

42-43
A.W.S.
HANDBOOK



MICHIGAN STATE COLLEGE



**HANDBOOK FOR
WOMEN STUDENTS**

AT

MICHIGAN STATE COLLEGE

1942-1943

**Published By A. W. S.
EAST LANSING, MICHIGAN**

STAFF

Editor ----- Marjorie Schaaf
Social ----- Phyllis Publow
Activities ----- Margaret Shuttleworth
"What You're Here For" ----- Betty Wirth
Art ----- Helen Gammel

Supervised By
MATRIX

WOMEN'S JOURNALISM HONORARY

CODE

We, the women students of Michigan State College have organized ourselves into an association which is called Associated Women Students. We have voted upon regulations which, with the cooperation and approval of the Dean of Women, we agree shall be administered in this coming year by a Council and Judiciary Board as elected from our members.

The purpose of our organization is to help establish and maintain high standards of conduct, both social and moral, at Michigan State College. We will strive to attain that purpose by conducting ourselves in such a manner that we can be truly willing to have all girls adopt and imitate our ways.

GREETINGS FROM THE DEAN OF WOMEN



DEAN ELISABETH CONRAD

It is a pleasure to join the officers of A.W.S. in their greetings to new students.

This year promises to be one of the most challenging and interesting we have faced in a long time. Upper-classmen realize that very shortly each of them will probably be in some work concerned with the war situation. Women of other nations are giving effective service in this emergency and naturally our college graduates want to be no less efficient and well prepared when needed for service by this country.

You, as Freshmen, will be arranging your entire college course with a double purpose in view—its immediate value for war needs, and then the ultimate adaptability to your after-war plans.

While you are at Michigan State College you will wish to develop your ideas and potential abilities to their fullest extent. My staff is maintained as a bureau of guidance and information and is ready to help you find the way to success in your college studies, friendships and cultural opportunities. Therefore, I hope you will come in with all sorts of questions. You might be surprised at our varied fields of interest. Moreover, we really appreciate knowing you as individuals.

The best of wishes.

- - - THE A. W. S. PRESIDENT



It is with high hopes for the coming year that we welcome our new members of A.W.S. who have come to see and conquer. Our welcome is also extended to you upper-classmen.

College life is an active life if you take your place in it wholeheartedly. You will find that places are limitless in number, varied, and can be entered without reservation.

Upon registration every woman student becomes a member of A.W.S. This is not just a group of mystic letters but really stands for a strong yet, flexible self-government. The Associated Women Students' governing boards are a greater council at which all

women's organizations are represented, and a Judiciary Board whose duty is to enforce the rules under which you live. These rules have been developed through the years by the women students to meet their needs.

We hope that A.W.S. will have a part in making this next year and those following enjoyable and pleasant to remember.

Best luck to you!

MEMBERS OF A. W. S. COUNCIL

President ----- Vera Deaner

Vice-President ----- Shirley Freeman

ELECTED MEMBERS

Seniors

Phyllis Barrows

Ruth Cornell

Vera Deaner

Shirley Freeman

Mary Elizabeth Kerth

Betty Jane Youngman

Juniors

Lorna Jean Ball

Patricia Stone

Carol Edmondson

Sophomores

Sally Sawyer

Mally Sue Wilson

Freshman

To be Elected Winter Term

Dean of Women

Doctor Elisabeth Conrad

REPRESENTATIVE MEMBERS

Chairman of Points Limitation Committee
President of Panhellenic Council
President of Spartan Women's League
President of Y. W. C. A.
President of Mortar Board
Women's Editor of Michigan State News
Senior Coed Representative of Union Board
Chairman of Freshman Counselor
President of W. A. A.
Chairmen of Freshmen Orientation
President of Tower Guard
President of Home Economics Club
Coed Representative from I. S. A.
President of Town Girls.

JUDICIARY BOARD

Vice-President of A. W. S.
Secretary
Representative Appointed by Panhellenic
President of Each Dormitory
Representative Elected by Off-Campus Houses
Representative of Co-operative Houses
Advisor, Miss Mabel Petersen

POINTS LIMITATION SYSTEM FOR WOMEN

This system has been devised to relieve a few of the more heavily burdened individuals by offering others opportunities to develop leadership through participation in extra-curricular activities. It has been found that when any of us attempts too many activities, we cannot do justice to them all. The "points" below are based on the time and responsibility involved in the various activities. The provisions of the system are carried out by a Points Limitation Board which is composed of members from women's organizations on campus. This Board is assisted by a faculty advisor. Juniors and Seniors are allowed to carry no more than 50 points, Sophomores 40 points, and Freshmen 20 points. If any woman is offered the opportunity to carry an additional activity or office, which for a limited time will mean that her points exceed her limit, she must consult the Points Limitation Board either in person or by letter before accepting the new responsibility.

Any organization having women members must present complete lists of new members as they are taken in, and of new officers and Board members as they are elected. The latter information must be in the A. W. S. office not later than two weeks after the election. Dormitories and cooperative houses are expected to present lists of officers only. Failure to comply with the above rulings will be considered a serious matter, and representative officers of that organization will be called before the Points Limitation Board. Further lack of cooperation will be dealt with by A. W. S. Council.

50 Points:

1. President of A. W. S.
2. President of Student Council.

40 Points:

1. Chairman of Judiciary Board.
2. President of
 - a. Y. W. C. A.
 - b. S. W. L.
 - c. Social sorority.
 - d. Home Economics Club.
3. Business manager of student publications.

35 Points:

1. President of Dormitory (one term).
2. A. W. S. officer.
3. Chairman of Freshman Orientation.
4. Chairman of Freshman Counselors.
5. Women's Editor of State News.

30 Points:

1. President of Panhellenic Council.
2. President of any Honorary requiring active participation.
3. A. W. S. elected member.
4. President of W. A. A.
5. Treasurer of social sorority (without technical advisor).
6. Elected member of Student Council.
7. Chairman of Main Defense Committee

25 Points:

1. President of Studio Theater.
2. Chairman of Vocational Guidance.
3. Member of Interfaith Council.
4. Vice-President, if also pledge trainer, of social sorority.
5. Associate editors and managers of Wolverine and State News.

6. Cabinets of
 - a. S. W. L.
 - b. Y. W. C. A.
 - c. W. A. A.
 - d. Home Economics Club.
 - e. Social Sororities.
7. Independent Council Board.
8. Rushing chairman, if also Panhellenic Council member.
9. Presidents of minor clubs.

20 Points:

1. Associate editor of Spartan.
2. Member of play cast of all-college productions.
3. Member of Speakers' Bureau.
4. Cabinet of any honorary requiring active participation.
5. Glee club and Orchestra members.

15 Points:

1. Discussion chairman for freshman orientation.
2. Union Board.
3. Chairman of Technical crew for an all-college play production.
4. Member of publications staff.
5. Rushing chairman of social sorority.
6. Pledge trainer of social sorority.

10 Points:

1. Member of crew for all-college play production.
2. Representative to Panhellenic Council.
3. Cabinets of minor clubs.
4. Class officer.

5 Points:

1. Membership in any organization or honorary.
2. Membership in social sorority.

WHAT YOU'RE HERE FOR

College, a challenging institution, has opened its doors to you. The illusions you have built up, the articles you have read, and the experiences you have heard from friends are now going to become realities.

We are well aware that our nation is being tested as to the practical philosophy of democracy. We know too, that the spirit and growth of meaning of such a thing depends on the responsibility taken by every living individual in this country, not one or a few, but all persons. As we think it over, we begin to realize that we are among the chosen few who have and will have, perhaps, the opportunity to go to college. You all will come from varied backgrounds and experiences. As you mingle with all here there is a tendency to lose your identity brought from your background in order to fit into this new environment. However, while fitting in, do not lose sight of those ideals and purposes you saw in a college education, the keen responsibility you felt to make yourself an alert citizen in a democratic state, the real plans you talked through with your parents, the alive enthusiasm you gave to your home church and community to carry on, and your growth in character. Explore and study your subjects with precision and insight, realizing that you are preparing for an important job in the future, like the girl mechanic who is now in training to rise soon to a specialized job. Activities of all kinds will beckon you for support, but with the same insight as in choosing your courses, choose these to develop you as a student in a democracy.

You can, and you will want to make the most of this important job. Through the cooperation that upper-class men and women give, and your cooperation with them in all phases of work and play, we shall all be realizing the true values of a college education to ourselves and our society.

LET'S LOOK AROUND



So here you are at Michigan State College with Aunt Mary's cologne neatly reposing on the dresser and the last bobby pin out of your new airplane luggage. Already you may have tripped on the dormitory steps and completely forgotten your room mate's name but you still grit your teeth and say you'll get in things or else. And that's all you need to get in things here at State—a little teeth gritting.

We at State are proud of the number and variety of our campus activities; we know there are some that will interest you. But State is a big and busy place, too big and busy to ask you to enter this activity or that. Don't wait to be asked! This isn't high school and we expect you to find the groups that

interest you and push yourself right in head first. All campus club meetings except honoraries are open to everyone, so go and see what's doing. If you want to find out more about an organization get in touch with one of the officers or members and let her help you.

Freshman week is a good chance to get acquainted with certain groups especially the Y. W. C. A. which sponsors a coffee for all freshmen women. This coffee is a chance to get a slant on not only the Y. W. but other religious groups which are housed in the Peoples Church, the big building with the stone front across from the campus. Among these groups are the Student Club and Student Christian Union both of which offer full programs.

But now dig out your saddles and prepare for hiking. State's beautiful campus is the symbol of the Spartan spirit to all students, and activities are strewn around the campus so a quick tour is in order.

Let's dodge between the cars on Grand River Avenue to the collegiate stir of the campus and start our tour. This big building which stands at the left of the entrance to the campus is the Student Union Building. Look it over because here you will spend much of your four years at State. Steps away from the Cafeteria will lead you to Publications Row in the basement of the Union Annex if you are journalistically inclined. *The State News*, college daily, and the *Wolverine*, yearbook, are your dish if you like to be in the know and are a grand way of getting to meet the faculty. If your pen tends to a humorous vein, the *Spartan*, college humor magazine, is right up your alley. Perseverance and a will to work offer editorial positions and a membership in Matrix, women's journalism honorary, as rewards, if any are needed, besides the fun of making friends and seeing your words immortalized in print.

But publications are only part of student life in the Union. Here many clubs and honoraries meet, including La Cofradia which does its part in bringing a true Pan-American spirit to State as well as intermittently going decidedly social.

In the upper reaches of the building are the lounges and the grill where you may take a leisurely coke after the day's classes when the library or duties at home seem oh so far away, but beware of the joys of too long a game of bridge in that off hour.

In the ballroom on second floor are held the Tuesday afternoon tea dances which are a fixture of Spartan social life as well as evening dances given by a wide variety of groups.

Up on the fourth floor is the lounge especially for those girls whose homes are in Lansing or East Lansing. Here are held the meetings of the Town Girls club which helps those girls living off-campus to find their place in Spartan life.

On the more serious side the Union is the weekday home of several religious organizations. The Newman Club, to which all Catholic students belong, the Canterbury Club, for the Episcopal students, and the Lutheran Students Club hold many of their meetings here when not held at their chapels. All are located in a row on Abbot Road just off the campus. Yes, the Union is a big building and it occupies a large place in life at Michigan State.

If you are the one out of every three coeds at State who is a Home Economics major, this building next to the Union will be familiar to you long before your college career is over. Here you will attend classes as well as meetings of the Home Ec club and Omicron Nu (if you work hard and know your foods and textiles.) However, the Home Ec. building is not strictly an Adamless Eden as hotel administration majors also find foods and nutrition in the curriculum and language students vie with the elevator to reach the top floor.

From the Home Ec building it's a short step to Morrill Hall where the Liberal Arts division and many of the clubs in these

major fields have their headquarters. If you major in English, History, Political Science, Geology, Geography, Zoology, Sociology, Economics, or Mathematics there's a club in Morrill Hall to suit you. Art students will soon become familiar with the studio in the "penthouse", way uptop.



Leaving Morrill Hall for the East we catch sight of the Hospital where we'll go for our first aid class. Smack dab opposite is the Hort.

building, fragrant with apples and that wonderful filtered cider, and overlooking lovely gardens to the east. You must see the dahlias! We skirt the dwarf tower of the Psychology building and trot past the Bacteriology, Botany, and Forestry buildings and come to the tall columns of Ag Hall.

If you're interested in the future farming of America you will come to Ag Hall often for 4H and Student Grange activities as well as to classes. Perhaps visits during Farmer's Week in winter term have already put you on speaking terms with Ag Hall.

We turn south and view the tall doors of the Chem. building, then rush east to the Dairy building for an ice cream cone and amble past the Vet. building. Way in the back forty is

State's new auditorium where 8 o'clocks really rear ugly heads. We also gather here for the concerts and lectures. They are an integral part of Spartan life, so make a note to get that next day's assignments out of the way early on lecture nights. Come Saturday night with that casual date (or no date) you head here for the "World Adventure Series" which brings the interesting and unusual in motion pictures to the campus.

In the haven of the auditorium would-be Thespians will find a place in Studio Theater and the all-college plays, which rewards participants with membership in Theta Alpha Phi as well as with histrionic glory. Labor up to the top floor and you'll be drafted for script-writing or radio speaking for WKAR, our college station. If your talents run to speech making the Student Speakers' Bureau, Victory Speakers, debate team, and Pi Kappa Delta, forensic honorary, will complete your search for activities.

Crossing the river we wander down-stream and look back at the copper roof of the canoe shelter. One of these days we'll rent one of those gaudy canoes! Dodging horses on the bridle path we make a short pause at the dam to feed the ducks, and go on to the next bridge, making a mental note of all that athletic set-up. Now we cross back over to the Women's Gym.

If you feel hearty the Women's Athletic Association, or W.A.A. as it is called, with its headquarters here, has something to exhaust you, maybe archery or modern dancing. Allied organizations are Orchesis, for those who dance; Green Splash, for the puddle girls; and Delta Gamma Mu for the gals who think sword play is a women's game.

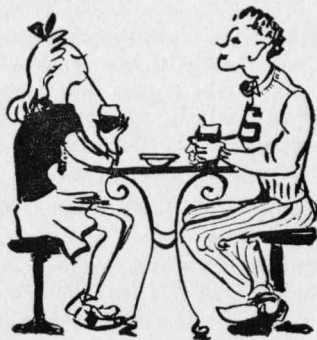
Next on our itinerary is the Music Building from which echo those sounds which indicate that to sing for your supper requires more practice than nursery rhymes lead one to think. The A-Capella choir, Women's Glee Club, College Symphony, Chorus, and Band are the spare time diversions of those who

hang out here. In the basement lurks the art gallery where Beta Alpha Sigma, art honorary, stages its exhibits of well known paintings. Let's leave the Physics building and Library until later.

Across the Forest of Arden from the music building is Beaumont Tower, center of the campus and symbol of the spirit of the college. Here are tapped the fortunate few from among those freshmen whose marks entitle them to membership in Tower Guard, sophomore women's group, and its counterpart for seniors, Mortar Board. Other groups which take their members on this spot are Tau Sigma and Phi Kappa Phi whose keys are symbols of scholastic excellence.

There are many organizations at State and one of them, or several, have a place for you. Find your own place in that field to which your interests carry you. Don't wait for an invitation, life at State is far too full for that. Just remember—as far as activities go, it's better to get in and out than never to get in at all.

Tired after that whirlwind tour? Michigan State is a campus of distances so be prepared to do a lot of walking. But, let's wind up our tour where we began and finish the day in true Spartan style with a coke at the Union Grill.



THE COLLEGE GIRL IN DEFENSE

What are we doing at Michigan State for the war effort, you ask. Firstly, the biggest job for any of you is to remember that you're in college to learn, and act accordingly. Don't



think it's futile or a waste of time when you spend an evening boning on English grammar. Remember that education is one of our best bets for eventually making Adolf say 'uncle'.

If you feel that you have extra time there are several defense courses—first aid, nutrition and others—in which you can enroll at registration

time. Then, too, from time to time, the College Defense Council, better known as CDC, sponsors stamp sales in which you can all participate. Even if you don't happen to be one of the sales people in these drives you can still help by giving up a coke or two and using the money to add to your stamp collection. And if you really want to give a lot to our defense work you may be chosen to act on the defense council. This group is composed of representatives from dormitories, social fraternities, and all campus organizations. It meets weekly to plan all defense activities for the college. Of course you'll bring your Red Cross knitting with you.

We are all conscious, always, that we are at war. But we never let it get us down.

PROFS AND KIDS



Remember that cute redhead with the awful plaid shirt who looked at you at registration and started to say "hello", and then saw you looking coldly past him, so he looked a little disappointed and turned around? Your own narrow mindedness—you'll kick yourself when you see him a few weeks later.

And you should because things just aren't done that way at M. S. C. We take pride in being a friendly college and everyone says "hello" to everyone else whether they know them or like them. So the first prerequisite for a good time at State is to be cordial, all the time and with everyone.

If you've a knack for remembering names, that'll stand you in extra good stead at State. If not, you can learn it. Oh, yes, you can. You'll meet a lot of kids (including profs and such-like grown folk) in classes, in clubs, outside activities, and parties and if you don't remember them when they recognize you, you may find yourself looking at a cold shoulder instead of a smile sometime soon. Which, harshly enough, is just as we think it should be.

Now for those people you spend most of your time talking about and least of your time talking to—the professors. Some are dull and some are clever and most are of the great in-between, even as you.

Unless you revel in being just another 3-leaf clover you'd do well to become better acquainted with them. The professor backstage is entirely different from the professor in front of the class, and usually more interesting. If you find yourself disliking a prof, the easiest way to get over it is to talk with him outside of class, and pretty soon you'll find yourself liking him.

Don't be bashful about talking to professors; they beam at anyone who is interested enough or interesting enough to talk to. They can tell you the unsolved problems in the field, interesting contradictions, and personal sidelights that make any subject six times as interesting. So get to know your profs, you'll find they're some of the most interesting people you'll meet at college. But pure browning is out, any prof can spot that in a second.

YOU'RE IN THE KNOW IF - - -

- Quick-like, you jump in activities.
- You see your profs backstage.
- You get to your classes on time.
- You say "hello" to practically everyone.
- You keep the hours prescribed right from the start.
- You steer clear of fancy duds.
- You sign in and out and keep the dorm rules.
- You follow campus traditions to the letter.
- You study like a demon the first three weeks.



ETIQUETTOLOGY 101

Whether you read Emily Post or not, you'll always be in step if you simply remember that consideration is the basis of all good manners . . . Most of the fraternities don't have house-mothers but dorm, co-ops, and sororities all do. Always ask to meet the housemother and try to bid her goodbye before you leave . . . You will doubtless meet so many people those first few weeks that your head will be in a giddy whirl. Remember as many names as you can but don't be afraid to ask when you slip up. Even the seniors have lapses of memory now and then . . . Blind dating gets the nod of approval from all upper-classmen. But do make your own decisions on dates—no one else is sure of all the answers either . . . Speaking of dates brings us to dances, which are countless in type and number. However, they do have one thing in common—patrons. These are faculty chaperons who are kind enough to give over their evenings to us. Show them that you appreciate their coming, even if it's nothing more than a five-minute conversation on the weather . . . And please remember always to speak to your profs when you meet them outside the classrooms. They really are human and like to see a smile as well as anyone . . . Always respect a girl's desire for privacy by knocking before entering her room, and by leaving if she is studying or otherwise occupied . . . You've probably worn the print right off the fashion magazines this summer and could tell us more about 'what to wear' than we ever knew. Michigan State follows all the more conservative rules for college clothes on coeducational campuses. Here, as everywhere, good grooming is more important than a complete wardrobe from Saks.

CONSTITUTION

and

BY-LAWS

ASSOCIATED WOMEN STUDENTS

MICHIGAN STATE COLLEGE



CONSTITUTION

ARTICLE I

Name and Objective

Section 1. The name of this organization shall be the Associated Women Students of Michigan State College.

Section 2. The objective of this association is to

- a. Further the spirit of campus cooperation and friendship.
- b. Increase the individual sense of responsibility for maintaining this spirit of the campus and to promote high standards.
- c. Supervise all matters pertaining to social conduct of the women students of Michigan State College.

ARTICLE II

Membership and Dues

- Section 1. All undergraduate women students automatically become members of the Associated Women Students at the time they register as students of M. S. C.
- Section 2. According to college regulations, the A. W. S. Executive Council shall, in the spring term, draw up and present to the College Treasurer a proposed budget of funds necessary for the following year. The total amount of the budget shall be subject to approval by the Treasurer and Faculty Committee.

ARTICLE III

Officers

- Section 1. The officers of this Association shall be President, Vice-President, Secretary and Treasurer. This shall constitute the Executive Board. The President and Vice-president shall have served on the Council and shall be elected by the women of this campus at large from the incoming Senior Class. The Treasurer shall be a Junior.
- Section 2. Duties of Officers:
- a. The president shall call and preside over all meetings. She shall have power to make all committee appointments with the approval of the Executive Board and to render emergency decisions subject to ratification of the Executive Board. She shall perform the general duties of an executive.
 - b. The Vice-President shall assume the duties of President during her absence. She shall advise

- with matrons and supervisors of all student houses and dormitories. She shall preside over Judiciary Board. During her absence, the Secretary of Judiciary Board shall so act.
- c. The Secretary shall record all minutes of the meetings of the A. W. S. Council and take care of all correspondence.
 - d. The Treasurer shall perform the duties that regularly pertain to this office and shall advise with the College Comptroller.
 - e. The Chairman of Activities shall be chairman of the Activities Board, in charge of the activity files, and the point system.

ARTICLE IV

Organization of A. W. S. Council

Section 1. Membership:

- a. This organization is composed of A. W. S. Council and a Judiciary Board.
- b. The elected members of the A. W. S. Council shall consist of the President, four senior members, three junior members, two sophomore members, and one freshman member elected during winter term.
- c. The representative members shall include the President of Panhellenic, President of Spartan Women's League, President of Y. W. C. A., President of W. A. A., President of Mortar Board, Women's Editor of the State News, the the senior co-ed representative of the Union Board, the Freshman Counselor Chairmen, President of the Home Economics Club, Freshman Orientation Chairmen, President of Tower Guard, a representative of I. S. A. an officer,

the points limitation chairman, and the President of the Town Girls' Organization. The Dean of Women shall be an ex-officio member.

- d. There shall be a Judiciary Board of which the Vice-President of A. W. S. shall act as Chairman. Other members shall include: Secretary, chosen each term (preferably an elected member of A. W. S.), a representative elected by Panhellenic each term, President of each Dormitory, one representative elected by the Co-operative houses, and one representative elected by the Off Campus Judiciary Council at the time of election of dormitory officers. A representative from the office of the Dean of Women and the President of A. W. S. are ex-officio members.
- e. The Off-Campus Judiciary Council is made up of one representative elected from each of the five zones in East Lansing. They elect a chairman. The chairman is the representative on A. W. S. Judiciary Board.

Section 2. Election of Members:

- a. The election shall take place at winter term all-college elections. Nominations for members of the Associated Women Students' Council shall be made by the preceding Greater Council and Judiciary Board. Lists composed of twice the number of proposed candidates shall be presented to A. W. S. Executive Board to check for eligibility. Petitions for freshman representative must be submitted to A. W. S. Council for consideration by the Monday following the first complete week of winter term, the election to take place in freshman lectures.

Section 3. In case of absence for one term or ineligibility of any elected member, candidates having the next highest vote in winter elections shall fill the vacancy.

ARTICLE V

Meetings

Section 1. The A. W. S. Council shall meet two Wednesday nights per month, the dates to be designated by the council. The Judiciary Board shall meet at 5:00 p. m. every Tuesday. The Executive Board shall meet at the call of the President.

Section 2. Three unexcused absences from meeting constitute grounds for recall of elected members. Alternates may substitute for Dormitory and organization representatives. However each organization must be represented at each regular meeting.

Section 3. a. The delegates to the A. W. S. Convention shall be the President-elect and one other delegate, and upon their return they shall present a report in writing to the A. W. S. Council as soon as possible.

b. The Council shall hold an annual meeting which shall be the last time the new and old Council meet together. At this time the Secretary, Treasurer, and Chairman of the Judiciary Board shall read their report of the year's work. The reports of other officers shall be placed on file in the customary manner.

Section 4. Installation of new officers shall take place in a public ceremony on Lantern Night.

Section 5. Officers of A. W. S. and elected House Presidents shall take examinations from the presiding officers covering the subject matter pertaining to their duties.

ARTICLE VI

Duties of the Council

Section 1. The duties of the A. W. S. Council shall be:

- a. To formulate and further such policies and plans as shall be of all-campus interest to women students. All campus projects may be presented to this group by committees or individuals wishing cooperation from women's organizations.
- b. The greater council shall act as a coordinating body for women's organizations.
- c. To order the disbursements of all funds.
- d. To prepare the final list of nominees for A. W. S. Council membership.

Section 2. The duties of the Judiciary Board shall be:

- a. To hear and judge disciplinary cases and consider judiciary matters. Disciplinary cases shall have the right to appear to A. W. S. Council.
- b. To have jurisdiction over house rules.
- c. To interpret A. W. S. rules.
- d. To supervise and verify the house reports.

Section 3. The duties of the Off-Campus Judiciary Council shall be:

- a. To have first jurisdiction over off-campus disciplinary cases, referring complicated situations to A. W. S. Judiciary Board.
- b. To further friendly acquaintance and cooperation among off-campus girls.

ARTICLE VII

Amendments

Section 1. Amendments may be made to the Constitution by a majority count of the votes cast by women students of the college at any election specified by A. W. S. Greater Council. Such amendments must be posted in written form in dormitories, A. W. S. office, women's gymnasium and other women's buildings, ten days before the appointed date of election.



BY-LAWS

Judiciary Board meets at 5:00 p. m. on Tuesday. All letters must be in the official box in the Dean of Women's Office by noon Tuesday. Off-campus letters must be in by noon Monday for the off-campus council meeting at 5:00.

SMOKING

Girls are required to respect rulings regarding smoking on the campus or in college buildings.

QUIET HOURS

Quiet hours shall be:

1. 8 to 11 a. m.; 1 to 4 p. m.—Monday to Friday inclusive.
2. 8 p. m. to 6:30 a. m.—Sunday to Thursday inclusive.
(Will extend to at least 8:30 a. m. on Sunday)
3. Reasonable quiet hours after 10 p. m.—Friday and Saturday.
4. Telephone calls shall not be received in dormitories after 10:30 p. m. or in off-campus houses after 11 p. m., except in cases of emergency.

HOURS

FRESHMAN HOURS

1. 9:30 permission until Friday of Freshman Week.
2. Freshmen are to be in their respective houses at 9 p. m. on Monday, Tuesday, Wednesday and Thursday nights.
3. Sunday: 9:30 p. m., all terms.
4. Friday: 12:30 a. m., fall and spring terms.
1:00 a. m., winter term.
5. Saturday: 12:30 a. m., all terms.
6. Freshmen with a "B" average shall have the privilege of petitioning the Judiciary Board for upper class hours for the ensuing term.

UPPERCLASSMEN HOURS (See special senior ruling for spring term)

1. Monday, Tuesday, Wednesday, Thursday: 10:00 p. m.
2. Sunday: 10:30 p. m.
3. Friday: 12:30 a. m. fall and spring terms.
1:00 a. m., winter term.
4. Saturday: 12:30 a. m., all terms.
5. All roomers in undergraduate houses must keep undergraduate hours.
6. All transfer students in upperclasses are granted upperclassmen hours by petition passed on by Judiciary Board.

RESIDENCE HOURS

1. Students having special late permission must leave the dormitory before its closing hours.
2. A girl wishing to leave the dormitory before 7:00 a. m., shall register with the hostess the night before.
(7:30 a. m. on Sundays)

FALL TERM

September 20th	-----	Regular Sunday Hours
		Freshmen 9:30
		Upperclassmen 10:30
September 21st through the 24th	-----	Freshmen 9:30
		Upperclassmen 10:30
September 25th and 26th	-----	12:30 A. M.
September 27th	-----	Regular Sunday Hours

WINTER TERM

January 3rd	-----	Regular Sunday Hours
		Freshmen 9:30
		Upperclassmen 10:30
January 4th	-----	12:30 A. M.
January 5th	-----	Regular Hours

SPRING TERM

March 28th	-----	Regular Sunday Hours
		Freshman 9:30
		Upperclassmen 10:30
March 29th	-----	12:30 A. M.
March 30th	-----	Regular Hours

EMPLOYMENT

1. Girls planning to get evening employment extending beyond their regular permission hours, must obtain a working permit from Judiciary Board at the beginning of each term. Then the Housemother's permission is sufficient for any week night until 12:00 a. m., and Friday and Saturday until 1:00 a. m.
2. But girls staying with children may stay until 1:00 a. m. on week nights and 2:00 on week-end nights. If later, provision must be made for them to stay all night.
3. If the girl is to return after closing time, she should be accompanied to her residence by someone from her place of employment.

LATE PERMISSION

1. Dormitory residents will have 20 minutes to return from special mid-week campus functions in the auditorium and fieldhouse, and 15 minutes from other places. Off-campus residents (including North Hall) shall have an additional 5 minutes beyond the 15 or 20 minutes late permission.
2. Late permissions during the week are not to exceed 12:00 for plays, concerts, lectures in Lansing, etc. The House-mother must be notified before leaving, and the ticket stub given to her upon return. Girls must return directly from these functions.
3. Freshmen girls are given 9:15 permission to return from W. A. A. intramural games.
4. Late permissions for Defense work will be announced.
5. No late returns are granted after vacations.

SENIOR PRIVILEGES SPRING TERM

They are:

1. Sunday, Monday, Tuesday, Wednesday, and Thursday: 11 p. m.
2. Friday and Saturday: 12.30 a. m.
3. Wednesday: 12 midnight for Senior Parties.
4. Accumulation of 15 late minutes (first offense) may be made up by coming in two nights at 8 p. m.
5. If the sorority so votes, seniors may entertain from 10-11 p. m. in houses during spring term.

They are granted to:

1. Seniors graduating spring term. (Need not petition)
2. Seniors not graduating in June may obtain senior privileges provided at the opening of Spring term each petitions Judiciary Board. The girl petitioning must have "C" all-college average and lacking not more than 34 credits for graduation.

3. Medical Biology students who plan to spend the fourth year off-campus and have no less than a 1.2 all-college average.
4. Spring privileges are granted only once to any one student.

GUESTS AND CALLERS

1. Visiting hours in dormitories and houses shall be the same as evening hours for women students, which does not include the special permit of 11 p. m. for seniors.
2. Calling hours shall not start before 4 p. m. except on Saturday and Sunday, when they begin after the mid-day meal. Calling hours are understood to include dates on the porches and terraces.
3. The hostess receives any late minutes accumulated by her guest.
4. Women shall not go to fraternity houses or men's rooms where an approved chaperon is not present.

LATE MINUTES

1. A record shall be kept of late minutes.
2. An accumulation of 15 late minutes results in the forfeiting of one week-end night chosen from the following two week-ends.
3. A second offense calls for automatically forfeiting one entire week-end including Friday, Saturday, and Sunday nights, within the following two week-ends.
4. If seniors with special spring privileges have 15 late minutes spring term, they can make them up by coming in two week nights at 8 p. m.
5. Any student has the privilege of petitioning the Judiciary Board to excuse late minutes. A tardiness of more than 30 minutes must be referred to the Judiciary Board. Less than 30 minutes should be reviewed by house council and referred to Judiciary Board. Special cases and all those over 30 minutes *must* be referred to the Judiciary Board.

EMERGENCY PERMISSIONS

1. No late permission can be granted by telephone or after office hours unless to meet an emergency. These emergency permissions can be granted by Vera Deaner or Shirley Freeman, Chi Omega House, or Miss Conrad from her home. The permission will include an automatic 10 late minutes. If sufficient reason for this tardy permission can be presented to Judiciary Board the 10 late minutes will be revoked.
2. A returning student unavoidably delayed for emergency reasons shall telephone her housemother before 6 p. m. and later write an explanatory letter to Judiciary Board. (She may telegraph if the telegram reaches the housemother before 6 p. m.) These telephone charges may be reversed temporarily and paid later to the college treasurer.
Calling housemother before 6 p. m. Sunday to return Monday—no penalty.
Calling housemother after 6 p. m. Sunday to return Monday—10 late minutes.
Calling housemother before 6 p. m. for late return Sunday—10 late minutes.
Calling housemother after 6 p. m. for late return Sunday—refer to Judiciary Board.

LEAVING EAST LANSING

1. The name and address of the hostess and the telephone number, if possible, must be recorded on the A. W. S. record sheet, as also the proposed time of return.
2. Trips for out of town may take place over Friday and Saturday evenings, provided they meet with the approval of the student's family and that hours are within A. W. S. rules. Speak to the housemother and register on the overnight sheet. Any girl who signs out incorrectly over vacation and doesn't notify her housemother of change in plans will receive 10 late minutes. Girls who have notified

their housemothers don't receive any. A girl should sign out for the latest permissible time on Sunday nights, or before the first class on Monday morning. They must keep their obligations. Freshmen must have, in addition, written permission from home for any over night or out-of-town absences(other than home).

3. For absence on other than Friday or Saturday evenings, a written permit must be obtained in advance from the Dean of Women's office. Telephone call for a permit costs 10 late minutes. (See Emergency Permission).
4. College women planning to leave the city on automobile trips involving more than 45 miles of driving, shall receive family consent if they are starting later than 11:30 p. m.

OVERNIGHTS

Absences from a college residence for overnight visits will be regulated as follows: granted with a written permit from the adviser of Judiciary Board:

1. *Either* one night a term out in a Lansing or East Lansing home, or two nights a term in a sorority house or dormitory.
2. Further overnight permission must be specially granted by the Judiciary Board or its advisor.

REGISTRATION OF RESIDENCE

1. If any girls have to move during the school year, they must register the change at the Dean of Women's office and be sure that the registrar, Dean of Division, and advisor know about it.
2. Out-of-town students shall live only in houses listed and approved by the Office of the Dean of Women. These students must obtain a permit from the Office of the Dean of Women for any change in address.

FINAL EXAMINATION WEEK HOURS AND REGULATION

1. Any 15 minute lateness which is "completed" this weekend will be made up by staying in after 8 p. m. for three nights of examination week.
2. For each 5 minutes incurred during examination week, one night will be made up.
3. During the week of final examinations, 11 p. m. permission is granted to any girl whenever she has no examination before noon on the following day, and one 12 p. m. permission which is on the evening following her last examination. Examination schedules must be presented to the housemother before such permissions are used.
4. Dormitories close officially at 8 p. m. of the final night of examination period. Any girl wishing to remain in a dormitory or sorority house later than 8 p. m. on this night or more than 24 hours after her last examination must see Miss Petersen or Miss Conrad.
5. No overnight guest permits during examination week or the inter-term vacations.
6. Any deliberate infringement of regulations will be dealt with by the Office of the Dean of Women, as the Judiciary Board does not meet during examination week.

CAMPUS WEAR

Michigan State College prides itself on the fact that its undergraduate women are always well dressed; that is, dressed with an idea of clothes befitting the occasion: sports clothes for sport occasions; for classes and college academic hours, clothes which make them look well-groomed and comfortable, not over-dressed, but never sloppy.

1. Wool slacks and ski pants are permissible for class wear in zero weather, but a coat must be worn.

2. Slacks may be worn on Campus after 5 o'clock p. m. week days and Saturday afternoons. They may be worn during the day only for defense work, sports activities and field trips. This does not include class wear. On campus at all times they must be covered by a full length coat or long jacket. If slacks are worn in dormitory lounges and dining rooms, 3 late minutes will be given at all times.
3. In the dining-rooms for breakfast and lunch on riding class days, including Saturday, riding clothes may be worn.
4. For sports, shorts may be worn provided they are covered by a skirt or coat until arrival at the playground. Halters must be covered by a coat or cardigan except on the playground.

Judiciary Board shall review and present a list of accepted entertainments at the beginning of each term for which late permission will be granted during the week.

HOUSE CONSTITUTION

1. Organization :

a. Women's houses shall have a House Council and such other officers and committees as may be deemed necessary. Each organized house shall have a president, fire captain, and necessary officers and committees. Dormitory rules' interpretations by the Judiciary Board should be posted in printed form at the beginning of the fall term by the president or an officer of the house council of the previous year.

2. Officers:

a. The House Council for all college dormitories shall consist of a president elected by the dormitory, and such other house officers as may be desired, also elected. Chairmen of committees and floor representatives are appointed by the president with the approval of the House Council and the Housemother.

b. There shall be at least three nominees for president, upper-class girls, who have been in residence in this house not less than one term and on campus not less than one year. Their scholastic average for each of the two preceding terms shall have been not less than "C". No nominees with less than "C" average shall be considered for any office. Appointees for social chairmanship shall have been in residence at least one term. Complete slate must be submitted to the Judiciary Board for ratification.

c. The House Council shall be responsible for the execution of this Constitution and shall draw up such additional house rules and regulations as may seem necessary or advisable. The Council shall submit these regulations to the Judiciary Board for ratification, after which the House Council shall have charge of the enforcement of these approved ratifications.

d. Every dormitory and sorority house shall choose a fire

chief whose duties shall consist in advising with the Buildings and Grounds department for fire drills and taking other precautions against fire and have charge of air raid drills, etc.

e. Approved houses shall have proctors responsible to their House Councils for the enforcement of quiet hours.

3. Methods of Organization:

a. The first Sunday of the Fall term and the first Wednesday of the Winter and Spring terms, the Judiciary Board shall arrange for a meeting of all members of each dormitory. The Judiciary Board members or representatives designated by the Board (such as a former house president) shall take charge of the meeting when nominations for fall term officers are being made and elections held.

b. The names of the girls nominated shall be posted at least two days before election, which shall be held the Wednesday of the first week after the opening of each term.

c. Dormitory officers shall be elected each term.

FIRE REGULATIONS FOR DORMITORIES

1. Fire Captain. A Fire Captain for each women's residence shall be elected at the first of every term. She shall have supervision of all fire drills and be responsible to the Council and the air raid warden.
2. Floor Aides. At least one aide for each floor of the house shall be appointed by the fire captain of that house.
3. Duties of the Fire Captain:
 - a. To take command in case of fire. She shall consult with the Superintendent of Buildings for instructions and with the air raid warden.
 - b. To have general supervision of all fire drills and be responsible for their efficiency.
 - c. To call the roll.
 - d. To be responsible in case of real fire for notification of the fire department.
4. Duties of the Fire Aides:
 - a. In the absence of the Fire Captain of the house, the first aide on the first floor takes command.
 - b. The aides on each floor are to be responsible for the presence of everyone on their floors at drills; they must have a list of those for whom they are responsible, and must see that they are in line, ready to go down stairs, and that order is preserved during fire drills, and in case of fire.
 - c. Fire drills shall be called and regulations posted subject to the order of the Superintendent of Buildings.

