

WILLAMETTE UNIVERSITY



STUDENT HANDBOOK

The
**Willamette University
Student Handbook**



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A WORD TO THE WISE . . .

On the next pages are found the rules and policies of Willamette University, some new, some of them standards which have been established for a number of years. Knowledge of and respect for these rules is a prerequisite for successful campus life.

There are, of course, many unwritten laws at Willamette, and probably you, as a freshman, will discover and know these rules much better than all those which are written, although it may involve some surprises. You will soon realize that even these rules have a part in the life of the Willamette family.

"The 'Golden Rule' of the campus, the principle ingredient of the Willamette Family Spirit, and the oldest of rules, policies, and customs of Willamette University—is the execution of the smile." The best advice we could give you, as you start your first year at Willamette, is to abide by the regulations in this Handbook and practice this "Golden Rule" until it becomes a habit and a pleasure, as it will quite easily.

Good Luck!

DICK WHITE, Editor

Administration



Academic

ADMINISTRATIVE OFFICERS

PRESIDENT

The President of the University is the chief executive officer, responsible to the Board of Trustees for all phases of the work of the University. He is at once concerned with the educational program, the business management, and the student life on the campus. The specific responsibilities are delegated by the President to other officers of the University.

G. Herbert Smith
First floor, Eaton.

DEAN OF THE COLLEGE OF LIBERAL ARTS

This office has various responsibilities. The Dean serves in an advisory capacity on admissions questions. He is Chairman of a faculty committee which considers petitions on course changes, credit, and academic eligibility.

Dr. Robert D. Gregg
First floor, Eaton.

DEAN OF WOMEN

The purpose of this office is to promote cooperation and coordination between individual students and organizations. Its most important functions are the personal counseling of women students, supervision of off-campus housing and student residences for women, the functioning of all women's organizations, and part-time employment for women. All social events and group meetings must be scheduled through the Dean of Women's office several days in advance. In this office is a file of existing student organizations.

Regina Ewalt
First floor, Eaton.

DEAN OF STUDENTS

This office provides a variety of services for the student, including counseling on personal matters, the administration of vocational tests, help in providing both on- and off-campus housing for students, guidance and assistance to all organizations on campus, supervision of part-time employment service for students, a counseling and advisory program, administration of attendance records, and counseling and guidance for the men students concerning all military questions.

Mark O. Hatfield
First floor, Eaton.

BUSINESS OFFICE

All University finances are managed by this office. Its work includes the arrangement with students for special payments of their accounts, the issuance of student loans, the handling of room deposits and student accounts, the general supervision of the student payroll, and the assistance of students and organizations with general business problems. It also advises and consults with individual students and organizations concerning the use of the University grounds, buildings, and equipment for special student activities.

Richard Petrie
First floor, Eaton.

REGISTRAR

This office is responsible for the registration of students, the recording, preservation and transcription of grades; the preparation of class and examination schedules and assignments of classrooms; compilation of statistics, the placement service for graduates, the editing of the catalogue, veterans' forms and records.

Harold B. Jory
First floor, Eaton.

DIRECTOR OF ADMISSIONS

The Admissions Office is the first contact the future student has with Willamette University, largely through high school conferences, campus visits and correspondence. All the records are processed and approved here and are later sent to the Registrar and Personnel Deans to facilitate the orientation and registration of each new student.

Charles A. Paeth, Jr.
First floor, Eaton.

DEAN OF THE COLLEGE OF LAW

The offices of the Dean and the Secretary of the College of Law serve the student body of this college and advise students interested in taking up the study of law as to personal and academic problems.

Seward Reese
Second floor, Law Building

DEAN OF THE COLLEGE OF MUSIC

The Dean of the College of Music interviews all music majors entering Willamette University, and counsels with them in the selection of a major. Conferences are held each semester with music majors on such academic matters as progress of the degree course, changes in schedule, scholarship, and course loads. Counsel is offered also to non-music majors desiring to take courses in music.

Melvin H. Geist
First floor, Music Building

COUNSELOR ON RELIGIOUS LIFE

All religious activities come under the general supervision of the counselor on religion, a member of the faculty of the Religion Department. He supervises such related activities as the Thursday worship chapels, Religious Emphasis week, deputation teams, and the Inter-Faith Council. The counselor also counsels with students on personal, academic, or religious problems.

Burton C. Bastuscheck
Third floor, Waller Hall

VETERANS ADMINISTRATION

The veterans secretary is the member of the registrar's office staff who keeps the veterans' records and acts as advisor and source of information for veterans.

Registrar's Office
First floor, Eaton.

DIRECTOR OF INFORMATION

The athletic news bureau, publicity office, and alumni office are combined under the director of information. The publicity office and athletic news bureau have the responsibility of issuing all information of a public nature to the various newspapers, wire services, radio, and other news outlets. The alumni office coordinates the activities of Willamette alumni, and it publishes "The Alumnus," the official alumni publication.

First floor, Gymnasium

DIRECTOR OF DORMITORIES

Attending to the responsible task of planning the menus for all meals in the residence halls is the main function of this office. Besides keeping the students well fed, she directs the janitorial and kitchen personnel for the halls.

Lorena Jack
Lausanne Hall.

STUDENT HEALTH SERVICE

Phone: 2-1448 (do not phone the University physician.)

Provisions and Service

1. Service is available to regularly registered students but not to faculty or to students registered for six hours of work or less.

2. Consultation and treatments are available one hour each school day (9:30-10:30 a.m.) for diagnosis and arranging for treatment. A nurse

will be on duty from 8 a.m. to 1 p.m. and from 2 p.m. to 5 p.m.

3. Infirmary service is free to students living on campus. Off-campus students will be provided three-day meal service and two weeks room service after which regular University rates will be charged.

4. Medical treatment which cannot be taken care of at the Infirmary, such as treatment by specialists, physiotherapy, surgery, fractures, laboratory, X-ray diagnostic procedures or fitting of glasses, is available to the student by arrangement through the Salem Clinic at one-third discount from the usual local medical fees. In the case of colds, prescriptions ordered by the University physician will be paid for by the Student Health Service.

5. Three days off-campus hospitalization will be provided by the Student Health Service if authorized by the University physician and if the student pays for the first day of each hospitalization. This service includes only ward charges.

6. A nominal charge will be made for service at the student's place of residence.

Ralph E. Purvine, M.D.
University Infirmary.

COMMITTEE ON DISCIPLINE

This committee may act in cases involving dishonesty, immoral or improper conduct, violation of University regulations or conduct prejudicial to the best interests of the University. Disciplinary probation carries the same limitations to the student as scholastic probation plus any additional penalties the Committee may impose. Discipline is also in the hands of the deans. The act of registration is pledge on the part of the student to obey the rules of the University and failure to do so is sufficient reason for dismissal.

ACADEMIC

GRADES

Formal Grade Reports

Formal, or final grades are issued at the end of each semester as an indication of the standard of a student in a course and work done during the semester.

Informal Grade Reports

Freshmen, sophomores, and veterans receive informal grades at the end of the first and second six weeks periods of each semester. These grades are not permanently recorded in the Registrar's Office.

Upperclassmen with a grade of "D" or below will receive reports of these grades from their major advisors each six weeks.

Grading

The system of grading is as follows:

A	Excellent	E	Condition
B	High	F	Failure
C	Average	Inc.	Incomplete
D	Passing		

For an explanation of class status and quality hours, refer to the current Willamette University Bulletin.

Incomplete

1. A mark of "Inc." is given in those cases where illness has prevented a student from completing required work for a course or from taking a final examination.
2. A certificate of illness must be presented to the Dean of Women or the Dean of Students immediately whenever such illness occurs.
3. A special make-up examination to remove an "Inc." must be taken during the next 30 days in residence; otherwise a grade of "F" will be given in the course.

Condition

1. A mark of "Condition" may be given to a student who fails the final examination provided

all other work in the course has been satisfactory.

2. Unless a "Condition" is removed during the next 30 days in residence, it automatically becomes a "Failure."
3. A "D" is the highest mark that will be given on the removal of a "Condition."

STUDENT LOAD

1. Fifteen semester hours is the normal program.
2. Registration for more than 17 semester hours, exclusive of physical education, requires the permission of the Committee on Scholarships and Petitions.
 - a. Forms for this petition may be obtained in the Registrar's Office or in the office of the Dean of Liberal Arts.
 - b. When the form has been correctly filled out and signed by both the student and the faculty member concerned, it should be left at the Office of the Dean of the College of Liberal Arts.**
 - c. The student will then be notified of the action taken on the matter by the committee.
 - d. Permission is never granted to take more than 20 hours any semester.
3. The permission of the Registrar is required for registration for less than 12 semester hours.
 - a. Those students who are carrying less than 12 semester hours of work will be considered "Special" students except during the final semester of their senior year when, if the load is sufficient to satisfy all requirements for the degree sought, any amount of work taken shall entitle the student to regular status.**
 - b. "Special" students shall not represent the University in any student activity.
 - c. Students devoting considerable time to self-support may not be permitted to register for full college work.
4. **The maximum credit which can be applied toward a degree in any one department, such as mathematics, psychology or French is 40 semester hours.**

ADVISORS

Each Freshman is assigned to a professor who serves as his advisor for the first two years of college. Advisors confer with students at registration periods, and assist them in choosing courses to meet University requirements. Informal grades at six week intervals are reported to lower division students through their advisors and advisors are also available to serve as consultants on personal and academic matters.

Upper division students are assigned major advisors according to their choice or major subject. These advisors serve for the junior and senior years in guiding the student in his major field.

CHANGING COURSES

Adding Courses

A student may change his course of study within two weeks of the last registration day, by securing permission of the Dean of Students and the instructors of his courses. No subject may be added after the two weeks period except in unusual cases by filing a petition with the Committee on Scholarships and Petitions.

Dropping Courses

1. The following steps are necessary:
 - a. Obtain a "Drop" card from the Registrar's office and fill it out.
 - b. Get the signatures on the card of:
 - (1) Professor involved in change
 - (2) Dean of Students or Women
 - (3) Business Manager
 - (4) Advisor
 - c. Return card to Registrar.
2. Any student dropping a course later than 8 weeks after the opening of the semester, for any cause other than serious illness, shall receive a semester grade of "F" unless permission for withdrawal has been granted by the Committee on Scholarship and Petitions.
3. The student must attend class until officially dropped through submitting to the Registrar a "Drop" card properly completed.

4. In case of the student's failure to drop the course officially, his grade automatically becomes an "F."
5. A student who is failing in a subject at the time of dropping will receive a grade of "F" in that course.

Withdrawing

To withdraw from the University, a student must:

- a. Hold a conference with the Dean of Students or Dean of Women.
- b. In case of illness, present a letter from his physician.
- c. Proceed as in changing his course.

ATTENDANCE REGULATIONS

Daily Reports

Records of absence in lower division courses will be reported by faculty members to the Dean's office. Attendance requirements for upper division courses are set by the instructor except in the case of veterans. **All** veterans' absences **must** be reported to the Dean's Office.

Tardiness

Habitual tardiness may be treated as absence by the individual professor.

"Cuts"

The number of unexcused absences permitted in any course during one semester may not exceed the number of registered hours in that course. (Example: Only 3 unexcused absences per semester will be permitted in a 3-hour English Composition course.)

Probation

When a student accumulates more unexcused absences than allowed, he may be placed on probation for the remainder of that semester.

Vacations

An unexcused absence during the two days before or after any vacation or holiday shall be counted as two absences.

Excused Absences

Students may be excused from class or chapel for the following reasons:

1. **Illness.** Formal reports are sent to the Dean's office by the head residents listing students who are ill. Off-campus students should notify the Dean's office on the first day of illness. The Dean's office must sign readmittance slips for absence due to illness. For absence of a week or more, physician's certification of illness must be presented to the Student Health Service. Students excused from class for illnesses of any kind are not expected to participate in social activities that evening.
2. **Playing on a University athletic team, participating in a musical, debating, or dramatic function sponsored by a recognized organization, class field trips, or acting as official delegate to a scheduled meeting or a recognized organization, providing that permission is previously obtained from the Dean of Women or the Dean of Students.**
3. **Traveling distance.** Arrangements may be made in advance with the Dean of Students or the Dean of Women to excuse absences during the day or two before or after vacations if the student must miss classes because of considerable traveling distance between the University and his home. Arrangement must be made before leaving.
4. **Urgent matters at home.**
5. **Work.** By advance permission, and if it does not impair or continually interfere with effective class work, and if the student's scholastic record warrants it, excuses may be obtained because of work. Students must be working during the chapel period if excuse is for that period, and are not excused from chapel for work done during other hours.
6. Students may be excused from chapel for the following reasons:
 - a. If no classes are being taken on Tuesday or Thursday.
 - b. Those employed in places of business during chapel hours.

- c. Married students with heavy home responsibilities.
- d. By request of a faculty member or advisor.
- e. Law students, graduate students and special students.

EXCUSES

1. Excuses for illness must be procured at the office of the Dean of Students or the Dean of Women. The Dean's office must be notified of the illness before any classes are missed.
2. **Excuses for reasons other than illness must be signed by either the Dean of Women or the Dean of Students.**
3. After receiving an excuse slip with the signature of either of the personnel deans, the student should have the instructor of each class that he has missed initial it and return it at once to the office of the Dean of Students.
4. **Any excuse slip returned to the office of the Dean of Students after two weeks from the date of absence will be invalid.**
5. Students who obtain permission to miss classes immediately preceding or following vacation will not be permitted to take further unexcused cuts during vacations without canceling travel permission.

EXAMINATIONS

1. Final examinations are given in all subjects at the close of each semester.
2. Examinations may be scheduled at any time during the semester, except during "dead week," by the individual professor.
3. No examinations may be scheduled during "Dead Week" from the Tuesday midnight before to the Tuesday midnight after any all-school event such as Homecoming, Freshman Glee, or May Weekend.

Senior Finals

Final examinations are usually omitted during the last semester for graduating seniors, although the professor or student may request them, in certain cases.

PROBATION

1. A student is placed on probation when:
 - a. He has received passing grades in less than 10 hours.
 - b. A third of his work has a grade of "D" or lower, or his grade average for that semester falls below a "C."
 - c. He has accumulated more unexcused absences in chapel or class than allowed.
 - d. He parks his car on campus twice.
2. A student on probation is ineligible to represent the University in any public appearance or hold a major office. He will not be allowed to participate in intercollegiate athletics, college publications, dramatics, forensics, a cappella choir, band, or orchestra or to hold position of prominence or make public appearance of any sort in May Weekend, Letterman's Ball, Freshman Glee, Homecoming, and similar affairs.

When students are in doubt concerning the nature of an activity, they should consult with the Dean of Students.
3. A student who has been placed on scholastic probation will be dropped from the University at the end of his probationary semester if he is again subject to probation.

A student who is guilty of a serious breach of conduct or of college regulations may be placed on disciplinary probation or dropped from the University by action of the disciplinary committee or the appropriate Personnel Dean.

**Student
Activities**



**Living
Organizations**

STUDENT ACTIVITIES

RULES GOVERNING ORGANIZATIONS AND SOCIAL AFFAIRS

Procedure for Chartering New Organizations on Campus

1. All petitions for charter shall be forwarded to the Student Affairs Committee and then to the Student Council, and shall require approval of both groups before a charter is issued.
2. All groups chartered shall be able to show evidence that they are conforming to specifications of proposed constitutions.
3. All groups chartered shall bank all funds through the General Manager of the A.S.W.U.
4. The Student Council shall review charters and constitutions at least once each school year.

Social Functions

1. All social functions of any organization shall be listed on the Social Calendar.
2. All social activities must be scheduled with the Social Chairman of the Student Body and the Dean of Women well in advance of the anticipated event.
3. Off-campus places for holding any organization function must be approved by the Social Committee and the Dean of Women before public announcement of the function is made.

Sponsors for Social Events

1. Members of the faculty shall be chosen as sponsors for every social event.
2. At each social function of fifty or more in attendance, there must be at least two faculty members and wives as sponsors for every 25 students.
3. Sponsors must be approved by the Dean of Women. Choice of sponsors must be reported on regular forms provided in the Office of the Dean of Women, at least three days before the function is held. Sponsor cards may be procured from the Office of the Dean of Women.

4. Sponsors are requested to make a report on the regular blanks of the arrangements for, and conduct of, every function.
5. Those sponsoring social activities are expected to see that satisfactory conduct is maintained throughout the function by every participant.
6. The chairman in charge of the social function may request a chaperon or the chaperons to deal with any objectionable individual or unpleasant situation which might arise.

Student Activities Board

1. The activities of student organizations shall be under the supervision of the Student Activities Board.
2. The first vice-president of the student body heads this board of representatives of student organizations and the deans.

General Rules Governing Social Affairs

1. Meetings of all campus organizations including academic and educational clubs, committees and programs, should be adjourned not later than 8:30 p.m. on Monday, Tuesday, Wednesday, and Thursday. This does not include living groups.
2. There shall be only one fireside a month per living organization on any Wednesday night, at the discretion of the house. The house must regret other invitations if it has already given or planned one fireside, limiting each house to one function per month which must close at 8:30 p.m. Firesides shall be held as scheduled by the Activities Board.
3. **There shall be no social activities on Monday, Tuesday, Wednesday, or Thursday of each week except the regular weekly meetings of campus living units and special programs or recitals of the College of Music. This rule does not apply to the regular firesides nor to the Christmas party or Christmas caroling which must be scheduled in advance with the Social Chairman and the Dean of Women.**
4. No excuse shall be granted by the Personnel Deans from classes for participating in or preparation for extra-curricular activities with the

exception of athletics, authorized musical organizations, forensics, and any special event duly recommended by the faculty adviser or instructor of that particular group.

5. There shall be no more than one dance each year for inter-group organizations such as Panhellenic, Inter-Fraternity, and Inter-Dorm.
6. No group shall have more than one weekend retreat a semester.
7. **There shall be no more than two major functions (this includes dances and large parties which include much preparation) for each living organization each year. Other organizations are restricted to one major dance each semester.**
8. The month of January shall be dead month, during which time the following shall be excluded: dances, class parties, ASWU events, retreats, firesides and exchange dinners, University sponsored events, faculty sponsored events for ASWU, recitals except student recitals, intra-murals the week before final exams, and programs, parties, meetings, movies, speakers by peripheral, service, and honorary groups.
9. **During the Spring semester, the last week immediately preceding the week of final examinations will be designated as "dead week" during which there shall be no social activities (including picnics). The same conditions prevail here as in rule 8.**
10. Temporary and "just-starting" groups shall present a statement of purpose to the Activities Board. The length of time that such a group can exist in the above category will be decided by the Board and the group submitting the petition at the time of presentation.

Office-holder Qualifications

1. A student on probation is ineligible to hold a major office, or must vacate any already held.
2. A student must be declared eligible by the Dean of Students before he can qualify for a major office.
3. In order to hold a major office or to represent the University in any public appearance, a person must be a student in good standing regularly registered in at least twelve hours of academic work not including physical educa-

tion. In addition to meeting University requirements, eligibility for athletics is determined by Conference Regulations.

4. A student who has been in residence for five semesters but not of upper division status may not hold a major office.

Eligibility Lists

It is the duty of each campus organization to have the eligibility of the officers and the candidates for office and of those within the group planning on representing the University in any way passed upon by the Office of the Dean of Students. **Such eligibility lists must be submitted within the first two-week period of each semester.**

CAMPUS ORGANIZATIONS

RELIGIOUS GROUPS

Inter-Faith Council

Representatives from religious groups compose the Inter-Faith Council on the campus.

Campus Groups

Baptist Youth Fellowship
Canterbury Club
Inter-Varsity Christian Club
Newman Club
Oxford Fellowship
Phi Zeta Christo
Student Christian Social Action Committee
Wesley Fellowship
Westminster Fellowship

Deputation Teams

Deputation teams are sponsored jointly by the University and by Wesley Fellowship. They are made up of four or five students who go to a church and put on a morning worship service or evening youth program, or both. Membership on the team is open to all interested students, and gives experience in preaching, worship leadership, singing, recreation, and youth work.

HONORARIES

Alpha Kappa Nu

Ten per cent of the senior class who have attained the highest scholastic standing throughout their four years in college are chosen for membership in Alpha Kappa Nu.

Alpha Lambda Delta

This is a national scholastic honorary for freshmen women who have achieved a 3.5 grade point average. By rewarding these women with membership in the organization, the honorary effectively accomplishes its purpose which is to promote high scholastic ideals among college women.

Phi Delta Phi

The Phi Delta Phi legal fraternity is represented on the Willamette Campus by McNary Inn.

Order of the Purple

The Order of the Purple is a legal honor society which initiates third-year men who are in the top ten per cent of their graduating class, scholastically.

Mu Phi Epsilon

Membership in this national honorary is limited to women music majors who have a grade point average of 2.8 or above. Its purpose on this campus is to further musical interest and to serve musically in any way it can. On the national level, its purpose is the advancement of music in America.

Theta Alpha Phi

Upperclass students who show outstanding ability in dramatics or direction and management of student productions compose the membership of this honorary. Its purpose is to foster dramatic interests and to unite socially those with histrionic talent.

Psi Chi

A national scholastic honorary in Psychology. Student is selected on the basis of academic standing and interest in the field of Psychology.

Tau Kappa Alpha

This national Forensic fraternity is to be found on the campuses of many of the nation's finest speech schools. The Willamette chapter sponsors debates and the yearly Oregon High School Forensic Tournament. Members are chosen from the forensic squad.

Phi Eta Sigma

The major aim of this fraternity is to recognize and promote scholarship among all freshmen men. The honor of membership in Phi Eta Sigma is bestowed upon those freshmen men who, with an academic curriculum of not less than twelve semester hours, have attained a grade point average of 3.5 or higher during the first semester or first year at the university.

Phi Sigma Iota

The purposes of this honor society are the recognition of outstanding ability and attainments in Romance languages and literatures, the stimulation of advanced work and individual research in this field, and the promotion of a sentiment of amity between our own nation and the nations using these languages.

PUBLICATIONS

Student Directory

Published within the first few weeks of the fall semester, the "Fusser's Guide" is a handy reference book listing names, addresses, and telephone numbers of students, faculty, and living organizations.

"W" Handbook

The Student Handbook is a printed collection of rules, policies, and activities of Willamette University. It is published once every three years.

Willamette Collegian

The weekly newspaper recording campus events and opinions, the Collegian is one of the top papers in its class on the coast, having a consistent standing in the All-American class for the past ten years.

Wallulah

Willamette's yearbook of campus life, the Wallulah is published each June. Wallulah is the name of a famous Indian princess in this area, the daughter of the famous Chief Multnomah.

Publications Board

The publications board coordinates the campus publications. Its budgets are subject to approval by the student council, as are budgets of all other activities.

MAIN SOCIAL EVENTS

Christian Resource Week

The purpose of this week is, as the title implies, to provide all students with resources for daily Christian living through a concentrated program of special chapels, meditations, student panels, firesides, movies, and a communion and dedication service closing the week.

Freshman Orientation Week

The week preceding the beginning of the academic year is designated as Freshman Orientation Week and is designed to prepare the incoming student for the weeks and years to follow and to help him to better understand and adapt to the Willamette rules and systems.

Firesides

To aid the new student in feeling a part of the Willamette family one exchange fireside is held a month during the fall term by all living organizations. These informal "get-togethers" between campus living groups are usually preceded by exchange dinners.

Homecoming

Returning Willamette alumni are honored by two days of festivities. Living organizations compete in a Homecoming sign contest. On Saturday afternoon a football game is played and in the evening a semi-formal dance is sponsored, at which time the winners of the contest are announced.

International Weekend

This is an activity of Y. W. C. A., Y. M. C. A., and UNESCO, sponsored to foster an awareness of world relatedness. This aim is accomplished by housing foreign students from other universities in living organizations where they may talk informally with the students and exchange ideas. An interesting weekend is planned which includes luncheons, tours, firesides, and a banquet.

Parents Weekend

Having Mom and Dad on the campus for an activity-filled weekend is one of the high points of the fall semester as the student visits with his parents and shows them the campus and the living organizations. An elaborate program of speeches, discussions, tours, and all-school talent is designed to show the parents the hows and whys of college life. Then, at a night football game, the Moms and Dads have an opportunity to watch the Bearcats in action.

Mixers

To renew old acquaintances and meet new friends, a series of mixers are held in the gymnasium each fall for the various classes. Sock dancing, entertainment, and games make the mixing fun for all.

Freshman Glee

The Freshman class challenges the other three classes to a contest which is to consist of the presentation of one original song and marching by each class. This colorful event, begun in 1909, has become widely known and each year is witnessed by a capacity crowd of alumni and friends in the gymnasium. The winning class receives the Glee Banner of cardinal and gold. Many unique bets are made as to the winner and must be paid on the following Monday.

"Blue Monday" is the fateful day for paying these bets and for the loser's swim in the Mill Stream. Rules governing these bets prohibit animals on campus, use of water bags, pie throwing or similar action in campus buildings, off campus bets which attract public attention, or any other bet contrary to University policies.

May Weekend

The living organizations are crowded with high school guests who have been invited to view the festivities and become acquainted with the campus. Under the sponsorship of the junior class, the May Weekend is crowded with annual traditions which include the All-School Sing, inter-class rivalry contests, coronation of the queen, the May-pole dance, a dramatic production, Queen's breakfast, and a formal ball honoring the Queen.

Beach Trips

Juniors and Seniors are excused from their classes on certain days during the latter part of the Spring semester for their respective class beach trips.

Award Day

A chapel period is set aside near the close of the Spring semester for the purpose of presenting awards for individual activity, scholarship, and athletics. The awards consist of cash prizes, scholarships, and memberships in honorary organizations.

ATHLETICS

Physical Education Club

The club is concerned in promoting interest in the field of physical education, and in recognizing the important developments and contributions made by its leaders. Membership is open to all majors in physical education and those who expect to teach in this field.

Women's Recreation Association

All women on campus are encouraged to engage in sports, including archery, badminton, basketball, soccer, softball, swimming, tennis, and volleyball. Provision is made for intramural competition in each activity. As a charter member of a group of Oregon colleges called the "Valley Eleven," interschool competition is fostered through Sports Days.

"W" Club

All men who earn their letters in varsity ath-

letics are "W" club members. The primary function of this organization is to enforce the observance of all University customs and traditions. Special attention is paid at the beginning of each year to the incoming freshman class. Members of the club sell "rook-lids" to all first-year students, and try to orient them, in a spirit of congenial good fun, to life on the campus. Chosen annually from the freshman class is a Varsity Queen and her court to reign over the spring formal Varsity Ball.

MUSIC

A Cappella Choir

The Willamette University A Cappella Choir, organized in 1939, is made up of seventy carefully selected men and women dedicated to the performance of the best in choral literature. Outstanding among its activities are participation in the annual performance of Handel's "Messiah," the annual spring tour, and regular performances at the Thursday chapel services.

University Band

The University Band is proud of its established position as one of the finest college bands in the Northwest. The band serves the Student Body and the University in many ways each year. The band provides spirited music and marching entertainment for athletic contests. It provides music for annual campus events such as Varsity Varieties, May Weekend, and Graduation exercises. Playing a wide representation of the music literature for band, the University Band presents a number of concerts in Salem and neighboring communities, and two convocation concerts for the Student Body each year. In addition, the band takes an annual Spring tour presenting concerts to the high schools in the Northwest. A great amount of work, a great deal of pleasure, and a world of music are all enjoyed by members of the University Band.

University Orchestra

The orchestra plays a supporting role each year in the major choral work presented by the Salem Oratorio Society during the Christmas season,

Handel's "Messiah." On special occasions the orchestra and University Choir join in presenting extended works written for this combination. Each spring, the orchestra plays a program on the campus presenting seldom-heard works written especially for small orchestras.

SERVICE

Alpha Phi Omega

Epsilon Kappa chapter of this national Scout honorary serves the campus in many ways. Members are selected from outstanding men in all classes.

Beta Alpha Gamma

Outstanding sophomore women are selected to this service honorary on the basis of scholarship, leadership, and good character. The purpose of Beta Alpha Gamma is to lend itself solely to the service of the University.

Cap and Gown

An honorary society composed of senior women possessing outstanding qualities of personality, service, scholarship, leadership, and Christian ideals. Activities include benefit socials, cultural trips, and a new senior-counseling program for Freshmen women in Lausanne Hall.

Omicron Delta Kappa

Omicron Delta Kappa (ODK) is a national senior men's honorary. Membership is by election and is based upon scholarship and participation in campus activities. The local Circle was established in 1955, and the charter members were formerly in Cardinal Key. The purpose of ODK is to provide leadership and service to the campus: as a clearing house for the discussion of campus activities and problems, and as assistance to various campus events.

Sigma Alpha Chi

Sigma Alpha Chi is a service honorary consisting of sophomore men who are selected for membership on the basis of scholarship, leadership, and interest in the University. The group's activi-

ties consist mainly of serving the school at elections and ushering at school events. Each spring a party is held with the sophomore women's honorary, Beta Alpha Gamma.

SPECIALIZED GROUPS

Associated Women Students

The program of this group, to which all women students are eligible to belong, is designed to meet the needs of women and to coordinate women's groups and activities on campus. A.W.S. is responsible for the rules governing women students, and for programs affecting all of the women in school. The group provides an annual scholarship and honors outstanding coeds each month throughout the year. An annual dance honors a "Betty Co-ed" and "Joe College."

A. I. S.

Representing the Associated Independent Students is the Independent Council, composed of a president and a representative from each of the independent living organizations. The council is working to unite the Independents and to promote and maintain high standards among themselves.

Y. M. C. A.

With a pattern of activities similar to that of the Hi-Y in high schools, the Campus Y.M.C.A. has a two-fold purpose, a program of service to the University and the student, and the furtherance of Christian principles and fellowship.

Y. W. C. A.

The Y.W.C.A. follows an extensive service program consisting of the following activities: Big Sister programs, teas, formal receptions, faculty firesides, group discussions, and recognition services.

Pepcats

Freshmen and sophomore women, full of enthusiasm, comprise this organization, for their service is to attend all athletic events, join the rally squad in leading the school yells, serve at the

Queen's Breakfast during May Weekend, and promote school spirit.

Mu Epsilon Delta

This organization exists for the furtherment of interest and knowledge of students in pre-medical, pre-dental, pre-nursing, or allied fields. Meeting monthly, Mu Epsilon Delta holds lectures, discussions, and field trips relating to the medical sciences. Anyone interested is invited to join.

UNESCO

The UNESCO group on the Willamette campus is organized to develop understanding of other peoples through knowledge of their cultural background, political history, and present day problems. To accomplish this, a program is followed which includes speakers, study groups, sponsorship of a foreign student, foreign films, and work with foreign students. Highlighting the year are the United Nations Week in October and the Spring Advance at Silver Creek Falls.

Willamette University Players

This is the student organization embracing all dramatic activities on campus. In addition to providing skits, and other entertainment for campus organizations, FUP keeps an entertainment file for Salem organizations. WUP also sponsors three school plays and the Sunday evening Willamette University Radio Workshop. Open to all students, WUP membership is determined by a system of points (15) earned through active participation.

Future Teachers of America

The Bruce R. Baxter chapter of F.T.A. is chartered by the National Education Association, and is the third established in Oregon. The chapter is also affiliated with the Oregon Education Association through representation at the Future Teachers of Oregon. The activities of the club are planned to meet the interests of those entering or contemplating entering the teaching profession. Meetings are held monthly during the school year and all are welcome.

Arnold Air Society

Advanced students in the AFROTC unit have formed the Lindberg chapter of the national or-

ganization known as the Arnold Air Society. This selective society chooses its members from the outstanding men of the advanced unit. Although still in its infancy on the campus, the group hopes to eventually become stronger so that it can sponsor more events such as the Military Ball.

Young Republicans

The primary function of this club is discussing and furthering the cause of the Republican Party both at a state and national level. It is a member of a state and national federation of Young Republicans.

SPORTS

Intercollegiate

Willamette is a member of the Pacific Northwest Conference and has adopted the conference rules for the regulation of its athletics. The school is also a member of N.C.A.A. and N.A.I.A., which are national organizations dealing with intercollegiate athletics. The sports participated in are football, basketball, baseball, track, tennis and golf.

Intramural

Intramural sports are organized as a division of the Department of Physical Education. This part of the program is designed to provide competition for those who do not participate in the varsity sports.

Facilities

Athletic facilities at Willamette include the gymnasium on the campus and McCulloch Stadium at Bush Park. Football, baseball and track events take place at McCulloch and basketball is played in the campus gym. An intramural field will be built on 12th Street.

LIVING ORGANIZATIONS

GENERAL HOUSING REGULATIONS

General Rules

All unmarried out-of-town students are required to live and take their meals in University dormitories or fraternity and sorority chapter houses unless permission in writing is given by the Personnel Deans to reside in other approved housing.

Approved Quarters

Approval is given to the living quarters of the following students of the University:

1. Those residing with parents or relatives.
2. Those residing in dormitories, fraternity and sorority Chapter Houses, or quarters furnished by and directly under the supervision of the University.
3. **When University housing facilities are not adequate to take care of all students seeking housing, special permission will be given for students to live in approved off-campus housing.**
4. Those who plan to reside in "approved" rooming houses must secure permission prior to making arrangements for living off-campus. A list of "approved" houses may be secured from the Personnel Deans. Rooming houses may be "approved" by the Office of Personnel Deans upon receipt of a signed agreement that the householder will comply with the regulations of Willamette University concerning the accommodations to be furnished, the conduct and the character of the residents of the house, and reports to be made thereof. The exact terms of such agreement shall be fixed by the Office of the Dean of Students.
5. **Under no circumstances will unmarried students be permitted to live in apartments or other unsupervised residences. It shall be the duty of the student seeking such approval to obtain it before entering into any agreement with a prospective landlord or other person concerned with the business details of the contemplated arrangement, and the burden of making full**

and complete advance disclosures concerning the contemplated quarters to the Personnel Deans shall be upon the students.

6. Unsatisfactory conditions in off-campus houses will result in the loss of their approval for student residence, and students will be required to vacate such facilities.
7. All approval for off-campus housing is made subject to the condition that no room is available in a University Dormitory and students taking off-campus housing must move into University housing when room is available.
8. Forms for off-campus housing permits must be obtained from the Office of the Dean of Students, filled in completely by the student and approved by the Dean. A new permit must be obtained and approved if the student moves during the year.

Married Students

A married student when living with his or her spouse is permitted to reside in an apartment or house. Students should inform the Deans when moving, in order that home address may be up to date and correct. A list of apartments and rooms for married couples may be secured in the Dean of Students' office.

Residence in Sorority Houses and University Women's Dormitories

1. All women, Freshmen and transfers, must live in a University dormitory at Willamette University for a full year before residing in a Sorority House.
2. Any woman student reserving a room in a University dormitory at the beginning of the Fall Semester is expected to retain that room to the end of the academic year provided the student remains in the University.

House Mothers

1. A competent housemother shall be required for every living organization. ("Living organization" shall mean men's and women's fraternities or other living groups.)
2. It is the duty of the house mother in case of failure on the part of any member or members

to cooperate with the standards of conduct to report without delay to either the Dean of Students or the Dean of Women.

3. The house mother shall, in case of fraternities or sororities, be selected by the active members of the organization, the house owning corporation, and the alumni advisor of the chapter, in consultation with and the approval of the proper personnel officer of the University.
4. The Dean of Students and Dean of Women shall be responsible for organizing the house-mothers in each type of house and hold frequent meetings with them for the purpose of discussing and advising in matters of house problems and methods of maintaining the best relationship between the organization and the University.

Closure of Halls During Vacations

All residence halls and dining halls will be closed during the Christmas holidays. The dining halls will be closed during the Thanksgiving and Spring holidays.

Fire Drills

Fire drills are obligatory once a semester in each living organization.

Payment of Board and Room

1. Each student desiring a room in a University dormitory must send a \$10 room deposit when his application for admission has been accepted. Deposits for rooms in halls of residence are refundable until August 15 for students who cancel room reservations. No refunds for room deposits will be made after that date.
2. All students in University housing contract for their rooms for the full semester, and for the entire year if they remain in college. Room and board is payable in advance and no rebate is allowed for meals which are missed. In case a student withdraws, he is responsible for full room rent for the semester and for board for the portion of the semester of which he was in residence.
3. If necessary, students may make an initial payment of one-third of the cost of board and room

at registration time. The second third is payable before the sixth week of classes, and the balance before the tenth week.

4. Because of the uncertainty in prices and the rapid change in living costs, the University reserves the right to change the prices for board and room.

Requests for Refund of Room Deposit

Students returning to Willamette University who plan to live in the University dormitories and fraternity houses **may not** request return of room deposit refunds.

Students in the following classifications may request return of room deposit:

1. Students leaving the University.
2. Students moving from the University dormitories to a sorority house.

The following procedure should be followed:

1. Secure Refund of Room Deposit Card from the Dean's Office.
2. Fill card out completely and sign it.

RULES FOR RUSHING, PLEDGING AND INITIATION

Rules governing fraternity rushing are published each year by the Inter-fraternity Council and the Panhellenic Council. A rushing period for women is scheduled at the beginning of each semester, which does not interfere with classes. Women who are regularly enrolled in the University and are not on probation are eligible to rush and pledge. One period of formal rush is set for men at the beginning of the fall semester but rush is permissible any time after two weeks following the rush period. Enrollment is necessary prior to pledging. At the time of initiation, a student may not be on probation and must have been a resident and carrying a full load for at least one semester as well as when initiated.

A list of students to be initiated must be submitted to the Dean of Students or Dean of Women one week before the initiation and written approval and permission must have been received

Permission to initiate cannot be given during the first two weeks of the second semester.

SCHOLARSHIP RULES

For the purpose of determining scholarship, a list of active, inactive and dropped men will be turned in to the Dean by each fraternity on Friday of the fourth week of each semester. Subsequent drops or inactive men will count towards scholarship. Inactive men must declare their active intentions before this date or remain inactive for the semester.

MEN

Housing

Willamette's four fraternities, Beta Theta Pi, Phi Delta Theta, Sigma Alpha Epsilon, and Sigma Chi, as well as the men's dormitory, are located in Baxter Hall.

House Rules and Regulations for Men

1. Baxter Hall Quadrangle
 - a. The use of liquor is prohibited. Liquor is not to be brought into the men's residence hall.
 - b. Coats and ties will be worn during the Sunday noon dinner, Wednesday evening dinner and during all other evening meals where special guests have been invited.
 - c. The following quiet and study hours are to be observed: Mornings, 8:00 a.m. to 11:00 a.m.; afternoons, 1:00 p.m. to 4:00 p.m. Evenings: Sunday, Monday, Tuesday, Thursday, 7:30 p.m. to 10:00 p.m.; Wednesday, 8:30 p.m. to 10:00 p.m. Friday and Saturday, no quiet hour enforced. Absolute quiet begins every night at 10:30 p.m. for the rest of the evening.
 - d. There are two entrances to Baxter Hall in the front of the building and front and side doors to each Fraternity living unit which are to be used as the only exits and entrances. Students are not to climb out of windows, on to the roof, or use the fire escapes.
 - e. The long-standing policy of Willamette University is that there be no smoking on the

campus. A man is permitted, however, to smoke in his own room, provided it is not objectionable to his roommate, also in the game rooms or recreation rooms of the respective units, and in the lounges of Baxter Hall and each of the fraternity units. There will be no smoking in the dining rooms of any of the men's units.

- f. Women shall be entertained only when the Head Resident or substitute acceptable to the Office of the Dean of Students is present. Women will be allowed only on first floor public rooms and in downstairs recreation rooms. The hours during which young women may be entertained in the men's residence hall quadrangle, including Baxter Hall and fraternities, are set as follows: Wednesday, 5:30 to 8:30 p.m.; Friday, 4:00 to 5:30 p.m. and 7:00 to 12:00 p.m.; Saturday, 7:00 to 12:00 p.m.; Sunday, 1:00 to 4:00 p.m.

The above hours are in effect except when a home varsity intercollegiate contest is scheduled and then the houses are only open after the games until the hours indicated unless special permission is secured from the Dean of Women.

2. Regulations for men living off-campus:

- a. All men living off-campus in private homes or other establishments as paying guests during the year must agree to abide by the University rules, and under no circumstances are men to use alcoholic beverages or entertain women in their rooms.

WOMEN

The following rules have been adopted by the Willamette women and have been approved by the Administration. These are general rules governing all registered Willamette women, with some exceptions for those residing with their parents. Any further rules, which do not conflict with the following, are made by the women in their respective organizations. Every woman is advised to be familiar with these rules.

Dormitories

Willamette's two dormitories are Lausanne Hall and Doney Hall. To further a spirit of democracy and friendship, all Freshmen and transfer women students on the campus are required to live in one of the dormitories during their first year in attendance at Willamette University.

Sororities

Campus Panhellenic is the coordinating body for Willamette's four national sororities: Alpha Chi Omega, Chi Omega, Delta Gamma, and Pi Beta Phi. After their first year, affiliated women may live in the house of their choice.

RULES AND REGULATIONS FOR WOMEN IN DORMITORIES AND SORORITY HOUSES

1. Women must be in their places of residence by the hours listed below: Monday through Thursday, 10:00 p.m.; Friday and Saturday, 12:30 p.m.; Sunday, 10:30 p.m.
 - a. Late permissions to stay out after these hours may be granted by the resident house mother except on Friday, Saturday, and Sunday nights. No late permissions will be granted on the house mother's night free.
 - b. Freshmen women may have only one mid-week night date per week. Freshmen women may take a Late Permission on that designated night. On Friday, Saturday and Sunday, Freshmen women share the privileges granted upperclass women.
 - c. A uniform sign-out sheet (white) must be established in each house for those women who are absent from the house after 7:30 p.m., and another sign-out sheet (green) for those taking an overnight or weekend, or leaving for vacations.
 - d. Each student is required to sign HERSELF out. She must give her exact destination so that she may be reached in case of an emergency. When the student comes in, she must sign herself in—at the proper time.
 - e. Each student must sign-out and sign-in, and

may NOT use ditto marks. There should be no erasing on the sign-out sheets.

- f. In an emergency only, a girl may notify the house by telephone that she has not signed out. She must call before 7:30 p.m. and must speak to the house mother, who will sign her out and initial the sign-out sheet on the far left side next to the girl's name. She must sign herself in upon returning.
- g. All women having Late Permission must put **yes** and time of returning in the column headed L. P. in the daily sign-out book.
- h. Women having made arrangements and being granted permission from the house mother to stay in other living organizations overnight must sign out in the Leaving Town Book when they return to their place of residence.
- i. No woman student may spend Sunday, Monday, Tuesday, Wednesday, or Thursday nights out of her own place of residence. A woman student wishing to spend the night out of her place of residence on Friday and Saturday nights may get permission from her house mother, providing she has received an invitation from the hostess of the home, dormitory, or sorority to which she is invited. The invitation may be secured by letter or by phone. In either case, the house mother must either have a written note or talk personally to the parent or the hostess of the place to which the girl is planning to go. Plans should be made at least twenty-four (24) hours in advance, except in an emergency.
- j. Women students are not to leave their places of residence before 7 a.m., unless previous arrangements have been made with the resident house mother for special occasions.

2 Late Permission Plan for Dormitories, Sororities, and Women Off-Campus:

Seniors	3½ hours per month
Juniors	2½ hours per month
Sophomores	2 hours per month
Freshmen	1½ hours per month

LATE PERMISSION MAY NOT EXCEED 11:30 P.M. ON ANY ONE NIGHT.

- a. Late permissions will be used for social, educational or cultural reasons. It should be clearly understood that late permissions must be used for college functions, such as concerts, plays, classes, as well as for social reasons (dates). Freshmen women may take "**Late Pers.**" for the above affairs on the nights which they occur.
- b. All women students not on academic probation are entitled to four (4) 1:00 o'clock a.m. late permissions each semester. These permissions are to be used on Friday OR Saturday nights only for those dances scheduled through the Activities Board and designated as 1:00 o'clock dance nights. Women students in good academic standing not attending dances on those designated 1:00 o'clock nights may have the privilege of using the four (4) 1:00 o'clocks for other social functions on those dance nights only.

3. Lights

- a. All lights in **freshman rooms** shall be turned out at 11:00 p.m. Sophomores and upperclass women may have 12:00 o'clock light permissions providing **they remain quiet.**
- b. Students needing to sit up late for study may secure permission from the house mother, who then notifies the proctors. For Freshmen one such permission per week may be granted, and two per week for all others. Two special late permissions a month may be granted for additional study only when necessary.

4. Quiet Hours

- a. Although students are always expected to be reasonably quiet, all women's living organizations must prepare a schedule of **quiet** hours and rules concerning them. This schedule should be in the Dean of Women's office by the third week of the first semester of each school year, for her acceptance and final approval.
- b. This schedule should include rules about the playing of pianos and radios, the reception of telephone calls, the reception of visitors, and where quiet hours may be spent.

5. Reception Hours

Male visitors may be entertained during the following hours through Monday and Thursday, 4:00 p.m. to 7:30 p.m., 9:30 p.m. to 10:00 p.m.; Friday, 4:00 p.m. to 12:30 a.m.; Saturday, 9:30 a.m. to 12:30 a.m.; Sunday, 10:00 a.m. to 10:30 p.m.

- a. On mid-week date nights, the lounges of the residence halls will be open to resident women and their guests.
- b. In case of emergency and with full knowledge and approval of the house mother, a student may see a male guest at an hour other than those appointed for regular reception.
- c. Parents and relatives may visit at any reasonable hour.

6. Out of Town Card

A. Permission to leave town for a day or weekend:

1. Out of Town Cards must be secured from the house mother and filled out before leaving town; Freshmen must purchase and fill out post card before leaving.
2. When traveling by public vehicle no special permission is necessary from a girl's parents.
3. When traveling by private car, permission must be secured from a parent in writing. (Parent's Permission Blank.)
4. Any girls wishing to attend out-of-town functions other than those sponsored by Willamette University and traveling by private car must have the following information on file with the director or house mother of her residence:
 - a. Permission from parents (Parent Permission Blank).
 - b. Name of the driver of the car.
 - c. The time and place of the event.
 - d. Invitation from the hostess.

B. Permission to stay over night any place other than home.

1. No separate note from a girl's parents is necessary each time the girl leaves town as long

as the parent has approved the responsibility slip (Parent Permission Blank), except in such cases as is deemed necessary by the house-mother or Dean of Women.

7. Guests

- A. Since no room is available for housing guests over night on study nights, Monday through Thursday, other arrangements should be made to house a guest.
- B. In case of a close relative, special permission may be obtained from the house mother or Dean of Women.

8. Miscellaneous

- A. Absolutely NO smoking is allowed in the residence halls.
- B. Freshmen women may not have private cars at Willamette University. This includes Salem women who may be living in the dormitory.
- C. Eating places within a five-mile radius of Salem are considered in town and no slip is required.
- D. Women at Willamette University are permitted to wear jeans or pedal pushers on campus ONLY on Saturday mornings. It is not permissible to wear jeans, pedal pushers, or shorts under a coat with the idea of getting around this rule. Jeans may be worn on the bus while traveling on choir or band trips, picnics, and in the cafeteria for luncheon on Saturday.
- E. Shorts may be worn for Physical Education activities on campus. No woman registered at Willamette is permitted to wear shorts on the streets of Salem. (This includes jeans, pedal pushers, etc.)
- F. Women students may not appear on campus with their hair done up in bobby pins.
- G. Only by these conditions may women students be in men's living organizations: Women shall be entertained only when the Head Resident or substitute acceptable to the Office of the Dean of Women is present. Women will be allowed only in first floor public rooms and downstairs recreation rooms. The hours during which young women may

be entertained in the men's residence halls are the hours listed: Wednesday, 5:30 to 8:30 p.m.; Friday, 4:00 to 5:30 p.m. and 7:00 to 12:00 p.m.; Saturday, 7:00 to 12:00 p.m.; Sunday, 1:00 to 4:00 p.m.

The above hours are in effect except when a home varsity intercollegiate contest is scheduled and then the houses are only open after the games until the hours indicated unless special permission is secured from the Dean of Women.

- H. Permission must be granted from the Dean of Women for pledge sneaks and serenades. Any other type of planned social function must be scheduled through the Activities Board. They must also be scheduled on the social calendar maintained in the Dean of Women's Office.
- I. Each month there must be a written report of the violations of the Women's rules sent to the judicial committee of A.W.S. This report should include the name of the offender, the day of the violation, along with the penalty inflicted or the reason for the acquittal. An exact copy should be sent to the Dean of Women.

Violations of these rules are to be handled by the Judicial Committee in the house. A report of the House Judicial Committee's action must be made to the Dean of Women's Office. Appeals may be made to, or the Judicial Committee may refer cases to, the Women's Judicial Committee of the Associated Women Students. Appeals of the house Judicial Committee rulings may be made to the Women's Judicial Committee without a double penalty if the appeal is lost. Major infractions are brought to the Dean of Women and to the chairman of the Associated Women Students Judiciary Committee immediately. Students may be referred to the Discipline Committee of the university for violation of university regulations.

THREE NEW BUILDINGS START LONG RANGE PLAN

Willamette University's trio of new buildings—auditorium-fine arts, health center, and women's residence hall—was completed September 1, 1955. The total building program, valued at \$1,175,000, represents the University's greatest single expansion in 113 years of history.

The auditorium-fine arts, located in the center of the new quadrangle, offers the most modern facilities in art, drama, speech, radio, band and choir classrooms. The auditorium, which exemplifies the latest construction of its kind in the Northwest, has a seating capacity of 1245.

The Carl Gregg Doney and Jennie Evans Doney hall for women, situated in the west section of the new quad, accommodates 77 coeds. Completion of the new hall provides adequate housing on campus for all independent and freshman women. The dormitory features 25 double, 18 single and three triple rooms.

The Charles P. and Fanny Bishop Memorial Health Center is on the eastern end of the quad. Maintaining complete facilities for 12 men and 10 women, the medical center features a terrace for warm-weather convalescents, overlooking the mill stream.

The three buildings are the first in a long-range plan which looks forward to the construction of a student union, worship chapel and classroom building.

SCHOOL SONGS

OLD HISTORIC TEMPLE (ALMA MATER)

There's an old Historic Temple
Rising grandly through the years
Where the oaken-hearted fathers
Drew their strength for strong careers.

Down the years its portals open,
Gather wise ones to its fold;
Breathes the spirit of the Westland,
Card'nal emblem 'bossed with gold.

Spirit of the Golden Westland
Breathing through our fathers tears;
Tells the story of the Temple,
Bids us hope adown the years.

Sing, oh sing, of old Willamette,
Sing while hearts are young and true;
Sea to sea the chorus swelling,
Dear old school, our W. U.

FIGHT! BEARCATS, FIGHT!

Fight, Bearcats fight,
A victory for W. U.
Cardinal and Gold, Victorious of old
Will give us a spirit ever true.
Fight! Fight! Fight!
Cardinal courage show
And Gold is our faith so true
We shout our war cry out to you—
Come on and fight, (Willamette)
Fight (Willamette) Fight!

I LOVE WILLAMETTE U.

I love Willamette U.
I love her campus too;
I love her Profs, so good and true,
I love her spirit real true blue.
I love the old mill stream,
I love to sit and dream;
I see it all in shadows cool,
I love our dear old school.

SCHOOL YELLS

BEARCAT LOCOMOTIVE

B-E-A-R-C-A-T-S,
B-E-A-R-C-A-T-S,
B-E-A-R-C-A-T-S,
Fight, Bearcats, Fight!

EXTERMINATE, ANNIHILATE

Exterminate, Annihilate,
Vanquish the Foe,
Bearcats, Bearcats,
CHARGE!

GO GET 'EM, BEARCATS

Go, Go
Get 'um, Get 'um
Bearcats.
Go, Go
Get 'um, Get 'um
Bearcats.
Go Get 'um!!!

HIT 'UM HIGH, HIT 'UM LOW

Hit 'um high,
Hit 'um low,
Come on, Bearcats,
Let's go!

GO, YOU BEARCATS

Go, you Bearcats
Fight, you Bearcats
Go, Bearcats, fight!

WILLAMETTE SPELL-OUT

W, I, Double L, A,
M, E, Double T, E,
Willamette,
Willamette,
Rrrrrrrrrrrah!

**General
Policies**



**Student
Government**

GENERAL POLICIES

AUTOMOBILES

On-campus parking of student cars is strictly forbidden. After the second offense, the car will be towed from the campus, and the student will be required to pay the towing charge in order to redeem his car.

DANCING

In compliance with a city ordinance of Salem, no dances may be scheduled by any University living organization or club on Sunday.

SMOKING

Smoking is allowed on campus only in the men's living quarters.

OUT OF BOUNDS

Students are not to visit places where hard liquor is served, nor is any student to use intoxicating liquors at any time while enrolled in the University.

GAMBLING

Gambling in any form is not permitted.

BULLETIN BOARDS

In order that the Eaton bulletin boards shall be neat in appearance, the student council has suggested that the following rules be observed:

1. All notices are to be brief, preferably posted on the 3x5 inch cards.
2. They are to be dated so as to indicate the date when they may be removed.
3. No advertisements are to be placed on the bulletin boards.
4. Signs and posters may not be placed on doors, walls, windows, woodwork, etc., of campus buildings. They may, however, be placed on regularly provided bulletin boards, trees, and wherever no damage is incurred.
5. Notices that conflict with these rules are subject to removal.

LIBRARY

Stack System

All books except those on reserve are kept on open shelves immediately available to all students. In addition to the Library's 43,000 accessioned volumes and 376 periodical subscriptions, students may borrow from the state library by making requests at the University library.

Reserve Books

- a. Reserve books are charged out for a two-hour period or for a 3-day period depending upon the request of the professor placing books on reserve.
- b. Two-hour reserve books may be checked out an hour before library closing time for overnight use and must be returned by 9 a.m. the next college day.

Magazines

- a. Current unbound magazines may be borrowed for one day use.
- b. Bound periodicals are to be used only in the library.

Reference Books

- a. Reference books are to be used only in the library.

Library Hours

8:00 a.m. - 9:45 p.m. Monday through Thursday.

8:00 a.m. - 5:00 p.m. Friday and Saturday.

Fines

- a. Two-week books, magazines, pamphlets, 5 cents first day, 2 cents every day thereafter.
- b. Three-day reserve books, 25 cents a day.
- c. State library books, 5 cents a day.
- d. Failure to check out reserve books for overnight use, 25 cents.
- e. Two-hour reserve books, 25 cents per hour.

Fines are computed for every day except Sunday and holidays. Two typewriters and an adding machine have been provided for student use in the library.

USE OF CAMPUS BUILDINGS

Gymnasium

1. There will be no dances in the gymnasium during the basketball season.
2. The use of the gym for any event, and preparation for that event, must be scheduled through the Office of the Director of Physical Education.
3. Arrangements regarding serving of refreshments and treatment of the floor must be made with the Director of Physical Education.
4. The sponsoring group will be responsible for the cost of repairing any actual damage and for the cost of any extra help needed to get the gym in condition for classes. If the sponsoring group does not clean up the gym, \$1 an hour may be charged for cleaning.

Waller Hall

Three rooms are available for use in Waller Hall for formal meetings.

1. Chapel (first floor). Seating capacity is 400. Scheduled through the Office of the Dean of Women.
2. Little theater (second floor). Seating capacity is 115. Scheduled through the Office of the Dean of Women after clearing with the department.
3. Little chapel (fourth floor). Seating capacity is 30. To be used only for devotional and religious meetings. Scheduled through the Office of the Dean of Women.

Dormitories

The use of any dorm facilities (Baxter, Lausanne, etc.) shall be scheduled through the Dean of Women, the house mother of the organization, and the house president.

Music Hall

Recital Hall (first floor). Seating capacity is 100. Scheduled through the Office of the Dean of the College of Music.

Chresto Cottage

Open each school day from 8 a.m. to 6 p.m., closed Sundays. Arrangements may be made to use the building for evening meetings. Scheduled through the Office of the Dean of Women.

CONVOCATION

Convocation is scheduled for 10 a.m. each Tuesday and Thursday. Tuesday convocation is held in the gymnasium and includes artists, speakers, and entertainment programs. Thursday convocation, known as worship chapel, is held in the First Methodist Church. Clergymen of various denominations are guest speakers.

Attendance is taken at both Tuesday and Thursday chapels. Six unexcused absences are allowed each semester, and a student may be placed on probation for the remainder of the semester if he accumulates more than six unexcused absences.

Excuses for absence from chapel are obtained by following the same procedure as for excuses from classes. Permanent chapel excuses for work or other reasons may be obtained from the Dean of Students or Dean of Women.

FRESHMAN RULES

Rook Caps

Rook Caps, sold at the beginning of the Academic year by the Lettermen's club, shall be purchased and worn by Freshmen at all times.

Kangaroo Kourt

A Freshman violating any of the campus rules laid down by the Letterman's Club shall be brought before the Kangaroo Kourt and punished.

Cords

Under no circumstances are Freshmen allowed to wear cords.

STUDENT GOVERNMENT

STUDENT BODY

A. S. W. U.

The student body of Willamette is organized by an association known as the Associated Students of Willamette University.

Student Council

The governing body of ASWU is the student council. The council has many duties such as enforcing rules, making appointments, and acting as a voice of student sentiment. Membership in the council is made up of the following:

a. STUDENT MEMBERS WITH VOTE:

ASWU officers, a representative from each living organization, two representatives from the unaffiliated town students (one man and one woman chosen at a meeting of said group), and one representative from the Law School.

b. STUDENT MEMBERS WITHOUT VOTE:

The Editor of the Collegian.

c. FACULTY MEMBERS WITHOUT VOTE:

A member of the faculty selected by the council for a term of one year, and the General Manager of the student body.

Any student may sit in on a council meeting and present an issue for discussion if he desires.

Class Organizations

Each class is responsible for the election of its own officers. Freshmen officers for the second semester shall be in charge of Freshman Glee. Officers are nominated from the floor in class meetings.

Student Body Office

Willamette's student body office, located in the basement of Waller Hall, centers the activities for the entire student body. The office girls are students and among their duties are mimeographing, ticket sales, and correspondence. The office also serves as lost and found headquarters and maintains a calendar of all social events on the large ASWU bulletin board located just east of the office door. Office hours are from 9:00 a.m.

to 4:00 p.m. on week days except during chapels and convocations.

Student Body Cards

Payment of Student Body dues each semester entitles the student to the following:

Voting privileges in all ASWU elections.

Admission to class social functions.

The weekly edition of the Collegian.

Admission to all athletic events.

Upon presentation of both cards, and payment of an established fee, the student is entitled to the year book.

A.S.W.U. CONSTITUTION

Revised 1955

PREAMBLE

We, the students of Willamette University, in order to provide an organization for the control of all matters of general student concern, do hereby ordain and establish the following constitution.

ARTICLE I. — ORGANIZATION

Sec. 1. Name. The name of this organization shall be the Associated Students of Willamette University.

Sec. 2. Membership. All registered students of Willamette University shall be members of the Association upon payment of the student body fee.

ARTICLE II. — OFFICERS

Sec. 1. The officers of the Association shall consist of the president, the first vice-president, the second vice-president, the secretary, the treasurer, and the member-at-large, all of whom shall be chosen from the two upper classes of the following year and shall be elected for a term of one year.

Sec. 2. The president shall preside at all meetings of the Association, shall be chairman of the Student Council, and shall perform the usual duties pertaining to this office.

Sec. 3. The first vice-president shall assume the duties of the president in the absence of that officer and shall act as chairman of the Activities Board.

Sec. 4. The second vice-president shall be in charge of ASWU elections.

Sec. 5. The secretary shall keep a record of all meetings of the Association and of the Student Council and shall perform the usual duties pertaining to this office.

Sec. 6. The treasurer shall act as chairman of the Finance Board and shall also serve on the Homecoming, Freshman Glee, and May Weekend committees as a financial advisor. The ASWU treasurer will also be custodian of student body properties.

Sec. 7. The member-at-large shall act as the chairman of the Constitutional Revision Committee.

ARTICLE III. — MEETINGS

Sec. 1. Meetings of the Association shall be held upon the call of the president on his own initiative, upon the request of the Student Council, or upon petition of fifty members of the Association in which they state the object of the desired meeting.

Sec. 2. Twenty-four hours notice shall be given for all meetings.

Sec. 3. Fifty-one per cent of the members of the Association shall constitute a quorum.

ARTICLE IV. — ELECTIONS

Sec. 1. Except for the rally squad, elections shall be held at least one month before the close of the second semester, the date to be set by the Student Council. The Rally Squad shall be elected in February. All candidates for the elective offices of the Association shall be nominated by petitions of 25 members of the student body. The petitions must be presented to the Student Council at least one week before election; whenever possible at least two candidates for each office shall be named.

Sec. 2. The Australian ballot system shall be used for all elections.

Sec. 3. All members of the Association whose names appear on the official poll books shall be entitled to vote.

Sec. 4. The voting hours shall be set by the Student Council and published at least one week before election day.

Sec. 5. All officers except the member-at-large shall be elected by a majority vote and in case no candidate receives a majority the Student Council shall call a new election within one week; at this election only the names of the two candidates receiving the highest number of votes shall appear on the ballot.

Sec. 6. The runner-up for the position of student body president shall automatically be elected member-at-large.

Sec. 7. Membership of the Rally Squad shall

consist of four women serving as a song team, and three men as a yell squad, to be selected in February of each year, serving for the next school year. The student body will vote on the candidates as individuals, voting for as many candidates as there are positions to be filled. The four women and three men receiving the highest number of votes will comprise the rally squad. The two women and two men receiving the highest number of votes will then be voted upon at a new election. The woman and man winning a majority shall become song queen and yell king.

ARTICLE V. — VACANCIES

Sec. 1. All vacancies which may occur in the elective offices shall be filled by popular ballot at a special election.

ARTICLE VI. — FUNDS

Sec. 1. Funds of the Association shall be derived from money received in the form of dues paid upon registration in Willamette University and from such other receipts as may result from the activity program of the Association.

a. Student body dues are ten dollars per person per semester.

b. No special assessments shall be made to augment funds already allotted in the Constitution, except through the reserve funds unless express permission is granted by the Student Council.

Sec. 2. Funds of the Association shall be administered by the Finance Board as outlined in the By-Laws.

Sec. 3. The listing of budgetary allocations is as follows:

Publications	35 per cent
Office Fund	7 per cent
Willamette University	3 per cent
Social	3 per cent
Tuesday Convocation Fund	2 per cent
Drama	6 per cent
Forensics	6 per cent
Music	11 per cent
May Weekend	3 per cent
Student Union	8 per cent
Capital Outlay	5 per cent
Homecoming	3 per cent

Awards	1 per cent
Reserve	3 per cent
Classes	4 per cent
	<u>100 per cent</u>

The dues paid by members of the Associated Law Students to the ASWU shall be allocated as follows:

Publications	35 per cent
Office Fund	1 per cent
Willamette University	3 per cent
Drama	3 per cent
Forensics	3 per cent
Student Union	4 per cent
Capital Outlay	1 per cent
Law	50 per cent
	<u>100 per cent</u>

Sec. 4. There will be the following qualifications to the ASWU fund allotments:

a. At least one per cent of the ASWU income shall be provided for the darkroom, the sum to be taken out of the publications' allotment.

b. The Freshman Glee fund shall be provided from out of the class fund. Each class shall give at least one-fourth of its allotment to the Freshman Glee fund.

c. The College of Music shall reserve at least one per cent (of total ASWU budget) for a sinking fund to buy permanent equipment.

d. If at the end of any school year the surplus in the capital outlay fund is greater than the sum of the appropriations of the two years immediately preceding, the excess over said appropriations shall be transferred to the student union fund.

ARTICLE VII. — PUBLICATIONS

Sec. 1. The official publications of the Association shall be the Collegian, the Wallulah, the Student Handbook, the Fussers' Guide, and other such publications as may be approved by the Student Council as recommended by the Publications Board.

Sec. 2. The policies of the official publications of the Association shall be administered by the Publications Board as provided for in the By-Laws.

ARTICLE VIII. — STUDENT COUNCIL REPRESENTATION

Sec. 1. The Student Council shall consist of the following:

1. Student members with vote:
ASWU officers, a representative from each living organization, two representatives from the unaffiliated town students (one man and one woman chosen at a meeting of said group), and one representative from the Law School.
2. Student members without vote:
Editor of the Collegian, chairmen of student delegations to joint student-faculty committees, and those managers of special activities which shall be asked to attend at the discretion of the Student Body President.
3. Faculty members without vote:
A member of the faculty selected by the council for a term of one year, and the general manager of the student body.

Sec. 2. The General Manager shall be appointed by the Student Council upon the recommendation of the student body president and the president of the University.

Sec. 3. The Council shall enforce the Constitution, shall have charge of elections, shall be responsible for adherence to the traditions, shall make appointments for ASWU activities, committees and boards as provided for in the Constitution and By-Laws; and shall be responsible for the general interests of the Association. The Council shall be the chartering agency for all student activities with the exception of those under Panhellenic or Inter-Fraternity control.

Sec. 4. Emergency powers may be granted to the Council by a three-fourths vote of the Association. When such emergency powers are granted, the Council may act on all matters without strict adherence to the Constitution. Such powers shall be granted only for one year at a time and only when school or national emergencies make such action practicable.

ARTICLE IX. — PETITIONS

Sec. 1. Any individual or group of individuals may petition the Student Council on any matter of student interest. The Student Council shall

consider all petitions and recommend decisions to the proper administrative official, committee or board.

ARTICLE X. — REPEAL OR AMENDMENT OF LEGISLATION

Sec. 1. Any act of any officer, committee, or board existing under this Constitution may be repealed or amended by two-thirds of all votes cast, providing a constitutional quorum casts ballots, in the election.

Sec. 2. Such an election may be called by the Student Council or by petition of 100 members of the Association.

ARTICLE XI. — AMENDMENT TO CONSTITUTION

Sec. 1. Amendment to this Constitution shall be proposed by the Constitutional Revision Committee at a meeting of the Association, shall then be posted for one week, and must appear in the Collegian. At a subsequent election they may be passed by two-thirds of all votes cast, provided a constitutional quorum cast ballots in the election.

ARTICLE XII. — BY-LAWS

Sec. 1. By-Laws governing the conduct of Association affairs may be passed by the Council after study and report by the Constitutional Revisions Committee. The Student Council shall vote on the proposed revisions at each of two meetings at least one week apart. The proposed By-Law revision shall be published in the Collegian prior to preliminary and final passage by the Council.

BY-LAWS

ARTICLE I. — AWARDS COMMITTEE

Sec. 1. Membership of the Awards Committee shall consist of the president, who shall act as chairman, the faculty member of the Student Council, the general manager, the student managers from the various activities and three other members who are not seniors to be appointed by the president of the student body.

Sec. 2. The Committee shall award ten keys and twenty-five certificates to senior members of the student body who have performed exceptionally meritorious work. A special award shall be given to the president and he shall be exempt from consideration for other awards.

Sec. 3. Awards shall be presented only on award days designated by the Awards Committee.

Sec. 4. Funds for the awards among the various activities shall be derived from their respective allocations.

Sec. 5. Any unused portion of the awards funds at the end of any year shall be transferred into the Student Union Fund.

ARTICLE II. — MAY WEEKEND COMMITTEE

Sec. 1. Membership of the May Weekend Committee shall consist of a manager appointed by the Student Council, the student body treasurer, and three assistants appointed by the president.

Sec. 2. The May Queen and her Court shall be elected from the women of the Senior class by a regular election of the Association.

ARTICLE III. — FRESHMAN GLEE

Sec. 1. Membership of the Freshman Glee Committee shall consist of a manager elected by the Freshman class, the student body treasurer, and three upper-classmen appointed by the president.

Sec. 2. The Committee shall lay down the rules of the Glee and shall appoint the judges.

ARTICLE IV. — HOMECOMING COMMITTEE

Sec. 1. Membership of the Homecoming Committee shall consist of a manager appointed by

the Student Council, the student body treasurer, and three assistants appointed by the president.

Sec. 2. The Committee shall promote the Homecoming Sign Contest and other traditions associated with Homecoming.

ARTICLE V. — CONSTITUTIONAL REVISION COMMITTEE

Sec. 1. Membership of the Constitutional Revision Committee shall consist of the president, the member-at-large, who shall act as chairman, and three other members appointed by the president.

Sec. 2. The Committee shall propose revisions to the Constitution, and study proposed changes in the By-Laws before action on either by the Council.

Sec. 3. The Committee shall pass on questions of interpretations of the Constitution, and shall handle such other disciplinary matters or problems that may be referred by the Student Council.

ARTICLE VI. — FINANCE BOARD

Sec. 1. The membership of the Finance Board shall consist of the treasurer of the student body who shall act as chairman, the first vice-president, the publications manager, the drama manager, the member-at-large, the Convocations manager, a Law School representative, and the general manager or the assistant manager to serve as an advisory member without vote.

Sec. 2. Meeting of the Finance Board shall be once a month.

Sec. 3. The Finance Board shall have the power to review and revise the expenditure programs of all ASWU supported activities. Said Board shall be charged with the responsibility of controlling funds so that all expenditures are charged to the proper activity fund and that Constitutional allotments are not exceeded. Appeals from the decisions of the Finance Board may be made to the Student Council.

Sec. 4. It shall be the duty of the manager of each of the following named activities to submit budgets to the Finance Board: Publications, Social, Tuesday Convocation, Forensics, Drama, Music, Homecoming, May Weekend, Freshman Glee and Office. The individual budgets of activi-

ties must be submitted to the Finance Board within 30 days after the school year begins or 30 days prior to the expenditure of any money from that fund. The budgets must contain the beginning balance, estimated receipts, estimated expenditures by major purpose, and the estimated balance at the end of the school year. In addition a five-year capital outlay budget must be submitted which shows proposed expenditures for permanent equipment and fixtures for that period.

Sec. 5. It shall be the duty of the Finance Board to provide for monthly statements showing exact expenditures for the previous month and current activity fund balances.

Sec. 6. Unused funds for one school year shall be left to the credit of the activity fund for which they were allowed and such deficits as are approved by the Finance Board shall be deducted from the Reserve fund; if not approved, such deficits may be deducted from the same activity's allotment for the following year.

ARTICLE VII. — PUBLICATIONS BOARD

Sec. 1. Membership of the Publications Board shall consist of the student body president, the publications manager, who shall act as chairman, the editors of the Collegian and the Wallulah, two members of the Association selected by the Student Council from other than its own membership, two faculty members selected by the Student Council for one-year terms, and the general manager who shall vote only in case of tie.

Sec. 2. The Board shall meet as it deems necessary or upon call of the chairman.

Sec. 3. The Publications Board shall maintain monthly reports of progress in organization, shall be responsible for the training of personnel, shall appoint editors of the Collegian and Wallulah, the publications manager, and any other editors of ASWU publications by review of applications rendered and shall set all salaries for members of the business and editorial staffs subject to the approval of the Finance Board and the Student Council.

ARTICLE VIII. — ATHLETIC BOARD

Sec. 1. Membership of the Athletic Board shall

consist of the student body president as chairman pro tem, the president of Willamette University, the Director of Athletics, the general manager, the faculty athletic representative, two members of the board of trustees elected by that board, and two members of the Association appointed by the Student Council from other than their own membership.

Sec. 2. Regular meetings of the Board shall be held during the first week of each month except when there are no matters to come before this Board.

ARTICLE IX. — ACTIVITIES BOARD

Sec. 1. Membership of the Activities Board shall consist of the first vice-president, who shall act as chairman, the Dean of Women and the Dean of Students, the social chairmen from the living organizations, one representative from AWS, one faculty representative from the Athletic Department, one faculty representative from the College of Music, the convocation manager, the president of the Inter-Faith Council, the Service-Honorary Co-ordinator, the Peripheral Activities Co-ordinator. The Service-Honorary Co-ordinator shall be elected by the president of all the service groups and honoraries from among their number during the spring of the preceding year. It will be the responsibility of this officer to keep in touch with all of the honoraries and see that their schedules are put on the activity calendar by the Activities Board. The Peripheral Activities Co-ordinator shall be appointed by the first vice-president from among the cultural and/or special interest groups. The Activities Board shall be empowered to compel all ASWU activities to schedule their events on the Activity Calendar before such events can be held.

Sec. 2. At a meeting held the first of each school year, each activity will submit a tentative schedule of activities. At the beginning of each month, definite activity plans must be submitted along with the time and place of meeting.

Sec. 3. The Activities Board shall review the charters of all campus organizations under its control as early in the school year as feasible under proceedings provided in the By-Laws and such other rules as the Board deems necessary.

Sec. 4. Appeals from decisions of the Board shall go to the Student Council.

ARTICLE X. — RALLY SQUAD

Sec. 1. Membership of the rally commission shall consist of the first vice-president of the student body, who shall act as chairman, the song queen, the yell king, the general manager, the director of athletics, the band director, a representative from the Alumni and Information Office, and the immediate past year's song queen and yell king. If either or both the immediate past song queen and yell king cannot serve, the student body president shall fill each vacancy from the rally squad of the past year.

Sec. 2. The purpose of the rally commission shall be to organize all phases of school spirit and interest in connection with athletic contests held throughout the year. The rally commission shall devote particular attention to co-ordination of the functions of the rally squad, the band, the Athletic Department, and any organizations concerned with school spirit. It shall also co-ordinate and develop publicity and promotion of the school's athletic events. The rally commission shall hold preliminary try-outs at which time candidates for the rally squad will appear individually. It shall choose not more than twelve women and nine men to appear on the election ballot. The commission will decide the size and composition of the groups appearing before the student body for demonstration of ability. It shall appoint other members to the rally squad subject to provisions of the Constitution.

Sec. 3. The duties of the rally squad shall be to provide leadership for the student body at athletic contests and related activities. The primary duties of the yell squad shall be to lead yells and the song queens to lead songs.

ARTICLE XI. — PROCEDURE FOR CHARTERING ASWU ORGANIZATIONS

Sec. 1. All petitions for charters shall be forwarded to the Student Activities Board and then to the Student Council, and shall require approval of both groups before issuance of a charter as evidenced by approval in the official minutes of the Council.

Sec. 2. All groups chartered shall show evidence that they are living up to their constitution or declaration of purpose.

Sec. 3. The Activity Board shall review the charters of all campus organizations under its control as early in the school year as feasible under proceedings provided in the By-Laws.

Sec. 4. All groups chartered shall handle their financial affairs as provided by the Activities Board as stated in the rules governing social activities.

Sec. 5. Temporary groups and newly formed unchartered groups shall be required to present a statement of purpose to the Activities Board and the length of time they can exist as temporary groups shall be decided when they submit this statement.

ARTICLE XII. — CONVOCATION COMMITTEE

Sec. 1. The Convocation Committee shall consist of a chairman, appointed by the Council in the spring to serve for the ensuing year, its members appointed by the incoming chairman and the Dean of Students as advisor.

Sec. 2. The Convocation Committee shall be responsible for the programs at Tuesday Convocations and shall be empowered to make such rules and regulations governing Convocation as it sees fit.

ARTICLE XIII. — RULES OF ORDER

Sec. 1. Roberts Rules of Order shall govern Council and Association meetings except as otherwise provided by the Constitution or By-Laws.

**Social Events
and
Meetings**

SOCIAL EVENTS AND MEETINGS

GROUP MEETINGS

Group meetings at Willamette can be classified into three groups: noon, afternoon, and after dinner. There are no time limits on the first two categories, but a ruling by the Activities Board has set 8:30 as the closing time for all week-day meetings.

Suggested meeting places for noon and afternoon meetings are Chresto Cottage; Lausanne rumpus room, seminar room and newspaper room in the library; physical science lecture room in Collins; and classrooms in Eaton, Waller, and the Fine Arts Building; or the Little Chapel in Waller. Evening meetings can be held in one of the living organizations, Chresto Cottage, or the library. The Dean of Women should be consulted for permission to use these meeting places with the exception of the library and living organizations. See the librarian to use library facilities and the presidents of the living organizations to meet in their quarters. In addition, meetings involving women in men's living organizations at times other than visiting hours must be cleared through the Dean of Women.

To Schedule an Event or Meeting—

1. Decide on the time and place.
2. See your coordinator on the Activities Board or the first vice-president of ASWU.
3. For events and meetings requiring the approval of others in addition to the first vice-president, a card must be filled out, signed by the necessary personnel, and returned to the card file in the ASWU office.

Time

The following are the usual times for functions at Willamette:

1. House dances—from 8:30 or 9:00 to 11:30 or 12:00.
2. Dinner dances—from 7:00 or 7:30 to 11:30.
3. After school dances—from 9:00 to 12:00.
4. After game dances—"when they arrive" to 11:00 or 11:30.

5. Firesides — 5:30 to 8:30 on Wednesday evenings. (No social functions except firesides can be scheduled on weekdays.)

Place

Suggested locations for functions:

1. YWCA, 768 State St.3-9167
2. Izaak Walton Hall, 500 S. Cottage.....2-9382
3. Crystal Gardens, Ferry and Liberty
4. Willamette GymAthletic Director
5. Lausanne Hall..Lausanne Pres. or Housemother
6. Doney Hall.....Doney Pres. or Housemother
7. Baxter Hall.....Baxter Pres.
8. Music Recital Hall.....Dean of Music
9. Chresto CottageDean of Women
10. Eaton HallDean of Women
11. Waller HallDean of Women
12. Fine Arts BuildingDean of Women
13. The U.S. Army Armory may be scheduled by the campus AFROTC.

The Director of Dormitories must be notified about any meeting involving a meal held in one of the dormitories.

Invitations

It is customary to invite the President of the University and his wife, Dean of Men, Dean of Women, Deans of the Colleges of Liberal Arts, Music, and Law, and the Financial Vice-President. The invitations should be written and should be sent ten days or two weeks in advance. These people are guests and not chaperones. House policy should be consulted in regard to inviting alumni. Guests should be offered transportation and baby sitting services.

Sponsors

The university requires that there must be at least two faculty members and wives as sponsors for every twenty-five students. They are to be chosen from the list in the Dean of Women's office. Each social chairman should have a copy of this list.

Sponsors should receive their invitations ten days to two weeks in advance. Choices should be registered with the Dean of Women at least three days before the function. She will supply cards

to be filled out by each sponsor with his comments on the event.

Organizations are expected to provide transportation for the sponsors to and from the affair. Arrangements should be made to provide and pay for baby sitters for faculty members with children.

Sponsors are invited as guests, as well as for chaperoning duties. Everybody should be urged to speak to the sponsors and to make them feel at home. Provisions for sufficient comfortable chairs and refreshment service should be made. Guests' coats should be taken at the door and someone should be on hand to welcome them and to bid them farewell. Courtesy to chaperones and guests is essential for a successful event.

Dress

What to wear should be designated on the invitation. Here are the common definitions on Willamette's campus:

1. Campus cloths

Women—sweaters, blouses, skirts or casual dresses

Men—shirts or sweaters and slacks, suntans, or cords

2. Casual clothes

Women—flats and hose, and casual clothes

Men—slacks and sport shirt or sweater

3. Informal

Women—heels and hose, sports suits, or dresses

Men—suits

4. Semi-formal

Women—heels and hose, dressy dresses, or suits

Men—suits

5. Formal

Women—formals. (Note: covered shoulders are in order for teas, receptions and dinners.)

Men—dark suits, tuxedos, or dinner jackets.

Publicity

Publicity services are offered by the weekly calendar published by the publicity office; the Collegian with offices in the basement of Waller and a deadline of Tuesday noon; the bulletin board in the basement of Waller, and of course, the trees. Signs should be taken down immediately following the event.

The student body office staff types and mimeographs reports, papers, etc., for a small cost. Mimeograph paper and stencils are sold.

THE SOCIAL REPRESENTATION STRUCTURE OF WILLAMETTE UNIVERSITY

THE ORGANIZATION is called the A.S.W.U. Activities Board. This board has the power to regulate all student social functions and is answerable only to the student council. The main function is to approve and regulate activities to be placed on the social calendar.

ACTIVITIES BOARD

- 1st Vice-President of A.S.W.U. (Chairman).....
- Secretary of A.S.W.U.....
- Director of Phys. Ed.....
- Dean of Music School.....
- Dean of Women.....
- Dean of Men.....
- Convocation Manager.....
- Alpha Chi Omega.....
- Baxter Hall (men's dorm).....
- Beta Theta Pi.....
- Chi Omega.....
- Doney Hall (new women's dorm).....
- Delta Gamma.....
- Lausanne Hall (women's dorm).....
- Phi Delta Theta.....
- Pi Beta Phi.....
- Sigma Alpha Epsilon.....
- Sigma Chi.....
- Willamette Independent Town Students.....
- Associated Women Students.....
- Publications.....
- Service and Honorary Coordinator.....
- Inter-Faith Council Representative.....
- Peripheral Activities Coordinator.....

PERIPHERAL ACTIVITIES COORDINATOR

Future Teachers of America
Lettermen's Club
Law School
Mu Epsilon Delta
Panhellenic Council
Pep Cats
Pershing Rifles
P E Club
UNESCO
Willamette University Players
Y.M.C.A.
Young Republicans
Y.W.C.A.

SERVICE AND HONORARY COORDINATOR

Alpha Kappa Nu
Alpha Lambda Delta
Alpha Phi Omega
Arnold Air Society
Beta Alpha Gamma
Cap and Gown
Delta Theta Phi, Phi Delta Phi, Order of the
Purple
Theta Alpha Phi
Mu Phi Epsilon
Omicron Delta Kappa
Pi Gamma Mu
Sigma Alpha Chi
Tau Kappa Alpha
Phi Eta Sigma
Phi Sigma Iota
Psi Chi

INTER-FAITH COUNCIL REPRESENTATIVE

Campus Religious Groups

Baptist Youth Fellowship
Canterbury Club (Episcopal)
Inter-Varsity Christian Fellowship (inter-
denominational)
Lutheran Students Association
Newman Club (Catholic)
Wesley Fellowship (Methodist)
Westminster Fellowship (Presbyterian)

HERE IS A LIST OF EQUIPMENT THAT IS AVAILABLE:

Article	Place Kept	See
1. Drapes for gym.....	Gym basement.....	Dir. of Athletics
2. Steel Tubes for drapes.....	Baxter Hall.....	A.S.W.U. Treasurer
3. Risers for choir.....	Music Hall.....	Dean of Music
4. Tape recorder.....	Forensics office.....	Speech Prof.
5. Magnecorder.....	Drama office.....	Drama Prof.
6. Microphones and appliances.....	Drama office.....	Drama Prof.
7. P.A. system.....	Waller attic.....	A.S.W.U. Treasurer
8. Mimeograph.....	Student body office.....	Office girls
9. Chairs.....	Infirmiry basement.....	Fin. Vice-Pres.
10. Odd tables.....	Infirmiry basement.....	Fin. Vice-Pres.
11. Typewriters.....	Student body office.....	Office girls
12. Gym risers.....	Behind gym.....	Fin. Vice-Pres.
13. Records.....	Student body office.....	Office girls
14. Record player.....	Student body office.....	Office girls
15. Lights.....	Student body office.....	Office girls
16. Cash boxes.....	Student body office.....	Office girls
17. Large banners (permanent).....	Waller attic.....	A.S.W.U. Treasurer
18. Tools.....	Drama Department.....	Drama Prof.
19. Lost and found.....	Student body office.....	Office girls
20. False ceiling.....	Gym.....	Dir. of Athletics
21. Repairs.....	Back of gym.....	
22. Black drapes for Waller stage.....	Drama office.....	Drama Prof.
23. Punch bowls.....	Baxter kitchen.....	Dir. of Dormitories
24. Bulletin board.....	A.S.W.U. office.....	A.S.W.U. 1st Vice-Pres. or office girls

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