

*handbook 1964-65*

*michigan state university*

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Name

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Student Number

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Campus Address

Edited by:

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***ams***

## **. . . . A MESSAGE TO MSU COEDS**

This handbook has been prepared by officers of the Associated Women Students to assist you in obtaining maximum benefit from your association with Michigan State University. Although membership in AWS is automatic for a woman upon completion of her registration, the unique benefits of the college experience for a woman student are largely dependent upon her recognition of the roles for education in her life.

We hope that the education afforded you by Michigan State University will provide for the increasingly complex and multiple roles you will play in the future. Our University is committed to a philosophy of education which encompasses the total student in all aspects of living. Your perspectives of immediate and future community roles should be affected by the educational experiences within and outside of the classroom.

In addition, you will want to become aware of expanding opportunities and the increasing challenges for the educated woman in our society. The application of your educational encounter will determine the value of your collegiate experience as a contributing factor to your personal life and career futures. Since women no longer must choose between home or a career, your choices and the involvement of your education will relate to the roles you play as an attractively intelligent, and personally poised individual—whether you are employed outside of the home or as a full time homemaker.

The programs coordinated and sponsored by the AWS are designed to assist in the development of skills required by the educated and competent woman. You will find ample opportunity to initiate new programs of special interest, to support activities of tradition and meaning, and to explore relationships between programs for women conducted on the collegiate scene here and elsewhere. We hope you will avail yourselves of every opportunity for an exciting and meaningful educational experience at Michigan State University.

Laurine E. Fitzgerald  
Assistant Dean of Students

# . . . . WE WELCOME YOU

Dear fellow students,

It is my pleasure, as president of Associated Women Students, to add my welcome to the many others you've been receiving. It is my hope that the coming year will be a successful one for all of us at Michigan State University.

Associated Women Students is the organization which serves the interests of MSU coeds by establishing a representative form of government for women. It seeks to coordinate programs and activities for women as well as to interpret the standards and rules of the University. By payment of University fees, every MSU coed is a member of AWS. This membership carries with it both privileges and duties.

It is our duty to live up to the responsibilities that come with a university education. It is our privilege to take part in this form of student government with its many activities and opportunities for improvement of campus life.

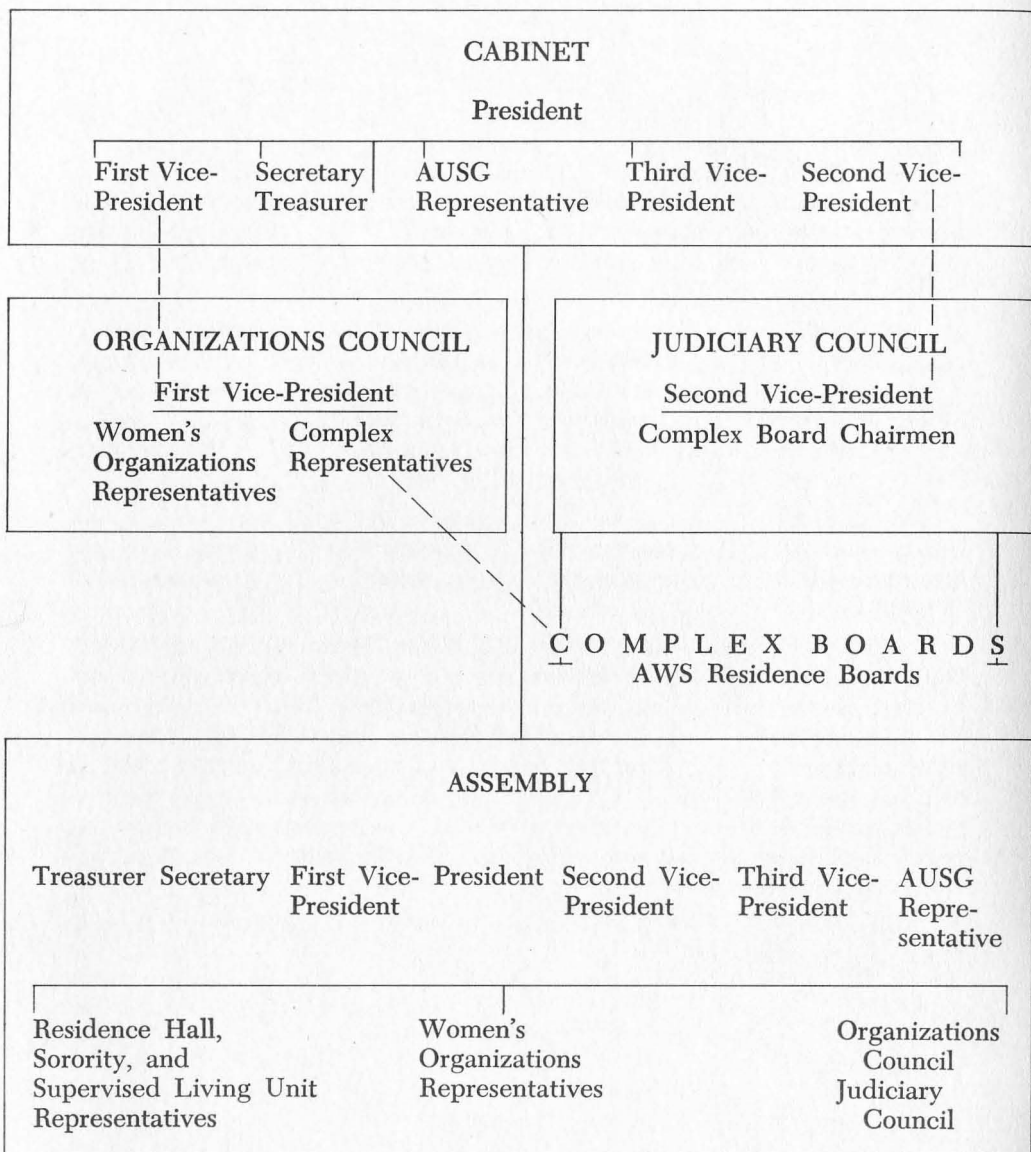
AWS is starting the year with a new structure approved only last spring. With this new structure, we hope to be better able to carry out our objectives and provide a meaningful, representative form of government for women. Each living unit has delegates to the AWS Assembly and representatives to your living unit complex. I hope that you will make an effort to know these girls as they will be informed about many campus activities and decisions of interest to you. I also hope that in the coming year you will become familiar with all of AWS and take an active part so I may come to know you.

Once again, I wish you a successful year and hope that AWS will be able to serve you efficiently.

Sincerely,  
Nancy McLaughlin  
AWS President



# . . . . THE ORGANIZATION OF AWS AT MSU



## ..... A WORD ABOUT IAWS

The Michigan State University AWS is a member of Intercollegiate Association of Women Students. "The IAWS occupies a unique position among the collegiate organizations of this nation by virtue of being the only national women's student government group in the United States of America. As an organization, it offers membership for all college women from accredited colleges and universities, who are then represented by selected local leaders.

"Need for an organization of the structure and nature of IAWS has grown from a need for women to accept, adjust to, and develop the powers achieved by them through social, political, and academic equality. The need has shown itself in the desire of the individual for self-study and an evaluation of the college atmosphere in an attempt to achieve mature adjustment. There is also evidence of a need for national expression of representative ideas, desires, and capabilities of individual women students.

"IAWS believes that by sponsoring its basic program of activities in accordance with the wishes and needs of its member schools, by the constant cooperative work of its National Executive Board, and by its strivings to help the American Council on Education with all problems relating to the activities of IAWS, it will eventually achieve its goal of membership for all colleges and universities in America having a women's student governing group, and its ideal of increasing the advantages of education for women in the United States and the opportunities for women which logically follow."

Excerpts from the 1963-1964 *IAWS Manual* — Philosophy of IAWS

## ..... 1964-65 MSU OFFICERS OF AWS

President .....	Nancy McLaughlin
First Vice-President .....	Anne Greenawalt
Second Vice-President .....	Patricia Kearney
Third Vice-President .....	Marnie Peters
Secretary .....	Rilla Reinko
Treasurer .....	Geraldine Jucius
AUSG Representative .....	Candy Carmen

### ADVISORS

Dr. Laurine E. Fitzgerald .....	155 Student Services
Mrs. Mary Luginsland .....	101 Student Services

## . . . . THE AWS CABINET

Meeting informally, the 1964-65 AWS Cabinet makes plans for the current year. Left to right, they are: Nancy McLaughlin, President; Patricia Kearney, second Vice-President; Marnie Peters, third Vice-President; Ann Greenawalt, first Vice-President; Gerry Jucius, Treasurer; Rilla Reinka, Secretary.



## **. . . . CODE OF CONDUCT**

Every undergraduate woman student at Michigan State University is a member of AWS and as such is expected to observe this Code of Conduct:

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

## **. . . . THE AWS IS A BASIS**

The Associated Women Students serves in the same capacity as does any governing body because it provides a basis, and the structure for individuals in a group situation, the MSU community. As women members of this University student body, we support this body of rules and regulations to achieve the common goals of order and coordination. We strive for the coordination of social and academic activities in a congenial atmosphere. We desire order for our own protection of privacy, our privilege of education, and as a precaution against emergency and accident. Together, we set common values and standards for our private and community needs, and together we work to keep them.

# **. . . . STUDENT ACTIVITIES**

## **1. ELIGIBILITY**

The Office of Student Affairs sets forth the following expectation of the University regarding eligibility for office in student organizations. A student in good standing with the University, having an all-University two-point (2.0) grade average, and carrying at least 12 credits, is eligible for office. A student must maintain these qualifications during the term of office. Beyond meeting this general expectation of the University, student organizations may stipulate other requirements.

## **2. 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 as they will serve you well. While you are in school, they will be valuable 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 Division of Student Activities, 101 Student Services, at the end of each school year to be kept on file and to serve as reference material. Your future employers will be interested in your extracurricular activities as well as your academic record.

## **3. ACTIVITIES FOR YOU**

The following are some possible leadership positions for which you, as a woman student, can petition:

1. Living unit offices elected during spring term.
2. AWS Assembly women elected from living units during spring term.
3. AWS Complex representatives selected by petition from living units during spring term.
4. All-University Student Government representatives elected from living units during fall term.
5. Class officers elected by each class during spring term.
6. Frosh-Soph Council selected by petition.
7. Junior Council selected by petition.

There are many more activities on campus for which you volunteer, petition, or rush. AWS has many activities which welcome help at any time. Just contact your AWS complex representative or the AWS Office, Room 339 Student Services Building.



## 4. ORGANIZATIONS

AWS recognizes the benefit and enrichment the various campus clubs and organizations offer to women students. Michigan State University has social, service, and honorary organizations and professional fraternities and societies in almost all areas of interest. These organizations are listed on pages 52-54 of **The Spartan Handbook**. Some of these organizations are designed especially for women, and these groups are included in the AWS Organizations Council which coordinates and focuses campus events for coeds as well as sponsors special AWS events. Some of these women's organizations are:

### **Women's Inter-Residence Council**

*Activities:* Spartan Street Stomp, Officers' Workshop, Officers' Reception, Freshman Mixers, MSU-UM Mixer, Scholarship Weekends, Inter-Residence Sing, Big Ten Residence Hall Conference.

*Membership:* Representatives are elected from each women's residence hall.

*Meetings:* Every Tuesday.

### **Panhellenic Council**

*Activities:* Scholarship Trophies, Homecoming, Greek Week, IFC-Panhel Sing, Cancer Drive, Annual Scholarship to Foreign Student, Sorority Rush.

*Membership:* Two representatives elected from each of the 21 sororities on campus.

*Meetings:* Every Wednesday night.

### **Junior Panhellenic Council**

*Activities:* Promotion of Panhellenic Spirit, Philanthropic Project, Informal parties for sorority pledge classes.

*Membership:* Girls elected from their respective sororities to represent their pledge classes.

*Meetings:* Once every two weeks.

### **Home Economics Council**

*Activities:* Work on subjects of professional and general interest related to Home Economics.

*Membership:* Must be Home Economics majors.

### **Circle Honorary**

*Activities:* Talent Show, Tapping of new members.

*Membership:* Selection is made on the basis of leadership, citizenship, and service within the residence hall.

### **Spartan Women's League**

*Activities:* Spinster Spin, Fall Blood Drive, Koffee Kapers, May Morning Sing Breakfast, Activities Carnival Booth.

*Membership:* Open to all university women.

*Meetings:* Every Wednesday at 7:00 p.m.

## **Orchesis**

*Activities:* Two dance workshops per week, A large production to be given in the Auditorium, A performance for Cap and Gown.

*Membership:* Regular attendance at IM workshops, Approval of advisor and club membership committee.

*Meetings:* Every Tuesday at 8:00 p.m.

## **HPER Club**

*Activities:* Clinics, Workshops, Professional Growth Activities, Big-Little Sister Program within the Department.

*Membership:* Active participation as a major or a minor in Health, Physical Education, and Recreation is required.

*Meetings:* Every other Thursday night.

## **Tower Guard**

*Activities:* Helping students at registration, Reading to blind students, Tutoring, Spinster Spin.

*Membership:* 40 members are selected from the top 100 freshmen women on the basis of scholarship, leadership, character, and service.

*Meetings:* Every other Monday night.

## **Angel Flight**

*Activities:* Assistance to Arnold Air Society in sponsorship of Coronation Ball and ROTC Blood Drive, Attendance at ROTC Parades, Community Projects, Trips to Air Force Bases, Officers' Wives Teas, Drill Team.

*Membership:* Poise, charm, good appearance, and genuine interest are required.

*Meetings:* Every other Wednesday night.

## **Alpha Lambda Delta**

*Activities:* Tutoring List, Service Project, Initiation.

*Membership:* Freshman women with an all-university grade point of 3.5 after two or three terms.

## **Mortar Board**

*Activities:* Alumnae Tea, Apple Polishers' Dessert, Lantern Night, May Morning Sing, Scholarship Fund, Calendars.

*Membership:* Members in this national honor society are senior women selected for outstanding scholarship, leadership, and service.

Everyone at Michigan State University is interested in some of the special activities student organizations sponsor, such as:

Frosh-Soph Daze

Homecoming

Activities Carnival

Career Carnival

Who's Who and What's What

J-Hop

Spinster Spin

Water Carnival

Greek Week

May Morning Sing

Junior "500"

Lantern Night

## . . . . ALL-UNIVERSITY REGULATIONS

AWS, for the convenience of women students, has compiled from various sources the following All-University Regulations about which there has been most demand for information. They are listed below:

1. Students shall neither bring, possess, or consume on the campus of Michigan State University, or in buildings controlled by it, alcoholic beverages, including beer. Violation of this regulation is a suspension offense. Students must also observe the liquor laws of the State of Michigan, especially as they apply to: age of the purchaser, furnishing liquor to a minor, transporting liquor in an automobile, or falsely representing age by a minor in a liquor purchase. See page 41 of **The Spartan** for further regulations pertaining to women students.
2. All new undergraduate students are required to live in University residence halls during their first year at the University. Exceptions to this policy are granted to married students, students who live at home, students who have been admitted to an upper division college as a junior or senior, and students who are 21 years of age or older.
3. A parental acknowledgment form must be on file in the Off-Campus Housing Office for every undergraduate student 21 years of age and over who is living in unsupervised housing. This must be on file prior to occupancy.
4. Michigan State University students are prohibited from having members of the opposite sex in their unchaperoned living quarters. See Rules of **The Spartan**, Page 40 or **Sparta Guide**.
5. The ringing of a false fire alarm at MSU results in suspension because it places the safety and security of others in jeopardy.
6. There are social regulations and procedures which apply to MSU social events for mixed groups (whether they are on or off the campus). Consult the social chairman of your residence hall or contact the Student Activities Division (Student Services Building) for special procedures.
7. According to the administrative ruling of July, 1953, no dogs, cats, or other animals are permitted in university residences. This ruling stems from health and sanitation requirements.

**NOTE:** All-University Regulations are in effect during the entire school year, including the summer session.

## **. . . . A DEFINITION OF TERMS**

The following list may be of help to you in understanding the terms which are used in this handbook.

**1. University Living Unit**

Any residence hall, sorority, or fraternity house, or approved house for women or men students. This includes cooperative houses for men.

**2. Unsupervised Housing**

Housing facilities for men or women students who have attained the age of 21 years. All-University regulations apply to this housing.

**3. Head Residence Advisor**

The administrator and/or supervisor of the individual living unit. Residence halls, sorority, fraternity, and supervised off-campus living units have these personnel.

**4. Resident Assistant**

Undergraduate student who is responsible in an advisory capacity for each house or precinct level in the residence hall.

**5. House Council**

The governing body of each University living unit composed of the hall, house, or sorority officers.

**6. Late Minutes**

The minutes which have elapsed between the residence closing hour and a woman's return to her living unit. The term may also refer to penalties assigned for violations of individual living unit regulations.

**7. All-University Regulations**

Those regulations pertaining to all students.

**8. Individual University Residence Regulations**

University residences are free to formulate additional regulations for their respective living units. These regulations must meet the minimum standards as prescribed by the Associated Women Students and Michigan State University.

**9. Weekday Overnights**

Absences on any weekday night (Sun.-Thurs.) from the student's University residence are called weekday overnights. The student must obtain special permission for this overnight unless going home.

**10. Weekend Overnights**

These are absences on any weekend night (Friday, Saturday, or Saturday and Sunday) from the student's university residence. This absence must be covered by the parental permission unless going home.

### 11. Campus

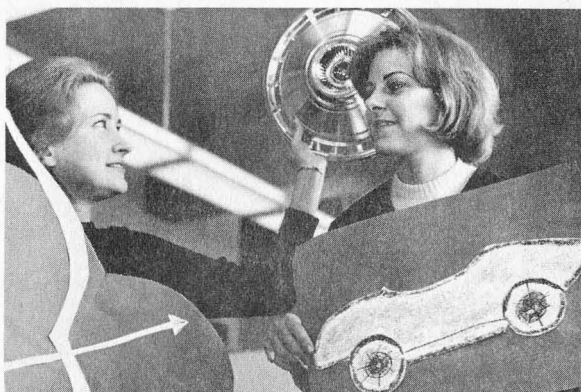
A restriction of a woman student to a specified area of her living unit. The AWS board giving the campus will designate to what area (room, house, hall) the woman is restricted and may impose other requirements such as reporting to resident assistant or the office.

### 12. Complex

A geographical grouping of residence halls. Each complex is served by an AWS judicial body, the Complex Board.

## ... ACTIVITIES FOR WOMEN

Coeds are creative in constructing corsages for their "Spinster Spin" dates.





## ..... WHAT WE WEAR AT MSU

The MSU coed makes her best impression on the visiting public, faculty, and staff when her dress commands respect and indicates her seriousness of purpose. The "best-dressed coed" is attired appropriately and neatly at all times.

Activity	Dress	Shoes
In town	Skirts	Flats
At classes	Sweaters	Loafers
On campus	Blouses	Tennis shoes
Union	Shirtwaists	
Offices	Shifts	
Exams	Street-length	
At mixers	culottes and kilts	
In lounges		
At spectator sports		
At the library		

Bermudas, short shorts, skorts, cut-offs, and jeans are **never** worn in these areas.

Slacks may be worn to classes and to the library in cold weather.

Concerts	Dresses	Heels
Plays	Suits	
Lectures	Dressy skirts	
Teas	and sweaters	
Church	(hats and gloves for church and teas)	
Semi-formal parties and dances	Cocktail dresses	Heels
	Short formals	
Informal parties and dances	Dresses	Heels
Leisure and Recreational activities	Bermudas	Flats
	Slacks	Loafers
	Attire to fit the particular sports	Tennis Shoes
Dining Room of University Residences	Classroom dress	Flats
Weekdays:		
Lunch and Dinner		
Breakfast	Classroom dress	Loafers
	Bermudas or slacks	
*Saturday Breakfast and Lunch and Sunday Breakfast	Classroom dress	Tennis Shoes
	Bermudas or slacks	
Sunday Dinner	Dresses	Heels
	Suits	Flats
	Dressy skirts and sweaters	

\*Saturday lunch on football weekends requires classroom dress.

## . . . . ACTIVITIES FOR WOMEN

Outstanding women are tapped for Tower Guard and Mortar Board honoraries at the May Morning Sing.



## RESIDENCE STAND

### Monday through Thursday

Women's closing hours, End of men's visiting hours:	11:30 p.m.
Quiet hours:	7:00 p.m. - 11:00 a.m. 1:00 p.m. - 5:00 a.m.
Quiet hours during exam week:	Continuous
Hours when men are permitted in the public areas of women's residence halls:	Men may call for v
Men may remain as guests:	11:00 a.m. - 11:30 p.m.*
Men's visiting hours in sororities:	1:00 p.m. - 11:30 p.m.
Men's visiting hours in approved off-campus houses:	4:00 p.m. - 11:30 p.m.
Women may not remain in fra- ternity houses beyond:	11:00 p.m.
Overnight guests are permitted in women's living units:	

\*Co-educational complexes have special regulations.

Women are not permitted in men's residence

# ARDS AND HOURS

Friday and Saturday		Sunday
1:00 a.m.		12:00 midnight
12:00 midnight - 11:00 a.m.		7:00 p.m. - 11:00 a.m. 2:00 p.m. - 5:00 p.m.
Continuous		Continuous
women at any time between 7:00 a.m. and closing hours		
11:00 a.m. - 1:00 a.m.*		10:00 a.m. - midnight*
<b>Friday</b> 1:00 p.m. to 1:00 a.m.	<b>Saturday</b> 11:00 a.m. to 1:00 a.m.	11:00 a.m. - midnight
4:00 p.m. - 1:00 a.m.		4:00 p.m. - midnight
12:30 a.m.		11:30 p.m.
These two nights only		

halls past women's hall closing hours.

# **. . . . THE AWS CONSTITUTION**

## **REVISED — 1964**

### **Article I — Name**

- Section 1.* The name of this association shall be the Associated Women Students.

### **Article II — Objectives and Policies**

- Section 1.* The objectives of this organization shall be to:
- Establish and administer a representative form of government whereby the interests of all women students shall be served.
  - Consider problems relating to the role and responsibilities of women students at Michigan State University.
  - Serve as coordinator of women's activities and promote the participation of women students in co-curricular activities.
  - Recommend to the appropriate administrative authority standards of conduct and regulations for women students.
- Section 2.* The policies of this organization shall be consistent with the objectives stated above and with the policies set forth by the Intercollegiate Association of Women Students.

### **Article III — Membership**

- Section 1.* All full-time, undergraduate women who are officially registered at Michigan State University shall be members of this organization.
- Section 2.* Each woman is responsible for a knowledge of the Constitution, By-Laws, and Regulations of the Association.

### **Article IV — Finances**

- Section 1.* The AWS Cabinet, in conjunction with the Assistant Dean of Students, shall compile and, during the Spring term, submit to the University Comptroller a proposed budget of funds that are necessary for the following year. The total amount of the budget will be subject to the approval of the University Comptroller and the Faculty Committee.
- Section 2.* Expenditures of funds shall be consistent with the AWS budget and shall be implemented through the AWS Treasurer with the approval of the Assistant Dean of Students.

### **Article V — Officers**

- Section 1.* Composition:  
The executive power of the Associated Women Students shall be vested in the following officers: the President, the First Vice-President, the Second Vice-President, the Third Vice-President, the Secretary, the Treasurer, and the AUSG Representative.



*Section 2. Qualifications:*

- a. The President shall maintain an all-University average of 2.2, be a Junior or Senior during her term of office, and have had experience in AWS at a minimum of the Complex level.
- b. The First Vice-President shall maintain an all-University average of 2.2 and have had experience on a central committee of an AWS project.
- c. The Second Vice-President shall maintain an all-University average of 2.2 and have had experience in AWS at a minimum of the Complex level.
- d. The Third Vice-President shall maintain an all-University average of 2.2 and have AWS experience.
- e. The Secretary shall maintain an all-University average of 2.2 and have AWS experience.
- f. The Treasurer shall maintain an all-University average of 2.2 and have AWS experience.
- g. The AUSG Representative shall have an all-University average of 2.2 and have AUSG experience and AWS experience.

*Section 3. Elections:*

- a. The Nominating Committee shall, with the AWS advisors, prepare the slate of candidates.
- b. Nominations shall be made from petitions submitted by interested and qualified women.
- c. The time of elections shall be determined by the AWS Cabinet.
- d. The assembly shall be the body that elects the Cabinet officers. They shall receive the slate two weeks before the vote is to be held.

*Section 4. Duties:*

- a. President
  - 1.) Preside over meetings of the AWS Cabinet and Assembly.
  - 2.) Act as the official voting representative of AWS when necessary or delegate that responsibility to other members of the Cabinet.
  - 3.) Insure orientation of new officers.
  - 4.) Write an annual report.
- b. First Vice-President
  - 1.) Preside over meetings of the Organizations Council.
  - 2.) Assume the duties of the President in her absence.
  - 3.) Secure AWS Cabinet approval of programs originating in or sponsored by the Organizations Council.
  - 4.) Be responsible for planning, conducting, and evaluating all AWS sponsored projects of her Council.
  - 5.) Write an annual report.

c. Second Vice-President

- 1.) Preside over meetings of the Judiciary Council.
- 2.) Assume the duties of the President in the absence of both the President and the First Vice-President.
- 3.) Secure the AWS Cabinet approval for new judiciary policies and procedures.
- 4.) Write an annual report.

d. Third Vice-President

- 1.) Coordinate all AWS public information such as the AWS handbooks, newsletters, and manuals.
- 2.) Be responsible for carrying out the election procedures in conjunction with the Nominating Committee.
- 3.) Be Michigan State University's IAWS Contact.
- 4.) Write an annual report.

e. Secretary

- 1.) Record all minutes of the AWS Cabinet and Assembly.
- 2.) Organize office procedure and filing system.
- 3.) Keep an accurate record of attendance of the AWS Cabinet and Assembly.
- 4.) Coordinate the functions of all AWS secretaries.
- 5.) Write an annual report.

f. Treasurer

1. Perform the duties that regularly pertain to that office as stated in *Robert's Rules of Order, Revised*.
- 2.) Receive a budget from all appropriate committee chairmen.
- 3.) Prepare an annual budget to submit to the AWS Cabinet and Assembly.
- 4.) Write an annual report.

g. AUSG Representative

- 1.) Attend all AUSG meetings and report to AWS Cabinet. Report to AUSG our opinions on matters under AUSG consideration.
- 2.) Maintain and stimulate communication between AWS and AUSG.

**Article VI — Cabinet**

*Section 1. Composition:*

The AWS Cabinet shall be composed of the President, the First Vice-President, the Second Vice-President, the Third Vice-President, the Secretary, the Treasurer, the AUSG Representative.

*Section 2.* Duties:

- a. Coordinate all AWS business.
- b. Secure AWS Assembly approval of policies and business as required in the Constitution or as deemed necessary by the AWS Cabinet.
- c. Insure that the AWS policies and objectives are maintained and developed.

*Section 3.* Meetings of the Cabinet shall be called by the President or may be called by a group of members of the Cabinet upon the approval of the AWS Cabinet advisors.

*Section 4.* In case of vacancies occurring in the Cabinet, the remaining members shall appoint a successor.

**Article VII — Organizations Council**

*Section 1.* Composition:

The Organizations Council shall be composed of the First Vice-President, representatives from women's organizations, and one representative from each geographical Complex Board.

*Section 2.* Qualifications and Selection:

- a. Each geographical Complex Board shall select one Council member. This woman does not have to be a member of the Complex Board.
- b. Each organization's representative must be a member of that organization's executive council.

*Section 3.* Duties:

- a. Be responsible for the planning, execution, and evaluation of all programs which will carry out the objectives and goals of AWS.
- b. Coordinate all activities of women's organizations.
- c. Communicate information about constituent groups to all women students.
- d. Select chairmen of projects originating in or sponsored by the Council.

*Section 4.* Meetings of the Organizations Council shall be called by the First Vice-President, who shall serve as Chairman.

**Article VIII — Judiciary Power**

*Section 1.* The judicial power of AWS shall be vested in the Judiciary Council and its subordinate councils.

*Section 2.* Judiciary Council

- a. The Judiciary Council shall be composed of the Second Vice-President and the chairman of each Complex Board.
- b. Duties:
  - 1.) Be the highest court of appeals for judicial cases.
  - 2.) Be responsible for the training of all judicial members.
  - 3.) Study and discuss methods of handling judiciary cases.

- 4.) Develop and recommend policies and standards of conduct for Michigan State University women.
- 5.) Evaluate present procedures and policies and make recommendations for change to the Cabinet.
- c. Meetings shall be called by the Second Vice-President, who shall serve as chairman.

*Section 3. Complex Boards:*

- a. The AWS Cabinet shall divide the living units into geographical Complexes.
- b. Membership:
  - 1.) Each living unit shall have a number of representatives on the Complex Board equal to their representation in the Assembly.
  - 2.) Complex representatives shall be selected by the AWS Residence Board with the following qualifications:
    - a.) Not more than 50 per cent of these members shall be members of the AWS Residence Board.
    - b.) The chairman of the AWS Residence Board shall be included in this number.
- c. The chairman of the Complex Board will be selected from and by the members of the Complex Board.
- d. Duties:
  - 1.) Handle cases of a more serious or repeated nature.
  - 2.) Review cases from the AWS Residence Board.
  - 3.) Select a woman from their area to serve on the Organizations Council.
  - 4.) Assist the Judiciary Council in carrying out their objectives and goals.
- e. Meetings shall be called by the Complex Board Chairman.

*Section 4. AWS Residence Boards:*

- a. The AWS Residence Board shall be composed of a minimum of five members from that living unit.
- b. The chairman of the AWS Residence Board shall be selected in accordance with the Residence constitution.
- c. Duties:
  - 1.) Hear cases involving infractions of house rules and women's regulations.
  - 2.) Help administer any AWS penalty.
- d. Meetings of the AWS Residence Board shall be called by the chairman.

**Article IX — AWS Assembly**

*Section 1. Composition:*

The voting delegation of the AWS Assembly shall be composed of representatives from supervised living units and from women's organizations, as well as members of the AWS Organizations

Council and the AWS Judiciary Council. This Assembly shall be an open meeting.

**Section 2. Elections:**

- a. Each residence for women shall elect one representative for every 100 students.
- b. Each off-campus supervised living unit for women shall select one representative.
- c. Each women's organization shall select one representative.

**Section 3. Duties and Powers:**

- a. Present all members with an understanding of AWS business.
- b. Propose items for consideration by the various AWS bodies.
- c. Approve the following items when brought to its attention by the Cabinet:
  - 1.) Recommendations for changes in women's regulations.
  - 2.) Yearly budget.
  - 3.) New projects.
- d. Elect the Cabinet officers.
- e. Approve Constitutional Amendments.
- f. Endorse or reject AWS Cabinet policies and recommendations.

**Section 4. Meetings of the AWS Assembly shall be called by the AWS Cabinet or by 10 per cent of the members of the Assembly with the approval of the AWS advisors.**

**Article X — Committees**

**Section 1. The Cabinet, the Organizations and Judiciary Councils, the Complex and AWS Residence Boards shall create any *ad hoc* or special committees when they deem it necessary.**

**Article XI — Advisors**

**Section 1. The Assistant Dean of Students will be the advisor for Associated Women Students.**

**Section 2. The Assistant Dean may designate other members of the staff of the Office of Student Affairs to assist in this advisory capacity.**

**Article XII — Amendments and Rules of Order**

**Section 1. The constitution shall be amended by a two-thirds vote of the Assembly, provided that Assembly members are informed of the substance of such proposed amendments two weeks prior to the meeting at which the vote is taken.**

**Section 2. The by-laws shall be amended by a two-thirds vote of the Cabinet.**

**Section 3. *Robert's Rules of Order, Revised* shall be the parliamentary authority for all matters of procedure not specifically covered by this constitution or its by-laws.**



## . . . . ACTIVITIES FOR WOMEN

Spring brings casual fashions to campus, with the emphasis on bright colors and gay prints.



# **. . . . AWS REGULATIONS**

## **I. Residence Regulations**

- A. Living Units may establish additional regulations by action of their house councils with the approval of the AWS Judiciary Council.
- B. A record of late minutes will be maintained in each living unit. Each individual AWS Residence Board will devise its own penalty system to be in keeping with the offense, and appropriate for the person involved.
- C. The system of penalties used by individual AWS Residence Boards must be approved by the AWS Judiciary Council.
- D. Infractions of standards established by the AWS Judiciary Council will be referred to the AWS Residence Board, the Complex Board, or the AWS Judiciary Council.

## **II. Callers in University Residences**

### **A. Women in Men's Residences**

#### **1. Fraternities and Cooperatives**

- a. Women students may visit only under the following conditions:
  - 1. The official Head Resident Advisor employed by the University must be present.
  - 2. Women are permitted only in public areas of the residence.
  - 3. Women students may go below the first floor of men's residences on week nights when they are working on all-University sponsored activities which are approved by the Head Resident Advisor. The Head Resident Advisor must be present.
- b. Individual houses may establish more restricted visiting hours to which women students must conform. A copy of the visiting hours of individual men's residences is on file in the AWS office, 339 Student Services.
- c. At exchange dinners and parties, the chaperones must be in the house before the women are admitted and must remain during the entire function.

#### **2. Men's Residence Halls**

Women students are restricted to the established public areas.

### **B. Guests in Women's Residences**

- 1. Residents may have overnight guests on Friday and Saturday nights during the term. Overnight guests are not permitted on evenings preceeding class days or examination days as determined by the University. In addition, guests are prohibited on those weekend nights preceeding final examination periods.
- 2. The hostess may not take an overnight while she has a guest.

3. Residents are expected to make arrangements for their guests in advance. All guests must be registered by the hostess with the Head Resident Advisor no later than the closing hours of the day they arrive.
4. All overnight guests must observe University regulations and must sign in and out on the guest signout sheet provided by the living unit.
5. A student hostess is responsible for her guest and must assume all penalties contracted by her guest, unless the guest is a student of MSU or of a college to which the infractions can be referred. Student nurses, student teachers, and others training off-campus must assume the responsibility for all penalties acquired while visiting the campus.
6. It is recommended that coeds entertain no more than three guests per term. This recommendation is made in consideration of other students and to maintain the academic atmosphere of the living unit.
7. Special requests for guests during the week must be referred in advance to one of the AWS Advisors in Student Services Building, or to the AWS Complex advisor in an emergency situation.

### III. Signing out

#### A. For the evening

1. If planning to be out of her residence after 8:00 p.m. each coed must sign out on her own daily signout card stating her exact destination, (i.e. library) so that she may be contacted in case of an emergency.
2. If a coed is out of her residence after 8:00 p.m. and realizes that she has not signed out, she must notify her **Head Resident Advisor** immediately.

#### B. For overnight or weekend absences

1. A coed must sign out before 11:00 p.m. on the night of her departure. A special overnight absence sheet is provided by her living unit. This sign out requires:
  - a. The name, full address, and phone number of her hostess.
  - b. The date and time of her departure.
  - c. The date and time of her expected return.
2. When a coed, out of the residence, discovers that she has forgotten to sign out for an overnight or a weekend absence, she must call her **Head Resident Advisor** immediately and give the necessary information. She will not receive a penalty if she notifies her Advisor before 11:00 p.m. on the day of her departure.
3. A coed must leave the residence before closing hours on the night of her departure unless special permission has been granted by the AWS Residence Board or her Head Resident Advisor.

4. The absence of a coed from her residence after closing hours which requires notification of campus police and/or her family will be referred to the Office of Student Affairs.

#### **IV. Signing In**

- A. After returning to her residence, a girl must sign in immediately on the card on which she signed out, indicating the time of her return.
- B. A coed must return within regular closing hours unless she has obtained special permission from the AWS Residence Board or her Head Resident Advisor.
- C. Every woman student must sign in immediately upon returning to the residence during registration week, whether or not she plans to stay overnight. If she leaves the campus again before classes start, she must sign out on the overnight signout sheet. This notifies the management that she is returning to her room, and leaves a record for reference in case of an emergency.

#### **V. Late Return**

- A. When delayed, a coed is to notify her **Head Resident Advisor**, before closing hours if possible, indicating the expected time of her arrival.
  1. Word by a friend will not be accepted.
  2. If a coed does not recall her Head Resident Advisor's number, she is to call the MSU information number 355-1855 and ask for the residence's office number. It is always possible to reach the Head Resident Advisor.
  3. A coed may call collect if she does not have enough money. The Advisor must be reimbursed by the student.
  4. The coed must call a second time if she is delayed again beyond her first anticipated arrival time.
- B. Parents may be notified of their daughter's delay if the Head Resident Advisor has not been able to locate her within an hour.

#### **VI. Permissions**

##### **A. Overnight Permissions**

1. Every woman living in a University Residence must have a Parental Permission Card on record. The Permission Card is returned by her parents directly to her Head Resident Advisor. The card will indicate the nature of permission required by the resident prior to her sign-out for an overnight. Permission may be granted as follows:
  - a. Standard Permission: a woman may sign-out to the specific places indicated by the parents on the Permission card. No further notification by the parents is necessary.
  - b. Limited Permission: requires that the parents notify, in writing, the Resident Advisor each time that the woman student wishes to leave the living unit overnight.

- c. Special Permission: makes it possible for the woman to take week-end overnights without further notification from parents to the residence unit staff.
    - d. Written Permission is not required for a coed to go to her own home at any time.
  - 2. Weekday overnights for a destination other than home must be cleared through the Resident Advisor by a letter from the coed's parents.
  - 3. Special permission to stay overnight in an out-of-town hotel, motel, and/or ski center may be granted by a coed's parents on the Parental Permission Card. If this permission has not been given previously, such permission must be sent by the parent directly to the Head Resident Advisor each time the student wishes to stay overnight in a hotel, motel, or ski center.
    - a. Kellogg Center at MSU, and the Women's League and Michigan Union in Ann Arbor are considered to be hotels.
    - b. An out-of-town hotel, motel, or ski center is one not having an East Lansing or Lansing address or phone number.
    - c. A coed may stay overnight in a greater Lansing area hotel and/or motel only with her parents, and only if her parents talk with the Head Resident Advisor.
    - d. If so specified, the letter granting permission to stay at a ski center may cover the entire skiing season. Ski trips are never sponsored by the University, and, therefore, the University assumes no responsibility for these trips.
  - 4. A coed may take five overnight absences in the greater Lansing-East Lansing area each term.
    - a. These five overnights may be taken consecutively or separately.
    - b. Any residence having a Lansing or East Lansing address or phone number and/or where University hours are not in effect is included in this area.
    - c. If additional overnights in the greater Lansing-East Lansing area are necessary, special permission may be obtained from the AWS Judiciary Council.
  - 5. A coed may stay as a guest in another Michigan State University residence, on weekends, provided that guest provisions have been made and that she signs out for an overnight absence on her living unit's overnight absence sheet. These overnights are in addition to those covered in Section 4, above.
- B. Working Permissions
- 1. Work Permits
    - a. All coeds working outside the residence hall past closing hours must obtain a work permit. Work permits granting extensions of time must be granted by the AWS Residence Board each term such a permit is necessary.



1. Work permits for those coeds who work regularly must be obtained by petitioning the AWS Residence Board before the job begins.
  2. It is recommended that a girl who wishes to work have a 2.0 all-university average and a 2.0 the preceeding term.
  3. Work permits for special occasions must be obtained in advance from the AWS Residence Board or the Head Resident Advisor.
- b. The latest hours granted for work permits are 12 midnight Monday through Thursday, 1:30 a.m. Friday and Saturday nights, and 12:30 Sunday night.
  - c. Signing out
    1. A coed must give the name, address, and phone number of her employer to her Head Resident Advisor.
    2. She must sign out on the daily signout card.
2. Special Babysitting Regulations
    - a. No dates may be entertained while a girl is taking care of children.
    - b. A coed returning after closing hours must be accompanied by someone from her place of employment unless otherwise arranged in advance with the Head Resident Advisor.
- C. Special Permissions
1. Special time extensions are granted by AWS to cover certain University functions.
    - a. 11:30+ permissions are granted for cultural programs sponsored by the University. A coed with an 11:30+ extension must return to her living unit within 30 minutes after the function has ended or within her normal closing hours. The functions for which 11:30+ extensions are granted include:
      - Lecture-Concert Series
      - University Theatre
      - Other activities covered by the student activity book
    - b. The Student-Faculty Social Affairs Committee designates five weekend nights during the year as 2:00 a.m. late permissions nights. Organizations are granted the late permission privilege for social events they sponsor on those designated nights. Women students attending such social events may use the 2:00 a.m. late permission closing hour. In addition, J-Hop and Spinster Spin have been designated as special 2:00 a.m. late permission events. Women students attending these events may use the 2:00 a.m. late permission privilege.
  2. Special permissions require the following on the daily sign-out card:
    - a. The exact function attended

- b. The time granted for return
- 3. A coed may not leave her living unit before 7:00 a.m. without consulting her Head Resident Advisor in advance.
- 4. A coed who must return to the residence hall between closing hours and 7:00 a.m. must have permission in advance from the AWS Residence Board or the Head Resident Advisor.
- 5. Closing hours in all student residences is 10:00 p.m. the last night of the exam period. Any girl wishing to remain in a residence more than 24 hours after her last exam, or past the closing of the residence hall for the vacation period, must have permission from her Head Resident Advisor.
- 6. All residences close for vacation periods at 12:00 noon the morning following the last exam of the term. Special provision is made for June Commencement.

## **VII. Serenades**

- A. Serenades are held on Monday and Thursday nights. No exceptions will be made without permission of the East Lansing City Council and AWS Residence Board.
- B. Concerning the men:
  - 1. Call in advance the Head Resident Advisor of the living unit where the serenade is to take place.
  - 2. Conclude the serenade by 11:30 p.m. (This is an East Lansing city ordinance.)
  - 3. Burning insignia on the sidewalks is prohibited.
- C. Concerning the women:
  - 1. Sundecks may not be used during serenades.
  - 2. Observers should turn off their lights as a courtesy.

## **VIII. Official University Trips or Activities which Require Early Departure, Late Return, or Overnight Permission.**

Women students participating in activities which necessitate any of the above special permissions must secure approval from the Student Activities Division. The advisor for the trip or activity should request such permission, using the appropriate form, two weeks prior to the date of the event. Overnight permissions granted for participation in official University activities or trips will not affect the number of social overnight permissions women may take.

## **IX. Miscellaneous**

- A. No food may be delivered to the living unit after closing hours.
- B. University residences may hold open houses on special occasions such as Parents' Weekend. Details concerning an open house must be checked out with the Head Resident Advisor.

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

**These regulations apply to all University women's residences, sorority houses, and off-campus approved housing, inclusively. Infractions of regulations are referred by petition to the appropriate board of AWS.**