

AWS

H A N D B O O K



1962-1963

A. W. S.
HANDBOOK

1962-1963

EDITED BY
ASSOCIATED WOMEN STUDENTS
MICHIGAN STATE UNIVERSITY

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Hello:

As presidents of the women students of Michigan State University, we should like to extend our welcome to the students new to our campus, and a welcome back to returning students. We hope that the coming year will be a successful one and that each student will profit from her efforts and her experiences.

Every MSU coed is a member of the Associated Womens Students. AWS, in its representative form, is divided into two boards: Activities and Judiciary Boards. The Judiciary Board serves to interpret the standards and rules of conduct of the University. Its representatives are elected winter term by each dormitory and by the sororities. Activities Board, membered by sorority and dormitory representatives and also by a representative from every women's service organization, is the coordinating board for the many women's activities that take place on MSU's campus.

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

Sincerely,

Gwen Greene

Betsy Barkwell

ACTIVITIES OFFICERS



Gwen Greene President
 Miss McNamara Advisor
 Carol Smith Vice President
 Garnet Veld Treasurer

JUDICIARY OFFICERS



April McMahon Vice President
 Linda Cappel Secretary-Treasurer
 Miss Petersen Advisor
 Betsy Barkwell President

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 by petition to the Judiciary-Legislative Board of A.W.S.

A girl petitioning A.W.S. may secure a petition from her house-mother or from the Women's Division located in the Student Services Building. She must have her petition in at the Women's Division 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 is there to help you. See this Representative for any interpretation or questions concerning the A.W.S. Rules.

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.

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.

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.
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

1. President
2. Vice-President
3. Recording Secretary
4. Corresponding Secretary
5. Treasurer

Representative 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 Chairmen

Special Events Committees

1. Who's Who and What's What
2. Big Sister
3. Activities Carnival
4. Blood Drive
5. Lantern Night
6. Committee on Educational, Social, Cultural Affairs
7. Publicity

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 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 21 years must live in housing inspected and approved by the university."

See the Spartan Handbook, 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.

I. HOUSE REGULATIONS

- A. 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.
- B. Since late minutes are only given by AWS for tardiness, we recommend that sororities and dormitories use the merit system (or other equivalent system) for House violations.
- C. All penalties recommended by House Council must be approved by the Judiciary-Legislative Board of AWS prior to enforcement.
- D. Any general disturbance or breaking of standards by women will be referred to the Judiciary-Legislative Board of AWS.
- E. Food may not be delivered after 11:00 p.m. during the week and no later than a half an hour before closing on the weekends.

II. CALLERS IN UNIVERSITY RESIDENCES

A. 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 go below the first floor of men's residences during the week nights when they are working on all-university sponsored activities and are approved by the housemother and she is present.
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 AWS 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 chaperones must be in the house before the girls are admitted. The housemother alone is the chaperone for exchange dinners.

B. Guests

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 sign-out sheet. Guest privileges may be denied to offenders.

4. All guests must be arranged for and registered by the hostess with the housemother before closing time. 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 or a student of a college to which late minutes can be transferred.
6. Coeds are allowed three guests per term.
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 campus must be taken the first weekend after she returns to campus as an on campus student.
9. Special emergency requests for guests during the week must be referred in advance to an AWS Judiciary-Legislative Advisor, Women's Division office.
10. Guests are not permitted the weekend preceding finals or during exam week. An exception is made for Water Carnival weekend 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 unit.

III. 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—green, upper class—white or below a 2.00—pink.)
2. On the signout card she should include exact destination whenever possible (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 housemother by 9:00 p.m. that she did not sign out on the daily signout card.

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 AWS.

- 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. 10:30 + permission, for freshmen and upperclasswomen below a 2.0, is a special extension of time for 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. 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 upper-classman 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.
3. 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 housemother.
- C. For Overnight or Weekend 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. 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.

IV. 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.

STANDARDS ON HOURS

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Closing hours and end of visiting hours Freshmen and upperclass women under 2.00 Upperclass women above 2.00 and third term freshmen above 3.50 (at the recom- mendation of the House Standards Board)			10:30 P.M.			1:00 A.M.	12 midnight
			11:30 P.M.				
Quiet hours			12:01 A.M. - 11:00 A.M. 1:00 P.M. - 5:00 P.M. 7:00 P.M. - 12 Midnight			12:01 A.M. - 11:00 A.M.	1 A.M. - 11 A.M. 2 P.M. - 5 P.M. 7 P.M. - 12 midnight
Quiet hours during exam week			Continuous				
Men's calling hours in women's residence halls: Upperclass women Freshmen			11:00 A.M. - 11:00 P.M. 11:00 A.M. - 10:30 P.M. *Men may wait for a girl five minutes in the reception area before regular calling hours.			11:00 A.M. - 12:45 A.M. *Men may wait for a girl five minutes in the reception area before regular calling hours.	10 A.M. - 11:45 P.M. *Men may wait for a girl five minutes in the reception area before regu- lar calling hours.
*Men's calling hours in sororities			1:00 P.M. - 11:00 P.M.			1 P.M. - 12:45 A.M.	11 A.M. - 11:45 P.M.
*Men's calling hours in approved off-campus houses			4:00 P.M. - 11:00 P.M.			4:00 P.M. - 12:45 A.M.	4:00 P.M. - 11:45 P.M.
*Hours when women students are permitted in men's residence halls						11:00 A.M. - 11:00 P.M.	
*Women students may not remain in frater- nity houses beyond			11:00 P.M.			12:45 A.M.	11 P.M.
Hours when men are permitted in recreation rooms of women's residence halls						8 P.M. - 12:45 A.M.	1 P.M. - 5 P.M.
Overnight guests are permitted in women's residences, sororities, and approved off- campus houses						1 P.M. - 5 P.M. 8:00 P.M. - 12:45 A.M.	
						These two nights only	

*Housemother must be present.

Registration Week hours extend until 11:30 for all women students.

Regular Hours resume the night before classes begin.

Requests for other hours must be submitted to the A.W.S. Judiciary-
Legislative Board for approval.

- 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.

V. 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, 355-1855 and ask for the housemother's private number. 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.

VI. CAMPUSING

A. General Procedure

1. A girl must notify the housemother and resident assistant by 5:00 p.m. on the day she intends to take her campus.

B. Emergencies

1. In an emergency, campusing may be postponed or re-arranged by petitioning the Judiciary-Legislative Board of AWS 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 advisor of AWS in the Women's Division Office.

C. During Exam Week

1. If a girl acquires 5 late minutes for noise she will have a campus to be taken the following night. This campus begins at 8:00.
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.

VII. PERMISSIONS

A. 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 restricted permission slips stating places where the girl may stay without a general permission slip.

2. Unless special permission is granted by her parents on the yellow permission slip, permission to stay in and 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, MSU, Women's League and Michigan Union in Ann Arbor are considered hotels.
3. A girl is permitted to remain overnight in a Lansing hotel and/or motel only with her parents and only if her parents talk directly to the housemother.
4. Unless special permission is granted by her parents on the yellow permission slip, written permission to stay overnight at a ski center must be sent by the parents directly to the housemother. If so specified, this letter may cover the entire skiing season. Ski trips are never sponsored by the university, and therefore, the university assumes no responsibility.
5. A girl may have two overnight permissions in either Lansing or East Lansing each term. If necessary, special permission will be granted by Women's Division for additional permission.
 - 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.
6. 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 housing, and a sorority house). Weekday overnights must be cleared through A.W.S. or the women's division. This doesn't include going home anytime the necessity arises.
7. A girl may take overnights after any university registered evening party (including dances and term parties) providing special permission has been granted by her parents on the yellow permission slip.
 - a. If this permission hasn't been granted, a letter granting permission must be sent to the housemother.
 - b. A minimum of 2 complete weekends will be given for infraction of this rule.

B. 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.

C. Special Permissions

- 1. Women may leave their residences before 7:00 a.m. but not earlier than 6:00 a.m. without consulting the housemother 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.

VIII. 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.

IX. 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.—This is an all University Standard! !

X. 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 and/or motel, a complete list of the girls' names and their campus addresses, and the name of the chaperone should be attached.
- B. Rides to their living units must be provided for girl 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.

XI. 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.

LATE MINUTE INFORMATION

LATE MINUTES	INFRACTION
One per minute	Late returning
One per minute	Guest's late return
Three	Incorrect sign-in or -out on the daily sign-out card.
Three	Failure to sign in. (An additional three will be given if the girl is not located with five minutes.)
Five	Failure to sign out on the daily sign out card.
Five	Failure to sign in on the overnight sign out sheet.
Five	Failure to notify advisor before closing hours of an expected delay.
Five	Failure to submit A.W.S. petition before 11:30 A.M. on the Tuesday immediately following the offense.
Ten	Failure to register a guest.
Ten	Signing another girl in or out.
Ten	Being signed in or out by another girl.
Ten	Failure to sign out for an overnight before 10:00 P.M. on the day of departure.
Ten	Failure to notify advisor of an expected delay (in addition to penalty decided by A.W.S. Judiciary-Legislative Board.)

A record of late minutes will be kept by the housemother. An accumulation of 15 late minutes during the term requires that the girl be automatically campused for one weekend night.

CAMPUSES

An accumulation of 15 late minutes during one term	One weekend night campus to be taken within the following two weekends.
A second accumulation of 15 late minutes during the term	One weekend campus, Friday, Saturday, and Sunday nights, consecutively, within the following two weekends.
The third accumulation of 15 late minutes during the same term	Petition must be submitted to A.W.S. Judiciary-Legislative Board.
Failure to sign out on the overnight sign out sheet	Two weekend night campuses.
A campus given by A.W.S.	This must be taken within one week.
Thirty late minutes acquired at one time	One weekend campus.
More than thirty late minutes acquired at one time	Petition must be submitted to A.W.S. Judiciary-Legislative Board.
Five late minutes acquired for noise during exam week	A campus to be taken the following night—beginning at 8:00 P.M.
Abuse of the overnight permission as specified by parents on the yellow permission slip	A minimum of two weekend campuses.
Return to the campus before residence opening hours without making arrangements with the advisor beforehand	Two weekend night campuses.

A campus given by A.W.S. must be taken within one week. Any break of campusing must be referred to the Judiciary-Legislative Board.

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.

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
- To establish and administer a representative form of government whereby the interests of all women students shall be protected and served.
 - To determine and maintain such standards of conduct as will reflect creditably on the university and its students.
 - To serve as coordinator of women's activities and to promote the participation of women students in co-curricular activities.
 - To encourage individual women students to limit themselves from over-participation in activities in order to promote their high academic and performance standards.
 - 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 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
- The responsibility of judiciary legislation is vested in 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, Sno-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 on 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 at 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:
- The officers of Activities Board shall be president, vice-president, recording secretary, corresponding secretary and treasurer.
 - The officers of Judiciary-Legislative Board shall be president, vice president, corresponding secretary, recording secretary, treasurer, Lecture-Concert representative, and historian.
 - In case of a tie election or if deemed necessary, two vice-presidents may be elected.
- Section 2. Elections:
- 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 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 begin-

ing 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.

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

Section 3. Duties of the officers:

- 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.
- The vice-presidents shall assume the duties of the president 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).
- The recording secretary shall record all minutes of the meetings. The corresponding secretary shall handle all A.W.S. correspondence.
- 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.
- The A.W.S. office secretary is an ex-officio member of Judiciary-Legislative Board.
- 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:
- 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.
 - To act as a coordinating body for women's activities in their residences and organizations.
 - To approve election schedules submitted by various organizations.
 - To appoint committees for specific projects.
 - To supervise and promote projects such as:
Big Sister Program
Activities Carnival
Who's Who and What's What
Blood Drive
Lantern Night
The board shall supervise and promote other projects when deemed necessary.
 - To check on the eligibility of candidates for office in all women's organizations, in compliance with both A.W.S. and Student Government regulations.

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

- To hear and judge disciplinary cases and to consider judiciary matters. Women students who have disciplinary cases shall have the right to appeal to the council in person.
- To have jurisdiction over house rules.
- To interpret A.W.S. rules.
- To supervise and verify house reports.
- To promote projects of the Activities Board.

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

- To supervise all A.W.S. elections in the residences.
- To report to the governing bodies of the organizations which they represent on matters pertaining to A.W.S.
- To revise annually and approve any revision in the A.W.S. Handbook.
- To set up qualifications for A.W.S. officers and representatives to the board.
- To maintain regular office hours every week and share responsibility of the reception desk.

ARTICLE VII PARLIAMENTARY AUTHORITY

Section 1. The A.W.S. Activities and Judiciary-Legislative Boards shall consult Robert's Rules of Order, Revised, as their parliamentary authority.

ARTICLE VIII BY-LAWS

Section 1. A.W.S., to accomplish its objectives, shall have the power to enact, interpret, and enforce the by-laws.

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 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.

NOTES

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

The MSU coed is casual and neat in school clothes including skirts, street length culottes, 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 MSU.

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.