fine of $20 will result, and disciplinary action may follow.

Window screens are to remain on the windows and may not be removed except by college personnel. Residents removing or partially removing window screens will be referred to the director of residence life for appropriate action, including a minimum fine of $50.

Painting rooms is not allowed.
Waterbeds are not allowed.
Lofts of any kind are not allowed.

Keys

You will be given the appropriate building, room, and mailbox keys upon arrival at the residence halls. The keys are your responsibility until you return them to an appropriate residence life staff member.

The loss of any keys should be reported to the floor R.A. immediately. If a room or building key is not found within one week, the room door lock will be changed and new keys issued at the cost of $25 for each hard key to the resident. The mailbox key replacement fee is $15. Radio keys cost $50 if lost. If keys are recovered at a later date, only part of the replacement fee will be returned. Copying keys is strictly prohibited. If a door needs to be re-cored because of your negligence with keys, you will incur the cost.

Access

The halls are locked at all times and building access keys are given only to the residents.

All residents must be security conscious. Ignoring security measures jeopardizes not only your security, but also the safety of all residents. ALWAYS REMEMBER TO LOCK YOUR DOOR, even if you are gone only for a moment. Also lock your door whenever you are sleeping in your room.

Do not give this key to anyone.

A FINE WILL BE ASSESSED FOR ALLOWING UNAUTHORIZED ACCESS TO ANY RESIDENCE HALL.

If a non-resident is seen using a key, his or her host will be responsible. There are very specific days and hours announced for moving in and moving out. There is no access to the buildings during the December holiday break.

Meal Plan

A fingerprint-scanning system is used within the Café to identify you and render payment for meal items. This system uses your fingerprint instead of an ID card to increase the security of your meal plan funds. The system recognizes certain points of your fingerprint, but does not store your fingerprint image. Furthermore, your fingerprint is localized to this system only and cannot be used by any other system or agency. The use of your fingerprint is optional, but strongly encouraged as Sodexho cannot guarantee reimbursement of funds if you are not using the fingerprint system and you card is lost or stolen. If you would like more information on the security of the fingerprint system pleasse contact a Food Service Manager.

If your meal card is lost or stolen, please notify the Student Life Office and/or Sodexho Food Services as soon as possible so a new card and ID number can be issued. Misuse of another student's meal card will result in a fine and/or disciplinary action.

Mail

Each room in every hall has an assigned mailbox. Mail is delivered Monday–Friday, and is usually put out by 6 p.m. No mail is delivered on Saturdays or Sundays. Keep this in mind in regards to specially shipped items (e.g., Overnight Express). If you receive an item too big to fit in your mailbox, you will be notified and can claim it at the mailroom, Monday–Friday, 8 a.m.–5 p.m. The mailroom is located in Walker Hall, and the phone number is ext. 2690.

Outgoing mail may be placed in the U.S. mailbox located at the east door of the Print Shop (located in Walker Hall). Outgoing mail is picked up there at 3 p.m., Monday through Friday.

Tampering with mail and mailboxes has federal penalties.

Address Changes

When moving out of the residence halls, you must complete a "Forwarding Address Form" and return it to your R.A. The United States Postal Service (USPS) regulations state that magazines and bulk mail can never be forwarded. So please make sure you make any necessary contacts to ensure you continue getting those items. In addition, the USPS will not accept change of address forms for college residence halls. So you MUST make address changes with us before moving out.

We forward mail after residents have moved out for two months if they are not returning to housing. After that anything received will be returned to sender. We will forward mail all summer for those residents who leave for the summer and are returning the next fall semester.

Telephones

Each bedroom is equipped with a telephone. Each phone has individual extensions, voice mail, and caller ID. Long-distance services can only be

accessed by personally purchased calling cards. Olwell Hall, Behnken Hall, and Stock Hall are provided with a telephone in each bedroom and living room area. There is a campus phone outside each building which can reach any on-campus number by dialing the last four digits of the campus number. House phones cannot be dialed by the last four digits, all seven digits must be dialed.

Residents are not allowed to accept collect calls.
In addition, pay phones are located on Hogle first and second floors and Carleson third floor.

Housekeeping in Residence Halls
Traditional-Style Housing
Housekeeping service is provided for common areas such as the lobby, lounges, bathrooms, and hallways. You are responsible for keeping your own room clean. Brooms and vacuums are provided in the hall for use by residents and must be returned to the utility closet promptly after use. Cleaning of the laundry/kitchen rooms is the responsibility of the hall residents. Any trash left over the December break and checkouts will result in a fine accordingly.

Houses and Apartment-Style Housing
There is no housekeeping service available for houses or Olwell Hall, Behnken Hall, and Stock Hall individual apartments. Custodians will only clean the main hallways and central lounges of the Residence Halls. A broom, dustpan, mop, bucket, and vacuum are provided in each apartment and house. Any trash left over the December break and checkouts will result in a fine accordingly.

Trash and Recycling in the Residence Halls
Each floor in all halls has a waste closet for trash and recycling.

Trash must be emptied from all residents' rooms (and baths and kitchens in apartments and houses) before the December break and when checking out. A minimum $5 fine is incurred when residents do not remove all trash.

DAMAGE DEPOSIT AND POLICY

All students must have a $100 damage deposit on file while residing in the residence halls. This deposit will serve to pay for any damage for which the resident is held responsible. If the damage incurred exceeds $100, the remaining amount will be placed on the resident's current Westminster College account balance. After any damages are deducted, the balance of the deposit either will be applied toward the resident's current Westminster College account balance, be returned to the resident by check, or continue as the deposit for a following semester.

Residents are encouraged to view their living environment as a community and to protect the furnishings of the community so that damage is avoided. The residence life staff for the following reasons initiates a damage report:

a. The student(s) assigned to a room and/or apartment is/are responsible for college property present in his/her/their room at the time of check-in and will be charged for any theft or damage to this property.
b. If it is clear that an individual or group of individuals were responsible for damage or theft in a public area, they will be billed accordingly and will be subject to disciplinary sanctions.
c. Where damage or theft cannot be attributed to specific individuals, an assessment may be made against individuals' room deposits. If these funds do not meet the assessment of damage, individuals will be billed. The difference of the amount will be taken out of hall funds.
d. Negligence of students.

ROOMMATE BILL OF RIGHTS

Basic rights of a roommate include:

1. The right to read and study free from undue interference in one's room and/or apartment. Unreasonable noise and other distractions inhibit the exercise of this right.

2. The right to sleep without undue disturbance from noise, guests of roommate(s), etc.

3. The right to expect that roommate(s) will respect one's personal belongings.

4. The right to a clean environment in which to live.

5. The right to free access to one's room and/or apartment and facilities without pressure from roommate(s).

6. The right to personal privacy.

7. The right to host guests with the expectation that guests are to respect the rights of the host's roommate(s) and other hall residents.

8. The right for redress of grievances. Residence hall staff members are available for assistance in settling conflicts.

9. The right to be free from fear of intimidation, physical, and/or emotional harm.

10. The right to expect reasonable cooperation in the use of the room/apartment telephone.

ONLY YOU CAN ASSURE THAT YOUR ROOMMATE(S) ENJOY(S) THESE RIGHTS AND STANDARDS OF CONDUCT.

VISITATION POLICY

The Office of Student Life grants the privilege of having one overnight guest per resident in the residence halls at a time. The following guidelines must be met in exercising this privilege:

a. A student, with the roommates' permission, may have no more than one guest at any time with the exception of parents, who are welcome on campus at any time.

b. An overnight guest must be registered by the student with the R.A. of the student's floor. The guest may stay a maximum of two nights in the host student's hall. Permission from the director of student life for an extended period may be granted if the situation warrants.

c. A guest must comply with all college policies.

d. The host is responsible for the actions of his/her guest. In the event of behavior requiring disciplinary action, the host accepts full responsibility (financial or otherwise) for the guest.

e. There is no co-habitation.

QUIET HOURS

One of the goals of the residence life program is to provide an atmosphere within the hall that is conducive to study and rest. The quiet hours/noise policy has been developed to facilitate the attainment of this goal.

Designated quiet hours are 10 p.m. to 10 a.m. Sunday through Thursday. Weekend quiet hours start at midnight and continue until 10 a.m. on Saturday and Sunday mornings. Twenty-four-hour quiet hours for final exams will commence at noon on the day preceding finals and continue until the semester is officially ended.

During quiet hours, students must keep noise levels to a minimum. Please be particularly aware of noise from sound/stereo equipment, conversation levels in public areas such as hallways, floor lounges, and stairways, and activities in the immediate vicinity outside the residence halls, which may disturb nearby residents. What is the typical noise level during the year may be perceived as a louder noise level during exam times.

At any time, if a resident is requested to lower the level of noise, he or she is required to comply. An R.A. or the director of student life may close the floor lounges at any time. In the event of lounge closures, students wishing to stay up and talk must use Hogle's Marimon Lounge, the basement game room, or Behnken Hall basement lounge, but *not* the front lobbies.

CHANGING ROOMS

Students are not permitted to change rooms until all reasonable compromises have been made between roommates and only if alternative space is available. All room change requests must be initiated in writing to the director of student life. An unauthorized room change will result in an automatic fine. Unauthorized use of a room in an apartment or in your hall will result in all residents involved being billed for an entire semester's rent.

The college reserves the right to re-assign individuals to a different room or building in the event that such re-assignments are determined necessary. The college also reserves the right to cancel the room reservation if the assigned resident fails to begin occupancy by the start of the fourth day of classes without notice to the director of residence life.

SERVICES

Emergency Maintenance Policy
Direct all repair requests through your R.A. It usually takes a day or two for repairs to be completed from the time the R.A. forwards the request to the maintenance department. Remind your R.A. if it has not been fixed within a week.

For repairs that need immediate attention, call Plant Operations at ext. 2515 Monday through Friday 8–5 p.m. and/or Student Life at ext. 2238. "Immediate attention" is defined as something that will cause property damage or personal injury, such as water coming from the ceiling or water on the floor, broken glass, a gas leak, or unusual noises coming from mechanical equipment. After hours, call ext. 2525 for "immediate attention" issues.

Locked Out Policy
Should you find yourself locked out of your room, contact your floor R.A. or an R.A. in the building. Resident Advisors are also students and may not be available immediately. They may only unlock the door to your personal room. They will maintain a log detailing this information. Should an individual find him or herself locked out continuously, there may be a fee assessed for this service.

Front Desks
The front desks in the residence halls serve as the central location for disseminating information for residents. They are a great place to start if you have any questions about something on campus. R.A. bulletin boards offer up-to-date information on activities and policies. Carleson residents should look at the bulletin boards near their mailboxes.

Game Rooms
Hogle residents can use the game room located in the basement of Hogle for relaxation and enjoyment. The room is equipped with a billiard table, a foozball table, a ping-pong table, as well as a television, a VCR, and study areas. Residents of Olwell Hall, Behnken Hall, and Stock Hall can use the Tingey Lounge in Behnken Hall, which is similar to Hogle's.

Carleson residents should use Hogle and/or the Shaw Center in the evenings. The houses will have access to Behnken Hall.

Laundry/Kitchen

Traditional-Style Housing

Each floor in Hogle has a laundry/kitchen room. Carleson residents will use the kitchen on the third floor of Carleson. The laundry area in Carleson is located at the bottom of the central stairway. Kitchens have a stove, microwave, and refrigerator available for students. Laundry is 75 cents to wash and 50 cents to dry.

Apartment-Style Housing and Houses

Each apartment and house comes equipped with a full kitchen. The individuals living in the apartments are responsible for cleaning the kitchen (in addition to the living room area, bathrooms, hallway sinks, and their own rooms). A suggested cleaning schedule is in each apartment on how to effectively clean the apartment. The laundry facilities are located on the main floor. Laundry is 75 cents to wash and 50 cents to dry. Soap dispensers are also available in the laundry facilities. Houses will have access to Behnken Hall.

Vending Machine

For study breaks and late-night snacks, the halls are furnished with soda and snack vending machines. At times, the machines will malfunction and not return change or the item requested. Problems with vending machines or refund requests should be directed to the Office of Student Life in the Shaw Center, during regular working hours (8 a.m. to 5 p.m.), Monday through Friday. You can also notify your R.A. who will facilitate your refund.

TRADITIONAL HALL CHECK OUT PROCEDURES

Students must vacate their residence hall rooms within 24 hours after their final exams end or by posted end date for seniors graduating that semester. The director of residence life must clear any exceptions to this rule in advance. Violations of this rule will result in additional room charges and a possible fine.

Students must follow these procedures for changing rooms or checking out of the residence halls:

1. Remove all personal belongings from your room. If items are left in any room after checkout, the items will be discarded.

2. Clean the room (carpeted rooms—vacuum floor, non-carpeted rooms—sweep and mop floor, empty trash, remove all tape from walls and door, remove any stickers from everywhere—including windows, dust, etc.).

3. Have an R.A. complete your Room Inventory form (you and the R.A. must sign this form in the presence of each other AFTER the room has been emptied out completely).

4. Turn in all keys to the R.A. (radio, room key, and mailbox key) at this time.

5. Have the R.A. give you an address change form. Complete this form and return it to the R.A. This form serves as your deposit refund request if you are not returning to the Residence Halls for the spring semester. Mail will be forwarded through February. If you are not returning, mail will be forwarded for two months, and then it will start being returned to sender. You need to contact senders to change your address yourself.

Note: Completing the above steps is your responsibility. Room deposit refunds will not be processed unless these steps are completed. Plan ahead to arrange a time for an R.A. to check you out. DO NOT wait until the last minute.

APARTMENT CHECKOUT PROCEDURES

Students must vacate their residence hall rooms/apartments or houses within 24 hours after their final exams end or by posted end date for seniors graduating that semester. The director of residence life must clear any exceptions to this rule in advance. Violations of this rule will result in additional room charges and a possible fine.

Students must follow these procedures for checking out of the apartment residences:

1. Remove all personal belongings from your room, storage room, kitchen, and living room area. If items are left in any room after checkout, the items will be discarded.

2. Clean the apartment before you leave. An acceptable apartment is as follows:

Kitchen

1. Floor swept clean and wet mopped.
2. Stove/oven and microwave cleaned inside and out.
3. Sink, counter, and inside of cupboards wiped with water and soap.
4. Fridge and freezer emptied and wiped out with water and soap.

Living Room

1. Floor vacuumed.
2. College furniture and window dusted.

Bedrooms

1. Floor vacuumed.
2. College furniture and windowsills dusted.
3. Have an R.A. complete your room inventory form (you and the R.A. must sign this form in the presence of each other **after** the room has been emptied out completely).

3. Turn in all keys to the R.A. (radio, room key, and mailbox key) at this time.

4. Have the R.A. give you an address change form. Complete this form and return it to the R.A. This form serves as your deposit refund request if you are not returning to the Residence Halls for the spring semester. Mail will be forwarded through February. If you are not returning, mail will be forwarded for two months, and then it will start being returned to sender. You need to contact senders to change your address yourself.

Note: Completing the above steps is your responsibility. Room deposit refunds will not be processed unless these steps are completed. Plan ahead to arrange a time for an R.A. to check you out. DO NOT wait until the last minute.

LOTTERY FOR PICKING ROOMS

Each spring, the process for picking rooms for the following year will occur. Squatters take preference. All residents who wish to squat must do so by a designated date. "Squatting" is remaining in your exact same room for the following year. Then after all squatters have completed contracts, returning residents of senior or graduate student status may claim rooms on a designated date on a first come, first served basis. The returning

residents of junior student status may claim rooms on a designated date on a first come, first served basis. The returning residents of sophomore student status may claim rooms on a designated date on a first come, first served basis. If one misses her/his scheduled day, she/he may sign up any day following her/his day.

If a resident wants to reside with people of a lower seniority status, she/he may pencil in the other names. But those people are not guaranteed their room until they come on their designated day and complete their contract.

STORAGE

There is limited storage for out-of-state residents who are returning to the halls the immediate following semester. Contact the director of residence life at ext. 2245.

STANDARDS OF CONDUCT

Residents are expected to take responsibility for their behavior and to show respect, consideration, and civility to other members of the community. Because you are now in a group-living environment, there are some constraints on individual behavior. We realize that some of these limitations (quiet hours, for example) may not always be popular, but they are necessary so that the needs and rights of others are also respected. Tolerance for different ideas and beliefs, as well as respect for the property of others and the college, is also expected. All residents are responsible for learning and acting in accordance with the standards of conduct outlined below, the other policies and procedures described in this handbook, and the policies included in the Westminster student handbook. Any student found in violation of these policies is subject to disciplinary action as outlined in the appropriate sections of this handbook and the student handbook.

The following are examples of behavior which are disruptive to the academic and social environment of the residence halls and could result in disciplinary procedures:

1. Any physical or verbal assault or abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health, safety, or well-being of any resident, guest, or staff.

2. The possession, storage, display, or use of firearms or ammunition, other weapons (including, but not limited to, B.B. Guns, swords, butterfly knives, large knives, switchblades, and stun guns), that have not been authorized and registered with the Director of Campus Patrol. The possession, storage, display, or use of any hazardous chemical, explosive, or incendiary device (including firecrackers or fireworks).

3. Attempted or actual theft or unauthorized borrowing of another resident's or college property (including computer, exercise equipment, lounge furniture, signs, and plants).

4. Willful damage or destruction of the property of others or the college, including deliberate defacement of buildings and furnishings (including the R.A.'s bulletin board).

5. Sexual assault or sexual harassment.

6. Conduct that is disorderly, lewd, or indecent.

7. Tampering with or vandalizing fire equipment, alarms, or detectors.

8. Participation in any sport-like activity within the residence halls: e.g., frisbee, skateboarding, bowling, soccer, football, roller blading, bouncing balls, etc.

9. Violations of the alcohol, drug, and smoking policies (See pages 20–25).

10. Violation of quiet hours policy or participation in activities that interfere with or disturb the study or sleep of other residents at any time.

11. Open flames, including matches, lighters, candles, incense, menoras, kerosene lamps, and similar items.

12. Leaving an excessive mess in a public area (e.g., bathrooms, lounges, game rooms, kitchens).

13. Displays that are placed in windows may not be facing outward. This includes items such as posters, signs, and the like.

SEXUAL HARASSMENT POLICY

Westminster College reaffirms the principle that its students and employees have a right to be free from sex discrimination in the form of sexual harassment by a member of the academic community. Sexual harassment is a form of employee or student misconduct that debilitates morale and interferes with the productivity and well being of its victims. Title VII of the 1964 Civil Rights Act and Title IX of the Education Amendments of 1972 ban sexual harassment. It is also prohibited by the Utah Anti-Discrimination Act. It is the policy of the college to enforce these laws among its employees and students. Sexual harassment will not be tolerated.

Sexual harassment is a form of sex discrimination. It is defined as an attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply, or to create a sexually intimidating, hostile, or offensive working or educational environment. Sexual harassment is understood to include a wide variety of behaviors. Some examples that may constitute sexual harassment follow (this list is not meant to be all-inclusive):

•demands for sexual favors accompanied by threats
•disparaging remarks about one's gender
•leering or ogling of a person's body
•obscene gestures
•offensive sexual graffiti
•physical aggression such as pinching or patting
•questions about a person's personal sexual activity
•requests for sexual favors accompanied by promises
•sexual remarks about a person's body or clothing
•sexual stereotyping
•spreading stories about a person's sexual conduct
•subtle pressure for sexual activity
•unnecessary brushes or touches
•verbal sexual abuse disguised as humor
•whistling

SEX OFFENSES

Students who are convicted of sex offence felonies or of crimes against persons or property have an obligation to disclose such convictions to the dean of students and may not be permitted to live on campus.

DISCIPLINARY PROCEDURES

Westminster College students charged with violating existing residence hall and/or college rules and regulations are subject to disciplinary action. In cases of residence hall violations, the charged student will receive verbal or written notification to meet with the Director of Residence Life or the Director of Student Life. Students must then meet with the judicial representative to discuss what occurred. If the situation has not been resolved by this point, a judicial hearing will be scheduled within five school days to determine what action should be taken. At the hearing, parties will have the right to call witnesses and to ask questions. Then if the student wishes to appeal the judicial body's decision he/she must do so in writing to the Dean of Students within 5 working days. The Dean of Students will review the appeal.

Students involved in more than one serious alcohol violation (look at the Alcohol Beverage Policy) may have their parents notified at the discretion of the Dean of Students.

The Director of Residence Life and Director of Student Life have the power to:
1. Levy penalties including social probation, fines, and service hours.
2. Refer students to Dean of Students for disciplinary review under the Student Disciplinary Code.
3. Recommend suspensions, trespass, and expulsion from the Residence Halls.

The student has the right to appeal the Director's decision to the Dean of Students. The written appeal must be submitted no later than five school days after the student has been notified of the decision. Additional information on college disciplinary procedures, including appeals procedures, can be found in the Student Handbook.

ALCOHOLIC BEVERAGE POLICY

The policies and procedures outlined in this section are in addition to the general Alcoholic Beverage Policy of Westminster College found in the Student Handbook.

Hogle and Carleson Halls are designated as "dry" halls. This means that there is to be NO alcohol in the hall (common areas or individual rooms), in opened or unopened containers. This is because Hogle and Carleson are strictly freshman under the age of 21.

For those residents living in campus housing other than Hogle and Carleson, the following regulations help guide them with the alcohol policy.

Individual Regulations

1. Students of legal age (21 and over) may possess and consume alcoholic beverages in the privacy of their own residence hall rooms with the door closed, but only if they reside in a private room or with a roommate of legal age.

2. Students under the legal age of drinking shall not buy, drink, exhibit intoxication, or possess (even hold) alcoholic beverages.

3. The possession and consumption of alcohol shall not infringe upon the privacy or peace of other individuals.

4. The Director of Residence Life shall continue to provide procedures for permitting students the selection of a roommate who does not wish to use alcoholic beverages in his/her room.
5. Empty “display” bottles/cans of beer/alcohol are not allowed in the residence halls.

Group Regulations
1. Possession of an open container or consumption of alcoholic beverages in any area other than individual rooms is prohibited.

2. Minors found in a room where drinking is taking place, whether they are drinking or not, may be placed under residential probation as well as be assigned disciplinary sanctions. Legal-age drinkers in that location will also have disciplinary sanctions, as it is their responsibility to make sure everyone is of age.

3. A student bringing a guest on campus is responsible for seeing that the guest adheres to all Westminster regulations and will be held accountable for the behavior of the guest.

DRUG POLICY

Westminster College is committed to having a drug-free campus including all campus housing.

Westminster College prohibits the possession, use, distribution, and manufacture of illegal drugs and paraphernalia by its students. The abuse of prescription drugs will be treated the same as use of illegal drugs. The college will cooperate with the local and state authorities in the enforcement of Utah state laws. (See also the Westminster Substance and Alcohol Abuse Policy in the Student Handbook.)

Disciplinary sanctions will be imposed on students for violating Westminster College's Substance and Alcohol Abuse Policy. In addition to any of the sanctions set forth in this policy, Westminster College reserves the right to refer all matters in violation of its Substance and Alcohol Abuse Policy to the appropriate law enforcement agencies.

Further, Westminster College will cooperate, as needed, with these authorities in connection with the enforcement of the law.

A student's prior decision to seek assistance can be considered to be a mitigating factor in connection with any Westminster College disciplinary sanctions. Any violation of Westminster's Substance and Alcohol Abuse Policy may subject the offender to the minimum sanctions as outlined below:

Distribution or Manufacture of Drugs or Drug Paraphernalia:
The penalty for sale, distribution or manufacture of a controlled, illegal substance or drug paraphernalia on the Westminster campus, or as part of

its activities can be permanent expulsion from Westminster College and possible involvement with the law enforcement agencies.

Alcohol Violations Discovered by RAs or Campus Patrol:
When a party involving alcohol is broken up, the R.A. and/or Campus Patrol will take the following actions:

1. All guests and students MUST show I.D.
2. All non-residents of Westminster must leave campus after showing ID. All non-residents of that room must leave the room after showing ID.
3. All alcohol must be dumped and the empty bottles/cans need to be taken to the recycling bin by the residents.

NOTE: Full cooperation is necessary from all involved.
The resident's area may be briefly searched to confirm all alcohol has been dumped and all participants have shown ID.

Sanctions for Alcohol Violations
The following sanctions may be imposed for Residence Hall Alcoholic Beverage violations.

1. Community Service Hours
2. Essays
3. Presentations of Educational Program
4. Eviction from the residence halls
5. Restricted access from the residence halls

Factors included in the selection of sanctions include the seriousness of the offense, the maturity and needs of the individual or group found guilty of the offense, the needs of the community and the current disciplinary status, if any, of the offender(s), cooperation from the offender.

Sanctions are imposed to:

1. Assist the individual or group involved in learning how to live more suitably within the opportunities and limitations created by the college's standards;
2. protect the excellence of the educational environment;
3. provide a vehicle for the rectification or correction of any damages resulting from inappropriate behavior.

Failure to fulfill imposed sanctions within the specified time will be cause for further disciplinary action.

EMOTIONAL ISSUES

When the dean of students has reason to believe that a student is engaging in behavior that threatens his or her health or safety or the health or safety of others, the student will be required to provide documentation to the dean of students verifying that he or she is seeking assistance and are able to continue his or her studies at the college.

SMOKING POLICY

Smoking (of anything) is not permitted anywhere within the residence halls. The Director of Residence Life shall continue to provide procedures for permitting students the selection of a roommate who smokes or does not smoke; however, this does not exempt these residents from the smoking policy.

In accordance with Utah state law, no smoking is allowed within 25 feet of the halls or other campus buildings. Therefore, smoking out of windows and on the balconies or at the front doors of residence halls is prohibited. Residents in continual violation of this policy will be subject to disciplinary action.
Sanctions for smoking violations can include:

1. Community Service Hours
2. $150 fine
3. Presentation of Educational Program
4. Eviction from the residence halls
5. Restriction from the residence halls

OTHER POLICIES AND PROCEDURES

Animals
Animals (with the exception of fish) are NOT allowed in the residence halls. The maximum size of a fish tank allowed in the residence halls is a 20 gallon tank.
If an animal is found being housed within the residence areas a $50 fine will be imposed. Furthemore, animal visitations within the residence halls

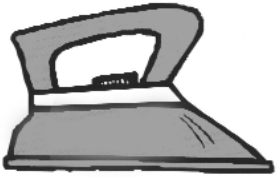
are not permitted and are subject to a $50 fine as well. Service animals for the disabled are an exception and allowed in the halls.

Appliances

Circuit overloading is a cause of electrical failure and a potential fire hazard. With the proliferation of electrical appliances in the residence hall, the potential for circuit overloading is becoming greater. In order to reduce the load on residence hall electrical circuits and to eliminate the fire hazard posed by some appliances, the following restrictions have been set on the use or possession of electrical appliances:

1. With the exception of small refrigerators, coffee makers, hot pots, and popcorn poppers, use or possession of any electrical appliance employed in food preparation or storage is prohibited in Hogle and Carleson rooms (e.g., microwave ovens, toaster ovens, hot plates, large refrigerators, skillets, toasters, etc.). If you would like one of these items, you may use and store them in the kitchen area. In Residence Halls Olwell, Behnken, and Stock uses of the above-named items and are allowed only in the kitchen areas.

2. Irons, portable hair dryers, curlers, and other appliances of less than 500 watts are permitted.



3. Only U.L.-approved appliances are permitted. All appliances must be used properly and only for their intended purposes. The college reserves the right at all times to restrict the use of and/or confiscate appliances thought to pose fire and safety hazards.

Bicycle Storage

Residence hall students are encouraged to secure and store their bicycles in the racks provided in established areas. Bicycles may be stored in individual rooms with the roommate's permission. Students storing the bicycle accept responsibility for any related damage incurred to college property. Bicycles may not be stored or parked in public areas including, but not limited to, lounges, hallways, bathrooms, kitchens, or stairwells.

Confiscation Policy

Possession of certain items in the residence halls is either illegal (by law) or prohibited by college regulations. The following is a guideline for dealing with these items:

1. Prohibited Appliances: An explanation of what constitutes an unacceptable appliance is found under "**Appliances.**" Unacceptable appliances are not permitted in the residence halls due to health, fire, and/or safety reasons. Students will be required to remove illegal items from the halls. Failure to do so will result in the item being confiscated by a college staff member. A copy of the confiscation form will be given to the resident. Another copy will be attached to the appliance. The Office of Student Life does not assume responsibility for a confiscated item left after the end of the semester in which it was confiscated.

2. The possession, use, or display of firearms or any other dangerous weapons, including, but not limited to, switchblades, incendiary devices, explosives, chemicals, stun guns, B.B. guns, or ammunition for weapons, is strictly prohibited on campus or while conducting college business off campus, unless such weapons have been registered with and authorized by the director of campus patrol. Each member of the campus community has the responsibility and duty to immediately report any knowledge he or she may have regarding the possession, use, or display of weapons or ammunition on campus. Failure to abide by this policy may result in disciplinary action.

Privacy and Right of Re-Entry

The college respects the privacy of the student residents, but retains the right to re-enter and take possession of the accommodations upon breach of the terms of the housing agreement and the resident life handbook. Authorized college personnel may enter the accommodations with notice during reasonable hours to provide efficient service, repairs, improvements, or for general inspection. (Authorized college personnel may enter accommodations without notice when necessary for the safety of the student or other occupants of the residence hall, for the purpose of emergency service or safety inspection, or when there is reason to believe that the terms and conditions of the housing agreement and/or this resident life handbook are being violated.)

Health, Safety, and Maintenance Inspections

The director of plant operations, the director of residence life, and the R.A.s are responsible for maintaining safe and sanitary conditions in student rooms. They are also responsible for repairing these rooms and their furnishings. For these reasons, the college reserves the right to inspect students' rooms at regular intervals and to enter rooms at any time when

emergency repairs appear or are called for by staff. Health and safety inspections will take place two times each semester. Twenty-four-hour notice will be given prior to these inspections.

Sales and Services
Door-to-door solicitation in the halls is strictly prohibited. Individuals may not capitalize on students residing in the college-owned residence halls for their personal gain or profit.

Requests may be made to sell items in open hall areas and in the Shaw Center. The director of residence life, who has the authority to approve or reject such requests, must review all requests. Flyers may be placed on the campus bulletin boards in the halls if approved by the director of residence life.

Search of Student Rooms
Any search of a student room (as distinguished from a safety inspection) will be carried out only with reasonable cause and with explicit authorization of the dean of students or other authorized senior administrative officer. Should such a search be necessary, an attempt will be made to have the resident(s) present at the time of the search, but they need not be present. If the resident is not present, he/she will be informed of the action as soon as possible following the search.

SAFETY AND FIRE REGULATIONS

The college has provided the residence halls with comprehensive fire prevention systems. Each of the buildings contains carbon monoxide detectors on each floor.

Periodic fire drills and health and safety inspections will be held for the safety of residents with the assistance of the R.A. staff and campus patrol. If a resident is in violation of anything, a violation form will be left for the resident and a copy given to the director of student life.
Emergency procedures and civil defense alerts have been established, and each resident has the responsibility to be informed about them. Each room has an early detection smoke alarm, and the hallways are equipped with both smoke and heat detector units. Additionally, there are fire extinguishers and fire hoses on each floor of the residence halls. Hogle, Carleson, and Olwell Hall, Behnken Hall, and Stock Hall are all equipped with sprinkler systems.

When you move in you should:

- Become familiar with fire equipment, fire exits, and evacuation procedures.
- REMEMBER—Stairwell fire doors in the halls are required by law to be closed at all times. The corridor fire door exits are to be used for emergency evacuation only or with prior arrangement with a residence life staff member.
- Use end fire stairwell in the event of a fire.
- Use of fire exits other than those outlined is prohibited.
- Keep rooms and public areas free of fire hazards.
- Fire codes regulate that a maximum of five individuals can be in one residence double-size room at one time. In the single-size rooms in Carleson, and Olwell Hall, Behnken Hall, and Stock Hall, a maximum of three individuals are allowed at one time.
- Report all damaged or unsatisfactory fire equipment to the Office of Student Life.

In Case of Fire

When an alarm rings indicating a fire, please do the following:

Check the door for heat:

A. If the door is *hot*...
   1. Do NOT open the door.
   2. Place a towel under the door.
   3. Go to the window to see if help is below or if there is a possible exit.

B. If the door is *not* hot...
   1. Sound the nearest campus alarm. This is linked automatically with the Salt Lake City Fire Department.
   2. Open drapes, close windows, turn *on* lights, put on hard soled shoes, and use a towel to protect yourself from smoke.
   3. Close the door as you leave, but do *not* lock it.
   4. Go to the nearest fire exit and go downstairs. Do *not* use main stairwell.

5. Keep the driveways clear and stay at least 25 feet from the buildings.
6. Do *not* re-enter building until it has been cleared by the fire department.

Common Sense Fire Prevention

- Many fires are preventable.
- Do not overload electrical circuits.
- No fireworks stored in rooms. (Refer to special notes.)
- No candles or open flames. (Refer to special notes.)
- Never store flammable liquids of any kind.
- No firearms or ammunition in residence halls.

Causing Fires

The setting of fires is strictly prohibited. Violators are subject to immediate referral to the director of student life and/or the appropriate law enforcement agency for possible legal actions. Students found responsible for intentionally or unintentionally causing a fire are liable for a fine of $500 in addition to other disciplinary sanctions.

Special Notes

Tampering with Fire Equipment

Persons found tampering with or vandalizing fire equipment or alarms are subject to a $50–$500 fine in addition to any costs to fix the equipment, disciplinary action, and possible criminal prosecution. All cases will be referred to the director of residence life or dean of students in addition to the director of campus patrol.

Fireworks

The possession of fireworks and/or other incendiary devices is prohibited. Anyone found detonating fireworks of any type would be subject to a $50 fine and disciplinary action.

Open Flames

Open flames, including matches, lighters, candles, incense, menoras, kerosene lamps and stoves, and other similar items, are not permitted in the residence halls.

Security
Campus Patrol is available seven days a week, 24 hours a day. The Patrol can be reached by calling (9) 832-3398 or ext. 2525 for emergencies. The Patrol will provide escort service around campus in the evening if called.

Stay Safe
Salt Lake City and the Westminster neighborhood are comparatively safe, but protect yourself by BEING AWARE.

Take steps to protect yourself when walking or jogging:

- Go with someone.
- Try to stay near streetlights.
- Protect your valuables.
- Do not carry large amounts of cash.
- Immediately report suspicious activity to Campus Patrol or the Office of Student Life.

If you are being followed:

- Cross the street.
- Change direction.
- Keep looking back so the person(s) know you cannot be surprised.
- Go to a well-lighted area, enter a classroom or the library, or go anywhere there are people.
- Notice and remember as much as possible about the person(s), so you can give a good description.
- Immediately report suspicious activity to Campus Patrol or the Office of Student Life.

Protect your personal property:

- Lock your door.
- Make a list of your valuables.
- Engrave your valuables with an ID number.
- Do not leave valuables unattended in the library, hallways, gym facilities, or classrooms.
- Use common sense.

Protect your car:

- Always lock your car.
- Lock valuables in the trunk or remove them from your car.
- Use common sense.

Campus vandalism and theft end up costing *you*. Students pay for school property through tuition and fees. Damage and theft raise educational costs, and students are often the ones who pay for those increases. Be alert for:

- Vandalism—Report any instances of vandalism to Campus Patrol or to the Office of Student Life.
- False fire alarms and false 911 calls—These endanger everyone and increase the costs of fire and police protection. All false alarms and calls are not a joke. They are a crime and will be treated as such.

Report any suspicious people or activities to Campus Patrol or the Office of Student Life.

CONSTITUTION OF THE ASSOCIATED RESIDENTS OF WESTMINSTER COLLEGE

Revised as of April 1999.

Article I. Name:

The name of this organization will be the Associated Residents of Westminster College (ARWC).

Article II. Purpose and Goals:

The purpose of this association of residential students is to promote an atmosphere of harmony and diversity in the hall community. The association shall be dedicated to the intellectual, emotional, social, and physical growth of the resident students.

Article III. Membership and Eligibility Criteria:

1. The membership of this organization shall consist of all students residing in Westminster College halls/houses.
2. Each member will receive a copy of the residential hall handbook containing the Residential Hall Council Constitution and hall rules.
3. Membership entitles all residents to a mailbox and a vote concerning all hall policies (with the exception of those regulations established by Westminster College).

4. Membership will not be denied regardless of sex, race, ethnic origin, religion, physical disability, socioeconomic status, or sexual orientation.

Article IV: Residential Hall Council

Section A. Comprising Members
The Residential Hall Council, as the policy-making, implementing and interpreting body of ARWC, will consist of a president, one vice-president for each hall, secretary, treasurer, historian, and a floor representative from each floor of each hall.

Section B. Executive Officers
The president, vice president from each residence hall, secretary, treasurer, and historian will comprise the executive officers.

Section C. Upholding the Constitution
These officers must swear to uphold the Residential Hall Constitution and all hall rules.

Article V: Voting
A quorum will be 50 percent plus one (1) of the Residential Hall Council.

Article VI: Committees
The Residential Hall Council will have the power to create committees to carry out the functions of ARWC and the residential body.

Article VII: Removal from Office
All elected and appointed positions are subject to removal from office by a two-thirds (2/3) majority vote of all ballots cast by the members of ARWC.

Article VIII: By-Laws
The rules needed to carry out the precepts of this constitution will be contained in the by-laws to be approved and amended by a two-thirds (2/3) majority vote of the Residential Hall Council.

Article IX: Amendments to the Constitution
Amendments to the constitution of ARWC will be initiated through the Residence Hall Council or by a petition signed by not less than 10 percent of the resident body. Amendments must be submitted to the director of student life for approval. Proposed changes must be available for public

view for a minimum of one week before an election. A two-thirds majority of all ballots cast in an amendment election will be required to pass the amendment.

Article X: Ratification
Ratification of this constitution is defined as a two-thirds majority of all ballots cast by the members of ARWC.

ARWC BY-LAWS

The Residential Hall Council

1. Membership
The Residence Hall Council will consist of the president, vice presidents, secretary, treasurer, and floor representatives. There will be one floor representative for each floor of each residence hall. The director of student life and Residence Advisors are ex-officio members.

2. Qualifications of Officers
The president must:

1. Be a member of ARWC.
2. Have and maintain a grade point average of 2.5 or above.
3. Have resided on campus for one semester prior to the term of office.
4. Be a qualified sophomore, junior, or senior during his/her term of office.
5. Not be a member of the ASWC Executive Cabinet or a Resident Advisor during her/his term in office.

Each vice president, secretary, treasurer, historian, and floor representative must:

1. Be a member of ARWC.
2. Have and maintain a grade point average of 2.5 or above.
3. Not be a member of the ASWC Executive Cabinet or a Resident Advisor during her/his term in office.

3. Responsibilities of Officers
The president shall:

1. Call and chair all meetings of the Residence Hall Council.
2. Create and oversee any necessary committees with the approval of the Residence Hall Council.

3. Oversee the management of the ARWC office and its functions when office space is available.
4. Vote on all issues brought before the council.
5. Cast the tie-breaking vote on Residence Hall Council issues.
6. In the event that a Residence Hall Council meeting is one voting member short of a quorum, the president shall be given a vote.
7. Attend all Residence Hall Council meetings and activities; having more than two unexcused absences during the fall or spring semesters may be grounds for impeachment.
8. Receive a stipend, which will be designated by the Budget Committee and approved by the director of student life, for fall and spring semesters, upon review of the director of student life.
9. Be a member of the Food Advisory Committee.
10. Limit term of office to two (2) consecutive years.

The vice presidents shall:

1. Chair monthly meetings for their designated halls with the floor representatives and Resident Advisors from those halls, and a representative from the Publicity Committee; for the purpose of coordinating resident activities.
2. Attend all Residence Hall Council meetings, monthly hall meetings and activities; having more than two unexcused absences during the fall or spring semesters may be grounds for impeachment.
3. Vote on all issues brought before the Residence Hall Council.
4. Receive a stipend, which will be designated by the Budget Committee and approved by the director of student life, for fall and spring semesters upon review of the director of student life.
5. Limit term to two (2) consecutive years.
6. Perform all other duties pertaining to the office as the need arises.

The secretary shall:

1. Keep an accurate record of all Residence Hall Council meetings by keeping and drafting minutes, which shall be distributed to all members of the council.

2. Post a copy of the minutes of all open Residence Hall Council meetings the day after approval of the minutes by the council.
3. Maintain two (2) permanent records of all ARWC Residence Hall Council meetings to be kept in the ARWC records and the Office of Student Life.
4. Chair the Publicity Committee.
5. Vote on issues brought before the council.
6. Attend all Residence Hall Council meetings and activities; having more than two (2) unexcused absences during the fall or spring semesters may be grounds for impeachment.
7. Receive a stipend, which will be designated by the Budget Committee and approved by the director of student life, for fall and spring semesters upon review of the director of student life.

The treasurer shall:

1. Keep all of the budget records for ARWC and prepare reports as requested by the council.
2. Chair the Budget Committee.
3. Approve all expenditures of ARWC as authorized by the Residence Hall Council.
4. Attend all Residence Hall Council meetings and activities; having more than two (2) unexcused absences during the fall or spring semesters may be grounds for impeachment.
5. Receive a stipend, which will be designated by the Budget Committee and approved by the director of student life, for fall and spring semesters, upon review of the director of student life.
6. Perform all other duties pertaining to the office as the need arises.

The historian shall:

1. Keep a file and scrapbook of all activities concerning ARWC.
2. Vote on all issues brought before the council.
3. Attend all Residence Hall Council meetings and activities; having more than two (2) unexcused absences during the fall and spring semesters may be grounds for impeachment.

4. Receive a stipend, which will be designated by the Budget Committee and approved by the director of student life, for fall and spring semesters upon review of the director of student life.
5. Perform all other duties pertaining to the office as the need arises.

4. Responsibilities of floor representatives
    1. Work with the vice presidents in charge of their halls to plan and implement their hall and ARWC programs and activities.
    2. Attend all monthly meetings with the vice presidents in charge of their halls.
    3. Vote on all issues brought before the Residence Hall Council.
    4. Attend all Residence Hall Council and hall meetings and activities; having more than two (2) unexcused absences during the fall and spring semesters may be grounds for impeachment.
    5. Receive a stipend, which will be designated by the Budget Committee and approved by the director of student life, for fall and spring semesters upon review of the director of student life.
    6. Perform all other duties pertaining to the office as the need arises.
5. Responsibilities of the Residence Hall Council
    1. Elect one member of the council at the first of the academic year to assume the duties and responsibilities of the president, in case of the absence of the president.
    2. Approve or disapprove appointments by the president and the vice-presidents.
    3. Serve as a resident forum for concerns of the resident student body.
    4. Discuss and approve or disapprove the budget proposal of ARWC from the Budget Committee.
    5. Remove any appointed person that was approved by the Residence Hall Council.
    6. Attend two (2) consecutive fall semester ASWC senate meetings to learn parliamentary procedure.
    7. Perform all other activities related to the council as the need arises.

6. Operations of the Residence Hall Council

1. All Residence Hall Council meetings will be open to anyone concerned unless the president requests a closed session.
2. Conduct all meetings according to parliamentary procedure.
3. The Residence Hall Council will meet bi-weekly.
4. Requires a quorum of fifty (50) plus one (1) to hold a Residence Hall Council meeting.
5. All elected officers of the Residence Hall Council will hold office until the next elected officials are sworn in.
6. All appointed positions end when the term of the person who appointed the officers ends.

7. Committees

There will be three standing committees of the Residence Hall Council. These committees will be the Elections Committee, Budget Committee, and Publicity Committee.

Elections Committee

1. Is chaired by the elections chair, which is to be nominated by the president or any member of ARWC and approved by the Residence Hall Council. The elections chair may receive a stipend as designated by the Budget Committee and approved by the director of student life.
2. Consists of the elections chair, one resident at large from each hall, and/or (a) member(s) of the Hall Council.
3. Shall plan and carry out all elections of ARWC.

Budget Committee

1. Chaired by the treasurer.
2. Consists of the treasurer, one floor representative, and one resident at large from each hall, and/or (a) member(s) of the council.
3. Prepare a budget proposal each spring for the following academic year.
4. Take requests for additional moneys during the academic year and report them to the Residence Hall Council for approval or disapproval.
5. Be the committee to which the council may refer any fiscal matter for study, recommendation, or consideration.

Publicity Committee

1. Chaired by the secretary.

2. Consists of the secretary, one resident at large from each hall, and/or (a) member(s) of the council.
3. Provide publicity for all resident activities.
4. One member of the committee is to attend each monthly hall meeting.

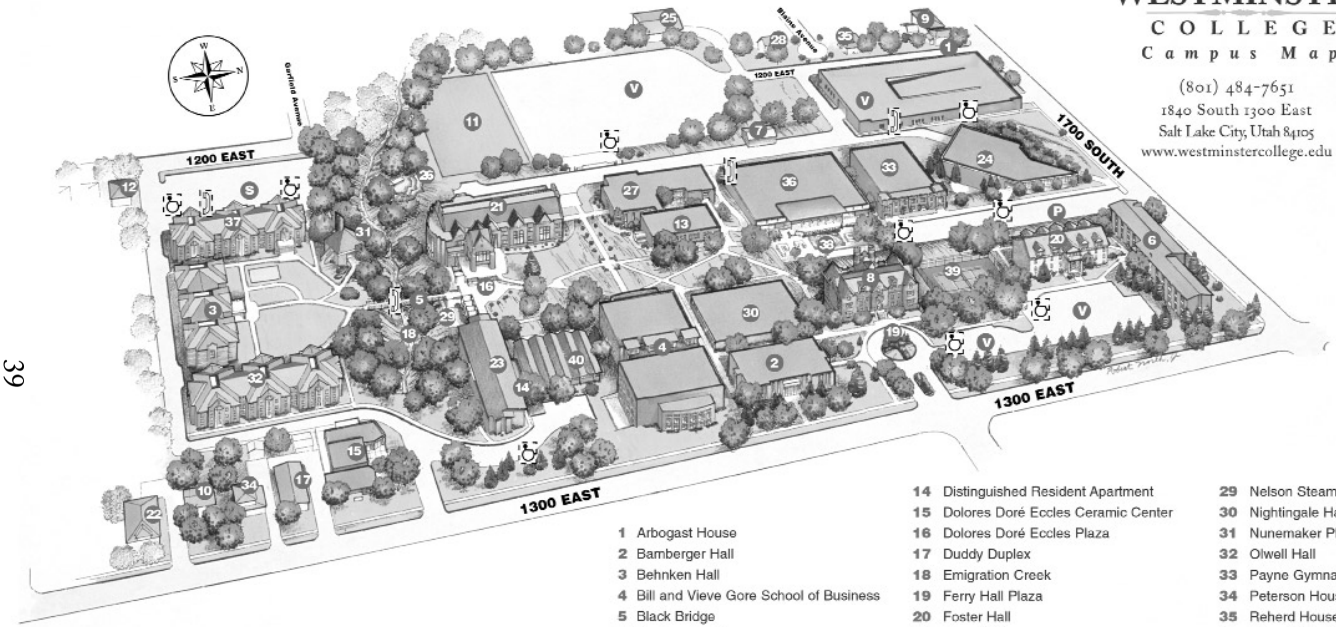
8. Vacancies
    1. Vacancies in the floor representatives will be filled by nomination and approval by the Residence Hall Council. Nominations will be open for at least one week. A simple majority vote of the Residence Hall Council will be required to fill a vacant position.
    2. If the president position becomes vacant, it will be filled by the member elected to assume responsibilities of the president in case of his/her absence.

NOTES

WESTMINSTER COLLEGE

Campus Map

(801) 484-7651
1840 South 1300 East
Salt Lake City, Utah 84105
www.westminstercollege.edu



Emergency Phone

Handicapped Parking Only

1 Arbogast House
2 Bamberger Hall
3 Behnken Hall
4 Bill and Vieve Gore School of Business
5 Black Bridge
6 Carleson Hall
7 Communication Office
8 Converse Hall
9 Cornell Duplex
10 Coyner House
11 Dane Hansen Field
12 Dean of Students Residence
13 Dick Science Building
14 Distinguished Resident Apartment
15 Dolores Doré Eccles Ceramic Center
16 Dolores Doré Eccles Plaza
17 Duddy Duplex
18 Emigration Creek
19 Ferry Hall Plaza
20 Foster Hall
21 Giovale Library
22 Hoffman House
23 Hogle Hall
24 Jewett Center for the Performing Arts
25 Maintenance Building
26 Malmsten Amphitheater
27 Malouf Hall
28 McNiece House
29 Nelson Steam Plant
30 Nightingale Hall
31 Nunemaker Place
32 Olwell Hall
33 Payne Gymnasium
34 Peterson House
35 Reherd House
36 Shaw Student Center
37 Stock Hall
38 Tanner Plaza
39 Tennis Courts
40 Walker Hall
P General Parking
S Student Parking
V Visitor Parking

Bamberger Hall
Academic Vice President
Accounts Payable/Receivable
Administrative Services
Alumni Office
Cashier
Executive Vice President/Treasurer
Financial Aid
Human Resources
Institutional Advancement
Legal Counsel
Payroll
Physical Plant Operations
- Parking Permits

President's Office
Purchasing
Registrar (Registration Windows)
Student Insurance

Carleson Hall
Admissions
Legal Assistant Program
Prior Learning Assessment
School of Education (Educ, MEd)
START Center
- Academic Advising
- New Student Registration
- Services for Students with Disabilities
- Testing
- Tutoring

Student Housing (2nd, 3rd Floor)
Student Dev. & Enrollment Planning Vice President

Converse Hall
Art Studio
Behnken Room
Classrooms
Ellipsis Office (literary publication)
Forum Office (student newspaper)
Math Tutoring Lab
Media Room
Photography Lab

Eccles Art Center
Faculty Office
Pottery Studio

Foster Hall
Classrooms
Faculty Offices and Lounge
School of Arts & Sciences (MPC)

Gore Building
Auditorium
Classrooms
Faculty Office
Gore School of Business (MBA, Business)

Payne Gymnasium
Athletic Director
Custodial Services
Dance Room
Faculty Office
Gymnasium
Intramural Office
Soccer
Volleyball
Weight Room

Hogle Hall
Distinguished Resident Apartment
Marimon Lounge
Residence Hall Director's Apartment
Student Housing

Jewett Center for the Performing Arts
Campus Scheduling
Choral and Music Rehearsal Rooms
Conservatory (Lobby)
Facilities Management
Faculty Offices (Fine Arts)
Jay W. Lees Courage Theatre
Music Practice Rooms
Theatre Rehearsal Room

Maintenance Shop
Grounds and Maintenance

Malouf Hall
Classrooms
Faculty Offices (Nursing, Science)
Multi Media Lab
St Mark's - Westminster School of Nursing and Health Sciences (MSN)

Nelson Steam Plant
Boiler Room

Nightingale Building
Classrooms
Campus Patrol and Safety

New Residence Hall
Student Housing

Giovale Library
Audio/Visual Center
Copy Room
Information Technology & Research Vice President
Information Technology Services (Computer Services)
Student Identification Cards
Switchboard
Technology Center (Computer Lab)

Nunemaker Place
Meetings
Memorial Services
Poetry Readings
Religious Services
Small Concerts
Weddings/Receptions

Science Building
Classrooms
Greenhouse
Laboratories

Shaw Center
Alcohol/Drug Abuse Prevention
Associated Students of Westminster College (ASWC)
Bookstore (Follett's)
Campus Ministry
Career Resource Center
College Communication Office
Computer Classrooms I, II, & III
Cooperative Education/Internships
Cornerstone Cafe´ (cafeteria)
Counseling
Dean of Students Office
Food Service/Catering
Howa Board Room
Student Life Office (Housing & Student Activities)
Student Services
Syme Lounge
Veterans' Affairs
Volunteer Center

Walker Hall
Aviation Lab
Classrooms
Copy Center/Print Shop
Mail Room
Shipping and Receiving
U.S. Mail

1840 South 1300 East • Salt Lake City, Utah 84105
www.westminstercollege.edu

1840 South 1300 East • Salt Lake City,
Utah 84105
www.westminstercollege.edu