

**1956 - 1957**  
**HANDBOOK**

1956 - 57

# HANDBOOK

for

# Women Students

at

# Michigan State University

EAST LANSING, MICHIGAN

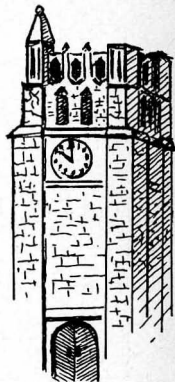
Published by

ASSOCIATED WOMEN STUDENTS

MICHIGAN STATE UNIVERSITY

# *"Greetings Ladies"*

freshmen and old timers



Welcome to Michigan State and to this year of enjoyable university living. That you may find your experience here more worthwhile, and that you may better understand the standards of the school, A.W.S. has written this handbook to serve as your guide. You as the associated women students of this school will find that knowledge of the contents of the handbook will be an invaluable aid to better university citizenship.

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# A.W.S. JUDICIARY-LEGISLATIVE BOARD

## OFFICERS

Beverly Roush .....	President
Liz Schneider .....	Vice-President
Lou Duren .....	Co-Secretary
Ginnie Monnett .....	Co-Secretary
Ann Manchester .....	Treasurer
Miss Laurena Beadle .....	Advisor

## REPRESENTATIVES

Louise Hornbeck .....	Abbot
Virginia Townsend .....	North Campbell
Ginnie Monnett .....	South Campbell
Ann Manchester .....	Gilchrist
Mary Ellen Pfau .....	East Landon
Laura Wilkinson .....	West Landon
Nancy Kelley .....	Mason
Barbara Costello .....	East Mayo
Phyllis Nicholson .....	West Mayo
June Lang .....	Snyder
Dorothy McQuillan .....	North Williams
Betsy Holberg .....	South Williams
Barbara Mueller .....	East Yakeley
Roberta Reinholtzen .....	West Yakeley
Marie Nethaway .....	Co-ops
Rebecca Graham .....	Sorority
Lou Duren .....	Sorority
Charlotte Seaman .....	Sorority
Diane Dietle .....	Sorority
Kay Crouse .....	PanHellenic
Mary Lou Rodgers .....	Off-Campus

1956 - 1957

## A.W.S. ACTIVITIES BOARD

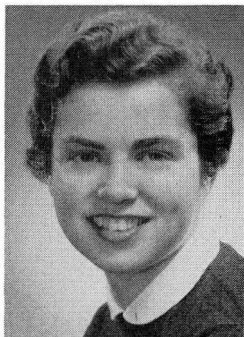
### OFFICERS

Sue Porter .....	President
Jo Brady .....	Vice-President
Dorothy Ahrens .....	Second Vice-President
Pat Beckett .....	Secretary
Mary Beth Kimberly .....	Corresponding Secretary
Judy Johnston .....	Treasurer
Miss Mabel Petersen .....	Advisor

### REPRESENTATIVES

Phyllis Hodgson .....	Abbot
Karen Johnson .....	North Campbell
Judy Cass .....	South Campbell
Evelyn Carlson .....	Gilchrist
Lynn Decoster .....	East Landon
Audrey Ross .....	West Landon
Dorothy Bell .....	Mason
Ann Clemens .....	East Mayo
Mary Beth Kimberly .....	West Mayo
Judy Johnston .....	Snyder
Dorothy Ahrens .....	North Williams
Jane Riggs .....	South Williams
Sandy Simpson .....	East Yakeley
Adrienne Johnson .....	West Yakeley
Joe Niebauer .....	Off-Campus
Patricia Beckett .....	Co-ops
Linda Greene .....	Sorority
Lessie Covington .....	Sorority
Ginny Klinedinst .....	Sorority
Betty Smith .....	Sorority
Carol Beyersdorf .....	Home Ec Club
Ann Riecks .....	PanHellenic
Sue Bergy .....	Spartan Women's League
Diane Katafiaz .....	Tower Guard
Pat Gallagher .....	YWCA
Elaine Ross .....	Student Guide
Carolyn Shattuck .....	Activities Carnival

## CO-PRESIDENTS



Sue Porter  
A.W.S. Activities

Beverly Roush  
A.W.S. Judiciary —  
Legislative



## GREETINGS FROM THE CO-PRESIDENTS

WE WELCOME YOU to Michigan State University and to A.W.S. membership. Michigan State has a beautiful campus and also a very friendly campus — it is your campus. A.W.S. is a part of the campus.

What does your A.W.S. do? To begin with, A.W.S. is composed of two boards, Activities and Judiciary-Legislative. Each has its own specific jobs and functions. Activities Board is in charge of the Big Sister Program, Who's Who and What's What, STUN, and helps with Lantern Night, Activities Carnival, and the freshman orientation guide program. These are **your** activities. The Judiciary-Legislative Board provides guides for better living which are passed down and revised from year to year. It is of great importance to understand and familiarize yourself with these guides so that your campus life will be easier and happier.

Our A.W.S. group belongs to the Intercollegiate A.W.S., or I.A.W.S. We send representatives to both the regional and national conventions. Here we meet with the other member colleges and universities across the country. From these meetings we bring back ideas to help to further improve our organization.

What are your responsibilities to A.W.S.? It is your responsibility to A.W.S. and to the university to learn to live co-operatively with other women students and to further the friendly tradition of our campus. Feel free to take your problems and suggestions to your A.W.S. representatives at all times — we are here to serve you. In turn for our service we ask that you abide by the traditions and standards of our university. This will give added pride to M.S.U.

Remember that you are the A.W.S. Again we welcome you to our school and we wish you a successful and happy year.

Sue Porter  
A.W.S. Activities  
Beverly Roush  
A.W.S. Judiciary-Legislative

# STUDENT ACTIVITIES

## Eligibility

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

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

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

## Records 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 Advisors of A.W.S. in the Dean of Students' office at the end of each school year to be kept on file and to serve as reference material. Your future employers will be interested in your extra curricular activities as well as your academic record.

Don't be a joiner just for the sake of listing your memberships in the Wolverine. If you limit your activities to those organizations 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 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:

Student Congress, elected from living units in spring term.

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

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

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

These are the activities for which you can be elected. 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. representative or the A.W.S. office in the Union Building. Here are their standing committees:

Big Sister Program

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

STUN (Student Texts Used & New)

Lantern Night (Senior women recognition)

National Convention of A.W.S. for 1957

# CONSTITUTION OF A.W.S.

## ARTICLE I

### NAME AND OBJECTIVE

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

Section 2. The objectives of this association shall be

- a. To establish and administer a representative form of government whereby the interests of all women students shall be protected and served.
- b. To determine and maintain such standards of conduct as will reflect creditably on the university and its students.
- c. To serve as coordinator of women's activities and to promote the participation of women students in all co-curricular activities.
- d. To encourage individual women students to limit 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 member is responsible for a knowledge of the constitution, by-laws, and regulations of the association.

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

### ARTICLE III

#### ORGANIZATION OF A.W.S.

##### Section 1. Membership

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

From each dormitory —

1 representative

From the Cooperative houses —

1 representative

From off-campus houses —

1 representative

From PanHellenic Council

1 representative (non-voting)

From sorority houses —

4 representatives

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

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

- b. Responsibility of 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 —

4 representatives

From PanHellenic Council —

1 representative

Activities board shall also include one representative from each of the following organizations: Spartan Women's League, the Y.W.C.A., W.A.A., Tower Guard, Mortar Board, Off-campus Association of Students, and Home Economics Council. 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 elected member absent from the university for one term of her own voli-

tion 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 4. 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 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 5. 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, secretary, corresponding secretary and treasurer.

- b. The officers of Judiciary-Legislative Board shall be president, vice-president, secretary, assistant secretary and treasurer.
- 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 be nominated by the outgoing board and 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.
- 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 representative 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 secretary shall record all minutes of the meetings. The assistant secretary or corresponding secretary shall handle all 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 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.

## 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

Who's Who and What's What

Student Guides

Blood Drive

The board shall supervise and promote other projects when deemed necessary.

- 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.

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

- a. To hear and judge disciplinary cases and to 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 the Activities Board.

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

- a. To supervise all A.W.S. elections in the dormitories.
- b. To report to the governing bodies of the organizations which they represent on matters pertaining to A.W.S.
- c. To revise annually and approve any revision in the A.W.S. Handbook.
- d. To set up qualifications for A.W.S. officers and representatives to the board.
- e. To maintain regular office hours every week.

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

## 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.

# BY-LAWS

## HOUSE REGULATIONS

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

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

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

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

### I. REGULATIONS

#### A. Residence Closing Hours:

1. 10:00 p.m. Monday through Thursday for first term freshmen or freshmen who have not maintained an all-university two point.  
10:30 for all others  
1:00 a.m. Friday and Saturday  
11:00 p.m. Sunday (late pers not to extend beyond midnight).

2. **Registration Week** hours extend until 11 p.m. Monday through Thursday nights.
  - a. NO late permissions may be taken.
  - b. Regular hours resume the NIGHT BEFORE classes start.

## **B. Quiet Regulations**

A.W.S. establishes minimum quiet regulations.

### **1. Quiet Hours**

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

### **2. Shower Hours**

6:30 a.m. - 11:15 p.m. Monday through Thursday.  
6:30 a.m. - 1:30 a.m. Friday and Saturday.  
6:30 a.m. - 12:00 midnight Friday and Saturday

### **3. Typing Hours**

9:00 a.m. - 10:30 p.m. Sunday through Thursday.  
9:00 a.m. - 1:00 a.m. 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 House Regulations**

1. Five late minutes will be given for infraction of quiet hours.
2. Additional house regulations which require penalties may be established by the specific living unit's house council and must be voted upon by the entire living unit.

**D. General Rules**

**1. Smoking Rules**

- a. Smoking is permitted in student rooms, hallways, phone booths, laundries, lavatories, kitchenettes, recreation rooms, study rooms, and lobbies.
- b. There shall be **no smoking** in the living rooms, or adjoining sun rooms, dining rooms, or stair cases.  
**Note:** Smoking on sundecks will be decided upon by the House Council.
- c. Consideration should be shown for the roommate who does not smoke.
- d. Penalties are to be decided upon by the House Council for smoking in places not designated in the rules.

**2. Working Permits (requiring extension of hours) must be renewed every term.**

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

b. Procedure

(1) Special occasions

Obtain permit in advance from the A.W.S. Judiciary Board advisor in the Dean of Students office. (Room 301 Administration Building).

(2) Regular work

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

c. Hours

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

d. Signing out requirement for work

(1) Give name, address, and phone of employer to your housemother.

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

e. Other Regulations

(1) No dates may be entertained while a girl is taking care of children.

(2) At all times a girl returning after regular closing hours from baby sitting must be accompanied to her residence by someone from her place of employment unless otherwise arranged in advance with the housemother.

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

a. Men callers are allowed five minutes to call for girls in the morning before regular hours, but they may not go

into the lounges before 10:00 a.m. on Sunday or 11:00 a.m. Monday through Saturday.

- b. Calling hours for off-campus approved houses are 4:00 p.m. Monday through Friday.
- c. Hours when men are permitted in recreation rooms of women's residences are:
  - (1) 8:00 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.
- d. Food may not be delivered after the switchboard closes at 11:00 p.m.

#### 4. Hours in Men's Residences:

- a. Women students may visit only those men's residences where an official housemother employed by the university is present under the following conditions:
    - (1) The housemother must be present.
    - (2) Women may not go above the ground floor.
    - (3) Women students may not visit in men's residences during the morning hours.
    - (4) Women may not remain in men's residences beyond the closing hours of women's residences (10:00 p.m. Monday through Thursday, 1:00 a.m. Friday and Saturday, and 11:00 p.m. on Sunday).
- Note:** These are the maximum hours permitted to women stu-

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

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

#### 5. **Overnight Guests in University Residences**

- a. **Overnight guests are allowed only Friday and Saturday nights and during registration week, not including the night before classes begin.**
- b. **The hostess may not take an overnight while she has a guest.**
- c. **All overnight guests must observe regular university closing hours and must be registered as the guest of a specific student, and guest must also sign in and out on the regular sign out sheet. Guest privileges may be denied to offenders.**
- d. **All guests must be arranged for and registered with the housemother by 10:00 p.m. Guests may be signed in before arrival. Girls must also state the approximate time of departure.**
- e. **Dormitory residents may have three guests per term. One visit may be considered either Friday and Saturday nights or just one night. A girl may not be a guest in a residence**

more than three times 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.

- f. Special emergency requests for guests during the week **must** be referred in **advance** to the A.W.S. Judiciary advisor in the Dean of Students office.
- g. For registering a guest after 10:00 p.m. a girl will receive 5 late minutes. For failure to register a guest, a girl will be given a **minimum** of 10 late minutes.
- h. A student hostess is responsible for her guest's behavior and she must assume all penalties contracted by her guest, unless the guest is also a student at Michigan State. If the guest is a student, she must assume her own penalty.
- i. Girls should be sure the guests they sign in are reliable, considerate, and responsible.

## II. PROCEDURES

### A. Signing Out

#### 1. For the evening

- a. If planning to go out of her residence after 8:00 p.m. each girl must **SIGN HERSELF OUT ON THE DAILY SIGNOUT SHEET.**
- b. Include the following on the signout sheet:



- (1) **EXACT DESTINATION** so that you may be contacted in case of emergency, i.e. Kewpee's, Library, A-2 South Campus.
- (2) **TIME OF EXPECTED RETURN** should be latest possible return since students are considered late if they return after the time signed out for, even within closing hours.

**2. For functions granted time extension:**

- a. This includes Lecture-Concert series, evening classes, dances, and other university functions for which a special time extension is granted by A.W.S.
- b. Sign out on the regular daily signout sheet.
  - (1) The exact function attending.
  - (2) The time granted for return.
- c. Ticket stubs or programs must be presented to the housemother when returning from the function.
- d. A 10+ permission is a special extension of time for an all-university function which may last beyond normal closing house (i.e., 10:00 p.m. for first term freshman, 10:30 for all others. See page 21, I.A.). A girl must return to her residence within one half hour after the function has ended, or within her normal closing hours whichever occurs at the later time.

**3. For work and baby-sitting**

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

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

4. Leaving at the end of the term

- a. Sign (if you plan to return) "Returning" (or "not returning" if you do not plan to return).
  - (1) You are to return within the closing hours on the day you come back.

5. For overnight or week-end absences

- a. A girl must sign herself out before 10:00 p.m. on a special signout sheet, the **overnight absence sheet**, not the daily signout sheet.
- b. A girl must leave her residence before closing hours on the night of her departure.
- c. Include:
  - (1) Name of hostess, her full address, and phone number.
  - (2) Date and time of departure.
  - (3) Date and time of expected return.
- d. If you discover, while away, that you have forgotten to sign out for an overnight or the week-end, call your housemother immediately and give her all necessary information.

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

B. Signing in: (for all above cases)

- 1. After returning to her 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 Regulation 1, A., **even if she returns the day before she is due back.**
3. Sign in **as soon as you return** to the dorm, regardless if you arrived sooner than planned. This gives a record of your being in, in case of an emergency.
4. Sign in and out during registration, if you return home before classes start. This notifies the management that you are returning for your room and leaves a record for reference.

### III. INFRACTIONS

#### A. Residence Penalties

1. A record of late minutes will be kept by the housemother. An accumulation of 15 late minutes during the term requires that the girl be automatically campused for one week-end night, and is to be made up as follows:
  - a. **First 15 late minutes: 1 week-end night within the following two week ends.**
  - b. **Second accumulations of 15 late minutes: 1 complete week-end (consecutively Friday, Saturday, and Sunday nights) within the following two week-ends.**
  - c. **Third 15 late minutes: 1 full week, to begin immediately following accumulation.**
  - d. Repeated breaking of any residence rules will be dealt with by the Judiciary-Legislative Board of A.W.S.

2. Penalties recommended by House Council must be approved by the Judiciary-Legislative Board of A.W.S. prior to enforcement.

## **B. Judiciary-Legislative Penalties**

1. If a girl receives 30 late minutes at once she will receive one weekend campus and will also be campused a weekend night of the following week-end. If she receives any more than 30 late minutes at any one time she **must** petition the Board.
2. A campus given by A.W.S. must be taken within a week. If the camping is due to infractions within the dormitory, sorority, etc. (accumulated by violation of residence penalties) it must be made up within the following two weeks.

## **C. Emergencies**

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

## **D. Camping**

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

- b. She must notify the counselor and housemother by 5:00 p.m. on the day she intends to take her campus.
- c. She must also notify the housemother and counselor in person at 8:00 p.m. when she begins her campus.
- d. She may not make or receive phone calls or callers during her period of camping, including her break. She may receive long distance phone calls, if so notified by the switch-board operator.
- e. She may not receive callers in her room, nor may her roommates have callers in the room.
- f. She may have **ONE RECESS OF FIFTEEN MINUTES TAKEN CONSECUTIVELY**, but she may not leave the living unit during this time. She must notify her R.A. or housemother at the beginning and end of this period.
- g. She must have a sign on the door notifying the girls of the camping. Signs are to be obtained from the housemother.

#### E. During Exam Week

1. If a girl acquires 5 late minutes which brings her total to fifteen, she must forfeit one week-end night. (campused).
2. If a girl acquires 5 late minutes **for noise only** that do not make her total fifteen, she must forfeit one week night. (campused).
3. If a girl is unable to complete her camping during exam week because of early departure, the camping 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 campus-ing and does not do so, her case is re-ferred to the Judiciary-Legislative Board.
5. For overnight or week-end absences
  - a. A girl must sign **herself** out before 10:00 p.m. on a special signout sheet, **the overnight absence sheet, NOT** the daily signout sheet.
  - b. A girl must leave her residence before closing hours on the night of her de-parture.
  - c. Include:
    - (1) Name of hostess, her full address, and phone number.
    - (2) Date and time for departure.
    - (3) Date and time for expected re-turn.
  - d. If you discover, while away, that you have forgotten to sign out for an overnight or the week-end, call your housemother immediately and give her all the necessary information.
6. Signing out for overnights and week-ends may be done in advance. Put the time you plan to leave, instead of cur-rent time that you sign out.

#### 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 week-end campusing, to be decided by the Judiciary-Legislative Board or by the University, depending upon the circumstances.
  4. A girl will receive 5 late minutes for improper signing out on the overnight absence sheet.
  5. Students who sign out for one destination and go elsewhere will be dealt with by A.W.S. unless the housemother is notified and approves the change in plans.
  6. A girl will receive 10 late minutes for signing out for an overnight or week-end after 10:00 p.m.
  7. Failure to sign out for vacation will result in a minimum of 1 week-end night campusing.
- B. For signing in not according to instructions.**
1. A girl will receive a minimum of 3 late minutes, (maximum to be decided by the Judiciary-Legislative Board) for signing in on the daily signout sheet incorrectly or forgetting to sign in on the daily signout sheet.
    - a. When a girl forgets to sign in the Resident Assistant may give her extra late minutes if she has to look for the girl more than 5 minutes. (Maximum of 3 minutes extra)
  2. A girl will receive a minimum of 6 late minutes (maximum to be decided by the Judiciary-Legislative Board) for signing in on the overnight absence sheet incorrectly.

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

## V. FOR LATE RETURNING

### A. If delayed

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

### B. Penalty

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



## VI. PERMISSIONS

### A. Late Permissions:

1. **Definition:** A late permission will mean an extension of hours until 11:30 p.m. Monday through Thursday, and until 12:00 midnight Sundays. This type of late permissions are in no way granted on Friday and Saturday.
2. Six late permissions will be granted to **Sophomores, Juniors, and Seniors**, except those who do not maintain an all-university 2 point. In this case they receive only three late permissions, until such time as they earn an all-university 2 point, at which time they will be granted six late permissions. Three late permissions will be granted to **first term freshmen**. They will be granted six late permissions as soon as they earn an all-university 2 point.
3. A student should consider late permissions a privilege. This privilege may be restricted or withdrawn by A.W.S. or the university if the necessity arises. Students should also remember that late permissions are not strictly a social privilege, but **are to be used in case of emergencies**, such as transportation difficulties, etc. **Use of late permissions in excess of allotment will be severely dealt with** by the Judiciary-Legislative Board. Students are therefore urged to keep track of their permissions and to check with the housemother in advance if in doubt as to the number already used.
4. Arrangements for using a late permission must be made with the housemother **before** closing hours by signing directly with the housemother on a special sheet

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

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

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

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

## **B. Overnight Permissions:**

1. Permission to be absent from a university residence to stay overnight or longer must be sent directly by the parents to the housemother before the student may be permitted to leave her university residence. This may be covered by the A.W.S. "yellow slip" sent by parents directly to the housemother.
  - a. Names may be added by the parents to non-blanket permission slips stating places where the student may stay without a blanket permission slip.
2. Permission to stay in an out-of-town hotel must be sent directly from parent to housemother each individual time a girl wishes to stay overnight in a hotel. The Michigan League in Ann Arbor is considered a hotel.
3. A student is permitted to remain overnight in a Lansing hotel only with her parents and then only if her parents talk to the housemother directly.
4. Each student may have one overnight permission in either Lansing or East Lansing, (that is, a place having a Lansing or East Lansing address and telephone exchange), each term which can be taken at any time provided she has permission as stated in part 1 or 6 of this section. This means one night, not a week-end.

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

### C. Senior permission for Spring Term:

1. Senior closing hours will be 11:00 p.m. Sunday through Thursday.
2. Permission of 12:00 midnight is granted if attending Wednesday night senior parties when they are scheduled.
3. Senior privileges are granted to:
  - a. Seniors graduating spring term, who do not need to petition.
  - b. Seniors graduating at the end of summer, fall or winter term, and Junior Medical Technology students. They must petition A.W.S. Judiciary-Legislative Board.

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

## **D. University Honor Women**

1. **Qualifications**
  - a. Senior women having a 3.00 all-university average and outstanding citizenship records are eligible to petition for special privileges. Petitions are available in the Resident Advisor's office or the Women's Division.



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

## 2. Provisions

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

## E. Special Permissions:

1. Women may leave their residence before 7:00 a.m. but not earlier than 6 a.m. if they consult with their housemother the night before. If leaving before 6 a.m. consult the A.W.S. Judiciary advisor in the Dean of Students office in advance.
2. A girl who finds it necessary to return between 11:30 p.m. on weeknights (or 12:00 midnight on Sunday) and 7:00 a.m. must have special permission from the A.W.S. Judiciary advisor in advance and must make arrangements with the housemother in advance.
3. University residences close officially at 8:00 p.m. on the final night of exam

period. Any girl wishing to remain in a university residence later than 8:00 p.m. on this night or more than 24 hours after her last exam must see the A.W.S. advisor.

4. Consult the advisor of A.W.S. Judiciary in the Dean of Students office at all times for any special consideration or any advice as to procedure.

## VII. SERENADES

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

B. Concerning the boys:

1. Call in advance the housemother of the residence where the serenade is to take place.
2. Conclude the serenade by 11:30 p.m. (This is an East Lansing city ordinance)

C. Concerning the girls:

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

## VIII. GENERAL INFORMATION

A. Final examination Week Regulations

1. Regular closing hours will be observed



during final week. Late permissions may be used.

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

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

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

1. Bermuda shorts and slacks may be worn to breakfast every day and to lunch on **Saturday**. Blue jeans may be worn to breakfast and lunch on **Saturday only**. **At no time** may shorts be worn into the dining room. On campus a long coat or skirt must be used to cover shorts except when participating in active sports.
2. During final exam week blue jeans may be worn any day, for breakfast or lunch except on Sunday.

3. Any of the above are not acceptable for wear in the Union. (The Union Management urges us to cooperate.)
  4. A long coat or skirt must be worn over shorts in the residence lobby. Neither shorts, nor any of the above mentioned may be worn by visitors or students in the living rooms of any university residences.
  5. Shorts, blue jeans, slacks and Bermuda shorts or similar sports attire may not be worn to classes.
- D. Just a reminder here that, according to an administrative ruling of July 1953, no animals are permitted in university housing.

NOTES, SUGGESTIONS, ADDITIONS, ETC.

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