

Policy Manual Of Varsity House Incorporated

Revised March 4th, 2024

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1. House Bills

- a. Room and board rates shall be established by the Financial manager, which is currently set to \$630.00, paid three times per academic term.
(Revised January 2021)
- b. A two-thirds (2/3) majority of the house members shall be sufficient to change these rates.
- c. The Treasurer shall grant residents a minimum of ten days to pay their bills, beginning on the date of issuance. Any overdue balance shall be subject to a penalty rate of five percent (5%), non-compounding interest, effective immediately after the due date has passed. Each subsequent house bill shall include an interest charge on any previously overdue balance. (Revised November 2021)
- d. Appeals for special consideration or exemption from this fine or interest payment must be made to the Executive Council.
- e. If a member fails to pay after 10 days he must report to the executive council at the next executive meeting to explain his failure of payment.
- f. All members must pay bills in full by the end of the term or members may not reside in Varsity House the next term.

2. Hired Help

- a. **Cook**
 - i. The Cook shall be hired by Varsity House Inc. with the two-thirds (2/3) vote of approval by the members.
 - ii. The cook's salary shall be approved by the Executive Council.
 - iii. The Cook may be dismissed by two-thirds (2/3) majority of House residents.
 - iv. The Cook's contract shall be automatically renewed by the Financial Manager unless the House votes with a two-thirds (2/3) majority to have the cook dismissed.
 - v. The Cook's duties are described as follows:
 1. The Cook shall do all purchasing necessary for proper stocking of foodstuffs, cleaning supplies, and other general items.
 2. The Cook shall prepare the menu and provide whatever is needed to prepare the meals and shall work in coordination with the Financial Manager in the budgeting for purchases.
 3. The Cook is responsible for obtaining the use of a vehicle.
- b. **Resident Advisor**

- i. One week before Dead Week of Winter term a two-thirds (2/3) majority vote of House membership shall be required to retain a Resident Advisor for another academic year.
 - ii. The Resident Advisor shall be compensated with room and board, and a salary approved by the Executive council.
- c. **Replacing a Cook/Resident Advisor**
- i. Upon notification that a Resident Advisor will not be returning, the President shall appoint a committee of three to five residents to guide the selection of a new Resident Advisor or Cook.
 - ii. The committee shall notify the Oregon State University Office of Student Services and accept applications for a maximum of four weeks.
 - iii. The committee shall have the power to examine the candidates' physical, moral, intellectual, emotional, and spiritual qualifications in accordance with Luke 10:27 (Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.' ")
 - iv. The committee shall invite these individuals to speak at a House gathering. The committee shall present the qualifications of each candidate at a separate House meeting.
 - v. All candidates shall be voted on by the House, and the two individuals who receive the most votes will be placed on a final ballot. The two individuals who receive the most votes shall be invited to a house meeting for a question-and-answer period.
 - vi. The individual who receives a two-thirds (2/3) affirmative vote of the House members will be employed as Resident Advisor for the ensuing academic year.

3. Quiet Hours

- a. Quiet Hours shall be in effect in the sleeping porches twenty-four hours a day.
- b. Quiet Hours shall be in effect for the entire House twenty-four hours a day from Friday of Dead Week through Friday of Finals Week.

4. Room Changes and Seniority

- a. The Vice President shall be in charge of room assignments. He may move any resident to a different room at any time. An appeal to this decision may be made to the chaplain. If the chaplain confirms the decision, there shall be no further appeal. If the chaplain does not confirm, a final decision will be made by the executive council.

- b. Residents must room their first term in the main house at the discretion of the Vice President.
- c. All first-year residents shall be required to have at least one roommate, with whom they have not resided, in their first three terms at Varsity House.
- d. In all cases, room seniority will be held by the person who has resided in that room the longest. The senior room member may request his roommate(s) to change rooms at the end of any term.
- e. If the senior room-holder is leaving a room and his roommate(s) are staying, room ownership falls to the remaining roommate that has been there longest—the leaving resident cannot give room ownership to an arriving room resident.
- f. The “willing” of rooms shall be left to the discretion of the Vice President.

5. Damage to House Property

- a. The Executive Council has the authority to assess charges upon a resident for loss or damage of any House property up to the value of that particular property, and cost of repair.
- b. A House resident may repair his own damage with the consent of the Work Manager.
- c. A disciplinary policy may be implemented by the Work Manager upon a resident who is consistent in the abuse of house property.

6. Food Policy

- a. The Cook may specify times that any food may not be eaten. Fines may be levied by the Executive Council for any violation of any part of the food policy.
- b. The use of the kitchen may be restricted by the Cook, the Executive Council, or the Work Managers.

7. Drinking and Smoking

- a. There shall be no consumption* or possession of alcoholic beverages on Varsity House property
- b. There will be no consumption* or possession of tobacco on Varsity House property
- c. There shall be no consumption* or possession of illegal drugs by any member or resident of Varsity House during their residency in the house. (While under contract)
- d. There will be no consumption* or possession of marijuana/THC on Varsity House property or by residents/members during their residency at Varsity House (while under contract) without specific approval by the executive council beforehand (approval requiring 2/3rds majority).

- e. These policies are effective regardless of the legal age of the residents involved
- f. Illegal consumption* of alcohol and/or drugs according to State and Federal laws regarding legal age of consumption by a member/resident of the house will result in that member/resident coming before the executive council, in addition to the House Advisor, who will determine a punishment.
- g. House residents shall not return to the house until the completion of two (2) hours after finishing their last alcoholic beverage if they have consumed MORE (>2) than two standard alcoholic beverages OR if they are visibly/noticeably drunk.
- h. If any of the policies above are violated, the member/resident in violation will meet with the Residential Advisor to discuss further action.
- i. In the event of any combination of the above policies being violated more than once, the member/resident in violation of the policies must come before the executive council, who will determine a punishment.
- j. House residents/members are expected to report to the Residential Advisor or a member of Big 4 (President, Vice President, Chaplain, Financial Manager) if they notice a fellow house resident/member return to Varsity House while visibly or noticeably under the influence of any substance or if they know of the use of drugs not allowed for consumption* by Varsity House in order to maintain an appropriate culture/the integrity of the men of the house.
- k. Housemates of an inebriated member of the house are expected/ encouraged to prioritize the safety of their roommate over the policies above. Housemates are in no way liable for the state of their inebriated housemate, and cannot be punished for bringing a housemate back to the house if said housemate is under the influence. Housemates are expected to use their best judgement when considering the safety of the impaired house member in relation to the peace of the house.

(Revised October 2021)

*Consumption includes eating, drinking, smoking, ingesting, injecting

8. Inappropriate Behavior and Misconduct

- a. Inappropriate behavior shall be defined as any action that is considered offensive, abusive, violent, or perverted in accordance with biblical principles and/or the laws maintained by the current government (local, state, and federal).

- b. Legal and Biblical authorities may be brought before the house upon a disagreement in the interpretation of biblical or civil laws.
- c. Misconduct shall be defined as any action that is considered destructive (to physical property), harmful or violent in regards to the residents of the house.
- d. Misconduct shall be determined by the means previously stated.
- e. Any allegations of inappropriate behavior and misconduct shall follow the guidelines of the Probation and Removal procedure.

9. Work Fines

- a. Work fines shall be recommended and implemented by the Work Managers.
- b. In the event that a house resident receives two fines for the same infraction in the same academic term, they shall be brought before the executive council to determine a punishment. After the third fine for the same infraction during the academic term, the guidelines for the probation and removal procedure shall be followed. Bringing a resident before the executive council is also up to the discretion of the work managers. (Revised October 2021)

10. Care of Common Living Areas

- a. Common Living Areas shall include hallways, the chapel, the living room, the dining room, the kitchen, and the bathrooms of the house.
- b. There shall be no food or drinks in the chapel unless an exception is made by the Executive Council for a specific social function.
- c. House Members shall not leave dishes, cups, or clothes, or personal belongings in any Common Living Area.

11. Parking

- a. House members must have an approved parking permit in their vehicle while it is parked in the parking lot. The parking permit must be clearly visible from outside of the vehicle.
- b. The covered parking area is reserved for the Resident Advisor. The first parking spot in the main parking lot is reserved for the Cook.
- c. Parking is not allowed in the parking spots next to the dentist's or in the neighboring driveways. Parking is not allowed in the basketball court unless the parking lot is completely full.
- d. Varsity House residents shall move their cars in accordance with the contract between First Baptist Church and Varsity House.

12. Dances

- a. Dances may be held in the house on Fridays from 9:00 pm to 1:00 am.
- b. All music for the dances must be approved by the Social Chairman and may be reviewed by the Chaplain.
- c. There shall be no dances during Dead Week and Finals Week.

13. Firearms and Explosives

- a. No explosives (fireworks, bombs, etc.) are allowed upon Varsity House property or at Varsity House functions.
- b. A violation of this policy shall be considered harmful and violent behavior and dealt with according to the probation policy.
- c. Firearms and ammunition shall be prohibited upon Varsity House property unless locked in a secure container provided by the owner of the firearms.
- d. All firearms shall have a trigger lock or similar device in use, or otherwise rendered useless when in transport on Varsity House property.
- e. **Declaring Firearms**
 - i. All firearms must be declared to the Vice President before being stored in the House.
 - ii. The firearm owner must prove he has adequate storage and security for his firearm before being allowed to store it in the House.
 - iii. All firearms must be approved and documented by the Vice President.
 - iv. The Vice President may not disclose the firearm ownership status of any member to anyone outside of the Big Four.
 - v. The Vice President may prohibit a house member from storing his firearms in the house if and only if the housing member does not have adequate storage and security for their firearms.
- f. There shall be no discharge of firearms on Varsity House property and all firearms shall be prohibited at Varsity House functions.
- g. Any violation of this policy will be considered extremely harmful behavior and will be dealt with according to the Varsity House removal policy.
- h. All conduct concerning firearms and explosives shall be in accordance with current state and federal law and violations of this policy will be considered extremely harmful behavior and will be brought before appropriate legal authorities and dealt with according to Varsity House removal policy.
- i. The discharge of minor firearms (air guns, BB guns, pellet guns, paint-ball guns, etc.) shall be prohibited on Varsity House property and violations of this policy will be considered destructive behavior and dealt with according to the probation policy.

14. Overnight Guests

- a. In accordance with the Fire and Life safety codes of Corvallis, Oregon, overnight guests are not allowed to sleep in any of the residents' rooms. Overnight guests are only allowed to sleep in sleeping porches, in the living room, or in the main floor guest room (Chapel).
- b. If a Varsity House resident has a guest(s) spend the night in an unauthorized location, he will be prosecuted following the witness of two other Varsity House residents.
- c. After a resident's first violation they will be given a warning. After a resident's second violation a fine of \$20 will be issued. After each additional violation the fine given to the resident will double.
- d. Once a resident is charged with having a guest(s) spend the night at Varsity House in an unauthorized room he may plead his case before the Executive Council. A simple majority of the Executive Council may repeal a warning or fine.
- e. Residents may not have female guests in the house from 2-7 a.m. Exceptions may be allowed in advance by a majority vote of the executive council. If a resident violates this rule, an attempt should be made to confront him one-on-one based on the guidelines from Matthew 18:15-17. The matter may be brought to exec if the resident refuses to change or in special cases where it should be brought to exec immediately.
- f. Residents may not lock the door when a female guest is in the room at any time.

15. Rooms

- a. **Occupancy**
 - i. No room is to be occupied by only one person.
 - ii. The maximum number of occupants in each room can be limited by the Executive Council.
 - iii. The occupants of the room are responsible for any improvements to the room. They are also responsible for any damages caused to the room during their occupancy of the room.
- b. **Requirements for Rooms**
 - i. Each in Varsity House used by the members of the house to live in shall consist of adequate storage and living space as determined by the executive council at the beginning of the academic year.
 - ii. Each room in Varsity House consists of the following: Walls and ceiling with no holes, Floor with no damage, ceiling, door, door frame, lights, and an unbroken window if the room already has a window.

16. Liability

- a. Any property belonging to Varsity House cannot be borrowed without the explicit approval of the executive council, and Varsity House will not be held responsible for loss or damage to the borrowed property.
- b. Varsity House will not be held responsible for loss or damage to any property not belonging to Varsity House unless explicit approval has been acquired from the executive council prior to the use of the property.
- c. Varsity House will not be held responsible for damage or loss of any property during a Varsity House sponsored event – including, but not limited to, property damage, lost or stolen items, and physical injury – unless explicit approval has been acquired from the executive council prior to the use of the property.

17. Receipts

- a. Receipts must be submitted to the Financial Manager no later than 90 days after the date of purchase.
- b. All receipts after the 90 day period will be void.(Revised November 2010)

18. Pets

- a. No pets will be allowed, except fish, without the approval of the Executive Council.