



1960 - 1961

Only what we have wrought into our
character during life can we take away
with us.

Humboldt

A. W. S.
HANDBOOK
1960-1961

Edited by
ASSOCIATED WOMEN STUDENTS
MICHIGAN STATE UNIVERSITY

Hello:

We are very proud to be among the first to welcome you, a member of the class of 1964, to Michigan State University, and we are equally happy to welcome back the upperclass women on behalf of A.W.S. Activities and Judiciary-Legislative Boards.

A.W.S. (Associated Women Students) is an organization in which every woman student enrolled in M.S.U. is a member. Its purpose is to serve you, and we hope you will avail yourselves of the services it offers.

On our campus A.W.S. is divided into two boards. Activities Board provides service to M.S.U. women through its coordination of women's activities, and participation in all-university functions. Judiciary-Legislative Board promotes a representative form of self-government and reflects accepted standards of conduct for M.S.U. women. Your living unit elects representatives to these Boards every winter term. Their names are listed on the following two pages. "Judic" and Activities Boards can operate in your interests only if you indicate your problems and send your suggestions to them through these representatives.

A.W.S. is charged with the responsibility for helping to maintain the academic and social conditions conducive to effective study and development of the university woman, which for the most part, have been established by your fellow women students. You will find more and more that you, as an individual, will be measured by your ability to adapt to these standards.

As a Michigan State student you will want to take part in promoting these A.W.S. standards. We urge you to become familiar with this Handbook and to use it as a guide for good etiquette in university residence living.

We hope that your university career will be a successful one and that A.W.S. will be able to serve you in many ways.

Sincerely,
Julie Shook
Judy Fudge

1960 - 1961

A.W.S. ACTIVITIES BOARD

OFFICERS

Judy Fudge	President
Mona Dorsey	Vice President
Sara Perkett	Recording Secretary
Jenny Green	Corresponding Secretary
Cris Williams	Treasurer
Sharon Sutton	Publicity Chairman
Nancy Simmons	Special Events Chairman
Nancy Hanafin	Representatives Board Chairman

REPRESENTATIVES

Lois Norman	Abbot
Carol Smith	North Campbell
Martha Zee	South Campbell
Marjorie Kahn	Gilchrist
Nancy Minshull	East Landon
Nancy Rea	West Landon
Michael Minke	Mason
Mary Sutherland	Phillips
Margaret Brown	Snyder
Jo Boblusk	Van Hoosen
Judy Vanderberg	North Williams
Pat Anderson	South Williams
Sharon Haenni	East Yakeley
Sara Perkett	West Yakeley
Mary Fox	Off-Campus
Beryl Badgley	Off-Campus
Lynn Fairchild	Sororities
Sharon Sutton	Sororities
Barbara Gatward	Sororities
Sue Hajak	Representative-at-Large
Ruth Kahres	Home Ec. Club
Judy Osgood	W.I.C.
Evadna Smith	Mortar Board
Bonnie Martin	Panhellenic
Kay Du Charme	Sno Caps
Kathy Berg	Spartan Women's League
Charlotte Fitch	Tower Guard
Jane Wackerbarth	Women's Athletic Association

1960 - 1961

A.W.S. JUDICIARY-LEGISLATIVE BOARD

OFFICERS

Julie Shook	President
Dottie Elliott	Vice-President
Barbara Simpson	Recording Secretary
Betsy Fox	Corresponding Secretary
Kaye Jacobs	Treasurer
	Lecture-Concert Representative
	Historian
Jan Depew	IAWS Contact
Miss Mabel Petersen	Adviser

REPRESENTATIVES

Janice Ruppall	Abbot
Linda Woodrick	Abbot
Carolyn Kokx	North Campbell
Betsy Fox	South Campbell
Judi Browning	Gilchrist
Marge Anderson	East Landon
Jan Depew	West Landon
Camilla Christman	Mason
Sue Richey	Mason
Barbara Kienbaum	Phillips
April McMahon	Phillips
Sandie Clearwater	Snyder
Kaye Jacobs	Snyder
Barbara Simpson	North Williams
Sally Cowell	South Williams
Jo Frost	East Yakeley
Laura Webster	West Yakeley
Bonnie Kieffer	Van Hoosen
Barbara Baldwin	Sororities
Karen Ryman	Sororities
Sharon Smith	Sororities
Barbara Boyles	Representative-at-Large

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-university 2 point average and must be carrying at least 12 credits to be eligible for any office or to be nominated as a Queen. You must maintain a 2 point all-university average during your term of office and also during the term previous to your election. If you fall below an all-university 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 extracurricular activities. To serve as an officer or to be honored as a Queen is a reward of merit.

Records of Your Activities:

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 other organizations when they are seeking women eligible for membership. This information will be sent to the Women's Division of Student Affairs, 101 Student Services 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 in which you are really interested 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 well we do it that really counts.

Activities for you:

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

1. Living unit offices elected during winter term.
2. A.W.S., elected from living units during winter term.
3. Student Congress, elected from living units in spring term.
4. Class Officers, elected by each class during spring term (Freshman class officers are elected fall term)
5. Frosh-Soph Council, elected fall term by living units.

There are many more activities on campus for which you volunteer or rush. A.W.S. has many activities which welcome help at any time. Just contact your A.W.S. Activities representative or the A.W.S. office in Room 338 of the Student Services Building. The structure of the A.W.S. Activities Board follows:

Executive Board Meets Weekly

1. President
2. Vice-President

3. Recording Secretary
4. Treasurer
5. Administrative Secretary
6. 3 Committee Advisors

Representatives Council

1. Compile Social Calendar of all women's events for one term
2. Discuss problems pertaining to women students
3. Receive reports in person from Special Events Committee Chairman

Publicity, Personnel, & Public Relations

1. Publicity for Special Events Committee
2. Handbook for all Women's Organizations
3. Information Sheet on women's events

Special Events Committee

Has responsibility for:

1. Who's Who and freshman orientation
2. Big Sister
3. Activities Carnival
4. STUN
5. Queens Petitions
6. Blood drive
7. Lantern night
8. Community Project

A.W.S. CONSTITUTION

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 co-curricular activities.
- d. To encourage individual women students to limit themselves 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 University.

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 woman 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 comptroller, a proposed budget of funds necessary for the following year. The total amount of the budget will be subject to the approval of the University Comptroller and the Faculty Committee.

ARTICLE III

ORGANIZATION OF A.W.S.

Section 1. Membership

a. The responsibility of judiciary legislation is vested in a Judiciary-Legislative Board composed of the following representatives:

From each residence hall

1 representative (2 representatives if membership in the hall exceeds 300)

From off-campus houses —

1 representative

From Panhellenic Council —

1 representative (non-voting)

From sorority houses —

4 representatives (3 alternating, 1 at-large)

The hall representative shall be elected by the women of each residence. The mode of election of off-campus representatives shall be decided upon by the 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 representative at large shall be elected by the sorority women living in sorority housing at the time of A.W.S. elections. The Panhellenic representatives shall be appointed by the Panhellenic Council.

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

From each residence hall —

1 representative

From the off-campus houses —

2 representatives

From the sorority houses —

4 representatives (3 alternating, 1 at-large)

From Panhellenic Council —

1 representative

Dormitory representatives shall be elected by the women of their residences. The mode of election of off-campus 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 representative-at-large shall be elected by the sorority women living in sorority housing at the time of A.W.S. elections. The Panhellenic representatives shall be appointed by the Panhellenic Council. 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., W.I.C., Tower Guard, Snow-Caps, Mortar Board, A.O.C.S., Home Economics Council and Alpha Lambda Delta. The mode of election of these representatives shall be decided upon by their respective councils.

Section 2. 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.

Section 3. Any women's organization chartered by Michigan State University may petition A.W.S. for representation of A.W.S. Activities Board. Both Boards shall vote on each petition submitted.

Section 4. 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 the 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.

Section 5. If a hall 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 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.

Section 6. 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. Officers:

- a. The officers of Activities Board shall be president, vice-president, recording secretary, corresponding secretary and treasurer.
- b. The officers of Judiciary-Legislative Board shall be president, vice-president, corresponding secretary, recording secretary, treasurer, Lecture-Concert representative, and historian.
- c. In case of a tie election or if deemed necessary, two vice-presidents may be elected.

Section 2. Elections:

- a. Candidates for the presidency 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 petition to have their name placed in nomination and be elected by the 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, except the treasurer and corresponding secretary (acting as administrative secretary) of Activities Board. These officers may be elected at the end of winter term from among the outgoing representatives council. In the event that these two officers are not elected from the outgoing representatives council as none may be deemed qualified or interested, they shall be elected from the incoming representatives council at the beginning of spring term.

- b. The time of elections will be determined by the Executive Council.

Section 3. Duties of the officers:

- 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 duly appointed representatives shall attend all Student Government meetings and give a short report of these meetings to their Boards. 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. The vice-president shall be in charge of all membership. The vice-president shall be in charge of all publicity concerning the organization and shall maintain a scrapbook (if a Publicity chairman is appointed these duties shall be hers).

- c. The recording secretary shall record all minutes of the meetings. The corresponding secretary shall handle all A.W.S. correspondence.
- d. The treasurer shall perform the duties that regularly pertain to that office, as stated in **Robert's Rules of Order, Revised**, 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. The Activities Board shall send a representative to the Student-Faculty Social Committee.

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 from meetings and/or office hours shall be excused only for a valid reason and must be approved in advance by the president or the secretary. Three unexcused absences from either meetings or office hours during a member's term of office 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 I.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 ceremony on Lantern Night. Installation of all new officers will take place in a private ceremony of the two Boards soon after election.

Section 6. The summer school Judiciary Board shall be composed of the regular members of both boards who are in attendance at Michigan State University during summer school. The Executive Council shall designate one member to act as chairman.

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 advisers, 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

Closing Hours:

Freshmen & upperclass women
under 2.00

10:30 P.

Upperclass women above 2.00

11:30 P.

Quiet Hours

12:01 A.M. - 11

1:00 P.M. - 5:

7:00 P.M. - 12

Men's calling hours in women's resi-
dence halls

11:00 A.M. - 11

*Men's calling hours in sororities

1:00 P.M. - 11

*Men's calling hours in approved off-
campus houses

4:00 P.M. - 1

*Hours when women students are
permitted in men's residence halls

*Women students may not remain in
fraternity houses beyond

10:30 P.

Hours when men are permitted in
recreation rooms of women's resi-
dence halls

Overnight guests are permitted in
women's residences, sororities, and
approved off-campus houses

*Housemother must be present.

Wednesday	Thursday	Friday, Saturday		Sunday
I.		1:00 A.M.		12 midnight
I.				
00 A.M. 0 P.M. midnight		12:01A.M. - 11:00 A.M.		1 A.M. - 11 A.M. 2 P.M. - 5 P.M. 7 P.M. - 12 midnight
00 P.M.		11:00 A.M. - 12:45 A.M.		10 A.M. - 11:45 P.M.
00 P.M.		1 P.M. - 12:45 A.M.	11 A.M. - 12:45 A.M.	11 A.M.- 11:45 P.M.
:00 P.M.		4:00 P.M. - 12:45 A.M.		4:00 P.M.- 11:45 P.M.

8:00 A.M. - 11:00 P.M.

I.		12:45 A.M.		11 P.M.
		8 P.M. - 12:45 A.M.	1 P.M. - 5 P.M. 8 P.M. - 12:45 A.M.	1 P.M. - 5 P.M.
		These two nights only		

ARTICLE IX

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 X

AMENDMENTS

Section 1. Amendments may be made to the constitution by a majority of the votes cast by 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.

STANDING RULES

The expectation from every woman resident is that of a good citizen in any community. Discretion and good taste in language, dress and general standards of conduct in and out of the living unit are the marks of an educated person. These reflect consideration for other residents and promote the possibility of the maximum use of the educational opportunity. Accumulation of late minutes represents a lack of thoughtful consideration and respect for the rights and privileges of others, and withdrawing from them their proper share of freedom. As a reminder of their responsibilities for self-management is the following code of conduct: "As a student at Michigan State University, I am a member of the Associated Women Students. I will make myself personally responsible for knowing the rules and standards of A.W.S. and my Residence and will strive to uphold them to the best of my ability. I shall endeavor to set for myself a pattern of social standards which will be becoming to a college woman for present and future community living."

These rules apply to all university residences, sorority houses, and off-campus approved housing, inclusively. Infractions of regulations are referred to the Judiciary-Legislative Board of A.W.S.

While the late minute is the standard penalty for infractions of house regulations, such as noise, unmade beds, late returning, etc., standards committees are urged to deal constructively and positively with these occurrences.

Each student may submit a written statement of the fact to the Board. The Board shall then 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.

A girl petitioning A.W.S. may secure a petition from her housemother or from the Women's Division located in the Student Services Building. She

must have her petition in at the Women's Division office by 11:30 A.M. of the Tuesday immediately following her offense. An automatic 5 late minutes will be given for late petitioning.

Your living unit representative (named on pages 5 and 6) is there to help you. See this Representative for any interpretation or questions concerning the A.W.S. Rules.

I. GENERAL RULES

- 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 room campused (see page 32, sec. a) for one week-end night, and that she make up her time as follows:
 - 1. First 15 late minutes: 1 week-end night within the following two week-ends.
 - 2. Second accumulation of 15 late minutes: 1 complete week-end (consecutively Friday, Saturday, and Sunday nights) within the following two week-ends.
 - 3. Third accumulation of 15 late minutes: the girl must petition the A.W.S. Judiciary-Legislative Board.
- B. Repeated breaking of any residence rules may be dealt with by the Judiciary-Legislative Board.
- C. If a girl receives 30 late minutes at one time, she will receive 1 week-end campus. If she receives any more than 30 late minutes at one time, she must petition the Judiciary-Legislative Board.
- D. A campus given by A.W.S. must be taken within a week.
- E. Any breaking of camping must be referred to the Judiciary-Legislative Board.
- F. It is a girl's responsibility to notify her housemother as soon as her all-university average falls below a 2.00. Failure to do

so will result in a penalty to be given by the Judiciary-Legislative Board.

II. HOUSE REGULATIONS

A. Residence Closing Hours

1. 10:30 P.M. Monday through Thursday nights for Freshmen; also upperclass women under an all-university 2.00.
2. 11:30 P.M. Monday through Thursday nights for Sophomore, Junior, and Senior women with an all-university 2.00.
3. 1:00 A.M. Friday and Saturday nights for all women.
4. 12:00 midnight Sunday night for all women.
5. Registration Week hours extend until 11:30 P.M. for everyone.
6. Regular Hours resume the night before classes begin.
7. Third term Freshmen women with a 3.5 all-university average as evidenced by their last term's grade sheet and a good citizenship record may have 11:30 P.M. hours Monday through Thursday upon the recommendations of their resident assistant and housemothers with the final approval and notification resting with their Standards Boards.

B. Minimum Quiet Regulations

1. Monday through Thursday
12:01 a.m. - 11:00 a.m.
1:00 p.m. - 5:00 p.m.
7:00 p.m. - 12:00 midnight
2. Friday and Saturday
12:01 a.m. - 11:00 a.m.
3. Sunday
1:00 a.m. - 11:00 a.m.
2:00 p.m. - 5:00 p.m.
7:00 p.m. - 12:00 midnight
4. Quiet hours are continuous during exam week.

5. Additional quiet hours may be established by each living unit.
6. Five late minutes will be given for infractions of quiet hours.
7. You are asked to have consideration for your neighbors at all times (i.e. radio, phonograph, etc.).

C. Additional House Regulations

1. Telephone hours extend from 7:45 a.m. to 11:00 p.m.
2. Additional house regulations which require penalties (i.e. shower hours, typing hours) may be established by the living unit's House Council and must be voted upon by the living unit.
3. Penalties recommended by House Council must be approved by the Judiciary-Legislative Board of A.W.S. prior to enforcement.
4. Any general disturbance or breaking of standards by women will be referred to the Judiciary-Legislative Board of A.W.S.

III. CALLERS IN UNIVERSITY RESIDENCES

A. Women's Residences

1. Male callers are allowed 5 minutes to call for girls in the morning after regular opening hours.
2. Hours when men are permitted in residence hall lounges are:
 - a. 10:00 a.m. - 11:00 p.m. Sunday
 - b. 11:00 a.m. - 11:00 p.m. Monday through Thursday
 - c. 11:00 a.m. - 12:45 a.m. Friday and Saturday
 - d. Freshmen and upperclasswomen who have not gained a 2.0 must ask all

their callers to leave the residence by 10:30 p.m. Any violations may be put on the students citizenship record.

3. Hours when men are permitted to visit sorority houses are:
 - a. When housemother or substitute is present
 - b. 1:00 p.m. - 11:00 p.m. Monday through Thursday
 - c. 1:00 p.m. - 12:45 a.m. Friday
 - d. 11:00 a.m. - 12:45 a.m. Saturday
 - e. 11:00 a.m. - 11:45 p.m. Sunday
4. Hours when men are permitted in recreation rooms of women's residences are:
 - a. 8:00 p.m. - 12:45 a.m. Friday and Saturday
 - b. 1:00 p.m. - 5:00 p.m. Saturday and Sunday
5. Calling hours for off-campus approved houses are from 4:00 p.m. until the closing indicated on preceding chart.
6. Requests for other hours must be submitted to the A.W.S. Judiciary-Legislative Board for approval.
7. Food may not be delivered after the switchboard closes at 11:00 p.m.

B. Men's Residences

1. Women students may visit only under the following conditions:
 - a. The official housemother employed by the university must be present.
 - b. Women may not go above the ground floor.
 - c. Women students may visit men's residence halls from 8:00 a.m. to 11:00 p.m. Sunday through Saturday.

- d. Women students may not remain in fraternity houses beyond:
 - (1) 10:30 p.m. Monday through Thursday
 - (2) 1:00 a.m. Friday and Saturday
 - (3) 11:00 p.m. Sunday
- e. 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 activities are approved by the housemother concerned, and the housemother is present. (Examples: Water Carnival and Spartacade)
- 2. Individual houses may set up their own more restricted visiting 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.
- 3. "Michigan State University Students are prohibited from having members of the opposite sex in their unchaperoned living quarters."
See Rules of the Office of
The Housing Director.
- 4. At exchange dinners and parties, the chaperon must be in the house before the girls are admitted. The housemother alone is the chaperon for exchange dinners.

C. Overnight guests in Women's Residences

- 1. Overnight guests are allowed on Friday and Saturday nights only and during Registration Week, not including the night before classes begin.
- 2. The hostess may not take an overnight while she has a guest.

3. All overnight guests must observe regular university closing hours and must sign in and out on the guest signout sheet. Guest privileges may be denied to offenders.
4. All guests must be arranged for and registered by the hostess with the housemother by 10:00 p.m. They must be registered as the guest of a specific student. They may be signed in before arrival. Girls must also state the approximate time of departure.
5. A student hostess is responsible for her guest's behavior and must assume all penalties contracted by her guest, unless the guest is also an on-campus student of Michigan State University.
6. Coeds are allowed three guests per term. One visit may be considered either Friday and Saturday nights or just one night.
7. A girl may not be a guest in a residence more than three times a term. This does not include student nurses, teachers, and others training off-campus. These girls may return to their residence every weekend they wish provided they have a hostess who will sign them in and arrange for sleeping accommodations. These hostesses may still entertain three other guests.
8. Student nurses, teachers and others training off-campus must assume the responsibility for all late minutes acquired while visiting campus.
 - a. A campus must be taken the first week-end after she returns to campus as an on-campus student.
 - b. The hostess is responsible for the late minutes of her guest if the guest

does not return to campus as a student

9. Special emergency requests for guests during the week must be referred in advance to an A.W.S. Judiciary-Legislative Advisor, Woman's Division Office.
10. 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.
11. Guests are not permitted the week-end preceding finals or during exam week. An exception is made for Water Carnival week-end, spring term and for student teachers, nurses, and others on off-campus training programs. However, these girls may not bring additional guests to their former living units.

IV. SIGNING OUT

A. For the Evening

1. If planning to be out of her residence after 8:00 p.m., each girl must sign herself out on the daily signout card. Each girl will have a card. The color of it will depend on her status (freshman, upper class, or below a 2.00).
2. On the signout card she must include exact destination (i.e. Kewpee's, Library) so that she may be contacted in case of emergency.
3. A girl will not receive a penalty if she notifies her resident assistant or house-mother by 9:00 p.m. that she did not sign out on the daily signout card.

4. Penalties for errors in Signing in or out.

a. A minimum of 3 late minutes will be given for:

- (1) Incorrect sign in or out on the daily signout card.
- (2) Forgetting to sign in on the daily signout card. An additional maximum of 3 late minutes may be given if the girl is not located within 5 minutes.

b. A minimum of 5 late minutes will be given for failure to sign out on the daily signout card.

c. A minimum of 10 late minutes will be given for signing another girl in or out. The girl who has been signed in or out will also receive 10 late minutes.

B. For Functions Granted Time Extension

1. This includes Lecture-Concert Series, dances, and other university functions for which a special time extension is granted by A.W.S.

a. Sign out on both the daily card and special signout sheet:

- (1) The exact function attending.
- (2) The time granted for return.

b. Ticket stubs or programs must be presented to the housemother when returning from the function.

2. A 10:30 + permission, for freshmen and upperclasswomen below a 2.0, is a special extension of time for an all-university function which may last beyond normal closing hours. A girl must return to her residence within one half hour after the function has ended, or

within her normal closing hours which ever occurs at the later time. (See page 34 VIIIA).

C. For work and baby-sitting see page 36.

D. For Overnight or Week-end Absences

1. A girl must sign herself out before 10:00 p.m. on the overnight absence sheet not the daily signout card.
2. Include:
 - a. Name of hostess, her full address, and phone number
 - b. Date and time of departure
 - c. Date and time of expected return
3. If a girl discovers while away that she has forgotten to sign out for an overnight or a weekend, she should call the housemother immediately and give her all the necessary information.
4. A girl will not receive a penalty if she notifies her resident assistant or housemother by 10:00 P.M. the day of her departure, that she did not sign out on the overnight signout sheet.
5. Signing out for overnights may be done in advance, signing the expected time of departure.
6. A girl must leave her residence before closing hours on the night of her departure.
7. Penalties for signing in or out on overnight sheet.
 - a. A minimum of 5 late minutes will be given for failure to sign in on the overnight signout sheet.
 - b. A minimum of 10 late minutes will be given for signing out for an overnight after 10:00 p.m. on the day of departure.

- c. A minimum of 2 week-end nights campusing will be given for failure to sign out on the overnight signout sheet, to be decided by the Judiciary-Legislative Board.
- d. A girl who signs out for one destination and goes elsewhere will be referred to the Judiciary-Legislative Board unless the housemother is notified and approves the change in plans.
- e. A girl absent from her living unit overnight requiring notification of campus police and/or her family that she is missing will be referred to the All-University Judiciary Board for recommended action.

V. SIGNING IN

- A. After returning to her residence, a girl is honor-bound to sign in the exact time of her return on the card on which she signed out. This must be done as soon as she returns to the living unit. This is necessary in case of an emergency.
- B. A girl must return within regular closing hours, even if she returns the day before she is due back.
- C. A girl must sign in at her living unit the day she returns to campus to register. If she leaves campus before classes start, she must sign out on the overnight signout sheet. This notifies the management that she is returning for her room and leaves a record for reference, in case of an emergency. Failure to sign out will result in a minimum of 2 weekend night campuses, to be decided by the Judiciary-Legislative Board.

VI. LATE RETURNING

- A. Call housemother's office before closing hours as to the time of expected arrival.
 - 1. Word relayed by a friend will not be accepted.
 - 2. Call the University number, ED 2-1511 and ask for the housemother's private line. It is **always** possible to reach your housemother.
 - 3. A girl may call collect if she does not have enough money. The housemother must be reimbursed by the girl.
 - 4. Call a second time if delayed beyond 2:00 a.m.
- B. Penalty
 - 1. Failure to notify the housemother of an expected delay will result in 10 late minutes to be given by the Judiciary-Legislative Board in addition to any other penalty which the Board decides.
 - 2. Five late minutes will be given by the Judiciary-Legislative Board for failure to notify the housemother before regular closing hours of expected delay.

VII. CAMPUSING

- A. General Procedure
 - 1. Room Campus
 - a. A girl must notify the housemother and Resident Assistant by 5:00 p.m. on the day she intends to take her campus.
 - b. She must also notify the housemother and Resident Assistant in person at 8:00 p.m. and write CAMPUSED, her initials, and the sign-in time on her daily signout card when she begins her campus.
 - c. She must remain in her room after 8:00 p.m. until the next morning at 5:30 a.m.

- d. She may have one break of fifteen minutes taken consecutively, but she may not leave the living unit during this time. She may go any place within the living unit except public areas (Grill, lobby, lounge, or recreation room). She must notify her Resident Assistant or housemother at the beginning and end of this period and it must be taken not later than within one half hour after the latest closing hours.
- e. 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 switchboard operator.
- f. Neither she nor her roommates may have visitors nor overnight guests in the room, including the break.
- g. She must have a sign on the door notifying the other residents that she is being campused.

2. Living Unit Campus

- a. A girl must notify the housemother and Resident Assistant by 5:00 p.m. on the day she intends to take her her campus.
- b. She must also notify the housemother and Resident Assistant in person at 8:00 p.m. when she begins her campus.
- c. She must remain within her living unit from 8:00 p.m. until the next morning at 7:00 a.m.
- d. She may not receive any calls, except long distance, or callers during her period of campusing.
- e. This penalty is given by the Judiciary-Legislative Board.

B. Emergencies

1. In an emergency, campusing may be postponed or re-arranged by petitioning the Judiciary-Legislative Board of A.W.S. in advance. An additional penalty may be given in this case.
2. For sudden emergencies, campusing may be postponed or re-arranged by calling an adviser of A.W.S. in the Women's Division office.

C. During Exam Week

1. If a girl acquires for noise 5 late minutes that do not make her total 15, she is campused 1 week night to be taken the following night.
2. 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 take the campus unless the penalty has been issued by the Judiciary-Legislative Board, in which case it is taken immediately upon return to campus.
3. If a girl is able to complete her campusing and does not do so, her case is referred to the Judiciary-Legislative Board.

VIII. PERMISSIONS

A. University Functions

1. All-university functions covered by the student activity book may be attended with the use of 10:30 + or 11:30 + permissions. The Judiciary-Legislative Board will publish a list of these functions. Evidence of attendance (program) should be presented to the house-mother.

2. Examples: If a concert or lecture is over by 10:25, freshmen and upperclasswomen below a 2.0 must return not later than 10:55 to their residences. An upperclasswoman with a 2.0 or better may return by 11:30.
If a concert or lecture terminates at 11:05, all women must return by 11:35.

B. Overnight Permissions

1. Permission to stay overnight or longer from a university residence must be sent directly to the housemother from the parents before a girl may be permitted to leave her university residence.
 - a. This may be covered by the A.W.S. "yellow slip".
 - b. Names may be added by the parents to the non-blanket permission slips stating places where the girl may stay without a blanket permission slip.
2. Permission to stay in an out-of-town hotel must be sent directly to the housemother from the parent each time a girl wishes to stay overnight in a hotel. Kellogg Center, M.S.U., Women's League and Michigan Union in Ann Arbor are considered hotels.
3. A girl is permitted to remain overnight in a Lansing hotel only with her parents and only if her parents talk directly to the housemother.
4. A girl may have two overnight permissions in either Lansing or East Lansing each term.
 - a. This is two nights, either consecutively or separately.
 - b. This applies to any residence having a Lansing or East Lansing address or phone number.

5. A girl may stay in another university residence on weekends provided guest provisions have been made. A university residence is a residence where hours are kept (i.e. residence hall, approved off-campus living unit, and sorority house). Weekday overnights must be cleared through either AWS or the Women's Division.
6. A girl may take no overnights after any university registered evening party (including dances and term parties) without specific written permission from her parents in advance of each occasion unless she is to stay in another university residence.
 - a. 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.
 - b. A minimum of 2 complete week-ends camping will be given for infractions of this rule.

C. Working Permissions

1. Working Permits

- a. This pertains to all women working outside the residence hall past closing hours.
- b. Requirement: 2.0 all-university average and a 2.0 the preceding term. This also applies to those who work within the living units.
- c. Working permits which require an extension of hours must be renewed every term.
- d. For regular work, petition the A.W.S. Judiciary-Legislative Board in advance. For special occasions obtain permit in advance from an A.W.S. adviser in the Women's Division office.

- e. Latest hours granted are 12:00 midnight Sunday through Thursday; 1:30 A.M. Friday and Saturday.
- 2. Signing out for work
 - a. Give name, address, and phone number of employer to your housemother on a special sheet.
 - b. Sign out on daily sign-out card.
- 3. Special Babysitting Regulations
 - a. No dates may be entertained while a girl is taking care of children.
 - b. A girl returning after regular closing hours must be accompanied by someone from her place of employment unless otherwise arranged in advance with the housemother.

D. Special Permissions.

- 1. Women may leave their residences before 7:00 a.m. but not earlier than 6:00 a.m. if they consult with their housemother in advance. If leaving before 6:00 a.m. consult an A.W.S. adviser in advance.
- 2. Women who find it necessary to return between 11:30 p.m. on weeknights or 12:00 midnight on Sunday and 7:00 a.m. must have permission from an A.W.S. adviser and make arrangements with the housemother in advance.
- 3. University residences close officially at 8:00 p.m. the last night of the 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 have permission from an A.W.S. adviser.
- 4. Consult the A.W.S. advisers in the Women's Division office for any special consideration or any advice as to procedure.

IX. SERENADES

- A. Serenades are held on Monday and Thursday nights. No exceptions will be made on week-ends without permission of the East Lansing City Council and A.W.S.
- B. Concerning the men:
 - 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. (This is an East Lansing city ordinance.)
 - 3. Burning insignia on the side walks is prohibited.
- C. Concerning the girls:
 - 1. Sundecks may not be used during serenades.
 - 2. Observers should turn off their lights as a courtesy.

X. SPORTS DRESS

- A. Bermudas, slacks, blue jeans, etc., may not be worn in the living room. This applies also to male callers wearing bermudas in women's living units.
- B. Bermudas, slacks, blue jeans, etc., may not be worn in the dining room with the following exceptions:
 - 1. Breakfast every day
 - 2. Lunch on Saturday
 - 3. Lunch during final exam week
 - 4. During the study hours.
- C. A long coat or skirt is worn to cover short shorts, jamaicas, and bathing suits except when participating in active sports.

- D. None of the above are worn in the Union, Library, Student Services Building, offices or to class.

XI. FIELD TRIPS

Procedure for taking field trips, excursions, etc. with departments, religious organizations, and other extracurricular groups.

- A. The department head or adviser must write a letter to the Judiciary-Legislative Board at least ten days before the trip is to be taken. This letter must include the type of university approved mode of travel, if written parental permission has been given should the girls have to stay in a hotel, a complete list of the girls' names and their campus addresses, and the name of the chaperon.
- B. Rides to their living units must be provided for girls returning after regular closing hours and someone must call at the living units when picking up girls before residence opening hours.
- C. It is the girl's responsibility to remind the driver of the time she is to be back at her living unit.

XII. MISCELLANEOUS:

This is just a reminder that according to an administrative health ruling no animals are permitted in university housing.

Women students are urged to take extreme precautions to avoid being alone outside their living units after dark. It is also advisable that girls stay on well traveled paths and walk with other people.

ALL-UNIVERSITY REGULATIONS

A.W.S. for the convenience of women students—has compiled from various sources the five All University Regulations about which there has been most demand for information. They are listed below:

1. "Any student possessing, consuming, or transporting any alcoholic beverages—including beer—on M.S.U. property will automatically be suspended from the university. This is a State Board of Trustees ruling. (See current map in 'Motor Vehicle Code' for property of M.S.U.)."

It is illegal in Michigan for minors (under 21) to purchase, consume, or possess intoxicating beverages or for those over 21 years of age it is illegal to drink such beverages in a car, on the highway, on public property, or while trespassing on some one else's property.

"No M.S.U. student may possess or consume intoxicating beverages in his off-campus housing unit or at any M.S.U. social activity whether it is on or off the campus." (See Rules of The Office of The Housing Director and those of the Faculty-Student Social Committee.)

2. "All unmarried, first-year students must reside in the residence halls or with their parents for at least one year at M.S.U. Any exceptions to this rule must be cleared through the Housing Director or the Dean of Students' Office."

3. "All women students who are under the age of 25 years must live in housing inspected and approved by the university."

See the Helot, and the Rules of the Office of The Housing Director.

4. "Michigan State University students are prohibited from having members of the opposite sex in their unchaperoned living quarters."

See Rules of The Office of
The Housing Director.

5. The ringing of a false fire alarm at M.S.U. results in suspension because it places the safety and security of others in jeopardy.

You will want to know that there are social rules and regulations which apply to M.S.U. social events for mixed groups (whether they are on or off the campus). Consult the social chairman of your residence hall or contact the Women's Division of Student Affairs (Student Services Building) for special procedures.

Standards for Classes Library — Union — Offices — Exams — Spectator Sports

The MSU coed is casual and neat in school clothes including *skirts, sweaters, blouses, or cottons*—whichever is appropriate to the season. Bobby sox with loafers, "sneakers", or saddles are worn through the winter months. "Flats" are most attractive during warm weather. A coed makes her best impression on the visiting public, faculty and staff when her dress commands a respect for her seriousness of purpose while studying at M.S.U.

Dressy Occasions Church — Teas — Concerts — Theater

Heels, hose, wool or other fine fabric *dresses* are as necessary for special occasions on campus as they are in any city. *Hats* are expected only for church and teas. *Gloves* and a *purse* finish the costume for dressy occasions.

Living Units Men's Housing — Women's Dining Rooms — Lounges

Except for breakfast each morning and lunch on Saturday when coeds may wear bermudas or slacks (but not short shorts or jeans) in the dining room, the MSU woman should wear regular *school clothes* when in the lounges of their units or when visiting men's residence halls or fraternity houses.

Sports Activities Recreation — Intramurals — Active Leisure

MSU coeds wear *slacks* or *bermuda shorts* for *sports activities* unless the particular sport calls for other attire such as leotards or swim suits. Slacks and bermudas are not worn to classes, the library, in campus administrative or business offices.

Short shorts, skorts and jeans are never worn on campus or in the public areas of the residence hall.

Formal — Semi-Formal — Informal Term Parties — All-University Dances

A *formal party* or dance at MSU finds coeds in *floor* or *ballerina* length dresses. For *semi-formal* occasions, *short formals* or *dressy cocktail dresses* are in order. When the party is *informal*, the MSU coed wears *heels, hose* and *street length dresses* appropriate to the season. If it is to be a *casual evening*, plan on regular *school clothes*.

In Town Lansing — East Lansing

Dress as you would at home—hopefully not in sportswear.