

# Willamette University Student Handbook



## OLD HISTORIC TEMPLE

(Alma Mater)

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

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

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

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

# Willamette University

## Student Handbook

(Including the Rook Book)

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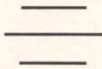
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## FOREWORD

In preparing this handbook an effort has been made to combine, in one publication, the rules, policies and customs of Willamette university and its student body so that this booklet will be of value, not only to those students who are new on campus and therefore need to acquaint themselves with this information, but also to students, faculty and other interested persons who desire more specific information. However, in order to make this information as "timeless" as possible, some specific facts which are relatively impermanent, such as the listing of student body officers or members of the faculty, have been deleted.

The booklet is published with the hope that it may serve to strengthen the spirit of the Willamette campus by making available to the students information concerning the rules and traditions of this university.

## **ADMINISTRATION**

### **PRESIDENT'S OFFICE**

**Location:** First floor, Eaton hall.

**Function:** The president of the University is responsible to the Board of Trustees for the administration and management of all the affairs of the University, and confers with the various administrative officers on policy concerning major problems.

### **OFFICE OF THE DEAN OF THE COLLEGE OF LIBERAL ARTS**

**Location:** First floor, Eaton hall.

**Function:** This office serves in an advisory capacity on admission questions, gives necessary academic counseling to students and decides, with the help of a faculty committee, such academic problems as course changes, credit, substitutions, and academic eligibility and dismissal.

### **OFFICE OF THE DEAN OF WOMEN**

**Location:** First floor, Eaton hall.

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

### **OFFICE OF THE DEAN OF STUDENTS**

**Location:** First floor, Eaton hall.

**Function:** This office provides counseling on personal matters, the administration of vocational tests and other inventories, the providing of both on and off-campus housing for students, guidance and assistance to the organizations on campus, supervision of the part-time employment service for students and the counseling and advisory programs, and the administration of attendance records.

### **BUSINESS OFFICE**

**Location:** First floor, Eaton hall.

**Function:** All University finances are handled through this office. Its work includes the arrange-

ment with students for special payments of their accounts, the issuance of student loans, the handling of room deposits and student accounts, the general supervision of the student payroll, and the assistance of students and organizations with general business problems. It also advises and consults with individual students and organizations concerning the use of the University grounds, buildings, and equipment for special student activities.

#### **OFFICE OF THE REGISTRAR**

**Location:** First floor, Eaton hall.

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

#### **OFFICE OF THE DIRECTOR OF ADMISSIONS**

**Location:** First floor, Eaton hall.

**Function:** This office chooses new applicants for the student body and assists them with preliminary information relative to college life. The Director of Admissions is also secretary of the committee on scholarships and grants and all applications for such assistance are filed in his office.

#### **OFFICE OF THE DEAN OF THE COLLEGE OF LAW**

**Location:** Law building.

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

#### **OFFICE OF THE DEAN OF THE COLLEGE OF MUSIC**

**Location:** Music building.

**Function:** The duties of the Dean of the College of Music include teaching voice, directing the a capella choir and the Salem Oratorio Society. The Dean's office takes care of all administrative details concerning the College of Music and assists all music majors in planning their programs.

#### **OFFICE OF THE COUNSELOR ON RELIGIOUS LIFE**

**Function:** All religious activities are under the general supervision of the counselor on religious life, a member of the faculty of the Religion Depart-

ment. He supervises such related activities as the Thursday worship chapels, Religious Emphasis week, deputation teams, and the Inter-Faith Council. The counselor also has regularly scheduled hours for private counseling with students on personal, academic, or religious problems.

### **VETERANS ADMINISTRATION**

**Location:** First floor, Eaton hall.

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

### **OFFICE OF THE DIRECTOR OF INFORMATION**

**Location:** First floor, gymnasium.

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

### **STUDENT HEALTH SERVICE**

**Location:** University infirmary.

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

#### **Provisions and Service**

1. Service is available to regularly registered students but not to faculty or to students registered for six hours of work or less.
2. Consultation and treatments are available one hour each school day (9:30-10:30 a. m.) for diagnosis and arranging for treatment. A nurse will be on duty from 8 a. m. to 1 p. m. and from 2 p. m. to 5 p. m.
3. Infirmary service is free to students living on campus. Off campus students will be provided three-day meal service and two weeks room service after which regular University rates will be charged.
4. Medical treatment which cannot be taken care of at the Infirmary, such as treatment by specialists, physiotherapy, surgery, fractures, laboratory, X-ray diagnostic procedures or fitting of glasses, is available to the student by arrangement

through the Salem Clinic at one-third discount from the usual local medical fees. In the case of colds, prescriptions ordered by the University physician will be paid for by the Student Health service.

5. Three days off-campus hospitalization will be provided by the Student Health service if authorized by the University physician and if the student pays for the first day of each hospitalization. This service includes only ward charges. This service is not available to athletes who are covered by the Oregon Physician's and Surgeon's service.
6. A nominal charge will be made for service at the student's place of residence.
7. X-ray for tuberculosis is free and required of each student at the beginning of the Freshman year.

### **COMMITTEE ON DISCIPLINE**

**Function:** This committee may act in cases involving dishonesty, immoral or improper conduct, violation of University regulations or conduct prejudicial to the best interests of the University. Disciplinary probation carries the same limitations to the student as scholastic probation plus any additional penalties the Committee may impose. Discipline is also in the hands of the deans. The act of registration is 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.

# ACADEMIC

## GRADES

### Formal Grade Reports

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

### Informal Grade Reports

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

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

### Grading

The system of grading is as follows:

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

For an explanation of class status and quality hours refer to the current Williamette university bulletin.

### Incomplete

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

### Condition

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

## STUDENT LOAD

1. Fifteen semester hours is the normal program.

2. Registration for more than 17 semester hours, exclusive of physical education, requires the permission of the Committee on Scholarships and Petitions.
  - a. Forms for this may be obtained in the Registrar's Office or in the office of the Dean of the College of Liberal Arts.
  - b. When the form has been correctly filled out and signed by both the student and the faculty member concerned, it should be left at the Office of the Dean of the College of Liberal Arts.
  - c. The student will then be notified of the action taken on the matter by the committee.
3. The permission of the Registrar is required for registration for less than 12 semester hours.
  - a. Those students who are carrying less than 12 semester hours of work will be considered special students except during the final semester of their senior year when, if the load is sufficient to satisfy all requirements for the degree sought, any amount of work taken shall entitle the student to regular status.
  - b. Special students shall not represent the University in any student activity.
  - c. Students devoting considerable time to self-support may not be permitted to register for full college work.
4. The maximum credit which can be applied toward a degree in any one department, such as mathematics, psychology or French is 40 semester hours.

## **ADVISORS**

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

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

## **CHANGING COURSES**

### **Adding Courses**

No subject may be added after two weeks following the beginning of the semester except in unusual cases by filing a petition with the Committee on Scholarship and Petition.

### **Dropping Courses**

1. The following steps are necessary:
  - a. Obtain a "drop" card from the Registrar's Office and fill it out.
  - b. Get signatures of:
    - (1) Professor involved in change
    - (2) Dean of Students or Women
    - (3) Business Manager
    - (4) Advisor
  - c. Return card to Registrar.
2. Any student dropping a course later than 8 weeks after the opening of the semester, for any cause other than serious illness, shall receive a semester grade of "F."
3. The student must attend class until officially dropped through submitting to the Registrar a drop card properly completed.
4. In case of the student's failure to drop the course officially, his grade automatically becomes an "F."
5. A student who is failing in a subject at the time of dropping will receive a grade of "F" in that course.

### **Withdrawing**

To withdraw from the University, a student must:

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

## **ATTENDANCE REGULATIONS**

### **Daily Reports**

Records of absence in lower division courses will be reported by faculty members to the Dean's office. Attendance requirements for upper division courses are set by the instructor.

### **Tardiness**

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

### **"Cuts"**

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

### **Probation**

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

### **Vacations**

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

### **Excused Absences**

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

1. **Illness.** Formal reports are sent to the University nurse by the head residents listing students who are ill. Off campus students should notify the nurse on the first day of illness. The nurse must sign readmittance slips for absence due to illness. Students excused from class for illnesses are not expected to participate in social activities that evening.
2. **Playing on a University athletic team, participating in a musical, debating, or dramatic function sponsored by a recognized organization, class field trips, or acting as official delegate to a scheduled meeting of a recognized organization, providing that permission is previously obtained from the Dean of Women or the Dean of Students.**
3. **Travelling distance.** Arrangements may be made in advance with the Dean of Students or Dean of Women to excuse absences during the two days before or after vacations if the student must miss classes because of considerable travelling distance between the University and his home.
4. **Urgent matters at home.**
5. **Work.** By advance permission, and if it does not impair or continually interfere with effective class work, and if the student's scholastic record warrants it, excuses may be obtained because of work. Students must be working during the chapel period if excuse is for that period, and are not excused from chapel for work done during other hours.

6. Students may be excused from chapel for the following reasons:
  - a. If no classes are being taken on Tuesday or Thursday.
  - b. Those employed in places of business during chapel hours.
  - c. Married students with heavy home responsibilities.
  - d. By request of a faculty member or adviser.
  - e. Law students, graduate students and special students.

### **EXCUSES**

1. Excuses for illness must be procured at the University infirmary. The nurse must be notified of the illness before any classes are missed.
2. Excuses for reasons other than illness must be signed by either the Dean of Women or the Dean of Students.
3. After receiving an excuse slip with the signature of either the nurse or the personnel deans, the student should have the instructor of each class he has missed initial it and return it at once to the office of the Dean of Students.
4. Any excuse slip returned to the office of the Dean of Students after two weeks from the date of an absence will be invalid.
5. No further unexcused absences will be granted students who obtain permission to miss classes immediately preceding or following vacations.

### **EXAMINATIONS**

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

### **Senior Finals**

Graduating seniors are exempt from the June final examinations except when professors request an examination to justify a grade.

## PROBATION

1. A student is placed on probation when:
  - a. He has received passing grades in less than 12 hours.
  - b. A third of his work has a grade of "D" or lower unless he has at least two hours of "A" or "B".
  - c. He has accumulated more unexcused absences in chapel or class than allowed.

2. A student on probation shall be ineligible to represent the University in any public appearance or hold a major office.

He shall not be allowed to participate in intercollegiate athletics, college publications, dramatics, forensics, a cappella choir, band, or orchestra or to hold positions of prominence or make public appearance of any sort in May Weekend, Letterman's Ball, Freshman Glee, Homecoming and similar affairs.

When students are in doubt concerning the nature of an activity, they should consult with the Dean of Students.

3. A student who is placed on probation a second consecutive semester shall be dropped from the University.

## **STUDENT ACTIVITIES**

### **PROCEDURE FOR CHARTERING NEW ORGANIZATIONS ON CAMPUS**

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

### **SOCIAL FUNCTIONS**

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

### **SPONSORS FOR SOCIAL EVENTS**

1. Members of the faculty shall be chosen as sponsors for every social event.
2. At each social function of fifty or more in attendance, there must be at least two faculty members and wives as sponsors for every 25 students.
3. Sponsors must be approved by the Dean of Women. Choice of sponsors must be reported on regular forms provided in the Office of the Dean of Women, at least three days before the function is held. Sponsor cards may be procured from the Office of the Dean of Women.
4. Sponsors are requested to make a report on the regular blanks of the arrangements for, and conduct of, every function.
5. Those sponsoring social activities are expected to see that satisfactory conduct is maintained throughout the function by everyone participating.

6. The chairman in charge of the social function may request a chaperon or the chaperons to deal with any objectionable individual or unpleasant situation which might arise.

### **STUDENT ACTIVITIES BOARD**

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

### **GENERAL RULES GOVERNING SOCIAL AFFAIRS**

1. Meetings of all campus organizations including academic and educational clubs, scheduled on week days should be adjourned not later than 7:30 p. m. except on Wednesday night when the hour is extended to 8:30 p. m.
2. There shall be only one fireside a month per living organization on any Wednesday night, at the discretion of the house. The house must regret other invitations if it has already given or planned one fireside, limiting each house to one function per month which must close at 8:30 p. m.
3. There shall be no social activities on Monday, Tuesday, Wednesday, or Thursday of each week except the regular weekly meetings of campus living units and special programs or recitals of the College of Music. This rule does not apply to the regular firesides nor to the Christmas party or Christmas caroling which must be scheduled in advance with Social Chairman and the Dean of Women.
4. No excuses shall be granted by the Personnel Deans from classes for participating in or preparation for extra-curricular activities with the exception of athletics, authorized musical organizations, forensics, and any special event duly recommended by the faculty adviser or instructor of that particular group.
5. There shall be no more than one dance each year for inter-group organizations such as Panhellenic, Inter-Fraternity, and Inter-Dorm.
6. No group shall have more than one weekend retreat a semester.
7. There shall be no more than two major functions (this includes dances and large parties which include much preparation) for each living organi-

zation each year. Other organizations are restricted to one major dance each semester.

8. The month of January will be designated as "dead month" during which time there shall be no social activities, except for class parties to be held on one designated weekend of the month.
9. During the Spring semester, the last week immediately preceding the week of final examinations will be designated as "dead week" during which there shall be no social activities (including picnics).

### **WHO MAY HOLD OFFICE ON THE CAMPUS**

1. A student on probation is ineligible to hold a major office, or must vacate any already held.
2. A student must be declared eligible by the Dean of Students before he can qualify for a major office.
3. In order to hold a major office or to represent the University in any public appearance, a person must be a student in good standing regularly registered in at least twelve hours of academic work not including physical education. In addition to meeting University requirements, eligibility for athletics is determined by Conference Regulations.
4. A student who has been in residence for five semesters but not of upper division status may not hold a major office.

### **ELIGIBILITY LISTS**

It is the duty of each campus organization to have the eligibility of the officers and 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.

### **RELIGIOUS GROUPS**

#### **Inter-faith Council**

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

#### **Campus Organizations**

Baptist Youth Fellowship  
Canterbury Club  
Inter-Varsity Christian Club  
Newman Club  
Phi Zeta Christo

Wesley Fellowship  
Westminster Fellowship

### **Deputation Teams**

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

## **HONORARIES**

### **Alpha Kappa Nu**

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

### **Alpha Lambda Delta**

This is a national honor society for freshmen women who have earned a grade point of 3.5 or above their first semester of college.

### **Delta Theta Phi**

This is a national law fraternity which has been on the Willamette campus for twenty-two years. The purpose of the Wolverton Senate chapter is the promotion of high scholarship united with the advancement of justice and high ideals in the legal profession.

### **Phi Delta Phi**

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

### **Order of the Purple**

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

### **Mu Phi Epsilon**

Membership of this honorary is limited to women music majors with high scholarship standing. Its purpose is the advancement of music in America.

### **Theta Alpha Phi**

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

### **Tau Kappa Alpha**

A national Forensic fraternity which is a member

of the Inter-Collegiate Forensic League. Members are chosen from debate and oratorical squads. The chapter sponsors debates and oratorical contests.

#### **Phi Eta Sigma**

A national honor society for freshmen men who have earned a grade point of 3.5 or better during their first semester of college.

#### **Sigma Delta Pi**

Students of Spanish who meet the requirements in their Spanish courses, maintain a high scholastic standing, and are above Freshmen rank are eligible for this national Spanish honorary.

### **PUBLICATIONS**

#### **Student Directory**

The "Fusser's Guide" contains the names, addresses, and telephone numbers of students, faculty, and living organizations.

#### **Student Handbook**

The Handbook is a collection of rules, policies and activities of Willamette University.

#### **Willamette Collegian**

The Collegian, published weekly, has proven itself to be one of the outstanding college newspapers of the nation by consistently achieving All-American rating.

#### **Wallulah**

Campus life and student achievement are set down in pictorial form and published in June of each year as the yearbook.

#### **Publications Board**

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

### **MAIN SOCIAL EVENTS**

#### **Homecoming**

Returning Willamette alumni are honored by two days of festivities commencing with the freshmen leaf rake before dawn on Friday morning. Living organizations compete in a Homecoming sign contest, and a noise parade is held Friday night. On Saturday afternoon a football game is held and in the evening a semi-formal dance at which the winners of the contest are announced.

#### **International Weekend**

International Weekend is an activity of YWCA,

sponsored to bring a feeling of world relatedness. This aim is accomplished by inviting foreign students from other universities, housing them in living organizations where they may talk informally with the students and exchange ideas, and planning an interesting weekend for them including Varsity Varieties, International luncheon, tours, a football game, an informal dance in their honor and discussions.

### **Dad's Day**

The first annual Dad's Day was held in 1950. Some of the activities arranged for the fathers were an assembly of entertainment, a mixer in the gymnasium to acquaint the professors and the fathers, informal dinners in the various living organizations, and a football game in the evening.

### **Freshman Glee**

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

### **May Weekend**

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

### **Beach Trips**

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

### **Award Day**

A chapel period is set aside near the close of Spring

semester for the purpose of presenting awards for individual activity, scholarship, and athletics. The awards consist of cash prizes, scholarships, and memberships in honorary organizations.

## **ATHLETICS**

### **Ski Club**

Willamette ski enthusiasts have organized a club which meets twice monthly to plan ski trips to Mt. Hood and Hoodoo.

### **W. A. A.**

It is the purpose of the Women's Athletic Association to provide sports for all girls and to promote interclass contests. Women interested in athletics as well as P. E. majors are active participants in sports including tennis, softball, archery, volleyball, swimming and badminton.

### **"W" Club**

All campus lettermen in varsity athletics are "W" club members. They encourage a spirit of good sportsmanship at all Willamette functions and enforce the observance of all W. U. customs and traditions. Special attention and training is given to Freshmen. Chosen annually from the freshmen class by the "W" club is a Varsity Queen and her court to reign over the Varsity Ball.

## **MUSICAL**

### **A Cappella Choir**

The Willamette A Cappella Choir, organized in 1939, is made up of 60 men and women. Outstanding among its activities are the annual Messiah and the spring concert tour.

### **University Band**

The University Band is an aid in creating pep and spirit at ball games. A Spring concert tour is presented each year by this group.

### **University Orchestra**

The orchestra provides music for several school functions.

## **SERVICE**

### **Alpha Phi Omega**

Epsilon Kappa chapter of this national Scout honorary maintains several projects on our campus. Members are chosen from outstanding men in all classes.

### **Beta Alpha Gamma**

A service organization of outstanding sophomore women who "serve" by ushering at football games, plays, and concerts, assist at voting polls, and maintain projects.

### **Cap and Gown**

An honorary society composed of senior women possessing outstanding qualities of personality, service, scholarship, leadership and Christian ideals. Activities include benefit socials, banquets, and cultural trips to various places.

### **Cardinal Key**

Organized in the spring of 1951, Cardinal Key is a local honorary for upperclass men designed to serve as a student co-ordinating body in student-faculty-administration affairs.

### **Sigma Alpha Chi**

A service organization of outstanding sophomore men who donate their efforts to the student body by ushering, assisting at the voting polls, and contributing general aid.

## **SPECIALIZED GROUPS**

### **A. W. S.**

This is an organization of all women registered at Willamette University. Its purpose is to meet the needs of women and to coordinate the women's groups and clubs on campus. It tries to give town women a chance for more representation and activities.

### **Y. M. C. A.**

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

### **Y. W. C. A.**

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

### **Pep Cats**

The Pep Cats is composed of freshmen and sophomore women. Their activities are attending all games, ushering at games, serving at the Queen's Breakfast on May Weekend, and generally promoting pep.

### **Mu Epsilon Delta**

A voluntary organization of sophomore, junior or senior students who are interested in scientific subjects of particular interest to pre-medical and pre-dental students. MEDs meet bi-monthly for discussions, lectures and field trips.

### **UNESCO**

Meeting every other Tuesday, UNESCO is organized on the Willamette campus to provide a solid basis for understanding by acquainting its membership with the various facets of human relationships and their inter-cultural implications through objective analysis and evaluation. It sponsors a series of foreign cultural films, language tables and a publication of student compositions, "Endeavor."

### **Debate**

Willamette University has always offered an unusually complete and challenging program for students interested in speech activities. Every year members of the forensic squad win honors in events throughout the west coast in debate, oratory, extemporaneous and impromptu speaking.

### **Willamette University Players**

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

### **International Relations Club**

This campus organization studies the problems of peace and welfare among the nationalities of the world. Prominent speakers lend new ideas to this group for the furtherance of better international relations. Group discussion and panel exchanges with other IRC groups are added activities.

### **Philosophy Club**

The club meets for interesting discussions and debates on various subjects concerning the study of moral, ethical, religious, and social problems of the day.

### **Future Teachers of America**

The Bruce R. Baxter chapter of Future Teachers of America is an organization of students interested in education as a profession. The local chapter is af-

filiated with the educational profession groups, N.E.A. and O.E.A. The group's purpose is to initiate professional culture and understanding for the future teacher.

## **SPORTS**

### **Intercollegiate**

Willamette is a member of the Northwest Conference and has adopted the conference rules for the regulation of its athletics.

### **Intramural**

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

### **Facilities**

In addition to the gymnasium and the adjacent practice field is the Bearcat athletic plant, McCulloch stadium, which seats 3500.

# LIVING ORGANIZATIONS

## GENERAL HOUSING REGULATIONS

### General Regulations

All unmarried out-of-town students are required to live and take their meals in University Dormitories, or Fraternity and Sorority Chapter Houses unless permission in writing is given by the Personnel Deans to reside in other approved housing.

### Approved Quarters

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

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

7. All approval for off-campus housing is made subject to the condition that no room is available in a University dormitory and students taking off-campus housing must move into University housing when room is available.

### **Married Students**

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

### **Residence in Sorority Houses and University Women's Dormitories**

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

### **House Mothers**

1. A competent housemother shall be required for every living organization. ("Living Organization" shall mean men's and women's fraternities or other living groups.)
2. It is the duty of the house mother in case of failure on the part of any member or members to cooperate with the standards of conduct to report without delay to either the Dean of Students or Dean of Women.
3. The housemother shall, in case of Fraternities or Sororities, be selected by the active members of the organization, the house owning corporation, and the alumni adviser of the chapter, in consultation with and the approval of the proper personnel officer of the University.
4. The Dean of Students and Dean of Women shall be responsible for organizing the housemothers in each type of house and hold frequent meetings with them for the purpose of discussing and advising in matters of house problems and methods of maintaining the best relationship between the organization and the University.

### **Closure of Halls During Vacations**

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

will be closed during the Thanksgiving and Spring holidays.

### **Fire Drills**

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

### **Payment of Board and Room**

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

### **Requests for Refund of Room Deposit**

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

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

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

The following procedure should be followed:

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

### **RULES FOR RUSHING, PLEDGING AND INITIATION**

Rules governing fraternity rushing are published each year by the Inter-fraternity Council and the

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

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

### **SCHOLARSHIP RULES**

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

### **MEN**

#### **Housing**

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

#### **House Rules and Regulations for Men**

##### **1. Baxter Hall Quadrangle**

- a. The use of liquor is prohibited. Liquor is not to be brought into the men's residence hall.
- b. Coats and ties will be worn during the Sunday noon dinner and during all evening meals except at one regular time each week which may be designated by each group.
- c. The following quiet and study hours are to be observed: Mornings, 8:00 a.m. to 11:00 a.m.; Afternoons, 1:00 p. m. to 4:00 p. m. Evenings: Sunday, Monday, Tuesday Thursday, 7:30 p. m. to 10:00 p. m. Wednes-

day, 8:30 p. m. to 10:00 p. m. Friday and Saturday, no quiet hour enforced. Absolute quiet begins every night at 10:30 p. m. for the rest of the evening.

- d. There are two entrances to Baxter Hall in the front of the building and front and side doors to each Fraternity living unit which are to be used as the only exits and entrances. Students are not to climb out of windows, on to the roof, or use the fire escapes.
- e. The long standing policy of Willamette University is that there be no smoking on the campus. A man is permitted, however, to smoke in his own room, provided it is not objectionable to his roommate, and in the game rooms or recreation rooms of the respective units. In each fraternity this is the room between the main lounge and the dining rooms and in Baxter Hall this is the area in the lower level directly below the main lounge.
- f. Women shall be entertained only when the Head Resident or substitute acceptable to the Office of the Dean of Students is present. Women will be allowed only on first floor public rooms and in downstairs recreation rooms. The hours during which young women may be entertained in the men's residence hall quadrangle, including Baxter Hall and fraternities, are set as follows: Wednesday, 5:30 to 8:30 p. m.; Friday, 4:00 to 5:30 p. m. and 7:00 to 12:00 p. m. Saturday, 7:00 to 12:00 p. m.; Sunday, 1:00 to 4:00 p. m.

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

## 2. Regulations for Men living off-campus:

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

## **WOMEN**

### **Dormitories**

To promote a spirit of democracy and new friend-

ships all women on the campus are required to live in one of the dormitories during their first year at Willamette. This includes Freshmen and transfer students.

Present dormitories are Lausanne Hall, 220 S. Winter and Bishop House, 765 Court. Officers governing these organizations are elected at the beginning of each semester by the student residents.

### **Sororities**

Willamette has four national sororities: Alpha Chi Omega, Chi Omega, Delta Gamma, and Pi Beta Phi. They are coordinated by the campus Panhellenic.

All regulations of Willamette University concerning women apply equally to all women whether they are living in sorority houses, university dormitories, or in off-campus houses. It is advisable that all women registered at Willamette University be familiar with these regulations.

## **RULES AND REGULATIONS FOR WOMEN IN DORMITORIES AND SORORITY HOUSES**

1. Women must be in their places of residence by the hours listed below: Monday through Thursday, 10:00 p. m.; Friday and Saturday, 12:30 p. m.; Sunday, 10:30 p. m.
  - a. Late permissions to stay out after these hours may be granted by the resident housemother except on Friday, Saturday and Sunday nights. These permissions can be granted only on Monday, Tuesday, Wednesday and Thursday. By agreement, all women's living organizations will decide which week night will be the housemothers' free night. **NO LATE PERMISSIONS WILL BE GRANTED ON THIS NIGHT.** Late permissions may be used for social or educational reasons. It should be clearly understood that late permissions are not granted exclusively for dating purposes.
  - b. Should college functions last after 9:50 p. m. on week nights, women must return to their places of residence **immediately** after the event is over.
  - c. All women leaving the hall expecting to be out after 7:30 p. m. must sign out on the daily sign-out book **personally**.
  - d. All women having **Late Permission** must put **YES** and time of returning in the col-

umn designated L.P. in the daily sign-out book.

- e. Women having made arrangements and **being granted permission** from the director of the living unit to stay out in living organizations overnight must sign out in the **Leaving Town Book**.
- f. Women having made arrangements and **being granted permission** to leave town must sign out in the **Leaving Town Book**.
- g. All women must sign in, the **Leaving Town Book**, when they return to their residence.
- h. No woman student may spend Sunday, Monday, Tuesday, Wednesday or Thursday nights out of her place of residence. A woman student wishing to spend the night out of the residence on Friday and Saturday nights may get permission from her housemother or director; providing she has received an invitation from the mother of the home, director of the dormitory, or housemother of the sorority to which she is invited. The invitation may be secured either by letter or by phone. In either case, the housemother or director must either have the written note or talk personally to the parent or the hostess of another place to which the girl is planning to go.
- i. Woman students are not to leave their places of residence before 7:00 a. m. in the morning.
- j. Freshmen women may have only **one** mid-week night date per week. On Friday, Saturday and Sunday, Freshmen women share the privileges granted upperclass women.

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

Seniors .....	3 hours)	
Juniors .....	2 hours)	per month
Sophomores	1½ hours)	
Freshmen .....	1 hour)	

Late permission may be granted up to 11:30 p. m.

Seniors may take:

6 .....	10:30's)	
	or	)
3 .....	11:00's)	3 hrs. per month
	or	)
2 .....	11:30's)	



hours begin at 7:00 p. m. on all nights of the week. Pianos may be played during the following hours: Week days, 12:00 noon to 1:00 p. m., 4:00 p. m. to 7:00 p. m.; Fridays, 12:00 noon to 1:00 p. m., 4:00 p. m. to 10:00 p. m.; Saturdays, 12:00 noon to 10:00 p. m.; Sundays, 12:00 noon to 10:00 p. m.

- b. Radios must be kept so low at all times that they cannot be heard outside of the rooms.
- c. No telephone calls may be accepted between 7:00 p. m. and 9:30 p. m. during the week. Calls may be received from 9:30 p. m. to 10:30 p. m. Monday through Thursday; until 1:00 a. m. Saturday and Sunday mornings, and until 11:00 p. m. on Sundays.

## 6. Reception Hours

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

- a. In case of emergency and with full knowledge and approval of the director or house-mother, a student may see a male guest at an hour other than those appointed for regular reception.
- b. Parents and relatives may visit at any reasonable hour.
- c. Absolutely no smoking is allowed in the Residence Halls.
- d. Only upperclass women may have private cars at Willamette University.

## 7. Out of Town Slips

- a. Permission to leave town for day or weekend:
  - 1. Out of town slips must be secured from the housemother whenever leaving town.
  - 2. When traveling by public vehicle no special permission is necessary from a girl's parents.
  - 3. When traveling by private car permission must be secured from parent in writing (Parent Permission Blank).
  - 4. Any girls wishing to attend out-of-town functions other than that sponsored by Willamette University and traveling by private car must have the following information on file with the director or housemother of her residence.

- a. Permission from parents (Parents Permission Blank)
  - b. The name of the driver of the car.
  - c. The time and place of the event.
  - d. Invitation from hostess.
- b. Permission to stay overnight any place other than home:
1. No separate note from a girl's parents is necessary each time the girl leaves town as long as the parent has approved the responsibility slip, (Parents Permission Blank) except in such cases as is deemed necessary by the housemother, director or Dean of Women.
- c. Miscellaneous:
1. Eating places within a three mile radius of Salem are considered in town and no slip is required.
  2. Women at Willamette University are permitted to wear jeans on campus **only** on Saturday mornings. Jeans may be worn on the bus while traveling on choir trips, picnics, and in the cafeteria for luncheon on Saturday.
  3. Shorts may be worn for Physical Education activities on campus. No woman registered at Willamette is permitted to wear shorts on the streets of Salem.
  4. Women students may not appear on campus or in dining halls with hair done up in bobby pins.

## 8. Guests

- a. Since no room is available for housing guests overnight on study nights, Monday through Thursday, due to crowded conditions, other arrangements should be made to house a guest.
  1. In case of a close relative, special permission may be obtained from the housemother, director or Dean of Women.

## **GENERAL POLICIES**

### **AUTOMOBILES**

Students are not to park their cars on the campus at any time. Any student reported for two offenses will be placed on probation and should a third violation occur, such persons will be requested to return their cars to their home address before being allowed to continue classes.

### **BULLETIN BOARDS**

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

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

### **OUT OF BOUNDS**

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

### **DANCING**

Dancing is not permitted in any of the University dormitories, sorority, or fraternity houses on Sunday. (This is in compliance with a city ordinance of Salem.)

### **SMOKING**

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

### **GAMBLING**

Gambling is not permitted in any form. This includes card playing if money is involved.

## **LIBRARY**

### **Stack System**

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

### **Reserve Books**

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

### **Magazines**

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

### **Reference Books**

Reference books are to be used only in the library.

### **Library Hours**

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

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

### **Fines**

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

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

## **USE OF CAMPUS BUILDINGS**

### **Gymnasium**

1. There will be no dances in the gymnasium during basketball season.
2. Use of the gym for any event, and preparation

for that event, must be scheduled through the Office of the Director of Physical Education.

3. Arrangements regarding serving of refreshments and treatment of the floor must be made with the Director of Physical Education.
4. The sponsoring group will be responsible for the cost of repairing any actual damage and for the cost of any extra help needed to get the gym in condition for classes. If the sponsoring group does not clean up the gym \$1 an hour may be charged for cleaning.

### **Waller Hall**

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

1. Chapel (first floor). Seating capacity is 600. Scheduled through the office of the Dean of Women.
2. Little theater (second floor). Seating capacity is 115. Scheduled through the office of the Dean of Women after clearing with the drama department.
3. Little chapel (fourth floor). Seating capacity is 30. To be used only for devotional and religious meetings. Scheduled through the office of the Dean of Women.

### **Music Hall**

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

### **Chresto Cottage**

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

### **CHAPELS**

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

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

Excuses for absence from chapel are obtained by following the same procedure as for excuses from

classes. Permanent chapel excuses for work or other reasons may be obtained from the Dean of Students or Dean of Women.

## **FRESHMAN RULES**

### **Rook Caps**

Cardinal and gold rook caps must be worn on the campus by all freshmen during fall semester. This rule is enforced by members of the Letterman's Club.

### **Kangaroo Court**

Members of the Letterman's Club preside over one Tuesday chapel when freshmen must participate in stunts before the student body if they have disobeyed freshman rules.

### **Pushball Contest**

Freshmen may win the right to discard rook caps by winning this annual contest with the sophomore class following the Homecoming football game.

### **Cords**

Freshmen never wear cords on the campus.

# STUDENT GOVERNMENT

## STUDENT BODY

### A. S. W. U.

The Associated Students of Willamette University is the organized student body of Willamette.

### Student Council

The governing body of ASWU is the student council. It makes appointments for ASWU activities, is in charge of elections and enforces traditions.

### Class Organization

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

### Student Body Office

Willamette's student body office, located in the basement of Waller Hall, centers the activities for the entire student body. The office girls are students and among their many duties are mimeographing, ticket sales, and correspondence. The office also serves as lost and found headquarters and a calendar of coming events is kept up to date for the student's use. Office hours are from 9 to 4:30 on the week days, except during noon and chapel.

### Student Body Card

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

Admission to all school drama productions.

Admission to class social functions.

Weekly edition of the Collegian.

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

# A.S.W.U. CONSTITUTION

As amended following the Little Hoover Commission  
Report May, 1951

## Preamble

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

## Article I—Organization

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

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

## Article II—Officers

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

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

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

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

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

Sec. 6. The treasurer shall act as chairman of the Finance Board.

## Article III—Meetings

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

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

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

## Article IV—Elections

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

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

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

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

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

## Article V—Vacancies

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

## Article VI—Funds

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

Sec. 2. Student body dues are ten dollars per person per semester.

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

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

Awards .....	1 per cent
Reserve .....	4 per cent
Classes .....	4 per cent

100

Sec. 4. Funds of the Association shall be administered as outlined in Article IX, below.

Sec. 5. The dues paid by members of the Associated Law students to the ASWU shall be allotted as follows:

Publications .....	35 per cent
Office Fund .....	7 per cent
Willamette University .....	3 per cent
Drama .....	6 per cent
Forensics .....	6 per cent
Student Union .....	8 per cent
Capital Outlay .....	5 per cent
Law .....	30 per cent

100

Sec. 6. No special assessments shall be made to augment funds already allotted in the Constitution, except through the reserve fund, unless through express permission by the student council.

Sec. 7. There will be the following qualifications to the ASWU fund allotments:

1. At least one per cent of the ASWU income shall be provided for the darkroom, the sum to be taken out of the publication's allotments.
2. The Freshman Glee fund shall be provided for out of the class fund. Each class shall give at least one-fourth of its allotment to the Freshman Glee fund.
3. The College of Music shall reserve at least one per cent (of total ASWU budget) for a sinking fund to buy permanent equipment.
4. The capital outlay allotment shall revert after three years to the Student Union fund.

#### Article VII—Publications

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

#### Article VIII—Student Council Representation

Sec. 1. The Student Council shall consist of the president, the two vice-presidents, the secretary, the treasurer, a member of the faculty selected by

the council for a term of one year, a representative from each living organization, two representatives from unaffiliated town students (1 man, 1 woman, chosen at a meeting of said group), and one representative from the Law School. The runner-up for the position of student body president shall be a member of the council as a member-at-large. The member-at-large shall be responsible for seeing that the town students organize and elect representatives to the student council.

Sec. 2. During the school year 1951-52, the four class representatives elected under the old provisions shall serve together with the council elected under the new provisions as one governing body.

Sec. 3. The council shall enforce the Constitution, shall have charge of elections, shall be responsible for adherence to the traditions, shall make appointments for ASWU activities, committees and boards, and shall be responsible for the general interests of the Association. The council shall be the chartering agency for all student activities with the exception of those under panhellenic or inter-fraternity control.

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

#### **Article IX—Finances**

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, Forensics Manager, Music Manager, the Drama Manager, the Member-at-Large, Chapel Manager, a Law School representative and the General Manager or the assistant Manager to serve as an advisory member without vote.

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

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

Sec. 4. It shall be the duty of the manager of each of the following named activities to submit budgets to the Finance Board: Publications, Social, Tuesday Chapel, Forensics, Drama, Music, Homecoming, May Weekend, Freshman Glee, and Office. The individual budgets of the 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 prepare monthly statements showing exact expenditures for the previous month and current activity fund balances.

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

#### **Article X—Publications Board**

Sec. 1. Membership of the Publications Board shall consist of the student body president, the publications manager, who shall act as chairman, the editors of the Collegian and the Wallulah, two members of the Association selected by the Student Council from other than its own membership, two faculty members selected by the Student Council for one year terms, and the general manager who shall vote only in case of 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 training of personnel, shall appoint editors of the Collegian and the Wallulah, the publications manager, and other editors of ASWU publications by review of application rendered and shall set all salaries for members of the business and editorial staffs subject to the approval of the Finance Board and the Student Council.

#### **Article XI—Athletic Board**

Sec. 1. Membership of the Athletic Board shall

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

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

#### **Article XII—Activities Board**

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

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

Sec. 3. Appeals from decisions of this board shall go to the Student Council.

#### **Article XIII—Petitions**

Sec. 1. Any individual or group of individuals may petition the Student Council on any matter of student interest. The Student Council shall consider all petitions and recommend decisions to the proper administrative official, committee or board.

#### **Article XIV—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 a two-thirds vote of quorum at a meeting of the Association.

**Article XV—Amendment to Constitution**

Sec. 1. Amendment to this constitution shall be proposed by the Constitutional Revision Committee at a meeting of the Association, shall then be posted for one week, and must appear in the Collegian. At a subsequent meeting they may be passed by a two-thirds vote of quorum.

## BY-LAWS

### Article I—Awards Committee

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

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

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

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

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

### Article II—May Week-End Committee

Sec. 1. Membership of the May Week-End Committee shall consist of a manager appointed by the Student Council and three assistants appointed by the president.

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

### Article III—Freshman Glee

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

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

### Article IV—Homecoming Committee

Sec. 1. Membership of the Homecoming Committee shall consist of a manager appointed by the Student Council and three assistants appointed by the president.

Sec. 2. The committee shall promote the Homecoming sign contest and other traditions associated with Homecoming.

## **Article V—Constitutional Revision Committee**

Sec. 1. Membership of the Constitutional Revision Committee shall consist of the president, the senior class representative on the Student Council who shall act as chairman, and three other members appointed by the president.

Sec. 2. The committee shall propose revisions to the constitution at any meeting of the Association.

Sec. 3. The committee shall pass on questions of interpretation of the Constitution, and shall handle such other disciplinary matters of problems that may be referred to it by the Student Council.

## **Article VI—Procedure for Chartering ASWU Organizations**

Sec. 1. All petitions for charters shall be forwarded to the Student Affairs Committee and then to the Student Council, and shall require approval of both groups before issuance of a charter.

Sec. 2. All groups chartered shall be able to show evidence that they are conforming to specifications of proposed constitution.

Sec. 3. All groups chartered shall bank all funds through the General Manager of the ASWU. The Student Council shall review all charters and constitutions at least once each school year.

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