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HANDBOOK

1955 - 56

HANDBOOK

for

Women Students

at

Michigan State University

EAST LANSING, MICHIGAN

Published by

ASSOCIATED WOMEN STUDENTS

MICHIGAN STATE UNIVERSITY

HI THERE ! !



We are happy
to have
you
here!

This year will be a great one. So let's start it off right by getting acquainted with A.W.S. and your part as a woman student. Let's journey through this handbook and discover what our responsibility is to Michigan State University.

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1955 - 1956

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Sue Smith	Secretary
Liz Schneider	Treasurer
Miss Mabel Petersen	Advisor

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Sue Smith	South Campbell
Dorie Clark	Gilchrist
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Kay Durenbos	Sorority
Mary Hotop	Sorority
Peggy O'Rae	Sorority
Jan Thompson	PanHellenic
Ann Ferguson	Student Government

1955 - 1956

A.W.S. ACTIVITIES BOARD

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Jane Hamlin	Vice-President
Nancy Lee	Secretary
Marilyn McMurray	Assistant Secretary
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REPRESENTATIVES

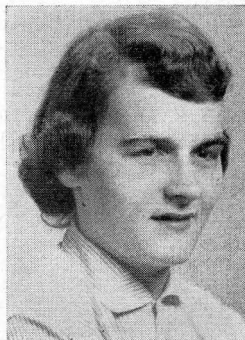
Barbara Ott	Abbot
Jane Hamlin	North Campbell
Nancy Lee	South Campbell
Nancy Proctor	Gilchrist
Jan Gumpel	East Landon
Lindy Frankenstien	West Landon
Dorothy Bell	Mason
Jan Vincent	East Mayo
Lois Faust	West Mayo
Marcella Surber	Snyder
Lu Lamie	North Williams
Marsha Meade	South Williams
Carolyn Shattuck	East Yakeley
Donna Hall	West Yakeley
Marilou Maustellar	Off-Campus
Elaine Ross	Sorority
Lynn Johnson	Sorority
Ann McGuffin	Sorority
Judy Harris	Sorority
Athena Roins	Home Ec Club
Dianne Raemer	PanHellenic
Jean Rassbach	Spartan Women's League
Ann Mottinger	Tower Guard
Marilyn McMurray	YWCA

CO-PRESIDENTS



Beverly Greig
A.W.S. Activities

Pat Roberts
A.W.S. Judiciary-
Legislative



GREETINGS FROM THE CO-PRESIDENTS

Michigan State University — this is your school and you are the Associated Women Students. Your A.W.S. is divided into the Activities Board and the Judiciary-Legislative Board. Both boards join together in wishing you a successful and a happy year. Welcome to M.S.U.!

What does your A.W.S. do? Well, each board has a specific function. Activities Board is in charge of the Big Sister Program, STUN, and helps with Lantern Night and the freshmen orientation program. Judiciary-Legislative Board provides you guides for better living which are passed down from year to year. It is important for you to familiarize yourself with these guides so that your campus life will be easier and happier.

Our A.W.S. group belongs to the Intercollegiate A.W.S., or I.A.W.S. Representatives attend both national and regional meetings of this organization and bring to you the ideas gleaned from these meetings to further improve our campus organization.

What are your responsibilities to A.W.S.? As a member of a living unit it is your privilege to run for office on either board and/or to elect good representatives whom you feel are well qualified. Feel free to take your problems or suggestions to your A.W.S. Representative at any time — she is there to serve you.

Keep this handbook with you; it really comes in handy. Remember that you are the A.W.S. Have a wonderful year at M.S.U. — help keep up its reputation of being a friendly campus!

Beverly Greig
A.W.S. Activities

Pat Roberts
A.W.S. Judiciary-Legislative

STUDENT ACTIVITIES

Eligibility

Are you taking part in any extra curricular activities? Then take a look at the eligibility rulings of Student Congress.

You must have an all-college 2 point average and must be carrying at least 12 credits to be eligible for any office or to be elected as a Queen. You must maintain a 2 point all-college average during your term of office. If you fall below an all-college 2 point average during your term of office, you are honor bound to tender your resignation. In case of doubt of status, students should inquire in the Student Government Office.

These regulations are similar to those which are followed in other Big Ten schools. They are designed to foster your effectiveness both academically and in your extra curricular activities. To serve as an officer or to be honored as a Queen is a reward of merit.

Records

Each term you will be asked to bring your list of activities up to date on an Activities Card which is kept on file with the cards of your housemates. Be sure to list all your activities because they will serve you well. While you are in school they will serve as references for organizations such as Tower Guard, Mortar Board, sororities and others when they are seeking women eligible for membership. This information will be sent to the Advisors of A.W.S. in the Dean of Students' office at the end of each school year to be kept on file and to serve as reference material. Your future employers will be interested in your extra curricular activities as well as your academic record.

Don't be a joiner just for the sake of listing your memberships in the Wolverine. If you limit your activities to those organizations you are really interested in and really work for them, you will contribute to your own growth as well as to the growth in strength of the organization without reducing your academic achievement. Whatever you do, may your goal be to do it well. It is not so much how much we do, but how we do it that really counts.

LEARN! . . . BE ACTIVE! . . .

Following are the possible campus elected leadership positions for which you, as a woman student, can petition:

Student Congress, elected from living units in spring term.

A.W.S., elected from living units during winter term.

Class Officers, elected by each class during spring term (Freshman class officers are elected fall term.)

Frosh-Soph Council, elected fall term by living units.

A.W.S. Activities: YOU are welcome to help on these. Just contact your A.W.S. representative or the A.W.S. office in the Union Building.

Big Sister Program

Who's Who & What's What (Orientation program)

STUN (Student Texts Used & New)

Lantern Night (Senior women recognition)

National Convention of A.W.S. for 1957

CONSTITUTION OF A.W.S.

ARTICLE I

NAME AND OBJECTIVE

Section 1. The name of this association shall be the Associated Women Students of Michigan State University.

Section 2. The objectives of this association shall be:

- a. To establish and administer a representative form of government whereby the interests of all women students shall be protected and served.
- b. To determine and maintain such standards of conduct as will reflect creditably on the university and its students.
- c. To serve as coordinator of women's activities and to promote the participation of women students in all co-curricular activities.
- d. To encourage individual women students to limit their participation in activities in order to promote their high academic and performance standards.
- e. To foster among women students friendship, happiness, and a personal sense of responsibility to themselves and to Michigan State University.

ARTICLE II

MEMBERSHIP AND FINANCE

Section 1. All undergraduate women shall be ipso facto members by virtue of the payment of fees at the time of registration.

Section 2. Each member is responsible for a knowledge of the constitution, by-laws, and regulations of the association.

Section 3. The A.W.S. Executive Council, shall, in accordance with university regulations, draw up in the spring term, and present to the university treasurer a proposed budget of funds necessary for the following year. The total of the budget will be subject to the approval by the Treasurer and the Faculty Committee.

ARTICLE III

ORGANIZATION OF A.W.S.

Section 1. Membership

a. Judiciary Legislative responsibility is vested in a Judiciary-Legislative board composed of the following:

From each dormitory —

1 representative

From the Cooperative houses —

1 representative

From off-campus houses —

1 representative

From the sorority houses —

3 representatives

From PanHellenic Council

1 representative (non-voting)

(If extra representation is necessary due to the size of the living unit or the number of students represented, additional representatives may be appointed by the Executive Board.)

Dormitory representatives shall be elected by the women of their residences. The mode of election of off-campus and cooperative representatives shall be decided upon by their respective councils. The three sorority

houses to have a representative shall be designated in accordance with a rotation system of PanHellenic Council. Candidates from these houses shall be elected by their respective housemates. The PanHellenic representatives shall be appointed by the PanHellenic Council.

- b. Responsibility for women's activities shall be vested in the Activities Board, composed of the following elected representatives:

From each dormitory —

1 representative

From the Cooperative houses —

1 representative

From the off-campus houses —

1 representative

From the sorority houses —

3 representatives

From PanHellenic Council —

1 representative

(If extra representation is necessary due to the size of the living unit or the number of students represented, additional representatives may be appointed by the Executive Board.)

Activities board shall also include one representative from each of the following organizations: Spartan Women's League, the Y.W.C.A., W.A.A., Tower Guard, Mortar Board, and the Association of Greater Lansing Students. All representatives shall be elected in the same manner as the Judiciary-Legislative board members.

- c. The executive council shall periodically review the representation on each board and shall be authorized to recommend to both boards for a vote, any modification of the representation

system which would assure lines of communication between living groups and organizations.

- d. Any elected member absent from the university for one term of her own volition or through ineligibility shall permanently forfeit her office to the candidate receiving the next highest vote. Should the runner up be ineligible or not in attendance in school, a new election shall take place at that residence to determine the new member. Should a member's absence of one term be through circumstances beyond her control (practice teaching, Merrill Palmer, etc.), she shall resume her duties upon her return to campus. In no instance may a member resume office if her absence is more than a term's duration.
- e. If a dormitory, sorority, cooperative, or off-campus representative to the Judiciary-Legislative or Activities Board withdraws from her position because of change of residence or for any other reason, the candidate having received the next highest vote at the time of election shall take office. Should this runner up be ineligible or not in attendance in school, an election should be held in the residence or organization within the next two weeks to fill the vacant position. Until that time the position should be filled by an alternate.
- f. The term of office for these members shall be one year. It shall begin on the first meeting following election, and shall end after the joint meeting

with the incoming council the following spring.

ARTICLE IV

OFFICERS AND ELECTIONS

Section 1. The officers of Activities Board shall be president, vice-president (there may be 2 vice-presidents in case of a tie election or if an additional one is necessary), secretary (the board may also elect an assistant secretary if there is a need for one), and treasurer. The officers of Judiciary-Legislative Board shall be the same as those for the Activities Board. The officers of both boards shall constitute the Executive Council of A.W.S. Candidates for the president of each board shall have served on their respective boards at least two terms, not necessarily the term previous; shall be from the incoming senior class; and shall be a student in residence at the time of election. They shall be nominated by the outgoing board and elected by women students in a campus election. The candidate having the second highest number of votes shall fill the office of vice-president. The remaining officers shall be nominated and elected by the incoming board at the beginning of spring term.

Section 2. The time of election will be determined by the Executive Council.

Section 3. Duties of the board members:

- a. The presidents shall call and preside over all meetings of their respective boards. They shall have power to make all committee appointments with the approval of the Executive Council.

They shall perform the general duties of an executive. Both presidents or a duly appointed representative shall attend all Student Government meetings and give a report of these meetings to their boards. The president of the Judiciary-Legislative Board presides over meetings of the Executive Council.

- b. The vice-presidents shall assume the duties of the presidents in their absence. They shall be responsible for all publicity concerning the organization and shall maintain a scrapbook. The vice-president of the Judiciary-Legislative Board shall be the representative to the All-University Judiciary. In the case of inability to attend, another representative shall be appointed by the Executive Council, subject to the approval of the Judiciary-Legislative Board.
- c. The secretary shall record all minutes of the meetings and take care of all correspondence.
- d. The treasurer shall perform the duties that regularly pertain to the office and shall advise with the University Comptroller.
- e. The A.W.S. office secretary is an ex-officio member of the Judiciary-Legislative Board.
- f. Activities Board also has a representative on the Student-Faculty Social Committee.

ARTICLE V

MEETINGS

- Section 1. The Activities Board and the Judiciary Board shall meet separately Tuesday night of each week and hold occasional joint meetings. Additional meetings of either board may be called by its president.
- Section 2. Absences shall be excused only for a valid reason and must be approved in advance by the president or the secretary. Three unexcused absences from the meetings shall automatically constitute recall of elected members. Whether excused or unexcused, the representative, if unable to attend, shall send an alternate as pre-arranged with the president or the secretary.
- Section 3. The delegates to the National and Regional A.W.S. Convention shall be the President-elect of the Activities Board and the Judiciary-Legislative Board. Upon their return from the convention the delegates will present a report in writing to the Activities Board and the Judiciary-Legislative Board.
- Section 4. Both the Activities Board and the Judiciary-Legislative Board will hold an annual meeting with the incoming boards. Officers and committee chairmen will read their reports of the year's work in their organization or residence.
- Section 5. Installation of the new presidents will take place in a public ceremony on Lantern Night. Installation of all new officers will take place in a private ceremony of the two boards soon after election.

ARTICLE VI

DUTIES

Section 1. The duties of the Executive Council shall be to study and to plan general policy of A.W.S. as a whole for discussion and approval of the boards. They shall determine the time of the joint meetings and they, with the assistance of the advisors, shall select the office secretary.

Section 2. The duties of the Activities Board 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 co-operation from women's organizations.
- b. To act as a coordinating body for women's activities in their residences and organizations.
- c. To approve election schedules submitted by various organizations.
- d. To appoint committees for specific projects.
- e. To supervise and promote projects such as:
STUN book exchange
Big Sister program
Activities Carnival
Leadership Training
- f. To check on the eligibility of candidates for office in all women's organizations, in compliance with both A.W.S. and Student Government regulations.

- g. To check each term on the eligibility of officers in all women's organizations.

Section 3. The duties of the Judiciary-Legislative Board shall be:

- a. To hear and judge disciplinary cases and consider judiciary matters. **Disciplinary cases shall have the right to appeal to the council in person.**
- b. To have jurisdiction over house rules.
- c. To interpret A.W.S. rules.
- d. To supervise and verify house reports.
- e. To promote projects of Activities Board.

Section 4. The duties of the Judiciary-Legislative and Activities Board representatives in the dormitories shall be:

- a. To supervise all A.W.S. elections in the dormitories.
- b. To attend all regular house council meetings.

Section 5. The duties of the Judiciary-Legislative Board and Activities Board shall be:

- a. To revise the A.W.S. Handbook annually.
- b. To set up qualifications for A.W.S. officers and representatives to the board.

ARTICLE VII

BY-LAWS

Section 1. The Associated Women Students will have the power to enact, interpret, and enforce the by-laws to accomplish its objectives.

ARTICLE VIII

ADOPTION

Section 1. This constitution shall be declared in effect upon a majority affirmative count of the votes cast by the women students of the university at an election to be specified by the Judiciary-Legislative Board.

ARTICLE IX

AMENDMENTS

Section 1. Amendments may be made to the constitution by a majority of the votes cast by the women students of the university at any election specified by the Judiciary-Legislative Board. 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 the election.

BY-LAWS

HOUSE REGULATIONS

These rules apply to all university residences. Infractions of regulations are dealt with by the Judiciary Legislative Board of A.W.S.

Each student is required to submit a written statement of the fact to the board when infractions of regulations occur. The Board shall use its discretion in trying any case and deciding the penalty. If the student is dissatisfied with the decision of the Judiciary-Legislative Board, she may re-appeal her case at the next meeting. At any time the student has the privilege of appearing before the Board to appeal her case. If still dissatisfied the student may appeal to the All-University Judiciary.

The All-University Judiciary shall have complete jurisdiction over appeals from the All-University Women's Judiciary and the All-University Men's Judiciary. This appeal must be made in writing within 24 hours after notification of the final decision is made by the judiciary involved.

Girls petitioning A.W.S. must have their petition in the office of A.W.S. Judiciary advisor in the Dean of Students office Room 301 Administration Building by the Tuesday noon immediately following the offense. An automatic 5 late minutes will be given for late petitioning.

Your living unit representative (named on page five) is there to help you. See her for any interpretation or questions concerning the A.W.S. rules.

I. REGULATIONS

A. Residence Closing Hours:

10:00 p.m. Monday through Thursday

1:00 a.m. Friday and Saturday

11:00 p.m. Sunday (late pers not to extend beyond midnight).

1. Registration Week

- a. Hours extend until 11 p.m. Monday through Thursday nights.
- b. **NO** late permissions may be taken.
- c. Regular hours resume the **NIGHT** before classes start.

B. Quiet Regulations

1. Quiet Hours

- a. Afternoons: 1:00-4:00 p.m. Monday through Thursday, 2:00-5:00 on Sunday.
- b. Evenings: 8:00 p.m. continuous to 11:00 a.m. the following morning, Sunday through Thursday.
1:00 a.m. Friday night to 11:00 a.m. Saturday.
1:00 a.m. Saturday night to 11:00 a.m. Sunday.
- c. Additional quiet hours may be established by a vote at a General House meeting, not merely the House Council.
- d. Quiet hours are continuous during exam week.

2. Shower Hours

- 6:30 a.m. - 11:00 p.m. Monday through Thursday.
- 6:30 a.m. - 1:30 a.m. Friday and Saturday.
- 6:30 a.m. - 12:00 midnight Sunday

3. Typing Hours

- 9:00 a.m. - 10:00 p.m. Sunday through Thursday.
- 9:00 a.m. - 12:00 midnight Friday and Saturday.
- Typing at hours other than those listed

above is permissible, but only in places designated by the House Council.

4. Radio Hours

You are asked to have consideration for your neighbors when playing your radio or phonograph.

C. Penalties for Infractions of Quiet Regulations

1. For persistent lack of consideration for any of the above rules, individuals or groups will be referred to the Standards Committee and the following rules will apply:
 - a. First referral to the Standards Committee: One week-end night campused.
 - b. Second referral to the Standards Committee: Case is submitted to the Judiciary-Legislative Board of A.W.S.
2. Any variations of quiet regulation penalties, proposed by individual housing units, are to be submitted to the A.W.S. Judiciary-Legislative Board for its approval.

D. General Rules

1. Smoking Rules

- a. Smoking is permitted in student rooms, hallways, phone booths, laundries, lavatories, kitchenettes, recreation rooms, study rooms. and lobbies.
- b. There shall be **no smoking** in the living rooms, or adjoining sun rooms, dining rooms, or stair cases.
Note: Smoking on sundecks will be decided upon by the Standards Committee.

- c. Consideration should be shown for the roommate who does not smoke.
 - d. Penalties are to be decided upon by the Standards Committee for smoking in places not designated in the rules.
 - e. Infractions and enforcement will be dealt with by the Standards Committee. **Abuse of the privilege will result in its denial.** In the case of individuals, a second offense will be referred to the Judiciary-Legislative Board.
2. **Working Permits (requiring extension of hours) must be renewed every term.**
- a. Requirement — 2 point all-university average and a 2 point the preceding term.
 - b. Procedure
 - (1) Special occasions
Obtain permit **in advance** from the A.W.S. Judiciary Board advisor in the Dean of Students office. (Room 301 Administration Building).
 - (2) Regular work
Petition the A.W.S. Judiciary-Legislative Board **in advance.**
 - c. Hours
 - (1) Latest hours granted as work permission for returning to residence are 12:00 midnight Sunday through Thursday; 1:30 a.m. Friday and Saturday.
 - d. Signing out requirement for work
 - (1) Give name, address, and phone of employer to your housemother.

- (2) Sign out on regular night sign out sheet.

e. Other Regulations

- (1) No dates may be entertained while a girl is taking care of children.
- (2) At all times a girl returning after regular closing hours from baby sitting must be accompanied to her residence by someone from her place of employment unless otherwise arranged in advance with the housemother.

3. Callers in University Residences (in Women's residences)

- a. Men callers are allowed five minutes to call for girls in the morning before regular hours, but they may not go into the lounges before 10:00 a.m. on Sunday or 11:00 a.m. Monday through Saturday.
- b. Calling hours for off-campus approved houses are 4:00 p.m. Monday through Friday.
- c. Hours when men are permitted in recreation rooms of women's residences are:
 - (1) 9:00 p.m. - 12:45 a.m. Friday and Saturday nights.
1:00 p.m. - 5:00 p.m. Saturday and Sunday.
 - (2) Requests for earlier opening hours on these days must be submitted to the A.W.S. Judiciary-Legislative Board for approval.

4. Hours in Men's Residences:

- a. Women students may visit only those men's residences where an official

housemother employed by the university is present under the following conditions:

- (1) The housemother must be present.
- (2) Women may not go above the ground floor.
- (3) Women students may not visit in men's residences during the morning hours.
- (4) Women may not remain in men's residences beyond the closing hours of women's residences (10:00 p.m. Monday through Thursday, 1:00 a.m. Friday and Saturday, and 11:00 p.m. on Sunday).

Note: These are the maximum hours permitted to women students. Individual houses may set up their own more restricted hours to which women students must conform. A copy of the visiting hours of individual men's residences is on file in the A.W.S. office.

- (5) Women students may go below the first floor of men's residences during the week nights when they are working on all-university sponsored activities when such activity is approved by the housemother concerned. (Examples: Water Carnival and Spartacade).

5. Overnight Guests in University Residences

- a. Overnight guests are allowed only Friday and Saturday nights and during registration week, not including the night before classes begin.

- b. The hostess may not take an over-night while she has a guest.
- c. All overnight guests must observe regular university closing hours and must be registered as the guest of a **specific student**, and she must also sign in and out on the regular sign out sheet. **Guest privileges may be denied to offenders.**
- d. All guests must be arranged for and registered **with the housemother by 10:00 p.m.** Guests may be signed in before arrival. Girls must also state the approximate time of departure.
- e. Dormitory residents may have three guests per term. One visit may be considered either Friday and Saturday nights or just one night. A girl may not be a guest in a residence more than three times per term. This includes student nurses, student teachers, and girls living in the home management house.
- f. Special emergency requests for guests during the week **must** be referred in **advance** to the A.W.S. Judiciary advisor in the Dean of Students office.
- g. For registering a guest after 10:00 p.m. a girl will receive 5 late minutes. For failure to register a guest, a girl will be given a **minimum of 10 late minutes.**
- h. A student hostess is responsible for her guest's behavior and she must assume all penalties contracted by her guest, unless the guest is also a student at Michigan State. If the guest is a student, she must assume her own penalty.

- i. Girls should be sure the guests they sign in are reliable, considerate, and responsible.
- j. The Hostess is responsible for acquainting her guests with the A.W.S. and M.S.U. rules and regulations to be followed while she is on this campus.

II. INFRACTIONS

A. Residence Penalties

1. A record of late minutes will be kept by the housemother. An accumulation of 15 late minutes during the term requires that the girl be automatically campused for one week-end night, and is to be made up as follows:
 - a. First 15 late minutes: 1 week-end night within the following two week ends.
 - b. Second accumulation of 15 late minutes: 1 complete week-end (consecutively Friday, Saturday, and Sunday nights) within the following two week-ends.
 - c. Third 15 late minutes: 1 full week, to begin immediately following accumulation.
 - d. Repeated breaking of any residence rules will be dealt with by the Judiciary-Legislative Board.
 - e. Penalties recommended by House Council must be approved by the Judiciary-Legislative Board of A.W.S. prior to enforcement.
 - f. If a girl receives between 30 and 45 late minutes at any one time and they are her accumulation of late minutes,

she will be given one complete week-end campused. If she receives more than 45 late minutes at any one time, she must petition the Judiciary-Legislative Board.

B. Campusing

1. When a girl is campused:
 - a. She must remain in her room after 8:00 p.m. until the next morning at 5:30.
 - b. She must notify the housemother and counselor in person at 8:00 p.m. or before of her intention to take her campusing.
 - c. She may not make or receive phone calls or callers during her period of campusing, including her break. She may receive long distance phone calls, if so notified by the switch-board operator.
 - d. She may not receive callers in her room, nor may her roommates have callers in the room.
 - e. She may have **ONE RECESS OF FIFTEEN MINUTES TAKEN CONSECUTIVELY**, but she may not leave the living unit during this time. She must notify her R.A. or housemother at the beginning and end of this period.
 - f. She must have a sign on the door notifying the girls of the campusing. Signs are to be obtained from the housemother.
 - g. A complete week-end campus includes Friday, Saturday and Sunday nights.
2. In an emergency, campusing may be

postponed or rearranged by petitioning the Judiciary-Legislative Board **in advance**. An additional penalty **MAY** be given in this case.

3. For sudden emergencies, postponement of campusing may be obtained by calling the President of the A.W.S. Judiciary-Legislative Board, or the advisor to A.W.S., Judiciary Board in the Dean of Students office.
4. Any breaking of campusing must be referred to the Judiciary-Legislative Board.

C. During Exam Week

1. If a girl acquires 5 late minutes which brings her total to fifteen, she must forfeit one week-end night. (campused).
2. If a girl acquires 5 late minutes **for noise only** that do not make her total fifteen, she must forfeit one week night. (campused).
3. If a girl is unable to complete her campusing during exam week because of early departure, the campusing will be carried over until the next term. She then has two weeks in which to make it up unless the penalty has been issued by the Judiciary-Legislative Board, in which case it is made up immediately.
4. If a girl is able to complete her campusing and does not do so, her case is referred to the Judiciary-Legislative Board.

D. Any penalties given by the Judiciary-Legislative Board **MUST BE MADE UP IMMEDIATELY**. A penalty for accumulated late minutes is made up within the next two weeks.

III. PROCEDURES

A. Signing Out

1. For the evening

- a. If planning to go out of her residence after 8:00 p.m. each girl must **SIGN HERSELF OUT ON THE DAILY SIGNOUT SHEET.**
- b. Include the following on the signout sheet:
 - (1) **EXACT DESTINATION** so that you may be contacted in case of emergency, i.e. Michigan Theatre, Library, A-2 South Campus.
 - (2) **TIME OF EXPECTED RETURN** should be latest possible return since students are considered late if they return after the time signed out for, even within closing hours.
 - (3) If planning a trip all day and don't know exact time of return, sign out for the latest possible return.

2. For functions granted time extension:

- a. This includes Lecture-Concert series, evening classes, dances, and other university functions for which a special time extension is granted by A.W.S.
- b. Sign out on the regular daily signout sheet.
 - (1) The exact function attending.
 - (2) The time granted for return.
- c. Ticket stubs or programs must be presented to the housemother when re-

turning from the function.

3. For work and baby-sitting

a. Work

- (1) Sign out for place of work on daily signout sheet.
- (2) Give the time granted for return.

b. Baby-sitting

- (1) On daily signout sheet:
 - (a) Householder's address
 - (b) Time granted for return
- (2) With Housemother
 - (a) Name, address, and phone number of householder.

4. Leaving at the end of the term

a. Sign (if you plan to return) "Returning" (or "not returning" if you do not plan to return).

- (1) You are to return within the closing hours on the day you come back.

5. For overnight or week-end absences

a. A girl must sign herself out before 10:00 p.m. on a special signout sheet, the overnight absence sheet, not the daily signout sheet.

b. A girl must leave her residence before closing hours on the night of her departure.

c. Include:

- (1) Name of hostess, her full address, and phone number.
- (2) Date and time of departure.
- (3) Date and time of expected return.

d. If you discover, while away, that you have forgotten to sign out for an over-

night or the week-end, call your house-mother immediately and give her all necessary information.

6. Signing out for overnights and week-ends may be done in advance. Put the time you plan to leave, instead of the current time that you sign out.

B. Signing in: (for all above cases)

1. After returning to residence, a girl is honor-bound to sign in the **exact** time of her return on the sheet on which she signed out.
2. A girl must return **within regular closing hours** as stated in section 1, A., **even if she returns the day before she is due back.**
3. Sign in **as soon as you return** to the dorm, regardless if you arrived sooner than planned. This gives a record of your being in, in case of an emergency.
4. **Sign in and out during registration**, if you return home before classes start. This notifies the management that you are returning for your room and leaves a record for reference.

IV. PENALTIES

A. Signing out not according to instructions

1. A girl will receive a minimum of **5 late minutes for failure to sign out on the daily signout sheet.**
2. A girl will receive a minimum of **3 late minutes for improper signing out on the daily signout sheet.**
3. Failure to sign out on the overnight ab-

sence sheet is considered a serious offense and will result in a minimum of complete week-end campusing, to be decided by the Judiciary-Legislative Board or by the University, depending upon the circumstances.

4. A girl will receive 5 late minutes for improper signing out on the overnight absence sheet.
5. Students who sign out for one destination and go elsewhere will be dealt with by A.W.S. unless the housemother is notified and approves the change in plans.
6. A girl will receive 10 late minutes for signing out for an overnight or week-end after 10:00 p.m.
7. Failure to sign out for vacation will result in a minimum of 1 week-end night campusing.

B. For signing in not according to instructions.

1. A girl will receive a minimum of 3 late minutes, (maximum to be decided by the Judiciary-Legislative Board) for signing in on the daily signout sheet incorrectly or forgetting to sign in on the daily signout sheet.
 - a. When a girl forgets to sign in the Resident Assistant may give her extra late minutes if she has to look for the girl more than 5 minutes. (Maximum of 3 minutes extra)
2. A girl will receive a minimum of 6 late minutes (maximum to be decided by the Judiciary-Legislative Board) for signing in on the overnight absence sheet incorrectly.

3. A girl will receive 6 late minutes for failure to sign in on **the overnight absence sheet.**
4. A girl will receive **10 late minutes** for signing **another** girl in or out. The girl who has been signed in or out will receive 10 late minutes.
5. A girl **will not receive** a penalty if she notifies her Resident Assistant or her housemother that she did not sign out on the daily signout sheet. **This must be done by 9:00 p.m.**

V. FOR LATE RETURNING

A. If delayed

1. Call housemother (or R.A., if she is on duty,) as to time of expected arrival, if possible, and before closing hours. Word relayed by a friend will not be accepted.
2. Call the **University number, ED 2-1511** and ask for your housemother on her private line. Call collect if you do not have enough money.
3. Call a second time if you are delayed beyond 2:00 a.m.

B. Penalty

1. A girl will receive an automatic **10 late minutes** if she fails to notify her housemother of expected delay, plus the penalty decided by A.W.S. for being late, depending on the circumstances.
2. A girl will receive an automatic 5 late minutes if she calls her housemother after regular closing hours to tell of expected delay.

VI. PERMISSIONS

A. Late Permissions:

1. Definition: A late permission is a 1½ hour extension of time beyond the regular closing hours. (**One hour if used on a Sunday.**)
2. Six late permissions will be granted to **Sophomores, Juniors, and Seniors**, except those who do not maintain an all-university 2 point. In this case they receive only three late permissions, until such time as they earn an all-university 2 point, at which time they will be granted six late permissions. Three late permissions will be granted to **first term freshmen**. They will be granted six late permissions as soon as they earn an all-university 2 point.
3. A student should consider late permissions a privilege. This privilege may be restricted or withdrawn by A.W.S. or the university if **the necessity arises**. Students should also remember that late permissions are not strictly a social privilege, but **are to be used in case of emergencies**, such as transportation difficulties, etc. **Use of late permissions in excess of allotment will be severely dealt with** by the Judiciary-Legislative Board. Students are therefore urged to keep track of their permissions and to check with the housemother in advance if in doubt as to the number already used.
4. Arrangements for using a late permission must be made with the housemother **before** closing hours by signing directly with the housemother on a special sheet as well as noting **"late permission"**

(L.P.) on the regular signout sheet. If she has forgotten to sign out or decides to use a late per while she is out, the student must personally telephone her housemother **directly**, not her R.A., **before** her expected time of return to request use of a late permission and confirm its use on the special sheet when she returns.

5. When calling the housemother for a late permission, the call must be made at least **15 minutes before regular closing hours**.
 - a. A penalty of 5 minutes is given to the girl if the call for a late permission is made **after 15 minutes before regular closing hours**.
 - b. A girl may sign out in person for a late per up until closing hours without a penalty.
6. The penalty for incorrect signing in or out for a late permission will be **three late minutes**.
7. **Transfer students** will be granted six late permissions except in the case of first term freshmen transfer students. These students will be granted only three late permissions until such time as they earn an all-university 2 point.
8. Conditions governing use of late permissions.
 - a. **They may be used** at the discretion of the student, **Sunday through Thursday**. In the case a student does not have any late permissions left and uses one, her case will be referred to the Judiciary-Legislative Board.

- b. Only one may be used in any one night.
 - c. A girl using a late permission may return before 11:30 p.m., but may not leave her university residence after the regular closing hour, nor may a girl come in and then go out during the time of her special permission.
 - d. An extended late permission of 12:00 midnight Monday through Thursday nights may be arranged in advance with the housemother by forfeiting social privileges for one week-end night, (not Sunday) within the following two weeks.
 - e. All-university functions covered by the student activity book may be attended without using a late permission.
 - f. University functions not included under "e" will require the use of a late permission. The Judiciary-Legislative Board will publish a list of special functions which do not require a late permission.
 - g. Permission for plays, concerts, and lectures held in Lansing covers the duration of the program plus direct return to the residence. Late permission will be granted by A.W.S. for each approved program. The housemother must be notified in advance and the ticket stub presented to her upon return.
9. Cancellation: If a student does not use her late permission after requesting it, she must so report to the housemother directly upon her return to her residence in order to have this permission for an-

other time.

10. Use of late permission Sunday night: **A late permission Sunday night allows a girl to remain out until 12:00 midnight.** When women are returning from out-of-town, they should plan to be in East Lansing by 11:00 p.m. and use their permission only in case of emergency.

B. Overnight Permissions:

1. Permission to be absent from a university residence **to stay overnight or longer** must be sent directly by the parents to the housemother before the student may be permitted to leave her university residence. This may be covered by the A.W.S. "yellow slip" sent by parents directly to the housemother.
 - a. Names may be added by the parents to non-blanket permission slips stating places where the student may stay without a blanket permission slip.
2. Permission to stay in an out-of-town hotel must be **sent directly from parent to housemother each individual time** a girl wishes to stay overnight in a hotel. **The Michigan League in Ann Arbor is considered a hotel.**
3. A student is permitted to remain **overnight** in a Lansing hotel **only with her parents** and then **only if her parents talk to the housemother directly.**
4. Each student may have **one overnight permission in either Lansing or East Lansing**, (that is, a place having a Lansing or East Lansing address and tele-

phone exchange), each term which can be taken at any time provided she has permission as stated in part 1 or 6 of this section. **This means one night, not a week-end.**

5. Each student is granted two overnight permissions in another university residence (on this campus) a term which can be taken at any time that guests are allowed. A university residence is a residence where hours are kept, i.e., dormitory, cooperative house, approved off-campus living unit, or sorority house.
6. A girl may take **no overnights** after any evening university registered party, (including dances and term parties), without **specific written permission from home in advance of each occasion** unless she is to stay in another university residence. **The letter must be sent directly from home to the housemother, not to the girl and it must specify where the girl is to spend the night.** A minimum of 2 complete week-ends campusing will be given for an infraction of this rule.

C. Senior permission for Spring Term:

1. Senior closing hours will be 11:00 p.m. Sunday through Thursday.
2. Permission of 12:00 midnight is granted if attending Wednesday night senior parties when they are scheduled.
3. Senior privileges are granted to:
 - a. Seniors graduating spring term, who do not need to petition.
 - b. Seniors graduating at the end of sum-

mer, fall or winter term, and Junior Medical Technology students. They must petition A.W.S. Judiciary-Legislative Board.

4. **Procedure:** Seniors, as defined in 3b. above, must petition A.W.S. Judiciary-Legislative Board **by the end of the second full week of spring term.** This may be done on prepared petitions obtained from the housemother or by letter. They should be turned into the Women's Division of the Dean of Students Office by Tuesday noon to be considered that week. (301 Administration Building)
5. Seniors may come in the house between 10:00 p.m. and 11:00 p.m. but they cannot leave the residence again after 10:00 p.m. for any reason.
6. A senior may use her six late permissions for 11:30 p.m. return Monday through Thursday and 12:00 midnight Sunday. Late permissions do not at any time extend beyond 11:30 p.m. Monday through Thursday and 12:00 midnight Sunday.
7. Graduating seniors must leave their residences within twenty-four hours after commencement unless they have special permission from the A.W.S. advisor.
8. After graduation senior hours are void and regular closing hours will be observed.

D. University Honor Women

1. Qualifications

- a. Senior women having a 3.00 all-uni-

versity average and outstanding citizenship records are eligible to petition for special privileges. Petitions are available in the Resident Advisor's office or the Women's Division.

- b. All applicants for this honor are to be certified and recommended by the housemother, house president, and standards committee. The final decision will be made by the Women's Division.

2. Provisions

- a. 11:30 permission will be granted Sunday through Thursday to all seniors selected for this honor recognition.
- b. They may have three overnights per term in a Lansing or East Lansing home. They may not stay in hotels or motels or places where there is no hostess.
- c. If there is a violation of citizenship or if her scholarship falls below an all-university B average, the senior honor woman will lose her privileges and will not be permitted to re-petition for reinstatement.

E. Special Permissions:

1. Women may leave their residence before 7:00 a.m. but not earlier than 6 a.m. if they consult with their housemother the night before. If leaving before 6 a.m. consult the A.W.S Judiciary advisor in the Dean of Students office in advance.
2. A girl who finds it necessary to return between 11:30 p.m. on weeknights (or 12:00 midnight on Sunday) and 7:00 a.m.

must have special permission from the A.W.S. Judiciary advisor in advance and must make arrangements with the house-mother in advance.

3. University residences close officially at 8:00 p.m. on the final night of exam period. Any girl wishing to remain in a university residence later than 8:00 p.m. on this night or more than 24 hours after her last exam must see the A.W.S. advisor.
4. Consult the advisor of A.W.S. Judiciary in the Dean of Students office at all times for any special consideration or any advice as to procedure.

VII. SERENADES

A. Serenades are held on **Monday** nights.

B. **Concerning the boys:**

1. Call in advance the housemother of the residence where the serenade is to take place.
2. Conclude the serenade by 11:30 p.m.

C. **Concerning the girls:**

1. The girl serenaded must take a late permission if she goes outside during or after the serenade. (This extends until 11:30 p.m.)
2. Sundecks may not be used from which to watch serenades.
3. The observers should turn off their lights as a courtesy to the serenaders and to the girl who is being serenaded.

VIII. GENERAL INFORMATION

A. **Final examination Week Regulations**

1. Regular closing hours will be observed

during final week. Late permissions may be used.

2. **Quiet hours are continuous.** They begin the night before examinations start. House Council may set the beginning day ahead.
3. Students must leave their residences no later than 24 hours after their last examination. Those wishing to remain longer must get permission from the Women's Division in the Dean of Students office in advance.
4. Guests are not permitted the week-end preceding finals or any time during exam period.

B. Any general disturbance or breaking of standards by women will be dealt with by the Judiciary-Legislative Board of A.W.S. and any cases that cannot be localized to certain individuals or to a certain group will result in a penalty for the whole group.

C. **Suggestions and rules concerning sports dress.**

1. Bermuda shorts and slacks may be worn to breakfast every day and to lunch on **Saturday**. Blue jeans may be worn to breakfast and lunch on **Saturday only**. **At no time** may shorts be worn into the dining room. On campus a long coat or skirt must be used to cover shorts except when participating in active sports.
2. During final exam week blue jeans may be worn any day, for breakfast or lunch except on Sunday.
3. Any of the above **are not acceptable** for wear in the Union. (The Union Management urges us to cooperate.)

4. A long coat or skirt must be worn over shorts in the residence lobby. Neither shorts, nor any of the above mentioned may be worn by visitors or students in the living rooms of any university residences.
5. Shorts, blue jeans, slacks and Bermuda shorts or similar sports attire may not be worn to classes.

NOTES, SUGGESTIONS, ADDITIONS, ETC.

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