



House President Manual 2009-2010

CAMPUS EMERGENCY PHONE NUMBERS

On-Campus Emergency Numbers

24-Hour Coverage: Public Safety	x2490
Emergency	x800
Health Services	x2800
Counseling Services	x2840
Physical Plant	x2400
Physical Plant Emergencies..... x2446 after business hours.....	x800

Area Coordinator on-call (M-F after 4:30 p.m. and all weekend)

Contact Public Safety (x2490) They will call the AC on duty.

Becky Shaw , Director of Residence Life	x4940
Hannah Durrant , Assistant Director of Residence Life	x4940
Liz Hait , Housing Coordinator	x4940
Kirk Sanger , Upper Elm Area Coordinator	x6970
Donique McIntosh , Lower Elm Area Coordinator	x2237
Annie Cohen , West Quad Area Coordinator	x4374
Brandon Buehring , East Quad Area Coordinator	x4934
Sara Sandstrom , Center Campus Area Coordinator	x2234
Marge Litchford , Green Street Area Coordinator.....	x2236

Julianne Ohotnicky , Dean of Students	x4940
L'Tanya Richmond , Director of Multicultural Affairs.....	x4940
Rae-Anne Butera , Associate Dean of Student Affairs	x4940
Tamra Bates , Director of Student Activities and the Campus Center.....	x2639
Patrick Connelly , Assistant Director of Student Activities.....	x4967
Sara McGuire , Assistant Director of Work and Leadership.....	x2639
Hyrar Tamzarian , Associate Dean of International Students.....	x4943
Meggan Lee , Executive Assistant, Student Affairs	x4940

Chapel.....x2750

Class Deans

Tom Riddell, First Year Class	x4910
Margaret Bruzelius, 2 nd Semester Juniors and Seniors	x4920
Erika Laquer, Adas, Sophomores and 1 st Semester Juniors.....	x4980
Information and Technology Services	x4487
Office of Institutional Diversity.....	x2141
Office of Disability Services	x2071
Dining Services	x2300
Student Government Association	x4950

Table of Contents

INTRODUCTION	5
SPECIAL COLLEGE DAYS AND TRADITIONS	6
HOUSE PRESIDENTS ASSOCIATION (HPA)	7
CONSTITUTION OF THE HPA	7
HOUSE PRESIDENTS ASSOCIATION MISSION STATEMENT	13
EXECUTIVE OFFICES FOR HPA	14
Chair of HPA	14
Vice-Chair	14
Peer Advisor	14
HOUSE PRESIDENT POSITION DESCRIPTION.....	15
WHO'S WHO IN MY HOUSE	17
Athletic Association Representative	17
CDO Liaison.....	18
Class Representatives	18
Diversity Committee Representative	19
Earth Representatives	19
Fire and Safety Captain	20
Head of New Students	22
Historian	25
House Fellows Liaison	25
Religious and Spiritual Life Liaison	26
Secretary	26
House Social Events Coordinator	28
CSO Representative.....	30
Student Academic Advisors	31
Treasurer	31
Vice-President	32
GENERAL HOUSE MANAGEMENT.....	33
Conflicts and Policy Violations	34
Damages to College Residences, Building Service	35
Damages to College Residences, Facilities Management	39
Hazing.....	40
House Bans	42
Goal Setting With House Council	43
Ground Rules For Effective Groups	44
Conducting Successful House Council Meetings	45
House Meeting with New Students	46
First All House Meeting	48
Community Reports.....	50
House TV's, DVD's and VCR's.....	51
Spring Officer Exchange	52
Trunk Room Cleanouts.....	53
BUDGETS AND FUNDING	54
House Dues.....	54
Newspaper Subscriptions & Funding	55
Check Requests.....	55
Check/cash request voucher instructions	55
Social System Funds.....	56
Campus Pool Funding Request.....	57
Campus Pool Guidelines.....	58
College Initiative for Diversity Awareness Funds (CIDA).....	59
Fine Arts Council Funds	60
Sawyer Fund	60
Student Lecture Funds	61
Fundraising	62
General House Fundraising Guidelines	63
Budget Development and House Accounts	64
CONTRACTS	65

INTRODUCTION

As you assume your responsibilities, this manual is provided to help you further understand the goals and functions of house councils and to give you information about how to carry out your duties. Being a House President will probably be the most exciting and rewarding experience of your college career, but it will take time, effort, motivation, commitment, and most of all, hard work.

As the Chair of your House Council, it is your leadership that will guide and motivate your House Council to successfully serve your house community. It is House Council's purpose to provide a healthy atmosphere in your house for housemates to be supported in their academic and personal endeavors. House Council members have been elected to serve the house community and the individual members within it. In each of their positions, they have been chosen to represent the voice, interests and needs of the members of the house –both within the house community and to the various departments and organizations across campus associated with their position.

As a House President, you have many demanding roles to fulfill. At the same time, however, you may be a student or working or both. It is important for you to remember to devote time to your own personal growth and to achieve academic excellence. Throughout the year, you and your fellow HPs will work closely together under the guidance, support, and encouragement of your Area Coordinator (AC), who is your primary advisor and the Assistant Director of Residence Life, who is the advisor to the House President's Association (HPA). But others too are eager and willing to help and lend their support. The Student Affairs staff, Building Services, Dining Services, Public Safety, The Dean of the College's office as well as faculty and other Smith employees are available and should be used to create a support system for you.

This manual has been compiled over several years and contains the original and borrowed work of many professionals in the field of Student Affairs in Higher Education as well as the work of many HP's whom have come before you. Please utilize this manual knowing that it is meant as a resource and does not contain every answer. Best wishes for a successful year.

SPECIAL COLLEGE DAYS AND TRADITIONS

All-Campus Scream: Starting at 10 pm the night before final exams, Smith students across the campus scream in unison to release stress and tension.

Celebration: Celebration is an annual event held in November celebrating sexual diversity across campus. Many houses plan some sort of presentation for a candlelit procession through campus. In 2003, the name changed from Celebration of Sisterhood to Celebration in efforts to be more inclusive of transgender students.

Convocation: A festive all-campus event held to signal the beginning of the school year. A similar but somewhat scaled-down event is held before the start of second semester.

Illumination Night: During Senior Week, the night when the campus is lit with lanterns and different performance groups entertain the senior class, their families, and the citizens of Northampton.

Ivy Day: An important tradition during Senior Week when the graduating class precedes through a laurel chain along with the members of the reunion classes.

January Term or J-Term: A month students can opt to spend on-campus or off. It can be spent as a vacation, at an internship, working, or taking a special class.

Junior Ushers: The group of juniors who assist with Commencement activities and hold the chain on Ivy Day.

Mountain Day: On a fall day with nice weather, the president declares a surprise holiday from classes by ringing the college bells. The dining rooms provide bag lunches and students are encouraged to take advantage of the natural surroundings.

Otelia Cromwell Day: In honor of Otelia Cromwell, the first African-American to graduate from Smith, the campus features a special day full of multi-cultural programming.

Quad Riot: When Smithies demand Mountain Day be the next day, students on the Quad “riot.” General pandemonium - all in fun.

Rally Day: Instead of Presidents’ Day, Smith offers Rally Day. Classes are canceled for a rally, the awarding of the Smith College Medal to distinguished alumnae, the awarding of teaching awards to distinguished professors, a show of skits from each class, and a party at Davis.

Senior Week: The week between finals and commencement, filled with activities for the graduating class.

Sophomore PUSH: The group of sophomores who assist with Commencement activities and sing to the seniors on Illumination Night, “pushing” them off the Neilson steps into the real world.

Winter and Spring Weekends: Each semester, these weekends are filled with parties and social events intended to relieve stress before the end of classes and exams.

HOUSE PRESIDENTS ASSOCIATION (HPA)

Constitution of the HPA Updated 4/09

ARTICLE 1 NAME

The name of this organization will be the House Presidents' Association of Smith College (hereafter referred to as HPA).

ARTICLE 2 PURPOSES

The purposes of this organization shall include but not be limited to:

- Develop and maintain inter-house relations at a high level of accomplishment
- Promote the best possible residential experience for Smith College students by encouraging a better community environment in which to live and learn
- Maintain a political voice on campus that encourages discussion on issues that affect Smith College residents
- Represent the resident students of Smith College to the administration
- Communicate and collaborate with the Office of Student Affairs
- Receive the reports of the individual house councils regarding the establishment or change of any regulation or policy
- Communicate with the Smith College Student Government Association (referred to as SGA)

ARTICLE 3 GENERAL STRUCTURE

Section 1: HPA shall be a student-run organization composed of House Presidents, elected by each house, to serve as representatives and liaisons between residents of the College and the greater Smith community.

Section 2: The following houses shall be represented in HPA and act as full members: Albright, Baldwin, Capen, Chapin, Chase, Comstock, Conway, Cushing, Cutter, Dawes, Duckett, Emerson, Gardiner, Gillett, Haven/Wesley, Hubbard, Jordan, King, Lamont, Lawrence, Morris, Morrow, Northrop, Park, Parsons, Scales, Sessions, Talbot, Tyler, Washburn, Wilder, Wilson, Ziskind, and 150 Elm.

ARTICLE 4 FINANCIAL STRUCTURE

Section 1: HPA's primary means of financial support is funding allocated to HPA from the SGA budget. Additional funding requests can be made to the Campus Pool Committee, SGA and various offices. Fundraisers may be planned throughout the year to support HPA endeavors.

Section 2: Each semester the Executive Board will prepare an itemized budget for approval by the members of HPA.

ARTICLE 5 MEMBERSHIP

Section 1: Voting rights are given to each House President or appointed designee from each house represented at HPA.

Section 2: In the case of resignation or impeachment of a House President, the house council officer immediately below the said officer in the Order of Ascension shall assume the duties and responsibilities of said office (in addition to their own duties) until an election can be held within the house.

Section 3: The HPA Advisor is the Assistant Director of Residence Life. The purpose of the advisor is to assist HPA, provide information on college resources, policies and on the Office of Residence Life program; to make recommendations to the Executive Board and the general HPA membership, when appropriate, regarding HPA activities and procedures.

The duties of said Advisor shall include but not be limited to the following:

- A. Attending a minimum of 80% of all HPA meetings;
- B. Overseeing all HPA activities;
- C. Advising the HPA officers, and helping them in carrying out their duties;
- D. Any other duties deemed necessary by the Director of Residence Life, Assistant Director of Residential Life, or the Chair of HPA.

ARTICLE 6: OFFICERS AND ELECTIONS

Section 1: The HPA Executive Board and order of ascension shall be: Chair, Vice Chair and Peer Advisor.

Section 2: The Chair of HPA and Peer Advisor will be elected by plurality vote at a meeting of the current and rising House Presidents held in the month of April. Opposing candidates will give speeches and respond to questions. HPA may discuss candidates after all speeches have been given, with the candidates not present. The current and rising House Presidents shall vote. Votes are cast via written ballot. The outgoing Chair, Vice Chair and Advisor will count the votes; should either the retiring Chair or Vice Chair be involved in the election, this person should be relieved of these duties.

Section 3: The Vice Chair of HPA will be elected by plurality vote at the first full meeting of HPA held in the month of August. Votes are cast using a heads down, hands up method. The Chair and Advisor will count the votes.

Section 4: All Executive Board members will be elected to a one-year term, with terms ending at the close of the following year's elections. Newly elected Executive Board members shall assume full responsibility for their positions at the close of the meeting in which they were elected. The retiring Executive Board members and committee chairs shall remain as advisors to the newly elected Executive Board and committee chairs until the close of the semester.

Section 5: Executive Board members must not hold a campus position that could be perceived as a conflict of interest.

Section 6: If an office becomes vacant, an election will be announced via email and an election will be held at the next HPA meeting. The remaining Executive Board members will assume the duties of the other until the position is filled.

ARTICLE 7: DUTIES OF OFFICERS

Section 1: The Chair shall have overall responsibility for the operation of HPA, shall call and preside at all special and regular meetings of HPA, shall uphold the HPA Constitution, and shall represent HPA to various administrative offices on campus on all occasions deemed necessary. The Chair carries out the policies and actions of HPA, maintains an up-to-date Chair's file, oversees the formation of a budget, and meets with the HPA Advisor weekly. As a member of SGA Cabinet, the Chair serves as an SGA liaison and attends weekly SGA Cabinet meetings on Thursday nights at 7:00pm.

Section 2: The Vice Chair will be responsible for the planning and execution of HPA programs, shall uphold the HPA Constitution and shall keep accurate minutes and attendance records for all HPA meetings. Minutes must be distributed prior to each HPA meeting to the Advisor, Chair, House Presidents, and any other interested parties. The Vice Chair shall also keep an accurate file of the minutes of each HPA meeting. The Vice Chair shall also serve as the Constitutional Advisor and Parliamentarian, insuring adherence to the Constitution and Robert's Rules of Order, as needed. The Vice Chair reviews and approves the validity of the house constitutions and assists House Presidents with amending and ratifying them as necessary. The Vice Chair shall assume the duties of the Chair in the absence of the Chair at any function, meeting or conference.

Section 3: The Peer Advisor will have served as member of HPA in the previous academic year. The Peer Advisor will be a member of the HPA Executive Board and serve in an advisory capacity and assist the Board.

ARTICLE 8: IMPEACHMENT OF EXECUTIVE BOARD OFFICERS

Section 1: Impeachment proceedings may be initiated against any elected or appointed officer by presenting formal, written charges to the HPA Advisor. A petition containing three-fourths of the signatures of HPA members must be presented at a regularly scheduled meeting. The officer(s) in question shall be presented with the charges in writing no later than one week prior to the next HPA meeting.

Section 2: At the following meeting, the petitioned officer will answer all questions that were presented in the petition. At the end of this meeting, a vote of confidence will be taken. If the officer fails to receive a simple majority, the officer is asked to step down from the Executive Board position. An election will take place at the next meeting to fill the vacancy. If the Chair is petitioned, the Vice Chair assumes those duties during the impeachment process.

A formal inquiry shall proceed as follows:

- A. The person who submitted the petition presents the petition to HPA. The petition is read aloud.
- B. The voting delegates of HPA may ask questions of the petitioner and may call upon other members to present first hand information if appropriate and necessary.
- C. The Executive Board officer in question presents a response to the petition and may call upon other members to present first hand information if appropriate and necessary.
- D. Any final comments, rebuttals, or explanations are presented by the Executive Board officer in question.
- E. The voting delegates of HPA ask any further questions before the Executive Board officer in question is asked to leave the room.
- F. The voting delegates discuss the petition and all information presented before a vote is called.
- G. Voting delegates vote on the impeachment of the Executive Board officer in question.
Impeachment shall require a 3/4 (three fourths) affirmative vote of all voting members.

Section 3: Impeachment of a House Council leader shall be done following the procedure outlined in the house constitution. In the absence of an impeachment policy, the above policy will be used.

Section 4: If at any time HPA and its Advisor feel that a member of the Executive Board is not performing assigned duties to the benefit of HPA, they can ask the Executive Board member for their resignation. The HPA Advisor reserves the right, at any time, to remove an Executive Board member from their board position.

ARTICLE 9: COMMITTEES

Section 1: Committees may be created as necessary to carry out the work of HPA.

Section 2: The HPA Executive Board shall appoint members of HPA to serve as chairs of committees at the Board's discretion. If at any time the HPA Executive Board feels that a committee chair is not performing assigned duties to the benefit of HPA, they can ask the committee chair for their resignation as chair of said committee.

Section 3: The goals of committees shall be outlined by HPA at the beginning of each semester. Select committees may be set up, if needed, by order of the Chair of HPA. The Chair may request special reports from these committees. A representative from each area of campus is encouraged to be a part of each committee.

ARTICLE 10: MEETINGS

Section 1: The first HPA meeting will be held within the first two weeks of each semester and the final will be held one week prior to final exams. No meetings will be held during official closings of the college such as breaks.

Section 2: Regular meetings of the HPA shall be held weekly on Tuesdays at 7 pm during the academic year.

Section 3: The order and agenda of the meeting are determined by the Chair. The following order may serve as a guideline for the Chair:

- Call to Order by the Chair
- Roll call conducted by the Vice Chair
- Call for correction in the Minutes report by the Vice Chair
- Guest speakers (if any)
- Committee Reports
- Old Business
- New Business
- Advisor's Information
- Check-in and Announcements
- Adjournment by Presiding Officer

Section 4: The HPA Executive Board shall meet at least once between each regular HPA meeting with the HPA advisor; other committees shall meet as deemed necessary by their chairs or the Chair of HPA.

Section 5: A special meeting of HPA may be called at the discretion and/or request of the Executive Board and/or Advisor with the approval of the Executive Board. All members must be notified three days prior to the meeting unless the meeting is being called for an urgent matter of business or emergency.

Section 6: HPA may act on business via campus or electronic mail. This action may be initiated by any member, but is only valid when all members have responded.

ARTICLE 11: ATTENDANCE

Section 1: All House Councils are expected to have one voting representative at each HPA meeting. If an absence of a House President is anticipated, the HP is strongly advised to send an alternative delegate who is responsible for relaying important information to the house. All members must attend all HPA meetings and other required functions as defined by the Chair, unless excused by the Vice Chair.

Section 2: Two (2) excused absences will be allowed where no voting representatives are present at a HPA meeting during the course of a semester. Petitions for excused absences must be submitted in writing via e-mail to the Vice Chair at least twenty-four hours before scheduled meeting

times. If a house acquires a third absence, they will be issued a letter of warning and given a chance to explain their absences. If there is a reasonable excuse, then an appeal will be heard by the Executive Board. After any four absences, a letter of warning will be issued and the member will be given a chance to explain their absences; if there is a reasonable excuse, then an appeal will be heard by the Executive Board; if there is not a reasonable excuse a vote of the members present at HPA will be taken and a two-thirds majority will be needed to remove the member from HPA. After any five absences, the member shall be immediately removed.

Section 3: To remove a member from HPA for any reason other than those above, a petition signed by twenty-five percent of voting members shall be brought to HPA, which clearly outlines why the member should be removed. A two-thirds majority vote of the members present is needed.

Section 4: All members have the right to due process before removal is final.

Section 5: If an HP is removed from HPA, the Chair of HPA will notify the Vice President of that house. The house has the right to decide whether or not to impeach that HP. Should they decide to keep the current HP, they have the opportunity to send a non-voting delegate to HPA. Should the house decide to impeach their current HP and elect a new HP, the new HP assumes all voting rights.

ARTICLE 12: QUORUM AND VOTING

Section 1: Quorum shall be defined as one half of the total of voting members of HPA. Exceptions shall include meetings during which elections or constitutional revisions are conducted. At such meetings at least two thirds of House Councils must have a voting representative present.

Section 2: Attendance for voting purposes is defined as the voting representative being present from the Call to Order by the Presiding Officer until the adjournment of the meeting, also by the Presiding Officer.

Section 3: If quorum is lost during the course of the meeting, matters requiring a vote may not be voted on, and must be tabled until the next meeting.

Section 4: Whenever a proportion of a vote is referred to in this constitution, it shall mean a proportion of voting delegates who vote either in the affirmative or in the negative, unless otherwise specified. A vote to abstain shall be treated as if the HPA voting member were not present.

Section 5: Delegates shall have one vote per house. All votes are majority votes with the exception of Constitutional Amendments, Ratifications and Impeachments.

Section 6: The Peer Advisor shall serve as a non-voting member of HPA. The Chair of HPA will cast a vote only in the case of a tie.

Section 7: Absentee ballots will be accepted for representatives with excused absences up until twenty-four hours prior to the scheduled meeting time. Ballots will be sent to the Vice-Chair in writing via email or campus mail.

ARTICLE 13: STATEMENT OF PRECEDENCE

Section 1: This constitution shall serve as the supreme laws of HPA, subject to the guidelines and regulations of Smith College. All other rules, resolutions, orders, governing documents (including but not limited to House Council Constitutions and Executive Board policies), or actions undertaken by this organization shall be in accordance and wholly consistent with this constitution.

Section 2: Should there be any conflicts between this Constitution and any other document, the following order of precedence shall prevail:

1. Smith College Policy and Procedures
2. Smith College Housing Contract
3. Smith College Handbook

4. Smith College HPA Constitution
5. Anything not bound by these constraints shall be bound by common sense.

ARTICLE 14: AMENDMENTS

Section 1: Proposed amendments to the Constitution may be submitted in writing by any member of HPA to all Executive Board Members.

Section 2: Amendments to this Constitution shall be presented and considered at an HPA meeting, one meeting prior to a meeting where a vote will be held on the proposed amendment. A copy of the proposed amendments shall be given to all HPA members a week before voting to share with their house councils and discuss.

ARTICLE 15: RATIFICATION

Section 1: A two thirds (2/3) affirmative vote of all voting members is required to ratify this Constitution.

Section 2: In the event a voting delegate cannot attend the ratification meeting, they must submit an absentee vote in person to an HPA Executive Board member or the Advisor, no later than twenty-four (24) hours before the aforementioned meeting.

Section 3: This ratification process shall be two weeks in length. The first week will be the handing out of this copy to HPA voting delegates, and a brief question and answer period at a regularly scheduled HPA meeting. The second week will be an open debate of this Constitution followed by a vote of all members on this Constitution at a regularly scheduled HPA meeting.

Section 4: This constitution shall be effective and shall supersede all previous constitutions immediately upon approval by a two-thirds majority vote of the voting members present. The Constitution must be approved by the HPA Advisor to ensure that it complies with the statement of precedence and the procedures outlined for ratification.

Section 5: The official custody of this constitution and all the governing documents of the HPA shall be maintained by the Vice Chair of HPA.

Section 6: The official copy of this constitution and all other rules, restrictions, orders or governing documents of HPA shall bear the witness of the SGA President serving during its adoption or amendment.

House Presidents Association Mission Statement

We, the House Presidents (HP) of Smith College, form the House Presidents Association (HPA), whose goal is to create an open and productive forum for community living. In addition, the HPA will serve as a link between the residential campus and the college. The HPA will establish standards for the community within the framework of self-governance and create change based on informed decisions with regard to all parties involved. We will work with key departments and leaders in the college to resolve our community's concerns. It is the responsibility of the HPA to support each house in its traditions and encourage the positive growth of individual house community and Smith College as a whole. The HPA is a voice for the student residential community within the Student Government Association structure and so will actively and responsively represent students on housing matters.

The HPA is designed to be a support system for individual House Presidents (HPs). As elected members of their houses, it is the duty of the HPs to commit to the HPA and its mission.

Revised 5/07

Executive Offices for HPA

CHAIR OF HPA

1. Plan and run the House Presidents Association meetings collaboratively with the Vice Chair of HPA and with the Assistant Director of Residence Life. These meetings occur every other week on Tuesday evenings.
2. Meet with the Assistant Director of Residence Life and the Vice-Chair to the House Presidents to establish the agendas for upcoming meetings as well as any other future plans, activities and programs.
3. Sit on the SGA Cabinet, which meets every Wednesday evening. The length of the Cabinet meetings varies according to the weekly agenda. Therefore, it is essential that the Head of HPA plan to keep all of Wednesday night free (no classes or other conflicts), as the meetings can sometimes run LATE.
4. Be the connection between SGA and the houses. Inform SGA Cabinet about HPA and vice versa.
5. Be the voice of the House Presidents in SGA Cabinet.
6. Act as a resource to fellow House Presidents when necessary.
7. Oversee the Annual House Competition.
8. Sit on and help organize the various committees that may form as needs arise.

VICE-CHAIR

1. Assist in the planning the House Presidents Association meetings, which occur every Tuesday, in meetings the Chair of House Presidents Association, the Peer Advisor and the Assistant Director of Residence Life.
2. Record attendance and take minutes at every House Presidents Association meeting.
3. Prepare and distribute the minutes after every House Presidents Association meeting.
4. Oversee the House Presidents Association Committees and hold these committees accountable. Report on these committees progress regularly to the Chair of the House Presidents Association

PEER ADVISOR

1. The HPA Peer Advisor must be a past House President, who has not been elected a House President the following year but is still an enrolled student at Smith College.
2. To be an advisor to the House President's Association.
3. To provide support and encourage to the leadership of HPA and its members.

House President Position Description

PRIMARY ADVISOR: AREA COORDINATORS
Advisor to HPA: the Assistant Director of Residence Life

The House President has the primary responsibility and obligation to oversee the operation of the house council.

Each house must have a working constitution that defines the president's role as it specifically relates to the operation of the house. When posting this information for the spring elections, please include the job description from your house's constitution. Included here, however, are the general role responsibilities for the president. **The following are some specific expectations of House Presidents:**

Within your house:

1. Make an effort to get to know all members of your house and that you will treat everybody equally throughout the year. We expect that you will maintain a fair, non-biased, ethical and professional relationship with all members of your house at all times. Therefore, we expect that you recognize that entering into exclusive relationships with house members will compromise your ability and effectiveness to develop community in your house.
2. Regularly eat meals with your house.
3. Regularly make announcements in your house that are asked of you to make, regardless of your own bias about the content.

Your administrative responsibilities:

1. Read and follow procedure outlines in your house constitution.
2. Read everything that is sent to you by the Residence Life Office. You are responsible for the information.
3. Check your email regularly and respond to messages from the Residence Life Office and its representatives promptly.

Your role within House Council:

1. Meet regularly with your house council.
2. Support your house council and follow constitution guidelines.
3. Support the members in their individual positions.
4. Hold members accountable to their duties for their elected roles.
5. Fill vacant positions quickly.

Your role with Community Development:

1. Work with your house council to provide social programs throughout the year to support community development.
2. Support the programming efforts of your Head Resident and House Community Advisor.

Meetings:

1. Be an active member of the HPA. Attendance will be taken at these meetings.
2. Be on time. All meetings begin and end promptly.
3. Be present. All HPA meetings are mandatory. An excused absence from a meeting must be approved by the Vice-Chair of HPA by email or by speaking with them directly. (PhoneMail messages will *not* suffice). In case of absence, you are responsible for sending your VP or representative to the meeting.
4. Have your first house meeting within the first two weeks of school. Review agenda with your HR/HCA. Discuss each of your roles within the meeting.
5. Have house meetings often enough so that members of your house feel informed of house and campus issues. Review agenda with your HR/HCA. Discuss each of your roles within the meeting.

Communication with Residence Life Staff:

1. Work collaboratively with the members of the staff in your house. Inform them about situations of concern in your house.
2. Meet weekly with your house staff members (HR/HC and HCA)
3. Meet monthly with your Area Coordinator for an Area HP meeting, and one-on-one as needed.
4. Talk to your Area Coordinator about what is going on in your house, both through emails, individual meetings and area meetings.
5. Ask for help and support when you need it.

6. Be very clear when something is an emergency and you need immediate assistance.
7. Be very clear with what you want from your Area Coordinator and the Assistant Director of Residence Life who serves as advisor to the HPA.

Confidentiality demands that you:

1. Maintain it appropriately!
2. Never assure it to a student in your house. You never want to be in a position to compromise a promise that you made if it is in the student's best interest that you tell somebody else something that the student has told you.
3. Do not share the specifics of incidents in your house with anyone other than who is appropriate. Please note that this includes not sharing information with other House Presidents. House Presidents are obligated to share all pertinent information, e.g. student welfare, with their House Staff members or the Area Coordinator.
4. Be careful at all times about what you are saying. You never know who else is listening.

Role Modeling Community Standards:

Know and follow all college and house policies not limited to but including:

- Guest policy
- Alcohol and Other Substance Policies
- Smoking policy
- Candles
- Microwaves
- Pets
- Hazing
- Use of Keys
- Taking food or dishes out of the dining room.

All policies can be found in the College Handbook.

Integrity:

1. Be honest at all times, including when you cannot do something.
2. Do not use your position as an excuse for failure to complete other work. You are a student first!
3. Do not use your position as a way to get things for yourself from other departments on campus.
4. As the person who oversees the house council, ensure that members adhere to college guidelines when planning, executing and paying for college events. Dishonesty and manipulation breach the integrity of our self-governance system.

WHO'S WHO IN MY HOUSE

Athletic Association Representative

Contact person: Theresa Collins, Facilities & Recreation Manager, Athletics Department, x2710

The AA Reps are the primary means of communication between the Athletic Association and your house. They are instrumental in getting information about intramural events, club sports and intercollegiate games to the rest of the student body. AA Reps are the house/campus "voice" regarding Athletic Association programs and events. Attendance at the Athletic Association meetings is a requirement. If an AA Rep has two unexcused absences, she will be asked to resign by the Intramural VP.

Each house will elect ONE Athletic Association Representative in the spring who will serve for the following year.

Responsibilities:

- MUST attend all AA Rep meetings (usually about once a month) or send a substitute if unable to attend. The purpose of these meetings to find out what's going on, pick up flyers/other publicity, help plan events, discuss ideas/problems/suggestions and socialize with fellow reps.
- Help organize Athletic Association sponsored events throughout the year (Float Night, Midnight Madness, Triathlon, Midday Madness, etc.) and serve on committees as needed.
- Announce and post on house AA bulletin boards information about intramural and intercollegiate events.
- Recruit housemates to participate in intramural events. Recruit housemates to come and cheer at home intercollegiate events. Help create a positive feeling about participating and watching Smith athletes.
- While the AA Rep is not required to captain all of the house teams, she is responsible for finding a captain for intramural events that the house has expressed interest in, and for turning in the sign up sheet to the Athletic Association Office by the appropriate deadline.
- Be/become familiar with the Athletic Association and Athletic Department so as to be able to provide information about athletic facilities and events to other house members.

CDO LIAISON

David M Machowski, Associate Director, Career Development Office x2582

Duties and Expectations:

CDO Bulletin Board

- Post all materials sent to your box from the Liaison Manger. Keep bulletin board clean and up-to-date.

Workshop Attendance

- Attend one Peer Advisor workshop per semester. Workshop dates will be given to you at the beginning of the semester. After attending workshop, initial the task sheet that it has been completed.

Provide In-House Workshop

- Ask the PA of your choice to set up a time to provide a workshop in your house (once a year).

CDO Tours

- A list of all PA's schedule will be sent to you. You need to come into the CDO and get a tour from a PA within the first two weeks of school. Upon completion, initial the task sheet and write initials of the PA who gave you the tour. Also, you need to arrange a tour with a PA for your house.

Recruiter and Guests on Campus

- Sign up at first meeting to greet a recruiter or special speaker. Pass around an attendance sheet at the meeting and gather any distributed information and write up a short summary.

Class Representatives

Contact the Class President for your Class

While most class representatives share similar duties, *you should refer to your own house's constitution for more specific tasks and responsibilities.*

Possible duties

- At least one student from each year (including Ada Comstock)
- Elected for the duration of one academic year
- Serves as a liaison between the class and the house by presiding over one house class meeting per semester
- Organization of house functions for respective class (i.e. Senior wine and cheese, Junior milk and cookies, Sophomore chips and dip, first year popcorn and a movie).
- Sit on house council
- Attends class rep meetings (about once a month) and help with the class care packages
- Implements house traditions
- Keeps on-going line of communication with House President and House Council

DIVERSITY COMMITTEE REPRESENTATIVE

Contact Person: SGA Diversity Committee Chair and Residence Life Social Justice Committee Chair x4940

- Attend diversity training
- Plan at least one house event per semester that celebrates the diversity of your house (i.e. Diversity Dinner, etc.) or plan an event that address diversity in some sort of creative way.
- Meet with SGA Diversity Committee chair and/or Brandon Buehring (about once a semester or as needed).

EARTH REPRESENTATIVES

Contact Person: Brett McGuinness, Building Services x2400

To better address the environmental needs of the Smith community, house-elected Recycling Reps will hereafter be known as Earth Reps. Although Earth Reps will continue to play a vital role in the recycling program here at Smith, they will also undertake the following duties:

- Educate women in the house about global environmental issues, trends, and concerns. Information will be provided from various sources.
- Inform the house of local and campus events and organizations pertaining to the environment.
- Encourage house participation in one “eco-event” per semester. The event can be coordinated with the house HCA, can be hosted by a local or campus organization, or can be independently organized by the Earth Rep.
- Promote house activities and practices that reduce waste, encourage resource conservation, and foster a respectful environmental ethic.

For more information please contact the Smith Recycling Hotline at x2447.

FIRE AND SAFETY CAPTAIN

**Contact person: Rich Korzeniowski, Health and Safety Coordinator ext. 2458
And
Sue Dawley, Lieutenant in Public Safety x2490**

Along with college staff, the House Fire and Safety Captain is responsible for assisting with the educational efforts and enforcement of all fire regulations and safety concerns within their house. Fire and Safety Captains will attend a training meeting with Rich Korzeniowski and Sue Dawley. The fire regulations are contained in the Smith Handbook. In a very real sense, the Fire and Safety Captain is the house's representative on all matters that bear on fire safety and other safety issues. Included among such duties are the following:

Public Safety Liaison responsibilities

- Attend designated Fire and Safety Captain meetings sponsored by Public Safety
- Help communicate information from public safety about house and campus safety
- Sponsor house programs involving public safety (i.e. a tea)
- Be the liaison for the house “adopt a public safety officer” program

Becoming familiar with all Fire Regulations

- Be prepared to ask any member of the house to comply with fire regulations, even if it means working with your house staff to initiate disciplinary action for habitual violators.
- Be particularly concerned about these conditions:
 - corridors blocked or obstructed
 - candles being burned in the house
 - charcoal grills used inside buildings
 - decorations hung from sprinkler pipes
 - storage of flammable liquids in the house
 - improper disposal of cigarette butts
 - excessive or improper use of extension cords
 - use of illegal appliances such as halogen light fixtures, hot pots or quartz heaters etc. with open heating elements

Making certain that all components of the fire protection systems are in working order

- Check with residents to be sure that fire alarm bells or horns can be heard in all areas of the house (after fire drills)
- Explain the difference between the 110v. smoke detectors in the rooms, and the system smoke or heat detectors in the common areas
- All fire sprinkler equipment and sprinkler heads must be have unobstructed access at all times. Furniture or stored items should be at least 18”away from a sprinkler head
- Fire doors must be kept closed at all times, unless held open by a magnetic device. Remove door wedges, props, etc. when noted
- All fire extinguishers should be in good working order. Notify physical plant if they need repair/replacement/refilling
- Do all house residents know how to sound an alarm and to report a fire?
- Communicate escape routes and evacuation plan to all house residents

Decorations for Holidays and/or Mixers

- Make certain that house decorations for parties and other house events do not constitute a fire hazard.

Fire Drills - At least one drill per semester will be conducted on a random basis, without notice.

- There must be one successful drill per semester.
- The Fire Captain will be notified of the date when the fire drill will be conducted.
- The nighttime fire drill will be conducted between the hours of 7-9 p.m. (If there is inclement weather, the fire drills could be canceled without notice.)

FIRE DRILL PROCEDURES

1. Everyone, guests included, must be out of the house in two minutes for a successful drill to be completed in a large house, less than two minutes in a small house.
2. Everyone must exit the house during a drill. Failure to evacuate during a fire drill is cause for disciplinary action. (Evacuation during a fire drill is State Law.)

Procedure for Fire and Safety Captain to follow:

1. While the fire and safety captain is outside checking on house residents, the college staff personnel will shut off the alarm after two minutes.
2. A drill is successful only if everyone is outside and if the exit time is two minutes or under. If any of these procedures are not carried through, the drill must be re-done.

HEAD OF NEW STUDENTS

Advisor: Rae-Anne Butera, Associate Dean of Student Affairs , x4940

HONS are responsible for assisting with the transition of all new students to Smith College. Although numerous duties fall within the college Orientation Program, the responsibilities of the role continue throughout the year with the integration of new students to the house community. The term of service is one full academic year. Here is a general outline of some of the most important HONS commitments:

Summer

- Send a well planned welcome letter to each new student
- Include in the welcome letter a discussion of house traditions and prepare to communicate those traditions to new students at the beginning of the new school year.
- Make yourself available as a contact and resource to the entering students by giving them a means to contact you.
- Keep a few extra copies of the letter for housing changes.
- Budget carefully and save receipts

During Training

- Attend and participate in every training session
- Communicate with your HR/HC, HP, and HCA about your expectations of them and their expectations of you as a HONS and a member of house council. Coordinate plans for meetings with the entering students
- Work closely with your co-HONS to plan and create house banners. Post and hang door tags and banners before the new students arrive.
- Plan with co-HONS, RL staff and HP a structured first-night meeting/get together.
- Consider a small welcome gift or outing for the entering students.

During Fall Orientation

- Wear your HONS shirts!
- Carry lots of boxes. Welcome families to Smith.
- Try to get to know each new student individually in your house.
- Be on the lookout for homesickness, roommate tensions, other potential problems
- Be sensitive to the different needs of transfer and visiting students.
- Encourage attendance at Orientation events. Expect that you may have to help with a few events.
- Be a visible and friendly presence on campus for confused and/or lost parents and entering students.
- Be prepared to answer questions about phone mail and e-mail.
- Coordinate and run an informational and fun meeting for the new students -- work closely with your house Res. Life staff
- Check in with Orientation leaders to better offer support to new students.
- With SAAs, present information to new students about final exams, honor code, pre-registration
- Offer a tour of the house for new students (point out where House Council and Res. Life people live, soda machine, laundry machine, reading area, recycling area, etc.).
- Plan at least one group activity to familiarize students with Northampton (i.e. going to Herrell's).

First Semester

- Attend all monthly HONS meetings.
- Talk to your co-HONS about how to stay available to your new students after school starts
- When returning students arrive, be sensitive to the change in house atmosphere that comes with returning students; make sure new students don't feel forgotten.
- Hold group activities for new students often!

- Hold an in-house roommate game! Prepare and build enthusiasm for area and all-campus games.
- Keep in touch with new students (i.e. visit rooms, sit with them at meals)--communicate with them!
- Be aware of what new students are going through at various points in the semester and what you can do to help them (balancing a checkbook, anxiety about going home at holidays, concern over not fitting in or finding friends, academic stress, financial concerns, being disappointed in overall Smith experience, etc.).
- Be a responsible member of House Council, and advocate for new student's needs and house community.

During January Orientation

- Be available, if your schedule permits, to welcome entering new transfer, visiting and exchange students to the house. If you can't be at Smith for January Orientation, make extra efforts when you do return for second semester.
- Familiarize new students to the house, its traditions and members.
- Be aware of returning students who are new house residents, and try to make them feel welcome.

Second Semester

- Keep going to HONS monthly meetings and maintain communication with the ho-HONS and steering committee.
- Maintain an active presence and good contact with house council and your house Res Life staff.
- Continue to hold events for the new students as a group, but also maintain your efforts to stay in close communication with individual new students.
- Talk with students about their plans for the next year.
- Hold a meeting to explain the process of room draw and housing lottery. * With SAAs, consider presenting a forum for discussion about questions about transferring, acceleration, declaring majors, JYA options.
- Talk about summer storage, shipping, and other end-of-the-year matters.
- Before the end-of-the-year house meeting, encourage new students to run for house leadership positions. Talk about the responsibilities of being a HONS with students who are interested in running for the position.

QUALITIES: Important qualities for the student undertaking of this position include:

- | | |
|---------------|---------------|
| • creativity | • reliability |
| • flexibility | • time |
| • patience | • high energy |
-
- commitment to living in a diverse community
 - sensitivity to others, especially in hearing the concerns voiced by new students
 - willingness to be available to those who need support
 - familiarity with the college, its policies and regulations, and willingness to uphold them
 - strong communication skills, including an ability to speak before groups of peers

APPOINTMENT:

Houses elect two HONS during the spring semester for service throughout the following academic year. Houses anticipated to have 25 or more new students are permitted to elect three HONS.

Houses that most likely will be permitted three HONS include:

Baldwin Emerson Talbot

Cushing	Morrow	Wilder
Capen	Northrop	Wilson
Chapin	Lamont	

“Swing houses” that should elect an alternate third HONS include:

Comstock	Jordan	Scales
Gardiner	King	

Cutter and Ziskind may each elect up to four HONS.

HISTORIAN

Contact Person: Nanci Young, College Archivist, ext. 2976

Goal: To preserve the history and memories of the women and events in each house.

- Take photographs of house events and post for present viewing
- Maintain house scrapbooks, including but not limited to: photos, flyers for events, memorabilia, paraphernalia from events, information from bulletin boards.
- Maintain a written record of events.
- Encourage house participation in collecting for archives.
- Document the culture and people of the house.
- Maintain a house face board
- Maintain house archives, including alumnae addresses.
- Pass on books on to new historians.
- Submit extra house T-shirt to archives.
- Call Smith College Archives at x2976 with any questions or concerns.

HOUSE FELLOWS LIAISON

Contact person: Julianne Ohotnicky, Dean of Students, 4940

The house fellows program was established to create stronger faculty and intellectual connections with the houses. In order to do this effectively, the House Fellow Liaison becomes the link between the House Fellow and the House. The House Fellow Liaison will:

- Insure early contact with house fellows and maintain contact throughout the year.
- Insure integration into the house by making introductions at house meetings; greeting house fellows at house gatherings and dinners; and taking responsibility for making house fellows feel welcome.
- Help cultivate involvement of house fellows with the house by organizing activities such as a house fellow/house resident exchange of personal information and interests.
- Negotiate the house fellows' role in the house (i.e. attendance at house events, activities organized by the house fellows) and help cultivate interest and involvement in the house and in activities organized by house fellows.
- Negotiate the social/intellectual focus of the relationship.
- Keep house fellows informed of house events and desires of residents for house fellow involvement.
- Organize events/talks with house fellows.
- Meet regularly with house fellows to check in and keep them in touch with house "moods" and trends.
- Evaluate the relationship at the end of the year.

Rough guideline of contact between house fellow and house fellow liaison:

- Meet with house fellow in spring to discuss plans for following academic year.
- Maintain contact with house fellow weekly for the first few months of the academic year, continue contact of at least 2–3 times per month after the first few months.

RELIGIOUS AND SPIRITUAL LIFE LIAISON

Contact Person: Jennifer Walters, Dean of Religious Life, x2750

Possible Duties:

- Work with dean and chaplains to develop social and educational programs related to spirituality, ethics, and wellness for houses and the campus as a whole
- Participate in dean's advisory council on matters of spiritual life, religious practice on campus, ethical issues, and wellness.
- Announcing and/or posting information about campus religious/spiritual events
- Maintaining a bulletin board to inform people about the diversity of religious happenings on campus and in the world
- With the residence life staff, coordinating the house religious space/room/corner
- Participating in a wide variety of projects with the chapel. Recent projects have included:
- "THE HOT SEAT" series featuring faculty, staff and students talking about ethical and moral problems
- The creation of a table tent series to educate housemates about religious holidays
- The creation of a religious information book for each house
- Participation in chapel interfaith lecture/performance series
- Anything the Religious Life Liaisons can think of!!

SECRETARY

Contact person: none needed

The Secretary holds the responsibility of informing the community what is happening with house council. This role in the group is to make certain selections from what is said is recorded and to organized for use by the work groups and for communication to the community. In addition, the secretary is responsible for the following:

- Takes the roll call at house meetings.
- Takes detailed minutes of meeting: reads previous week's minutes; types and posts or otherwise makes minutes available.
- Compiles birthday list.
- Compiles and post names, extensions, and room numbers for house residents. Post list by the door watch area.
- Responsible for house records.
- Keep bulletin boards up to date.
- With HP, plans agenda for house meeting.
- Prints and posts newsletters/Calendar of events.

Recording Minutes

1. Keeping track of such points as the following:
 - Points on which the group agreed, or on which formal action was taken.
 - Points on which there was difference of opinion amongst group members.
 - Points mentioned but not discussed, which the members may wish to consider later.
2. Report to the group what was discussed and concluded rather than merely what the discussion was about.
3. Ask the members to amend your reports if needed and invite suggestions on how you can make your reports more useful to them.
4. You need not report every point made by every member's contribution. In fact, it is probably best not to try to attach names to what is said.
5. In each house council meeting you should be called upon to make a report of the activities from the previous meeting - accuracy of your report is very important.

Keeping the House Community Informed

- All one's efforts toward keeping good, accurate minutes of what happens in house council meetings really won't mean much if one doesn't go one step further to let the house know what is happening. One obvious way for this to happen is to post a copy of the minutes for the meeting. Immediately following the meeting the secretary should make a copy of the minutes - highlighting the most important decisions, upcoming decisions to be made, upcoming events, etc. She should make enough copies to post on each floor.
- One may also want to consider having a newsletter, bi-weekly or monthly. This could be done in conjunction with the residence life staff so as to allow staff to do some communication as well. This is a great way to publicize events, give recent decisions, advertise for help and give residents a chance to communicate through a section devoted to their announcements and postings (i.e. "I am going hiking on Saturday and I have extra room in my car.).
- The Secretary has the responsibility of helping other house council members keep the community members informed of what is happening. Attendance at house council meetings is crucial for on going communication between house council and the members of the house. Taking attendance and setting a limit to the number of meetings missed is one good way of holding community members accountable.

HOUSE SOCIAL EVENTS COORDINATOR

Contact person: your Area Coordinator

Also, you may contact the Coordinator of House Events or Assistant Director of Residence Life

House social event coordinators are elected members of their house council or organization. Each house must have at least 2 house event coordinators, of which only one maybe a first year. The responsibility of the house social event coordinator is to generate ideas for social life and to organize the details of social events. This position focuses purely on events that must be registered through the house Social System. House social event coordinators require the full support of the officers of their house or organization for their work in the role of a house social event coordinator. While the house social event coordinator is responsible for the actual organizational details of an event, the members of the house or organization share responsibility for the planning and outcome of social activities. The house social coordinator does not stand alone in putting together a social event.

General duties of House social event coordinators:

- 1) Read, understand, and abide by *all* the information in *The Guide for House Event Planning*, and the *Smith College Handbook*. Ensure that your plans are consistent with these policies and that you carry out your duties and responsibilities as published in *The Guide for House Event Planning*. A house social event coordinator is expected to follow the standard of conduct in executing her responsibilities and duties in her daily life as outlined in the *Smith College Handbook*.
- 2) The house social event coordinator will understand and adhere to the Alcohol Policy at the College and report infractions to the residence life staff. If a house social event coordinator violates the Smith College Alcohol Policy or any policy or procedure outlined in the *Smith College Handbook*, it may result in a suspension of the house social event coordinator or the house's ability to register events. Further actions mandated by the College Judicial Board may include the required resignation of the position.
- 3) Attend *all* house social event coordinator Meetings and communicate information to students in the house or organization. Attendance at the house social event coordinator meeting is mandatory. Failure to attend these meetings will result in a loss of either a house social event coordinator's individual privileges or the party privileges for your house. If you have extenuating circumstances, contact the Coordinator of House Events *before* the meeting.
- 4) With your Treasurer and HP, create a budget for the semester's events. House members should also vote on the proposed budget prior to the first party of the semester. Each House has \$10/per student (based on potential occupancy) per semester for house events and social activities.

Duties of house social event coordinators in planning house events:

- 5) Clear the date of an event with your HR, HCA, and HP well in advance, as they **must all be present** at the social event.
- 6) Once the date has been agreed upon, the house social event coordinators must complete a Social Event Registration Form, which includes obtaining the HR, HCA, and HP signatures, hiring 2 ID Checkers, finding 2 trained bartenders to work for the entire event. Bartender and I.D. Checker shifts cannot be split. The shift is for the duration of the full event.
- 7) **Only those who have been trained by the Office of Student Affairs and are over 21 may work as bartenders.**
- 8) After the form is complete, the house social coordinator must meet with their Area Coordinator to go over the party, and obtain their approval/signature.
- 9) Following your meeting with your Area Coordinator, **register the party with the CHE one full week prior to your event.** Remember to complete a contract for any outside performers (D.J.'s, etc) at

<http://www.smith.edu/campuscenter/contracts.php>. The registration form must include your ID Checkers and Bartenders names. The CHE will make available a list of all trained I.D. checkers and bartenders.

- 10) House social event coordinators must hold a house meeting after the party has been approved to inform the house of party plans, go over party jobs and responsibilities and have people sign up for shifts. This meeting helps the house to work as a team in hosting a well-run party.
- 11) Make clear individual students' responsibilities during social events (duties for door watch, bartender, etc.). Complete the Party-Job Sign-up sheet by Thursday before the event.
- 12) You must meet with your AC, HR, HCA, & HP before each party for a walk-thru meeting to review of your house set-up, go over plans and to decide how to respond to problems during the party. House social event coordinators are also responsible for organizing the pre-party check-in with the student residence life staff, HP, CSO officer, bartenders and I.D. checkers.
- 13) Go through the house with the housekeeper to identify any damaged or broken furniture before the party. The house or organization will be billed for any party-related damages or extra cleanup costs.
- 14) During the party, **house social event coordinators must remain sober and alert** (do not consume alcohol or drugs before or during the event).
- 15) House social event coordinators must be visible and identifiable by the party staff t-shirt provided to them at the beginning of the year.
- 16) House social event coordinators oversee that people are working their shifts. House social event coordinators are responsible for making sure everyone follows proper procedures and work with house staff to manage conflicts, sick students, or other safety and security concerns.
- 17) House social event coordinators supervise other students working the front-door shift. Take turns at the front-door watch as guests start arriving. A one-hour shift starting a half-hour ($\frac{1}{2}$) hour before the party begins.

CSO REPRESENTATIVE

Community Service Office

**Contact Information: Tiertza-Leah Schwartz, Director of Voluntary Services, Chapel
Helen Hills-Hills Chapel x2758**

House Reps have many duties to fulfill that are essential to the continued success of CSO. The position is extremely rewarding not only because House Reps become involved with other students interested in the community, but also because they encourage other Smith students to participate in service work. We at CSO greatly value and appreciate the House Reps' efforts and dedication, which contribute directly to the success of many community agencies and CSO itself.

The impact of CSO on the Smith College campus depends heavily upon the enthusiasm and commitment of the house representatives. Given this, the House Rep has a responsibility to be an active and informed source of knowledge about not only events sponsored by CSO, but also about the philosophy and goals of the organization as a whole. The duties of a House Rep include the following:

PARTICIPATE

- Attend a mandatory intensive training session
- Attend ½ hour meetings twice monthly (Thursdays at 7pm); except for specialized S.O.S Fund Drive training – 2 hours
- Involvement as a volunteer in a local community service agency or in an on campus volunteer position

PUBLICIZE

- Keep your housemates informed about CSO events by making announcements at meal-times and updating bulletin boards, by distributing publicity for special events, and by making personal, face-to-face contact with house members
- Participate in the CSO volunteer recruitment fair at which students can talk to agency representatives about volunteer opportunities

RECRUIT

- Act as an in-house recruiter of volunteers for community service

ORGANIZE

- Plan in-house activities involving volunteerism
- Mobilize housemates for the Annual CSO Fund Drive and solicit funds for the drive

STUDENT ACADEMIC ADVISORS

Contact Person: Tom Riddell, First Year Class Dean, x4910

Student Academic Advisers are students who are interested in helping first-year students in their transition into college academic life. They should be rising sophomores, juniors, or seniors in good academic standing. They should also be enthusiastic about working with first-years and about assisting faculty pre-major advisers during orientation and registration. SAAs are expected to provide advice and guidance on academic matters, to discuss the possibility and advisability of schedule changes, to provide assistance with logistics, and to help with any other problems the first-year student may have. They will also be expected to assist in the distribution of *Aspects* forms and books and to make or post announcements about deadlines and policies. SAAs receive training by the dean of the first-year class and the SAA steering committee and will need to return to campus a few days before the beginning of orientation. Each house should elect one or two SAAs.

Responsibilities

- Attend before school training
- Aid first-year students in the registration process.
- Help pre-major advisers during the orientation/advising period.
- Serve as a resource to all house members regarding academic issues, deadlines, policies, the Academic Honor Code, etc.
- Act as a liaison between your house and the administration and library (including making announcements and handling *Catalogue* updates).
- Serve as a link between your house and the SGA curriculum committee.
- Any and all-additional house responsibilities traditionally held by academic representatives (faculty teas, etc.).
- The term of office is the full academic year.

TREASURER

Contact person: Tamra Bates, Director of the Campus Center, x2639

Dona Gingras, Office manager Campus Center Office x2639

Also, the Head Teller of Student Bank

The treasurer's primary responsibility and obligation is to oversee the recording of all house council activities involving money and to let the community know of any budgetary concerns - including intake as well as expenditures. Each house should have a working constitution, which very well may define the treasurer's role as it specifically relates to the operation of your house. Included here, however, is a very general list of role responsibilities for your consideration.

- Attend treasurer training in the fall and all training sessions provided by the College.
- Collect dues from house members and deposit in the Student Bank in a timely manner.
- Complete the house budget according to the Smith College Handbook.
- Post budget in public area of your house.
- Attend weekly House Council meetings.
- Report all weekly transactions and outstanding bills and balance at all House Council meetings.
- Keep account deposits and withdrawals.
- Reconcile your records to the College's monthly reports.
- Pay all house bills.
- Keep track of funds allocated for special projects or events.
- Keep accurate records of all money taken in and all expenditures.
- Distributes house funds in accordance with budget.
- Coordinates house apparel in the fall semester.
- Order newspapers and other publications.
- Share account records with house president.

Pass on to the next treasurer an accurate, organized and complete accounting of your organization from your term as treasurer.

VICE-PRESIDENT

The House Vice-President has the primary responsibility and obligation to oversee the operation of the house council when the House President is unable to do so. The Vice-President assumes the duties of the President should a vacancy occur in the position during the year or when the house constitution dictates.

Each house must have a working constitution that defines the vice-president's role as it specifically relates to the operation of the house. When posting this information for the spring elections, please include the job description from your house's constitution. Included here, however, are the general role responsibilities for the President. **The following are some very general expectations of House Vice-Presidents:**

- Attend weekly house council meetings and stay in contact with the other executive members of house council.
- Help facilitate weekly house council meetings - encourage interaction and discussion among group members
- Assist in developing an agenda for each meeting
- Assign tasks and follow-up
- Follow up with committee - chairpersons to be sure tasks are being carried out and to lend aid and support
- Oversee programs and activities
- Coordinates house trunk room clean-out
- Represent the house to any other campus organizations as requested
- Serve as spokesperson in representing house council to other members of the house and to the campus community when the House President is unable to do so. This includes representing your house at HPA when an alternate delegate is needed.

House Programming Coordinator

Contact Person: Patrick Connelly, Assistant Director of Student Activities, x2639

The house programming coordinator meets monthly with the Assistant Director of Student Activities and the other programming representatives. This group helps advise and recommends programming ideas for the campus. They also plan social programs (not associated with the house social system) for their house communities. Specific responsibilities are:

- Attend monthly meetings
- Keep house community informed of campus programming and events
- Provide suggestions and ideas about programming
- Distribute published information to house members
- Be a resource to the house about campus programs and events
- Plan at least one house program a semester
- Connect with HONS, RL staff, house social event coordinators and other house leaders about events they are planning

General House Management

CONFLICTS AND POLICY VIOLATIONS

- The college's general expectations for everyone in residence are defined in the *Smith College Handbook* which can be found at <http://www.smith.edu/sao/handbook/index.php>. The basic challenge for residents is how to balance the greatest possible freedom for each individual with a sensitivity to and respect for the rights of others.
- Familiarize yourself with the *Smith College Handbook*, especially the sections on social life, residential life, and the SGA constitution.
- Beyond the basic college expectations, it is left to each house to define additional expectations in accordance with the house constitution.
- The House President's Association and the SGA Constitution specifies that house council is responsible for enforcing the house's conventions and the regulations. The Head Resident and House Community Advisor will support and advise members of the House Council on matters of internal governance.
- All students are encouraged to assume responsibility and learn how to do things for themselves, rather than have things done for them.

In situations where an individual or group repeatedly disrespects the rights of others or fails to abide by the college's expectations or the regulations established by the house, the following channels can be used:

Trying to work things through:

- The student who feels their rights or the house or college regulations are being violated is encouraged to directly, clearly, and respectfully, make the other individual aware of the specific behavior and its effect. They should do so in a constructive and reasonable way (willing to compromise if appropriate). Sometimes people are uneasy about how to approach a person/situation. A Head Resident, House Community Advisor, or House President can help them explore ways to do so and explain the next steps, if necessary. The Head Resident, House Community Advisor and House President or other members of House Council may be the one(s) to remind individuals about violations of house rules.
- If the situation cannot be resolved between the individuals involved, your Head Resident or House Community Advisor can serve as an arbitrator (addressing policy violations) or as a mediator to assist individuals with resolving conflicts.
- If the situation cannot be resolved in-house, the next person to consult is your Area Coordinator.
- If the Area Coordinator cannot resolve the situation, the Assistant Director or Director of Residence Life should be contacted. They may speak with those involved, offer to mediate, encourage the person to use the house or college judicial system, or refer the person to College Judicial Board, among other possibilities.

NOTE: Sometimes people "jump steps", perhaps because the situation is perceived as a very serious one or perhaps because the student is uninformed about where to go first or uncomfortable with the early steps. Where at all possible, people should be encouraged to work through the channels as outlined above.

Common Rooms

First floor common rooms have been inventoried at the beginning of each semester. These inventories will be used to determine missing items and charges, if necessary. Students must not remove any item of furniture from common areas or basement areas. Missing furniture and public room items will be charged at the following rates:

Sofas, chairs, tables will be charged according to replacement value. Costs could vary from \$200.00 and upward depending on item(s) value.

Lamps (table)	\$100.00
Lamps (floor)	\$125.00
Lampshades	\$20.00

Furniture repairs will be charged a \$50.00 minimum for removal, minor repair, and return of item.

Antique rugs, furniture, and paintings may require an outside appraisal to assess loss.

Draperies:

If drapes/curtains are removed from student rooms or public areas, a cleaning fee will be charged.

Cost per window (plus installation) \$50.00

If drapes are lost or damaged (minimum replacement values per window) \$250.00

Miscellaneous Equipment

Student Vacuum:

Repairs on machine up to \$50.00 – then machine will be replaced

Replacement cost: \$125.00

House Vacuum:

Repairs on machine up to \$150.00 – then machine will be replaced

Replacement cost: \$350.00

Other items – Mops, buckets, shovels, brooms, etc. will be charged cost of replacement of item.

Student Rooms

Building Services has a Bed/Furniture Removal Form that must be completed before furniture can be removed from a student's room. Students should contact their housekeeper about having their bed removed. There is a charge of \$50 to remove a bed.

For students returning to campus for the Spring Semester, a fee of \$25.00 will be charged to students requesting bed removals for the Spring Semester. (Sample form attached to this booklet).

When furniture is damaged or missing, the following fees will be charged to the student's account.

Student Room Furniture:

Desk	\$200.00
Pedestal (filing cabinet)	\$125.00
Bookcase	\$256.00
Mirror (cost does not include installation charge)	\$25.00
Desk Chair	\$110.00
Mattress	\$75.00
Frame	\$100.00
Recycling Bin	\$10.00
Evidence of pets (including disciplinary action)	\$250.00

Kitchenette Policy

Kitchenettes are located in most houses on campus. It is the responsibility of the students to keep this area neat and clean. All kitchens must be thoroughly cleaned at the end of each semester. Two weeks before closing of the semesters, Housekeeping staff will check these areas to see if additional cleaning is necessary. If it is determined that Housekeeping staff has to clean these areas, a charge of \$50.00 will be billed to the house account. Cleaning of the kitchen includes: emptying and cleaning refrigerator and freezer, wiping down stove and cleaning microwave interior. If kitchenettes are not maintained in a sanitary or safe manner, the College may need to close them. Fires due to inattention to items left on range tops or infestation of insects/rodents due to lack of routine care will close the kitchenette for the remainder of the semester.

Replacement cost for microwave oven \$225.00

College china must be returned to kitchens. Inventories of Dining Services china will occur throughout the year and houses could be charge for missing items.

Campus Recycling Program

Smith College supports city and state recycling efforts. Located on 1st floors, laundry rooms, or basements are areas designated for recycling. There are find blue totes clearly marked “Bottles/Cans” or “Papers” and cardboard. These totes are scheduled to be picked up twice weekly. Questions can be directed to the Smith College Recycling Hotline at x2447. It is our hope that students will adhere to these guidelines and support the recycling program.

Trunk Rooms/Storage Areas

Smith College is not responsible for items stored in these locations. This includes items lost, stolen, or damaged. The College warns students that these areas are not secure and are most likely to suffer water damage from floods or broken pipes. All items should be labeled. Stickers for this purpose are made available through your house staff and the Office of Residence Life. It is the responsibility of the house to do a yearly clean-up of these areas. All items must be stored inside these designated areas. They cannot be left outside trunk rooms or other storage areas. Any item left outside these areas is subject to disposal.

Laundry Rooms

At the end of the academic year, any clothes or supplies left in the laundry rooms are discarded.

Social Event General Information

All social events must be registered in accordance to policies stated in the college handbook. Physical Plant will assist students in providing waste barrels, beverage mats, cleaning supplies, tables, chairs etc. Complete an ESR form online at: <http://www.smith.edu/events/esr.html>. Other questions you should call x2400. If furniture needs to be moved in residences, additional costs may be necessary. If social events are planned in buildings other than student residences, contact Office of Special Events.

Social Event Clean-Up Information

Students are expected to clean up after an event. House social coordinators should meet with the Housekeeper to do a walk-through of the house before the event to check the “pre-event” condition of the house. You should note any concerns on the “Party Inventory Form”, i.e. broken furniture, soiled spots on carpets or upholstered furniture. At this meeting, also please discuss with your Housekeeper items needed for the clean up and where they should be located.

Social event clean up should be completed by 2:00 p.m. the following day for a weekend event. An agreed upon time for clean up must be made with the Dining Services Manager if the party takes place in a dining room scheduled to open for meals during the weekend.

If the event occurs during the week, clean up should take place immediately following the event.

If carpets and/or upholstered furniture have been soiled, the following fees will be assessed:

For shampooing carpets and/or furniture, a minimum of \$75.00 fee will be assessed – if additional time is needed, it is charged at \$25.00 per additional hour.

If additional cleaning needs to take place, the house will be charged a minimum of 3 hours at \$25.00 per hour.

Bio-Hazard Clean-up Policy and Fees

A bio-hazard incident is defined in this instance as any bodily fluid, spill, or contamination, i.e. vomit, urine, etc. (This does not include blood incident, see below). If a bio-hazard incident occurs, notify the HR, as they have a bio-hazard kit located in their suite. If the individual responsible for the spill cleans it up the cost incurred would be for a replacement bio-hazard kit and any additional clean up that must be handled by our Building Services staff. The cost of a replacement kit is \$12.00.

If the incident is party-related and no one takes responsibility for the clean up, the following applies:

1. Notify Public Safety of incident
2. Block off area to be cleaned
3. Staff will be called in to complete clean up as soon as possible. The charge to house will be \$75.00. If carpets or furniture need to be cleaned, additional fees will be added to the bill.

In the event that there is a blood spill, notify Public Safety immediately at x2490. Any incident of this nature must be documented and clean up professionally handled.

DAMAGES TO COLLEGE RESIDENCES, FACILITIES MANAGEMENT

Facilities Management charges:

Item:	Cost to repair*:
Broken window	\$30 each for small single-glazed pane \$70 each for double glazed units \$50 per square foot for leaded or stained glass
Torn window screen, replacement	\$38 each for residence rooms \$86 each for large dining and living rooms (typically Quad houses)
Damaged window shade	\$21 each
Towing for snow removal	\$40 if towed to a Smith lot \$40 if returned to Smith lot after snow removal \$60 if towed from street and impounded
Lawn damage (if a vehicle has been driven across, for example)	\$25 per foot of damage
Curtain rod and bracket replacement/repair	\$15 each
Wall mirror	\$20 each
Social Event clean-up - minimum 3 hour charge	Electrician: \$47.62 per hour Plumber: 46.44 per hour Carpenter: 45.04 per hour Painters: 39.01 per hour Custodians: 31.87 per hour

*Costs listed are for standard damages. Many damages are different, and thus, additional costs may be incurred due to unique conditions or situations.

Hazing includes any activity in which students feel social pressure to participate, whether this pressure is stated or implied. Examples of hazing include initiation rituals, forced participation in programs because of class year or entrance status, and pranks among other things. Common examples at Smith are scavenger hunts, senior breakfasts, and middle of the night trips to diners.

The Law for Massachusetts

G.L. Chapter 269, Sec. 17-19

An Act Increasing the Penalties for Hazing, Amended December 1987

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows: Chapter 269 of the General Laws is hereby amended by striking out sections 17 to 19, inclusive, and inserting in place the following three sections:

Sections 17: Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than \$3,000 or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing,” as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest and extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18: Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonable practicable. Whoever fails to report such crime shall be punished by a fine of not more than \$1,000.

Section 19: Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections 17 and 18; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections 17 and 18 to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or evidence of any unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections 17 and 18 to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually to the institution as attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections 17 and 18, that each of its members, plebes, pledges or applicants has received a copy of sections 17 and 18, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections 17 and 18.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections 17 and 18.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections 17 and 18 and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution, which fails to make such report.

HOUSE BANS

Banning someone from a residential house is a serious response and should be treated as such. **House residents or house councils cannot make the decision to ban someone from a house.** House Bans are a legal and/or judicial action and are handled by the College Judicial Board, Public Safety or Residence Life.

The student(s) wishing to ban someone from the house should talk with the Head Resident/House Coordinator of her house. As uncomfortable as it may be for a student to explain details, it is important and can help to protect all involved. The HR/HC will work with the student to document the situation/incident in a Community Report. From there, the report is brought to the Area Coordinator for review and consideration for a referral to the College Judicial Board, referral to the Office of Public Safety for trespass orders or to the Director of Residence Life.

If the complaint is referred to Judicial Board, the Judicial Board will inform all person's involved of the judicial hearing process and the date of the hearing.

If the Judicial Boards decides that a ban is warranted after their investigation, the Judicial Board will write a letter to the individual who has been banned and send this letter certified mail, return receipt requested. A copy of this letter must be placed on file with the Public Safety department, the Area Coordinator and the Director for Residence Life.

If the person violates the ban and appears at the house, the Public Safety department should be contacted. They will then check their files and speak with the individual. The person will be notified by Public Safety that a house ban is in effect and if violated again a formal notice of trespass *may* be issued.

GOAL SETTING WITH HOUSE COUNCIL

It is critical for all members to have clearly defined goals and objectives, (means by which you achieve goals). The entire group membership should be actively involved in establishing these goals. This helps to build a feeling of “group” identity. In addition, specific means of actions should be developed to insure that the goals are implemented. The following is a list of guidelines to follow in assuring that the house council is working with clearly defined goals.

1. Have group members individually brainstorm their goals for the year on paper.
2. Form small groups to allow members to share their goals. Have each person read her goal statements and encourage open discussion about the statements.
3. Following small group sharing, open the discussion to the entire group. Ask individuals to propose specific goals for the group. Record all goals.
4. After the entire group list has been developed, open the discussion and attempt to lead the group towards consensus on goals they feel are most important to the house council.
5. Begin work on means or action for implementation. Goals should be general in nature and the means should be the specific actions that will be taken in order to reach the goals.
6. After specific goals and means have been developed, assist the group in specific plans for implementing the means.
7. Goals and means should be printed and distributed to all members of the house council.
8. Goals and means should be regularly reviewed by the group as part of the evaluation process. Modification should be made when necessary.

GROUND RULES FOR EFFECTIVE GROUPS

It is helpful to group development if the House President facilitates a discussion on “ground rules and expectations for the group” as you start each year or semester.

As the group facilitator

- Ask the group for their expectations of you as their leader
- Share you expectations of the group
- Test assumptions and inferences.
- Make statements, invite questions and comments.
- Jointly design ways of testing disagreements and solutions.

Some Examples of group expectations of each other could be:

- Share all relevant information, and Exchange relevant information with non-group members.
- Be specific. Use examples when possible. Avoid generalized statements.
- Explain the reasons behind statements, questions, and actions.
- Disagree openly and respectfully with group members.
- Keep discussions focused.
- Eliminate cheap shots (zapping) and other distractions.
- Expect all group members to participate in all phases of the process.
- Make decisions by consensus.
- Conduct self-critiques at the ends of meeting regarding the effectiveness of the meetings to improve upon in future meetings.
- Maintain confidentiality within the team.
- Don't gossip with other members of the team.
- Go directly to the person you have an issue with.
- Clarify tasks, priorities and pitch-in during a pinch.
- Put the past behind and look at things with fresh eyes.
- Learn from past experiences that were both positive and negative.
- Be sensitive to others' time limits; communicate clearly you limits.
- Begin and end meetings on time.
- Set agenda and stick to it.
- If you need help ask for it.
- Respect each other's strengths, limitations and personal style.
- Confront issues/concerns early.
- Hear both side of an issue/situations.
- Praise people for their work and efforts.
- Be considerate and kind.
- **Have fun and a sense of humor.**

The manner in which a house council conducts its meetings can often determine the success of the organization. Few people relish having to sit through long and drawn out meetings where little is accomplished. A good leader should strive to facilitate maximum participation in order to keep members interested in the organization. The following are some tried and proven factors which lead to successful meetings.

Planning the Agenda

- Planning an effective agenda is the best way to insure that meetings are expedient, yet thorough. It is a good idea for each member to have a copy of the agenda to refer to during the meeting.
- The agenda is normally developed by the officers and other members of the executive council and should be done at least one day before the meeting in order to allow time to obtain any materials, information or resources needed.
- In planning an agenda for a meeting, consider what has to be accomplished and also what should be done in light of the group's goals.
- The most commonly used format for an agenda is as follows (use what works for your group).

Agenda/Order of Business

1. Call meeting to order
2. Roll call
3. Minutes
4. Reports: President, Vice President, Treasurer, Secretary, Senator.
5. Standing committee reports
6. Special committee reports
7. Old business
8. New business
9. Adjournment

Pre-Meeting Planning

- The work of most house councils is actually accomplished between meetings not in them. Meetings are generally for planning, reporting and decision-making. Encourage anyone scheduled to be involved in the meeting to plan her presentation.
- Check again on the agenda for the meeting and with those members or guests who are scheduled to give reports to insure their attendance.

Follow-Up

- After the meeting, discuss with the officers and your house staff members any problems encountered during the meeting. If necessary try to resolve specific issues and or problems quickly.
- Try to hold a member accountable for following through on any assignments made at the meeting in a supportive manner. Offer them your assistance in initiating the task or hurdling any stumbling blocks they may encounter.
- Be sure to express your appreciation for the participation of any invited guests at your meeting.
- List possible agenda for the next scheduled meeting

Things to remember:

- All of the ResLife Staff collaborate with the HP to facilitate this meeting – it's important that the house sees all of you as a cohesive team working toward positive community development
- It has been a long day for new students—try to keep the meeting to an hour
- New students are NEW – they might need reassurance
- All of the house leadership should be present, help facilitate and make introductions (HONS, HPs, SAAs, and RL staff). Describe the positions.
- Make the meeting fun—maybe have treats, play an ice breaker.

Topics:

- **What do you hope your new home away from home will be like? (HONS)** – make sure that everyone has the chance to participate and feel free to record some of these hopes on a large sheet of paper to use in later discussions or house meetings
- **Roommate ice breaker**
- **House governance (HP)** – describe the way that decisions are made in the house and encourage new students to participate in this process; empower first years to participate – give them opportunities to grow and contribute with their individual skills and interests
- **House Leadership Opportunities available, items up for vote at first house meeting (HP, HONS, SAA)**
- **Basics on house election procedures & voting at first house meeting (HP, HONS, SAA)**
- **Mandatory meetings (HP)** – Explain why these meetings are mandatory
- **Guest policy, telephones, propping doors (RL Staff, Handbook)** – It is each resident's individual responsibility to help keep their community safe and comfortable
- **Alcohol and Drug Policy (RL Staff, Handbook)** – ResLife staff are required by the college to confront situations that may be contributing to unsafe situations for members of the community – this includes situations involving the possible use of alcohol and/or illegal drugs
- **Smoking Policy and Fire Guidelines (RL Staff)**
- **Department of Public Safety (HP)** – Public Safety staff at Smith are caring and dedicated members of our campus community; when a Public Safety officer enters the house, please be helpful and respectful
- **Conflict mediation resources (RL Staff)** – Conflicts are inevitable and learning how to respectfully resolve conflicts is an essential part of living at Smith; your ResLife Staff, including your Area Coordinator, are all trained in Conflict Mediation and there is no shame in asking for help
- **House maintenance and respect of staff (RL staff)** – your housekeepers, custodians, and grounds staff are essential members of your community, too. Be sure and get to know them and support the difficult work that they do for the house.
- **Meals (HP and RL Staff)**
- **Trunk Room Policies (HP and RL Staff)**
 - Stickers on all boxes
 - Don't leave boxes outside of designated areas
- **House living information (HONS & SAA)**
 - Tour of house
 - Laundry rooms
 - Vending area, ironing rooms
 - Kitchenettes—keeping clean

- Various bulletin boards
- Dinging at meals
- 24 hour courtesy hours, quiet hours – *and individual's sleep and study always takes priority*
- house fellows
- **House traditions, special events (HP)**
- **Confronting and Reporting Hazing (HP and RL Staff)** – all house activities should serve to empower all community members, regardless of class year, to participate freely and at their own comfort level; your community must work together to prevent any activity that is meant to or in effect degrades or subordinates any community members; it is everyone's responsibility to confront hazing; if anyone feels that hazing may be occurring, please speak with your HP, ResLife staff, or Area Coordinator
- **Roommate Contracts (RL Staff)**
 - **Distribute Contracts**
 - **Must be taken seriously and filled out with complete honesty** – you may not want to believe that conflicts will come up, but they may and an honest conversation about shared expectations at the beginning of the year is an essential first step
 - **Don't be afraid to disagree on things; no roommate pair is perfect**
 - **Explain importance of the contract; this is the starting point for any discussion in the future about living arrangements**
 - **Set the firm deadline to get them back.**

FIRST ALL HOUSE MEETING

Things to Remember:

- HP and ResLife staff should co-facilitate this meeting
- House leadership should meet before this meeting to discuss the agenda
- This meeting sets the precedent for the year
- Have a positive attitude
- How are you creating a safe, inclusive space for all members of the house community?

1. Welcome & Introductions

- Role Call (VP)
- Names, class, campus position, major (house leaders)

2. Ice Breakers (RL Staff & HP)

3. Creating Community Aspirations (HP and HR/HC)

4. Co-Creating Meeting Ground Rules (HP and HR/HC)

- Give everyone the opportunity to offer and discuss meeting ground rules
- One person speaks at a time, "I" perspective, no zapping, no put downs
 - ask for any additional comments and if everyone agrees

4. College Policy (RL Staff members)

- Community Living
- Furniture Removal from Rooms and Lounges
- Bed Removal - \$100 by September 15. Will get charged more if missing when you leave
- RCR Forms – Must be completed and returned to HR or AC. Be thorough when filling it out so that if pre-existing damage won't get charged to you.
- Door mechanisms – do not alter
- Pet Policy
- Drug and alcohol policies
- Party policy
- Propping doors
- Fire alarms
- Dining Hours, (include returning dishes or using paper products)
- Guest Policy
- Smoking Policy
- Hazing Policy (please refer to info. from the First Year House Meeting agenda)
- College policies can be found at: <http://www.smith.edu/sao/handbook/index.php>
- Honor Code
- Public Safety
- Area Coordinators and Area Office Locations
- RL Staff open hours, activities for the year, etc.

5. House Policy (HP & RL Staff)

- **TRUNK ROOM POLICIES** (stickers, clean-outs coordinated by HP, where to store/not to store, etc.)
- Kitchenette Duty
- Tea Duty
- Keeping hallways clear (call physical plant for bed and other furniture removal)
- TV usage
- Quiet Hours – sleep and study always gets priority

- Bathrooms, cleanliness & signs
 - Social Chairs, ideas for House Social Events, social system funds, bartender & ID checker training
 - Fire Captains/Recycling rep (\$10 fee for missing blue bins)
 - Newspapers (treasurer) Vote
6. Vote on Open positions (HP)
- Voting Process
 - Description of positions that are open
 - Little speeches, vote hands up, heads down.
7. Announcements (RL and HP)

COMMUNITY REPORTS

As a resident, you may be asked to write a witness statement for community reports or attend a judicial hearing as a witness.

GUIDELINES FOR WRITING REPORTS:

1. Be certain to include every useful detail: full names with class years (not nicknames), dates, times, specific locations, etc.
2. Include names of any witnesses, staff members present, contact made with Public Safety or other members of the college community.
3. Give a full and objective account of all observations in sequence of the events.
4. The incident should be recounted in first-person (Example: “I observed...” or “Public Safety informed that...”) and should be free from personal opinions and feelings.
5. Information which is factual or observed should be stated clearly. Information which is circumstantial, hearsay, rumor, or second-hand may be included in certain situations, but should be presented as such. In some instances, staff members may be aware of background information that may be useful to the hearing office or board in the disciplinary counseling process. When potentially helpful to the disciplinary counseling process, such information may be attached.
6. Community reports generally are reviewed by many individuals (Judicial Board, Area Coordinators, Dean of the Students, etc.) and should be written legibly and in a professional manner.
7. Reports should be as specific as possible.
8. When appropriate, Community Reports should indicate the manner in which the student(s) responded to the each other and/or staff members. (Example: “Alice Jones was very cooperative, but her roommate, Mary Johnson, was difficult and verbally abusive.”)

Purchasing

Each house is responsible for purchasing, maintaining and securing a house TV and VCR. Should a house decide to purchase a TV or VCR the ELCTRONIC CENTER in Northampton, 28 Pleasant Street 586-2270 has the often has good prices. Stanley Roscoe, in Purchasing, (8 Belmont Avenue) can assist you with identifying a good deal on your purchase. If the college has a discount that could benefit you, he would know.

Non-Print Resources , Neilson Library x3395, can assist with installation, securing and mounting a new TV and or VCR. Please contact them **before** you purchase your equipment.

Payment for TV and VCR should be made through your house account at the Student Bank. Contact the Student Bank to obtain a purchase order number or request a “check” for your purchase.

Storage of TV and VCR during the Summer

At the end of the spring semester, each house president is responsible for securing the house TV and identifying one additional component (i.e. DVD player, VCR, X Box) to be locked in a closet for the summer. All house presidents should work with the housekeeping staff to identify secure location and keys to that location. All TVs and components must be removed and secured before commencement. The College does guarantee the safety of these items although great effort is taken to secure them properly.

Cable TV

Smith College has a contract agreement with Media One Cable Service. All houses have access to Cable TV free of charge. If you are having difficulties with your TV or VCR contact Non-Print Resources for consultation.

What is it?

Officer exchange gives outgoing and incoming officers the chance to meet and exchange information (manuals, logs, treasury books, etc. . . .) and celebrate their transition.

What is my responsibility?

Out-going officer:

You must bring with you all the materials that you used to fulfill your position (manuals, logs, or anything else the house uses to keep information.) You should also be prepared to share information about specific issues that were a continual problem or concern for you during the time you were in office. Be sure to include:

- A hard copy and disc copy of your constitution.
- A copy of the house council roster
- A copy of the current house budget to use for developing the next year's budget.

In-coming officer:

You must be ready to receive all the written materials that the office requires, such as manuals, logs, and house budget. You will also receive practical advice and experiences from the outgoing officer. Write down any questions, concerns, or comments about the position and bring them with you to ask the out-going officer. It is recommended that you bring a notebook and pen to take down any pertinent information.

What is the purpose of Officer Exchange?

This is an opportunity for incoming and outgoing officers to meet and exchange information. It is a good time to reassess the progress or regress of the impact of your office in the house. It is also a time to set new goals as leaders on campus (individually and as an organized group).

The Office of Student Affairs is interested in knowing what training and support we can offer. It is important that every officer be willing to give input on their needs. Information obtained during officer exchange will help develop support training in the fall.

What is the time commitment?

45 minutes to 1 hour.

The first part of the session will be dedicated to recognize the efforts of the outgoing officers and thanking them for their participation as leaders. In addition, we will set new goals for the semester and year. The remaining time will be used to change information of outgoing and incoming officers and plan for the remainder of the semester and prepare for the autumn.

When will this happen?

Spring Semester. House Presidents must be elected before Room Draw.

TRUNK ROOM CLEANOUTS

It is not uncommon for your house's trunk room to become disorganized and crowded with labeled and unlabeled, recent and older items. Therefore, trunk room clean outs should happen fairly regularly (once a year). As House President, you are in charge of organizing clean out with the help of your house council.

At the beginning of the Fall Semester Building services will work with HPs to create a schedule for clean-outs. If the scheduled time is absolutely inconvenient for the house community the HP should contact building services to make other arrangements.

The college assumes no liability for loss of or damage to personal possession of students and/or their guests on college property, including loss by fire, water, theft or any other cause. Students should insure their personal property either through their parent's homeowners or renter's policy or a student's personal property policy.

Any items that are left outside of the truck room storage cages will be removed and disposed of, as this violates fire regulations. The cost for the removal will be billed to the house council. Houses that do not take responsibility to clean-up their trunk rooms will lose trunk room privileges.

We strongly encourage students to contract with local, commercial storage companies to store and insure their belongings.

Budgets and Funding

*****There are two (2) House Accounts: House Dues Accounts and Social Dues Accounts. They are separate accounts with different organization numbers. *****

There are also other sources of funding, which are outlined in this manual as well as in the Guide to House Event Planning.

HOUSE DUES

Each house shall determine the amount of house dues to request from each resident per semester/year.

Residence Life staff members (Head Residents, House Coordinators, House Community Advisors) are not considered voting members of a house and therefore are not expected to contribute house funds. (The only possible exception to this rule is for houses whose staffs are selected from within the house and have a vote (150 Elm, Dawes House, Tenney House, and Hopkins House.)

All house dues collected must be deposited into the student bank within two weeks. All checks should be made out to Smith College – **with the house name**. In addition, stamp all checks with deposit stamp of house account.

House balances will be rolled-over after each fiscal year, July 1st-June 30th.

All houses will be responsible for all deficits. The college requires all debts to be cleared within two years. Please consult the Associate Dean of Student Affairs, Rae-Anne Butera x4940, for more information.

Newspaper/Subscription Funds. The college has an endowed fund that will contribute per resident per year for the purchase of educational newspapers, magazines, books and periodicals that will enhance the house library.

Newspaper funds may not be used to purchase other items outside of the use it was established.

Every house with more than forty residents should leave five dollars per resident in their house account at the end of spring semester. For example, a house with sixty residents should have a minimum balance of three hundred dollars in their account (60 residents * \$5.00 = \$300.00)

House accounts will rollover year-to-year, except Newspaper/Subscription Funds. They do not carry over.

All Treasurers and HPs will be held accountable for up-to-date and accurate record keeping.

House Treasurers' must be transitioned from one treasurer to the next. The current House President should assist to confirm this transition happens smoothly.

All transactions should be completed before final exams, please plan accordingly. Receipts and left over money from cash advances or requests for reimbursement must be completed by reading period in May. Any exceptions must be approved by the Controller's Office.

NEWSPAPER SUBSCRIPTIONS & FUNDING

- Each house is granted a subsidy for a New York Times or Boston Globe newspaper subscription, funded by an endowment.
- The funds can be used for the New York Times, Boston Globe, or comparable newspaper) and for educational magazines such as Time Magazine, Newsweek, Business Week or a Cultural magazine such as Latina, A, Essence or Black Enterprise
- The subsidy is about \$20 per person. House occupancy is based on the numbers provided by Residence Life regarding the standard number of beds in the house.
- Each house's share of the funds will be credited to their house account in the student bank. At the end of the year, any funds not used for newspapers or educational periodical material will be returned to the endowment. (It does not roll over for the house to use on something else.)
- Information about ordering newspapers and magazines will be distributed in the fall. For questions contact Meggan Lee at x4940

CHECK REQUESTS

Check requests must be received in Student Bank by Friday 3:00pm for a check to be issued on the following Friday.

Checks will be mailed or made available at the Student Bank every Friday after 10:00 am.

Checks not picked up on Fridays at 3:00pm will be mailed.

Please note that during the Thanksgiving and Winter Breaks, there may be a change in check availability. Please call ahead and plan accordingly.

Payment requests for vendors with contracts must have a copy of the Smith College Contract attached to the request.

Smith College Policy states that we DO NOT reimburse anyone for alcohol expenses, parking violations, or speeding tickets.

CHECK/CASH REQUEST VOUCHER INSTRUCTIONS

A form is required for all check or cash requests. You may pick these up at student bank in the Campus Center room 203.

Payee's complete name, address and taxpayer identification number **MUST** be provided. Reason for request, account coding and authorized signature are also required. Please write legibly.

The original invoice must be attached. If an attachment is to be mailed with the check, please include it with the request. IF the attachment is also justification for the check request, paper clip a copy to this request. A separate voucher must be submitted for each request.

SOCIAL SYSTEM FUNDS

Each undergraduate Smith Student is a member of the social system and is welcome to participate in all social events taking place on campus and in residential houses. Campus social dues are now part of the SAF (Student Activities Fee). This year the dues are \$12.00 per person per semester. Of this, \$10.00 will be placed in the social budget of the house. (Off-campus traditional students will receive the money in the Hampshire House budget, and Ada Comstock Scholars will receive the money in the Ada class social budget.) The ending balance of the house's social dues for the fall semester rolls over into social dues funds available to the house for the spring semester. Any funding remaining at the end of the year in the house social budget will roll into the campus pool funds for the next year.

The remaining \$2.00 per semester is placed in a “**campus pool**”. This money is to be used for the operating needs of the system, such as booklets, bracelets, student leader training and by houses planning additional events that might exceed the allotted house social budget. Houses may request money from the “campus pool” fund by submitting a proposed letter and an expense budget for the event to the CHE. A student committee and the CHE consider requests for Campus Pool Funding. The Assistant Director of Residence Life oversees social system and advises this committee. This committee meets bi-monthly, meeting times will be announced at the first house social coordinator meeting of each semester. Please, allow a substantial lead time for requests for funds to allow the committee time to meet, contact you with their decision and to transfer funds. The CHE will be responsible for transferring any funds for proposals approved by the committee.

CAMPUS POOL FUNDING REQUEST

Date of request: _____

Contact Person: _____ Email: _____

House: _____ Position: _____

Event Title: _____ Date of Event: _____

Total Amount Requested from Campus Pool: _____**Please attach a detailed description of your event.****You MUST include the following:**

- Precise and specific breakdown of the event budget. Retroactive requests must include *copies* of all receipts.
- A list of participants (if the requested amount is contingent upon the number of participants)

Contribution: Please note other sources/amount of funding.

Note – not all categories may apply to your event, please fill in all that apply

House Budget: _____

Social Dues Budget: _____

Individual House Members: _____

Other campus funds (please list type & amount): _____

*When seeking funding, please speak with your house president about your request. Although there is not a set amount that each house can be awarded, the committee does try to share the funds with all the houses on campus that seek funding. ****NO ALCOHOL, GIFTS OR HOUSE EQUIPMENT WILL BE FUNDED****

If you have any questions or concerns, please contact the Coordinator of House Events at ncruz@smith.edu or extension 4958.

Amount Granted: \$ _____

Date Granted: _____

CHE: _____

Campus Pool Guidelines

- To ensure the most accurate decision can be made, please include any copies of receipts or price verification along with your request. All retroactive requests should include receipts and exact numbers of participants
- An attendance list and the actual cost of each ticket is required for all field trips and events requiring ticket purchase.
- For all field trips: a maximum of ½ of the total cost will be covered by campus pool (costs not to exceed \$20.00 per person).
- All requests for gas costs must include accurate mileage documentation (e.g., directions from mapquest or google maps.) or a gas station receipt.
- Campus pool (typically) **will NOT** fund house equipment and supplies (e.g., electronics, kitchen supplies).
- Campus pool (typically) **will** consider funding events surrounding said equipment or supplies. Campus pool also will fund events that the house no longer can afford due to the purchase of aforementioned equipment and supplies.

Any questions or concerns please contact your Coordinator of House Events, Beck Jacobson at rjacobso@smith.edu or xtn. 4958.

COLLEGE INITIATIVE FOR DIVERSITY AWARENESS FUNDS (CIDA)

The Office of Institutional Diversity manages the CIDA Funds. **These funds are available to Residence Life Staff as well as students and student organizations for diversity programming.**

In the houses, a corresponding residence life program proposal must be submitted to and signed by your Area Coordinator with each CIDA Fund Application.

Requests should be submitted to the Office of Institutional Diversity at least six class days before the event. (Please note: Checks are issued on Fridays; so, the request must be brought to the Controller's Office by the Friday, a week before.)

For each funds request, you must provide corresponding receipts.

Events should be adequately advertised.

All on-site services performed on campus such as dance lessons, speakers, workshops, etc., must be handled in the form of a paycheck request. These services will not be covered in the form of a reimbursement or advance to a student, house organization. You and the person rendering the service must complete a Smith College Contract. The check is to be made payable directly to the service provider(s).

Workshops led by a student who requires payment must be paid out of the diversity funds, through student payroll. If the student is not already on work-study, they must fill out the necessary tax forms and a student payroll voucher.

Students may receive reimbursement for tickets by offering limited spaces, only partial reimbursement, or getting a group discount. Tickets for events sponsored by unity organizations can be reimbursed by diversity funds.

A cash advance can be arranged with the Controllers Office up to \$275. Requests of \$275 or more must be received in the form of a check from the Accounts Payable Department. Bring any unused portion of an advance and all receipts back to the Controller's Office immediately following the events. You are responsible for the submission of receipts and/or unused money.

Examples of past programs that received funding:

Conferences (BSA, ASA); Cultural Dance lessons; Cultural Dinners; Guest speakers; Museums; Exhibits; Trips to other states; Canada trips; Supplies for quilts, posters, videos etc.

FINE ARTS COUNCIL FUNDS

An application can be picked up in the Office of Student Activities..

If the amount being asked for is \$300 or less, applications must be submitted to the Assistant Director of Student Activities 10 days before deadline.

If the amount being asked for is \$300 or more, applications must be submitted to the Assistant Director of Student Activities 20 days before deadline

All decisions are final.

You may NOT charge admission to participate in the activity if any amount of money is granted through Fine Arts council.

Fine Arts Council must be recognized when advertising for an activity for which it has contributed money.

Examples of past programs that received funding:

Museum trips; Art exhibits; Dance concerts; Theatre performances; Musical concerts, etc.

SAWYER FUND

1. The event must be at Smith.
2. The event should be open and available to all Smith students.
3. Applications are available in the SGA Office and should include an itemized budget, an explanation of the event and how it benefits the Smith community, how much money is already available to pay for the event, where else you are applying for money and how much, and how much you are requesting from the Sawyer Fund.
4. The applications should be date stamped (i.e. at the SGA office) and given to the SGA Treasurer (or left in her box in the SGA office). She will present the requests to Cabinet and follow up on their decisions.
5. Any member or group of members who are part of the Smith community may apply.

STUDENT LECTURE FUNDS

Any SGA chartered organization is eligible to apply to the Student Lecture Fund. The fund acts as a source that will supplement the costs of lecturers, speakers, poets, performance artists, and whatever SGA Cabinet deems appropriate. The fund will only supplement costs if the speaker provides significant educational value for Smith students.

The Student Lecture Fund will provide up to 50% of the speaker fees and up to 50% of the costs for transportation of the speaker(s).

In order to receive payment from the Student Lecture Fund, contracts and/or transportation receipts must be submitted to the Student Bank. Please allow for processing time by the Student Bank.

Student Lecture Fund applications must be received no later than 3 weeks prior to the proposed event. We encourage you to submit proposals even before contracts are solidified so that you can receive money. The deadline for applications is 3 weeks before classes end each semester.

Applications, contracts, and additional information are available from the SGA Treasurer and in the SGA Office. The SGA Treasurer can assist you in filling out the application, and will also represent the organization when presenting the requests to the Cabinet for approval.

Completed applications should be returned to the SGA Treasurer, in the SGA office. Signed contracts should be filed with the Coordinator of Student Organizations and a copy should be filed with the Student Bank before reimbursement can take place. Once your request has been approved, the Coordinator of Student Organizations can help you take care of the logistics of your event, from locating the space to planning refreshments.

Q. What exactly is fundraising?

A. Fundraising is defined as any endeavor involving monetary transactions that raise funds for the house, e.g., selling candy-grams or flower-grams, selling T-shirts or charging admission to a social event. Any event or transaction through which a house plans to receive money and potentially make a profit as a plan of that event or transaction, must be approved first by the house council and then by the Executive Board of the House President's Association to ensure that it meets the guidelines, policies and procedures set forth for fundraising.

Q. Who oversees fundraising for houses and house councils?

A. Fundraising for House Councils falls under the jurisdiction of the House President's Association. Since, houses differ from student organizations in that SGA does not mandate houses to fund raise a significant portion of their yearly budgets. Therefore, petitions do not go through SFC, they go through the HPA Executive Board.

Q. How does the HPA collaborate with the SGA to ensure that house efforts correspond with the campus community's guidelines and expectations and the efforts of organizations across campus?

A. Since there are limited ways and places in which money may be raised on campus, the House Presidents Association works collaboratively with the SGA Cabinet to develop policies and procedures that encourage students, house councils and organizations to meet their goals.

Q. How does my house council submit an application for fundraising?

A. Complete the on-line form which can be found at: <http://www.smith.edu/campuscenter/forms-fundraisingappl.php>. Your House name should go in the "Name of Sponsoring Group" section. All applications must be submitted **a minimum of 14 days in advance of the event or fundraiser.**

Second, you must fill in the form describing the specifics of the project in detail. If you are planning a film showing, specify the name. If you are planning to sell T-shirts, remember to e-mail a copy of the design to the Assistant Director of Residence Life.

The application will be submitted to the Chair of HPA via the Assistant Director of Residence Life.

As mentioned before, fundraising applications must be submitted **a minimum of 14 days in advance** of the date of the event so that the chair of HPA has ample time to present the request to the HPA Executive Board. Failing to submit an application by the deadline may result in the chair of HPA not being able to process the request on time; since, the request must be presented to a the executive board who meets every two weeks.

If there are questions or special conditions, the chair of the HPA will arrange for a representative of the house to be present at the meeting to discuss them.

Finally, the HPA Executive Board must approve the application before the house can hold its fundraising event.

Students are encouraged to seek the advice of the Assistant Director of Residence Life and the Assistant Director of Student Activities when planning fundraising projects as they have information and ideas about possible fundraising events (names of companies and vendors with possible products, etc.). They can also help you with any problems you may have with the application process.

GENERAL HOUSE FUNDRAISING GUIDELINES

1. Fundraising (money transactions) includes conferences, ticket sales, parties, trips, sponsorship of vendors, tournaments (athletic also), faculty tea, etc. All endeavors involving monetary transactions by the house must be approved first by the House Council then presented for approval of the Executive Board of the House President's Association (HPA). Applications to fundraise must be submitted to the HPA 14 days in advance of the event, but not including the day of the event. Application can be found at <http://www.smith.edu/campuscenter/forms-fundraisingappl.php>.

An organization failing to submit a fundraising application two weeks in advance may consider the following two options: cancellation or postponement (both with the group's approval). A house that fails to gain the proper approval for fundraising will be fined by the HPA, with an option to appeal.

2. Once a fundraising application is approved, it does not need to be re-submitted if the exact same type of endeavor will be repeated within the current academic year. For example, selling T-shirts for profit of the same design in the fall and in the spring.
3. No business activity may cause an unusual burden to students or interfere with normal college operations. The regulations of the trustees provide that no college building may be used for commercial purposes. Therefore, commercial activities in college houses and other college buildings are prohibited, except in designated buildings (e.g., the Gamut, the Campus Center, etc.) and in those cases where applications have been made to and approved.
4. All business is to be conducted on campus.
5. Any proposal by a house for raising money from off-campus including alumnae, parents of students, or the general public must be approved by the Assistant Director of Residence Life in addition to the HPA. This includes care packages, class t-shirts, etc.
6. **Admission may not** be charged nor funds solicited at any event supported in any way by the Student Activities Events funds or a subsidy of any sort from the College.
7. There are limited areas on campus where admission may be charged. These include the Davis Ballroom, Wright Hall Auditorium, John M. Greene Hal, the Carroll room in the Campus Center, and Scott Gymnasium.
8. Houses may not use any of their funds to purchase and distribute alcohol. Houses are allowed to hold social events in The Campus Center where alcohol may be sold by Dining Services under the College's Beer and Wine License.

What a budget accomplishes

- It helps to clarify goals.
- It reminds members to use funds efficiently.
- It is useful in decision making.
- It is important information to analyze, adjust and evaluate activities.
- It can be used as a guideline for future planning.

Know your organization’s priorities, objectives and goals.

As you prepare your budget, also consider:

- *
What time frame will your budget cover? (semester, year)
- *
What does your organization most want to complete?
*
What will be involved to accomplish this?
- *
How much will it cost?
- *
Where will you get the money to pay for this?

Preparing the budget

- *
Prepare an outline of the organization’s planned activities
- *
Determine and record available funds (including carryover balance from the previous year).
*
Estimate and record expected income. Also, record when these funds will be available.
- *
Determine, define and record needed expenses (flyers, supplies, etc.)
- *
Be sure that the budget can cover unexpected expenses that may have been overlooked.
- *
Review, revise and prepare the final budget.
- *
Have the members approve the budget.

Managing the budget

- *
Set and maintain a minimum balance.
*
Develop policies and procedures needed to stay within the budget. For instance, “All expenditures must be approved before they occur.”
- *
Maintain accurate records of all financial transactions, including both income and expenses.
- *
From time to time, compare the budget to the actual expenditure records.

CONTRACTS

There are two major types of contracts: verbal and written. The College expects written contracts! A written contract is a legally binding agreement between two or more parties that sets forth all conditions of the service to be rendered, the amount and method of payment, and all the other particulars. The purposes of a written contract is to provide information as to how much will be charged — the who, what, where, time of the service, and whether other stipulations are to be met and by whom. Completed written contracts can eliminate the frequent misunderstandings of verbal agreements.

Although most students are familiar with written contracts, it is possible to enter a verbal contract without realizing it. For instance, you may be discussing the conditions to be covered in a written contract and use language that leads the other party to believe you have an agreement/contract. The best way to avoid this problem is to preface any discussion of program, cost, payment, date, etc., by stating that you are just exploring the idea and options. Reiterate this again at the conclusion of the discussion. In this way you are making it clear that you are not agreeing to any service or payment. Many agents/performers may try to encourage a verbal agreement with you. Therefore it is important to state that you are just exploring your options or your organization may unknowingly end up with an extra event on your calendar and an extra charge to your organization.

College contracts protect the organization and houses. It is important to have the contract with you during the event. Should any problems arise concerning fees, performing time, etc., having the contract, signed by both parties, available for reference, can help an organization avoid hassles with the provider.

Q. How do I obtain a contract?

A. If you are planning an event that involves entertainment (including Smith students), you need to have a contract. A standard Smith College Contract has been prepared to facilitate the most common types of contractual relationships. Contracts are available by visiting the Campus Center website at www.smith.edu/campuscenter/orgresources.php and clicking on the *Contracts* link on the right margin. Fill in the Online Contract request form with the information requested (artist's name, address, phone #, time and duration of performance, date of performance, etc). Once this is received the contract will be written and sent to the artist for signature. **It is essential that you have a proper contact address for the artist.** The artist will need to return the signed contract to the Office of Residence Life, Clark Hall 101. Once the signed contract is returned, a copy will be made and filed and the original will be forwarded to the event sponsor provided in the contract request. Your treasurer will then need to take the signed contract to the student bank for a check request to be submitted. **Students are prohibited from signing any contracts as it makes them personal liable for fulfilling the terms of the contract should a problem arise.**

Guidelines for Using Contracts

1. One of the most important steps in preparing a contract is the negotiation that precedes the signing. House Social Events Coordinators are encouraged to consult the Assistant Director of Residence Life, the Coordinator of House Events, and/or the Student Activities Office for information prior to entering negotiations. They can provide you with information regarding the range of charges, if a performer has been at Smith before, whether any extra equipment is required, how well they lived up to the conditions of any previous contract, and the like. With this in mind, the organization will be in a better negotiating position.
2. If the contract is for \$10,000 or more, in addition to the signature of the Assistant Director of Residence Life, the contract will also need to be signed by the Controller's office.
3. The signed contract should be submitted with the check request form at the student bank. Remind your treasurer to keep a copy in your house files.
4. Organizations must have adequate funds in their account to cover the charges set forth in the contract. The College cannot assume financial liability for the contract. Thus, the organization must be able to demonstrate that they are able to pay for the services and the charges included in the contract.