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WELCOME TO GREBEL

A warm welcome to all of you who have decided to make Grebel your ‘home away from home’ for this next term or two. All of us - faculty, staff and administrators - are thrilled to have you as part of this community. We look forward to renewing friendships with returning students and developing relationships with those of you who are new to Grebel.

Just as you have expectations of your living experience, we too have expectations of you. Grebel is more than a place to eat, sleep and study. It is a Residential community that invites your enthusiasm and your involvement. It is a residence where your engagement in its activities and courses will help you learn about yourself, enrich your education and build community.

I trust you will enter your residence commitment with this in mind and seize the opportunity to create a wonderful living and learning experience for yourself and others.

Mary Brubaker-Zehr
Director of Student Services
RESIDENCE ADMINISTRATION

Ultimate and ongoing responsibility for the residence program lies with the Board of Governors of the College, whose representative is the College President. The President in turn delegates the responsibility of administering the residence program to the Director of Student Services. Other administrative officers also share in the decision-making process.

The responsibility for the social, athletic and religious programming of the residence is shared by the Director of Student Services, Chaplain, and students. An elected Student Council is responsible for the coordination of student life and represents the students at the College Council and Board of Governors meetings. (See “Constitution of the Student Council.”)

The guidelines in this handbook represent the basis on which the residential community is governed and the understanding on which students sign their contract and are admitted. It is assumed that students who sign their residence contract are agreeing to, and are respectful of the principles of the CGUC mission statement and community life as laid out in this handbook.
All places labeled on map below are on the 2nd floor.
The numbers on the map indicate the use of the same area on other floors:
1. Great Hall – 1st Floor
2. Chapel – 3rd Floor
3. Residence Rooms – 2nd & 4th Floor
4. Library & Archive – 3rd Floor
5. Classrooms – 1st Floor
6. Music Offices – 1st Floor

MAP OF GREBEL
I. RESIDENCE LIVING GUIDELINES

RESIDENCE ROOMS

Furniture

You will be provided with a single bed, mattress, study desk with bookshelves, desk chair, wardrobe and window drapes. Two sheets, a pillowcase and one blanket can be provided if required. If you choose to use College linens, one sheet and a pillowcase may be picked up each Monday evening at 10:15 pm.

During the term, if furnishings in your room break or if other damages occur, report them immediately to a Don. If you are not responsible for the damage there is no charge. You will be helping yourself and the College by reporting the situation as soon as possible.

Telephone

The College provides a telephone and touch-tone line for making local calls in each room. The costs for these are covered in your residence fees. A few other things you should know include:

- You are automatically blocked from making long-distance calls and using any pay-per-use services (like *69 etc.).
- You are also unable to call the operator ‘0’, so in an emergency this means that you must dial 911.
- If you would like a long distance plan, speak with the front office staff at any time during the term to arrange for this. This is an additional cost to the student.
- Repair concerns should be directed to the Main Office.
- Any tampering with the telephone sets or the wiring is strictly prohibited.
- Although hard-wired devices are not permitted, a jack is provided for accessories such as modems, answering machines, etc.
Phone numbers will be given out unless you request otherwise.

Maintenance

Residents may use creativity in decorating and personalizing their rooms. Keep in mind the following:

1. Each student is responsible for the care and upkeep of his or her room and its furnishings.
2. The decor of the room must be consistent with Christian values, healthy relationships, and good taste.
3. All room arrangements must have the agreement of both students sharing the space.
4. It is not acceptable to disassemble any furniture or fixtures in the room.
5. Only reusable adhesive putties (e.g. LePage’s Fun-Tak) may be used in attaching posters, etc. to any surface. Do not use duct tape, glue, screws, or other adhesives which leave permanent scars. Remove all putties before check-out.
6. Window screens may not be removed at any time.
7. Pets of any shape or size are not allowed in the residence. Exceptions will be made for fish in bowls (not in tanks).
8. If it has been determined that careless behaviour has caused damage to rooms, College buildings or their contents, the student(s) involved will be charged the repair costs. Careless behaviour includes all damage beyond normal wear and tear. Students will be held responsible for any damage caused by their guests.
9. At the end of the contracted term the room must be left in the condition in which it was received. Nothing more or less should be left. Garbage must be properly disposed of. Furniture (i.e.: bed) must be returned to its original place.

Hallways

All hallways are considered public space. Students may choose to put up posters and signage in designated areas. The College reserves the right to take down any posters or signs etc. that it feels do not reflect the College’s values.
For safety reasons, hallways should be kept completely clear. (i.e.: such items as rubber mats, boots, shoes, boxes, hockey equipment are not permitted in hallways).

Rooms and Relationships

All students have a right to privacy in their own rooms. It is especially important that students respect their roommate’s privacy. It is expected that Residents return to their own rooms to sleep.

We encourage healthy relationships and expressions of attraction, nurtured and grown with respect for others, in ways that are consistent with healthy community living, and that minimize the awkwardness and disruptiveness which exclusive relationships may pose in a community.

Day and Overnight Guests

Residents are welcome to have day and overnight guests. An overnight stay of one or two nights is an appropriate length. If the guest remains longer, the College may require him/her to pay the per night guest rate. If you have an overnight guest, you must fill in the Guest Registration form available on Cookie. Cookie will be explained upon arrival.

Parents are welcome to visit the College, but we ask parents to find overnight accommodation off-campus.

Students and /or guests may not spend the night in their boyfriends’ or girlfriends’ room. Male guests must be billeted in men’s rooms and female guests in women’s rooms.

Your guest is YOUR responsibility. Please ensure he/she abides by Grebel’s guidelines as laid out in this handbook.

Bunk Beds

No units constructed for the purpose of creating additional floor space are permitted except for bunk beds which are designed solely for the purpose of raising the existing beds. Bunk beds must be safe, sturdy and free standing; that is, not in contact with the room’s furnishings or walls. Similarly, any shelving units brought in must be sturdy and free standing, not in contact with the room furnishings or wall. Bunk beds and shelving units must be pre-constructed, requiring only screwdrivers
and wrenches to assemble, as the use of hammers, saws and power tools is not permitted in or about the College. You are responsible for removing these items at the end of the term.

If you wish to use one of these “sky bunks”, you can ask Residents when you first come to see if there are any unused bunks available. If there are no bunks available, you can buy the materials to construct one yourself. There are various bunk patterns which upper-year students can share with you.

Students must sign a waiver form indicating Grebel is not responsible for the safety of the bunk bed structure. The Director of Operations may circulate each term to examine each bunk bed unit.

Please note: Bunk beds are a privilege, not a right. The structures must comply with the standards laid out by the Director of Operations and the Director of Student Services.

Thermostats

Each residence room is equipped with its own thermostat to control the temperature in the room. When adjusting the thermostat, "5" indicates a maximum setting and "0" indicates the minimum setting. Please do not set the thermostat above "0" if you open your windows. Please do not remove or tamper with thermostats for any reason.

Appliances

Electrical appliances, which you consider essential for living and working comfortably in your room, may be used subject to several considerations:

1. All electrical appliances must be in good condition, electrically safe, and CSA approved.
2. No single appliance may be rated as consuming in excess of 1,000 watts or 8 amps of electrical power.
3. Power bars must be equipped with circuit breakers.

Food preparation and cooking appliances are not permitted. Exceptions will be made for small coffee makers (no more than 1,000 watts), small refrigerators (no larger than 5.0 cubic feet and no more than 1,000 watts) and hot-air popcorn poppers. Microwaves of any size are not permitted.
The cable television system is the property of Rogers Cable TV. Any tampering with the cable system or the wiring is strictly prohibited.

**Quiet Hours**

Grebel has a long-standing tradition of creating a living environment that is enjoyable, yet quiet and conducive to effective study. A more expressive hour is typically enjoyed Sunday to Thursday evenings from 10 pm - 11 pm and Friday and Saturday evenings from 6 pm to midnight. Times vary during exams.

**Music and musical instruments**

All stereo systems should have headphones available. Headphones should be used if you wish to play your music at a volume that could be heard in the hallways when your door is shut.

While you are encouraged to bring your musical instruments to residence, loud musical instruments such as trumpets, drums or electric guitars should be practised in areas designed for this purpose (Music Practice Rooms). You may play your electric instruments in your residence room if you use headphones.

Please see the “Music Practice Rooms” section (p 18) for priority rules.

**Insurance**

Conrad Grebel University College has comprehensive insurance coverage. The College’s insurance, however, does not cover the personal property of individual students against theft or damage. It is recommended that if students have valuable equipment or clothing, they should seek some insurance protection through their own insurance broker.

**Storage**

The College does not have in-between term storage space. You will need to make storage arrangements for your belongings during the terms you are not in residence. All belongings found on the premises between terms will be confiscated and removed. In some cases you will be billed for their removal.
If you need to store bikes or hockey equipment during the term while you are in residence, you can put down a $30 deposit for a key to the storage space available for bikes and hockey equipment. For each term you have a key, $5 will be deducted from your deposit. The remainder will be refunded when the key is returned.

**Room Checks**

**Check In**
Upon receiving your room at the beginning of term, you are responsible for doing a “room check” using the orange card system. Orange cards are provided through the Director of Student Services’ office. The room check entails taking a close look at all parts of the room. Using the card, you will indicate whether each area/item is OK or not OK.

**Check Out**
Students must leave their rooms in the same condition in which they received them (i.e.: Bunks must be dismantled, stickers removed from the walls, etc.). The check-out procedure involves the Dons and your orange card. After you have thoroughly cleaned your room, the Dons will examine it and compare it against what you indicated on your orange card at check-in time. Previously unreported damage to furnishings or facilities will be assessed. These damages will be deducted from your $500 deposit that the College holds in trust. You will leave your keys with a Don at check-out time. Failure to be checked-out by a Don will result in a deduction from your deposit.

All Residents are encouraged to move out upon completion of their exams and assignments. The residence closes at 11:00 am on the day following the last University of Waterloo exam day. Everyone must be out of the residence by that time.

**Internet Connection**

The College’s residence wing, library and apartment building have access to the UW wireless system. In addition, every student in residence has high speed access to the University’s computer network (ResNet) and the Internet. If you wish to connect to the network, you will need a computer, a network card and a network cable. There is no cost to obtain this connection as it is already included in your residence fees.
If you do not have a network card or cable, good quality cards and cables are available from the computer stores on campus. There will be knowledgeable Grebel students available to help you install your card and cable if you need assistance.

GENERAL FACILITIES

The residence is your home away from home. As such we want you to relax and enjoy the facilities, keeping in mind that certain activities are inappropriate due to potential collateral damage, not to mention, physical injury. Therefore, such items as roller blades, water guns, BB Guns and other “play-like” weapons are not permitted inside the buildings. All Grebel buildings are smoke free.

Residence Lounges

Both the third and fourth floors of the residence building have student lounges which are furnished with lounge chairs/sofas, a cable TV outlet /TV set, a counter with sink, drawers and below-counter cupboardspace, and a refrigerator. The Student Council owns a DVD player and VGA to Component cords (for laptops). Residents (or Associates) who wish to book the machines may sign for their use on the sign-up sheet provided.

Other things to note:
1. It is the responsibility of all students to keep the lounges clean and tidy. Resident students will be expected to take turns cleaning the lounges.
2. Students and/or their guests may not sleep overnight in the lounges as they are public spaces.
3. Students should be mindful to conduct themselves in the lounges in such a way that is appropriate to public space.
4. The Larger Leadership Team may determine other guidelines for lounge use in consultation with the Director of Student Services.

Laundry

Laundry facilities are provided solely for the use of Residents and On-Campus Associates. Washers and dryers are coin operated ($1.50/wash
load and $1.25/dryer load). An ironing board and iron are available for communal use.

Students are responsible for keeping the laundry room tidy. The laundry room is **NOT** to be used for storage. Students have 24 hour access to this facility.

Equipment breakdowns should be reported to the Campus Hosts.

**Games Room**

The Games Room has games, a TV for video games, a meeting space and is equipped with pool tables, ping pong table and lounge seating. While the College is responsible for providing and maintaining the tables and furniture, items such as pool cues and ping pong paddles are the responsibility of the students and the Student Council.

Other recreational equipment, when required, is the responsibility of the Student Council, in consultation with College administration.

**Study Lounge**

The Study Lounge is intended exclusively for silent study by Grebel Resident and Associate students. The UW wireless is accessible there. When you leave, take your books with you.

**Locker Room**

There are lockers reserved for Off-Campus Associates, Off-Campus Residents, and Grad students. If you need a locker, please sign up for one at the Student Services reception desk before putting on a lock. Locks that are not registered in Student Services will be cut off.

**Recycling**

The College encourages the recycling of waste materials. Student Council appoints environmental representatives who co-ordinate the recycling of pop cans, fine paper, cardboard, kitchen cans and glass. Please participate by using the appropriate containers provided for recyclable materials.


Energy Conservation

Students are encouraged to consider the impact of their lifestyles on the environment. Use of electricity and water, in particular, should be carefully monitored.

Keys

Each Resident will receive a room and building key upon moving into residence. Bike shed and hockey storage keys are available upon request. Keys must be returned at the end of term (last day of Winter term for Fall/Winter students). Failure to do so will result in a deduction from a student’s deposit held by the College.

Security

As the College is located in a large urban area, security is an issue. Each Resident needs to help ensure that this environment is safe.

All buildings are locked between 10pm and 11pm each night and reopened at 8am the next morning. You will need to take an outside door key with you if you leave the building during these times. Outside entrance lights should remain on. Under no circumstances should outside doors be propped open.

One of our greatest security assets is the fact that students know each other and take an interest in one another’s well-being. If you see someone in the non-public areas of the residence whom you do not recognize, ask him/her if you can help. Please be sure the visitor has a legitimate reason to be there and offer to help find the person whomever he/she is seeking. If the visitor does not have a legitimate reason to be in this area please escort him/her out of the building or call a Don or Campus Host.

You may choose to keep your residence room door open; however, be sensible. If you and your roommate are both gone for a period of time, lock your door. When College activities take all or most of us to some other part of the College or away from the College, lock your door. Always keep valuables such as wallets, cameras, and portable computers out of sight. The College has an engraver. Use it to put your name on larger valuables and record the serial number.
Students are increasingly concerned about personal safety. Please be careful, especially at night. Ask one or two other Residents at Grebel to walk with you in the evening or use the on-campus Walk Safe service provided by the UW Federation of Students (see number on back page).

Be advised that, as a further security precaution, the College is introducing video surveillance at all building entrances. These recordings are made for - and retained by - the UW police. Only the UW police have access to these surveillance recordings.

Chapel

Conrad Grebel University College is fortunate to have a beautiful chapel. The chapel was constructed of natural fieldstones gathered in the area. The stained-glass windows were designed by Nancy Lou Patterson, a Waterloo artist who has produced much fine religious art. The windows, through the use of symbolism, tell the story of the life and faith of Mennonites and their Anabaptist forbearers. A brochure which describes the windows in more detail is available.

Please feel free to use the chapel for individual prayer and meditation.

IMPORTANT: Food and drink are NOT permitted in the Chapel

Prayer/Preparation Room

The Prayer/Preparation room, located off the chapel foyer, is available throughout the day for prayer and reflection. It is used periodically as a preparation room for concert performances. Our use of this space depends on considerate attention to the needs of others and flexibility to accommodate our program needs.

Music Practice Rooms

The five practice rooms are booked only by students registered for Music Studio courses. A schedule is posted on each door by the end of the second week of each term. Music students are given first chance to use un-booked rooms. Please give up CGUC practice studios graciously to Music students who need time to practice. They get priority consideration.
Other students who are permitted to use the practice studios include CGUC Residents and Associates, and students taking other music courses at Conrad Grebel University College.

**IMPORTANT: Food & drink are NOT permitted in Practice Rooms**

Music students registered at Wilfrid Laurier University should use WLU’s facilities for their practice sessions.

**Music Lockers**

Instrument storage lockers are available free of charge to current Music students, with priority given to students needing to store instruments. Lockers must be booked each term through the Music Department Administrative Assistant. Should there be any unused lockers after the start of the term, residence students may then request to book a locker.

**Chapel Piano**

The upright piano is provided for general student use. The grand piano is reserved for worship services, Music Department use, and other formal occasions. It is kept locked at other times. The Chapel is reserved for prayer and meditation each weekday morning until 9am. **The piano may not be used during this time.** Sometimes special arrangements are made for rehearsals before a noon concert or recital.

**Classroom Pianos**

Pianos in Rooms 1101, 1110, 1111, 1201, 1202 and 1302 are reserved exclusively for Music Department Teaching.

**Chapel Organ & Harpsichord**

Use of these instruments is limited and must be arranged through the Music Office.

**DO NOT TRY TO REPAIR OR TUNE PIANOS.** Contact the Music Office (Room 1104, academic wing) if you notice any problems.
Milton Good Library

uwaterloo.ca/grebel/milton-good-library

1. Is located on the third floor of the Conrad Grebel Academic Building
2. Has a collection of over 56,000 items to support the College’s teaching program, with special emphasis on Peace, Anabaptist-Mennonite Studies, Music, Biblical and Religious Studies
3. Is part of a consortium which includes the libraries at University of Waterloo, Wilfrid Laurier University, and the University of Guelph
4. Is included in the online catalogue PRIMO for library materials and resources (both print and electronic (www.lib.uwaterloo.ca)
5. Is available to all students with a WATCARD or WLU student card for library borrowing, to place book requests, and as a pickup location for materials requested from WLU or Guelph and from the InterLibrary Loan service (RACER)
6. May be used as a return facility for resources from other university libraries

We also have....

1. Quiet study carrels
2. Seven public computers with Internet connections and Microsoft Office. *Come prepared to save your work to an external drive as public terminal hard drives are wiped nightly.*
3. Wireless access for UW students
4. Computer printer and two scanners are available for student use (printing cost: 10 cents/page)
5. Photocopier with Watcard payment
6. Scissors, stapler, and three-hole punch available for use
7. Elevator access upon request
8. Reference assistance by full-time staff Monday to Friday, 8:30 a.m. to 4:30 p.m.
9. Drinks allowed in closed containers. *No Food Please!*

Library Hours (Fall and Winter terms)

8:30 am – 9:00 pm (Monday to Thursday)
8:30 am – 4:30 pm (Friday)
1:00 pm – 5:00 pm (Saturday)
The Mennonite Archives of Ontario

1. Is accessible at uwaterloo.ca/mennonite-archives-ontario
2. Is located adjacent to the library
3. Holds source documents related to the history of Mennonites in Ontario. These include congregations, conferences, institutions such as Mennonite Central Committee Ontario, and individual Mennonite leaders. In addition to paper documents, the collection includes photographs, audio tapes, video tapes, microforms. CDs and DVDs.
4. Has archival material available for student research in relevant courses.

Contact Archivist/Librarian Laureen Harder-Gissing for an appointment lharderg@uwaterloo.ca or (519) 885-0220 x24238

The Archives is generally open 9:00 am - 4:30 pm Monday to Friday.

Atrium

The large open atrium area is a wonderful space for visiting and studying with its bright windows, comfortable furniture and handy Common Ground Coffee Bar. The large sculpture on the wall demonstrates the Anabaptist/Mennonite story and draws visitors from the community. Since this area of the College is a public gathering place for visitors, conference groups and faculty and staff, students must make sure that when they leave the area, they take all their books and belongings with them.

The atrium is locked at 10 pm on weekdays and is closed on the weekends.

Bicycle Guidelines

Keep these things in mind when bringing a bicycle to Grebel:

1. Bicycles are not permitted inside College buildings (apartments, residence, or academic area).
2. Outdoor bicycle racks are located around the buildings.
3. The bicycle storage space is available to Residents, OCR’s and On/Off Campus Associates who pay the applicable fee. Keys are issued to specific individuals and may not be shared with other persons. The storage room is located on the first floor of the apartment building.

4. To obtain a key to the bicycle storage space, students must provide a description of their bicycles, including model and serial number, and pay a partially-refundable key deposit each term.

5. Users of the bicycle storage space are responsible for keeping the door locked at all times. The College is not responsible for damage or loss resulting from a user failing to keep the door locked.

6. Bicycle storage keys must be returned at the end of the term (last day of Winter term for Fall/Winter students). Users not returning their keys will be assessed a lost key charge.

7. Bicycles must be removed from the bike shed at the end of the term (not until April for Fall/Winter students). Those bikes not properly registered or those left after the end of the term become the property of the College and are disposed of accordingly.

Parking Guidelines

1. Persons legitimately using Conrad Grebel University College parking facilities are classified as permit holders or visitors.

2. Parking permits are issued to College faculty, staff, Residents, Associates, music majors, PACS majors and full-time graduate students upon payment of applicable fees and completion of the necessary forms. Parking decals must be affixed to the vehicle's front windshield, bottom corner on the driver's side.

3. Legitimate permit holders must prove that they are the owners of the vehicle they are registering for the parking permit and that they will be the only ones parking that vehicle in the parking lot. Students may only purchase passes for vehicles where the ownership is in their name or their parents' name unless specific permission from the Director of Operations is received.

4. Visitors must pay for parking at the prescribed rate through the ticketed parking system. Ticket parking rates are posted at the entrance to the south parking lot.

5. Vehicles parked in the "No Parking" zones in front of the garbage bin, doorways and service entrances will be towed.
6. Parking in driveways is permitted only as designated.
7. Parking is available in the main lot and a few spots are available at the north end. However, please note that two parking spots at the north end are 15-minute parking only.

THE COLLEGE ASSUMES THE RIGHT TO TOW REPEAT OFFENDERS TO THE UNIVERSITY POUND, AT THE OWNER’S EXPENSE.

Public Use of Grebel Facilities

The College is not only a residence but it is a centre for other activities. All outside groups are required to adhere to College policies. Refer to GCUC policy #912. This policy is negotiated between students and administration.

Residents’ Access to Apartment Building

The outside doors to the apartment building are kept locked. Residents will not have keys to this building. Residents are welcome to visit On-Campus Associates in the apartments when they are invited into their space.

EMERGENCY INFORMATION

In case of emergency, please contact the Dons or Campus Hosts for assistance. They are prepared to help in case of fire, medical emergency, criminal activity, mischief, equipment breakdown and any other situation you do not know how to handle.

The Dons and Campus Hosts have access to First Aid kits and they have basic First Aid training. In any case, when immediate medical assistance is required - call 911.

If you become aware of or suspect criminal activity contact the UW Police and a Don/Campus Host immediately.

UW CAMPUS POLICE: 519-888-4911
In case of equipment breakdown in any aspect of the physical plant, please contact a Don or the Campus Hosts. Do not attempt to repair something yourself.

**Fire Safety Procedures**

Fire safety is everyone’s business and responsibility. This is especially important when so many people live and work in one building. In order to ensure maximum safety, everyone must ensure fire safety in his/her own room.

1. Extension cords should be carefully monitored.
2. Avoid overloading the circuits.
3. Light bulbs in lamps must be of the proper wattage to avoid overheating.
4. All electrical equipment used in the rooms (kettles, hair dryers, stereos, etc.) must be electrically safe, CSA approved and used appropriately.
5. Grebel is smoke-free. Persons who choose to smoke must do so outdoors and they must be particularly careful that all cigarette butts are properly extinguished and disposed of in the receptacles provided.
6. Use of candles in residence rooms is not permitted.

**Fire Safety Equipment**

The College facilities are equipped with a fire alarm system. Pull stations exist near exits. Heat sensors are located in public areas and offices and smoke detectors are installed in all residence rooms. Hose cabinets are located in the corridors on each floor of the residence wing. Fire hoses are not for the use of students. They must be used only by Fire Department personnel. Each hose cabinet contains a fire extinguisher. Never attempt to use a fire extinguisher unless you are familiar with its use and only if the fire is small and easily extinguishable.

**In Case of Fire**

1. Sound the alarm from the closest pull station. Ensure that someone is calling the fire department at 911.
2. Clear the immediate area, close doors and windows if possible, and inform the Fire Alarm Response Crew of the fire location.
IF THE FIRE ALARM SOUNDS
Immediately stop what you are doing. Remain calm and prepare to evacuate if necessary. If in the academic building, move to the atrium and listen to the public address system for instructions. When exiting a room close but not lock all windows and doors.

Follow the instructions of staff, Campus Hosts and Dons given over the PA system during a fire alarm.

GREBEL OFF-CAMPUS RESIDENTS (OCR)
Off-Campus Residents are first year students living in off-campus homes during Fall term. They have contracted to move into residence for either Winter or Spring term. Off-Campus Residents are invited to use all of Grebel’s facilities and participate in all the residence activities. Each Off-Campus Resident will hold outdoor keys to the residence building.

ON-CAMPUS ASSOCIATES
(Apartment Dwellers)
Apartment Dwellers are considered On-Campus Associates. As such they are invited to use Grebel’s facilities and engage in Grebel’s programs. Each On-Campus Associate will hold outdoor keys to the residence. They are encouraged to use the dining room, lounges, study room, laundry room and games room of the residence building. While in the residence, Associates need to adhere to residence community guidelines.

OFF-CAMPUS ASSOCIATES
Off-Campus Associates are students who live off-campus yet want to be formally connected to the College and its programs. These students will not hold keys to the residence or the apartment building; yet they are invited to use the facility while it is open and after-hours when invited in.
PRIVACY GUIDELINES

College Privacy Policy

Conrad Grebel University College is committed to protecting the privacy of the personal information of its students, alumni, employees, donors and other stakeholders. The College will recognize and maintain this trust by being transparent and accountable about how information is treated and shared.

During the course of both academic and residence programs, and through constituent or alumni activities, personal information is frequently gathered and used. This information is used primarily for communication from the College which takes a variety of forms such as mail, e-mail, or phone. Anyone from whom such information is collected can expect that it will be carefully protected and that any use of this information is subject to consent. Conrad Grebel University College is an affiliated College of the University of Waterloo and as such operates in conjunction with the Privacy Guidelines of UW.

(Excerpted from CGUC Policy #017)

Upon request the Administrative Assistant to Student Services can provide a copy of the complete policy.

Confidentiality

Student Services staff and student leaders are committed to treating all students with dignity and respect. We will treat private conversation with respect and honour. With this said, we cannot, in all cases, promise complete confidentiality. Confidentiality cannot be kept if information is shared that leads one to suspect or believe:

1. A student’s well-being is at risk - this would include but is not limited to:
   a. a student is in danger of hurting him/herself
   b. a student is in danger of hurting another individual

2. A student’s actions or plans violate Grebel’s guidelines for community living.

Student Records

Student non-academic records are located in Student Services Office until students graduate. After graduation the files are archived. A student
may request to see his/her own records. To do so, the following steps will need to be taken:

1. A written request must be submitted to the Student Services’ Advisory Group.
2. The Director of Student Services, in conjunction with the Advisory Group, will review the file.
3. In most cases the file (or a copy) will then be given to the student to review privately. In some cases the file will only be released for review in conversation with the Director of Student Services.

**ALCOHOL USE GUIDELINES**
(parts excerpted from Grebel’s larger Alcohol Policy #104)

**Basic Principles:**
1. All illegal use of alcoholic beverages is strictly forbidden, and when alcoholic beverages are served, the applicable laws must be strictly observed.
2. Whenever and wherever alcoholic beverages are used or served in the College, moderate consumption is assumed and, if necessary, enforced.
3. Those who consume alcoholic beverages must show respect for those in the community offended by such activity.
4. While the use of alcoholic beverages is tolerated at certain events and in some designated areas, the use of alcoholic beverages in the College is generally discouraged.

**Specific Policies:**
1. Alcoholic beverages will not be served at the College at events sponsored by the College.
2. Alcoholic beverages may be consumed in moderation in designated areas by persons who are 19 years of age or older. As is the policy across campus (UW Policy #21), underage drinking is not permitted or tolerated. Failure to comply could jeopardize a student’s current and future contracts with the College.
3. Moderate drinking of alcoholic beverages is tolerated in student rooms only when it does not interfere with the peace and personal freedom of other Residents and only when roommates agree.
4. Keg parties or any other parties in residence rooms, where alcohol is the focus or a predominant component of the gathering, are not in keeping with Grebel’s vision and therefore, not permitted.

5. Alcoholic beverages may be consumed in residence floor lounges as long as the beverage is in an opaque cup. Drinking of alcoholic beverages in other areas of the residence is not permitted except when the student leadership team, together with the Director of Student Services, agrees to a variant of this regulation in a particular term.

6. Individuals who abuse alcohol may be asked to take an alcohol awareness course through UW Counseling or Health Services.

7. Grebel adheres to Ontario’s Liquor License Act which states:
   a. no person shall keep for sale, offer for sale or sell liquor except under the authority of a license or permit to sell liquor or under the authority of a manufacturer’s license
   b. no person shall canvass for, receive or solicit orders for the sale of liquor unless the person is the holder of a license or permit to sell liquor or unless the person is the holder of a license to represent a manufacturer
   c. no person shall deliver liquor for a fee except under the authority of a license to deliver liquor

**DISCIPLINE FOR NON-COMPLIANT BEHAVIOUR**

It is assumed that Residents are reasonably mature and that all or most discipline is internal and involves those immediately concerned. Whenever the initial disciplinary steps break down or are insufficient to maintain the strength of the Residential community, the Administration has the responsibility and the right to take necessary action.

Expulsion or temporary suspension will be a measure of last resort. Before actual expulsion or suspension takes place, events leading up to it will be reviewed by a committee which will hear the case from both the involved Resident and the Administration. Although not considered an “appeal” as such, the Chair of the Appeals Committee for Conrad Grebel University College will convene this committee which will consist of the following members:

- Chair of Appeals Committee
- The Student President
• Other student chosen by the Resident involved
• College Council Member

If one of the three is involved in the dispute the chair will appoint a suitable alternate.

The majority decision of the committee will be final (except for the possibility of one appeal to the same committee if new evidence is introduced) and will go into effect immediately.

STUDENT APPEAL PROCESS

The policies and procedures laid out in the Student Handbook are established by the administrative executive group under the direction of the College’s Board of Governors.

Students may appeal the application of a given policy. That is to say, students may feel a policy is not being applied fairly and wish to appeal its’ application. A student, however, may not appeal the actual established policy.

To initiate an appeal please refer to Grebel Policy #003. This policy can be accessed by the Administrative Assistant to the Director of Student Services.

FOOD SERVICES

Meals are served at the following times:

**Weekdays:**
- Breakfast: 7:30 am - 9:00 am (hot)
  9:00 am - 10:30 am (cold, self-serve)
- Lunch: 11:30 am - 1:30 pm
- Dinner: Fall/Winter: 5:00 pm - 6:30 pm Monday to Friday
  Spring: 5:00 pm - 6:00 pm Monday to Friday
  Wednesdays - Community Supper 5:30 pm - 6:30 pm

**Weekends & Holidays:**
- Breakfast: 8:00 am - 11:00 am (cold, self-serve)
- Brunch: 12:00 pm - 1:30 pm
- Dinner: 5:00 pm - 6:00 pm
Residents with classes that run past the end of dinner may ask the kitchen to keep a hot meal for them. The Dons or Campus Hosts will let you into the kitchen if you return after it has closed. Bag lunches can be ordered ahead of time if you know that you will be absent for lunch.

Meals begin with UW's orientation week and end with the UW exam period. Residence fees are set assuming students eat 70% of their meals at the College. Fees cover breakfast, lunch & dinner and afternoon snacks. The kitchen is open from 2:00 pm - 4:30 pm so that students can access beverages, fresh fruit, yogurt, cereal, bread/bagels and spreads for snacking. The meal plan also includes a couple of late evening snack times each week.

**FOOD and DRINK MUST NOT BE REMOVED FROM THE DINING ROOM.**

Residents have paid for their meals as part of their residence fee. All other people are required to pay for any food obtained in the dining room. Residents are asked not to share food, or supply food for non-Residents.

The food service staff tries to accommodate special dietary needs. If you have medical or other reasons for requiring special dietary consideration, please talk to the Director of Student Services or the Food Services Manager. Remember that food service is being provided for a large number of people and a particular request is not always possible.

The dining room may be used for study with the following conditions. It is a public space; therefore, you cannot insist that other people be quiet. It is a dining room; therefore, all books, laptops, etc. must be cleared away whenever other public events are scheduled for the room. Anything left will be placed in the lost and found area. If you make a mess in the dining room, you are expected to clean it up.

Frequently the dining room is reserved by various outside groups for banquets or receptions. We try to limit the number of groups to reduce disruption of student life, but we ask that you be considerate when the dining room is in use. Residents will be notified in advance of these events.
Common Ground Coffee Bar

The College operates a coffee bar called Common Ground in the atrium. A variety of hot and cold beverages, baked goods and snack foods are available. Normal operating hours are 8:30 am – 4:30 pm and 6:30 pm – 9:00 pm. Evening hours may not be available during Spring term.

The Resident meal plan does not include items sold in the coffee bar. All Residents, Associates and guests are welcome to purchase items from Common Ground.

OFFICE HOURS

Student Services Office:
The Student Service’s is typically open Monday to Friday 8:30 am - 4:30 pm. Pam Bartel (Administrative Assistant) generally works from 9:00 am - 4:00 pm Tuesday through Friday. Mary Brubaker-Zehr (Director of Student Services) and Ed Janzen (Chaplain) work Monday through Friday. Tamara Shantz (Student Services Program Assistant) works half-time and her hours vary from term to term.

Main Reception Office:
Grebel’s Main Reception Office is open Monday to Friday, 8:30 am - 4:30 pm. Calls coming into the College after hours come in to the Campus Hosts’ apartment. Your phone numbers will be given out unless you request otherwise.

LOST & FOUND

Non valuable items can be put into the lost & found hamper and bin. Usually this is where you will find missing clothing items and books that have been left lying around. This bin is cleaned out monthly and taken to the main office where the items are kept until the end of term. Valuable items found, such as watches, keys, glasses and wallets are taken directly to the Main Reception Office and should be claimed there. All items not claimed at the end of each term become the property of the College and are disposed of accordingly.
MAIL

Mail is delivered before 9:00 am each morning and can be picked up from the Main Reception Office by student volunteers after 10:00 am. Residents have individual mail boxes located in the Student Games Lounge.

Postage can be purchased at the Main Reception Office during regular hours for letters. The front office is not equipped to mail parcels.

Canada Post’s policies no longer allow the College to forward any mail. If you wish to have your mail forwarded, please contact Canada Post to make arrangements. Following a student’s departure from residence, we will hold mail at the Main Reception Office for one term. We expect you to make arrangements for someone to pick it up. Office hours are 8:30 am to 4:30 pm Monday to Friday. After one term, and if you do not return to Grebel, any first class mail not picked up will be “returned to sender” and all other mail will be discarded a few weeks into the term. If you would like to make alternate arrangements for any special mail that you know will be arriving while you are away, please contact the Main Reception Office.

FAXES

Residents may send and receive personal faxes at the Main Reception Office for a small fee. Go to the Main Reception Office for details. Conrad Grebel University College’s fax number is 519-885-0014.

PUBLICATIONS

Every Wednesday during Fall/Winter terms, the College produces a community bulletin which is issued at Community Supper and posted on the College website. The bulletin underscores significant events taking place at Grebel in any given week and notes other matters of general interest.
Grebelspeaks

*Grebelspeaks* is the student newspaper published three or four times per term during the fall and winter and once during the summer term. A student editor is appointed by the Student Council, and the bulk of the writing is done by Grebel students volunteering articles.

Jahrgeist

Jahrgeist, (from the German phrase, "spirit of the year") is the student yearbook. Student editor are appointed by Student Council. The purpose of the yearbook is to create a representative record of College life for a given year.

**CONTRACT AND FEE PAYMENT POLICIES**

**FOR RESIDENT STUDENTS**

Basic fee includes full room and board beginning with dinner the first day residence opens until breakfast the morning after the last day of scheduled exams. Fees are set assuming the average student eats 70% of the meals provided by the College during the term. Fees will not be adjusted for specific dining habits or needs.

A contract for accommodation is valid for room and board only. It is not linked to specific room location or roommate pairing. Room location and roommate pairing is at the sole discretion of the College and can be determined or adjusted without notice to the student upon direction of the Director of Student Services Advisory Committee.

**First time Grebel Residents**

A $500.00 deposit must be paid in full by the designated deadline date to Conrad Grebel University College.
Policies for all Residents

1. A $500.00 deposit must be active with the College (see above).
2. CGUC will hold all deposits in escrow. Interest will be paid on the monies held in escrow. When the Resident decides not to sign another residence (or apartment) contract, the deposit along with the interest will be refunded to the student. If the student does not fulfill the terms of the contract, the deposit and accrued interest will be automatically forfeited.
3. Students entering the Fall term are required to register for two terms (Fall/Winter or Fall/Spring). 60% of the total 8 month cost, including various activity fees, is due August 10, 2012 with the remaining 40% due December 7, 2012 for Winter term or April 5, 2013 for Spring term.
4. Students entering residence in Winter or Spring terms will only be contracted for one term. Anyone holding a four month Winter or Spring contract will pay 100% of the costs by December 7, 2012 or April 5, 2013 respectively.
5. If fees are not paid by August 10, 2012 for Fall (December 7, 2012 for Winter 2013, April 5, 2013 for Spring 2013) and if no mutually agreeable payment plan has been negotiated with the business office, unpaid fees will be subject to a penalty charge of $50.00. Statements will be issued monthly on all unpaid balances and a 2% monthly interest charge will be levied for balances outstanding on the last calendar day of the month, beginning in September (January for Winter, May for Spring).
6. Residents may not occupy their room during Christmas recess or between terms. Term fees cover the period from UNIVERSITY OF WATERLOO’s registration day to UNIVERSITY OF WATERLOO’s final examination day. Only in unusual circumstances and for additional fees will special arrangements be made.

Contract Provisions for Resident Students

1. A contract for accommodation is valid only if the properly-signed and witnessed offer is received by the College by the Acceptance Deadline.
2. According to College policies referred to in point 7 below, the applicant is responsible for the payment of all residence fees for the contracted terms of Residence on or before the designated dates.
3. The contract may be terminated, as determined at the sole discretion of the College and the deposit and any residence fees paid, to be forfeited, without prejudice to any other rights or remedies that the College may have, including, but not limited to the right to receive the residence fees for the Contracted Terms of Residence:
   a. if the applicant has not moved into residence on the date the contract begins, as specified above, unless prior to such date the applicant has notified the Director of Student Services of the College in writing that the applicant will be moving in after that date; or
   b. if the applicant has not paid the residence fees for the contracted terms by the designated dates unless prior to such designated dates, the College has agreed to a payment plan.

4. The contract shall be deemed to be terminated and the deposit and any residence fees paid, to be forfeited, without prejudice to any other rights or remedies that the College may have, including, but not limited to the right to receive the residence fees for the Contracted Terms of Residence:
   a. if the applicant is not admitted for study to an academic program of the University of Waterloo or Wilfrid Laurier University (called the “Universities”); or
   b. if the applicant loses the right to continue studies in his or her academic program; or
   c. if the applicant is not in satisfactory academic standing with the Universities. (“Satisfactory”, for the purposes herein, shall be determined solely at the discretion of the College acting reasonably); or
   d. if the applicant voluntarily chooses not to fulfil the contract by notice to the College prior to the onset of the contracted terms; or
   e. if the applicant voluntarily vacates the residence during the contracted terms of residence. (“Vacates”, for the purposes herein, shall be determined solely at the discretion of the College acting reasonably); or
   f. if the applicant involuntarily vacates the residence, during the contracted terms of residence. In such circumstances the College will require the applicant to re-apply for admission.

5. The applicant agrees to pay to the College, upon demand, the cost of any damage to the room occupied by the applicant and to the furnishings within the room, and to any damage the applicant has caused to the College and/or the furnishings contained therein.
6. The applicant shall vacate the accommodation on or before the last date of the contracted terms, as referred to above.

7. The policies and procedures of the College as outlined in this Student Residence Handbook are hereby incorporated as part of the contract in the same manner as if repeated herein.

**GREBEL COURSE REQUIREMENTS**

Conrad Grebel University College encourages Residents to take courses offered at the College. There are primarily two beneficial reasons for taking a Grebel course:

1. To ensure that all CGUC students, as part of their studies, consider basic questions of human meaning and value and of religious faith, in the context of the College's academic community.
2. To encourage interaction between the CGUC faculty and students and between the Colleges' academic and residence programs.

**Upper-year students** are encouraged to take one CGUC course in one of the two terms.

**First-year students** are encouraged to take one CGUC course in each of the two terms.

**SCHOLARSHIPS, AWARDS, AND BURSARIES**

Conrad Grebel University College students are eligible for all scholarships, bursaries and financial aid programs offered by and through the University of Waterloo, including OSAP (Ontario Student Assistance Program) and Canada Student Loans. Information regarding all such aid is available through the University Student Awards Office in Needles Hall.

In addition, the College has a number of bursaries, scholarships and awards managed by Grebel's Scholarship and Bursaries Committee. Bursaries are regarded as supplemental assistance offered after all other options such as OSAP have been explored. Other awards are offered on the basis of merit and would-be recipients may apply or be nominated. Brochures are available in the Student Services office and on-line.
LANDMARK EVENTS OF EACH WEEK AND YEAR

Events do not make community; community happens as each individual gives something of himself or herself. But certain events and traditions have evolved that help to support the possibility of community. Some of these traditions are listed below.

**Orientation Week**

Activities are planned for the entire week beginning on Labour Day Monday. Orientation Week at Conrad Grebel is for all students - frosh and returning students. We encourage you to participate in all the events both at Grebel and on the UW campus. Residential events will not conflict with faculty events.

**Commencement**

Commencement is an All-College assembly that opens the new school year. It is held on Wednesday of Orientation week beginning at 5pm in the Great Hall. Dinner in the dining room follows at 6pm.

**All-College Retreat**

Each year, on the weekend following Labour Day, there is an All-College retreat at Camp Trillium, on Rainbow Lake near Waterford. This is the final event of orientation week where students, faculty, and staff take time out to relax and get to know each other away from the College setting. The residence will be entirely closed and all Residents are expected to go. If for some reason you are unable to attend, arrangements must be made with the Director of Student Services.
Chapels

There is one weekly worship service on Wednesdays at 4:30 pm (in addition, students gather for study, informal worship or discussion throughout the week). Although based in the Mennonite tradition, the Chapel program tries to find ways in which the faith of all its participants can find expression. Active participation by students, faculty and staff make this a vital part of life at Grebel.

Community Suppers

Every Wednesday night, Residents, Associates, Faculty and Staff gather for dinner and a short program. It is our regular, mid-week opportunity to gather and reconnect as a College. It is one of the most important things we do together and students are asked to make weekly attendance a top priority.

End of Term Celebrations

Each term is finished in style with a superb event. Faculty, Staff, Residents, and Associates celebrate the term by joining together for a special Chapel service at 5:30 pm, a dinner at 6:30 pm and a late evening talent show and dance. Due to space constraints, students may not bring guests.

Winter Chapel Retreat

Every mid-January the Chaplain, along with the Chapel Committee, hosts an off-site winter retreat weekend for all interested Residents and Associates. The theme varies from year to year, but the intimate fellowship, the meaningful reflection and conversation, and the fun-filled activities are a constant. A minimal retreat fee is charged.

Taste of Grebel Day

This is a festive occasion that occurs annually at Grebel. Family and/or friends of all Residents and Associates are invited to come and experience ‘life’ at Grebel. This day gives them a chance to learn more about the College, meet and hear from faculty and staff, interact with students, and experience student talent. It’s a fun day for all!
Convocation

All students convocate at the University of Waterloo. Grebel also wants to celebrate the graduation of students who have been most closely linked to the College - the Residents, the Associates, those in our Music and PACS programs as well as those graduating from our Graduate Program in Theological Studies. Every spring a celebratory convocation event is planned for the graduating students and their family and friends. A reception follows in the dining room.

Other Activities

Many other activities undergird community: athletics, small group studies, social events, talent shows. We encourage you to fully engage.

MUSICAL ORGANIZATIONS

The University of Waterloo Music Department at Conrad Grebel University College invites all students, faculty, staff and community members to join any of the five varied musical ensembles that it sponsors and organizes. Each ensemble listed below can be taken for credit (0.25 credits each) or as an extracurricular activity. Regular attendance at rehearsals is required, and attendance at dress rehearsals and performances is mandatory. All of these groups present at least one concert during the term. For more information about participating in an ensemble, audition, or interview dates and requirements, visit the Music Department website: uwaterloo.ca/music/ensembles. To sign up for an audition, visit the bulletin board outside the Music office (room 1104) or email music@uwaterloo.ca before the start of each term.

Choral Ensembles

The UNIVERSITY CHOIR meets every Tuesday from 7 pm-10 pm beginning the first week of classes each term. This large choir performs a varied repertoire of works from the past and present. No formal audition is required. Vocal interviews take place on the first Tuesday once classes start. The interview consists of a series of vocal exercises to determine vocal capability.
The **CHAPEL CHOIR**, under the direction of Ken Hull, meets every Monday from 3:30 pm-5:00 pm and Wednesday from 3:30 pm - 5:20 pm in the CGUC Chapel beginning the first week of classes (Fall/Winter terms only). This choir is a group of about 30 singers who participate in College Chapel services (Wednesday, 4:30 pm - 5:20 pm) and visit area churches. Acceptance into Chapel Choir is by audition. Students will be asked to arrive to their audition warmed up and ready to sing. The audition requires singing a series of vocal exercises and doing some sight-reading (no prepared piece is required).

The **CHAMBER CHOIR**, under the direction of Leonard Enns, meets every Tuesday and Thursday in the CGUC Chapel from 4:00 pm-5:30 pm beginning the first week of classes (Fall/Winter terms only). This small ensemble of about 25 voices performs madrigals, motets, cantatas and other works suitable for a small choir. Acceptance into the UW Chamber Choir is by audition. Students will be asked to arrive to their audition warmed up and ready to sing. The audition requires singing a series of vocal exercises and doing some sight-reading (no prepared piece is required).

**Instrumental Ensembles**

The **UW STAGE BAND** is a jazz ensemble under the direction of Michael Wood. It meets every Monday in the Great Hall (Conrad Grebel University College, room 1111) from 7 pm to 10 pm. The UW Stage Band is available in Fall/Winter terms. The audition sign-up sheet will be located on the bulletin board outside the Music office (room 1104). Auditions consist of one prepared piece in any style. The Director tries to accommodate both traditional and non-traditional jazz instruments in the ensemble.

The **INSTRUMENTAL CHAMBER ENSEMBLES**, directed by Ben Bolt-Martin, meet at different times during the week, depending on the schedule of the members of each ensemble. Instrumentalists interested in playing in small groups of approximately 3 - 8 players may join this group of ensembles after auditioning. These musicians perform a wide variety of classical music from all time periods. Audition requirements: two contrasting pieces, one lyrical and one technical.

**VOCAL TECHNIQUES** meets on Wednesday evenings from 7:00-9:00 pm in room 1302. It is structured in a lab format and is led by Stephanie Kramer. It covers the foundations of singing, basic pedagogy,
diction/phonetics, practice routines, and performance tips designed to prepare students for more in-depth individual voice instruction. There will be opportunity to sing a variety of repertoire during class time using the skills covered. This course is also useful for pianists interested in vocal accompanying. All interested University of Waterloo students are welcome to sign up for a brief vocal interview. Ensemble size is limited to 20 with priority given to students enrolled in a music studio course. Acceptance into Vocal Techniques is by interview and at the discretion of the instructor.

**Noon Hour Concert Series**

The Noon Hour Concert series, sponsored by the University of Waterloo Music Department at Conrad Grebel University College, presents performances by local and international talent. These free concerts are presented in the fall and winter terms and feature classical, jazz, world music, and contemporary works. Noon Hour Concerts take place on most Wednesdays, 12:30 pm -1:20 pm, in the CGUC Chapel.

**Student Recitals**

Toward the end of each term, many of the University of Waterloo’s Music students present recitals in the Chapel. Admission is free and everyone is encouraged to come.

Concerts begin promptly at the times announced. Please be considerate of performers and listeners. If you must arrive late, wait for a break in the program before entering.

**II. CONRAD GREBEL PERSONNEL**

**Faculty and Administration**

Part-time

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeremy Bergen</td>
<td>Assistant Professor of Religious Studies and Theology</td>
</tr>
<tr>
<td>Mary Brubaker-Zehr</td>
<td>Director of Student Services</td>
</tr>
<tr>
<td>Sara Cressman</td>
<td>Director of Finance</td>
</tr>
<tr>
<td>Leonard Enns</td>
<td>Professor of Music, Undergraduate Advisor for Music</td>
</tr>
</tbody>
</table>
Marlene Epp  Associate Professor of History and Peace and Conflict Studies
Nathan Funk  Associate Professor of Peace and Conflict Studies (on sabbatical July – December)
Laura Gray  Associate Professor of Music, Chair of Music Department
Kenneth Hull  Associate Professor of Music
Susan Schultz Huxman  President
Ed Janzen  Chaplain
Fred Martin  Director of Development
Reina Neufeld  Assistant Professor or Peace & Conflict Studies
Jim Pankratz  Dean, Director of Graduate Theological Studies
E. Paul Penner  Director of Operations
Troy Osborne  Assistant Professor of History
Derek Suderman  Assistant Professor of Religious Studies, Undergraduate Advisor for Religious Studies
Carol Ann Weaver  Associate Professor of Music
Thomas Yoder Neufeld  Professor of Religious Studies & Peace and Conflict Studies (Retiring Dec. 2012)

Office Staff
Sue Baker  PACS Certificate Program Manager
Pam Bartel  Administrative Assistant to Student Services
Julie Nash  Music Department Assistant
Rebecca Gibbins  Recruitment and Conference Coordinator
Mimi Hollinger-Janzen  Administrative Assistant to the Director of Operations, Bookings Coordinator, Receptionist
Mary Lou Klassen  Administrative Assistant to the Peace and Conflict Studies Program
Jennifer Konkle  Communication Coordinator
Rosella Leis  Accounting Assistant
Carol Lichte  Administrative Assistant to the President, Receptionist
Leanne MacKay-Bain  Administrative Assistant to the Dean & the Graduate Theological Studies Program
Birgit Moscinski  

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Tamara Shantz Student Services Program Assistant
Claudia Van Decker Administrative Assistant to Music Department

Library Staff
Mandy Macfie Library Clerk
Laureen Harder-Gissing Archivist-Librarian
Ruth Steinman Assistant Librarian

Food Services Staff
Judy Dyck Cook's Assistant
Annette Farwell Food Services Assistant, Cook
Dragica Franjic Food Services Assistant, Cook
Elizabeth Gerber Cook
Ljiljana Ilic Food Services Assistant
Janet Martin Cook
Loretta Martin Cook
Ruth Martin Cook
Cheri Otterbein Food Services Manager
Pam Renaud Cook, Assistant Manager
Milagro Vargas Food Services Assistant, Cook
Janet Walker Food Services Assistant, Cook

Custodial Staff
Marinko Franjic Custodian
Peter Hart Custodian
Wally Napiwotzki Custodian
Floyd Martin Maintenance

Campus Hosts
Erin & Felipe Gonzalia

Role of Director of Student Services
The Director of Student Services is the chief student life officer for the Resident and Associate students of the College. The Director is responsible for giving direction to the residence and student life
program. As such, the Director is responsible to articulate the vision and needs of the Residential and Associate programs and to represent these programs within the College, the University of Waterloo, and the constituency of the College. The Director does this while at the same time working for the welfare of the College as a whole.

**Role of the Chaplain**

The Chaplain gives direction to and facilitates the chapel program. The aim of the Chapel Program is to nurture members of the College community in Christian faith from a Mennonite perspective with an attitude of respect for other religious traditions. The Chaplain works with a team of student leaders and consults faculty, staff, and administrators in order to provide regular worship services, individual pastoral care and healthy spiritual growth for the community.

**Role of the Student Services Program Assistant**

Under the administrative supervision of the Director of Student Services, the Student Services Program Assistant participates in the work of Student Services which is to engage students in the building and celebrating a living and learning community. The person in this position will give focused attention to local and international service learning and volunteer opportunities, and to first-year students.

**Role of Campus Hosts**

The Campus Hosts are hired by the College to assist others in caring for the well-being of the Residents, as well as to help maintain the physical plant. They live in the apartment in the residence wing and represent the College during non-business hours. They are available to answer questions, assist the Dons during emergencies, and look after physical plant breakdowns. The Campus Hosts have primary responsibility for fire safety, parking and security during non-business hours. They are part of the student services team and work closely with the Dons, Director of Student Services, and the Director of Operations.
STUDENT LEADERS

Role of Dons

Dons are students hired by the College to assist the Director of Student Services in caring for the well-being of the Residents, as well as to help maintain the high quality of residence life. Generally 5 Dons live on the floors and are available for assistance and support.

The Dons for 2012-2013 are:

**Fall 2012:** Matthew Klassen, Vanessa Lachance, Sarah Steiner, Graham Watson, Aaron Neufeld  
**Winter 2013:** Matthew Klassen, Vanessa Lachance, Blaine Cressman, Jono Cullar, Christiane Brown 
**Spring 2013:** Brian Scott, Sarah Steiner, Graham Watson

Role of Chapel Leadership Team

The Chapel Leadership team works with the Chaplain to carry out the chapel program. The team uses its abilities, gifts, and spiritual sensitivity to provide regular worship services, participation opportunities, and spiritual growth for the community. This leadership opportunity is valuable to students for growth in self-understanding and skill development. It helps students consider their own future involvements in faith communities. The team is chosen during the Winter term for the following year.

The Chapel Committee for 2012-2013 is as follows: 

Aaron Neufeld, Brendan Coady, Joel Derksen, Katie Gingerich, Laura Easson, Michelle Koop, Rachel Dyck, Rachel Gingrich, Ruth Wright-Gedcke, Ryan Martens, Sara Brubacher, and Tess Fleming.

Elected Student Council Members

- **President:** Emily Mininger  
- **Vice-President:** Perry Everett  
- **Secretary:** Emma Bartel  
- **Treasurer:** Alyssa Wilson  
- **Social Convener:** Rhiannon Ball  
- **Associate Reps.:** Miraya Groot & Neil Thomas  
- **Co-op Rep:** Brendan Coady  
- **Male Frosh Rep:** will be elected in Fall
Female Frosh Rep: will be elected in Fall

Larger Leadership Team

Special Projects: Leah Toews & Jani Harris
Food Representative: Danny El Aguizi
Athletic Representatives: Katie Moes & Nathan Henderson
Grebelspeaks Editors: Heather Ikert & Ofotsu MacCarthy
Environmental Reps: Sarah Steiner & Emma Nussli
Flow: Janessa Mann
Peace Reps: Jono Cullar & Mike Chong
Yearbook Editor: David DeVries

STUDENT COMMITTEES AND ORGANIZATIONS

Flow

The Student Council (SC) recognizes 1 female FLOW leader as an associated member of the Larger Leader Team. FLOW serves the women in our community through discussion, organized events, listening to speakers etc. that focus on women’s issues and how to support others.

Solar Grebel

The Student Council (SC) recognizes 2 Solar Grebel leaders as associated members of the Larger Leadership Team. Solar Grebel is a student led project that aims to make Grebel more environmentally friendly. Students have worked to gather sponsors from the community in order to purchase solar thermal panels for the roof of Grebel. The project is ongoing and will continue for many years to come.

The Student Council

The Student Council (SC) oversees all aspects of student-initiated programs. It works in consultation with the Director of Student Services. The President of the student body serves as its chairperson.
Members are elected or appointed, depending on the position. SC is in charge of the student activity fee. SC funds a wide range of extra-curricular activities and contributes significantly in setting the direction of College life.

**Orientation Week Committees**

The Student Council appoints 2-3 people to work with a larger team of students to create, plan, and execute Orientation Week. They are called GOC (Grebel Orientation Committee).

The Grebel GOC leaders for 2012 are: **Seth Burt, Jane Honek & Alyssa Wilson.**

During the Winter Term, this group selects a group of Orientation Week Leaders (OWLs) who help plan Grebel’s special orientation activities that include both first years and returning upper year students.

The OWLs for Fall 2012 Orientation Week are: **Natasha Barlow, Lisa Bauman, Brendan Coady, Jono Cullar, Grant Davis, Rebecca Eerkes, Perry Everett, Dan Groot, Miraya Groot, Peter Gustainis, Jani Harris, Nathan Henderson, Britany Hicks, Rebecca Lyon, Emily Mininger, Kaitlin Norris, Emma Nussli, Ian Reed, Alison Scott, Brian Scott, Neil Thomas**

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This handbook and the guidelines herein have been approved by the Board of Governors. Although recommendations for change to the guidelines may originate at any level, changes must be approved by the Director of Student Services’ Advisory Committee.
III. CONRAD GREBEL UNIVERSITY COLLEGE

Effective: Fall 2010 (Replaces: Fall 2007)

Article I: Name

The name of the group shall be the Student Body of Conrad Grebel University College, hereinafter referred to as Students.

Article II: Membership

Students shall include those who are in good financial standing with Conrad Grebel University College and are:

1. Residents, who include:
   a) individuals contracted to live in the Conrad Grebel University College residence
   b) individuals who are first-year students living off-campus and contracted to be a Resident in their second Academic Term, hereinafter referred to as Off-Campus Residents

2. Individuals not living in the Residence Building but registered in the Grebel Associate Program for the current term, hereinafter referred to as Associates. Associates include:
   a) individuals contracted to live in the Conrad Grebel University College Apartment Complex in the current term, hereinafter referred to as On-Campus Associates
   b) individuals who are living off campus and are not Off-Campus Residents, hereinafter referred to as Off-Campus Associates

3. Individuals who are contracted to be a Resident or Associate in the following term, who have previously been a Resident or Associate, and who are currently not a Resident or Associate, hereinafter referred to as Off-Stream Students.

Article III: Officers

1. Officers and Duties
   a) Executive Officers shall include a President, a Vice-President, a Treasurer, a Social Convener, a Co-operative Student Representative, two (2) Associate Representatives, two (2) First-Year Student Representatives, a Secretary, and the Director of Student Services.
b) Duties of the Executive Officers are prescribed in the Bylaws of the Student Council.

c) Appointed Officer positions and duties are prescribed in the Bylaws of the Student Council.

2. Nomination and Elections

a) The Nomination Procedure and the Nomination Period are prescribed in the Bylaws of the Student Council.

b) The Executive Officers shall be elected by ballot, as prescribed in the Bylaws of the Student Council.

3. Term of Office

a) President
   i) Two terms, Fall and Winter, for the position of Fall Term President
   ii) One term, Spring, for the position of Spring Term President

b) Vice-President
   i) One term, Fall, or two terms, Fall and Winter, for the position of Fall Term Vice-President
   ii) One term, for the term which the Vice-President was elected for, if elected for Winter or Spring

c) Treasurer
   i) Two terms, Fall and Winter, for the position of Fall Term Treasurer
   ii) One term, Spring, for the position of Spring Term Treasurer

d) Social Convener
   i) One term, Fall, or two terms, Fall and Winter, for the position of Fall Term Social Convener
   ii) One term, for the term which the Social Convener was elected for, if elected for Winter or Spring

e) First-Year Student Representatives
   i) One term, Fall, or two terms, Fall and Winter, for the position of Fall Term First-Year Student Representative
   ii) One term, for the term which the First-Year Student Representative was elected for, if elected for Winter or Spring

f) Associate Representatives
   i) One term, Fall, or two terms, Fall and Winter, for the position of Fall Term Associate Representative
   ii) One term, for which the Associate Representative was
elected for, if elected for Winter or Spring

g) Co-operative Student Representative
   i) One term, for the term which the Co-operative Student
      Representative was elected for

h) Secretary
   i) One term, Fall, or two terms, Fall and Winter, for the
      position of Secretary
   ii) One term, for the term which the Secretary was elected for,
       if elected for Winter or Spring

i) The Term of Office for all appointed officers is prescribed in
   the Bylaws of the Student Council

j) Officers may resign from their positions by notice in writing to
   the President outlining their reasoning and decision. This
   notice shall be held in confidence until announced at the
   executive meeting prior to when the resignation would take
   effect

k) Any officer who fails to perform his/her duties adequately may
   be removed from that position by a vote of at least five
   Executive Officers.

4. Eligibility

a) President
   i) Must have been a Resident or Associate for at least two
      terms, including the current term
   ii) Must be a Resident or an On-Campus Associate during
       Term of Office

b) Vice-President
   i) Must have been a Resident or Associate for at least two
      terms, including the current term
   ii) Must be a Resident or Associate during Term of Office

c) Treasurer
   i) Must have been a Resident or Associate for at least two
      terms, including the current term
   ii) Must be a Resident or Associate during Term of Office

d) Social Convener
   i) Must be a Resident during Term of Office

e) First-Year Student Representative
   i) Must be a First-Year Student during Term of Office
   ii) Must be only one female and one male representative
       during Term of Office

f) Associate Representative
   i) Must be an Associate during Term of Office
ii) One On-Campus Associate and one Off-Campus Associate is recommended

g) Co-operative Student Representative
   i) Must be a Resident or Associate during Term of Office
   ii) Must be enrolled in the University of Waterloo Co-operative Education Program and who, upon taking office, has completed at least one work term

h) Secretary
   i) Must be a Resident or Associate during Term of Office
   i) Eligibility for Appointed Positions is prescribed in the Bylaws of the Student Council.
   j) Upon voted approval of the Executive Officers, Students not meeting the eligibility requirements may be allowed to be nominated and serve in an Executive Officer or Appointed position.
   k) Any Officer currently holding a position must resign from that position to be eligible for nomination for another position for the current term.

5. Remuneration
   a) The President of the Student Council shall receive an honorarium in recognition of his/her service in the amount of ten (10) percent of the basic residence fee, payable at the end of his/her term of office and paid from the Student Council budget.

Article IV: Meetings

1. General Meetings
   General Meetings shall be a meeting consisting of Students, and shall be held as deemed necessary and called by the President.

2. Quorum
   Ninety (90) Students shall constitute quorum of a General Meeting.

3. Voting
   Each Student may receive one vote at a General Meeting, which may be exercised in person or by registered proxy. Non-constitutional or non-fee related issues may be passed by simple majority.
Article V: Student Council and the Larger Leadership Team

1. Composition
   a) The Student Council shall be composed of all Executive Officers
   b) The Larger Leadership Team shall be composed of:
      i) all Executive Officers
      ii) all Appointed Officers
      iii) any positions recognized by the Student Council

2. Duties and Powers
   The primary duty of the Student Council and the Larger Leadership Team shall be to represent the Students to the administrative bodies and student societies of Conrad Grebel University College and the University of Waterloo. All other duties and powers of the Student Council are prescribed in the Bylaws of the Student Council.

3. Meetings and Procedures
   a) The first meeting of the Student Council shall be called and chaired by the President within one week of the announcement of the results of the Election for the current term
   b) Regular Student Council meetings shall be held weekly, except for weeks between Academic Terms, or as often as deemed by the President, subject to ratification by the Council members. All Students have the right to attend the meetings
   c) Special meetings may be called by the President. Members of the Council shall be notified with sufficient time to attend the meeting
   d) Five voting Executive Officers shall be considered quorum for a Student Council meeting
   e) Meetings of the Larger Leadership Team shall be held at least three (3) times per term. They are designed to provide a forum for things like networking, reporting, feedback, and advising from the various areas of student leadership. Additional meetings can be called at the discretion of the President.
   f) Procedures for meetings are prescribed in the Bylaws of the Student Council
Article VI: Non-Officer Positions

1. Dons
   The dons shall be selected from applications submitted to the Director of Student Services. The selection committee shall be chosen by the Director of Student Services and these members will represent student interest. At least one member of the don team must represent the dons at Larger Leadership Team meetings. This participating don will report on residence life and concerns, as well as relaying necessary information back to the rest of the don team.

Article VII: Amendments

1. Constitutional Amendments
   The Constitution of the Conrad Grebel University College Student Body shall be reviewed and amended, if necessary, each year. Amendments may be made in a General Meeting provided that:
   a) the General Meeting is announced no more than seven (7) days from the date the Amendments are published. The General Meeting must occur within fourteen (14) days from the date the Amendments are published.

2. Bylaws of the Student Council Amendments
   Amendments may be made to the Bylaws of the Student Council in a regular meeting of the Student Council provided that:
   a) the Student Council publishes the amendments seven (7) days prior to the date of the meeting when the amendments are to be voted on
   b) amendments may be proposed by:
      i) Executive or appointed officers.
      ii) Students, provided that it is presented in the form of a petition, signed by no fewer than thirty (30) signatures
   c) amendments may be passed by two-thirds vote of all executive officers present at the meeting

3. Fees
   Amendments may be made to student activity fees in a General Meeting provided that:
   a) the Student Council distributes a proposal for the increase to the Student Body for their perusal
   b) the General Meeting occurs no fewer than seven (7) days and no more than fourteen (14) days from the date that the proposal
BYLAWS OF THE STUDENT COUNCIL

Article I: Name and Objective

There is established a representative organization of the Students, hereinafter referred to as the “Student Council.” The Council operates under the auspices of Conrad Grebel University College wherein all decisions, expenditures and activities formally planned are conducted by the Council in consultation with the Director of Student Services Office.

The objective of the Student Council is foremost to:

a) promote the welfare and interests of the Students
b) act as representatives between the Students and the Administration, the University, the Federation of Students and the community
c) serve as a means of communication between the Students and administrative bodies
d) encourage co-operation between the church Colleges
e) sponsor, initiate, and direct extra-curricular activities
f) receive and administer all funds that may become the property of the Student Body, including all monies accruing from activities, functions, and events sponsored by the Student
Council

- affirm the Christian values on which Conrad Grebel University College was based
- legislate bylaws in the forms of rules and regulations applying and extending the provisions of this constitution

**Article II: Executive Officers**

1. **Duties and Powers**
   All Executive Officers, with the exception of the Director of Student Services, are voting members on the Council. The specific duties and powers of Executive Officers shall be defined as follows:

   a) **President**:
      - serve as Chief Executive Officer and Chairperson of the Student Council, presiding over meetings of the Student Council and General Meetings
      - be responsible for the agenda of the Student Council meetings
      - be a signing officer of the Student Council
      - serve as official representative, or select a delegate to serve as representative, of the Student Council and the Student Body to the Conrad Grebel University College Board of Directors, College Council, other Administrative bodies of Conrad Grebel University College or the University of Waterloo, and at all College functions or public occasions.
      - make the appointments of Appointed Officers on the voted approval of the Student Council
      - collect and compile reports from all Officers at the end of their said terms to be made available to incoming Officers

   b) **Vice-President**:
      - serve as Second Executive Officer of the Student Council
      - be a signing officer of the Student Council
      - serve as official representative of the Student Body when more than one representative is required, or in the absence of the President

   c) **Treasurer**:
      - keep an accurate record of finances to be reported regularly to the Student Council
      - oversee all income sources and their allocation, including depositing all funds given to the Student Council to the credit of the Council
iii) be a signing officer of the Student Council and ensure that
the appropriate individuals attain signing authority
iv) present an updated budget for the year at the beginning of
the term to be approved by the Student Council
v) present to the Student Council, before the end of the
Treasurer’s term, a complete financial report and a
tentative budget for the following year
vi) oversee the accounts for FLOW
vii) ensure that all money accrued from all activities, functions
or events sponsored by the Student Council are collected
and disposed of on the authority of the Council
d) Social Convener:
   i) form committees to plan and co-ordinate special events
      within the College
   ii) keep the Students informed of all events
   iii) work with the Associate Representatives to plan events for
      Residents and Associates
e) Associate Student Representatives:
   i) represent the Associates to the Student Council and at any
      other College or Student functions
   ii) work with the Social Convener to plan events for Residents
      and Associates
f) First-Year Representatives:
   i) represent the First-Year Students to the Student Council
      and at any other College or Student functions
g) Co-operative Education Student Representative:
   i) represent the Students in Co-op to the Student Council and
      at any other College or Student functions
   ii) plan and coordinate programming for Students in Co-op
   iii) provide counsel for Students in Co-op on matters relating
      to the University of Waterloo Co-operative Education
      Program
   iv) be responsible for the Co-op Information Board and/or
      website that shall include a calendar of important dates, a
      FAQ section, and anything else deemed important and
      pertaining to the needs of the Students in Co-op
   v) inform all Off-Stream Students of elections and
      constitutional changes with appropriate time to respond
      and vote
h) Secretary:
   i) assist in advertising for functions of the Student Council or
      events important to the students of Conrad Grebel
University College

ii) serve as the secretary for meetings of the Student Council and Appointed Officers

iii) post approved minutes weekly on the Student Council Board

iv) stock, update, distribute, and organize supplies in the Student Council cupboard

v) responsible for maintaining the birthday board

i) Director of Student Services:
   i) act as a liaison between the Student Council and Administration
   ii) be a signing officer of the Student Council (as necessary)

All Officers are required to complete a report upon the completion of their terms of office, summarizing their accomplishments, suggestions, and any other important or helpful information regarding their roles. The reports are to be handed to the President, who will then forward them to the Director of Student Services.

2. Nomination Procedures
   a) the Procedure for Nomination of Officers shall proceed as follows:
      i) nominations shall be handed to the Chief Returning Officer (as per Section 3) or left at a place designated by the Chief Returning Officer
      ii) nominations shall be handed to the Chief Returning Officer or left at a place designated by the Chief Returning Officer
   b) the Nomination Period shall be defined as follows:
      i) Fall Term Elections:
         (1) nominations for the position of Student Council President will be open one week prior to the opening of the nomination period for all elected officers. Nominations shall close prior to the Community Supper following the opening of the elections. The election for President will be held one week prior to the regular election at a Community Supper. The election day of the President will be the day nominations open for other positions. This is done to ensure Candidates who do not win the presidency have the chance to run for other positions.
         (2) nominations for the Fall Term Officers shall occur in the preceding Winter Term, on a date chosen by the
President. Nominations are open for all positions with exception to the First-Year Representative positions. Nominations shall close prior to the Community Supper following the opening of the elections

(3) nominations shall open for the First-Year Representative positions and any unfilled positions at the second Community Supper of the Fall Term, and shall close prior to the Community Supper following the opening of the elections

ii) Winter Term Elections:
(1) nominations shall open for all unfilled positions for the Winter Term at the first Community Supper of the Winter Term, and shall close prior to the Community Supper following the opening of the elections

iii) Summer Term Elections:
(1) nominations shall open for the Summer Term Officers by the second-last Community Supper of the Fall Term. Only positions deemed necessary for the Summer Term, as determined by the Fall Term Officers by the second-last Community Supper, shall close prior to the Community Supper following the opening of elections.

3. Electoral Procedures
a) the following procedures shall be followed for the election of Executive Officers:
   i) the current President shall act as or appoint a Chief Returning Officer
   ii) the Chief Returning Officer shall announce the opening of nominations for all open positions at the beginning of the Nomination Period
   iii) nominations shall only be accepted during the Nomination Period
   iv) campaigning for positions may be done provided that it is done within the values of Conrad Grebel University College
   v) at the Community Supper following the closure of the Nomination Period, each nominee is required to give a brief speech
   vi) a poll shall be located in a place that is easily accessible in the Residence Building
vii) a poll will be open for one hour following the Community Supper for Associates and those unable to vote the following day
viii) a poll will be open the day after Community Supper for a two-hour period over lunch and for all of supper
ix) other polls, if necessary, shall be arranged at the discretion of the Chief Returning Officer
x) the polls shall be under the supervision of the Chief Returning Officer or Deputy Returning Officers, as appointed by the Chief Returning Officer. A nominee may not serve as a Returning Officer
xi) each student is an eligible voter and shall receive only one ballot. The student must identify himself/herself to the Returning Officer, who will verify the identity and cross his/her name off of a voters list to ensure no double voting.

xii) on completion of the voting period, the Returning Officers shall be in charge of counting the ballots

xiii) nominees may each appoint a scrutineer to witness the counting of the ballots

xiv) the results of the election shall be announced to the students immediately after all nominees have been notified of the results

xv) if the top two or more nominees are tied in number of votes, a by-election shall be carried out in the following week. Only the nominees tied shall be eligible nominees in the by-election. If a tie were to occur again, the Student Council shall collectively produce the final and deciding vote.

b) In the case where there is a vacancy on the Student Council during the term, a by-election is deemed necessary. Nomination and Election shall occur in the same manner as normal elections.

**Article III: Appointed Officers**

1. **Officers and Duties**

   Appointed Officers include: two (2) Athletic Representatives, Editor(s) of the College Newspaper, two (2) Editors of the College Yearbook, Environment Representative(s), Special Project Coordinator(s), Food Representative(s), and Peace Society Representative(s). The Appointed Officers’ duties shall include:

   a) Athletic Representatives will:
i) represent the College in the University of Waterloo Athletics Program by coordinating and organizing all intramural teams for Campus Recreation
ii) work in conjunction with the Treasurer of the Student Council to be responsible for reimbursing athletic fees
iii) be responsible for the organization of athletics within Conrad Grebel University College
iv) be responsible for all athletic equipment of Conrad Grebel University College including monitoring the supplies in the alumni lounge

b) Editor(s) of the College Newspaper will:
i) be responsible for editorial policy
ii) consult with the Student Council on editorial policy if there is a disagreement between the Student Council and the editor(s), and adhere to the Student Council’s policy in the event of an unreasonable conflict
iii) be responsible for naming the College newspaper. The name of the bound volume with all issues of the newspaper from the current year shall be called “GREBELSPEAKS”

c) Editors of the College Yearbook will:
i) be responsible for the forming of the Yearbook Committee. It is recommended that the committee consists of an editor and a business manager
ii) act as a liaison between the Yearbook Committee and the Student Council
iii) name the College yearbook “JAHRGEIST”

d) Environment Representative(s) will:
i) be responsible for the recycling program of the College
ii) encourage environmentally responsible actions in all aspects of student life
iii) appoint Residents to help with recycling tasks and other environmental aspects of student life

e) Special Projects Coordinator(s) will:
i) be responsible for special College projects such as community outreach and volunteering opportunities
ii) be responsible for coordinating, ordering, and distributing GrebelWear

f) Food Representative(s) will:
i) act as liaisons of the students and the Food Services Supervisor
ii) organize food-related events i.e.: food days and theme meals
g) Peace Society Representative will:
   i) be a liaison between the Grebel Peace Society and the Student Council

2. Associated Members
   The Student Council also recognizes Chapel Conveners(s), Solar Grebel Representative(s), member(s) of the Don Team and a FLOW Representative.
   a) Chapel Convener(s) will:
      i) be a liaison between the Chapel Committee and the Student Council
   b) Solar Grebel Representative(s) will:
      i) be a liaison between the Solar Grebel Committee and the Student Council
   c) Member(s) of the Don Team will:
      i) be a liaison between the Don Team and the Student Council
   d) FLOW Representative will:
      i) be a liaison between FLOW and the Student Council

All Officers are required to complete a report upon the completion of their terms of office, summarizing their accomplishments, suggestions, and any other important or helpful information regarding their roles. The reports are to be handed to the President, who will then forward them to the Director of Student Services.

3. Nomination Procedure
   a) Students who wish to be considered for a position as an Appointed Officer shall write a brief letter of intention to the Student Council
   b) The President shall make the appointments, by voted approval of the Student Council
   c) It is recommended that where there are two people sharing a position, one person is a senior student and one is a First-Year Student, to ensure experienced student leaders for future years
   d) The recognized positions of Solar Grebel Representative, Chapel Convener and FLOW Representative shall be appointed by their respective committees

4. Term of Office
   The Term of Office for the Appointed Officers shall be:
   a) Athletic Representatives:
i) one term, Fall, or two terms, Fall and Winter, if appointed in the Fall term
ii) one term if appointed in the Winter or Spring term

b) Editor(s) of the College Newspaper:
   i) one term, Fall, or two terms, Fall and Winter, if appointed in the Fall term
   ii) one term if appointed in the Winter or Spring term

c) Editor(s) of the College Yearbook:
   i) one term, Fall, or two terms, Fall and Winter, if appointed in the Fall term
   ii) one term if appointed in the Winter or Spring term
   iii) at least one Editor position must be a two term position

d) Environment Representative(s):
   i) one term, Fall, or two terms, Fall and Winter, if appointed in the Fall term
   ii) one term if appointed in the Winter or Spring term

e) Special Project Coordinator(s):
   i) one term, Fall, or two terms, Fall and Winter, if appointed in the Fall term
   ii) One term if appointed in the Winter or Spring term.

f) Food Representative(s):
   i) one term, Fall, or two terms, Fall and Winter, if appointed in the Fall term
   ii) one term if appointed in the Winter or Spring term

5. Eligibility
   Eligibility for nomination for a position as an Appointed Officer, or to continue within such position, is defined as follows:
   a) Athletic Representatives:
      i) must be a Resident or Associate during Term of Office
   b) Editor(s) of the College Newspaper:
      i) must be a Resident or Associate during Term of Office
      ii) there must be at least one Resident Editor
   c) Editor(s) of the College Yearbook:
      i) must be a Resident or Associate during Term of Office
   d) Environment Representative(s):
      i) must be a Resident or Associate during Term of Office
      ii) there must be at least one Resident Environment Representative
   e) Special Projects Coordinator(s):
      i) must be a Resident or Associate during Term of Office
   f) Food Representative(s):
i) must be a Resident during Term of Office

**Article IV: Officer Meetings and Voting Procedures**

1. Meetings
   a) At the final meeting of the Winter term, the Council shall appoint one of its members to serve a second advisory year to ensure continuity, unless a present member has already been re-elected for the Fall Student Council. If no member is willing to accept this role, the Director of Student Services shall perform this duty.

2. Procedures
   a) The Student Council shall attempt to achieve consensus concerning matters pertaining to the Students. A vote shall be called should a consensus become impossible to attain, and a decision must be reached.
   b) Voting Procedure shall be as follows:
      i) only voting Executive Officers shall be allowed to vote
      ii) a motion will be made concerning the matter at hand
      iii) a secondary motion will be made in support of the motion
      iv) there will be an opportunity for discussion within the group
      v) when the discussion is deemed concluded, the chairperson shall call for votes and tally them
      vi) no Officer will be permitted to explain the reasoning for his or her vote after the discussion time is concluded
      vii) if quorum of the Student Council is present, the result is binding

If there is a disagreement about order, the procedures shall be governed by the regulations set forward in Robert’s Rules of Order (Revised).

**ADDENDUM A: Student Building Fund Fee**

The purpose of this fund is to allow for the renovation and expansion of Conrad Grebel University College. The Student Building Fund shall be financed through student contributions. The Student Building Fund shall be administered by the Accountant of Conrad Grebel University College and shall be used, at the Operation’s Manager's discretion in consultation with Student Council, to improve the facilities of Conrad Grebel University College.
Section 1:
(a) This article enacts the continuation of the Student Building Fund fee to be paid by each student.
(b) Residents shall be assessed a fee of twenty-five dollars and seventy-five cents for the first term in the life of this article. Thereafter, the Student Building Fund fee shall increase at exactly the same percentage as the basic Resident fee to a maximum of thirty dollars.
(c) Associates shall be assessed a fee of eight dollars for the first term in the life of this article. Thereafter, the Student Building Fund fee, for Associates, shall increase at the same rate as the basic associate fee to a maximum of fifteen dollars.
(d) This shall be a required fee and shall not be refundable.

Section 2:
The Student Building Fund fee is to be deposited by the cashier of Conrad Grebel University College into the Student Building Fund at the time of student registration.

Section 3:
The Student Building Fund shall be administered by the Accountant of Conrad Grebel University College in consultation with the Student Council.

Section 4:
Additional funds raised by the students for the purposes expressed above may be deposited into the Student Building Fund.

Section 5:
Changes to this document may only be done through Constitutional Amendments, as defined in the Conrad Grebel University College Constitution of the Student Body.

ADDENDUM B: Refugee Student Fund

The purpose of this fund is to allow Conrad Grebel University College to support a refugee student. The Refugee Student Fund shall be financed through student contributions. The Refugee Student Fund shall be administered by the Accountant of Conrad Grebel University College and shall be used in consultation with the Student Council, to financially assist a refugee student.
Section 1

a) Residents and On-Campus Associates shall be assessed a fee of ten dollars for the first term in the life of this article. Thereafter, the Refugee Student Fund fee, for Residents and on-campus Associates, shall increase at exactly the same percentage as the basic Resident fee to a maximum of fifteen dollars.

b) Off-Campus Associates shall be assessed a fee of five dollars in the first term of the life of this article. Thereafter, the Refugee Student Fund fee, for off-campus Associates, shall increase at the same rate as the basic associate fee to a maximum of ten dollars.

c) This shall be a refundable fee.

Section 2:
The Refugee Student Fee is to be deposited by the cashier of Conrad Grebel University College into the Refugee Student Fund at the time of student registration.

Section 3:
The Accountant of Conrad Grebel University College in consultation with the Student Council shall administer the Refugee Student Fund.

Section 4:
Additional funds raised by the students for the purposes expressed above may be deposited into the Refugee Student Fund.

Section 5:
Changes to this document may only be done through Amendments as defined in the Conrad Grebel University College Constitution of the Student Council.

APPENDIX “A”

Name of Position – check one:
☐ Candidate A
☐ Candidate B candidates will be
☐ Candidate C listed alphabetically
☐ Candidate D

Repeat as many times on Ballot as necessary for positions being elected
On completion of your ballot fold it and place it in the ballot box available at the poll.

APPENDIX B
List of Terminology:

Birthday Board: A display (usually on the wall in the stairwell), designed by the Promotions chairperson/secretary, to announce the birthdays of individual members of the student body for each month.

Consensus:
1. A general agreement; the judgement arrived at by most or all of those concerned
2. Group solidarity in sentiment and belief.

General Meeting: A general meeting consists of the entire CGUC student body.

Grebel Wear: Shall be any form of clothing or apparel suitable to purchase by the Special Projects Coordinator(s).

House Meeting: A house meeting consists only of CGUC Residents.

Quorum: The number of members that must be present to constitute a meeting.

ROBERT’S RULES OF ORDER (REVISED): A SET OF RULES FOR THE PROPER CONDUCT OF A MEETING, WHICH ALLOWS EVERYONE TO BE HEARD AND TO MAKE DECISIONS WITHOUT CONFUSION.
CALENDAR OF IMPORTANT DATES

Fall Term, 2012
Aug. 10    Fall Fee Payment Deadline
Aug. 26- Sept 3  Don Orientation
Sept. 1-3  Student Leaders’ Retreat
Sept. 3    Labour Day - Residence opens @ 11 am
Sept. 3-7  Orientation Week
Sept. 5    All-College Commencement Event
Sept. 8-9  All College Retreat, Camp Trillium, Rainbow Lake
Sept.10   Fall term lectures begin
Sept. 29   Taste of Grebel Day
Oct.8      Thanksgiving Monday -- Holiday
Dec. 3     Fall term lectures end
Dec. 4     Term End Celebration
Dec. 6-20  Fall term examination period
Dec. 21    Grebel Residence closes @ 11 am
Dec. 24 – Jan 1 Christmas Holidays (Grebel offices closed)

Winter Term, 2013
Dec. 7      Winter Fee Payment Deadline
Jan. 1      New Year’s Day
Jan. 6      Residence opens @ 2 pm
Jan. 6-11   Frost Week
Jan. 7      Lectures Begin
Jan. 18-20  CGUC Chapel Retreat
Feb. 18-22  Reading Week
Feb. 18     Family Day, (Grebel offices closed)
Mar. 29     Good Friday
Apr. 8     Lectures end
Apr. 9     Term End Celebration
Apr. 11-25 Winter term examination period
Apr. 21    Conrad Grebel Convocation
Apr. 26    Grebel Residence closes @ 11am

Spring Term, 2013
Apr. 5      Spring Fee Payment Deadline
May 5       Residence opens @ 2 pm
May 6       Spring term registration & lectures begin
Cont’d on next page…
May 20       Victoria Day -- Holiday
July 1        Canada Day – Holiday
July 30       Spring term lectures end
July 31       Term End Celebration (To be confirmed)
Aug. 5        Civic Holiday
Aug. 6-17     Spring term examination period
Aug. 18       Grebel Residence closes @ 11 am

**IMPORTANT TELEPHONE NUMBERS**

- **Fire and Ambulance** (911)
- **UW Police and Security** (519 888-4911 ext. 22222)
- **Poison Control Centre** (1-800-268-9017)
- **UW Health Services** (519 888-4096)
  (Office hours: 8:30 a.m.-7:30 p.m. M-Th, 8:30-5:00 F. After office hours and on weekends and holidays call the above number and follow the instructions OR call TELEHEALTH: 1-866-797-0000.)
- **Grand River Hospital Clinic** (519 742-3611)
- **St. Mary’s Hospital** (519 744-3311)
- **UW Counseling Services** (519 888-4567 ext. 32655)
  In an emergency call:
  **K-W DISTRESS LINE** (519 745-1166)
- **UW Switchboard** (519 885-1211 or 888-4567 - automated operator)
- **UW Ombudsperson** (519 888-4567 ext. 32402)
- **UW Turnkey Desk/Safety Van** (519 888-44434)
- **UW WALKSAFE Service** (519 888-4949) OR ext. 84949

**CONRAD GREBEL UNIVERSITY COLLEGE**

- **CGUC Main Office** (519 885-0220) ext. 0
  After hours rings through to Campus Hosts: Erin & Felipe Gonzalia
- **CGUC Student Services:**
  - Pam Bartel, Admin Assistant (ext. 24236)
  - Mary Brubaker-Zehr: (ext. 24235) cell 519-498-2132
  - Ed Janzen: (ext. 24249)
  - Tamara Shantz (ext. 24215)