

*Here is*

*Your*

**A.W.S.**

51-52

**HANDBOOK**

1951 - 1952

# **Handbook**

for

## **Women Students**

at

### **Michigan State College**

**EAST LANSING, MICHIGAN**

Published By

**ASSOCIATED WOMEN STUDENTS**

**MICHIGAN STATE COLLEGE**

# Hi there ----

This little book was written 'specially for you. Read it and get to know **your** A.W.S., **your** campus, and **your** rules. That's right. You're one of us now, and we're very glad to have you. Just take a peek inside and get an idea of what's in store for you.

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1951-1952

# A.W.S. Judiciary Legislative Board

## OFFICERS

|                           |                |
|---------------------------|----------------|
| Suzanne Merriman .....    | President      |
| Dorothy Glupker .....     | Vice President |
| Jean Bachelder .....      | Secretary      |
| Norma Neeb .....          | Treasurer      |
| Miss Mabel Petersen ..... | Advisor        |

## REPRESENTATIVES

|                        |                |
|------------------------|----------------|
| Wilma Gage .....       | North Campbell |
| Foy McClellan .....    | South Campbell |
| Nancy Pryor .....      | East Mayo      |
| Jean Bachelder .....   | West Mayo      |
| Norma Neeb .....       | East Landon    |
| Justine Ray .....      | West Landon    |
| Marion Webb .....      | East Yakeley   |
| Marie Kole .....       | West Yakeley   |
| Joanne Quandt .....    | Gilchrist      |
| Wilma Latture .....    | North Williams |
| Mary Vincent .....     | South Williams |
| Joyce Schubatis .....  | Wells          |
| Barbara Knight .....   | Co-ops         |
| Rosalie Nash .....     | Off Campus     |
| Lois McCormick .....   | Alpha Xi Delta |
| Sally Fox .....        | Chi Omega      |
| Barbara Courtney ..... | Alpha Phi      |



1951-1952

## A. W. S. Activities Board

### OFFICERS

|                          |                |
|--------------------------|----------------|
| Arlene Ursin .....       | President      |
| Margaret Saxton .....    | Vice President |
| Gladys Constantine ..... | Secretary      |
| Mrs. Maurice Gonon ..... | Advisor        |

### REPRESENTATIVES

|                          |                |
|--------------------------|----------------|
| Patricia Curtiss .....   | North Campbell |
| Marilyn Paine .....      | South Campbell |
| Kathleen McCarthy .....  | East Yakeley   |
| Margaret Saxton .....    | East Mary Mayo |
| Kay Anderson .....       | West Mary Mayo |
| Elaine Lesniak .....     | North Williams |
| Patricia Pine .....      | South Williams |
| Joanne Gauss .....       | Gilchrist      |
| Sally Collins .....      | East Landon    |
| Janet Hoinville .....    | West Landon    |
| Elaine Shemanske .....   | Wells          |
| Edna May Wolter .....    | Co-ops         |
| Alma Brewer .....        | Off Campus     |
| Nancy Teeters .....      | Sororities     |
| Ann Spees .....          | Sororities     |
| Mary Schlecht .....      | Sororities     |
| Joanne Triebel .....     | Y.W.C.A.       |
| To be elected .....      | Tower Guard    |
| Alice Radford .....      | Town Girls     |
| Gladys Constantine ..... | W.A.A.         |
| To be elected .....      | Mortar Board   |
| Diane Booker .....       | S.W.L.         |

# M. S. C. Shadows

## I.

M.S.C. we love thy shadows  
When twilight silence falls,  
Flushing deep and softly paling  
O'er ivy covered walls;  
Beneath the pines we'll gather  
To give our hearts to thee,  
Sing our love for Alma Mater  
And thy praises M.S.C.

## II.

When from the scenes we wander  
And twilight shadows fade,  
Our mem'ry still will linger  
Where light and shadows played;  
In the evening oft we'll gather  
And turn our thoughts to thee,  
Sing our love for Alma Mater  
And thy praises M.S.C.

Bernard Traynor



# M. S. C. Fight Song

On the banks of the Red Cedar—is a college  
known to all;

Their specialty is winning, and those Spartans  
play football.

Spartan teams are never beaten—All through the  
game they fight,

Fight for the only colors, Green and White.

Smash right through that line of blue, Watch the  
points keep growing,

Spartan teams are bound to win, They're fighting  
with a vim.

RAH

RAH

RAH

See their line is weakening, We're going to win  
this game.

**Fight**

**Fight**

**Rah team fight**

Victory for M.S.C.

# Your Dean of Students



TOM KING

**A** SINCERE welcome from the Dean of Students Office to incoming women students.

It is hoped that those coming to college for the first time and those who have been here before will find this year a happy and successful one.

You will enjoy your experiences in learning to live together successfully and happily. You should take full advantage of all your time here.

You will enjoy knowing and working in co-operation with A.W.S. It is a fine and successful student organization and deserves your full support.

All the services of the office of Dean of Students are available to you at any time.

TOM KING

Dean of Students





(MRS.) ISABELLE GONON  
Counselor for Women

MABEL PETERSEN  
Assistant Counselor  
for Women



## Co-Advisors

**Y**OU ARE all members of Associated Women Students and the elected representatives of your living unit provide for you a voice in your government. The two Boards, Activities and Judiciary, which serve you, are not remote boards of control. In truly democratic fashion the members of each board provide lines of communication to and from your residences and your organizations.

Regulations are revised each spring for the following year after a poll is taken of your recommendations and with due regard for your general welfare and for the standards of Michigan State College.

Since Activities Board has representatives from women's organizations as well as women's living units it is a medium for disseminating information about what is going on on campus and for promoting, either singly or in cooperation with other groups, campus projects of an all-women or an all-college nature.

Your AWS presidents are ex-officio members of the Student Congress and are members of the Executive Council of your all college Student Government. AWS is represented too on the all-college Judiciary.

Know your student government and make a point of knowing your representatives. They are sincere in wanting to serve you and the college.

(MRS.) MAURICE GONON  
Counselor for Women  
Advisor to Activities Board

**W**E ARE very happy that you have chosen to come to Michigan State College and we welcome you sincerely. We hope you are glad you chose this college and we of AWS want to be proud of you as campus and community citizens.

There are many new things to learn—new ideas, new ways of doing things—which may confuse you at first. Sometimes you will not understand the background for some of our regulations. In that case, ask your AWS representatives, your housemothers, or us in this office about them; and we will explain. The regulations have grown out of student experience, and we are sure you will want to honor them and abide by them.

We try to foster a democratic spirit and we expect high personal and academic standards. We want to help you get the most good out of your college experience. Everything we do is toward that end. Let us know wherever and whenever we can assist you. We are anxious to make your acquaintance.

Cordially,  
MABEL PETERSEN  
Assistant Counselor for Women  
Advisor to Judiciary Board



## Co-Presidents



SUE MERRIMAN

President of  
Judiciary Board



ARLENE URSIN

President of  
Activities Board

## And their Greetings to You

**A** HEARTY welcome to Michigan State from the Activities Board and Judiciary-Legislative board of A.W.S. We wish you a happy and successful year here.

As members of A.W.S. upon your registration here at M.S.C. we know you will do your individual part to make this a better, friendlier campus. To acquaint you with our customs, traditions, and laws, we have compiled this handbook which, if taken to heart, will guide you to happier college years.

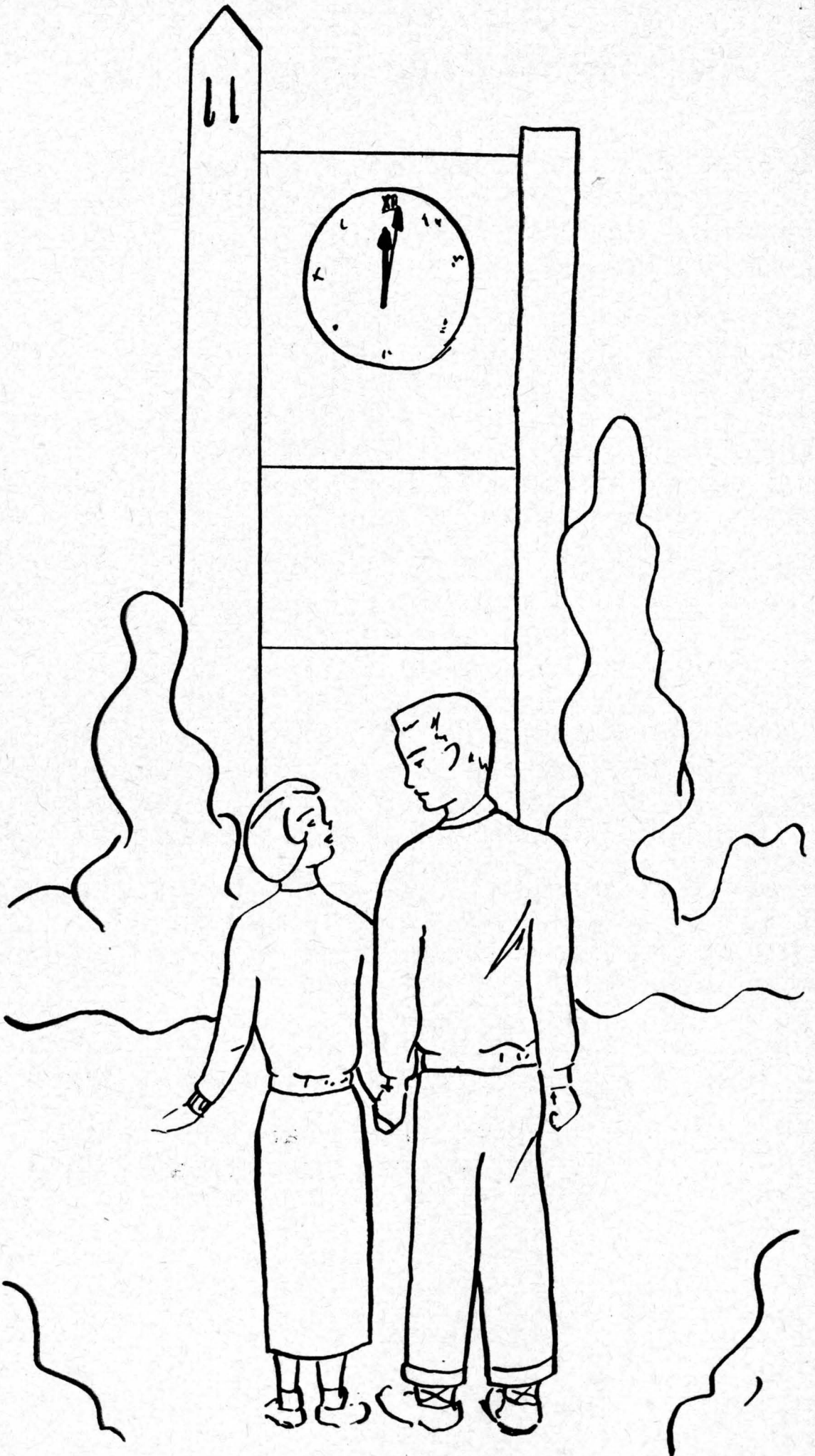
In future days, A.W.S. will become a familiar term to you as it should since you are part of it. Composed of members from the various living units and organizations on campus, the Activities Board and Judiciary-Legislative Board of A.W.S. are truly representative. They have been set up to help you and serve you. Get acquainted with your representative. Give her your ideas and feel free to call upon her at any time.

Make A.W.S. your A.W.S. and make its laws and customs your individual responsibility. In so doing, you will improve yourself and your college.  
Best of Luck!

Arlene Ursin  
President of Activities Board

Sue Merriman  
President of Judiciary Board





BACHELDER

# Traditions

M.S.C. has grown to unprecedented heights in the last few years with the addition of many more students, many more buildings, many more professors, organizations, and friends. Yet with all this growth, we are becoming continually aware that much that is old has become so closely integrated with our college life, that it would be impossible to tear them from M.S.C.

Traditions are among the old. Many started with the first freshman class and have been kept alive by succeeding classes. They're not written laws . . . but they are a part of what makes M.S.C. your college, and they will add to the memories of your life here if you will share in carrying on these customs.

## HOWDY

Our college is known to have a friendly campus, and with good reason, for it is traditional here to say "Hello" to everyone, whether or not you're acquainted. Put out the old WELCOME mat for visiting F.F.A.'s, 4-H's, and visiting teachers . . . Public relations, you know! A smile once in awhile won't hurt its recipient . . . or you . . . a bit!

## WHAT'LL I WEAR?

Sweaters and skirts are still "what the well-dressed coed is wearing" on campus—that is for classes and those "grilling" hours. When kept cleaned and pressed, a more appropriate outfit couldn't be had. If winter breezes chill you to the quick, dig out the slacks for that trek to South Campus. But beware . . . don't overdo it! Preserving manhood in the stronger sex necessitates your remaining feminine.

Shorts? They're permitted, but only when worn under a long coat.



As for evening wear for college functions, don't forget, that even at home stockings and flats were expected for concerts and the dra-mah! Shouldn't M.S.C. rate the same?

### ABOUT SMOKING

. . . Not while you're walking across campus, please. You light up in the Union or in your dormitories, but in classrooms or on the sidewalks . . . it just ain't done. Old cigarette butts are not conducive to the growth of struggling grass, nor, for that matter, are your feet. So keep them on the walks . . . both of them.

### LOVE IS WHERE YOU FIND IT

Twelve o'clock and all is well . . . that is, if you're his Mary, and he's your Johnny, and you've just concluded a happy evening with that midnight kiss in the shadows of Beaumont Tower. It may not be love, but at least you'll never forget that it was Johnny who initiated you to the rank of "Official Coed of Michigan State College."

Beware the engagement bench nearby, however, unless you're wearing that crystalized carbon on your third-finger-left-hand. It's not a rest stop on your tiresome trip to the Library. If he takes the final plunge, and you find yourself a qualified squatter, then be prepared also for a tubbing from your dormmates. Everyone has a splashnig good time. . . even you (?)

Pinnings (besides rating a dunking, also) usually draw out the brothers to serenade you beneath your window. If you're the Fortunate Miss, don a white dress or robe . . . carry lighted candle in hand . . . and stand at the window. If on the other hand the serenade is for the whole house, show your appreciation by clapping . . . or better yet sing back.

An engagement or pinning means another serenading, also. Friends in the house should give

forth with "I Love You Truly" for the betrothed, and "Sweetheart" for the pinned.

### SIS

You'll call her "Big Sister" but she's really a friend. She'll be around when you have problems. Feel free to call upon her at anytime . . . whether it's to find your way to the Union or South Campus or just to talk . . . she'll be there. Remember . . . she's not just an "Orientation Week Institution."



### FOR MEN ONLY

The fair female may have taken over just about everything else on campus, but the Smoke Shop remains the last stronghold of the men. Don't let anyone send you inside, for it's male territory with no exceptions.

### QUEEN FOR A DAY

Do you yearn for honors? They can be yours at the PanHel, Blue Key, Co-op, Harvest, Homecoming, J-Hop, and Coronation Dances, when a king and queen are elected from and by the student body. And don't forget that there's no night more exciting every year than your own class dance. Whether it's a formal or informal affair, you'll enjoy whirling across the Auditorium floor at the J-Hop, Senior Prom, Frosh and Soph annual dances. Programs go on your pin-up board and memories in your heart.

### CHANCE OF A LIFETIME

Girls! Here's your chance to ask that Handsome Hank in your Effective Living class to a real



dance without feeling embarrassed. S.W.L., Mortar Board, and Tower Guard sponsor the Spinster's Spin, a winter formal dance, with coeds popping the question, calling for their dates, providing an appropriate corsage, and all the rest that goes with an evening of hilarious entertainment. Believe me, he'll bask in the fun of having you help him on with his coat, and revel in the delight of spending a free evening out with you.

### MUSIC AND MOONLIGHT

Students dot the lawn, sitting on blankets and coats, the band shell lights up as twilight falls, and everyone listens . . . for good music can be expected at the Fraternity and Sorority Sing. The Sing Cup is the prize for the most effectively presented song, and the fraternity or sorority which places first for three successive years, owns a fine mantle ornament as a reward.

### ON THE FIFTY YARD LINE

There you are all decked out in the colors for fall . . . green and white . . . in anticipation of a wonderful game. Your team sees you are there . . . let them hear you, too. Sing out good and loud at pep rallies and football games, and cheer with all your might. The Alma Mater (M.S.C. Shadows) and the Fight Song are State's own songs, so learn them quick like a bunny. Admitted we can't win every game, but Spartans always take the cake as good sports.

### OF LANTERNS AND MAY MORNING SINGS

May first finds coeds early in the morning gathering in front of Beaumont Tower. May Morning Sing is the time for the tapping of new members for sophomore and senior women's honoraries. These honors are awarded on the basis of service, high marks, and extra-curricular activities, so a word to the wise, keep up and aim for those honors.

A spectacular sight can be seen during senior week when women from all classes gather at twilight, light their lanterns, and wind across campus to a meeting place where graduating senior women will be honored. Those who have given outstanding service to the college are recognized, and the new officers of A.W.S., Tower Guard, and Mortar Board are installed. To conclude the ceremonies, the seniors pass their lanterns to the juniors; the juniors to the sophomores; and they to the freshmen, thus signifying the passing on of class responsibilities.

And when you're seniors graduation means another dunking . . . so you'd best be prepared during Senior Week for your friends' last tribute to you.

### THE RED CEDAR, IN WAR AND PEACE

If you were good at Tug of War in your high school days, be on hand for the annual Freshman-Sophomore day when the two classes line up on opposite sides of the river in an effort to pull the other team in. An award is given to the winning class to retain until the following year's competition.

Rivalry takes the form of serene beauty when each housing unit prepares a float for the annual Water Carnival. Held in the evening along the Red Cedar, otherwise ordinary stage settings dabbed with tempera and held together with scotch tape take on a polished professional look when subjected to appropriate music and colorful spotlights.

### AND THAT'S ABOUT ALL

We find traditions when we come,  
We enjoy them while we're here.  
For other's pleasure, let them live,  
And increase from year to year.



# At Your Service

Students, here's your chance to buy your textbooks cut-rate!

A.W.S. is offering a big service to all students. STUN, Student Texts, Used and New, has been set up to enable you to buy books at a fair rate.

## WANT TO SELL A BOOK?

Come to the A.W.S. office and purchase a card for a nickel. List your book in the STUN files and a buyer will be calling you.

## WANT TO BUY A BOOK?

Come to the A.W.S. office and ask STUN for the book you want. You pay a nickel for the card, see the owner, and the book is yours for the price asked on the card.

If the book you desire is not listed, fill out a request card and your troubles are over.

STUN will operate from the beginning of each term to the end. The first three days of classes you can find STUN in the concourse of the Union. After that it will be located in the A.W.S. office, third floor of the Union.

You can find not only books but also equipment needed for drawing courses in STUN files.

STUN is inexpensive, easy, fast, and no red tape attached!

## WANT TO BE OF SERVICE?

Then watch that point average. Every spring, Tower Guard, the Sophomore women's honorary, and Mortar Board, the Senior women's honorary, look for the gals with the high scholastic averages who have demonstrated their characteristics of high character, leadership, and service.

Tower Guard is our local service honorary, a group already famous for helping poor lost souls at

registration, reading to blind students, and working on numerous other jobs with other organizations.

Mortar Board is a national service honorary, very well known and very highly regarded. Is there anything with which your organization would like some help? Call on Mortar Board. Its program is filled with many tasks, but it can always squeeze in one more!

Who the new members of these groups will be is a big secret not to be divulged until the lovely tapping ceremonies at the May Morning Sing. But if you'd like a hint as to who the new members are to be, keep a sharp ear open the night before, 'cause both groups will be serenading at the places where their members-to-be live. It might be YOU!



# **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 a 2 point the term preceding your election 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 you are honor bound to tender your resignation.

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 Office of the Counselor for Women 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 those organizations 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 as how we do it that really counts.



# 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 College.

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 college 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 limit individual women students from over 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 College.

## ARTICLE II

### MEMBERSHIP AND FINANCE

Section 1. All undergraduate women shall be ipso facto members of the Associated Women Students 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 college regulations, draw up in the spring term, and present to the college treasurer a proposed budget of funds necessary for the following year. The total amount of the budget will be subject to 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—

2 representatives

From the sorority houses—

3 representatives

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.



- 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.  
Activities board shall also include one representative from each of the following organizations: Spartan Women's League, Y.W.C.A., W.A.A., Tower Guard, Mortar Board, and Town Girls. All representatives shall be elected in the same manner as 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 college 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 the campus. In no instance may a member resume office if her absence is of 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 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 term.

## ARTICLE IV

### OFFICERS AND ELECTIONS

- Section 1. The officers of Activities Board shall be president, vice-president, secretary and treasurer. The officers of Judiciary-Legislative Board shall be president, vice-president, secretary and treasurer. The officers of both boards shall constitute the Executive Council of A.W.S. Candidates for president of each board shall have served on their



respective boards at least two terms, not necessarily the term previous, and shall be from the incoming senior class. They shall be nominated by the out-going 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 members of the incoming board at its second meeting.

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

- Section 3. 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 shall attend all Student Council meetings and give a report of these meetings to their boards. The vice-president shall substitute for the president of her board in her absence. The president of 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.
- 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 that office and shall advise with the College Comptroller.
- e. The A.W.S. office secretary is an ex-officio member of the Judiciary-Legislative Board.

## ARTICLE V

### MEETINGS

- Section 1. The Activities Board and the Judiciary-Legislative 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. 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.
- Section 3. The delegates to the A.W.S. convention shall be the Presidents-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.

## 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 enforce Merit and Points Limitation.
- f. To supervise and promote projects such as:

STUN book exchange  
Big Sister Program  
Activities Carnival  
Leadership training

- g. To set up qualifications for A.W.S. officers and representatives to the boards.

Section 3. Living group representatives shall serve as activities chairmen in their respective residences.

Section 4. 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.
- f. To initiate each year the revision of the A.W.S. Handbook.

Section 5. The duties of the Judiciary-Legislative Board representatives in the dormitories are:

- a. To supervise elections.
- b. To conduct house meetings in the absence of the regular officers.

## ARTICLE VII

### BY-LAWS

Section 1. The Associated Women Students shall 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 college 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 women students of the college 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**

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 facts to the Board when infraction of regulations occurs. The Board shall use its discretion in trying any case and in deciding the penalty.

At all times the student has the privilege of appearing before the Board to appeal her case.

The All-College Judiciary shall have appellate jurisdiction over appeals from the all-college Women's Judiciary and the all-college 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. **A coed may not** appeal to the All-College Judiciary until after she has appeared before the A.W.S. Judiciary Legislative Board to appeal her case.

Girls petitioning A.W.S. **must have their petition in the Counselor for Women's office by the Tuesday noon immediately following the offense.** An automatic **5 late minutes** will be given them for late petitioning.

### **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 12 midnight**).

#### **B. Quiet Regulations**

##### **1. Quiet hours**

a. Afternoons: 1:00-4:00 p.m. **Sunday through Thursday**

- 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 vote at a General House meeting, **not merely the House Council.**
- 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 p.m. 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. Individuals or groups showing persistent lack of consideration for any of the above quiet regulations will be referred to the House Council, and the following rules will apply:
  - a. 1st referral to House Council: one weekend night campused
  - b. 2nd referral to House Council: case is submitted to 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 Board for its approval.

#### D. General rules

##### 1. Smoking rules

- a. Smoking is permitted only in student rooms, hallways, kitchenettes, and study rooms at the end of the halls.

- b. There shall be no smoking in the living rooms and adjoining sun rooms, lobbies, phone booths, stair cases, laundries, or lavatories.

Note: Smoking on sundecks will be decided upon by the House Council.

- c. Consideration should be shown for the roommate who does not smoke.
- d. Infractions and enforcement of the smoking rules will be dealt with by the House Council. **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)

- a. Requirement—2.00 all college average and term preceding.

##### b. Procedure

###### (1) Special occasions

Obtain permit **in advance** from the Office of the Counselor for Women.

###### (2) Regular work

Petition the Judiciary-Legislative Board of A.W.S. **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. To sign out for working

- (1) Give name, address and phone of employer.
- (2) Sign out on regular nightly sign out sheet.

e. Other regulations

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

**3. Callers in college 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 houses are 4:00 p.m. Monday through Friday.
- c. Hours when men are permitted in Recreation rooms of women's dormitories are:
  - (1) 9:00 p.m.-12:30 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 men's residences 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.

- (3) Women students 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. 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. **Overnight guests in college residences**

- a. All overnight guests **must** observe regular college closing hours and must be registered as the guest of a **specific student.**

- b. Hostess may not take an overnight while she has a guest.



- c. All guests must be arranged for and **registered** with the housemother by **10:00 p.m.** Girls must also state approximate time of departure.
- d. Overnight guests are allowed **ONLY Friday and Saturday** nights.
- e. Dormitory residents may have three guests per term. One visit may be considered either Friday **and** Saturday or just one night. A girl may **not** be a guest in a residence more than three times per term.
- f. Special emergency requests for guests during the week **must** be referred **in advance** to the Counselor for Women.
- g. For registering a guest after 10:00 p.m. a girl will be given 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 guests' behavior and she must assume all penalties contracted by her guest, **unless** the guest is also a student. If the guest is a student she must assume her own penalty.

## II. INFRACTIONS

### A. Residence penalties

- 1. A record of late minutes will be kept by the housemother. An accumulation of fifteen late minutes during the term requires that the girl be automatically campused for one week-end night, and is made up as follows:
  - a. First 15 late minutes: 1 weekend night within the following 2 weekends.
  - b. Second accumulation of 15 late minutes: 1 complete weekend (consecutive



Friday, Saturday, and Sunday nights) within the following 2 weekends.

- 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. If a girl receives between 30 and 45 late minutes at one time and they are her first accumulation of late minutes, she will be given one complete weekend campus. If she receives more than 45 late minutes at 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 a.m.
- b. She must notify the housemother's office in person at 8:00 p.m. or before of intention to take campusing.
- c. She may not make or receive phone calls or callers during her period of campusing.
- d. She may not receive callers in her room, nor may her roommates have any callers in the room.
- e. She may have **one recess of fifteen minutes taken consecutively** but she may not make or receive any phone calls or callers during this time. She may not leave the living unit during this time. She must notify her floor counselor 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.
2. In an emergency, campusing may be postponed or re-arranged 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 Counselor for Women.
4. Any breaking of campus must be referred to the Judiciary-Legislative Board.

**C. During exam week:**

1. If a girl acquires five late minutes which brings her total to fifteen, she must forfeit one weekend night. (campused)
2. If a girl acquires **any** five late minutes which do not make her total 15, she must forfeit one week night. (campused)
3. If a girl is unable to complete her campusing during her 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 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 be out of her residence after **8:00 p.m.**, each girl must sign **her-self** out on the **daily signout sheet**.
  - b. Include the following on signout sheet:
    - (1) **Exact destination** so that you may be contacted in case of emergency, i.e., Michigan Theater, 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 if within closing hours.
2. For functions granted time extensions.
  - a. This includes Lecture-Concert series, evening classes, dances, and other college functions for which a special time extension is granted by A.W.S.
  - b. Sign out on regular daily signout sheet.
    - (1) **The exact function attending.**
    - (2) The time granted for return.
3. For work and baby-sitting
  - a. Work:
    - (1) Sign out for place of work on daily signout sheet.
    - (2) 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. For overnight or weekend absences.
  - a. A girl must sign **herself** out before 10:00 p.m. on a special signout sheet, the **overnight absence sheet**, not on 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.

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 I. A, even if she returns the day before she is due back.
3. Ticket stubs or programs must be presented to the housemother when returning from an event for which time extension is granted.

#### 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 absence sheet** is considered a serious offense and will result in a **minimum** of a com-

**plete weekend camping**, to be decided by the Judiciary-Legislative Board or by the college, 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 improperly for a special event given a time extension.

**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 daily sign out sheet incorrectly**.
2. A girl will receive a minimum of **6 late minutes** (maximum to be decided by the Judiciary-Legislative Board) for signing in **on overnight absence sheet incorrectly**.
4. A girl will receive **6 late minutes** for failure to sign in on **overnight absence sheet**.
5. A girl will receive **10 late minutes** for signing **another** girl in or out. The girl who has been signed in or out will also receive **10 late minutes**.

**V. FOR LATE RETURNING**

**A. If delayed**

1. **Call housemother yourself** as to time of expected arrival, if possible, before closing hours. Word relayed by a friend will not be accepted.
2. **Wire** if you cannot possibly call as to time of expected arrival.



3. **Call College 8-1511** and ask for your housemother on her private line **if your residence switchboard is closed or the line is busy.**

#### **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.

### **VI. PERMISSIONS**

#### **A. Late permissions:**

1. Definition: A late permission is a  $1\frac{1}{2}$  hour extension of time beyond the regular closing hours. **(One hour if used on a Sunday.)**
2. **Freshmen women** are allowed **three late permissions** a term until they make an all-college 2-point grade average, from which time on they will be allowed six.
3. With the above exception, each student will be granted a maximum of six late permissions a term. A student should consider late permissions a privilege. This privilege may be restricted or withdrawn by A.W.S. or the college **if the necessity arises. 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"** on the **regular signout sheet**. The student must personally telephone her house-mother **directly, 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. The **penalty** for incorrect signing in or out for a late permission will be **three** late minutes.
6. Conditions governing use of late permissions:
  - a. **They may be used** at the discretion of the student, but **only Sunday through Thursday**.
  - 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 college residence after the regular closing hour, nor may a girl come in and then go out during the time of her special permission.
  - d. Late permission during the week up until 12:00 midnight may be arranged **in advance** with the housemother **by forfeiting one weekend night** (not Sunday) within the coming two week-ends **for the extra half hour** past time allowed with the permission.
  - e. All-college functions covered by the student activity book may be attended without using a late permission.
  - f. College functions not included under "e" will require the use of a late permission each week. The Judiciary-Legislative Board will publish a list of functions which do not require late permissions.

- g. Permission for plays, concerts, and lectures held in Lansing covers the duration of the program plus direct return to the residence. One late permission covers each such **approved** program. The housemother must be notified **in advance** and the ticket stub must be presented to her upon return.
- 7. 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 save this permission for another time.
- 8. Use of late permission Sunday night: **A late permission Sunday night allows a girl to remain out until 12:00.** When women are returning from out-of-town, they should plan to be in East Lansing by 10:30 and use their permission only in case of emergency.

#### **B. Overnight permissions:**

- 1. Permission to be absent from a college 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 college residence. This may be covered by the A.W.S. "yellow slip" sent by parents directly to housemother.
- 2. Permission to stay in an out-of-town hotel must be sent **directly** from parent to the 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 (within city limits) each term which can be taken at any time providing she has permission as stated in Part 1 or 6 of this section. This means **one night, not a complete weekend**.
5. Each student is granted two overnight permissions in another college residence a term which can be taken at any time that guests are allowed. A college residence is a residence where hours are kept, i.e., dormitory, co-operative house, approved off-campus house, or sorority house.
6. A girl may take no overnights **after a dance or term party** without **specific written permission from home in advance** of each occasion unless she is to stay in another college residence. The **letter** must be **sent directly** from home **to the housemother, not to the girl**.
  - a. The student may request that the housemother call the parents collect and receive the permission.

#### **C. Senior permissions for Spring Term:**

1. Senior closing hours will be 11:00 p.m. Sunday through Thursday.
2. 12:00 midnight permission is granted if attending Wednesday night senior parties when they are scheduled.
3. Seniors may come in the house between 10:00 and 11:00 p.m. but cannot leave the residence after 10:00 for any reason.



4. A senior may use her six late permissions for 11:30 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.
5. Senior privileges are granted to:
  - a. **Seniors graduating spring term, who do not need** to petition.
  - b. Seniors graduating at the end of summer, fall or winter term, and Junior Medical Technology students. **They must petition** Judiciary-Legislative Board **to obtain senior privileges**, and must have an all-college 2.00.
  - c. Senior privileges are granted **only** once to any one student and only during spring term.
6. Graduating seniors must leave their residences within twenty-four hours after commencement unless they have special permission from the Counselor of Women.
7. After graduation senior hours are void and regular hours will be observed.
8. Individual houses may decide whether or not senior women (with senior permission) may have guests between 10:00 p.m. and 11:00 p.m.

**D. Special permissions:**

1. Women may leave their residence before 7:00 a.m. but not earlier than 6 a.m. if they consult their housemother the night before. If leaving before 6:00 a.m. consult the Counselor for Women's 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 Counselor for Women in advance and must make arrangements with the house-mother.

3. College residences close officially at 8:00 p.m. of the final night of exam period. Any girl wishing to remain in a college residence later than 8:00 p.m. on this night or more than 24 hours after her last exam must see the Counselor for Women.
4. Consult the office of the Counselor for Women at all times for any special consideration or any advice as to procedure.

## VII. GENERAL INFORMATION

### A. **Final Examination week regulations**

1. Regular closing will be observed during final week. Late permission 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 Counselor for Women's office.
4. Guests are not permitted the weekend preceding finals nor at any time during exam period.

- B. Any general disturbance or breaking of the standards by women will be dealt with by the Judiciary-Legislative Board 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. Blue-jeans may be worn in the dining room for breakfast and lunch **only during finals**. A skirt or coat **must** be worn over shorts on campus or in the lobby of the dormitory. (This includes going **to and from gym classes** or the tennis courts.)