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Willamette University
STUDENT HANDBOOK



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HI . . .

As you embark on your career at Willamette there are a few simple rules and loads of useful information which you should know.

The Student Handbook will be your guide. it is designed to help you get well adjusted and oriented with many of Willamette's fine traditions.

I hope you will take time to read this guide while you are "new" at Willamette. Keep it, however, as long as you remain, as it may help answer many of your questions.

BING JOHNSON, *Editor*

OUR PRESIDENT . . .

At Willamette University you will often hear the term "The Willamette Family". As you become a part of the campus I am sure you will recognize that this expression has very real meaning. Willamette is a friendly campus where students, faculty, trustees and friends of the university work together in the best interests of providing a distinguished educational program for the students who seek the kind of education that Willamette has to offer. We welcome you as a part of the Willamette family and trust that you will feel very much at home on the campus that you have selected to provide your educational opportunities.

In any well regulated family there are traditions, ideals, and rules of conduct which act as guides to members of the family. The student Handbook is designed to set out the standards of conduct and procedure which will make our life together at Willamette constructive and which will be a guide to new students as they come to the university. I hope you will find this helpful in your adjustment to college life.

Sincerely,

G. HERBERT SMITH
President

PEOPLE YOU SHOULD MEET . . .

DR. ROBERT D. GREGG, Dean of the College of Liberal Arts, serves in an advisory capacity on admissions questions for incoming students. He can be found in his office on the first floor of Eaton Hall whenever students need counseling on educational programs with affiliated institutions or on various graduate scholarship plans. Dr. Gregg is also Chairman of a faculty committee which considers petitions on course changes, credit and academic eligibility.

DR. HALEY H. ZEIGLER, University Chaplain, may be found in his office on the second floor of Waller Hall. Dr. Zeigler is available and "very willing" to counsel students and their families on personal, academic and religious problems. He supervises such related activities as the Thursday worship chapels, Christian Resources Week and the Religious Life Council. He works closely with all interdenominational and religious projects.

MRS. REGINA EWALT, Dean of Women, is responsible for the welfare of all Willamette women students. From her headquarters on the first floor of Eaton Hall, Dean Ewalt supervises social activities and women's living organizations, including dormitories, sororities and off-campus housing. She will always take time for personal counseling and problems of part-time employment for women.

DR. WALTER BLAKE, Dean of Students, is a friend and willing counselor to Willamette students. In his office on the first floor of Eaton Hall, students may obtain counseling and guidance on both personal and military matters, and get help in procuring both on-and-off-campus housing. Dr. Blake's office also guides and assists all organizations on campus, supervises a part-time employment service and placement services and administers attendance records.

DID YOU KNOW . . .

"In the year of 1842, when the West was wild and new,
Dear Jason, with his wagon train, journeyed o'er the
western plain . . ."

These words from the class of 1958's winning Freshman Glee song in 1954 are known by Willamette students as symbolic of the proud heritage of Willamette University. In 1842, Jason Lee and a band of early Christian pioneers founded the Indian trade school which was to grow into Willamette University.

Willamette's oldest building is Waller Hall. Waller has a long and interesting history. Its interior was completely destroyed by fire twice, the last time in 1919. Until the erection of Eaton Hall, Waller contained everything from primary grades through college and even a medical school. With the completion of Eaton, the burden was relieved from Waller the second floor of which was converted into the library. When the present library was completed, students were given a holiday and members of the student body turned out to carry the books in a continuous line from Waller to the new building.

The College of Law building formerly housed the United States Post Office at the present post office location. The building was slowly and laboriously moved from its old position to rest on the foundation that was built on the campus.

As you become more familiar with the campus, you will notice several interesting monuments. The stone pillars by the library were the supporting columns of the rotunda of the old capitol. They were salvaged and given to Willamette when the first capitol of Oregon burned. This interesting spot was the scene of the May Day festivities, highlighted by the crowning of the May Queen until Baxter Hall was built.

Near the gym you will note a monumental stone. This stone was set to rest upon the spot where the cornerstone of the first building of Willamette, the Indian Mission School, was built.

Soon you will explore the historic Waller Hall where you will find, among many other things, two bells at the very top. The large bell which no longer peals forth, was first placed

in the Tower of Waller. When the tower burned, the victory bell was moved to a tower which was specifically built for it. After Waller was rebuilt, the bell was returned to its original position. Once a group of students tried to steal the bell. They accidentally dropped it, damaging it beyond repair. The historic bell still hangs in the tower though the smaller bell is rung for climactic events such as the end of the final week and Freshman Glee victories.

In front of Collins Hall there is a circle of Redwood Trees planted during the 1942 centennial year. This species was chosen because the Redwood is symbolic of great age. In the center of this circle were buried baked clay tablets containing, for example, parts of the Bible and some of Shakespeare's works. The circle was named the "Temple of the Centuries." The living circle is symbolic of the living future of Willamette University. You, as a freshman, are about to become a part of that future.

These items are but a touch of the history you will learn and beauty you will experience if you just keep your eyes open.

FAMILIAR FACES . . .

Melvin Geist is Dean of the COLLEGE OF MUSIC. His office is on the first floor of the Music Building. Music majors, both entering and resident, and non-music majors who desire elective courses may seek guidance here.

Dr. Seward Reese, Dean of the COLLEGE OF LAW, has his office on the second floor of the Law building. The offices of the Dean and Secretary of the College of Law advise students interested in taking up the study of law in their personal and academic problems.

Dr. Richard Petrie, Financial Vice President, is in charge of the BUSINESS OFFICE on the first floor of Eaton Hall. All University finances are managed by this office. It arranges with students for special payments of their accounts, issues student loans, handles room deposits and student accounts, supervises the student payroll and assists students and organizations with general business problems. Dr. Petrie is the man to see for

use of University grounds, buildings and equipment for special student activities.

Charles A. Paeth is the friendly **DIRECTOR OF ADMISSIONS** from whose office on the first floor of Eaton Hall you received many letters prior to entering Willamette. Application records are processed and approved here. Later they are sent to the Registrar and Personnel Deans to facilitate your orientation and registration. Hollis Plimpton acts as assistant.

Richard A. Yocom, **REGISTRAR**, is responsible for the registration of students and recording, preserving and transcribing of grades. His office, located on the first floor of Eaton Hall, compiles statistics and prepares class and examination schedules.

Miss Blanche Christensen, who is in the Registrar's office, handles **TEACHER PLACEMENT** for Willamette graduates.

The **VETERANS SECRETARY**, Hazel Crothers, is located in the Registrar's office. She advises veterans and keeps their forms and records.

James McFadden is the director of the **SAGA FOOD SERVICE** for resident students. He assists campus committees concerned with food problems for extra-curricular activities.

The Athletic News Bureau and Publicity Office have been combined and are now under the direction of Fred Kuhl, **DIRECTOR OF INFORMATION**. News of Willamette and its students is issued to both daily and weekly newspapers, wire services, radio and other news outlets. This office is in the gymnasium.

Mrs. Martha Spent, **MATRON OF DORMITORIES**, is responsible for directing the janitorial and upkeep personnel within the dormitories.

Jerry Whipple, assistant to the president and **DIRECTOR OF ALUMNI AFFAIRS**, can be found on the first floor of Waller Hall. His office coordinates alumni activities for over 6000 former Willamette students. Its activities include Homecoming in the fall, Alumni Day which is traditionally held on the Saturday preceding annual commencement, area alumni meetings and publication of the "Willamette Alumnus," official alumni publication. The alumni support the general University program through voluntary, yearly gifts to the Loyalty Fund.

WHEN YOU ARE ILL . . .

Medical service is available at the Bishop Memorial Health Center to students regularly registered for six or more hours of work, but not to the faculty. Consultation and treatment by Dr. Ralph E. Purvine, University physician, are available one hour each school day (9:30-10:30 a.m.) for diagnosis and arranging for treatment. Mrs. Henrietta Althoff, Registered Nurse, will be on duty from 8 a.m. to 1 p.m. and from 2 p.m. to 5 p.m.

Infirmiry 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. Medical treatment which cannot be taken care of at the infirmary, such as treatment by a specialist, physiotherapy, surgery, fractures, laboratory, and X-ray diagnostic procedures is available to the student by arrangement through the Salem Clinic at ten percent discount from the usual local medical fee. The University Health Service will provide up to \$12 per day toward the ward rate for off-campus hospitalization for the 2nd, 3rd or 4th day of any continuous illness, if hospitalization has been authorized by the University Health Service. A nominal charge will be made for service at the student's place of residence.

Be sure to report directly to the Health Center when ill. If you are too ill to report to the Health Center, have your roommate report this fact to the housemother so that a staff member from the Health Center can treat you in your own room.

Off-campus students who become ill should have an adult (landlord or parent) phone or write in to the Personnel Office stating time and type of illness.

Married students should have their spouse phone or write to the Personnel Office stating time and type of illness.

IF YOU MISBEHAVE . . .

The Discipline 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. Discipline is also in the hands of the Deans. The act of registration is a pledge on the part of the student

to obey the rules of the University and failure to do so is sufficient reason for dismissal.

FRESHMEN—THIS IS FOR YOU . . .

Willamette, like most other colleges, has those things called Freshman Rules. These rules serve a three-fold purpose. They acquaint you with the upperclassmen. They acquaint the upperclassmen with you (you're sure to be outstanding with a bright red and gold rook cap on your head.) And everyone else has been through it, and they want *you* to be a part of the tradition.

Violations of University customs and traditions are tried by our W.U. musclemen, the lettermen, at Kangaroo Kourt and are punishable before the student body. Students, especially freshmen, attend Kangaroo Kourt when it is held, and all students attend rallies and games.

The "W" men are your friends. They will aid you in complying with these rules (one way or another). The wise freshman will obey them.

Following is a list of the necessary things-to-know. The rest you will learn!

Rook Cap—a repulsive article of clothing necessary to protect a freshman against speculation but not sufficient to deliver him from persecution. The caps may be purchased from those honest businessmen, the lettermen. They must be worn *at all times* on campus and must be treated with the utmost reverence.

"W" men—an exclusive society of kindly philanthropists who are anxious that freshmen become educated and cultured by acquiring the knowledge presented in this book and by conforming to W.U. tradition. Carry your Handbook with you at all times—and read it!

Greased pole climb—Freshmen men compete against sophomore men to earn the privilege of "eternally" discarding their beloved rook lids. All the freshmen must do is climb a 12 foot greased pole to retrieve a lid. Only the sophomores are pulling (against them).

Cords—those male apparel items which must never be worn by freshmen!

YOUR ACADEMIC LIFE . . .

During Orientation and during the first weeks of school, each freshman meets regularly with a professor who will explain and answer questions about academic life at Willamette.

This faculty member will serve as your advisor for the first two years of college. He will confer with you at registration periods and assist you in choosing courses to meet University requirements.

When you become an upper division student you will be advised by a member of your major department who will serve for your junior and senior years, guiding you in your major field.

"FORMAL, or FINAL GRADES" are issued at the end of each semester.

"INFORMAL GRADES" are issued to all students, upper and lower divisions, at mid-semester. These grades are not permanently recorded in the Registrar's Office but are reported to advisors and parents, to give an indication of the student's progress.

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" is a mark given when, because of illness, a student has not completed required work for a course or taken a final examination. A certification of illness must be presented to the Dean of Women or the Dean of Students immediately whenever such illness occurs. To remove an "Incomplete," a special make-up examination must be taken during the next 30 days in residence or a grade of "F" will be given for the course.

"CONDITION" may be given to a student who fails the final examination if all other work in the course has been satisfactory. Unless a "Condition" is removed during the next 30 days in residence, it becomes a "Failure." A grade of "D" is the highest mark that will be given on the removal of a "Condition."

YOUR STUDENT LOAD . . .

The normal program is 15 semester hours, although there is variation from student to student. If you wish to take more than 17 semester hours, exclusive of physical education, it is necessary to obtain the permission of the Committee on Scholarship and Honors. Students should secure a "Request for Additional Hours" blank from the registration desk, fill it out completely, have it signed by his advisor and approved by the appropriate personnel dean. It is not possible to take more than 20 hours per semester.

Students carrying less than 12 semester hours of work are considered "Special students" except during the final semester of the 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. "*Special students*" cannot represent the University in any student activity. If a student must devote considerable time to self-support, he may not be permitted to register for a full program of college work.

The maximum credit which can be applied toward a degree in any one department, such as mathematics, psychology, or French, is 50 semester hours, except by special permission of the Committee on Scholarship and Honors.

TO CHANGE COURSES . . .

Courses of study may be changed within two weeks of the last registration day by securing permission of Dr. Blake, Dean of Students, and instructors of the courses involved. It is not possible to add a subject after this two week period except in unusual cases by filing a petition with the Committee on Scholarship and Honors.

The first step in dropping a course is to obtain an Enrollment Change booklet from the Registrar's Office and fill it out. One dollar per course is charged and payable at the time the booklet is obtained. The next step is to get in the correct order the signatures of the professors involved in the change, your advisor, the Dean of Students or Women and the Business Manager. Finally, return the card to the Registrar.

If any student drops a course later than 5 weeks after the

opening of the semester, for any cause other than serious illness, he will receive a semester grade of "F" unless permission for this withdrawal has been granted by the Committee on Scholarship and Honors.

The class that is being dropped must be attended until the Enrollment Change booklet is properly completed and approved.

If a student drops a course after 5 weeks and is failing at the time he drops it, he will receive a grade of "F" in the course.

WITHDRAWING FROM THE UNIVERSITY . . .

To withdraw from the University, a student must hold a conference with the Dean of Students, or Dean of Women. In cases of illness, he must present a letter from his physician and then proceed as in changing his courses.

ATTEND THOSE CLASSES . . .

"DAILY REPORTS" of absences in lower division courses are reported by the faculty members to the Dean of Student's office. The 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 of Student's Office.

"CUTS", or 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.)

"ATTENDANCE PROBATION" for a student is necessary when he accumulates more unexcused absences than allowed. The length of probation is the remainder of the semester. (See Probation)

"VACATION". An unexcused absence during the two days

before or after any vacation or holiday shall be counted as two cuts.

"EXCUSED ABSENCES" You may be excused from class, chapel, and convocation in case of illness. Formal reports of illnesses are sent to the Dean of Student's office by the head residents and the Health Center. All off-campus students must notify the Dean's office on the first day of an 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 Center. Students who are excused from class for illness of any kind are not expected to participate in social activities that evening.

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 500 or more miles' distance between the University and his home. This arrangement must be made before leaving.

Students who obtain permission to miss classes immediately proceeding or following vacation will not be permitted to take further unexcused cuts.

An excused absence is allowed when a student is playing on a University athletic team, participating in a musical, debating, or dramatic function sponsored by a recognized organization, going on a class field trip, 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. If you leave the campus for any of the foregoing activities be sure:

1. that you have a Release, properly signed by your parents, turned in to the Personnel Office. Women must also have a Parents' Permanent Permission on file as well as the Release. (Housemothers keep those Permissions on file in their offices.)
2. that your name is on the list of participants submitted to the Personnel Office by the faculty member in charge of the activity;

"CHAPEL AND CONVOCATION" See "For Your Enjoyment and Education".

EXCUSE SLIPS . . .

Excuse slips must be procured at the office of the Dean of Students or the Dean of Women. 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.

Any excuse slip returned to the Office of the Dean of Students after two weeks from the date of absence will be invalid.

EXAMINATIONS . . .

Final examinations are given in all subjects at the close of each semester.

Examinations may be scheduled at any time during the semester by the individual professor.

PROBATION . . .

The following summary of the several types of probation has been compiled with a view to identifying and explaining the significance of each kind:

1. *Attendance Probation.* A student who does not attend classes, chapels, and convocations regularly is placed on Attendance Probation. One cut per credit hour is allowed in classes and four cuts are allowed for the combined chapel and convocation series per semester.

Penalties: Ineligibility to represent the University in any public appearance or hold any major office; forfeiture of scholarships or grants; entry made on student's permanent record; prolonged absences while on Attendance Probation and/or assignment to Attendance Probation more than once can result in a student's dismissal from the University.

2. *Disciplinary 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 Discipline Committee or the appropriate Personnel Dean.

Penalties: Same as Attendance Probation; plus additional

penalties which the Deans or the Discipline Committee may propose.

3. *Scholastic Probation.* A full-time student is placed on Scholastic Probation by the Scholarship Committee, if he does not pass at least 10 semester hours, or if he has attained a grade of "D" or lower for one-third of his work in a semester.

Penalties: Same as Attendance Probation. 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.

4. *Social Probation.* A campus organization is placed on Social probation when the organization has been found to be in violation of University regulations to the extent that corrective measures must be taken.

Penalties: The organization is prohibited from planning or participating in extracurricular functions.

MONEY MATTERS . . .

A detailed statement of *Tuition, Fees, and Room and Meal Charges* will be found in the Willamette University Bulletin. For 1960-61, see 1959-61 Bulletin Supplement.

All charges for tuition, fees and room and meals are due and payable at the Business Office upon registration.

A discount of \$5.00 per semester will be allowed to a student whose account is paid in full at the beginning of the semester.

A late registration and payment fee of \$5.00 is assessed to students whose registration is not completed, including payment, by the close of registration on a certain designated day each semester.

Scholarships or other aids may not be substituted for the initial payment required at registration.

For the convenience of the student and his parents, deferred payment plans are available. For details, consult the Willamette University Bulletin for 1961-63 or the 1959-61 Bulletin Supplement.

A \$5.00 late payment fee is added to the account of any

student who fails to make deferred payments when due.

A fee of \$5.00 must be paid by a student who secures the privilege of taking a final examination in a course at any time other than the regularly scheduled examination period.

A student may not attend classes until his semester bills have been paid unless a deferred payment plan has been approved by the Business Office Manager prior to registration. Students may not take examinations or be given a transcript of credits until all University accounts have been paid in full. A student who fails to make his deferred payments promptly may be barred from class attendance and will be assessed the \$5.00 late payment fee.

WITHDRAWALS AND REFUNDS . . .

All students contract for their rooms for the full academic year. No rebate is allowed for meals missed during the semester. In case a student withdraws from the University, he is responsible for the full room rent for the semester and for board for the portion of the semester he was in residence.

A student who is forced by personal circumstances to withdraw from the University may choose to take credit for the amount of the tuition and incidental fee, less \$10 for registration. This credit will be applied on tuition assessed for the next subsequent semester during which the same student is registering in the University. A credit refund must be used within five years.

If a student who holds a scholarship or grant in aid withdraws from the University, his award is cancelled and may not be used in the settlement of his financial obligations to the University.

Cash refunds in cases of withdrawals from a course or from the University will be allowed on tuition, incidental fee and Student Body membership according to the following schedule:

Withdrawal during the first two weeks of the semester, 80% of assessed charges.

Withdrawal during the third, fourth, or fifth week of the semester, 60% of assessed charges.

Withdrawal during the sixth, seventh or eighth week of the semester, 40% of the assessed charges.

Withdrawal after eight weeks, no cash refund.

Students dropped from the University because of poor work or for misconduct are not allowed any refund.

FOR YOUR ENJOYMENT AND EDUCATION . . .

Programs for CONVOCATION and CHAPEL are planned with your interest in mind. Artists, speakers and entertainment programs are included at Tuesday convocation. Thursday is reserved for Worship Chapel. Clergymen of various denominations are guest speakers. Both programs are from 11 a.m. to 12.

Everyone goes to Convocation and Chapel unless he has a written excuse from the Dean of Women or the Dean of Students. Attendance will be taken and more than four unexcused absences in one semester will put you on Attendance Probation. However, as we said—they are planned for you and you should enjoy them.

A student's registration is considered a pledge to abide by the rules of the faculty and governing board of the University. One of the rules is that each full-time student attend Chapel and Convocation programs unless he has a written excuse from the Dean of Women or the Dean of Students. If any full-time student has a legitimate reason for not attending Chapel and/or Convocation, he will be required to submit a statement in writing from a responsible adult who can substantiate the need for an exemption. Exemptions recommended by the Student Affairs Committee, and recognized by the personnel deans, are as follows:

- A. Students living outside the city limits of Salem without classes on Tuesday or Thursday.
- B. Students who are of the Catholic faith (Catholic students meet at St. Joseph's Catholic Church during Chapel hour.)
 - (1) Students who are not eligible for exemption from Chapel, but who would like to be exempted for

personal reasons, are invited to discuss such matters with the University Chaplain.

C. Students having a work load of 25 hours or more per week and/or students who have written statements from employers verifying that working hours conflict with Chapel and Convocation.

(1) This category would include students who are participating in such extracurricular activities at the University which would entitle them to exemption from Chapel and/or Convocation by their advisors and the personnel deans.

AWARDS DAYS are held near the close of the Spring semester when two chapel or convocation periods are set aside for the purpose of presenting awards for individual activity, scholarship and athletics. The awards consist of cash prizes, scholarships and membership in honorary organizations.

TIME TO STUDY . . .

A good idea to get yourself off on a good, solid, academic footing, which we'll guarantee you'll need, is to get acquainted with the UNIVERSITY LIBRARY.

The *Stack System* is provided for your convenience. All books except those on reserve are kept on open shelves immediately available to you. You may also borrow from the Oregon State Library by making a request through the University Library.

"*Reserve Books*" may be checked out for a two-hour period or for a three-day period, according to the request of the professor who places the books on reserve. If you check a two hour reserve book out an hour or less before the library closes, you may keep it until 9 a.m. the next college day.

Current unbound *magazines* may be borrowed for three day use, but bound periodicals may be used only in the library. Vertical File material is circulated on the same basis as book material.

The *Librarians* are there to help you. They want to help

you. Ask them for information or assistance in using the catalog and the collections.

The librarian is the one to see if you want to *Schedule a Meeting* in the library. There are a limited number of meeting rooms and those who have established the time and the room will have precedence over others. No luncheon meetings, please!

Library hours are as follows:

Monday—Thursday 7:50 a.m. - 9:45 p.m.

Friday 7:50 a.m. - 5:00 p.m.

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

“*Fines*” are charged if you get careless and forget to return your books on time. Someone else may be desperate for the book that’s lying in your room.

All two-week material is 5 cents for the first day and 2 cents each day thereafter, to a maximum of \$1.25.

Three-day Reserve books are 25 cents a day to a maximum of \$1.50.

Failure to check out Reserve books for overnight use is 25 cents.

Two-hour reserve books are 25 cents for the first hour and 10 cents each additional hour to a maximum of \$1.50.

Oregon State Library books are 10 cents a day.

These fines will be charged for each day except Sundays and holidays, so be prompt!

Typewriters and an *Adding Machine* are also available for your use. So when that theme is due, you know what to do.

WHEN YOU MEET OR PLAY . . .

Willamette isn’t the socialite’s paradise, but we do have enough to keep you busy. In fact you’ll have plenty of choices to make between studying and meeting or socializing.

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

meetings of campus organizations (including academic and educational clubs, committees and programs). This rule does not apply to the Christmas party or Christmas caroling which must be scheduled in advance with the Dean of Women.

There will be only one *Fireside* per living organization each month. It can be held on any Wednesday or Friday night, at the discretion of the house. The house must refuse other invitations if it has already given or planned its one fireside. This one monthly function must close at 8:30 p.m. Firesides which will be held as scheduled by the Activities Board are informal "get-togethers" of campus living groups to help new students get acquainted.

Excuses from classes will not be granted by the Personnel Deans for participating in or preparing for extra-curricular activities with the exception of athletics, authorized musical organizations, forensics and any special event duly recommended by the faculty advisor or instructor of that particular group.

No group may have more than one weekend retreat per semester.

There will be no more than two major functions (this includes dances and large parties which involve much preparation) for each living organization each year. Other organizations are restricted to one major dance each semester.

A general classification of the usual times for Willamette functions follows:

House dances—8:30 or 9 p.m. to 11:30 or 12 p.m.

Dinner dances—7 or 7:30 p.m. to 11:30 p.m.

After school dances—9 to 12 p.m.

After game dances—"when you arrive" to 11 or 11:30 p.m.

Firesides—5:30 to 7:30 p.m. on Wednesday or Friday.

(No social functions except firesides can be scheduled on weekdays.)

TO SCHEDULE A MEETING OR EVENT . . .

1. First, get organized! Know what you're going to do and how you're going to do it.
2. Decide on the time and place.

3. See your coordinator on the Activities Board or the First Vice President of ASWU.

4. For events and meetings requiring the approval of others in addition to the First Vice President, fill out a card, have it signed by the appropriate university officials and return it to the card file in the ASWU office. You may pick this card up at the Student Body office.

All social functions of organizations must be listed on the Social Calendar and must be scheduled with the First Vice President of the Student Body and the Dean of Women well in advance of the anticipated event. Off-campus places for holding an organization function must be approved by the First Vice President and the Dean of Women before public announcement of the function is made.

The activities of student organizations are under the supervision of the Student Activities Board. The First Vice President of the Student Body heads this board of representatives of student organizations and the deans.

Active chartered groups of organizations must annually present a statement of purpose to Activities Board in the spring of the year on a date to be designated by the First Vice President.

WHERE TO MEET OR PLAY . . .

Suggested meeting places for noon and afternoon meetings are Lausanne rumpus room, lounge adjoining the Cat Cavern, physical science lecture room in Collins, classrooms in Eaton, Waller and the Fine Arts Building, and the Little Chapel in Waller. Evening meetings may be held in one of the living organizations, Waller Hall, 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 president 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.

The *Gymnasium* is a popular on-campus place to hold a dance and you can schedule one any time except during

basketball season. Be sure to make arrangements with the Office of the Director of Physical Education for the time of your event, times you will be making preparations, for the serving of refreshments and treatment of the floor. Your group will be responsible both for the cost of repairing any damage and for getting the gym back in tip-top shape for classes after the event is over. If you don't and extra help is needed, the sponsoring group will be charged \$1.50 an hour for cleaning.

In *Waller Hall* three rooms are available for formal meetings. The Auditorium on the first floor has seating for 360 and must be scheduled with the Business Office. The Little Chapel on the fourth floor has a seating capacity for 30 and may be used only for devotional and religious meetings. It also must be scheduled through the Office of the Dean of Women.

Use of *Dorm Facilities* (Baxter, Doney, Lausanne, etc.) may be scheduled through the Dean of Women, the house-mother of the organization and the house president.

The *Recital Hall* in the Music Building has a seating capacity for 100 and may be scheduled through the Office of the Dean of the College of Music.

Use of the *Fine Arts Auditorium* by campus organizations and outside groups must be scheduled through the Business Office.

A price list of available places in town can be found in the Student Body office. Places in town you may schedule include the YWCA, 768 State Street; the YMCA, 685 Court Street; and Izaak Walton Hall at 500 South Cottage. The U.S. Army Armory may be scheduled by the campus AFROTC.

The Director of the Food Service must be contacted about any meeting involving a meal held in one of the dormitories and the Dean of Women must approve.

WHOM TO INVITE . . .

A little note in Willamette's book of of etiquette says it is customary to invite the President of the University and his wife, Dean of Students, Dean of Women, Deans of Colleges of Liberal Arts, Music and Law, the Financial Vice President, Student Body President and the University Chaplain. The

invitations should be sent ten days or two weeks in advance. These people will be your guests, not chaperones.

Guests should be offered transportation and baby sitting services. House policy should be consulted in regard to inviting alumni.

Sponsors must be chosen from members of the faculty for every social event. At each social function of 50 or more in attendance, there must be at least two faculty members and wives as sponsors for every 25 students. Sponsors must be approved by the Dean of Women and can be chosen from a list in the Dean of Women's office. Each social chairman should have a copy of this list.

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.

Sponsors should receive their invitations ten days to two weeks in advance. Sponsors are requested to make a report on the regular blanks of the arrangements for, and the conduct of, every function. They are expected to see that satisfactory conduct is maintained throughout the function by every participant. The chairman in charge of the social function may request a chaperone or the chaperones to deal with any objectionable individual or unpleasant situation which might arise.

It's up to the organizations to provide transportation for the sponsors to and from the event and to provide and pay for baby sitters for faculty members with children.

You are encouraged to chat for a few minutes with your guests and sponsors. Make them feel at home. Be sure they have a comfortable chair and arrange for refreshment service. Sponsors are guests as well as chaperones, you know. Their enjoyment helps to make your event a successful one.

WHAT TO WEAR . . .

This is always one of our first questions. Really, it's not such a big problem at Willamette. Willamette is more or less a casual campus and you don't have to look as though you had just stepped out of Vogue magazine. Of course we do have some special affairs where you'll want to wear your best.

You'll be told what type of dress to wear before the occasion, so don't worry.

When *Campus Clothes* are mentioned, for women, sweaters, blouses, skirts or casual dresses are in order; for men, it's shirts or sweaters and slacks, suntans or cords.

.... *Casual Clothes* mean for women flats and hose and campus clothes; for men, slacks and a sport shirt or sweater are just fine.

Casual-Formal should add heels and hose to the women's dress, with dressy dresses or sport suits; for the men, suits are in order.

Tea, Party or Church Dress means something a little more special. Women should choose dressy dresses or suits, heels and hose; suits again for the men.

When *Formal* dress is specified, don't get excited. You don't have to rush down and buy a mink stole! Women may wear either ballerina or floor length formal. Covered shoulders are in order for teas, receptions and dinners. Dark suits, tuxedos or dinner jackets will dress up the man for these occasions.

It is important to designate on your chaperone's invitation what type of dress to wear.

TELL THEM ABOUT IT . . .

If you want to tell the campus about the big event, PUBLICITY SERVICES are offered by the Collegian with offices in the basement of Waller and a deadline of Tuesday noon; the weekly calendar published by the publicity office; the bulletin board in the basement of Waller; and of course, the trees. Use tacks, not spikes. Signs should be taken down immediately following the event.

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

Special BULLETIN BOARDS are located in Eaton Hall to help keep everyone up-to-date. So that everyone has room to put his notice on the board, keep yours brief; 3x5 inch cards are ideal. When you put your notice up, please indicate the date when it may be removed so it doesn't stay there forever!

Advertisements are not allowed on the boards. If you have a sign or poster, put it on the regularly provided bulletin boards, on trees, or wherever they won't do any damage. This eliminates doors, walls, windows, woodwork, etc. of campus buildings. If your notice doesn't fit these requirements—don't wonder where it went.

BEFORE FINALS . . .

The month of January is a dead month. During that month the following must 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 honroary groups.

During the Spring semester, the last week immediately preceding the week of final examinations will be designated as "dead week" during which there will be none of the social activities as listed above, including picnics.

TO BE A LEADER . . .

A student on probation is ineligible to hold a major office, or must vacate any office already held. A student must be declared eligible by the Dean of Students before he can qualify for a major office. 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 education. In addition to meeting University requirements, eligibility for athletics is determined by Conference Regulations.

A student who has completed five semesters but is not of upper division status may not hold a major office.

It is the duty of each campus organization to have the eligibility lists 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.* ..Forms for this purpose can be secured in the Dean of Student's Office.

WHAT YOU NEED . . .

| <i>Article</i> | <i>Place Kept</i> | <i>See</i> |
|-------------------------------------|--------------------------|--|
| 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..... | Fine Arts..... | 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 | South Hall basement..... | Fin. Vice-Pres. |
| 10. Odd tables..... | South Hall 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. Punch bowls..... | Baxter kitchen..... | Dir. of Dormitories |
| 23. Glee risers..... | Baxter kitchen..... | Dir. of Food Service |
| 24. Bulletin board..... | A.S.W.U. office..... | A.S.W.U. First Vice-Pres. or office girls |

OUR BUSY TIMES . . .

ORIENTATION. Probably the busiest time for freshmen is Orientation, during the period preceding the beginning of classes. The days are filled with introductory sessions, campus visitations, counselor visitations and freshman dances. Also included in the week are sessions planned to help new students to better understand Willamette, its rules and systems.

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 consisting of speeches, discussions, tours and an all-campus sing is designed to show the parents the hows and whys of college life. Then, a night football game, and our Moms and Dads have an opportunity to watch the Bearcats in action.

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

FRESHMAN GLEE. The Freshman class challenges the other three classes to a contest which consists 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.

Practicing for Glee commences one week before the event. Each class has its turn at getting up at 5 a.m. to practice. An average of about six hours is spent practicing every day.

"Blue Saturday" is the fateful day for paying these bets and for the losers' 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, 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 on May weekend—the first weekend of May. The weekend is filled with traditions which include the coronation of the queen, the Maypole dance, a dramatic production, a barbecue and climaxed with a formal ball honoring the Queen on Saturday night.

BEACH TRIPS. Toward the end of Spring semester the Seniors plan their annual beach trip and they are excused from classes to participate.

It is the custom for the men's living organizations to sponsor a beach trip on a Sunday in conjunction with their Spring house dance.

LECTURES. Annually, the Atkinson Fund Committee presents the Willamette University Lecture Series in the auditorium. Recognized authorities are invited to the campus for lectures in their special fields. One example was the Right Honorable Anthony Nutting, former British Minister of State for Foreign Affairs who spoke on nationalism, the Middle East and the Anglo-American partnership.

REPRESENTING YOUR SCHOOL . . .

The **A CAPPELLA CHOIR**, organized in 1939, is made up of 70 carefully selected men and women dedicated to the performance of the best in choral literature. Outstanding among its activities are the annual spring tour and performances at the Thursday chapel services.

The **UNIVERSITY BAND** is proud of its established position as one of the finest college bands in the Northwest. It provides spirited music and marching entertainment for athletic contests and 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 for the Student Body each year. In the Spring it takes an annual 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 enjoyed by members of the University Band.

The **UNIVERSITY ORCHESTRA** is made up of students from all divisions of the University and is augmented on certain occasions by faculty members and townspeople. Its activi-

ties include participation in three major concerts on the campus during the school year. The first, which is given during the Christmas season, is usually in the form of a joint presentation with the campus choral groups in a major work for chorus, orchestra and soloists. Guest and faculty soloists join for this occasion. The winter and spring concerts are all-orchestral and usually include student soloists. The music performed in these concerts is taken from the best literature of the past and present day written specially for small orchestras. All University students who are qualified in performance may participate.

The DEBATE SQUAD is composed of all interested and qualified students. Throughout the year the Debate Squad actively participates in forensic tournaments throughout Oregon and the surrounding states.

RELIGIOUS AIMS . . .

RELIGIOUS LIFE COUNCIL is composed of representatives from each of the campus living organizations and following religious groups:

- Baptist Youth Fellowship
- Canterbury Club (Episcopal)
- Christian Science Club
- Congregational Presbyterian Student Fellowship
- Lutheran Students Association
- Newman Club (Roman Catholic)
- Oxford Fellowship (Pre-ministerial students)
- Wesley Fellowship (Methodist)

A most valuable week for evaluation, thinking and real value building is CHRISTIAN RESOURCE WEEK. The purpose of the week is to stimulate students toward better daily Christian living with a concentrated program of special chapels, meditations, student panels, firesides, movies and a communion and dedication service closing the week.

DEPUTATION TEAMS are sponsored jointly by the University and Wesley Fellowship. They are made up of four or six students who go to a church and conduct 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.

WHAT YOU SHOULD WORK FOR . . .

ALPHA KAPPA NU members are in the top ten per cent of the Senior class and have attained the highest scholastic standing throughout their four years in college.

ALPHA LAMBDA DELTA is a national scholastic honorary for freshmen women who achieve 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.

DELTA THETA PHI, the original legal fraternity on the campus, promotes high scholarship united with the advancement of justice and high ideals in the legal profession.

KAPPA DELTA PI, national honorary fraternity in education, is limited to upper division and graduate students. Membership is based upon scholarship and interest in the profession of teaching.

MU PHI EPSILON is a national honorary open to women music majors who have a grade point average of 2.8 or above. Its purpose 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.

ORDER OF THE PURPLE, a legal honor society, initiates third-year men who are in the top ten per cent of their graduating class, scholastically.

ORDER OF SILVER WINGS was established under the auspices of the Willamette AFROTC detachment. The organization is an honorary for cadets who are members of the drill team. The aims of the unit are twofold: to develop its members as qualified leaders and officers and to train and maintain a proficient drill team. Cadets are pledged during the second semester for membership on the drill team and may be initiated at the beginning of the third semester of membership. Cadets are chosen on the basis of proficiency of drill, attitude and military appearance and bearing.

PHI DELTA PHI legal fraternity on the Willamette campus is named McNary Inn in honor of Oregon's great senator, for-

mer law school dean. The honorary strives to promote professional ethics and high competency among the student body and the bar.

PHI ETE SIGMA's major aim 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 12 semester hours, have attained a grade point average of 3.5 or higher during the first semester of the first year at the university or an accumulative grade point of 3.5 during their first year.

PHI SIGMA IOTA, a language honor society, recognizes 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. Members must be in the upper third of their class with a 3.5 average or better. They must have taken a literature course in a foreign language.

PHI SIGMA TAU is a philosophy honorary which is open to anyone who has completed at least nine hours of philosophy with a 3.2 grade point average. The student must also have a 3.00 accumulative grade point average. The honorary sponsors philosophical movies and guest speakers.

PI GAMMA MU is a national social science honorary whose membership is composed of men and women who have maintained a 3.5 grade point average in at least 20 hours of social sciences and have a minimum accumulative grade point average of 3.00. Various speakers are sponsored throughout the year.

PI KAPPA LAMBDA national honorary recognizes outstanding achievement in music and selects from the upper fifth of the graduating class for membership.

PSI CHI, a national scholastic honorary in psychology, selects its students on the basis of academic standing and interest in the field of psychology.

TAU KAPPA ALPHA national forensic honorary fraternity is to be found on the campuses of many of the nation's finest

speech schools. The Willamette chapter is active in promoting local speech interest and the annual program of intercollegiate forensic competition. Members are chosen on the basis of achievement in contest forensics and an academic rating in the upper 35% of their class.

THETA ALPHA PHI members are upperclass students who show outstanding ability in dramatics or direction and management of student productions. The purpose of this honorary is to foster dramatic interests and to unite socially those with histrionic talent.

WORK FOR HONORARY — THEN SERVICE . . .

BETA ALPHA GAMMA members are outstanding sophomore women who 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.

MORTAR BOARD is a national honorary society composed of senior women who possess outstanding qualities of personality, service, scholarship, leadership and Christian ideals. Activities include benefit socials, cultural trips and a senior-counseling program for Freshmen women in Lausanne Hall.

OMICRON DELTA KAPPA is a national junior and senior men's honorary. Membership is made 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; to act as a clearing house for the discussion of campus activities and problems and to assist various campus events.

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 activities 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, and alums.

FOR YOUR SPECIALIZED ACTIVITY . . .

ANGEL FLIGHT is a well organized group of campus co-eds who perfect and perform fancy drill exhibitions in coordination with the AFROTC program. Members also have parties, luncheons and greet high Air Force officers. They are chosen by members of the Arnold Air Society.

ARNOLD AIR SOCIETY has become one of the most active honoraries at Willamette. It is a national organization composed of advanced AFROTC cadets who are outstanding in leadership, scholarship and character. To fulfill its basic purpose of advancing Air Power and the Willamette AFROTC unit, the society sponsors The Military Ball, one of the major all-campus formal dances, presents Air Force movies for student body showing and enters into other student activities.

ASSOCIATED WOMEN STUDENTS to which all women students 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 an outstanding coed each month throughout the year. An annual dance honors a "Betty Co-ed" and "Joe College."

CREATIVE WRITING CLUB is a group which is open to any regularly enrolled Willamette student upon acceptance by the group of a manuscript. Membership is limited to 15. The group is dedicated to the encouragement of creative writing and to constructively criticizing any such writing as may appear.

STUDENT EDUCATION ASSOCIATION is an organization composed of students who have a bonafide interest in making teaching their career. The local group is affiliated with the Student National Education Association and the Student Oregon Education Association.

HONEYBEARS is a group of Willamette coeds dedicated to stimulating spirit at pre-game rallies and competitive events of the University. They also provide entertainment at convocations and other special events with their dance routines.

MU EPSILON DELTA exists for the furtherment of in-

terest 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.

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.

YOUNG DEMOCRATS purpose on this campus is to strive to stimulate an active interest in governmental affairs in the students, increase efficiency of popular government and perpetuate ideas and principles of the Democratic party. It is a member of the state, as well as the Young Democratic Clubs of America.

The YOUNG MEN'S CHRISTIAN ASSOCIATION of Willamette is a group of Christian students who are members of the Salem YMCA and are interested in extending the hands of fellowship and service throughout the campus and world community. The group is active throughout the year on varied projects, most of which are of a service nature. The YMCA meets every Wednesday noon for lunch in the Recreation Room of Lausanne Hall.

YOUNG REPUBLICANS primary function is discussing and furthering the cause of the Republican party both at a state and national level. It is a member of the state and national federation of Young Republicans.

The YOUNG WOMEN'S CHRISTIAN ASSOCIATION follows an extensive service program consisting of Big Sister programs, teas, formal receptions, faculty firesides, group discussions and recognition services.

TO KEEP UP TO DATE . . .

The CAMPUS BLOTTER is published in the fall of each year. This is done as a bonus for the regular advertisers of the

Collegian and Wallulah. It is distributed free of charge to all regularly enrolled students of Willamette.

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

The STUDENT DIRECTORY, better known as the Fusser's Guide is published within the first few weeks of the fall semester. The booklet is handy for referring to names, addresses and home towns.

The STUDENT HANDBOOK, which you are reading, is a printed collection of rules, policies and activities of Willamette. It is published once every two years.

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

The WILLAMETTE COLLEGIAN is our weekly newspaper. It records campus events and opinions. The Collegian is one of the top papers in its class on the coast, and has repeatedly received All-American ratings.

TO KEEP IN SHAPE . . .

INTERCOLLEGIATE SPORTS

Willamette is a member of the Pacific Northwest Conference which is composed of the College of Idaho, Lewis and Clark, Linfield, Pacific University, Whitman and Willamette. It has adopted conference rules for the regulation of its athletics. The school is also a member of NCAA and NAIA which are national organizations dealing with intercollegiate athletics. The sports participated in are football, basketball, baseball, track, tennis and golf.

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.

ATHLETIC FACILITIES at Willamette include the gymnasium on the campus, McCullough Stadium at Bush Park and a new intramural field behind the men's living organizations. Football baseball and track events take place at McCulloch and basketball is played in the campus gym.



OUR ALMA MATER . . .

OLD HISTORIC TEMPLE

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,
Cardinal 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.

SOCIAL STRUCTURE . . .

The Social Representation Structure of Willamette is called the A.S.W.U. Activities Board. It has the power to regulate all student social functions and is answerable only to the student council. Its 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 Students..... | |
| Convocation Manager..... | |
| Alpha Chi Omega..... | |
| Alpha Phi..... | |
| Baxter Hall (men's dorm)..... | |
| Beta Theta Pi..... | |
| Chi Omega..... | |
| Doney Hall (women's dorm)..... | |
| Delta Gamma..... | |
| Lausanne Hall (women's dorm)..... | |
| Lucy Anna Lee House..... | |
| Phi Delta Theta..... | |
| Pi Beta Phi..... | |
| Sigma Alpha Epsilon..... | |
| Sigma Chi..... | |
| Willamette Independant Town Students..... | |
| Associated Women Students..... | |
| Publications | |
| Service and Honorary Coordinator..... | |
| Religious Life Council Representative..... | |
| Peripheral Activities Coordinator..... | |

PERIPHERAL ACTIVITIES COORDINATOR

Angel Flight
Arnold Air Society
Chemistry Club
Creative Writing Club
Student Education Association
Lettermen's Club
Law School
Mu Epsilon Delta
Panhellenic Council
UNESCO
Psi Chi
Young Democrats
Y.M.C.A.
Young Republicans
Y.W.C.A.

SERVICE AND HONORARY COORDINATOR

Alpha Kappa Nu
Alpha Lambda Delta
Beta Alpha Gamma
Delta Theta Phi, Phi Delta Phi, Order of the Purple
Mortar Board
Mu Phi Epsilon
Omicron Delta Kappa
Phi Eta Sigma
Phi Sigma Lota
Sigma Alpha Chi
Sigma Delta Pi
Tau Kappa Alpha
Theta Alpha Phi

RELIGIOUS LIFE COUNCIL

Campus Religious Groups

Baptist Youth Fellowship
Canterbury Club (Episcopal)
Congregational Presbyterian Student Fellowship
Lutheran Students Association
Newman Club (Catholic)
Oxford Fellowship (Pre-ministerial students)
Wesley Fellowship (Methodist)

YOUR COLLEGE HOME . . .

Unmarried out-of-town students are required to live and take their meals in University dormitories, fraternities or sorority houses unless permission to reside in other approved housing is given in writing by the Dean of Women or Dean of Students. Students may also reside with parents or immediate relatives in Salem, providing they have approval to live off campus.

All Freshmen and Transfer Students must live in a University dormitory for a full year before residing elsewhere. The only exceptions to the above rule must be considered by the administration.

Any student reserving a room in a University dormitory at the beginning of the fall semester must retain a room to the end of the year, provided the student remains in the University.

Returning students who plan to live in the University dormitories and fraternity houses may not request the return of their room deposits except in the following situations: Leaving the University; moving from the University dormitories to a sorority house; moving from the University dormitories to off-campus housing. In such cases, this procedure should be followed: Secure Refund of Room Deposit Card from the Dean of Student's Office, fill it out completely, sign it and return to the Dean's office for official permission.

When University housing facilities are not adequate to take care of all students seeking housing, special permission may be requested to live in approved off-campus housing. A list of approved Houses for men may be secured from the Dean of Students. Rooming houses may be approved by the Dean 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 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. Those who plan to reside in approved rooming houses must secure the Dean's permission *prior* to making arrangements for living off-campus. It is the duty of the student seeking approval to obtain permission before entering into any agreement about the business details of the contemplated arrangement. (Under no circumstances will un-

married students be permitted to live in apartments or other unsupervised residences.)

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.

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.

A married student, when living with his or her spouse, is permitted to reside in an apartment or house. A list of apartments and rooms for married couples may be secured in the Dean of Student's Office. A limited number of apartments for married students are maintained by the University. Students should inform the Dean of Students when moving, in order that home addresses may be kept up to date.

A competent Housemother is required for every living organization. It is the duty of the housemother, in case of failure on the part of any student or students to cooperate with the standards of conduct, to report without delay to either the Dean of Students or the Dean of Women.

The housemother, in the cases of fraternities or sororities, is selected by the active members of the organization, the house corporation, and the alumni advisor of the chapter, in consultation with and the approval of the proper personnel officer of the University.

The Dean of Students and Dean of Women are responsible for organizing all of the housemothers and holding 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.

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

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

No animals will be allowed to be kept in any living organization.

RUSHING, PLEDGING and INITIATION RULES . . .

Rules governing fraternity rushing are published each year by the Interfraternity Council and the Panhellenic Council. Students who are regularly enrolled in the University and who are not on probation are eligible to rush and pledge. A rushing period which does not interfere with classes is scheduled at the beginning of each semester. One period of informal rush is permissible any time after two weeks following the rush period. A student may not be on probation, must have been a resident, and must be carrying a full load for at least one semester when initiated.

The list of students to be initiated must be submitted to the Dean of Students or the Dean of Women one week before the initiation and written approval and permission must be received. Permission to initiate cannot be given during the first two weeks of the second semester.

THE MALE SET . . .

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

The housing rules and regulations apply to all male students of Willamette University.

The use of liquor is prohibited at all times and places while in attendance at Willamette University.

Coats and ties must be worn during the Sunday noon dinner and during all other evening meals when special guests have been invited.

Men are permitted to smoke in their rooms, lounges and recreation rooms of their living units.

The front and side doors of each living unit are the only entrances and exits to be used. Men are not to climb out of windows, onto the roof, or to use the fire escapes.

The following quiet 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. |
| Sunday, Monday, Tuesday, Thursday evenings..... | 7:30 p.m. to 10:00 p.m. |
| Wednesday evening..... | 8:30 p.m. to 10:00 p.m. |
| Absolute quiet begins every night at 10:30 p.m. | |

Women may be *entertained only* when the housemother or substitute acceptable to the Dean of Students is present. Women are allowed only in the first floor public rooms and in the downstairs recreation rooms of the men's living units during the following hours:

| | |
|----------------|---|
| Wednesday..... | 5:30 p.m. to 8:30 p.m. |
| Friday..... | 4:00 p.m. to 5:30 p.m. 7:00 p.m. to 12:15 a.m. |
| Saturday..... | 7:00 p.m. to 12:15 a.m. |
| Sunday..... | 1:00 p.m. to 4:00 p.m. |

These hours apply 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.

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. Under no circumstances are men to use alcoholic beverages or entertain women in their rooms at any time.

THE FEMALE SET . . .

The following rules have been adopted by the women of Willamette University and have been approved by the Administration. These are general rules governing *all registered women students* who attend Willamette and every woman is advised to be familiar with them.

The Associated Women of Willamette University share the responsibility with the Dean of Women for making all

rules which govern women. Such rules are subject to change and approval of the administration upon the recommendation of the Dean of Women and the housemother in the respective living organizations.

Violation of rules made by the Associated Women Students and approved by the Administration may be considered by the House Council in each women's living organization, or referral may be made by the members of house council or at the request of the housemother to the Judicial Committee of AWS or the Dean of Women.

Each month there must be a written report of all violations of the Women's rules sent to the Judicial Committee of the Associated Women Students by each living organization. This report should include the name of the offender, the violation, the date 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.

Willamette University maintains three dormitories for women—Lausanne Hall, Doney Hall, and the new upper-class women's dorm, Lucy Anna Lee House. To further a spirit of democracy and friendship, all freshmen and transfer students on campus are required to live in one of the dormitories during their first year at Willamette.

Campus Panhellenic is the coordinating body for the five national sororities established at Willamette. They are Alpha Chi Omega, Alpha Phi, Chi Omega, Delta Gamma, and Pi Beta Phi. After a year of living in a dorm, affiliated women may live in the house of their choice.

QUIET HOURS

A schedule of quiet hours and rules concerning them must be prepared by all women's living organizations. 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. This schedule should include rules about the playing of pianos and radios, the reception of telephone calls, and visitors and where absolute quiet hours may be spent. Each living organization is expected to enforce the period of quiet for the benefit of everyone. Students, however, are always expected to remain reasonably quiet at all times.

CLOSING HOURS

The closing hours for all women's living organizations, are listed below. All women should be in their places of residence according to these hours.

| | |
|------------------------------|------------|
| Monday through Thursday..... | 10:00 p.m. |
| Friday and Saturday..... | 12:30 p.m. |
| Sunday | 10:30 p.m. |

All lights in women's living organizations must be turned out at 12:00 midnight.

1. Late permission may be used at the student's discretion for social, educational, and cultural purposes. It should be understood that late permission will be used for all college functions such as concerts, plays, classes as well as for dates. Freshmen women may take late hours for above affairs on the night on which they occur, providing they have not taken a late per on Wednesday night of that week.

2. Late permission to stay out after these hours may be granted by the Resident Housemothers except on Friday, Saturday or Sunday nights. No late permission will be granted to any member of a living organization on a night agreed upon as the Housemother's free night.

3. The hours available for later permissions to the women in the living organizations are as follows:

| | |
|-----------------|-----------------------|
| Seniors..... | 3 1/2 hours per month |
| Juniors..... | 2 1/2 hours per month |
| Sophomores..... | 2 hours per month |
| Freshmen..... | 1 1/2 hours per month |

4. Late permission may not exceed 11:30 p.m. on any one night, when it is permissible to take late per.

5. The amount of late-permission time taken must be indicated on the late-permission card by all women registered at Willamette University and the card must be signed by 7:00 p.m. by the housemother or substitute appointed by the housemother. The amount of time taken must be designated in the column headed "late-per" on the daily sign-out sheet together with the expected returning time.

During the first semester, freshmen women may have one

mid-week date night per week. *Wednesday night* is date night and the late-permissions may be taken on this night only. On Friday, Saturday, and Sunday nights freshmen women share the same privileges granted to upperclass women and the privilege of remaining out until closing hours. By special permission from the Dean of Women, all women who have achieved a grade point average of 3.00 or better for the first semester may date or leave the living organizations on any night of the week.

A uniform Sign-out sheet must be established in each women's living organization for women who are out of their residences after 7:00 p.m. Another sign-out sheet for those taking an overnight, weekend or leaving for vacation must be established in each living organization. The housemother is responsible to the Dean of Women for having these filled out properly.

Each student is required to sign herself out. She must attempt to give her exact destination so that she may be reached in case of an emergency. When the student returns to the living organization, she must sign *HERSELF IN* and the exact time she arrives. Each woman student who signs out and signs in must not use ditto marks, and there is to be no erasing on the sign-out sheet.

In an emergency only, the housemother may be notified by telephone that the student has not signed out. If she expects to be signed out legally, she must call *before 7 p.m.* and speak directly to the house-mother or a substitute appointed by the housemother in case she is out, who will sign her out and initial the sign-out sheet on the far left-hand side next to the girl's name. When she returns, besides signing in, the student is expected *to report* to the housemother that she has arrived.

For overnight permission, the white permission card for each individual girl must be signed by the housemother 24 hours in advance. An invitation must be received from the hostess of the dormitory, sorority, or home where she is planning to be a guest and must be on file with the housemother. The invitation may be by letter or, in case of an emergency, a telephone call made directly to the housemother only. In either case, the housemother must have a written note or talk personally to the hostess. The out-of-town sheet must be filled out by the student before she leaves and on her return.

No woman student may spend Sunday, Monday, Tuesday, Wednesday, or Thursday nights out of her own living organization. If permission is granted for the student to stay out over Sunday night she must be signed in by 8:00 a.m. Monday.

Willamette University students are not permitted to spend the night in Salem with friends in their apartments and homes in Salem. Permission may be granted to stay overnight with immediate relatives who may reside in Salem, on weekends only.

The white permission card must be secured from the housemother and filled out 24 hours before leaving town for the day. Any place within a 5 mile radius of Salem is considered in town and no out of town permission is required.

Women students are not to leave their place of residence before 7:00 a.m. If it is necessary to leave at an earlier hour, special arrangements must be made with the resident housemother for special occasions, after being approved by the Dean of Women.

Freshmen must purchase a postcard at the desk of their dormitory, fill it out and have it *signed by the housemother* before leaving the dormitory to inform her parents of her whereabouts.

When traveling by private car, permission must be secured from a parent in writing and the Parents' Permission blank must be on file along with a Release Form which may be secured from the Dean of Women.

When traveling by public vehicle, no special permission is necessary from a girl's parents unless restricted by parents on Parent's Permission Blank.

Any woman student 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 of her living organization:

1. Parent's Permission form and the Release Form, both carefully filled out and on file.
2. Name of the driver of the car.
3. Time and place of the event.
4. Invitation from the hostess if staying overnight.

In obtaining permission to stay overnight any place other than home, a separate note from the student's parents is not necessary each time she leaves town, as long as the parent

has approved the Parent's Permission blank, except in those cases which the Housemother thinks should be reported.

Male visitors may be entertained in the lounges of the women's living organizations during the following hours:

| | |
|------------------------------------|----------------------------------|
| Monday, Tuesday, and Thursday..... | 4 to 7 p.m. 9:30 to 9:55 p.m. |
| Wednesday..... | 4 to 9:55 p.m. |
| Friday..... | 4 to 12:25 a.m. |
| Saturday..... | 12 noon to 12:25 a.m. |
| Sunday..... | 10 a.m. to 10:25 p.m. |

In case of an emergency, and with full knowledge and approval of the housemother, a student may see a male guest at an hour other than those for regular reception providing this privilege is not abused.

Parents and relatives may visit at any reasonable hour.

There is a guest-room available in each of the dormitories for housing guests overnight. Arrangement must be made in advance with the housemother if students wish to sign up for the guest room. Guests are not allowed to stay in the dormitory Monday through Thursday. In the case of close relatives, permission may be obtained from the housemother or the Dean of Women. Permission also may be granted for the guests to stay in the girl's rooms on Friday and Saturday nights only. A guest in any of the Willamette living organizations is requested to abide by the University rules and regulations.

MISCELLANEOUS RULES AND INFORMATION:

Freshmen women *may not* have private cars while at Willamette. This includes Salem women who may be living in the dormitory.

Willamette women do not appear in public or on campus with their hair done up in bobby-pins. This includes the cafeteria.

Women are permitted to wear jeans, pedal pushers and knee length shorts on campus on Saturday morning through the noon hour in the cafeteria. It is not permissible to wear jeans, pedal pushers, burmuda shorts or short shorts under a coat in the cafeteria with the idea of getting around this rule. Sorority pledges may wear jeans and pedal pushers to and from the

houses on Saturday mornings to do their duties, providing they do not go downtown.

Jeans may be worn on the bus while traveling on choir or band tours.

Jeans, pedal pushers, and knee length shorts may be worn at picnics or for bike rides or at the beach, but not downtown at any time.

Shorts may be worn for Physical Education activities on campus.

Improperly dressed students may be refused service in the cafeteria at any time.

Any type of planned social function must be scheduled, registered and approved through the Activities Board and the Dean of Women.

Pledge sneaks and serenades of both men's and women's groups must be scheduled through the Dean of Women or Dean of Students. When the men's houses serenade the women's groups, the particular houses in question should be notified through the housemother. ALL WILLAMETTE UNIVERSITY WOMEN ARE EXPECTED TO ACCEPT AND LIVE ACCORDING TO THE ABOVE STANDARDS OF CONDUCT.

POSITIVELY DON'TS . . .

Parking your car we know is going to be a tough problem, but on campus parking is forbidden. Service entrances must be kept free for the use of emergency vehicles. Your car will be towed from the campus and to redeem it a towing charge will be payed. We recommend that you use the University parking area across the millstream.

Dancing is a lot of fun and Willamette students enjoy this recreation any day of the week—except Sunday. This is in compliance with the city ordinance of Salem.

The smoking rule is one that has been much discussed at Willamette and you will no doubt ask about it too. The specified areas on campus within the living organizations are the only places where smoking is allowed.

Out of bounds includes any place where hard liquor is served. It's just plain against the rules to use intoxicating liquor while you are enrolled in the University.

As for gambling—one word sums it up from any angle—*don't*.

WE, THE PEOPLE . . .

Our Student Body is organized by an association known as the Associated Students of Willamette University, the ASWU. The governing body of the ASWU is the STUDENT SENATE which has many duties such as making appointments, enforcing rules and most important, acting as a voice of student sentiment.

Student members with a vote in the Student Senate include ASWU officers, four class Presidents, two representatives each from IFC, Panhellenic, and the Independent Students to be chosen on a house rotation basis, one representative from the Law School, and the AWS President.

Student members without a vote include the Collegian editor and managers of the various events and activities. Faculty members without a vote include one faculty member selected by the Senate for a one year term and the General Manager of the Student Body.

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

The election of CLASS OFFICERS is the responsibility of each class. Officers are nominated from the floor in class meetings.

Your STUDENT BODY OFFICE is the center of student body activities. It is located on the ground floor of Waller Hall. The office girls are all students and among their duties are typing, mimeographing, ticket sales and correspondence. To keep you up to date there is a calendar of social events on the ASWU bulletin board by the office door. The office is open from 9 a.m. to 4 p.m. every school day, except during convocation and chapel periods.

Your STUDENT BODY CARD, granted upon payment of student body dues, entitles you to many privileges. You may vote in all ASWU elections. It is your ticket to class social functions and all athletic events. And you are also entitled to pick up a copy of the weekly Collegian. Upon payment of an established fee, you are entitled to the Wallulah, our yearbook.

A.S.W.U. CONSTITUTION . . .

Revised May, 1960

PREAMBLE

We, the students of Willamette University, in order to provide a supreme 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 the Liberal Arts College 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. The officers shall form the executive committee of the Association.

- a. The executive committee shall formulate policy to be submitted to the student senate.
- b. Removal powers shall be granted to the executive committee if a person holding a campus position does not fulfill the role of his office. The committee shall also have the power to appoint a replacement with the approval by a $\frac{2}{3}$ vote of the Student Senate.
- c. The executive committee shall be ultimately responsible to see that all committees appointed either under the jurisdiction of the by-laws or the Student Senate shall fulfill their duties.

Sec. 2. The president shall preside at all meetings of the Association, shall be chairman of the Student Senate 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 and Rally Commission.

Sec. 4. The second vice-president shall be in charge of ASWU elections and the Elections Committee.

Sec. 5. The secretary shall keep a record of all meetings of the Association, of the Student Senate, of Activities Board 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 the student association properties.

Sec. 7. The member-at-large shall act as the chairman of the Constitutional Revision Committee . . . and shall be the official Student Senate representative to the Student Affairs 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 Senate 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. ASWU Elections.

- a. ASWU elections shall be held at least one month before the close of the second semester, the date to be set by Student Senate. 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 Senate at least one week before election; whenever possible, at least two candidates for each office shall be named.

- b. The Australian ballot system shall be used for all elections.
- c. All members of the Association shall be entitled to vote upon the presentation of student body card.
- d. All officers except the member-at-large shall be elected by a majority vote and in case no candidate receives a majority, the Student Senate 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.
- e. The runner-up for the position of student body president shall automatically be elected member-at-large.
- f. All vacancies which may occur in the ASWU elective offices shall be filled by popular ballot at a special election with the exception of Rally Squad elections as provided in Article 10, Sec. 3.
- g. No nominations for a class office shall be accepted after the nominations for that particular office have been closed during the class meeting.
- h. Any challenge of the legality of a candidate must be made before the primary begins; otherwise, all candidates shall be considered as legal. A legal candidate is one who is considered qualified by the office of the Dean of Students.
- i. Challenges or complaints during elections shall be handled by the second vice-president and the chairman of the elections committee only.

Sec. 2. Class elections, Homecoming Hostess, Freshman Glee, May Weekend Queen, and special elections shall be under the jurisdiction of the second vice-president of the student body and the Elections Committee.

ARTICLE V—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 \$13.50 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 by the Student Senate.

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

Sec. 3. The listing budgetary allocations are as follows:

| | |
|--------------------------------|-------|
| Publications | 39% |
| Office Fund | 66½% |
| Willamette University | 2½% |
| Social | 1% |
| Tuesday Convocation Fund | 1½% |
| Drama | 5½% |
| Forensics | 5% |
| Music | 14½% |
| May Weekend | 2½% |
| Student Union | 8% |
| Capital Outlay | 4% |
| Homecoming | 2% |
| Awards | ½% |
| Reserve | 2½% |
| Classes | 3% |
| Travel Fund | 2% |
| | <hr/> |
| | 100% |

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

| | |
|-----------------------------|-------|
| Publications | 5% |
| Willamette University | 1½% |
| Student Union | 4% |
| Student Body Office | 1% |
| Capital Outlay | ½% |
| Law School | 88% |
| | <hr/> |
| | 100% |

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

- a. The Freshman Glee fund shall be provided from out of the class fund. Each class shall give at least 40% of its allotment to the Freshman Glee Fund.
- b. The College of Music shall reserve at least 2% (of the total ASWU budget) for a sinking fund to buy permanent equipment.

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

ARTICLE VI—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 Senate as recommended by 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 VII—LAW SCHOOL

Sec. 1. The Law School shall have the prerogative to form an associated body with the powers of regulating policy and finances.

ARTICLE VIII—TO STUDENT SENATE

Sec. 1. Membership

a. Student Members with vote. ASWU officers, the four class presidents, two representatives each from IFC, Panhellenic, and the Independent students to be chosen on a house rotation basis, one representative from the law school, and the AWS president.

b. Faculty members without vote.

A member of the faculty selected by the Student Senate for a term of one year, and the general manager of the student body who shall be appointed by the Student Senate upon recommendation of the Student Body President and the President of the University.

Sec. 2. Powers

a. The Student Senate shall enforce the Constitution and By-Laws; shall be responsible for adherence to Willa-

- mette traditions; shall make appointments for ASWU activities, committees and boards.
- b. The Student Senate shall act as the ultimate authority over all student activities excepting those of Pan-Hellenic and Inter-Fraternity Council.
 - c. The Student Senate shall have the power to investigate and report on any area of student life and shall make any necessary recommendations to the necessary persons and/or committees, (i.e., the student affairs committee).
 - d. Emergency powers may be granted to the Student Senate by a three-fourths vote of the Association. When such emergency powers are granted, the Senate 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 such school or national emergencies make such action practicable.

ARTICLE IX—PETITIONS

- Sec. 1. Any individual or group of individuals may petition the Student Senate on any matter of student interest. The Student Senate 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 election may be called by the Student Senate 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 Revisions 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.

BY-LAWS . . .

ARTICLE I. EXECUTIVE COUNCIL

- Sec. 1. The membership of the executive council shall consist of the student body officers including the president, 1st Vice president, 2nd Vice president, secretary, treasurer, and member-at-large, with the president as presiding officer.
- Sec. 2. Meetings of the executive council shall be once a week prior to the student council meeting.
- Sec. 3. The executive council shall establish a flexible agenda for the coming student council meeting.
- Sec. 4. This council shall have the power to set student body administrative policy; and to discuss over-all policies in the individual areas of the respective student body officers in order to function as a unified group.
- Sec. 5. It shall be the duty of the executive council to select a manager for the student body office and be responsible for the management of that office.
- Sec. 6. The ASWU Executive Council shall be responsible for fostering communication of student body business, activities, and policies to the entire student body.

ARTICLE II. ACTIVITIES BOARD

- Sec. 1. Membership of the Activities Board shall consist of the first vice president of the student body, who shall act as chairman, Dean of students, Dean of Women, and five students. Student members shall be chosen by the first vice president with the approval of student council. All students on the board shall be from different living organizations.
- Sec. 2. Purpose of the Board will be to schedule all campus activities. All organizations will be required to submit a list of activities at the first of each month and these activities must be scheduled at that time along with the time and place of the meeting. Any functions which may come up during the month can be scheduled at the weekly meetings of the Board.
- Sec. 3. The Board shall review the charters of all campus organizations under its control, as early in the school year as possible under proceedings provided for in the

By-Laws and such other rules as the Board deems necessary.

Sec. 4. Organizations wishing to schedule activities shall turn in a petition one day prior to Activities Board meetings and shall appear at the meeting.

Sec. 5. Appeals from the decisions of the Board shall go to Student Senate.

ARTICLE III. 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 senate, two faculty members selected by the student senate for one year terms, and the general manager who shall vote only in case of a 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 Senate.

ARTICLE IV. 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, a Law School Representative, the member at large, the Convocations Manager, 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 expenditures 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 senate.

Sec. 4. It shall be the duty of the manager 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 activities 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 balance.

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 V. CONSTITUTIONAL REVISION COMMITTEE

Sec. 1. Membership of the committee consists 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 Student Senate.

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

ARTICLE VI. ELECTIONS COMMITTEE

Sec. 1. Membership of the Elections Committee shall consist of two from each class. The chairman will be one

of the representatives from the classes. These members and chairman will be selected by the second vice-president of the student body.

Sec. 2. This committee is authorized to assist the second vice-president in the running of elections. All operations of this committee shall be in accord with a set of election rules. These rules are to be suggested by the elections committee and approved by Student Senate before November 1 of each school year.

ARTICLE VII. CONVOCATIONS COMMITTEE

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

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

ARTICLE VIII. STUDENT INSURANCE COMMITTEE

Sec. 1. The committee shall consist of two members appointed by the Student Body Treasurer, with the approval of Student Senate, The Student Body Treasurer, who shall act as chairman of the committee, a qualified member of the faculty, to be chosen in the same manner as the student members, and the general manager of the student body.

Sec. 2. Duties of the Student Insurance Committee:

- a. Each member shall have a complete knowledge of the policy in order to explain it to anyone desiring information as to its operation.
- b. The Committee shall review the policy, each year to determine whether it meets student needs. If it is determined that the policy does not meet the student need, the Committee shall then issue requests for bids to various companies, these companies chosen at the members discretion. Only the Committee will issue requests for bids from Insurance Companies. From the bids received, the committee shall recommend its choice to the Student Senate who shall make the final choice. If the

present policy is deemed adequate the committee shall recommend its retention to Student Senate who shall make the final choice.

- c. The Committee shall make a complete review of the policy every two years at a minimum. This will constitute a complete review of the set standards and an issuance of bids if necessary to competing insurance companies.

ARTICLE IX. AWARDS COMMITTEE

Sec. 1. Membership of the Awards Committee shall consist of the president of the Student Senate, who shall act as chairman, the faculty member of the Student Senate, the general manager, the student body managers from various activities and the 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 above mentioned.

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 the respective allocations.

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

ARTICLE X. MAY WEEKEND COMMITTEE

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

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

ARTICLE XI. FRESHMAN GLEE COMMITTEE

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 rules of Glee and shall appoint the judges.

ARTICLE XII. HOMECOMING COMMITTEE

Sec. 1. Membership of the Homecoming Committee shall consist of a manager appointed by the Student Senate, 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 XIII. PARENTS' WEEKEND COMMITTEE

Sec. 1. Membership of the Parents' Weekend Committee shall consist of a manager appointed by the Student Senate, the Dean of Students, the Student Body Treasurer, and the sub-committee chairman appointed by the manager and the student body president.

Sec. 2. The Committee shall organize the events of Parents' Weekend and see that they function properly.

ARTICLE XIV. ORIENTATION WEEK COMMITTEE

Sec. 1. Membership of the Orientation Week Committee shall consist of a manager appointed by the Student Senate; the student body treasurer, and three assistants appointed by the student body president, plus the Dean of Students.

Sec. 2. The Orientation Week Committee shall have charge of all student activities during the said week except those of Panhellenic and Inter-Fraternity Council.

ARTICLE XV. STUDENT BODY OFFICE MANAGER

Sec. 1. There shall be a manager of the Student Body Office, hired by the Executive Council at the beginning of the second semester and to serve for one year. The Executive Council shall have the power to dismiss this manager at any time if necessary. Likewise, the manager will have the power to employ and release student body office workers who shall apply for employment by petition to the student body office manager.

ARTICLE XVI. RALLY COMMISSION

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 of 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 tryouts 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 Sec. 3 of this Article.

Sec. 3. Membership of the rally squad shall consist of four women serving as a song team, and three men serving as a yell squad, to be selected in February of each year, serving for the next school year. The Student Association 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 the two men receiving the highest number of votes will then be voted upon in a new election. The woman and man winning a majority shall become song queen and yell king respectively. In the event of a vacancy occurring in the rally squad, that candidate with the next highest number of votes will fill the vacancy.

Sec. 4. 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 XVII. PROCEDURE FOR CHARTERING ASWU ORGANIZATIONS

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

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

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.

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 XVIII. AMENDMENTS TO THE BY-LAWS

Sec. 1. By-Laws and proposed revisions thereof governing the conduct of the Association may be passed by the Student Senate after study and report by the Constitutional Revisions Committee.

Sec. 2. The Student Council shall vote on the proposed revisions at each of two meetings at least one week apart. If the revision does not pass the preliminary vote by a simple majority, it shall not be brought up for a final vote. Upon the final vote the revision may be passed by two-thirds of all votes cast, provided a quorum casts ballots in the vote. The proposed revision shall appear in the Collegian after the preliminary vote and prior to the final vote.

ARTICLE XIX. 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.

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