

co-ed cues



aws
handbook
1964-65

co-ed cues

*a handbook for
women students*



*published by associated
women students of willamette*

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WHAT IS AWS?

Every woman who attends Willamette University becomes a member of the Associated Women Students--better known as AWS. The University has delegated to AWS the responsibility to serve as a self-governing organization. The AWS in turn had defined its role to promote and develop leadership by women, more equal participation by women, to provide a means for the expressions of the opinions of women students on matters of general interest to them, and to recognize outstanding achievement of Willamette women.

Activities of our AWS include an orientation assembly for freshmen women, mum sales during Parents' Weekend, a tea honoring the new housemothers and faculty women, an AWS auction, AWS carnival, and other service and money-raising projects. AWS is responsible for the formulation and enforcement of women's standards. Throughout the school year, nine outstanding senior women are chosen by AWS as "Coeds of the Month" and are honored at the annual Spring AWS fashion show. The AWS annually awards scholarships to outstanding women on campus; the number and amount of scholarships are dependent on the amount of money raised by penny-a-minute nights and other projects.

The AWS cabinet is composed of the AWS officers. The AWS council includes the cabinet members plus a representative from each women's living organization. Freshman dorms have two representatives each. AWS Council meetings are held every other week at noon, and all interested women are invited to attend. The AWS of Willamette University is a member of the Intercollegiate AWS and works in conjunction with the IAWS in all its activities, aims, and purposes. Delegates from our AWS attend the national and regional IAWS conventions whenever possible.



W. U. Delegates to Regional Convention were (r. to l.) Allen Hull, Carol Dockstader, Leslie Minkner.



Folk singing as well as revival meetings are part of the AWS carnival

And in the spring, a young girl's fancy turns to . . . FOOTBALL!



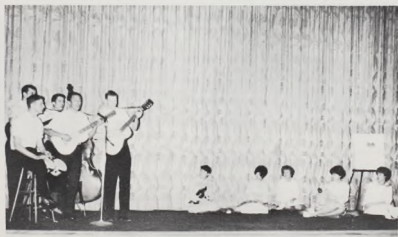


AWS Council which includes all AWS Officers, Dean Haberer, and representatives from all living organizations.

Jello Squares remind
W. U. Coeds of the
AWS Carnival.



Intermission entertainment
at the AWS Fashion Show



PRESIDENT'S MESSAGE . . .



The Associated Women Students have prepared this handbook as a presentation of and a reference for all AWS standards, awards, and activities. It is the hope of AWS that you will take advantage of the activities offered to you through this organization and that you will become aware and will heed these standards.

The women's standards rules of Willamette University are formulated by the cabinet and council of AWS in close association with our advisor, Dean Haberer. These decisions are made by the individual women students and relayed to the cabinet through the representatives making up the AWS Council. Therefore, it is the responsibility of every co-ed to take an interest in and be aware of all AWS actions.

The cabinet and council of AWS has planned many new activities and opportunities for the women of the campus in the following year, but, to be successful, we will need the support of you as an active member of AWS.

Sincerely,

Carol Dockstader
President, Associated Women Students

MESSAGE TO ALL WILLAMETTE WOMEN

One of the greatest freedoms of the individual in a democratic society is the freedom to choose among different life patterns. Each woman represented on our campus must eventually arrive at her own expression of purpose, whether as a center of home and family, a contributor to the economy, a voluntary participant in the community, or a combination of these.

In comparison with your grandmothers, each of you has a quarter of a century of additional life for which to plan. If you marry and have children, you could still have 20 years of gainful employment after your last child is in college. Your own college experience should provide the foundation on which to build a meaningful life. However, it is your responsibility to use wisely the opportunities which are yours in college, both socially and academically, for never again will these opportunities be so easy for you to grasp.

I wish you success in your college endeavors and invite you to stop in my office at any time that I can be of assistance to you.

Vera Haberer
Dean of Women



AWS CABINET . . . SPRING - FALL 1964

Carol Dockstader, AWS President, is our representative to Student Senate, calls and presides over all cabinet and council meetings, and serves as an ex-officio member of all standing committees. She works in close cooperation with Dean Haberer in matters concerning AWS.

Pam Dean, AWS First Vice-President, is in charge of standards and with the AWS cabinet and council she formulates and revises women's rules.

Andrea Bristol, AWS Second Vice-President, is responsible for recognition of Coeds of the Month and presides over the Scholarship and Ways and Means Committee.

Darlene Hawkins, AWS Third Vice-President, presides over the Social Committee, and is responsible for the AWS representation during orientation week and May weekend.

Ellen Reese, AWS Secretary, keeps minutes of all AWS meetings and circulates them to all living organizations, appoints a historian, and takes care of all correspondence.

Stephanie Okada, AWS Treasurer, is responsible for all AWS funds, collection of penny-a-minute money, and presides over the finance board.

Leslie Minkner, Editor of AWS, edits the AWS handbook, is in charge of AWS representation in the Collegian, appoints the IAWS representative and appoints the chairman of the Publicity Committee.

Maradee Oliver, AWS Member-at-Large, serves as AWS parliamentarian, Chairman of the Constitutional Revisions Committee, and is in charge of AWS elections.

STANDARDS OF AWS

AWS's most important duty is to make all rules governing women students' dress standards as well as closing hours. The standards for this year appear below:

Hours:

1. Closing hours for all women's living organizations are:

Monday through Thursday 10:00 P.M.
Friday and Saturday. 12:30 A.M.
(penny-a-minute from 12:30 to 1:00)
Sunday 10:30 P.M.

- a. In case of delay due to emergency, women are expected to telephone their housemothers.
- b. Penalties: unnecessary lateness in the freshman dorms will be dealt with by lifting of one half hour of late permission in each instance. Upperclass women's living organizations may designate their own penalty for unnecessary lateness. Excessive or repetitive lateness will be referred to the Dean of Women and/or to the living organization's standards board.

2. Penny-a-minute: on Friday and Saturday evenings, each woman staying out past 12:30 A.M. pays a penny for each minute she stays out after 12:30 A.M. until 1:00 A.M. This money, paid to her AWS representative, goes into the AWS scholarship fund. Free 1:00's may be approved by the AWS Cabinet for special all-campus dances. Free 2:00's have been approved by this body for use the night of the Homecoming Dance and for the use of the winning Glee class. It is up to each living organization to devise a plan for the accurate recording and collection of the penny-a-minute money.

3. Late Permissions: may be taken on Sunday through Thursday evenings by upper class women, and on Wednesday and Sunday nights by first and second semester freshmen women. Second Semester senior women have the privilege of extended closing hours during the week until 12:00 midnight.

The amount of late-permission that may be taken each month is:

Seniors 3 1/2 hours
Juniors 2 1/2 hours
Sophomores 2 hours
Freshmen 1 1/2 hours

Late permission time is taken in one-half hour periods and may be taken up until 11:30 P.M. A woman who comes in earlier than planned may cancel the late permission, in half-hour periods, which she has not used.

4. Cultural late permissions: may be granted by the AWS cabinet to be used for all campus women attending events such as concerts which extend past the regular closing hours. Women attending such an event need not use their monthly late permission time. They are to be in their living organization one-half hour after the close of the event. Requests for special late permission for out of town events (i.e. Portland concerts) should be presented to the Dean of Women. For classes or class-sponsored trips which extend past closing hours, women will be granted special late permissions if the professor turns in a list of the women involved to the Dean of Women so that she may notify their housemothers.
5. Women may use their late permission time during the week for the purpose of visiting another women's living organization to study. The housemother of the house which the woman is visiting should be notified that her visitor will be leaving the house after hours to return to her own living organization.
6. Women may not leave their living organizations before the hour of 6:00 A.M. Women may not leave their living organization after the hour of 10:00 P.M. with the exception of second semester seniors, that is, during the week and on Sundays.
7. In regard to overnight functions sponsored by Willamette, such as overnight house parties, etc., the hours will remain the same as if you were on campus (No penny-a-minute charge for 1:00 hours). Students are under University rules when representing Willamette or under its obligation.

Signing-out:

1. There are three types of sign-out cards which all women use. The small white card is used for in-town absences from your living organization between 7:00 P.M. and closing hours. This is the card most often used, and the card on which you sign out for a date, to go to the library, a night class, etc. (Exhibit A, White).
2. The yellow card is the "late permission" card and is used for in-town absences from your living organization when you are taking a week day late-per past closing hours. This card is never used on weekends since late pers may not be taken on weekend nights. (Exhibit B, Yellow).

3. A large white card, kept in a file in each respective living organization, is used for any trip out of town (over 5 miles out of Salem) or for any overnight absence (whether out of town or to another living organization). It must be filled out by 12:00 midnight for overnight trips. Each living organization will devise a way of indicating on the sign out board when a girl is out of town or taking an over night. (Exhibit C, White).

Exhibit A, 3 x 5 white

NAME		ROOM NUMBER
DATE	DESTINATION & COMPANION	TIME IN & SIGNATURE

Exhibit B, 3 x 5 yellow
LATE PERMISSION CARD

NAME		CLASS: Fr. Soph. Jr. Sr.	
DATE	DESTINATION & COMPANION	EXPECTED RE-TURN TIME	TIME IN AND SIGNATURE

Exhibit C, 5 x 8 white

SPECIAL PERMISSION CARD					RES: HALL	
NAME		ROOM NUMBER		HOME ADDRESS		
PARENT'S NAME				PHONE NUMBER		
PERMISSION LETTER			COMMENTS			
PURPOSE	HOSTESS & ADDRESS	PHONE NUMBER	MEANS OF TRANSPORTATION	DATE LEAVING	EXP. DATE OF RETURN	DATE, TIME OF RETURN & SIGNATURE

4. To go home overnight during the week, women need to inform their housemother of their trip. To spend the night at someplace other than your home during the week (i.e. staying at another living organization), a request must be made to the Dean of Women.

5. Willamette women may have overnight guests in living organizations on Friday and Saturdays. For academic reasons no non-Willamette women may visit overnight during the week. With consent of the Dean of Women, W. U. women may stay in another woman's living organization for purposes of study. Although non-W. U. overnight visitors may not stay in organizations during the week, there are guest rooms in Lausanne and Doney which may be reserved for such guests.

Dress Standards:

1. The term "grubbies" includes jeans, sweatshirts, and respectable sportswear. This term does not include muu-muus, slippers, bare feet, or any other clothing not accepted as street wear.
2. Grubbies may be worn on campus through the dinner hour on Saturday. Dormitory women may wear grubbies to Saturday breakfast, lunch, dinner, and to Sunday supper. Grubbies are not worn on campus on any day except Saturday. They are never worn in the Library or in campus buildings.
 - a. Sunday dress will be worn on guest nights and for Sunday dinner.
 - b. Pin curls, if covered by a scarf, may be worn ONLY on Saturdays, including meals in the dormitories.
3. Campus clothes are appropriate for off-campus, such as downtown. Pledges going over to their sororities for house duties may wear grubbies off-campus, provided they wear a coat over them.
4. Grubbies may be worn to and from PE classes (including bowling) if a coat is worn over them.

Visiting Hours for Men in Women's Living Organizations:

1. For all purposes (social, academic, meeting) with the approval of each living organization and housemother.

Monday through Thursday 12 noon to 9:55 P.M.
Friday and Saturday 12 noon to 12:25 A.M.
Sunday 10 A.M. to 10:25 P.M.

Visiting Hours for Women in Men's Living Organizations:

1. Women will be allowed in men's living organizations according to the hours set by each of these organizations.
2. Women may be entertained ONLY when a housemother is present.
3. Women are allowed only in first floor public rooms and recreation rooms.

Serenades:

1. Scheduling of serenades shall be made through the Dean of Women's office, 24 hours in advance, with notification of housemother. Serenaders may enter the house upon invitation.
2. Weekend serenades must be over at 2:30 A.M., during the week they are required to end by 12:00 midnight. Any special events that would cause them to exceed this time may be taken to AWS Council for approval.
3. Housecoats and slippers will be mandatory minimum dress for serenades.

Casual Co-eds:

Dress is important in every girl's life. Most attire at Willamette is casual. Skirts and blouses, sweaters and skirts are the standard dress for classes accompanied by loafers, "tennies", or rain boots. Not all events are casual, however; there are many activities where suits, dresses, and cocktail dresses are worn. Umbrellas and raincoats are definitely "in" because of the Oregon weather. Extremely casual clothes such as sweatshirts, "cut-offs", shifts, and muu-muus can be worn on Saturday and are usually seen during leisure or study time in the various women's living organizations.

Concerning Freshmen Women Only:

1. The standards board in each dormitory will be composed of:
 - a. President
 - b. House standards board chairman
 - c. 1 elected representative from house council
 - d. 2 dorm sponsors
 - e. Housemother(d. and e. will act in an advisory capacity)
2. There will be enforced quiet hours from 7-9:30 P.M. in both freshman dorms on weekday nights. There will be a "noisy" period from 9:30 P.M. to 10:15 P.M., when quiet hours will resume until 7:00 A.M. the following morning.
3. The use of demerits or monetary fine systems will be optional and adaptable to the needs of each dormitory. Those things for which penalties are levied are to be consistent in both dormitories.

Jurisdiction:

1. First warnings - Housemother, dorm sponsors, standards chairman.
2. Larger offenses, repetitions - living organization standards board and the Dean of Women.
3. Rule changes and policy making - AWS standards board.

Other Standards of Conduct:

1. Dancing is enjoyed any day of the week except Sunday, in compliance with the City ordinance of Salem. This means dances must end at midnight on Saturday.
2. The only places on campus where smoking is allowed is in the specified places within the living organization.
3. It is part of WU tradition and heritage that students enrolled at WU do not use intoxicating liquor. This includes students over the age of 21 years. Non-compliance with this may lead to cancellation of your registration at the University.

CONSTITUTION

ASSOCIATED WOMEN STUDENTS -SPRING 1964

PREAMBLE

The Associated Women Students shall be a self-governing organization to promote and develop leadership by women, more equal participation by women, to provide a means for the expression of the opinions of women students on matters of a general interest to them, and to recognize outstanding achievement of women of Willamette University.

ARTICLE I - NAME

The name of this organization shall be the Associated Women Students of Willamette University.

ARTICLE II - AFFILIATIONS

The Associated Women Students of Willamette University shall be a member of the Intercollegiate AWS and shall work in conjunction with the IAWS in all of its activities, aims, and purposes.

ARTICLE III- MEMBERSHIP

All regularly enrolled women students shall be active members of the Associated Women Students of Willamette University.

ARTICLE IV - OFFICERS

- Section 1 Elected officers of the AWS shall be: President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer, and Editor. Appointive officers of the AWS shall be: Historian and Publicity Chairman. The runner-up in the election to the office of President shall be Member-at-Large.
- Section 2 Representatives to the general council shall be one from each of the upper class living organizations, two from each of the freshman dormitories and one town student representative.
- Section 3 Voting members of the General Council shall consist of the officers and the elected representatives.
- Section 4 The Executive Board shall consist of the President, the three Vice Presidents, the Treasurer, the Secretary, the Editor, and the Member-at-Large.
- Section 5 All officers and their committees shall submit at the end of their term in office complete reports in triplicate to the Dean of Women, the President of the AWS, and the new officer of that respective office.

- Section 6 Each retiring officer shall confer with the new officer replacing her to clarify the nature of the office and her position on the council.

ARTICLE V-DUTIES OF THE OFFICERS

Section 1 The President shall:

- a. Call and preside over all AWS meetings.
- b. Be the representative of AWS to Student Senate.
- c. Hold no other major campus office.
- d. Serve as ex-officio member of all standing committees.
- e. Serve as advisor to the newly-elected President during the spring semester of her senior year.
- f. Attend all conventions.

Section 2 The First Vice President shall:

- a. Perform the duties of the President in her absence.
- b. Call and preside over all Standards Board meetings.
- c. Call and be responsible for meetings of the House Presidents Board and Dormitory Sponsors Meetings.
- d. Be in charge of revising women's rules for the AWS Handbook.

Section 3 The Second Vice President shall:

- a. Preside over Recognition and Scholarship Committees.
- b. Preside over Academic Committee.

Section 4 The Third Vice President shall:

- a. Preside over the Social Committee and all social activities.
- b. Call and preside over AWS Orientations Committee.
- c. Be responsible for AWS representation during May weekend.

Section 5 The Secretary shall:

- a. Keep the minutes of all AWS meetings.
- b. Send copies of AWS council minutes and memos of policy to the AWS council, the Dean of Women, house-mothers, house presidents, and student body president. She shall also post minutes and memos on campus.
- c. Act as or appoint, with the approval of the Executive Council, a historian who shall maintain an AWS Scrapbook.
- d. Take care of all AWS correspondence.

Section 6 The Treasurer shall:

- a. Be responsible for all AWS funds.
- b. Authorize all expenditures.
- c. Bank with the ASWU General Manager.
- d. Be responsible for collection of all penny-a-minute money.

Section 7 The Editor shall:

- a. Be responsible for yearly publication and distribution of an AWS Handbook
- b. Shall appoint a chairman and members of the Publicity Committee with the approval of the Executive Council.
- c. Act as chairman of the Handbook Committee.
- d. Shall also serve as IAWS representative.

Section 8 The Member-at-Large shall:

- a. Serve as AWS parliamentarian.
- b. Serve as chairman of the Constitutional Revisions Committee.
- c. Be in charge of the AWS elections.
- d. Serve as chairman of the Special Projects Committee.

ARTICLE VI - ELECTIONS

Section 1 Qualification of officers:

- a. The President-elect shall be a member of the junior class and shall have had previous working experience with AWS.
- b. The three Vice-Presidents shall be members of the junior or sophomore class.
- c. The Secretary and Treasurer shall be elected from members of the freshman, sophomore, or junior classes.
- d. The Editor shall be a member of the sophomore or junior class.

Section 2 Elections shall be held during the month of February.

Section 3 Candidates for AWS offices shall, preceeding elections, present speeches before a general meeting of the AWS or in the living organizations.

Section 4 Elections by ballot will take place during the one-week period immediately following. Officers shall be elected by a simple majority of those voting. In the event that no candidate receives a majority, run-off elections shall be held.

Section 5 Any additional delegates to IAWS convention shall be selected by the General Council.

Section 6 Vacancies in AWS offices which occur during the school year will be filled by a stated general election.

ARTICLE VII - MEETINGS

Section 1 Executive Board meetings shall be called by the President when necessary, at least once a month.

Section 2 General Council meetings shall be held every other week.

- Section 3 AWS general meetings and General Council meetings shall be open to all women students at Willamette University
- Section 4 AWS general meetings shall be held when necessary during the year.

ARTICLE VIII - ADVISORS

The AWS advisor shall be the Dean of Women.

ARTICLE IX - STANDING COMMITTEES

- Section 1 Standards Board
- Section 2 House Presidents Board
- Section 3 Dorm Sponsors Council
- Section 4 Academic Committee
- Section 5 Recognition and Scholarship Committee
- Section 6 Social Activities Committee
- Section 7 Handbook Committee
- Section 8 Publicity Committee
- Section 9 Constitutional Revisions Committee
- Section 10 Elections Committee
- Section 11 Special Projects Committee

ARTICLE X - AMENDMENTS

- Section 1 This constitution may be amended by submitting the proposed amendments to a regularly scheduled meeting of the General Council. The proposed amendments shall then be publicized prior to the General Council meeting at which time the amendments shall be separately voted upon.
- Section 2 Bylaws may be amended by a two-thirds affirmative vote of the General Council.

AWS BY-LAWS

ARTICLE I - STANDING COMMITTEES

- Section 1 Standards Board
- a. The First Vice President shall serve as chairman.
 - b. Members of the committee shall consist of the Standards Chairmen from each living organization.
 - c. Standards committee shall form and enforce standards and regulations pertaining to women
 - d. The standards committee shall review these rules annually and revise them if necessary.

- e. Suggestions for changes in the rules must be written and submitted to the Standards Committee.
- Section 2 House Presidents Board
 - a. The First Vice President shall preside.
 - b. The needs and the functions are to be decided by the group.
- Section 3 Dorm Sponsors Council
 - a. The First Vice President shall be responsible for this group.
 - b. The purpose of this group shall be to form contact between women living in dormitories and the AWS.
- Section 4 Academic Committee.
 - a. The Second Vice President shall preside over this committee.
 - b. The committee shall be composed of the scholarship chairmen from all the women's living organizations.
- Section 5 Scholarship and Recognition Committee.
 - a. The Second Vice President shall preside.
 - b. Members shall consist of those chosen by the chairman.
 - c. The committee shall circulate and collect petitions from all senior women for Co-ed of the Month, and it shall choose nominees for this honor every month on which the General Council will vote.
 - d. The committee shall review and circulate petitions for AWS scholarships. They shall nominate women from these petitions to be elected recipients by the General Council.
 - e. The committee shall award alumnae citations.
- Section 6 Social Activities.
 - a. The Third Vice President shall preside and appoint members of this committee.
 - b. The committee is responsible for AWS social functions such as teas.
- Section 7 Handbook Committee.
 - a. AWS Editor is chairman of this committee.
 - b. This group yearly publishes and distributes a handbook including all AWS standards, rules, and policies.
- Section 8 Publicity Committee
 - a. Chairman appointed by the AWS Editor who presides over the committee.
 - b. This committee publicizes all AWS events through the use of rosters, newspapers, and other media.
- Section 9 Constitutional Revisions Committee.
 - a. Member-at-Large presides over this committee.
 - b. The constitution shall be revised whenever necessary

- but at least once a year.
- Section 10 Elections Committee.
- a. The Member-at-Large shall preside.
 - b. The committee shall conduct elections, posting qualifications for each office, conducting voting, and counting ballots.
- Section 11 Special Projects Committee.
- a. Member-at-Large shall preside.
 - b. The purpose of this committee shall be determined by the Executive Council and the members of this committee.

SLANG TERMS OF W. U.

Smart co-eds know the slang of W.U. college life. This includes. . .

- | | |
|----------------|-------------------------------------------------------------------------------------------------------------------------|
| Alotadata | The Student Handbook which lists rules, policies, and activities of Willamette University. |
| Alpha Lamb | Alpha Lambda Delta is a scholastic honorary for freshman women. |
| Angel Flight | Women's precision drill team sponsored in conjunction with the A.F.R.O.T.C. program. |
| BAGs | Beta Alpha Gamma is a service honorary for outstanding sophomore women. |
| Collegian | Weekly campus newspaper. |
| Fusser's Guide | Student directory listing campus as well as home addresses of all students. |
| Honeybears | Group of freshman women who assist the Rally Squad in their activities during sports events. |
| I.F.C. | Interfraternity Council makes all rules governing activities between independent non-fraternity men and fraternity men. |

SLANG TERMS OF W. U.

Lebold's	Located on State Street, this much frequented restaurant and ice-creamery is near the campus.
Mortar Board	National leadership honorary for senior women.
Mu Phi	Mu Phi Epsilon is a national music honorary for women
O.D.K.	Omicron Delta Kappa is a national honorary for outstanding junior and senior men.
Panhellenic	Council of sorority representatives which makes all rules governing activities between independent non-sorority women and sorority women.
Phi Eta Sigma	Freshman men's scholastic honorary.
Phi Mu	Phi Mu Epsilon is a national men's music honorary.
Rooklid	Cap worn by all freshmen.
SAC	Sigma Alpha Chi is a service honorary for sophomore men who show outstanding leadership and scholarship.
SAGA	Food service which furnishes all meals to the dormitories and fraternities.
The Capitol	Located in the basement of the Oregon State Capitol building, this coffee shop is very popular with W.U. students.
Wallulah	The Willamette University yearbook published every June.

