

Policy Manual
of
Varsity House, Incorporated

Revised October 15th, 2010

1. **House Bills.** Room and board rates shall be established by the Financial manager. A two-thirds (2/3) majority of the house members shall be sufficient to change these rates. Bills are to be paid ten days after house bills are issued. After each month, a standard rate of one and one half percent (1.5%) per month interest shall be charged to any overdue bill. Appeals for special consideration or exemption from this fine or interest payment must be made to the Executive Council. If a member fails to pay after the 10 days he must report to the executive council at the next executive meeting to explain his failure of payment. All members must pay bill in full by the end of the term or member may not reside in Varsity House the next term.
2. **Hired Help**
 - (a) *Cook.* The Cook shall be hired by Varsity House Inc. with the two-thirds (2/3) vote of approval by the members. The Cook's salary shall be approved by the Executive Council. The Cook may be dismissed by two-thirds (2/3) majority of House residents. Contract shall be automatically renewed by financial manager unless house votes two-thirds (2/3) to have cook dismissed. The Cook's duties are described as follows: The Cook shall do all purchasing necessary for proper stocking of food stuffs, cleaning supplies and other general items. 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. The Cook is responsible to obtain use of a vehicle.
 - (b) *Resident Advisor.* 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. The Resident Advisor shall be compensated with room and board, and a salary approved by the Executive council.
 - (c) *Replacing a Cook/Resident Advisor.* Upon notification that a Resident Advisor will not be returning, the President shall appoint a committee of three to five residents to guide selection of a new Resident Advisor or Cook. The committee shall notify Oregon State University Office of Student Services and accept applications for a maximum of four weeks. 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.' "). 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.
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. The individual who receives a two-thirds 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 on 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.** The Vice President shall be in charge of room assignments. 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. Residents must room their first term in the main house at the discretion of the Vice President. 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. 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 will room ownership to an arriving room resident. The “willing” of rooms shall be left to the discretion of the Vice President.

5. **Damage to House Property.** The Executive Council has the authority to assess charge upon a resident for loss or damage of any House property up to the value of that particular property, and cost of repair. A House resident may repair his own damage with the consent of the Work Manager. 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.** 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. The use of the kitchen may be restricted by the Cook, the Executive Council, or the Work Managers.

7. **Drinking and Smoking.** There shall be no consumption or possession of alcoholic beverages or illegal drugs, or consumption/use of any tobacco products on property owned or leased by Varsity House or at any function sponsored by or affiliated with Varsity House. This policy is effective regardless of the legal age of the residents involved. House residents shall not return to the house until a completion of eight (8) hours since finishing their last alcoholic beverage, if they are visibly drunk *or* have consumed *more* than two alcoholic beverages (beer, shots, or mixed drinks of any size and kind). Any allegations against a resident of Varsity House concerning the consumption or possession of alcoholic beverages or smoking on property owned or leased by Varsity House shall follow the guidelines of the Probation and Removal procedure.

8. **Inappropriate Behavior and Misconduct.** 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). Legal and Biblical authorities may be brought before the house upon a disagreement in the interpretation of biblical or civil laws. 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. Misconduct shall be determined by the means previously stated. Any allegations of inappropriate behavior and misconduct shall follow the guidelines of the Probation and Removal procedure.

9. **Work Fines.** Work fines shall be recommended and implemented by the Work Managers. After 2 fines the party shall come before executive council and explain the reasons why work duties have not been done. This process will be repeated after each additional fine. After the third offense, the guidelines of the Probation and Removal procedure shall be followed.
10. **Care of Living Areas.** There shall be no food or drinks in the living room or chapel unless an exception is made by the Executive Council for a specific social function.
11. **Parking.** Parking in the areas behind little house and next to the alley is reserved for the Resident Advisor and Cook. Cars are not to be parked on the First Baptist Church lot during times under current policy given by First Baptist Church. There is to be no parking by members in the basketball court, nor in the dentist's lot.
12. **Dances.** Dances may be held in the house on Fridays from 9:00 pm to 1:00 am. All music for the dances must be approved by the Social Chairman and may be reviewed by the Chaplain. There shall be no dances during Dead Week and Finals Week.
13. **Future Renovation.** Two percent of the house income or \$2,000.00 (whichever is greater) shall be set aside each year for future renovations of the house. A vote shall be required for any use of this money.
14. **Fire Arms and Explosives.** No explosives (fireworks, bombs, etc.) are allowed upon Varsity House property or at Varsity House functions. A violation of this policy shall be considered harmful and violent behavior and dealt with according to the probation policy. Firearms and ammunition shall be prohibited upon Varsity House property unless locked in a secure container provided by owner of the firearms. All firearms shall have a trigger lock or similar device in use, or otherwise rendered useless when in transport on Varsity House property. There shall be no discharge of firearms on Varsity House property and all firearms shall be prohibited at Varsity House functions. Any violation of this policy will be considered extremely harmful behavior and will be dealt with according to Varsity House removal policy.

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.

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.
15. **Overnight Guests.** 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 the main floor guest room (Chapel).

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. 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.

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.

Varsity House residents(s) and male guest(s) are not allowed to stay overnight in a room occupied by female guest(s) and such a violation must follow the guidelines of the Probation and Removal procedure.

16. Rooms.

a) Each room is to have two to three people living in them. The number of occupants in each room is to be determined by the Executive Council. 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) Every room 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. 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.

c) All additions to the above standard of living shall be considered a room improvement and the house will not be responsible to maintain it. Likewise, any detraction from the above standard shall be considered damage to house property.

17. Liability. 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. 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. 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.