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the



handbook

1953 - 1954

Handbook
for
Women Students

at
Michigan State College
EAST LANSING, MICHIGAN

Published by
ASSOCIATED WOMEN STUDENTS
MICHIGAN STATE COLLEGE

Hi there----

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

Table of Contents

Officers	5-6
Greetings	8
Student Activities:	
Eligibility	9
Records	9
Constitution	10
By-Laws	
Closing hours	19
Quiet Regulations	19
Shower	20
Typing hours	20
Radio hours	20
Penalties	
Quiet hours	20
Residence	25
Signing in and out	27-28

Smoking Rules	21
Working Permits	21
Callers in Women's Dorms	22
Callers in Men's Residences	23
Overnight guests in College residences	24
Campusing	25
Exam week regulations	26-27
Signing Out	27
Signing In	28
Late Returns	30
Late Permissions	30
Overnight Permissions	33
Senior Permissions	34
Special Permissions	35

1953 - 1954

A. W. S. Judiciary-Legislative Board

OFFICERS

Justine Ray	President
Foy McClellan	Vice President
Ann Martineau	Secretary
Joyce Bergeron	Treasurer
Miss Mabel Petersen	Advisor

REPRESENTATIVES

Joyce Bergeron	North Campbell
Mary Hotop	South Campbell
Adeline Emmons	Gilchrist
Lou Brannon	East Landon
Nancy Moffett	West Landon
Evelyn Line	Mason
Betsy Burt	East Mayo
Mary Rose Peterson	West Mayo
Millie Brock	North Williams
Dianne Priester	South Williams
Carol Carpenter	East Yakeley
Ann Martineau	West Yakeley
Wilmary Romick	Co-ops
Mae Burnham	Off-Campus
Jean Arnold	Sorority
Janet Hampton	Sorority
Joan Pace	Sorority

1953 - 1954

A. W. S. Activities Board

OFFICERS

Mary Ellen Weigle President
 Peggy Huffman Vice President
 Carolyn Lyons Secretary
 Marilyn Schutt Treasurer
 Mrs. Lurline Lee Advisor

REPRESENTATIVES

Maureen Pfankuch Gilchrist
 Virginia Mumford West Mayo
 Martha Hinkley East Mayo
 Mary Lou Ziel West Yakeley
 Sue Reish East Yakeley
 Gabriele Muhling North Campbell
 Marge Nelson South Campbell
 Anne Vincent North Williams
 Sue Schubert South Williams
 Mary Schierholz East Landon
 Marilyn Schutt West Landon
 Sylvia Moyer Mason
 Ann Hayes Co-ops
 Joan Toben Off-Campus
 Janet Clanahan Sororities
 Joy Pomeroy Sororities
 Mildred Runnells Sororities
 Carolyn Lyons Y.W.C.A.
 To be elected Tower Guard
 To be elected W.A.A.
 Polly Klingensmith PanHellenic
 To be elected Mortar Board
 Kathleen Gallagher S.W.L.

Co-Presidents

Mary Ellen Weigle
 A.W.S. Activities



Justine Ray
 A.W.S. Judiciary-
 Legislative



Greetings from the Co-Presidents

Welcome to M.S.C. The Activities Board and Judiciary-Legislative Board of A.W.S. wish you a happy and successful year.

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

In future days, A.W.S. will become a familiar term to you, as it should, since you are part of it. A.W.S. is a representative organization that has been set up to help you and serve you in any way that will better your college life at M.S.C. It is a member in good standing of I.A.W.S., the Inter-collegiate Association of Women Students, a national organization of women students. Through I.A.W.S. the women students of America have a voice in national and international affairs.

Members of the Activities and Judiciary-Legislative Boards of A.W.S. are composed of girls from the various living units and organizations on campus. Your representatives are there to interpret the handbook, and to help you with any problems or ideas you might have. Feel free to call on them any time.

Remember A.W.S. and its by-laws and regulations; carry them as your individual responsibilities. Best of luck!

Mary Ellen Weigle

A.W.S. Activities

Justine Ray

A.W.S. Judiciary-Legislative

Student Activities

Eligibility

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

You must have an all-college 2 point average and a 2 point the term preceding your election to be eligible for any office, or to be elected as a Queen. You must maintain a 2 point all-college average during your term of office. If you fall below an all-college 2 point average, you are honor bound to tender your resignation.

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

Records

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

Don't be a joiner just for the sake of listing your memberships in the Wolverine. Limit your activities to those organizations you are really interested in and really work for them, and you will contribute to your own growth as well as to the growth and strength of the organization. Whatever you do, may your goal be to do it well.

Constitution of A. W. S.

ARTICLE I NAME AND OBJECTIVE

- Section 1. The name of this association shall be the Associated Women Students of Michigan State College.
- Section 2. The objectives of this association shall be:
- To establish and administer a representative form of government where-by 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 college and its' students.
 - To serve as coordinator of women's activities and to promote the participation of women students in all co-curricular activities.
 - To limit individual women students 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 College.

ARTICLE II MEMBERSHIP AND FINANCE

- Section 1. All undergraduate women shall be ipso facto members of the Associated Women Students by virtue of the payment of fees at the time of registration.
- Section 2. Each member is responsible for a

knowledge of the constitution, by-laws, and regulations of the association.

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

ARTICLE III ORGANIZATION OF A.W.S.

Section 1. Membership

- a. Judiciary Legislative responsibility is vested in a Judiciary-Legislative board composed of the following:
- From each dormitory —
1 representative
 - From the Cooperative houses —
1 representative
 - From off-campus houses —
1 representative
 - From the sorority houses —
3 representatives
 - From Pan-Hellenic Council —
1 representative (non-voting)
- Dormitory representatives shall be elected by the women of their residences. The mode of election of off-campus and cooperative representatives shall be decided upon by their respective councils. The three sorority houses to have a representative shall be designated in accordance with a rotation system of Pan-Hellenic Council. Candidates from these houses shall be elected by their re-

spective housemates. The Pan-Hellenic representative shall be appointed by the Pan-Hellenic Council.

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

From each dormitory —

1 representative

From the Cooperative houses —

1 representative

From the off-campus houses —

1 representative

From the sorority houses —

3 representatives

From Pan-Hellenic Council —

1 representative

Activities board shall also include one representative from each of the following organizations:

Spartan Women's league, Y.W.C.A., W.A.A., Home Economics Council, Tower Guard, and Mortar Board. All representatives shall be elected in the same manner as the Judiciary-Legislative Board members.

- c. The executive council shall periodically review the representation on each board and shall be authorized to recommend to both boards for a vote any modification of the representation system which would assure lines of communication between living groups and organizations.
- d. Any elected member absent from the college for one term of her own volition or through ineligibility shall permanently forfeit her office to the candidate receiving the next highest

vote. Should the runner up be ineligible or not in attendance in school, a new election shall take place at that residence to determine the new member. Should a member's absence of one term be through circumstances beyond her control (practice teaching, Merrill Palmer, etc.), she shall resume her duties upon her return to campus. In no instance may a member resume office if her absence is more than a term's duration.

- e. If a dormitory, sorority, cooperative, or off-campus representative to the Judiciary-Legislative or Activities Board withdraws from her position because of change of residence or for any other reason, the candidate having received the next highest vote at the time of election shall take office. Should this runner up be ineligible or not in attendance in school, an election should be held in the residence or organization within the next two weeks to fill the vacant position. Until that time the position should be filled by an alternate.
- f. The term of office for these members shall be one year. It shall begin on the first meeting following election, and shall end after the joint meeting with the incoming council the following spring term.

ARTICLE IV OFFICERS AND ELECTIONS

- Section 1. The officers of the Activities Board shall be president, vice-president, sec-

retary, and treasurer. The officers of Judiciary-Legislative Board shall be president, vice-president, secretary and treasurer. The officers of both boards shall constitute the Executive Council of A.W.S. Candidates for the president of each board shall have served on their respective boards at least two terms, not necessarily the term previous; shall be from the incoming senior class, and shall be a student in residence at time of election. They shall be nominated by the out-going board and elected by women students in a campus election. The candidate having the second highest number of votes shall fill the office of vice-president. The remaining officers shall be nominated and elected by the members of the incoming board at the beginning of spring term.

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

Section 3. a. The presidents shall call and preside over all meetings of their respective boards. They shall have the power to make all committee appointments with the approval of the Executive Council. They shall perform the general duties of an executive. Both presidents shall attend all Student Government meetings and give a report of these meetings to their boards. The president of the Judiciary-Legislative Board presides over meetings of the Executive Council.

b. The vice-presidents shall assume the duties of the presidents in their absence. They shall be responsible for all publicity concerning the organ-

ization and shall maintain a scrapbook. The vice-president of the Judiciary-Legislative Board shall be the representative to the All-College Judiciary. In case of her absence or inability to attend, another representative shall be appointed by the Executive Council, subject to the approval of the Judiciary-Legislative Board.

- c. The secretary shall record all minutes of the meetings and take care of all correspondence.
- d. The treasurer shall perform the duties that regularly pertain to that office and shall advise with the College Comptroller.
- e. The A.W.S. office secretary is an ex-officio member of the Judiciary-Legislative Board.

ARTICLE V MEETINGS

Section 1. The Activities Board and Judiciary-Legislative Board shall meet separately Tuesday night of each week and hold occasional joint meetings. Additional meetings of either board may be called by its president.

Section 2. Absences shall be excused only for a valid reason and must be approved in advance by the president or secretary. Three unexcused absences from the meetings shall automatically constitute recall of elected members. Whether excused or unexcused, the representative, if unable to attend, shall send an alternate as pre-arranged with the president or secretary.

Section 3. The delegates to the A.W.S. Convention shall be the President-elect of the Activities Board and the Judiciary-Legislative Board. Upon their return from the convention, the delegates will present a report in writing to the Activities Board and the Judiciary-Legislative Board.

Section 4. Both the Activities Board and the Judiciary-Legislative Board will hold an annual meeting with the incoming boards. Officers and committee chairmen will read their reports of the year's work in their organization or residence.

Section 5. Installation of the new presidents will take place in a public ceremony on Lantern Night.

ARTICLE VI DUTIES

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

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

- a. To formulate and further such policies and plans as shall be of all-campus interest to women students. All-campus projects may be presented to this group by committees or individuals wishing co-operation from women's organizations.

- b. To act as a coordinating body for women's activities in their residences and organizations.

- c. To approve election schedules submitted by various organizations.

- d. To appoint committees for specific projects.

- e. To supervise and promote projects such as:

STUN book exchange

Big Sister program

Activities Carnival

Leadership Training

- f. To check on the eligibility of candidates for office in all women's organizations, in compliance with both A.W.S. and Student Government regulations.

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

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

- a. To hear and judge disciplinary cases and consider judiciary matters. Disciplinary cases shall have the right to appeal to the council in person.

- b. To have jurisdiction over house rules.

- c. To interpret A.W.S. rules.

- d. To supervise and verify house reports.

- e. To promote projects of Activities Board.

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

- a. To supervise all elections in the dormitories.

- b. To attend all regular house council meetings.
- Section 5. The duties of the Judiciary-Legislative Board and Activities Board shall be:
- a. To revise the A.W.S. Handbook annually.
 - b. To set up qualifications for A.W.S. officers and representatives to the board.
 - c. To set up qualifications for all women's organizations.

ARTICLE VII BY-LAWS

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

ARTICLE VIII ADOPTION

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

ARTICLE IX AMENDMENTS

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

By-Laws House Regulations

Infractions of regulations are dealt with by the Judiciary-Legislative Board of A.W.S.

Each student is required to submit a written statement of the fact to the Board when infraction of regulations occurs. The Board shall use its discretion in trying any case and in 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 all the times the student has the privilege of appearing before the Board to appeal her case.

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

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

I. REGULATIONS

A. Residence Closing Hours:

10:00 p.m. Monday through Thursday
1:00 a.m. Friday and Saturday
11:00 p.m. Sunday (late pers not to extend beyond 12 midnight)

B. Quiet Regulations

1. Quiet Hours

- a. Afternoons: 1:00-4:00 p.m. Monday through Thursday 2:00-5:00 on Sunday
- b. Evenings: 8:00 p.m. continuous to

11:00 a.m. the following morning,
Sunday through Thursday.

1:00 a.m. Friday night to 11:00 a.m.
Saturday

1:00 a.m. Saturday night to 11:00 a.m.
Sunday

c. Additional quiet hours may be established by a vote at a General House meeting, **not merely the House Council.**

d. **Quiet hours are continuous during exam week**

2. Shower and Bath Hours

6:30 a.m.-11:00 p.m. Monday through
Thursday

6:30 a.m.-1:30 a.m. Friday and Saturday

6:30 a.m.-12:00 p.m. Sunday

3. Typing Hours

9:00 a.m.-10:00 p.m. Sunday through
Thursday

9:00 a.m.-12:00 midnight Friday and
Saturday

Typing at hours other than those listed
above is permissible, but only in places
designated by the House Council.

4. Radio Hours

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

C. Penalties for Infractions of Quiet Regulations

1. Individuals or groups showing lack of
consideration for any of the above quiet
regulations will be given 5 late minutes.

2. For persistent lack of consideration for any
of the above rules, individuals or groups
will be referred to the House Council
and the following rules will apply:

a. First referral to House Council: One
weekend night campused.

b. Second referral to House Council: Case
is submitted to Judiciary-Legislative

Board of A.W.S.

3. Any variations of quiet regulation penalties, proposed by individual housing units, are to be submitted to the A.W.S. Judiciary-Legislative Board for its approval.

D. General Rules

1. Smoking Rules

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

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

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

c. Consideration should be shown for the roommate who does not smoke.

d. Penalties are to be decided upon by House Council for smoking in places not designated in these rules.

e. Infractions and enforcement of the smoking rules will be dealt with by the House Council. **Abuse of the privilege will result in its denial.** In the case of individuals, a second offence will be referred to the Judiciary-Legislative Board.

2. Working Permits (requiring extension of hours)

a. Requirement — 2 point all-college average and a 2 point the term preceding.

b. Procedure

(1) Special occasions

Obtain permit **in advance** from the A.W.S. advisor in the Dean of Students office.

(2) Regular work

Petition the A.W.S. Judiciary-Legislative Board **in advance.**

c. Hours

- (1) Latest hours granted as work permission for returning to residence are 12:00 midnight Sunday through Thursday; 1:30 a.m. Friday and Saturday.

d. Signing out requirement for work

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

e. Other regulations

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

3. Callers in College Residences (in women's residences)

- a. Men callers are allowed five minutes to call for girls in the morning before regular hours but they may not go into the lounges before 10:00 a.m. on Sunday or 11:00 a.m. Monday through Saturday.
- b. Calling hours for off-campus houses are 4:00 p.m. Monday through Friday.
- c. Hours when men are permitted in recreation rooms of women's dormitories are:
 - (1) 9:00 p.m.—12:45 a.m. Friday and Saturday nights
 - 1:00 p.m.—5:00 p.m. Saturday and Sunday

- (2) Requests for earlier opening hours on these days must be submitted to the A.W.S. Judiciary-Legislative Board for approval.

4. Hours in Men's Residences:

- a. Women students may visit only those men's residences where an official housemother employed by the college is present under the following conditions:

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

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

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

5. Overnight Guests in College Residences

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

II. INFRACTIONS

A. Residence Penalties

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

B. Campusing

1. When a girl is campused:
 - a. She must remain in her room after 8:00 p.m. until the next morning at 5:30.
 - b. She must notify the housemother and

counselor in person at 8:00 p.m. or before of intention to take campusing.

- c. She may not make or receive phone calls or callers during her period of campusing, including her break. She may receive a long distance phone call, if so notified by the switch-board operator.
- d. She may not receive callers in her room, nor may her roommates have any callers in the room.
- e. She may have **one recess of fifteen minutes taken consecutively**, but she may not leave the living unit during this time. She must notify her floor counselor or housemother at the beginning and end of this period.
- f. She must have a sign on the door notifying the girls of the campusing. Signs are to be obtained from the housemother.

- 2. In an emergency, campusing may be postponed or rearranged by petitioning the Judiciary-Legislative Board in advance. An additional penalty may be given in this case.
- 3. For sudden emergencies, postponement of campusing may be obtained by calling the President of the A.W.S. Judiciary-Legislative Board, or the advisor to A.W.S. in the Dean of Students office.
- 4. Any breaking of campusing must be referred to the Judiciary-Legislative Board.

C. During Exam Week

- 1. If a girl acquires 5 late minutes which brings her total to fifteen, she must forfeit one weekend night (campused).
- 2. If a girl acquired **any** five late minutes which do not make her total fifteen, she

forfeits one week night. (campused)

- 3. If a girl is unable to complete her campusing during her exam week because of early departure, **the campusing will be carried over until the next term.** She then has two weeks in which to make it up unless the penalty has been issued by the Judiciary-Legislative Board, in which case it is made up immediately.
- 4. If a girl is able to complete her campusing and does not do so, her case is referred to the Judiciary-Legislative Board.
- D. Any penalties given by the Judiciary-Legislative Board **must be made up immediately.** A penalty for accumulated late minutes is made up within the next two weeks.

III. PROCEDURES

A. Signing Out

- 1. For the evening
 - a. If planning to be out of her residence after 8:00 p.m., each girl must sign **herself out on the daily sign out sheet.**
 - b. Include the following on signout sheet:
 - (1) **Exact destination** so that you may be contacted in case of emergency, i.e., Michigan Theater, Library, A-2 South Campus.
 - (2) **Time of expected return** should be latest possible return since students are considered late if they return after the time signed out for, even if within closing hours.
 - (3) If planning a trip all day and don't know exact time of return, sign out for the latest possible return.
- 2. For functions granted time extension
 - a. This includes Lecture-Concert series, evening classes, dances, and other col-

- lege functions for which a special time extension is granted by A.W.S.
- b. Sign out on regular daily signout sheet.
 - (1) The exact function attending.
 - (2) The time granted for return.
 3. For work and baby-sitting
 - a. Work
 - (1) Sign out for place of work on daily signout sheet.
 - (2) Give the time granted for return.
 - b. Baby-sitting
 - (1) On daily signout sheet:
 - (a) Householder's address.
 - (b) Time granted for return.
 - (2) With Housemother
 - (a) Name, address, and phone number of householder.
 4. Leaving at the end of the term
 - a. Sign (if you plan to return) "Returning."
 - (1) You are to return within the closing hours on the day you come back.
 5. For overnight or weekend absences.
 - a. A girl must sign **herself** out before 10:00 p.m. on a special signout sheet, the **overnight absence sheet**, not the daily signout sheet.
 - b. A girl must leave her residence before closing hours on the night of her departure.
 - c. Include:
 - (1) Name of hostess, her full address, and phone number.
 - (2) Date and time of departure.
 - (3) Date and time of expected return.
- B. **Signing in:** (for all above cases)
1. After returning to residence, a girl is honor-bound to sign in the **exact** time

of her return on the sheet on which she signed out.

2. A girl must return **within regular closing hours** as stated in section 1, A., even if she returns the day before she is due back.
3. Ticket stubs or programs must be presented to the housemother when returning from an event for which time extension is granted.

IV. PENALTIES

A. **Signing out not according to instructions.**

1. A girl will receive a minimum of **5 late minutes for failure to sign out on the daily signout sheet.**
2. A girl will receive a minimum of **3 late minutes** for improper signing out on the **daily signout sheet.**
3. **Failure to sign out on the overnight absence sheet** is considered a serious offense and will result in a minimum of **complete weekend campusing**, to be decided by the Judiciary-Legislative Board or by the college, depending upon the circumstances.
4. A girl will receive **5 late minutes** for improper signing out on the **overnight absence sheet.**
5. Students who sign out for one destination and go elsewhere will be dealt with by the A.W.S. unless the housemother is notified and approves the change in plans.

B. **For signing in not according to instructions**

1. A girl will receive a minimum of **3 late minutes**, (maximum to be decided by the Judiciary-Legislative Board) for signing in **on the daily signout sheet incorrectly or forgetting to sign in on the daily sheet.**

2. A girl will receive a minimum of **6 late minutes** (maximum to be decided by the Judiciary-Legislative Board) for signing **in on the overnight absence sheet incorrectly.**
3. A girl will receive **6 late minutes** for failure to sign in on the **overnight absence sheet.**
4. A girl will receive **10 late minutes** for signing **another** girl in or out. The girl who has been signed in or out will also receive 10 late minutes.
5. A girl will receive **3 late minutes** for failure to sign out on the **daily signout sheet.**

V. FOR LATE RETURNING

A. If Delayed

1. Call housemother yourself as to time of expected arrival, if possible, before closing hours. Word relayed by a friend will not be accepted.
2. Call college ED 2-1511 and ask for your housemother on her private line. Call collect if you do not have enough money.

B. Penalty

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

VI. PERMISSIONS

A. Late Permissions:

1. Definition: A late permission is a $1\frac{1}{2}$ hour extension of time beyond the regular closing hours. (**One hour if used on a Sunday.**)

2. Six late permissions will be granted to **Sophomores, Juniors, and Seniors**, except those who do not maintain an all-college 2 point. In this case they receive only three late permissions. Freshmen women will be granted three late permissions, until such time as they earn an all-college 2 point. At this time, they will be granted six late permissions.
3. A student should consider late permissions a privilege. This privilege may be restricted or withdrawn by A.W.S. or the college **if the necessity arises.** Students should also remember that late permissions are not strictly a social privilege, but are to be used in case of emergencies, such as transportation difficulties, etc. **Use of late permissions in excess of allotment will be severely dealt with** by the Judiciary-Legislative Board. Students are therefore urged to keep track of their permissions and to check with the housemother in advance if in doubt as to the number already used.
4. Arrangements for using a late permission must be made with the housemother **before** closing hours by signing directly with the housemother on a special sheet **as well as noting "late permission" on the regular signout sheet.** The student must personally telephone her housemother **directly, before** her expected time of return to request use of a late permission and confirm its' use on the special sheet when she returns.
5. The penalty for incorrect signing in or out for a late permission will be **three** late minutes.
6. Transfer students will be granted six late permissions except in the case of

first term freshman transfer students. These students will be granted only three late permissions until such time as they earn an all-college 2 point.

7. Conditions governing use of late permissions:

- a. **They may be used at the discretion of the student, but only on Sunday and Tuesday through Thursday.** Late permissions may not be used on Monday nights. The penalty for so doing will be the forfeiture of **an additional late permission.** In the case of a student not having any late permissions left, her case will be referred to the Judiciary-Legislative Board.
- b. Only one may be used in **any one night.**
- c. A girl using a late permission may return before 11:30 p.m., but may not leave her college residence after the regular closing hour, nor may a girl come in and then go out during the time of her special permission.
- d. Late permission during the week up until 12:00 midnight may be arranged in advance with the housemother by forfeiting one weekend night, (not Sunday) within the coming two weekends for the extra half hour past time allowed with the permission.
- e. All-College functions covered by the student activity book may be attended without using a late permission.
- f. College functions not included under "e" will require the use of a late permission. The Judiciary-Legislative Board will publish a list of functions which do not require a late permission.

g. Permission for plays, concerts, and lectures held in Lansing covers the duration of the program plus direct return to the residence. Late permission must be granted for each approved program. The housemother must be notified **in advance**, and the **ticket stub** presented to her upon return.

8. Cancellation: If a student does not use her late permission after requesting it, she must so report to the housemother directly upon her return to her residence in order to have this permission for another time.

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

B. **Overnight Permission:**

1. Permission to be absent from a college residence **to stay overnight or longer** must be sent directly by the parents to the housemother before the student may be permitted to leave her college residence. This may be covered by the A.W.S. "yellow slip" **sent by parents directly to housemother.**
2. Permission to stay in an out-of-town hotel must be **sent directly from parents to the housemother each individual time** a girl wishes to stay overnight in a hotel. The Michigan League in Ann Arbor is considered a hotel.
3. A student is permitted to remain **overnight** in a Lansing hotel **only with her parents** and then only if her parents talk to the housemother **directly.**

4. Each student may have **one overnight permission in either Lansing or East Lansing**, (within city limits), each term which can be taken at any time provided she has permission as stated in part 1 or 6 of this section. **This means one night, not a weekend.**
 5. Each student is granted two overnight permissions in another college residence (on this campus) a term which can be taken at any time that guests are allowed. A college residence is a residence where hours are kept, i.e., dormitory, cooperative house, approved off-campus living unit, or sorority house.
 6. A girl may take **no overnights after a dance or term party without specific written permission from home in advance of each occasion** unless she is to stay in another college residence. **The letter must be sent directly from home to the house-mother, not to the girl.**
- C. Senior Permission for Spring Term:**
1. Senior closing hours will be 11:00 p.m. Sunday through Thursday.
 2. 12:00 midnight permission is granted if attending Wednesday night senior parties when they are scheduled.
 3. Seniors may come in the house between 10:00 p.m. and 11:00 p.m. but they cannot leave the residence again after 10:00 p.m. for any reason.
 4. A senior may use her six late permissions for 11:30 p.m. return Monday through Thursday and 12:00 midnight Sunday. Late permissions do not at any time extend beyond 11:30 p.m. Monday through Thursday and 12:00 midnight Sunday.
 5. Senior privileges are granted to:
 - a. **Seniors graduating spring term, who**

- do not need to petition.**
- b. Seniors graduating at the end of summer, fall or winter term, and Junior Medical Technology students. **They must petition** Judiciary-Legislative Board **by the end of the second full week of spring term to obtain senior privileges** and must have an all-college 2 point.
 - c. Senior privileges are granted only once to any one student and only during spring term.
 6. Graduating seniors must leave their residences within twenty-four hours after commencement unless they have special permission from the A.W.S. advisor.
 7. After graduation, senior hours are void and regular closing hours will be observed.
- D. Special Permissions:**
1. Women may leave their residence before 7:00 a.m. but not earlier than 6 a.m. if they consult with their housemother the night before. If leaving before 6 a.m., consult the A.W.S. advisor in the Dean of Students office in advance.
 2. A girl who finds it necessary to return between 11:30 p.m. on weeknights (or 12:00 midnight on Sunday) and 7:00 a.m. must have special permission from the A.W.S. advisor in advance and must make arrangements with the house-mother in advance.
 3. College residences close officially at 8:00 p.m. of the final night of exam period. Any girl wishing to remain in a college residence later than 8:00 p.m. on this night or more than 24 hours after her last exam must see the A.W.S. advisor.
 4. Consult the advisor of A.W.S. in the

Dean of Students office for any special consideration or any advice as to procedure.

VIII. GENERAL INFORMATION

A. **Final Examination Week Regulations**

1. Regular closing hours will be observed during final week. Late permission may be used.
 2. **Quiet hours are continuous.** They begin the night before examinations start. House Council may set the beginning day ahead.
 3. Students must leave their residences no later than 24 hours after their last examination. Those wishing to remain longer must get permission from the advisor to A.W.S. in the Dean of Students office in advance.
 4. **Guests** are not permitted the weekend preceding finals nor at any time during exam period.
- B. Any general disturbance or breaking of standards by women will be dealt with by the Judiciary-Legislative Board of A.W.S. and any cases that cannot be localized to certain individuals or to a certain group will result in a penalty for the whole group.
- C. **Blue-jeans or slacks** may be worn in the dining room for breakfast and lunch on Saturdays only. A skirt or coat **must be** worn over shorts on campus or in the lobby of the living unit. (This includes going to and from gym classes or the tennis courts.) During final week blue-jeans may be worn any day, except Sunday, for breakfast or lunch. Shorts, pedal-pushers and jeans should not be worn in the Union Building — even during exam week. At no time may shorts be worn into the dining room of any residence.

