

~The Student~  
~Handbook~

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~Willamette University~  
~1991-1992~





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**Willamette**  
UNIVERSITY  
1842 *150 Years* 1992

Dear Reader,

Welcome to the Student Handbook. I've tried to improve the book this year (for instance, Salem is no longer the place "Where the Streets Have No Name") and I hope you find it useful.

I must thank several people without whom you wouldn't be reading this. To Scott, Karen, and Bethany: for help, support and an occasional safe haven, thanks ever so much. Thanks also to Susan for her amazing knowledge, to Steve for his talent, and to Frank and Colleen for proofing and input.

Finally, thanks for reading.

Craig M. Briscoe  
Student Handbook Coordinator  
Willamette University, July 1991



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~Section I~  
~Offices~  

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Campus Offices

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## CAMPUS OFFICES

### **Academic Administration Office, x6374**

Todd Hutton, Vice President for Academic Administration

The Academic Administration Office oversees the Computing Center, Mark O. Hatfield Library, Registrar's Office, Learning Resources Center, Language Learning Center, Office of Financial Aid, Summer Conferences, Academic Grants and Research, and Smith Auditorium.

### **Accounting Office, x6104**

Laura Hildebrandt, Accounting Office Manager

The Accounting Office handles Payroll processing, check cashing (up to \$50), and disbursement of funds to students and vendors.

### **Office of Admission, x6303**

James Sumner, Dean of University Admissions

This office is responsible for all student admission into the College of Liberal Arts. The office also arranges campus tours, special programs, overnight visits, meals, and class visits for prospective students.

### **Bistro Willamette, xCAFE/x6134**

Nory Emori, Jenny James, Todd Landis, Managers

The Bistro endeavors to provide an oasis of sophistication amid a desert of mediocrity. Not! Really, though, we serve up some great culinary delights including scones in the a.m., tortes and

sandwiches in the p.m., and bagels and a cup of java anytime. And if you drop in at the right time, you can find a lively assortment of student art and live entertainment. Don't believe us? Come and see. We are open during most major study hours and all major and minor study *break* hours. Closed only in the event of a major WU party.

### **Marguerite A. Will Bookstore, x6315**

Don Beckman, Director

The Bookstore sells all required textbooks and supplies. In addition to these items, it also carries magazines, stationery, clothing, personal supplies, and a selection of leisure reading materials.

### **Business Office, x6210**

Brian Hardin, Vice President of Financial Affairs  
Bob Olson, Controller

This office handles Thetford Lodge reservations, phone service and phone bills, and insurance information.

### **Campus Safety, x6055, 24-hour hotline x6911**

Ross Stout, Director

Campus Safety's goal is to ensure a safe and secure environment that allows the academic achievement of students to advance unimpaired.

The staff provides assistance, information and advice on crime prevention, fire safety, parking, and other campus security issues.

Safety officers will intervene in social activities only when behavior becomes self-destructive, hazardous, or bothersome to others.

Campus Safety provides other useful services such as escorts on campus, jump starts, vehicle lockouts, etc.

Call x6911 if you are suspicious of any person or incident and believe a problem may result.



**Career Development Center,  
x6471**

Nancy Norton, Career Development Coordinator

The Career Development Resource Center provides a wealth of information concerning career options/choices, decision making, how-tos, job listings, and graduate school possibilities. Additionally, the Center houses SIGI+ (a computerized career assistance tool) and offers interest-testing.

Regular workshops are offered throughout the year to assist with writing resumes, cover letters, personal statements, applying to graduate school, preparing for graduate entrance exams, determining a major, searching for jobs, and interviewing. A new service has been added this year - Credential Files. The Career Center will serve as a student's "central collection agency" for letters of recommendation, current resume, course listings, etc.

Every February the Career Center, in cooperation with the Oregon Liberal Arts Placement Consortium, participates in a 2-day Career Information and Job Fair, where all students can talk with, and even interview with, employers for summer, internship, and full-time job possibilities.

Drop by Bishop Rooms 19 and 20 to learn for yourself!

**Cat Cavern,  
x6407**

The Cat Cavern's snack bar is open weekdays, 7:30 a.m.-3:30 p.m. Hot meals, cold sandwiches, salad bar, and a wide choice of beverages are provided here.

The Cat is a wide-open space which provides a pleasant atmosphere for eating, studying, and socializing.

**Office of the Chaplain,  
x6213**

Charles Wallace, Jr., University Chaplain  
Lynn Jurczak, Chaplain Intern

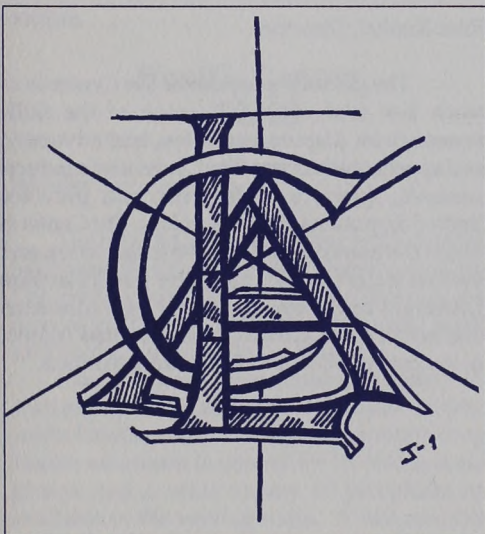
Since Willamette University recognizes the significance of religion in personal and social life, one of the functions of the Office of the Chaplain is to offer a wide variety of opportunities which foster spiritual growth and understanding, as well as religious commitment and action.

The Chaplain sponsors worship services, retreats, speakers, and films, provides counseling, advises a discussion group ("The Seekers"), and serves as University liaison with various denominational and parachurch ministries on campus. Worship services in Cone Chapel, Waller Hall, are rooted in Willamette's Methodist heritage but are ecumenical in nature and open to students of all denominations and faiths.

The office also plans the University Convocation series and organizes the Roundtable, a Friday lunch-time reading group open to the entire community.

**Community Outreach  
Program,  
x6463**

The Community Outreach Program is committed to creating service learning opportunities for Willamette students. By taking education beyond the classroom and into the community, students will learn the importance and effectiveness of individual efforts in addressing social needs.





## Offices

The Community Outreach Program, in only its second year, looks to expand community service experiences for students.

### **Computer Center, x6004**

Nick Liepins, Director of Computer Services

The Computer Center has one microlab with 30 IBM-compatible PC's and one with 26 Macintoshes. Both labs are networked and connected to an Ethernet network that is supported by a SUN 4/470 server, Sparks 1+ server, and a Sequent parallel processor server. Printing can be accomplished on the network on either of two laser printers or on several dot-matrix printers. Lab assistants are on duty 8 a.m. through 11 p.m.

### **Copy Center, x6717**

Pat Archambault, Supervisor

The Copy Center prints nearly all the one-color printing on campus. They can print black on a variety of colors, stocks, and sizes of papers; they also fold, collate, cut, staple, punch holes, spiral bind, and make pages into notepads. Most jobs are finished within the same day as ordered. The Copy Center offers three deliveries of departmental work per day at 8 a.m., 11 a.m. and 3 p.m.

### **Counseling Center, x6471**

Deborah Loers, Director

The Counseling Center offers a wide range of free services to students to help them receive the most from their college experience and life at Willamette.

The counseling staff offers personal consultations for individuals, couples, or small groups to discuss a wide variety of subjects. Concerns may include stress, relationship problems, academic problems, grief and loss,

sexuality, confusion or indecision about a personal choice, or any other problem a person is encountering.

Specialized groups led by the staff are available in the areas of eating disorders, chemical dependency, adult children of alcoholics issues, parental divorce and sexual abuse. These groups allow students to discuss their concerns in a safe place and to learn from others.

Call for an appointment or for more information.

### **Office of the Dean of the College of Liberal Arts, x6285**

Julie Ann Carson, Dean  
Kenneth S. Nolley, Associate Dean

This office is responsible for implementing academic programs proposed by the various campus and faculty committees. The Undergraduate Research Program, domestic off-campus programs (e.g., Washington Semester) and several of Willamette's student internships are coordinated through this office.

### **Center for Dispute Resolution, x6046**

Ross Runkel, Director

The primary purpose of the Center is to teach law students a full range of the skills necessary for dispute resolution, trial advocacy, and appellate advocacy. The Center also conducts research, sponsors conferences, and provides limited dispute resolution services. The Center is one of the most comprehensive in the nation and the first in the West. Its programs put Willamette University on the leading edge of legal education and respond to a growing need for those trained in the many processes of dispute resolution.



## Offices

### **Financial Aid Office, x6273**

James Woodland, Director

Financial Aid is awarded in the form of scholarships, grants, loans, and work study in packages that the Financial Aid Office determines will best meet the needs of the student. The University distributes financial aid on the basis of need with some exceptions based on academic excellence and/or activity achievement. Each applicant must have a completed Singlefile Form on file to establish need. The Singlefile Form must be renewed each year in early February to receive aid for the next school year.

### **George H. Atkinson Graduate School of Management, x6440**

G. Dale Weight, Dean

The Atkinson Graduate School of Management was created in 1974 to educate future executives in industrial settings, corporations, not-for-profit agencies, and other organizations. The Atkinson School is dedicated to helping students become innovative problem-solvers, versatile managers, leaders, and creative entrepreneurs in public, private, and non-profit sectors.

### **Health Center, x6062**

Jennifer Roy, Director

The Health Center provides comprehensive health and illness care for all Willamette students. The professional staff treat acute illnesses and injuries and refer students to community health care professionals when necessary.

Health maintenance services are provided such as physical examinations, pap smears, birth control methods and blood pressure monitoring. Health education is offered for individuals and groups and a wide variety of pamphlets are available in the waiting room. A self-care area

offers a limited supply of Tylenol, aspirin, decongestants and bandaids.

There is no charge to students, regardless of their insurance status, for examinations performed at the Health Center. Fees are charged for lab work, prescriptions, and some supplies.

Appointments should be made in advance but urgent problems will be seen immediately.

When the Health Center is closed, students may go to Salem Hospital Emergency Room (370-5238) or to an urgency care clinic, 588-9026 or 581-1113.

### **International Student Affairs, x4004**

Donna McElroy, Director

The Director provides support and leadership to international students and groups and works closely with students, faculty and administrators promoting programs that enhance awareness and appreciation of cultural diversity.

### **Language Learning Center, x4001**

The LLC is an individual study lab featuring fifteen audio listening carrels, ten independent studies video stations and a tri-standard VCR. These facilities are available to all students and faculty except during scheduled classes.

### **Learning Resources Center, x6054**

Marti Morandi, Director

The LRC provides audio-visual equipment for campus residences through the Office of Residence Life. Fraternities and sororities must make arrangements directly with the Center. Transparencies, photocopies, audio tapes, video duplication (within copyright laws), and 35mm film are available here along with many other audio-visual supplies.



## Offices

### **Mark O. Hatfield Library, x6312**

Sandy Weronko, University Librarian

The Library's holdings exceed 200,000 books, periodicals, microforms, music scores, and audio-visual materials. It is also a depository for many federal government publications. It has an on-line catalog as well as a 24-hour study room. There are numerous individual and group study rooms, as well as audio-visual rooms throughout the second floor of the building. The Hatfield Room is also located on the second floor; it is used for small recitals and lectures. Reserve materials can be checked out at the circulation desk. A current Willamette ID card is required to check out library materials. An inter-library loan system can be used if you need a book or article the library does not own.

### **Loans and Student Accounts Office, x3008**

Denise Hedeon, Assistant Controller

The Loan Office issues bank loans and Perkins Loans to students, as well as awarding and collecting emergency loans (up to \$500). The Student Accounts Office is responsible for billing and collecting tuition and room and board charges.

### **Mail Services, x5472**

Sharon Earll, Clerk

You can send and receive on and off-campus mail here. Outgoing mail leaves campus promptly at 3 p.m. Monday-Friday. Services offered include: UPS pick-up and delivery, Federal Express, stamps, Next Day Air, Second Day Air, certified and registered mail. Business hours are Monday-Friday from 10 a.m.-3 p.m. There is no weekend service.

### **Marriott Food Service, x6005**

Tom Winter, Director

The Marriott food service provides total food service for the University. All your catering needs (coffee services, receptions, parties, special meals), and special items such as cakes or food baskets are available. Meal stickers can be obtained with a *current I.D. and fee slip*. Off-campus meal plans are also available during Registration and in the Food Service Office, located in the basement directly below Doney's dining area.

### **Office of Multicultural Student Affairs and Office of Disabled Student Services x6265**

Joyce Greiner, Director

This office offers programs, activities and services for all ethnic, older-than-average, gay/lesbian students, and students with disabilities.

### **Office of the President, x6209**

Jerry Hudson, University President

The President is the Chief Executive Officer of the University. He and his staff serve as a liaison between the University's various constituencies.

### **Purchasing, x6055**

Ross Stout, Director

Through the Purchasing Department students are able to purchase computers and some software at educational discounts. Literature and assistance is available, if needed, in choosing a computer or printer.

Call x6055 for your computer needs.



## **Registrar's Office, x6206**

Richard A. Yocom, University Registrar (Waller Hall, x6209)

Thelma C. Carroll, Associate University Registrar (Bishop #5, x4464)

The Registrar's Office maintains the official academic records for all students of the University. Students are responsible for verifying the accuracy of their transcripts and petitioning for changes in their official records if an error exists. Information concerning the General Education Program, major requirements, and graduation are available here.

Drop/Add cards, Change of Advisor forms, Petitions for Graduation, and forms for declaring majors/minors and contesting grades may all be acquired at this office.

Veteran forms/information and Teacher Placement information are also available at this office.

## **Office of Residence Life, x6212**

Tim Pierson, Dean

This office seeks to provide students with a safe, secure, and predictable living environment which supports the academic and personal development goals of the University and its students. Programs and activities which help to promote physical, intellectual, social and spiritual growth are provided to achieve the development of a sense of community within the living organizations.

For additional information concerning residence life at Willamette, your R.A./R.D. can be a valuable resource. This person should have the answers to many of your questions.

## **Office of Student Activities, x6463**

Cesie Delve, Director

The Office of Student Activities is committed

to developing and maintaining high-quality programs, services, advising and leadership opportunities for Willamette students. Staff members work with students, faculty, and administrators to develop programs and policies which enhance the quality of campus life.

Student Activities coordinates educational and social programs such as Opening Days, Parents Weekend, a speaker series, Freshman Glee, The Leadership Challenge Program, Off-the-Block and Understanding Gender Perspectives. Students will find many opportunities for involvement through the Office of Student Activities.

## **Office of Student Affairs, x6447**

Frank Meyer, Vice President for Student Affairs

Student Affairs is the major administrative unit responsible for facilitating students' intellectual, emotional, social, spiritual, and physical growth outside the classroom within the university environment. Students are viewed as maturing adults who are encouraged to assume major responsibility for their personal growth and development. An anticipated outgrowth of these efforts is to increase students' ability to become well-informed, responsible, and contributing members of Willamette University and society as a whole.

## **Tokyo International University of America (TIUA), x3300**

Yukihiko Kawashima, Dean  
Ryuji Torihara, Executive Director

TIUA is an independent sister university and part of TIU, Kawagoe, Japan. The students are currently enrolled at TIU in Japan, and come here for 11 months for English and Liberal Arts Studies.

Approximately half of the Japanese students live on the Willamette campus and, in turn, Willamette students live on the TIUA campus.

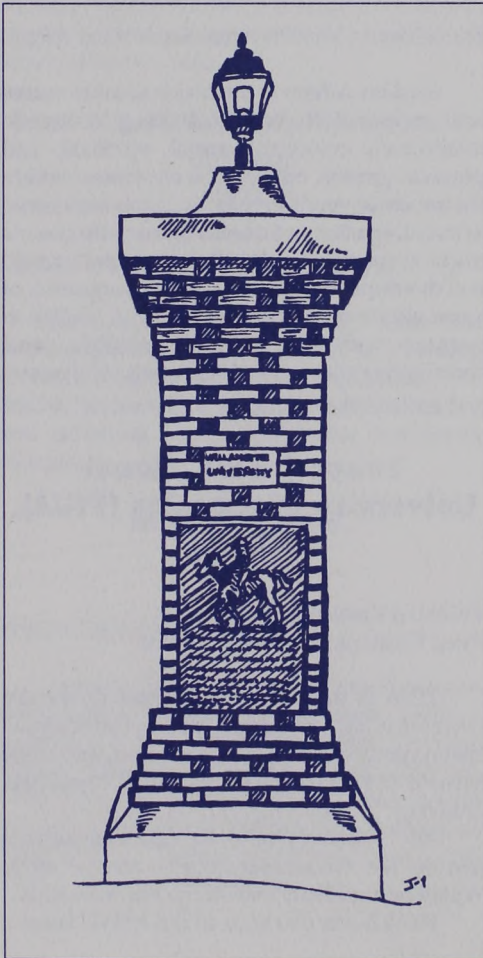
TIUA holds two seats in the ASWU Senate.



## University Relations, x6340

Barbara Mahoney, Vice President for University Relations

The University Relations Office serves as liaison with the University's external constituencies: alumni, parents, donors, foundations, corporations, media and the public. It has responsibility for all aspects of development: raising the funds necessary to meet operating expenses, enhance programs, build capital projects and increase the endowment. Through the Office of News and Publications, it coordinates mass communications with the constituencies.



# DIRECTORY OF STUDENT ORGANIZATIONS

## Academic/Honorary Organizations

### ◆Alpha Kappa Nu

Alpha Kappa Nu is a recognition society. Membership is limited to the top 10% of the graduating class or those who graduate Summa, Magna or Cum Laude.

Advisor: R. A. Yocom, X6209, Office of the President

### ◆Alpha Lambda Delta

The purpose of this organization is to encourage superior scholastic achievement among students in their first year in institutions of higher education, to promote intelligent living and a continued high standard of learning, and to assist women and men in recognizing and developing meaningful goals for their roles in society. This organization is a national freshman honor society for those with a minimum 3.5 GPA.

Advisor: Sam Hall, X6435, D-143

Contacts: Eric Harker, C-190

Heather Saigo, A-137

### ◆Dobro Slovo

This organization recognizes excellence in the study of Slavic languages and literature. Members of this honor society promote interest in Russian activities.

Advisor: Magda Schay, X6015, D-196

### ◆Mortar Board

This organization is a national honorary that recognizes seniors for superior scholarship, leadership, and service to the University.

Advisor: TBA

Contact: Suzanne Budd, A-122

### ◆Mu Phi Epsilon

Mu Phi Epsilon is a professional fraternity which encourages high scholastic and musical



## Offices

performance. It is open to all music majors and minors.

Advisor: Carole Stewart, X6255, Music Dept.  
Contacts: Wendy McPhetres, E-205  
Jackie Cloud, C-181

### ◆Omicron Delta Kappa

The purpose of this organization is to recognize outstanding accomplishments of campus leaders in all areas of campus life and to create a forum where students and faculty can meet to discuss campus concerns.

Advisor: Jim Sumner, X6303, Office of Admissions

Contacts: Karin Roberts, A-203  
Angie Smith, F-223  
Kim Coghlan, G-132

### ◆Order of Omega

This is a national honorary, open to juniors and seniors, which recognizes Greek students who have excelled in academics, campus involvement, and community service.

Advisor: Ed Bell, X6212, Office of Residence Life

Contacts: Karen Polis, C-117  
Kevin Ray, E-111

### ◆Phi Alpha Delta Legal Society

The purpose of this organization is to provide a forum for those students interested in learning more about the legal profession. Activities will include guest speakers and group discussions on the social impact of contemporary legal issues.

Advisor: Susan M. Leeson, X6038, D-169  
Contacts: Chris Rogers, C-262  
Jennifer Doman, C-239

### ◆Phi Eta Sigma

The purpose of this organization is to honor and recognize exceptional scholastic achievement. Phi Eta Sigma seeks to emphasize those personal qualities which are essential to a successful and happy life. The person who succeeds must possess three important qualities: a vigorous and disciplined mind; a strong and healthy body; and, above all, a noble, generous character.

Advisor: Sam Hall, X6435, D-143  
Contacts: Karen Lynn Hill, A-117  
Jennifer Wangaard, B-262

### ◆Pi Kappa Lambda

This organization requires outstanding scholastic achievement and musical performance ability for entrance.

Advisor: Richard Stewart, X6378, D-201  
Contact: Teresa Hudkins, X6303, Office of Admission

### ◆Psi Chi

This organization is a national scholastic honorary in psychology.

Advisor: Loren McBride, X6425, D-178  
Contact: TBA

## **Educational and Service Organizations**

### ◆Alcohol Consumption Education (ACE)

The purpose of this organization is to increase awareness about alcohol and other drugs and their effects. ACE also promotes fun, alcohol-free events and sponsors informative programs.

Advisor: TBA - (Residence Life Office, X5381)  
Contact: TBA

### ◆Community Action Group

The purpose of this organization is to provide opportunities for Willamette students to get involved and develop relationships with the surrounding community.

Advisor: Scott Greenwood, X6463, Office of Student Activities

### ◆English Majors Club

This organization plans activities related to the English field and relays information to its members concerning guest speakers, authors, and the Ashland Shakespearean Festival.

Advisor: Carol Long, X6270, D-171

### ◆Gender Perspectives Committee

This group plans, organizes and implements a series of programs dealing with gender-related issues for the Willamette and Salem communities.

Advisor: Cesie Delve, X6463, Office of Student Activities  
Contact: Nory Emori, C-158



## Offices

- ◆Macintosh Users Group  
Contact: Computer Science Dept., X6077

- ◆Model United Nations  
The participants of this organization research and prepare for conferences with other schools across the nation.

Advisor: Suresht Bald, X6261, D-177  
Contacts: Brian Thomas, A-228  
Ellen Schwarzwler, C-267

- ◆Nutritional Awareness Program (NAP)

Nap stresses the relationship between a life-long commitment to good health and an awareness of related ecological and nutritional issues.  
Advisor: TBA - (Residence Life Office, X5381)  
Contact: Andrew Cronk, B-174

- ◆Students Concerned About Rapid Environmental Destruction (SCARED)

S.C.A.R.E.D. is an organization made up of Willamette University students committed to the Earth and its preservation. The group's main goal is to encourage and facilitate environmental awareness and responsibility in the campus community.

Advisor: Todd Silverstein, D-125  
Contacts: Kristi Smith, G-128  
Lisa Johnson, B-303

- ◆Tabularium - Willamette's Historical Society

The Tabularium is open to include people from each facet of Willamette life - students, faculty, staff, administration and alumni. The ultimate goal of this organization is to acquire a working knowledge of Willamette history. This is being accomplished by gathering, collecting, cataloging and preserving artifacts and other material which can be considered historically valuable.

Advisor: Ellen Eisenberg, D-229, x6197  
Contacts: Christal Winesburgh, F-154  
Kearsty Dunlap, A-140

- ◆Women In Communication (WICI)

WICI's main purpose is to unite students for the purpose of promoting the advancement of women in all fields of communications. WICI organizes its activities around this and puts on such things as seminars, workshops, and conferences.

Advisor: Jeff Lukehart, X6139, Speech Communications Dept.

Contact: Heidi Sinclair, H-197

## **Multicultural Organizations**

- ◆American Indian Student Association

This group promotes Indian education issues through cultural events such as films, pow wows, traditional art displays, and story-telling.

Advisor: Joyce Greiner, X6265, Office of Multicultural Student Affairs  
Contact: T.J. Moore, H-130

- ◆Black Student Organization

The Black Student Organization promotes and encourages Black programs, speakers, and other culturally relevant activities and provides a support group for Black students and all others interested in learning about Black culture.

Advisor: Joyce Greiner, X6265, Office of Multicultural Student Affairs

Contact: Bill Lucas, Atkinson Graduate School

- ◆Hawaii Club

This club provides a support group for students from Hawaii and those interested in learning about the culture and spirit of Hawaii.

Advisor: Joyce Greiner, x6265, Office of Multicultural Student Affairs

Contact: TBA

- ◆Unidos Por Fin

This club helps students maintain their cultural identities (Latino, Mexican, Hispanic) by promoting various films, speakers, and ethnic celebrations. It also provides a supportive environment for Hispanic students through potlucks, trips and other cultural gatherings.

Advisor: Joyce Greiner, X6265, Office of Multicultural Student Affairs

Contact: Guadalupe Ramirez, B-167

- ◆Willamette International Student Association (WISA)

The purpose of this organization is to provide support for international students, to assist them in integrating into the Willamette University community. This association provides opportunities for international awareness through



## Offices

the International Extravaganza and the International Dinner and coffee hours, as well as an opportunity for U.S. students to become involved in international activities.

Advisor: Donna McElroy, X6447, Multicultural Student Affairs Office

Contact: Daniel Mears, B-286

## **Performing Arts Organizations**

### ◆Chamber Choir

The Chamber Choir is a 36-voice ensemble open to all Willamette students and engages in extensive touring as well as frequent on-campus performances. Rehearsals are held three times weekly. Members must have significant experience in singing and are required to audition for entrance.

Advisor: Wallace Long, X6320, D-167

### ◆Opera Theatre

Advisor: Julio Viamonte, X6454, D-211

### ◆University Band

Advisor: Martin Behnke, X6259, D-106

### ◆University Choir

This group will be of particular interest to those students who may not have had extensive choral experience, or who feel that their music reading skills need a little work. The choir rehearses twice weekly and performs 2 to 3 times each year. Although there is no audition for entrance into University Choir, prospective members will need to have a short interview during the audition days before the start of classes. Membership is open to all Willamette Students.

Advisor: Wallace Long, X6320, D-167

### ◆Willamette Community Orchestra

Advisor: Bruce McIntosh, X6453, D-181

### ◆Willamette Jazz Ensemble

Advisor: Martin Behnke, X6259, D-106

### ◆Willamette Singers

This group of 12 vocalists, piano, bass and drums concentrates on vocal jazz and is open to all Willamette students. Willamette Singers

rehearses three times weekly and performs several times per semester on campus, off campus, and on regional tours. Members must have significant experience in singing and/or instrument playing and are required to audition for entrance.

Advisor: Wallace Long, X6320, D-167

### ◆Willamette University Wind Ensemble

The Wind Ensemble is a music department curricular offering. Membership is open, by audition, to all Willamette students with a band background. The group rehearses three days a week and performs several times per semester on campus, off campus, and on regional tours.

Advisor: Martin Behnke, X6259, D-106

## **Print & Broadcast Media Organizations**

### ◆Collegian

The purpose of the Collegian is to promote skills in journalism while producing Willamette's student newspaper.

Advisor: Wilbur Braden, X6223, D-111

Contact: Lance Shipley, A-218

Seth Schaefer, C-208

### ◆The Jason

The Jason is Willamette's literary and arts magazine. It contains poetry, prose, and visual artwork and is published each spring.

Contacts: Eila Cooper, A-136

Steve Dutton, A-166

### ◆Wallulah

The purpose of this organization is to produce the school yearbook (develop theme, design layouts, arrange and conduct interviews, etc.).

Advisor: Wilbur Braden, X6233, D-111

Contact: Marion Williamson, G-251

### ◆Willamette Dialogue

This publication is an annual volume of outstanding student academic essays and papers compiled by a student editorial board.

Advisor: Frances Chapple, X6334, D-116

Contact: Aaron Bunch, E-121



## Religious Organizations

### ◆Campus Ambassadors Christian Fellowship

This organization seeks to encourage Willamette community members to integrate Christ into their lives through monthly celebrations, speakers, retreats, and famine relief projects.

Advisor: Dan Barram, 364-4522, D-153

Contacts: Michael Seavers, E-223

Nick Evans, C-126

### ◆Fellowship of Christian Athletes

This organization meets weekly for a variety of programs and social functions; it focuses on the special spiritual needs of the athletic community.

Advisor: Joe Broeker, X6424, Athletic Department

Contacts: Mike Seavers, E-223

Scott McGraw, C-132

### ◆International Students Incorporated

This is a Christian friendship organization offering services to international students of all religions and nationalities and introducing Americans to international students in hopes of building friendships and a "home away from home". ISI offers Bible studies, social activities, outings, conferences and help of various sorts that may be needed by the international student.

Advisor: Charlie Wallace, X6213, Office of the Chaplain

Contact: Bill Baskett, 371-7788, D-202

### ◆InterVarsity Christian Fellowship

IVCF provides a context for Christian nurture and evangelical witness for anyone within the Willamette community.

Contacts: Sheryl Ryan, D-255

Molly McCormick, D-255

Dale Helt, D-255

### ◆Jewish Students Union

This organization meets for fellowship and celebration of Jewish holidays and festivals and maintains a link with Salem's synagogue, Temple Beth Shalom.

Advisor: Lynn Jurczak (Chaplain intern), X6213

Contact: Leah Gorelik, H-133

### ◆Latter Day Saints Student Association (LDSSA)

This organization exists to assist students at Willamette University in balancing their academic, social, cultural and religious education. This is accomplished by providing gospel study, social and cultural activities for the LDS students at Willamette University.

Advisor: G. Dale Weight, X6440, Atkinson Graduate School

Contacts: Seth Danielson, C-184

Jeni Henrie, G-150

### ◆Newman Community

This organization is the Catholic apostolate to Salem area university students and offers spiritual, intellectual, and social support for men and women within a Catholic/Christian framework.

Contact: Fr. John Schwartz, 581-1623

### ◆Rejoice!

This organization holds weekly meetings for singing and Christian fellowship.

Advisor: Charles Wallace, X6213, D-219

Contacts: Rhonda Mayhew, C-191

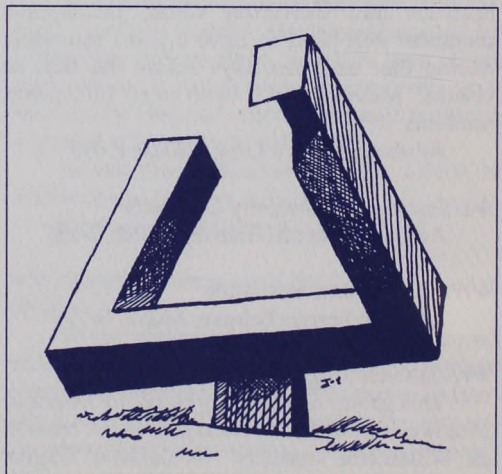
Heather Akin, A-219

### ◆Seekers

This organization is a faith-based Christian community committed to study (the Bible and other texts), action for peace and justice, individual growth, and worship.

Advisor: Lynn Jurczak (Chaplain intern), X6213, D-219

Contact: Holly Moline, G-202





## Social/Support Organizations

### ◆Circle K

The purpose of Circle K is to serve the Willamette University campus and community and to provide opportunities to develop leadership skills.

Advisor: Sharon Rose, D-211

Contacts: Diane Morton, H-115

Walter Fellers, B-176

### ◆Club Willamette

Club Willamette's goal is to put on high-quality, cost efficient dances for campus organizations and residence halls.

Advisor: Susan Lilly, X6222, D-214

Contacts: Amy Cummings, E-136

Greg Koger, E-239

### ◆College Republicans

The purpose of this organization is to promote the principles of the Republican party among the students at Willamette University. Club members will develop political and leadership skills that will prepare them for future service to the party and the community.

Advisor: Ted Shay, X6264, D-183

Contacts: Duane Bales, B-116

Minda Hedges, F-298

### ◆Gay and Lesbian Alliance (GALA)

The Willamette GALA group exists to provide and encourage the support, education, and visibility of gay/lesbian/bisexual concerns and issues in the Willamette/TIUA community. Its aim is to create an awareness and celebration of differing perspectives and lifestyles.

Advisor: Joyce Greiner, X6265, Office of Multicultural Student Affairs

Contacts: Matthew Long, E-154

Nathaniel Smith, H-111

### ◆Independent Hall Association (IHA)

This organization is made up of the presidents and representatives of the residence halls and the University Apartments, and is the representative body for those living in campus residences. IHA plans and sponsors campus-wide programs, forums and social events which enrich life at Willamette.

Advisor: Residence Life Office, x5381

Contact: Amy Rice, B-139

### ◆Interfraternity Council (IFC)

The Interfraternity Council is a governing body of the existing fraternities on the Willamette Campus. IFC sponsors a formal rush along with several other activities throughout the year.

Advisor: Ed Bell, X6212, Residence Life Office

Contacts: Andrew Herman, E-321

### ◆Non-Traditional Students Association

This organization is a support group for older than average students, married students and students with children at Willamette University. The club meets regularly to discuss issues such as commuting, child care, stress and time management and balancing family issues with school.

Advisor: Joyce Greiner, X6265, Office of Multicultural Student Affairs

Contact: Guadalupe Ramirez, B-167

### ◆Off-The-Block

This organization was designed to give students access to off-campus programs and events.

Advisor: Scott Greenwood, X6463, Student Activities Office

Contact: Tinh Nguyen, C-260

### ◆Panhellenic Council

"We, the fraternity women of America, stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life. The opportunity for wide and wise human service through mutual respect and helpfulness is the tenet by which we strive to live." (National Panhellenic Conference). The Panhellenic Council is the Representative body for the Sororities on the Willamette Campus.

Advisor: Ed Bell, X6212, Residence Life Office

Contacts: Sharon Gueck, B-290

### ◆Senior Discussion Consortium (SDC)

The Senior Discussion Consortium will meet weekly to deal with pertinent issues facing seniors today. Times and locations of meetings will be voted on by participants. Look for newsletters announcing group activities, field trips, etc.

Contact: Mark Lovre, G-180



## Offices

### ◆Willamette Gaming Club

The club's purpose is to supply opponents and games for those interested. Our focus is on board, table, and role-playing games (Scrabble, Dungeons & Dragons, chess, etc.).

Advisor: Chris Harris, X6222, D-217

Contacts: Peter Dudey, C-210

### ◆Womyn's Center

The Womyn's Center was created to explore issues of feminism, traditional roles and to promote better understanding of gender through speakers, films, and discussion groups. Participants have become involved in Women's Month, International Women's Day, health issues and community affairs.

Advisor: Joyce Greiner, X6265, Multicultural Student Affairs Office

## **Sports/Recreational Organizations**

### ◆Fancy Footfalls

This organization offers weekly classes/seminars for the purpose of learning a variety of ballroom dances. It also strives to provide opportunities for students to practice these dances in a social setting.

Advisor: Bill Braden, X6233, D-111

Contacts: Lisa Goss, C-230

Laurie Wedemeyer, F-161

### ◆Lacrosse

This organization is coordinated by students. They compete against such PAC 10 schools as Oregon, Washington and Washington State, as well as with smaller colleges in this region.

Contact: Kjell Yadon, A-266

### ◆Rugby Team

The purpose of this organization is to provide the Willamette student community with a nationally recognized collegiate sport. The Willamette University Rugby Team will play various universities throughout Oregon and Washington. The game requires many people, so there are positions available for people of all sizes and shapes. The season runs from October through May.

Advisor: TBA

Contacts: James Walker, B-150

Vu Williams, F-120

### ◆Water-Polo Club

The purpose of this organization is to train and compete in competitive water-polo.

Advisor: Buzz Yocom, x6209, Office of the President

### ◆Willamette Outdoors

The purpose of Willamette Outdoors is to provide opportunities for students to explore and appreciate outdoor activities throughout the Pacific Northwest.

Advisor: Ed Bell, X6212, Residence Life Office

Contacts: Lisa Goss, C-230

Troy Dickson, F-155

### ◆Willamette University Foil Fencers (WUFF)

The purpose of this organization is to promote fencing at Willamette University and to initiate fencing with other universities.

Advisor: James Ciarmitaro, 588-9066

Contacts: Margaret Cunnane, G-204

### ◆Will U Dance?

Will U Dance? provides a co-curricular opportunity to learn and/or perform dances and also provides students with the opportunity to choreograph for themselves and/or their peers.

Advisor: Sue McFadden, X5305, D-214

Contacts: Gillien Duvall, F-294











~Section II~  
~People~  

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Campus  
Administrators and  
Department Chairs  
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Residence Hall Staff  
Page 29



# CAMPUS ADMINISTRATORS AND DEPARTMENT CHAIRS

## Campus Administrators

- ◆ Accounting Office Manager,  
Laura Hildebrandt, x4347
- ◆ Acquisitions Librarian, Law School,  
Mary Gilbertson, x4000
- ◆ Administrative Programmer,  
Timothy Kilday, x6004
- ◆ Admission Counselor,  
Wendy Boring, x6303
- ◆ Assistant Controller,  
Denise Hedeem, x4356
- ◆ Assistant Dean of Alumni and Corporate Relations,  
Atkinson School,  
Forrest Rodgers, x6440
- ◆ Assistant Director of Admission,  
Jeffrey Corner, x6303
- ◆ Assistant Director of Financial Aid,  
Leslie Limper, x6273
- ◆ Assistant Director of Student Activities,  
Scott Greenwood, x6463
- ◆ Assistant Football Coach,  
Kenneth Garland, x5350
- ◆ Assistant Football Coach,  
Robert Gregory, x5350
- ◆ Assistant Librarian,  
Jan Tudor, x6312
- ◆ Assistant Librarian,  
Joni Roberts, x6312
- ◆ Assistant Librarian,  
Lori Robare, x6312
- ◆ Assistant Librarian,  
Sara Amato, x6312
- ◆ Assistant to the President,  
Christopher Call, x4403
- ◆ Associate Dean of the College of Law,  
Kathy Graham, x6404
- ◆ Associate Dean of the College of Liberal Arts,  
Kenneth Nolley, x6280
- ◆ Associate Director of Admission,  
Susan Rauch, x6303

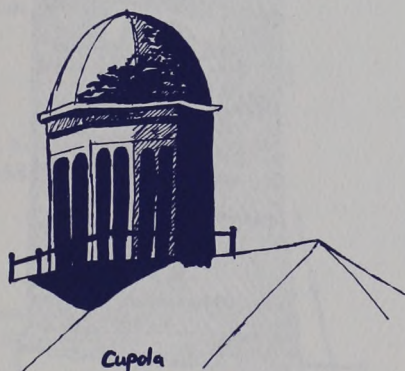
- ◆ Associate Director of Residence Life,  
Edward Bell, x6212
- ◆ Associate Law Librarian,  
Warren Rees, x4000
- ◆ Associate Librarian,  
Carol Drost, x6312
- ◆ Associate Librarian,  
Ford Schmidt, x6312
- ◆ Associate Registrar,  
Thelma Carroll, x6206
- ◆ Baseball Coach and Intramural Director,  
David Wong, x6420
- ◆ Bookstore Director,  
Donald Beckman, x6315
- ◆ Career Coordinator,  
Nancy Norton, x6471
- ◆ Cataloging Librarian, Law,  
Elysabeth Hall, x6435
- ◆ Chaplain,  
Charles Wallace, x6213
- ◆ Computer Services Librarian,  
Mary Cleland, x6004
- ◆ Controller and Budget Director,  
Robert Olson, x6210
- ◆ Counselor,  
Karen Creswell, x6471
- ◆ Counselor,  
Nancy Gordon, x6471
- ◆ Custodial Supervisor,  
Bill Walker, x6135
- ◆ Dean of Residence Life,  
Tim Pierson, x6212
- ◆ Dean of the Atkinson School,  
Dale Weight, x6440
- ◆ Dean of the College of Law,  
Robert Misner, x6402
- ◆ Dean of the College of Liberal Arts,  
Julie Ann Carson, x6285
- ◆ Dean of University Admission,  
James Sumner, x6303
- ◆ Desktop Publishing Coordinator,  
Kelly Harms, x6147
- ◆ Director of Academic Computing,  
Keiko Pitter, x6147
- ◆ Director of Academic Grants and Awards,  
Patricia Alley, x6246
- ◆ Director of Admission of the Atkinson School,  
Judy O'Neill, x5310
- ◆ Director of Admission of the College of Law,  
Lawrence Seno, x6282
- ◆ Director of Admission,  
Teresa Hudkins, x6303



## People

- ◆ Director of Annual Giving,  
Rick Smithrud, x4405
- ◆ Director of Athletics,  
William Trenbeath, x6420
- ◆ Director of Campus Safety and Purchasing,  
Ross Stout, x6911
- ◆ Director of Computer Services,  
Nicholas Liepins, x6004
- ◆ Director of Counseling,  
Deborah Loers, x6471
- ◆ Director of Development Research,  
Barbara Nebon, x4457
- ◆ Director of Donor Relations,  
Laurie Green, x6340
- ◆ Director of Financial Aid,  
James Woodland, x6273
- ◆ Director of Law Alumni Relations,  
Carol Green, x6492
- ◆ Director of Multicultural Affairs,  
Joyce Greiner, x6265
- ◆ Director of News and Publications,  
Betty O'Brien, x6278
- ◆ Director of Physical Plant,  
Lewis Kanthack, x6003
- ◆ Director of Planned Giving and Major Gifts,  
Michael Bennett, x4609
- ◆ Director of Professional Development, Atkinson School,  
Jennifer Murray, x6440
- ◆ Director of Sports Information,  
Cliff Voliva, x6110

- ◆ Director of Student Activities and University Center,  
Cecilia Delve, x6463
- ◆ Director of Summer Conferences,  
Marjorie Patton, x6162
- ◆ Director of the Center for Dispute Resolution,  
Ross Runkel, x6046
- ◆ Director of the Health Center,  
Jennifer Roy, x6062
- ◆ Director of the Learning Resources Center,  
Marti Morandi, x6054
- ◆ Director of Alumni and Parent Relations,  
James Booth, x4411
- ◆ Executive Assistant to the President, Registrar and Director of International Education,  
R.A. Yocom, x6209
- ◆ Executive Secretary,  
Linda Alderin, x6209
- ◆ Grounds Foreman,  
Ronald Nichols, x6143
- ◆ Head Coach, Men and Women's Track and Men's Soccer,  
Brad Victor, x6392
- ◆ Head Football Coach,  
Joe Broeker, x6424
- ◆ Head Men's Basketball Coach and Director of Sparks Center,  
Gordie James, x6063
- ◆ Housekeeping Supervisor,  
Marge Coker, x6135
- ◆ International Student Advisor,  
Donna McElroy, x6447
- ◆ Law Librarian,  
Richard Breen, x6386
- ◆ Law Placement Coordinator,  
Diane Reynolds, x6057
- ◆ News and Publications Art Director,  
Susan Blettel, x5312
- ◆ Planned Giving Associate,  
Frank Vidin, x4406
- ◆ President,  
Jerry Hudson, x6209
- ◆ Registered Nurse,  
Midge Groth, x6062
- ◆ Registrar of the Atkinson School,  
Cora Snow, x4293
- ◆ Superintendent of Building Maintenance,  
Mike Bush, x6003
- ◆ Systems Analyst,  
Michael Demezas, x6004
- ◆ University Librarian,  
Sandra Weronko, x6312



*Cupola  
after Waller Tower  
very similar to present  
day cupola except for  
metal roof.*



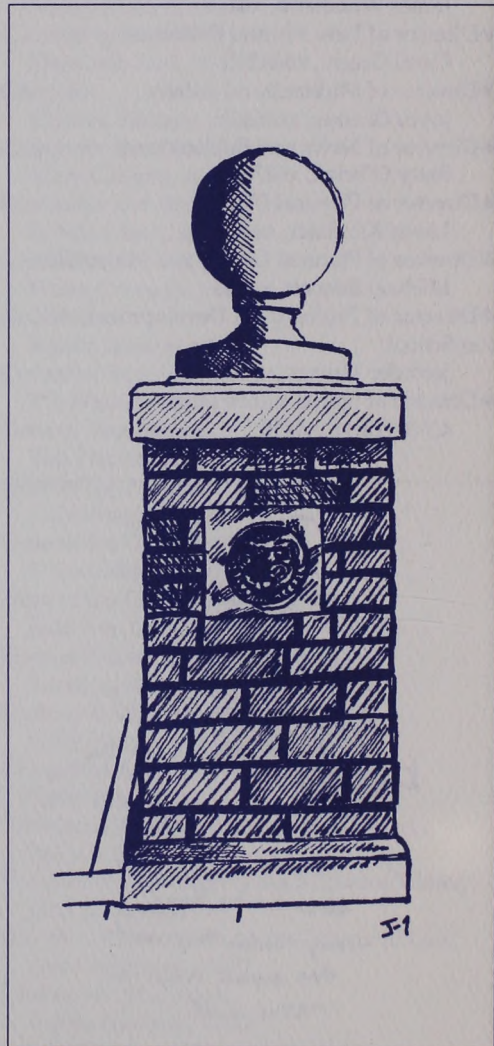
## People

- ◆ Vice President for Academic Administration,  
Todd Hutton, x6209
- ◆ Vice President for Financial Affairs,  
Brian Hardin, x6210
- ◆ Vice President for Student Affairs,  
Frank Meyer, x6447
- ◆ Vice President for University Relations,  
Barbara Mahoney, x6340
- ◆ Word Processing Manager,  
Carolyn Kilday, x4473

### **College of Liberal Arts Department Chairs**

- ◆ American Studies,  
James B. Bjorkquist, x6313
- ◆ Art,  
Germaine Fuller, x6250
- ◆ Biology,  
Grant Thorsett, x6482
- ◆ Chemistry,  
David Goodney, x6418
- ◆ Computer Science,  
James Levenick, x6486
- ◆ Earth Science,  
Peter Eilers, x6390
- ◆ Economics,  
Russell Beaton, x6306
- ◆ Education,  
John Tenny, x6343
- ◆ English,  
Carol Long, x6270
- ◆ Environmental Science,  
Gilbert F. LaFreniere, x6487
- ◆ Foreign Language,  
Ronald Loftus, x6275
- ◆ History,  
Robert Lucas, x6196
- ◆ International Studies,  
Christine Gentzkow, x6253
- ◆ Mathematics,  
Junpei Sekino, x6485
- ◆ Music Therapy,  
Myra J. Staum, x6450
- ◆ Music,  
Richard Stewart, x6378
- ◆ Philosophy,  
Louis Goble, x6002
- ◆ Physical Education,  
Cheryl Brown, x6218

- ◆ Physics,  
Roberta Bigelow, x6330
- ◆ Political Science,  
Robert Hawkinson, x6220
- ◆ Psychology,  
Mary Ann Youngren, x6427
- ◆ Religion,  
Lane McGaughy, x6272
- ◆ Sociology,  
James Bjorkquist, x6313
- ◆ Speech,  
Catherine Collins, x6281
- ◆ Theatre,  
Christopher Harris, x6222





## **RESIDENCE HALL STAFF**

### **Alpha Chi Omega**

- ◆House Director: Barbara Schmotzer  
x6739, Box H-226

### **Baxter Hall**

- ◆RD: Athena Garrett  
x6544, H-236
- ◆RA: Troy Dickson  
Rm. 213, x6557, F-155
- ◆RA: Alma Castenada  
Rm. 309, x6635, G-208
- ◆RA: Ben Carson  
Rm. 325, x6685, B-203
- ◆RA: Amy Carr  
Rm. 408, x6501, C-145

### **Belknap Hall**

- ◆RD: Marit Rieger  
Matthews Apt., x6204, H-239
- ◆Sr. RA: Brian Thomas  
Rm. 110, x6566, B-260
- ◆RA: Carol Schultz  
Rm. 218, x6020, H-182

### **Beta Theta Pi**

- ◆RD: Kevin Ray  
x6835, H-233

### **Delta Gamma**

- ◆House Director: Della Danner  
x6829, H-227

### **Delta Tau Delta**

- ◆RD: Tom Rask  
X6786, H-237

### **Doney Hall**

- ◆RD: Andrew Hedges (Jennifer Hedges)  
Doney Apt., x6683, H-235
- ◆RA: Shelley Tomlinson  
Rm. 121, X6966, B-260
- ◆RA: Bryan Boehringer  
Rm. 216, X6969, E-296
- ◆RA: Adrienne Fox  
Rm. 314, x6581, E-171

### **Kaneko Hall**

- ◆RD: Katherine Morrow  
X3326, H-232
- ◆RA: David Bayless  
Rm. 209, X3228, E-109
- ◆RA: Tupper Spring  
Rm. 227, X3219, E-107
- ◆RA: Nancy Bledsoe  
Rm. 310, X3261, B-132
- ◆RA: Shawn Sorenson  
Rm. 327, X3273, A-222
- ◆RA: Steve Talley  
Rm. 409, x3247, F-242
- ◆RA: J.J. Crow  
Rm. 430, x3381, H-121

### **Kappa Sigma**

- ◆RD: Rob Patridge  
X6861, H-240

### **Lausanne Hall**

- ◆RD: Andrew Hedges (Jennifer Hedges)  
Doney Apt., x6683, H-235
- ◆Sr. RA: Brian Peterson  
Lausanne Apt., x6767, B-122
- ◆RA: Ambika Shourie  
Rm. 206, x6959, E-310
- ◆RA: Tim Davis  
Rm. 307, x6668, A-104



## Lee House

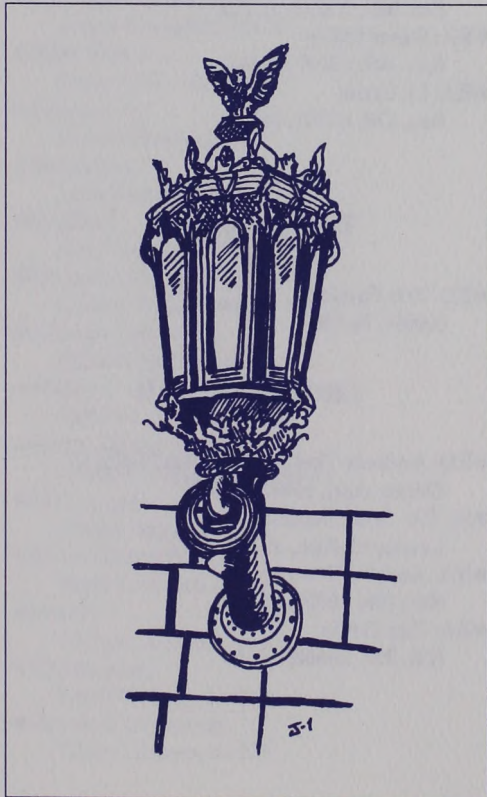
- ◆RD: Brad Leutwyler  
Lee Apt., X6921, H-234

## Matthews Hall

- ◆RD: Marit Rieger  
Matthews Apt., X6204, H-239
- ◆RA: Chad Seps  
Rm. 212, X6795, F-118
- ◆RA: Maura Fogarty  
Rm. 312, X6883, C-188

## Metanoia House

- ◆RD: Anne Murray  
X6949, H-231
- ◆RA: Christal Winesburgh  
Rm. 208, X6572, F-154



## Pi Beta Phi

- ◆House Director: Phyllis Mueller  
X6852, H-229

## Shepard House

- ◆RD: Del Clark  
X6785, H-241
- ◆RA: Michelle Dibblee  
Rm. 4, X6583, A-225

## Sigma Alpha Epsilon

- ◆RD: Darryl Walker  
X6961, H-244

## Sigma Chi

- ◆RD: Mike Sommerfeld  
X6752, H-243

## University Apartments (Haseldorf)

- ◆RD: Shannon Murphy  
362-5514, H-238
- ◆RA: Holly Moline  
Rm. 305, 371-8262, G-202

## Willamette International Studies House (WISH)

- ◆RD: Digvijai Singh  
X6750, H-242
- ◆RA: Lisa Golda  
Rm. 15, X6520, C-153

## York House

- ◆RD: Brad Leutwyler  
Lee Apt., x6921, H-234
- ◆Sr. RA: Shelley Reed  
Apt., x5330, H-232











~Section III~  
~Places~  

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Campus Information  
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Campus Map  
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Salem Information  
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Salem Map  
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# **WILLAMETTE UNIVERSITY MAP KEY**

## **#31, Alpha Chi Omega Sorority, x6008**

- ◆ President: Ashlae Monfort-Lane
- ◆ House Director: Barbara Schmotzer, x6739
- ◆ Chapter founded 1944; 48 residents

## **#20, Art Building, x6136**

- ◆ Houses:
  - Art Department
  - Hallie Brown Ford Gallery, x4212
- ◆ Constructed 1905, renovated 1977.

## **#2, Baxter Hall, x6050**

- ◆ RD: Athena Garrett, x6544
- ◆ Constructed 1948, renovated 1987, named for Dr. Bruce Baxter, University President from 1934-1940; coed, 115 residents

## **#10, Belknap Hall, x6236**

- ◆ RD: Marit Rieger, x6204
- ◆ Constructed 1961, renovated 1990 named for Methodist minister Dr. Lewis F. Belknap; coed, 75 residents.

## **#5, Beta Theta Pi Fraternity, x6039**

- ◆ President: Nathan Mclemore
- ◆ RD: Kevin Ray, x6835
- ◆ Chapter founded 1947; 32 residents.

## **#15, Bishop Center**

- ◆ Houses:
  - Career Development Center, x6471
  - Counseling Center, x6471
  - Health Center, x6062
  - Registrar's Office, x6206
- ◆ Constructed 1955, named for former Board of Trustees member C.P. Bishop and his wife Fannie Kay.

## **#19, E.S. Collins Science Center, x6013**

- ◆ Houses:
  - Biology Department, x6482
  - Chemistry Department, x6335
  - Chemistry Stockroom, x6013
  - Earth Science Department, x6390/x6487
  - Physics Department, x6373
- ◆ Constructed 1941, wing addition 1962, renovated 1981, named for lumberman E.S. Collins.

## **#24, Truman Wesley Collins Legal Center, x6380**

- ◆ Constructed 1967, named for the alumnus and former chairman of the Board of Trustees.

## **#32 Delta Gamma Fraternity, x6009**

- ◆ President: Susan Domagalski
- ◆ House Director: Della Danner, x6829
- ◆ Chapter founded 1945; 48 residents.

## **#8, Delta Tau Delta Fraternity, x6041**

- ◆ President: Mark Stoneburner
- ◆ RD: Tom Rask, x6786
- ◆ Chapter founded 1962; 32 residents.



## Places

### **#21, Center for Dispute Resolution, x6046**

- ◆ Moved to campus 1938, former home to University President G. Herbert Smith.

### **#22, Doney Hall, x6048**

- ◆ RD: Andrew Hedges, x6683
- ◆ Houses:
  - Marriott Food Service, x6005 (Doney Basement, North Entrance)
- ◆ Constructed 1955, wing addition 1967, named for Dr. Carl Gregg Doney, University President from 1915-1934; coed, 110 residents.

### **#16, Eaton Hall, x6061**

- ◆ Houses:
  - Education Department, x6343
  - English Department, x6455
  - History Department, x6297
  - Philosophy Department, x6429
  - Religion Department, x6368
- ◆ Constructed 1909, renovated 1982, named for A.E. Eaton.

### **#1, Gatke Hall**

- ◆ Houses:
  - Campus Safety/Purchasing, x6055, 24-hour hotline x6911
- ◆ Originally U.S. Post Office, moved to campus 1938, named for Political Science professor Robert Gatke.

### **#35, Mark O. Hatfield Library, x6312**

- ◆ Constructed 1986, named for the Willamette alumnus, teacher, administrator, and U.S. Senator.

### **#7, Kappa Sigma Fraternity, x6042**

- ◆ President, Tinh Nguyen
- ◆ RD: Rob Patridge, x6861
- ◆ Chapter founded 1961; 32 residents.

### **#23, Lausanne Hall, x6049**

- ◆ RD: Andrew Hedges, x6683
- ◆ Houses:
  - Learning Resources Center, x6054 (Lausanne Basement, North entrance).
- ◆ Constructed 1917, renovated 1985, named for ship that brought many pioneers to the Oregon Territory; coed, 125 residents. Quiet study environment; no smoking.

### **#27, Lee House, x6050**

- ◆ RD: Brad Leutwyler, x6921
- ◆ Constructed 1959, remodeled 1983, named for Jason Lee's daughter, Lucy Anna; coed, 24 graduate residents.

### **#9, Matthews Hall**

- ◆ RD: Marit Reiger, x6204
- ◆ Constructed 1961, renovated 1989, named for Math professor James T. Matthews; coed, 90 residents.

### **#3, Metanoia House, x6043**

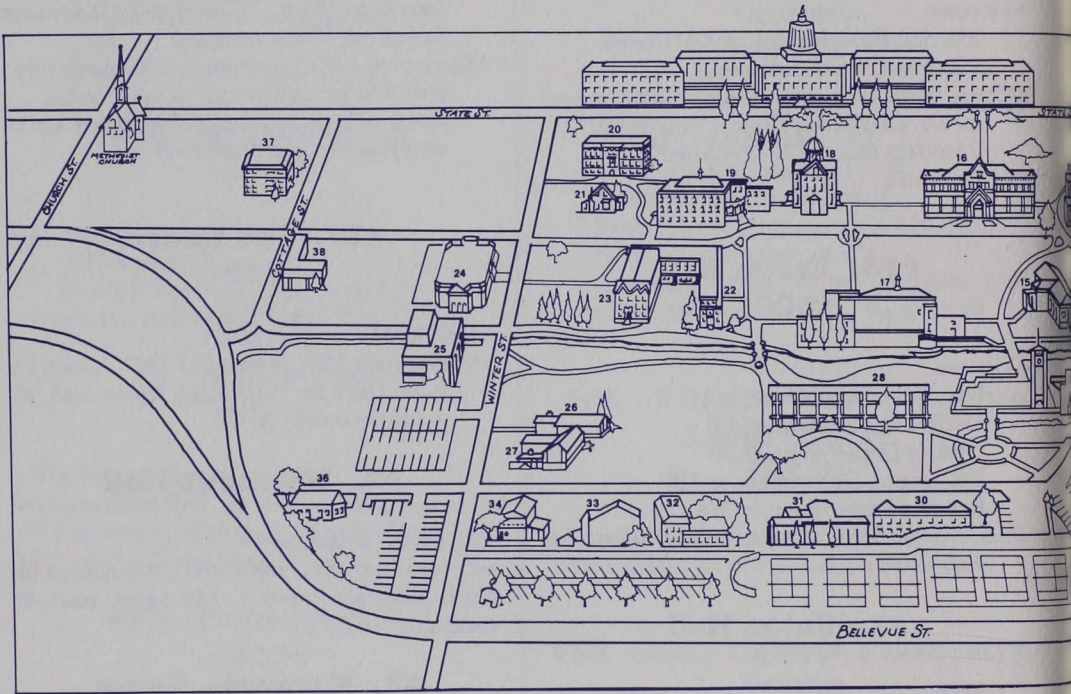
- ◆ RD: Anne Murray, x6949
- ◆ Founded 1988; coed, 32 residents.

### **#25, Seeley G. Mudd Building**

- ◆ Houses:
  - George H. Atkinson Graduate School of Management, x6440
- ◆ Constructed 1975 from a gift made by the Seeley G. Mudd Foundation.

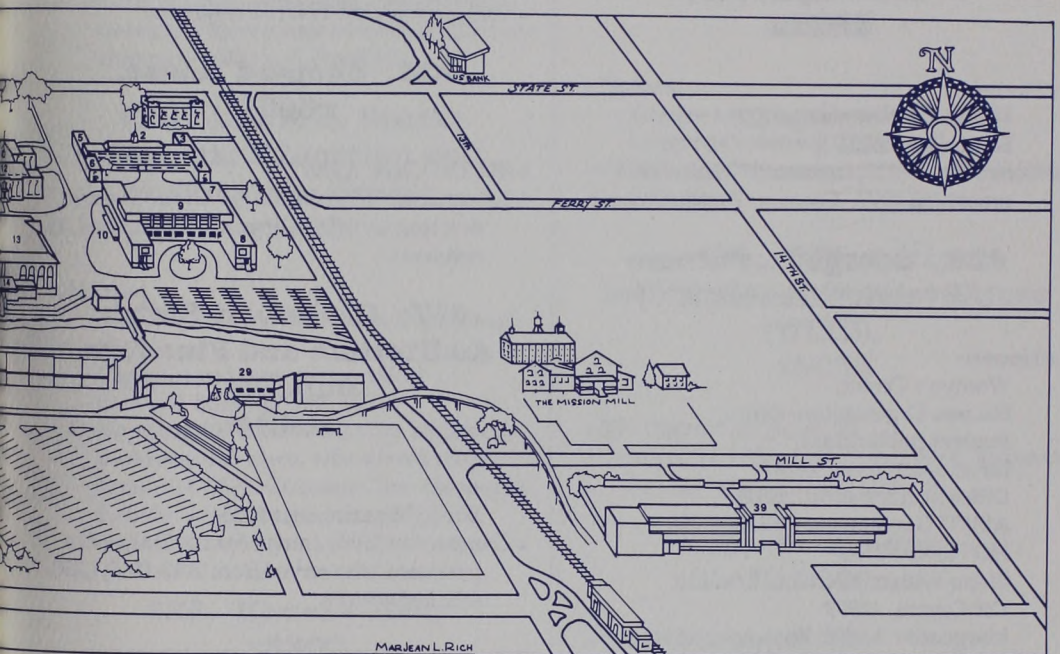


## Places





## Places





## Places

### **#14, Physical Plant, x6003**

- ◆ Constructed 1946, renovated 1969.

### **#33, Pi Beta Phi Sorority, x6010**

- ◆ President: Heather Hale
- ◆ House Director: Phyllis Mueller, x6852
- ◆ Chapter founded 1944; 48 residents.

### **#13, Playhouse, x6222**

- ◆ Houses:
  - Theatre Department, x6222
  - Box Office, x6221
- ◆ Constructed 1923, converted Theatre 1974, renovated 1977. Contains Kresge Theater.

### **#28, George H. Putnam University Center (UC)**

- ◆ Houses:
  - Womyn's Center,
  - Student Organization Office,
  - Student publications,
  - Information Desk, x6267
  - Office of Admission, x6303
  - ASWU Government Office, x6058
  - HOTLINE x2798
  - Bistro Willamette, xCAFE/x6134
  - Cat Cavern, x4999
  - Marguerite A. Will Bookstore, x6315
  - Financial Aid Office, x6273
  - KWU Offices, x6666/x6188
  - Mailroom, x4472
  - Office of Residence Life, x6212
  - Student Activities, x6463
  - Office of Student Affairs, x6447
  - Multicultural Student Affairs, x6265
  - International Student Affairs, x4004
- ◆ Constructed 1970, named for the journalist.

### **#4, Sigma Alpha Epsilon Fraternity, x6044**

- ◆ President: Wyatt Pickett
- ◆ RD: Darryl Walker, x6961
- ◆ Chapter founded 1949; 32 residents.

### **#6, Sigma Chi Fraternity, x6045**

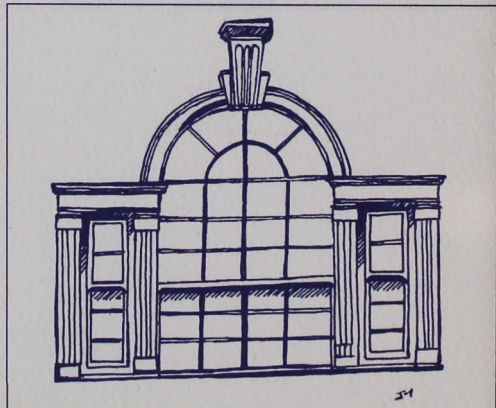
- ◆ President: Jason Borreson
- ◆ RD: Mike Sommerfeld, x6752
- ◆ Chapter founded 1947; 32 residents.

### **#34, Shepard House, x6051**

- ◆ RD: Del Clark, x3007
- ◆ Constructed 1963, named for Cyrus Shepard, first teacher in the Oregon Mission; coed, 45 residents.

### **#17, G. Herbert Smith Auditorium and Fine Arts Building, x6434**

- ◆ Houses:
  - Music Department, x6255
- ◆ Constructed 1955, named for the University president, who served from 1942-1969; 1,250-seat auditorium





## Places

### **#11, Smullin Hall**

#### ◆ Houses:

Computer Center, x6004  
Computer Science Department, x6077  
Office of the Dean of the College of Liberal Arts, x6285  
Economics Department, x6060  
Mathematics Department, x6484  
Political Science Department, x6060  
Psychology Department, x6427  
Sociology Department, x6195  
Speech/Communications Department, x6281

- ◆ Constructed 1938, renovated 1988, formerly University library, named for the Willamette alumnus, William B. Smullin.

### **#29, Lestle J. Sparks Physical Education and Recreation Center, x6420**

#### ◆ Houses:

Athletic/Physical Education Department, x6420  
Cage/Court reservations, x6219  
Pool and building info, x6976

- ◆ Constructed 1974, named for the Willamette professor and coach, who served the school from 1916-1979. Contains Cone Fieldhouse, Henkle Gymnasium, swimming pool, raquetball courts, and training rooms.

### **#38, Kaneko Hall, x3300**

- ◆ R.D. Katherine Morrow, x3316

#### ◆ Houses:

Tokyo International University

### **#37, University Apartments (Haseldorf)**

- ◆ RD: Shannon Murphy, 362-5514
- ◆ Acquired 1987; coed, 41 residents.

### **#18, Waller Hall**

#### ◆ Houses:

Academic Affairs Office, x6374  
Business Office, x6210  
Office of the Chaplain, x6213  
Copy Center, x6717  
Office of the President, x6209  
University Relations, x6340

- ◆ Constructed 1967, renovated 1989, named for Rev. Alvan Waller, who raised funds for the building, the first on campus.

### **#12, Walton Hall, x6285**

#### ◆ Houses:


Foreign Language Department, x4246  
Language Learning Center, x4001

- ◆ Constructed 1967, named for financier William S. Walton.

### **#30, Willamette International Studies House (WISH), x6052**

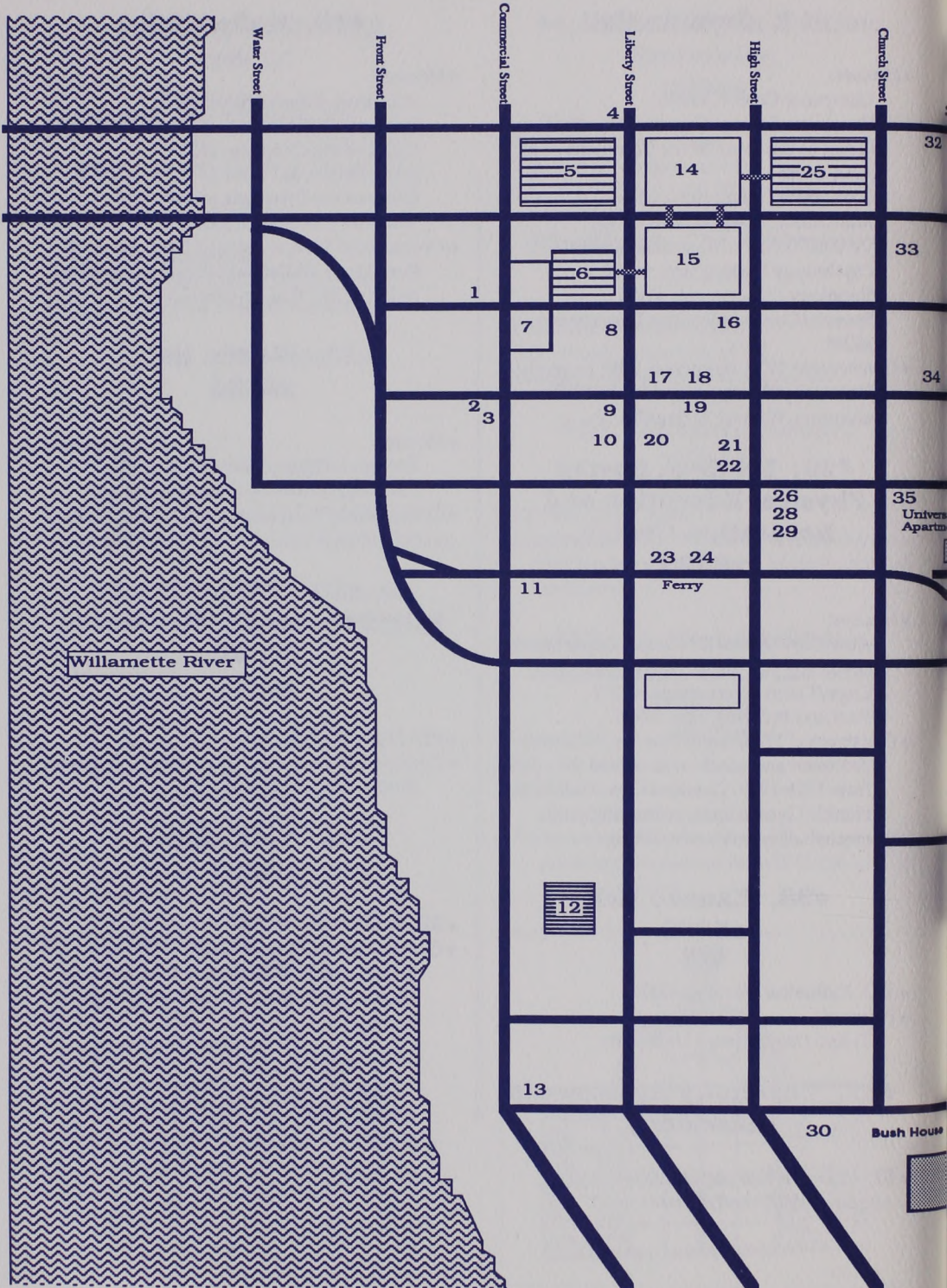
- ◆ RD: Digvijai Singh, x6750
- ◆ Constructed 1965; coed, 37 residents. Focus on foreign languages and cultures

### **#26, York House, x4203**

- ◆ RD: Brad Leutwyler, x6375
- ◆ Constructed 1959, remodeled 1988, named for Emily J. York, Willamette's first graduate, Class of 1859; coed, 30 residents, single rooms. 

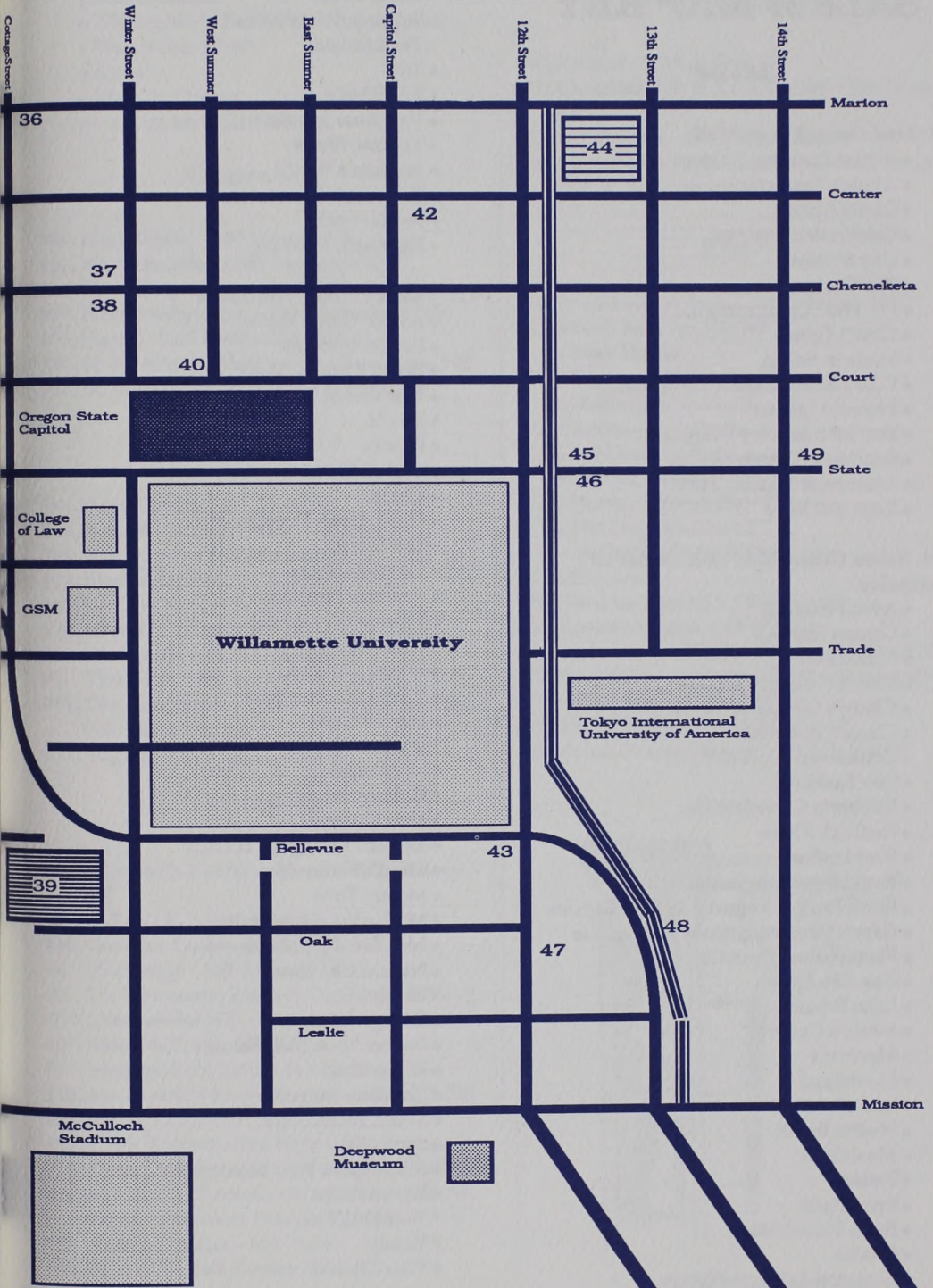


# Places





# Places





# SALEM MAP KEY

## Malls

### #9. Reed Opera House Mall

- ◆ Action Business Services
- ◆ Angie's Boutique
- ◆ Casita Juanita
- ◆ Celebration Designs
- ◆ City Sweets
- ◆ The Curlery
- ◆ Far West Computers Inc.
- ◆ Gold's Gym
- ◆ Made in Salem
- ◆ Pilar's Restaurant & Pasta Factory
- ◆ Physical Impact
- ◆ Roy John Jewelry Designer
- ◆ Sundance Tanning Salon
- ◆ Southwest Trading Post
- ◆ Your \$10 Store

### #14. Salem Centre Mall - 401 Center NE, Northside

- ◆ Avco Financial
- ◆ Canton Express
- ◆ Centerville
- ◆ Chuckle's Cards & Gifts
- ◆ Cindy's Cinnamon Rolls
- ◆ Claire's Boutique
- ◆ Columbian Optical
- ◆ Deb Fashions
- ◆ Euphoria Chocolate Co.
- ◆ Fastback Photo
- ◆ Foot Locker
- ◆ Fred Meyer Jewelers
- ◆ Fresh Fruit & Yogurt / Pretzel Express
- ◆ Gary's Florsheim Shoes / Shoe Tree
- ◆ Honeybaked Ham Co.
- ◆ Kay-Bee Toys
- ◆ Lane Bryant
- ◆ Merlo's Cutlery
- ◆ Mervyn's
- ◆ Movieland
- ◆ Mrs. Field's Cookies
- ◆ Muffin Break
- ◆ Musicland
- ◆ Petland
- ◆ PrintRight
- ◆ Regis Hairstyles
- ◆ Sbarro
- ◆ Shearson-Lehman-Hutton

- ◆ Stress Clinic
- ◆ Subway Sandwiches
- ◆ The Limited
- ◆ Tilt
- ◆ T.J. Elliot's
- ◆ Van Auer Jewelers
- ◆ Volume Shoes
- ◆ Woman's World
- ◆ The Men's Wearhouse
- ◆ Broilerworks
- ◆ Expressly Portraits

### #15. Salem Centre - Southside

- ◆ Avant Garde Bistro
- ◆ Baskin-Robbins
- ◆ Beard's Frame Shop
- ◆ Bon Vivant
- ◆ Bree'z
- ◆ Brooks
- ◆ Casual Corner
- ◆ Chalet
- ◆ C & L Hush Puppies
- ◆ The Closet
- ◆ Connie's Shoes
- ◆ Creative Pastimes
- ◆ Garden Gourmet
- ◆ Harry Ritchies Jewelers
- ◆ House of Fabric
- ◆ I Natural Cosmetics
- ◆ Jary's Florist
- ◆ Jay Jacobs
- ◆ Just Petites
- ◆ Kinney Shoes
- ◆ Kit's Camera
- ◆ Latham's Luggage & Gifts
- ◆ Mark's Hallmark
- ◆ Mostly Tops
- ◆ Motherhood Maternity
- ◆ Mrs. Field's Cookies
- ◆ Naturalizer Shoes
- ◆ Nordstrom
- ◆ Orange Julius
- ◆ Perfect Look Hair Salon
- ◆ Radio Shack
- ◆ Romance Lingerie
- ◆ Salem Healthfood
- ◆ Samuel's
- ◆ Soap Opera Bath Boutique
- ◆ Squire Shop
- ◆ Two Plus Two
- ◆ Vanity
- ◆ Vista Optical



## Places

- ◆ Waldenbooks
- ◆ Willoughby's Beauty and Tanning Salon
- ◆ Woodseller North
- ◆ Xanadu
- ◆ Made in Oregon
- ◆ Mr. and Mrs. Hair Clinic

## Churches

- #36. First Baptist - 395 Marion NE
- #31. First Christian - 685 Marion NE
- #4. First Congregational - 700 Marion NE
- #38. First Presbyterian - 770 Chemeketa NE
- #35. First United Methodist - 600 State
- #37. St. Joseph's Catholic - 721 Chemeketa NE
- #32. St. Mark's Lutheran - 709 Marion NE

## Restaurants

- #49. Artic Circle - 1411 State
- #45. A & W - 110 12th NE
- #34. The Beanery - 545 Court NE
- #11. Black Angus - 220 Commercial SE
- #47. La Casa Real - 698 12th
- #23. JB's - 260 Liberty SE
- #42. McDonald's - 110 Center NE
- #2. The Night Deposit - 195 Commercial NE
- #43. The Ram Border Cafe and Sports Bar - 515 12th SE
- #17. Yogurt Grove - 405 Court NE

## Stores

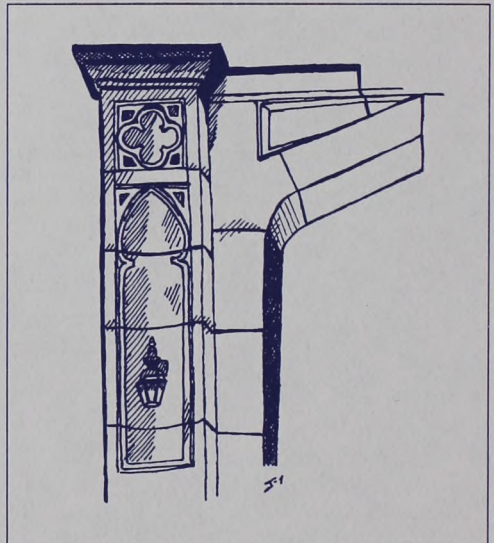
- #8. Anderson's Sporting Goods - 241 Liberty NE
- #19. Balloon Kapers - 456 Court
- #10. Creative Cache - 145 Liberty NE
- #6. JC Penney - 305 Liberty NE
- #3. Les Newman's Work & Outdoor Clothing - 179 Commercial NE
- #25. Meier & Frank - 400 High NE
- #20. Metropolitan Store - 160 Liberty NE
- #18. Mr. Mystic's Magic Corner - 245 High NE
- #22. Morry's Ltd. - 101 High NE
- #28. Oasis Records - 154 High SE
- #13. Opus One Records - 778 Commercial NE
- #1. Paramount Records - 311 Commercial NE
- #5. Payless Discount Drugs - 435 Liberty NE
- #26. Razzle Dazzles - 508 State
- #44. Safeway - 1265 Center NE

## Transportation

- #48. Amtrak - 13th & Oak SE
- #21. Cherriots Salem Area Transit - 216 High NE
- #33. Greyhound - 450 Church NE
- Hut Airport Limousine Service - Salem Airport  
(not within map boundaries)

## Etc.

- #30. Bush Pasture Park - 600 Mission SE
  - ◆ Bush Barn Art Center
  - ◆ Bush House
  - ◆ Deepwood Museum
  - ◆ McCulloch Stadium
- #7. Chemeketa Parkade
  - ◆ Art Decor Gallery
  - ◆ Carl's Cuisine
  - ◆ Harvey Loveall Hair Care
  - ◆ Hot Dogs Unlimited
  - ◆ McGrath's Publike Fish House
  - ◆ Shryock's
- #29. Elsinore Theater - 170 High SE
- #46. Kinko's Copies - 1220 State
- #18. Anderson-McKinley Florist - 409 Court NE
- #40. Oregon State Library - Court & Summer St.
- #24. Salem Blueprint - 475 Ferry SE
- #39. Salem Hospital - 655 Winter SE
- #12. Salem Public Library - 585 Liberty SE









# ~Section IV~

## ~Policies~

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# ALCOHOL POLICY<sup>1</sup>

## I. Introduction

Willamette University neither encourages nor discourages the use of alcoholic beverages, but it does condemn the abuse of alcoholic beverages. Whether or not a person drinks alcoholic beverages is a personal decision, but individuals are held accountable for making decisions about their behavior within the context of Oregon State Law and University rules and regulations. In addition, it is understood that individuals are held responsible for the effects of their decisions on others within the University community. The alcohol policy and the procedures for its implementation have both an educational and a regulatory emphasis. They are intended to serve the following objectives:

A. to promote responsible behavior and attitudes among all members of the University community;

B. to educate students concerning the use and effects of alcoholic beverages in order to encourage responsible decision-making;

C. to help individuals experiencing difficulties associated with the use of alcohol.

## II. Education

The University acknowledges a responsibility to educate the campus community regarding responsible alcohol use by creating programs and services to meet specific needs. In addition, efforts will be undertaken to ensure that Oregon State Law and University regulations are understood by all who are affiliated with Willamette. Individuals must recognize, however, that we must all assume responsibility for educating ourselves, since ignorance of laws and regulations is no excuse for irresponsible or illegal behavior.

## III. Regulation

### A. General Policies

1. Alcohol may not be served or consumed in any outdoor areas of the campus.

2. Direct or indirect sale of alcohol is prohibited.

3. Alcoholic beverages will not be served or consumed at events where attendance is open to those other than invited members of the Willamette community and their guests.

4. Alcoholic beverages will not be mentioned or implied in publicity for an event.

5. Alcohol will not be the main focus of an activity.

6. Appealing, non-alcoholic beverages and food must be served at all activities while alcohol is being consumed or served. Food and non-alcoholic beverages (excluding mixers) must constitute at least one-third of the total refreshment budget for a particular activity. Food and non-alcoholic drinks must be displayed prominently with alcoholic beverages.

7. The area used for an activity at which alcohol is served or consumed will be cleaned by users immediately following the activity (or clear and specific arrangements must be made to have it done).

8. For a summary of Oregon State Law regarding the sale and consumption of alcohol, see end note 2: "Excerpts from Criminal Code of Oregon, 1985," and the published document University Standards of Conduct, available from the Dean of Residence Life.

## IV. Alcohol Policy Implementation Procedures

### A. Policies Governing the Use of Alcohol in University Residences

As student homes, University residence halls are in a unique position to offer students the opportunity to learn responsible ways of relating to one another. University residence halls include fraternity houses, sorority houses and independent residences. Among the serious educational and social issues facing students today is the intelligent and responsible use of alcohol by both the person who chooses to drink and the person who chooses not to drink. Students will be held directly responsible for the destruction of personal or public property, the violation of the safety or rights of other persons, the violation of any state or federal law, or the violation of any other campus regulations which may occur while they are under the influence of



## Policies

alcohol. Such behavior will result in disciplinary action by the University or by local, state or federal law enforcement.

Educational and social programming is provided in the residence halls to address substance abuse, alcohol use, and related issues.

1. All sections of the "Regulations and Policies Governing Student Behavior," as outlined in the University Standards of Conduct, shall apply to the alcohol policy.

2. In addition to the above, failure to observe any of the following shall constitute a violation of the University policy and may subject the individual(s) or group(s) to disciplinary action.

a. Consistent with Oregon State Law, private gatherings in individual rooms will not be considered social functions and need not be registered, but occupants and participants are responsible for abiding by all University policies. Any gathering in an individual student room where alcohol is present may not exceed a safe and manageable occupancy for that room.

b. Any consumption of alcohol in residence hall common areas (i.e., any area other than a student's private room) must be registered and confined to the approved space.

c. To register a common area event, the following conditions must be satisfied:

1) University events are planned for University students, therefore, non-university-age individuals (e.g., high school students) may not attend University social events where alcohol is served.

2) The event must be open only to those who are members of the sponsoring living organization(s) and their invited guests while alcohol is provided.

3) Willamette participants in the event must produce identification (i.e., Willamette University I.D.) that proves they are a currently enrolled Willamette University student. Any Willamette University student's guest must produce identification (e.g., driver's license, University I.D.) verifying University-age status.

4) Students are responsible for their guests.

5) An event in a residence hall will not be an open invitation, all-campus event.

6) A residence facility social event where alcohol is present may not exceed a safe and manageable number of people (i.e., 200) at any one time.

7) All entrances and exits of University residences are monitored (i.e., organizers arrange to have students at the doors to control traffic flow) for the duration of the event.

d. Student Body Activity Fees may not be used for purchase of alcoholic beverages.

e. The planning group must fill out an Alcohol Use Request Form for approval by the residence governing body.

f. The residence hall governing body must, by majority vote, approve any activity at which alcohol is to be served.

g. Following approval of the governing body, the plans for the event along with the request form must be reviewed and signed by the Resident Director prior to submitting the form to the Dean of Residence Life.

h. The Dean of Residence Life, or designee, in consultation with the Head Resident and the sponsors of the event, will approve or reject the proposed use of alcohol at the activity within two working days of receiving the request form at the Office of Residence Life. If denied, the reasons for the rejection will be provided in writing and include their relevance to the Alcohol Policy and regulations of that policy.

### **B. Policies Governing the Use of Alcohol in Other University Facilities**

1. Consistent with the above guidelines, alcohol may be served or consumed in the following buildings on campus (at planned group activities only) as long as the occupants and managers of that building have agreed it is appropriate.

- a. University Center
- b. Playhouse
- c. Art Building
- d. Smith Fine Arts Building
- e. Law School
- f. GSM
- g. Waller Hall

2. Any activity at which alcohol is served or consumed must first be approved with the appropriate building manager (e.g., the University Center) or other person administratively responsible for the building. The Alcohol Use Request Form will be completed and submitted to the Dean of Residence Life.

3. The activity will be confined to the registered or designated area only.



## Policies

4. The activity must be cleared on the University Master Calendar.

5. Activities at which alcohol is served or consumed in non-residence hall facilities will be held primarily for and by members of the Willamette community. Others wishing to serve alcohol in University facilities must receive specific clearance from the Dean of Residence Life.

### C. Procedures for Enforcement

In addition to violations of the specific provisions of the policy governing the use of alcoholic beverages, the use or misuse of alcoholic beverages which results in violations of the General Student Regulations will result in disciplinary action.

1. The Dean of Residence Life or respective building manager shall be responsible for the enforcement of the policy governing the use of alcoholic beverages. In addition, any other member of the University community may refer violations of that policy to the Dean of Residence Life or respective building manager for possible action.

2. The following steps will be implemented in the enforcement of the policy. However, the steps need not be followed sequentially since certain violations may require stronger action.

a. A verbal warning may be issued by the appropriate staff person. After two (2) verbal warnings in any given semester, a formal written warning shall be issued by the staff person involved.

b. A formal written warning may be issued. A written warning shall detail the specifics of the violation, expectations for future behavior, and the consequences of further violations of the policy. Any violations subsequent to the first written warning in a given semester will result in referral to the Dean of Residence Life.

c. Referral to the Dean of Residence Life for further action may be made for any violation of the alcohol policy. As outlined in the University Standards of Conduct, either a hearing with the Dean of Residence Life or the University Standards of Conduct Committee will be held. When a referral for action is made, it would either be made after other avenues had been pursued or in response to a very serious violation. Therefore, the expectation would be that a penalty other than a warning would be in order.

d. A member of the Residence Life staff may stop an activity at which alcohol is served or consumed if there is any problem which cannot be corrected immediately.

### D. Corrective Measures and Penalties

Alcohol Policy Violations: Violations of this policy will result in the imposition of one or more of the penalties listed below. Also, if deemed necessary, the University Standards of Conduct Committee or the Dean of Residence Life may request an assessment by a professional counselor or appropriate agency prior to the imposition of the penalty. The result of the assessment will be taken into consideration in the imposition of corrective measures.

1. Warning not to repeat the violation of the alcohol policy.

2. Participation in an alcohol education course.

3. Participation in on-going treatment by a counselor or appropriate agency.

4. In the case of a group violation, requiring the leaders to participate in an alcohol education course.

5. In the case of a group violation, requiring a minimum of 75% of all members of the living group to participate in an alcohol education program.

6. Suspension of the group's option to serve or consume alcohol. This may vary in length or time and could exclude the group from having social functions of any kind.

7. Other: The University Standards of Conduct Committee or Dean of Residence Life may impose other penalties deemed appropriate and necessary including those outlined in the University Code of Conduct.

End notes:

<sup>1</sup>The Board of Trustees has the authority to challenge this policy and change it as necessary.

<sup>2</sup>EXCERPTS FROM CRIMINAL CODE OF OREGON, 1982

471.410 Providing liquor to person under 21 or to intoxicated person; mandatory minimum penalties.

1. No person shall sell, give or otherwise make available any alcoholic liquor to any person who is visibly intoxicated.



2. No one other than the person's parent or guardian shall sell, give or otherwise make available any alcoholic liquor to a person under the age of 21 years.

471.430 Purchase or possession of liquor by person under 21; entry on licensed premises by person under 21.

1 No person under the age of 21 years shall attempt to purchase or acquire alcoholic liquor. Except when such minor is in a private residence accompanied by the parent or guardian of the minor and with such parent's or guardian's consent, no person under the age of 21 years shall have personal possession of alcoholic liquor. ☐

# **PROCEDURE FOR SPONSORING AN EVENT WHERE ALCOHOL IS SERVED**

## **I. Introduction**

According to the Willamette University policy on Alcohol Consumption, any event where alcohol is served must be registered and confined to the approved space (i.e., any area other than a student's private room). For any event that is to be held in a living organization (i.e., residence hall, fraternity, sorority), the procedures outlined below must be followed. Any event not held in a living organization must be reviewed by the Dean of Residence Life.

## **II. Procedures**

A. Please familiarize yourself with the University Policy on Alcohol in the Student Handbook.

B. In accordance with the policy, each living organization must have an alcohol education program given Fall Semester. To schedule an alcohol education program, you need to call the Alcohol Consumption Education (ACE) Office

(ext. 6212). Again, please consult the Alcohol Policy for specific details.

C. The sponsor(s), social chair and house president must meet with the Resident Director to discuss the event being planned and review the Check List for Planning Alcohol Related Events on Campus.

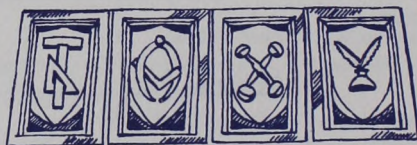
D. If, after discussion, the plans for the event meet the guidelines of the policy, the Resident Director will approve the forwarding of the Alcohol Use Request Form to the Office of Residence Life. The Resident Director may determine the plans to be inadequate or inappropriate. In such case, the sponsor(s) may re-submit their request after appropriate changes have been made.

E. Advanced planning increases the success of an event. To properly discuss plans for an event with your Resident Director, you must meet with him/her before Wednesday noon for an event planned that weekend. Any events scheduled during the week must be submitted for review the week before the event is to occur (by Wednesday noon). All forms must be submitted to the Office of Residence Life by 5 p.m. on Wednesday.

F. Final approval of such plans will be determined by the Dean or Associate Director of Residence Life. Resident Directors will be notified by 5 PM Friday regarding the status of the event.

G. Within two days after the event occurs, the sponsor(s), Resident Director and the Chapter or Hall President are to review the event. Problems, concerns, successes and changes for the next event should be discussed.

A successful campus alcohol policy demands a sincere effort from student leaders and staff. Our implementation of these procedures will require a high level of cooperation, communication and trust from everyone. By working together, the policy will work for all of us. ☐





# A.S.W.U. CONSTITUTION

## Preamble

We, the students of Willamette University, recognizing the collective responsibility of the University community in student life and affairs, in order to provide an organization for the control of all general matters of student concern, do hereby constitute the Associated Students of Willamette University.

## Article I

### Composition

Sec. 1. The name of this organization shall be the Associated Students of Willamette University (ASWU).

Sec. 2. All registered students of Willamette University College of Liberal Arts, students of Masters of Arts in Teaching, and students of Tokyo International University of America shall be members of the Association upon payment of the student body fee.

## Article II

### Meetings of the Association

Sec. 1. Meetings of the entire Association shall be held upon the call of the President on her/his own initiative, upon the request of the Senate or upon petition of fifty members of the Association in which they state the objective of the desired meeting.

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

Sec. 3. Thirty-three percent of the members of the Association shall constitute a quorum.

## Article III

### Officers

Sec. 1. The officers of the Association shall consist of the President, Vice President,

Secretary, and Treasurer, all of whom shall be students during a term of office one year to run from April to April and an additional three week transition period.

Sec. 2. The officers of the Association shall be accountable to the ASWU Senate.

Sec. 3. The President shall serve as the chief executive officer. The President shall stand ready to answer to the Senate on any matter. S/He shall present special messages and make any proposals to the Senate when necessary. The President may, in consultation with the Senate, establish presidential commissions to deal with issues s/he deems of priority, consistent with the provisions for ad hoc committees found in the ASWU Constitutional Bylaws. Such committees shall report to her/him directly, and the President shall then report their activities to the Senate. S/He shall be an ex-officio member of all committees. S/He shall also sit as a student member of the Board of Trustees. S/He shall preside at all Senate meetings.

Sec. 4. The Vice President shall serve as chairperson of the Activities Board and shall be one of the members of the Finance Board. S/He shall take an inventory of all activity-related materials at the beginning of her/his term of office and shall be the custodian of such properties. S/He shall be responsible for creating the ASWU Activities Budget. S/He shall see that all ASWU activities are publicized. S/He shall assume the duties of the President in the absence of that officer.

Sec. 5. The Secretary shall keep a record of all meetings of the Senate and shall be responsible for the codification and maintenance of all proposals pertaining to student government. The Secretary shall also see to it that a video-taped recording is made of all meetings of the Senate and that such recordings are kept on file in the student body office to be readily accessible to any member of the ASWU. The Secretary shall perform the task personally or shall appoint another person to make such recordings. The recordings will be kept for a minimum of one year. In addition, tapes of three meetings from each of the prior three years of Senate, including the tape of the meeting to approve the budget, shall be kept. The Secretary shall further be responsible for seeing that secretaries are appointed to all student government committees and that minutes are maintained in the student body office. S/He shall be ultimately responsible for all manager-



ship programs as specified in the ASWU Constitutional Bylaws. The Secretary shall serve as chairperson of the ASWU Elections Board and shall be in charge of all activities managers' applications. S/He shall require a one-page typewritten summary from each manager at the termination of the managership as well as any other pertinent information to be kept on file. S/He shall be responsible for creating the ASWU office budget.

Sec. 6. The Treasurer shall keep a record of all ASWU expenditures, shall act as chairperson of the Finance Board, shall act as a member of the ASWU University Budget Committee, and shall serve as the financial advisor to all ASWU activities. S/He shall propose to the Senate an annual budget as recommended by the Finance Board at the beginning of Fall Semester. S/He shall see that all expenditures are charged to the proper activity fund and that budgeted allotments are not exceeded. S/He shall also be responsible for presenting to the Senate at the beginning of Spring Semester a revised balance sheet for all ASWU accounts. The Treasurer shall present a written statement and account of the receipts and expenditures to the Senate monthly. S/He shall further notify all ASWU sponsored organizations when their account balances near 20 percent of their original allocation.

Sec. 7. The membership of the Executive Committee shall consist of the student body officers: President, Vice President, Secretary, and Treasurer. The President will serve as presiding officer.

A. Meetings of the Executive Committee shall be called by the President as required for the efficient discharge of ASWU responsibilities.

B. The Executive Committee shall establish an agenda for the coming Senate meeting.

C. This Committee shall have the power to set student body administrative policy and discuss overall policies in the individual areas of the respective student body officers.

D. The ASWU Executive Committee shall be responsible for fostering the communication of student body business activities and policies to the entire student body.

E. The Executive Committee shall be ultimately responsible to see that all the committees appointed either under the jurisdiction of the Bylaws or the Senate fulfill their duties.

F. The Executive Officers, with the consent of the Executive Committee, shall be the only representatives of the student body authorized to enter ASWU into any binding contractual agreement involving a financial obligation on the part of the student body. This authority may not be delegated to any other group or individual. Purchases made and signed for on standing credit accounts shall not be considered contracts. Only those people authorized by the Executive Committee may sign for charges. Financial obligations and contracts entered into by the Executive Officers which extend past their term of office must first be presented to Finance Board. Requests that are reviewed favorably by Finance Board shall be recommended to the Senate for approval.

## **Article IV**

### **Established Procedures**

Sec. 1. The Associated Students of Willamette University recognize the responsibility of students to participate in the formulation of 1) Standards and rules governing student conduct, 2) Academic regulations, and 3) Administrative regulations according to procedures established by the Senate, Faculty, Administration and Board of Trustees of Willamette University. The Senate has the authority to appoint committees and make recommendations over all matters of policy affecting student life and affairs.

Sec. 2. Students shall be approved by the Senate to serve on and attend ASWU, Campus, Faculty, and Trustee committees and boards in numbers established by the respective committees and boards. These students shall submit reports of these meetings at the request of Senate.

## **Article V**

### **Senate**

#### **Sec. 1.**

A. The following shall be voting members: ASWU Officers and Senators. The Chair shall only vote in case of a tie.

B. Senators shall be representatives of Association members in Living Organizations and Association members living off-campus.



## Policies

### Sec. 2. Composition of the Senate.

A. Living Organizations of 1-70: One representative. Living Organizations of 71 and above: Two representatives. Off-campus: Five representatives. TIUA Students: One representative.

B. Senators shall be elected by procedures determined by their living organization. Off-campus senator elections shall be conducted by the Elections Board at the beginning of each semester. TIUA students shall be elected by procedures determined by the students of TIUA with the help of ASWU.

C. Each senator shall be a member of the Living Organization they represent with the exception of Senators from TIUA, who must attend TIUA.

### Sec. 3. Responsibilities

A. The Senate shall enforce the Constitution and Bylaws.

B. The Senate shall be ultimate authority over all ASWU affairs. This power may not be delegated to any other committee or board. All ASWU Committees, Boards, and Officers shall be accountable to Senate.

C. Senate shall approve appointments for all ASWU Managerships, Committees, and Boards by a majority vote.

D. The Senate shall have the power to investigate and report on any area of student life and shall make any necessary recommendations to the proper person(s) or committee(s).

Sec. 4. Any individual or group of individuals may address the Senate on any matter of student interest. The Senate shall consider all concerns and make recommendations.

Sec. 5. Senate meetings shall be open to all members of the Association and other members of the Willamette community unless otherwise specified. In the event of a closed meeting, a Senate-approved statement must be published. Notification of a closed meeting must be publicly posted at least twenty-four hours before the meeting.

### Sec. 6. Impeachment Procedures

#### A. ASWU Officers

The Senate shall have the power to impeach any officer of the ASWU. Removal proceedings will begin upon presentation of a petition to the Senate and to the officer in question signed by fifty-percent of the Senate membership and stating the cause for the intended

proceedings. A hearing, scheduled for at least seven days and no more than fourteen days after the presentation of the petition, will be presided over by a chairperson elected by the Senate at a regularly scheduled meeting. The hearing may be public or private, according to the defendant's discretion. The Senate shall vote following the hearing. A three-fourths majority vote of the entire Senate membership is required for removal from office.

#### B. Committee and Board Members

The Senate shall have the power to remove any Senate-appointed manager, chairperson, or committee member. Any member of the Senate shall be authorized to report to the Senate any chairperson or committee member, previously approved by the Senate, who has demonstrated inadequate participation in his/her assigned position. The member in question will then be asked to show cause to the Senate, at a regularly scheduled meeting, why s/he should remain in the position to which s/he was appointed. The Senate may, by three-fourths majority vote, declare the seat vacant. A new member shall then be appointed according to duly-constituted procedures.

## Article VI

### Elections

#### Sec. 1. ASWU Elections

A. ASWU Elections shall be held in April, the date to be recommended by the Elections Board and approved by the Senate. All candidates for elective office shall submit a petition of candidacy to the Secretary at least one week prior to the elections. All due-dates will be posted by the Secretary. Elections pertaining to vacated offices will not be held to this time line.

B. The Australian ballot system will be used by the Secretary.

C. All members of the Association shall be entitled to vote upon presentation of a Willamette University College of Liberal Arts or Masters of Arts in Teaching student card or a Tokyo International University of America student body card.

D. All officers shall be elected by a majority vote. If no candidate receives a majority, the Secretary shall call a new election within one week. At this election, only the names of the



## Policies

two candidates receiving the highest number of votes shall appear on the ballot.

E. All vacancies which may occur in an ASWU elective office shall be filled as soon as possible according to ASWU election procedures.

F. All candidates for ASWU office shall be full-time students in good standing, as defined by the University Registrar's Office.

G. The Secretary must certify the legality of all candidates. Any challenge to the legality of a candidate must be made before the primary begins, otherwise all candidates shall be considered legal.

H. Challenges or complaints during the elections shall be handled by the Secretary and the Elections Board according to the procedures outlined in the Bylaws.

## **Article VII**

### **Funds**

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

A. Student body fees are \$37.50 per semester.

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

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

A. The ASWU budget shall consist of 96.25% of the Student Body Fees (2.50% shall be taken for the reserve fees and 1.25% shall be taken out for administrative fees by the University).

B. Unallocated funds shall be administered upon recommendation of the Finance Board and with the consent of the Senate as outlined in the Bylaws. Ultimate authority to approve, attach, or modify any budget shall be vested in the Senate.

C. The Senate shall guarantee a reasonable budget for the publication of all official ASWU publications after submission of their budgets to Finance Board.

## **Article VIII**

### **ASWU Publications**

Sec. 1. The official publications of the Association shall be such publications as approved by the Senate as recommended by the Publications Board.

Sec. 2. The policies of the official publications of the Association, with the exception of the *Collegian*, shall be administered by the Publications Board as provided for in the Bylaws, with ultimate responsibility vested in the Senate.

## **Article IX**

### **ASWU Collegian**

The policies of the *Collegian* shall be administered by the *Collegian* Board as provided for in the Bylaws, with ultimate responsibility vested in the Senate.

## **Article X**

### **ASWU Bylaws**

The Senate shall vote on proposed Bylaws and Bylaw revisions at each of two meetings at least one week apart. If the motion does not pass the preliminary vote by a simple majority, it shall not be brought up for the final vote cast. The proposed Bylaw(s) shall appear in a student publication after the preliminary vote and prior to the final vote.

## **Article XI**

### **Initiatives of the Associated Students of Willamette University**

Sec. 1. The Associated Students of Willamette University shall have the ability to make declarations of sentiment as an Association on a given issue through the initiative process.

Sec. 2. Initiatives shall be placed before the ASWU upon the presentation to the Secretary of a petition signed by not less than twenty-percent of the student body.

Sec. 3. The proposed initiative shall be posted for not less than one week and shall appear in a student publication.



## Policies

Sec. 4. The proposed initiative shall be considered approved by the ASWU upon receiving two-thirds of all votes cast at the subsequent student body vote.

### **Article XII**

#### **Amendments to the Constitution**

Sec. 1. Amendments to the Constitution or replacement of the Constitution shall be recommended to a student body referendum upon majority approval of the Senate or upon presentation to the Senate of a petition signed by not less than twenty-percent of the student body.

Sec. 2. Prior to the referendum, the proposed changes must be posted for not less than a week and appear in a student publication. At a subsequent election, they must be passed by two-thirds of all votes cast, provided a duly-constituted election is held as provided for in Article V.

Sec. 3. The proposed changes shall be ratified upon receiving two-thirds of all votes cast at the subsequent student body referendum.

### **Article XIII**

#### **Ratification of the Constitution**

This Constitution shall go into effect upon passage by a two-thirds majority vote of the Associated Students of Willamette University.

Ratified January 1980.

Revised April 1989.

Revised November 1990.

Revised July 1991.



## **A.S.W.U. BYLAWS**

### **Article I**

#### **Committees of the Senate**

The Senate may establish ad hoc committees for the purpose of dealing with certain issues.

A. Ad hoc committees shall be established by a simple majority vote of the Senate.

B. Membership shall be open to any member of the ASWU.

#### **C. Operating Procedures:**

1. Ad hoc committees shall be directly responsible to the Senate.

2. Any ad hoc committee member may apply to be the chairperson of the committee.

D. Ad hoc committees may be disbanded by a majority vote of the Senate.

### **Article II**

#### **Activities Board**

Sec. 1. Membership of the Activities Board shall consist of the ASWU Vice President (who shall act as chairperson), ASWU Treasurer (who shall act as a non-voting financial advisor), two ASWU senators elected by the Senate, and five students recommended by the Vice President and confirmed by the Senate.

Sec. 2. The Activities Board shall sponsor all-campus events within the limits of the ASWU budget.

Sec. 3. Appeals of the decisions of the Activities Board shall be referred to the Senate, which shall be vested with ultimate authority.

Sec. 4. The Inter-Living Organization Council is a committee of the Activities Board and shall be composed of the Presidents and Social Chairpersons of each respective living organization. The ASWU Vice President shall act as chairperson and insure that the council meet a minimum of once a month. The purpose of this council is the promotion of interaction among living organizations.

### **Article III**

#### **Publications Board**

Sec. 1. Voting members of the Publications Board shall consist of the *Jason* Editor, the *Wallulah* Editor, the Darkroom Manager, the ASWU Treasurer (who shall act as a non-voting financial advisor), the ASWU President, and three at-large members unaffiliated with ASWU Publications, appointed by the Elections Board and approved by the Senate.

Sec. 2. The Board shall meet monthly, with other meetings to be called at the discretion of the Publications Board Chairperson.

Sec. 3. Duties.

A. The Publications Board shall



## Policies

regulate and coordinate the various Publications under its authority as so designated in these Bylaws.

B. Appeals of the decisions of the Publications Board shall be referred to the Senate.

C. The Publications Board shall determine necessary qualifications for appointed persons.

D. The Publications Board shall recommend students who have applied for the various positions under its authority to the Senate for confirmation. The following nominations must be submitted to the Senate prior to the last Monday in April: *Wallulah* Editor, *Jason* Editor and Darkroom Manager.

E. The Publications Board shall submit its budget to the Finance Board for approval.

F. The Publications Board shall submit nominations to fill vacancies occurring during the academic year to the Senate for confirmation.

G. The Publications Board shall be responsible for writing and reviewing a policy manual which shall be presented to the Senate.

H. The Publications Board shall be responsible for upholding the standards of publication as stated in its policy manual.

I. Publications Board members not meeting these standards shall be subject to removal upon a two-thirds vote to the Publications Board with a concurring three-fourths majority vote of the entire Senate membership.

contents of this publication are the opinions and responsibility of the staff of the Willamette University *Collegian*, and do not necessarily reflect the policy of the ASWU of Willamette University."

Sec. 4. The board will be responsible for writing and reviewing a policy manual.

A. The *Collegian* Board shall be responsible for upholding the maintenance of the standards of publication as stated in its policy manual.

B. *Collegian* Board members, including editors, not meeting these standards shall be subject to removal upon a two-thirds majority vote of the *Collegian* Board with a concurring three-fourths majority vote of the entire Senate membership.

Sec. 5. The Board shall review all grievances related to the *Collegian*.

Sec. 6. Editor Selection

A. The *Collegian* Board shall submit a nomination for the position of *Collegian* Editor to the Senate by the last Monday in April. A simple majority vote is needed in the *Collegian* Board to nominate. A three-fourths majority vote of the present and voting Senators is required for rejection of a recommendation.

B. If the recommendation is rejected by the Senate, the *Collegian* Board shall submit another nomination at the next meeting of the Senate. The Senate shall not have the authority to appoint a person who has not been recommended by the *Collegian* Board.

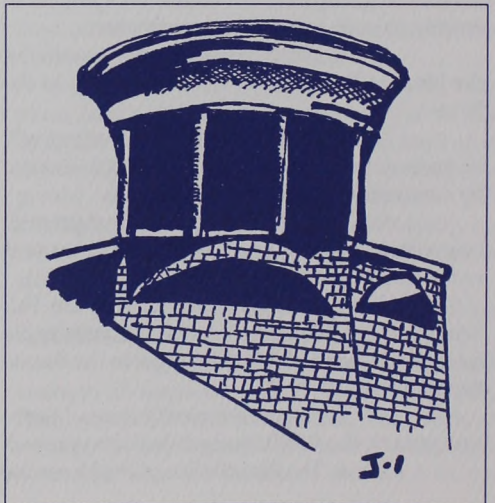
## **Article IV**

### **Collegian Board**

Sec. 1. Voting members of the *Collegian* Board shall consist of three *Collegian* staff members, one ASWU Senator, the ASWU President, the Darkroom Manager, the Faculty Advisor and three at-large members unaffiliated with the *Collegian*, recommended by the Elections Board and approved by the Senate. The ASWU Treasurer will serve as a non-voting financial advisor. The *Collegian* Editor(s) shall serve as chairperson, voting only in the case of a tie.

Sec. 2. The *Collegian* Board shall submit its budget to the Finance Board for approval.

Sec. 3. The following statement shall be printed on the masthead of the *Collegian*: "The





## Article V

### Finance Board

Sec. 1. The membership of the Finance Board shall consist of the ASWU Treasurer (who shall act as chairperson), the ASWU Vice President, two ASWU senators elected by the Senate, and five students recommended by the Elections Board with the endorsement of the Treasurer and confirmed by the Senate.

Sec. 2. The Finance Board is charged with the responsibility for distributing ASWU funds. The following shall be a general guideline for the distribution of said funds.

A. It is the responsibility of the Finance Board to make the following items available to all students not less than one week prior to the date the funding request forms are due:

1. all dates pertaining to the budget process (budget time-line)
2. Funding Request Forms
3. details of the budgeting process
4. statements of group eligibility for receiving ASWU monies.

B. All eligible groups shall have the opportunity to appear before the Finance Board to formally present their Funding Request Form.

C. Funding Request Forms that are reviewed favorably by Finance Board shall be recommended to the Senate for approval.

D. Decisions in regard to submitted Funding Request Forms shall be explained in writing to each respective organization.

E. Appeals of decisions made by the Finance Board may be made directly to the Senate.

F. All Finance Board meetings will be open to interested persons, subject to closure by a majority vote of Finance Board.

Sec. 3. An ASWU line-item budget shall be prepared by the Finance Board and submitted to the Senate as follows:

A. At the beginning of the Fall Semester, the Finance Board shall present its final recommended ASWU budget to the Senate for approval.

B. Upon a majority vote of Senators present, the ASWU budget shall be approved.

Sec. 4. The Finance Board shall have the

power to review the expenditure programs of all ASWU-supported activities.

Sec. 5. The Finance Board, in consultation with the Treasurer, shall be responsible for creating and adopting a Finance Code consisting of but not limited to the following:

A. Working Definitions (i.e., suitable documentation; General ledger; Journal entry; etc.).

B. General Procedure (i.e., requesting a check; processing a check request form; deposits; transfers between accounts; etc.).

Sec. 6. Meetings of the Finance Board shall be at least once a month, with other meetings to be called at the discretion of the Treasurer.

## Article VI

### Elections Board

Sec. 1. Membership of the Elections Board shall consist of the ASWU Secretary (who shall act as chairperson), two Senators elected by the Senate, and five students recommended by the Secretary and approved by the Senate.

Sec. 2. The Board is authorized to assist the Secretary in the administration of elections. All operations of the Board shall be in accordance with the following election rules:

A. It is the responsibility of the Elections Board to make the following items available to all students no less than one week prior to the date petitions are due: 1) the election rules, 2) all dates pertaining to the campaign and election, 3) a petition, and 4) a record of expenditures form.

B. Qualified candidates shall have their name appear on the ballot by submitting a petition signed by no less than 100 students. There is no limit on the number of petitions a student may sign.

C. Campaigning will be limited to seven consecutive days.

D. A spending limit will be set by the Elections Board prior to the date petitions are made available. Donated products will be included as expenditures at the market value to be determined by the Elections Board.

E. At the discretion of the Elections Board, publicity materials shall be made available to all candidates in an equitable fashion.



## Policies

F. The Elections Board shall ensure that all candidates participating in Willamette off-campus study programs are provided with the same opportunities and resources as other candidates.

G. Any additional campaign guidelines shall be set the discretion of the Elections Board.

### Sec. 3. Conflicts of interest.

A. In the event the Secretary becomes a candidate for ASWU elected office, she/he shall recommend a member of the Elections Board to serve as chairperson of the Board for the duration of the election. The Secretary shall not in any way participate in the administration of that election.

B. In the event a member of the Elections Board becomes a candidate for ASWU elected office, he/she shall not participate in the administration of that election.

C. In the event of Elections Board members applying for committees, the following guidelines will be observed:

1. Once the committee interview process has begun, Elections Board members may not apply for a position unless there are no applications for that specific position.

2. After the application process has been closed, Elections Board members will be interviewed before non-Elections Board member candidates will be considered.

3. Elections Board members applying for a committee will be permitted to sit in on interviews for non-Elections Board member candidates only if said candidates are applying for multiple committee positions in the same interview. When such multiple interviews occur, the ASWU Secretary or Elections Board chairperson will ensure that Elections Board committee candidates refrain from voting and asking interview questions regarding the position in which a conflict of interest may occur.

### Sec. 4. Appeal and hearing process.

A. After being notified of a violation of the election rules, the Elections Board chairperson shall call a meeting of the Board within twenty-four hours.

B. Only duly-appointed and confirmed members of the Board will be permitted to hear and rule on the violation.

C. After reading and discussing the violation alleged in the complaint, the Board

will hear from both the originator of the complaint and the defendant. Witnesses may be called as necessary.

D. After viewing all evidence, the Board will meet in closed session to decide the guilt or innocence of the defendant.

E. A decision of guilt requires a two-thirds vote of the Board.

F. A statement concerning the findings of the Board shall be issued following the hearing.

G. If a candidate is found guilty, she/he may be subject to at least one of the following penalties:

1. Removal from the election, and all votes for said candidate counted as void.

2. Name removed from the ballot, but candidate to participate as a write-in candidate.

3. A public statement, approved by the Elections Board, be made by the candidate.

4. Any other penalties the Elections Board deems appropriate.

H. Any candidate found guilty has the right to appeal the decision of the Elections Board to the Senate.

1. All appeals must be made to the Elections Board Chairperson within twenty-four hours of the Elections Board's decision.

2. The Elections Board Chairperson will present the appeal to the Senate at its next meeting. The Senate will follow the same procedure as outlined in Section 4 of this Article.

3. A three-fourths majority vote of the Senate is required to over-ride the decision of the Elections Board.

4. If the election is to take place before the Senate's consideration of the appeal, the election will be postponed until after the Senate rules on the appeal. During this period, the original campaign schedule will remain in effect. Pending the Senate's ruling on an appeal, the defendant will not be forced to withdraw from the election.

Sec. 5. The Elections Board shall assume these additional responsibilities:

A. Recommending to the Senate students to serve on ASWU Boards, Campus, Faculty, and Trustee Committees. The power to recommend students to the Finance Board shall be shared with the Treasurer inasmuch as the



## Policies

recommendation from Elections must be endorsed by the Treasurer. The power to recommend students to ASWU Boards shall not extend to Activities Board.

B. Maintaining contact with the various other committees of the ASWU and University, coordinating information, enforcement of committee reports to the Senate, and monitoring the performance of appointments.

C. The Elections Board may also develop additional qualifications for ASWU appointments not already stipulated in the Constitution and Bylaws.

## **Article VII**

### **Managerships**

Sec. 1. All applications for management of ASWU activities shall be handled by the ASWU Secretary. He/she shall establish the procedures involved in petitioning.

Sec. 2. The Senate will be responsible for setting up and maintaining the various managerships.

Sec. 3. Managers will be accountable to the Senate.

Sec. 4. Duties.

A. It shall be the responsibility of the Secretary to prepare outlined duties for each managership at the beginning of the school year.

B. The managers shall be responsible for keeping the Senate informed of their progress.

C. It shall be the requirement for managers to submit a one-page typed summary of their managership to the Secretary to be kept on file along with the manager's budget and other useful information.

Sec. 5. Financial Management.

A. The executive officer(s) and/or financial manager of any group, activity or organization wishing to receive ASWU financial assistance will assume responsibility for the appropriate expenditure of any funds provided. These individuals will be liable for any misappropriation of student body monies or overcharging of student body accounts.

B. The Finance Board shall recommend appropriate action to the Senate in the event of financial mismanagement.

1. The individual(s) respon-

sible for overcharging or misappropriation will be accountable for duly compensating the ASWU Treasury.

2. If necessary, ASWU reserves the right to seek legal redress where this would be more expedient than sanctions which might be imposed through the University's judicial process.

## **Article VIII**

### **Awards Committee**

Sec. 1. The Elections Board shall recommend a student to the Senate for approval as chairperson for the ASWU Awards Committee. The chairperson will not be a member of the senior class.

Sec. 2. The ASWU Awards chairperson shall recommend to the Senate for approval eight student members and two additional members selected from the administration, faculty, or staff.

Sec. 3. The committee shall award ten "keys" and twenty-five "certificates" to senior members of the student body who have made exceptional contributions to the University. The committee shall be responsible for the selection of any additional awards as requested by the University or deemed appropriate.

## **Article IX**

### **Executive Cabinet**

Sec. 1. Membership of the Executive Cabinet will consist of the ASWU President, the Speaker of the Senate, and four students recommended by the President, approved by Elections Board and confirmed by Senate.

Sec. 2. One member of the Executive Cabinet should be designated as the Executive Liaison. He or she will attend committee meetings on the President's behalf acting as his or her representative on that committee.

A. The Executive Liaison cannot represent the President on any ASWU committees, i.e. Activities Board, Publications Board, Collegian Board, Finance Board or Elections Board.

B. The committee chair must be contacted and give his or her approval before the Executive Liaison can serve as the President's representative to that committee.



## Policies

Sec. 3. One member of the Executive Cabinet should be designated as the ASWU President's TIUA liason. The TIUA liason's responsibilities will include:

A. Voicing concerns of TIUA students to the Executive Cabinet.

B. Gathering input from TIUA students and reporting back to the ASWU president on issues pertaining to the interests of TIUA students.

C. Working with the ASWU president to facilitate and initiate development improvements between TIUA and Willamette.

D. Reporting on any important issues, proposals, programs, or changes that relate to TIUA itself, academic, social, and cultural issues.

E. Attending all meetings of the executive cabinet.

F. Reporting information to TIUA students.

Sec. 4. One member of the Executive Cabinet should be designated as the ASWU President's representative on academics. The responsibilities include:

A. Calling a meeting of all students who serve on academic committees with the intent of formulating a student academic agenda.

B. Reporting any important academic issues, proposals or changes to the ASWU President and to Senate.

C. Working with the ASWU President and students on academic committees to facilitate and initiate academic improvements at Willamette.

Sec. 5. One member of the Executive Cabinet should be designated as the ASWU President's representative on University development. The responsibilities of the development representative include:

A. Reporting on any important development issues, proposals, plans or changes to the ASWU President and to Senate.

B. Gathering input from students on facilities and opportunities (such as foreign exchanges, internships, independent studies, etc.).

C. Working with the ASWU President to facilitate and initiate development improvements at Willamette.

Sec. 6. One member of the Executive Cabinet should be designated as the ASWU

President's representative on campus outreach. The responsibilities of the campus outreach representative include:

A. Reporting on any important issues, proposals, programs, or changes that relate to student organizations, community service and social issues.

B. Gathering input from campus groups and organizations.

C. Working with the ASWU President and these organizations to facilitate and initiate programs, projects and policy changes.

Sec. 7 The Speaker of the Senate will be selected by Senate to represent its needs to the ASWU President. The Speaker of the Senate's responsibilities will include:

A. Gathering input from Senators regarding the facilitation, conduct and concerns of Senate.

B. Reporting to the ASWU President and to Senate on the state of Senate.

C. Recommending improvements on the facilitation, conduct, or business of Senate.

D. Serving as Senate's representative on all ad hoc committees unless Senate specifically recommends otherwise.

E. Attending all meetings of the Executive Cabinet.

## **Article X**

### **Campus, Faculty, and Trustee Committees**

Sec. 1. The following number of students will serve on these campus, faculty, and trustee committees:

A. Trustee Committees.

1. Board of Trustees (1) (ASWU President)
2. Academic Affairs (1)
3. Campus Religious Life (1)
4. College of Liberal Arts (2)
5. Development and University Relations (1)

6. Facilities (1)
7. Student Affairs (1)

B. Faculty Committees.

1. Academic Council (3)
2. Academic Programs (3)
3. Academic Status (3)
4. Admissions (2)
5. Off Campus Studies (2)
6. Student Affairs (5)



C. Campus Committees.

1. Alumni Board of Directors (2)
2. Educational Programs (7)  
(Including ASWU Vice President, one will serve as chairperson)
3. Financial Aid (1)
4. Parking Review Board (3)
5. University Center Advisory (3)
6. University Standards of Conduct (5)
7. KWU Policy Board (2)
8. University Safety Committee (3)

Sec. 2. Appointments to campus, faculty, and trustee committees shall be nominated to the Senate for confirmation by the Elections Board according to the following procedures.

A. All applicants shall be reviewed carefully and objectively.

B. All applicants must be offered an interview by Elections Board unless the applicant will be unable to attend an interview.

1. A majority of Elections Board must be present for each applicant's entire interview.

C. The Board will follow this procedure when making recommendations to the Senate:

1. The names of all the applicants shall be read to the Senate.

2. The Elections Board chairperson shall move for the Senate to appoint one of the applicants to the position in question.

3. During the discussion period, the chairperson will briefly outline the recommended applicant's qualifications along with the reason(s) the committee selected this applicant over the others.

4. If the committee's recommendation is rejected by the Senate, the issue shall be referred back to committee.

Sec. 3. Committee representatives shall be appointed before the last Senate meeting of the year. Appointments will be for one academic year unless the representative is unable to fulfill the obligation. The Elections Board may, at its discretion, reserve one or more positions on any committee to be recommended for appointment in the Fall. All committee replacements must be approved by the Senate.

## Article XI

### Rules of Order

Sec. 1. The ASWU President shall appoint one student to serve the Senate as the official parliamentarian. The parliamentarian will use "Robert's Rules of Order" as the official authority governing procedure at meetings of the Senate, except when otherwise outlined by the Constitution or Bylaws.

## Article XII

### Co-curricular Groups

Sec. 1. Co- and extra-curricular campus groups shall register with the ASWU Secretary. Information required for registration will be: A) Name of group, B) primary contact, and C) purpose or area of concern. The Secretary will draw up a registration form and will be responsible for the verification of said forms within the first three weeks of each semester. New groups may register at any time.

Sec. 2. The Secretary shall provide a list of groups to the publisher of the *Fusser's Guide* and *Student Handbook* for inclusion therein.

## Article XIII

### ASWU University Budget Committee

Sec. 1. Chairperson: The chairperson of the ASWU University Budget Committee will be selected in the first week of February by Elections Board and confirmed by Senate. His/Her term shall last one (1) year from the date of confirmation by Senate.

Sec. 2. Membership: Membership on the committee shall consist of the Chairperson, four (4) student members selected by the chairperson, recommended to Senate by Elections Board for approval, the ASWU Treasurer, and one (1) ASWU Senator appointed by Senate.

Sec. 3. Duties:

A. The ASWU University Budget Committee shall compose both a list of student priorities and specific requests pertinent to the Willamette University Operating budget. This list is to be approved by Senate in early October.

B. The ASWU University Budget Committee shall present these lists to the Presi-



## Policies

dent of the University and all other relevant Willamette University administrators.

C. The ASWU University Budget Committee shall meet at least once a month with other meetings to be called at the discretion of the chairperson.

D. The ASWU University Budget Committee shall be charged with keeping the Senate informed on its progress at least once every month during the academic year.

Updated July 1986.

Updated April 1988.

Updated April 1989.

Updated November 1990.

Updated January 1991.




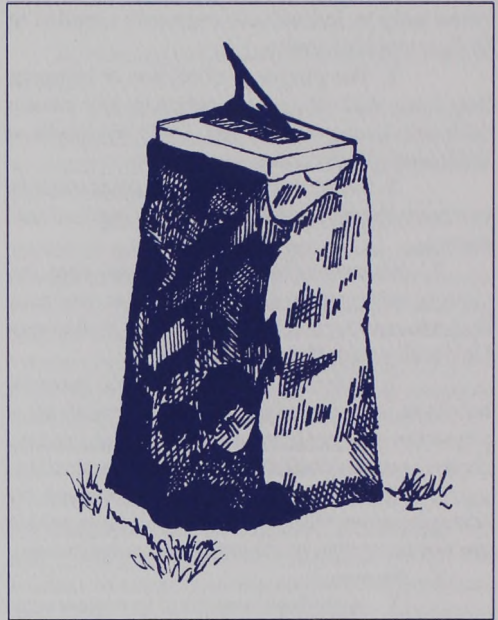
## DEFERRED RUSH POLICY

Rush for freshmen students will take place between the last day of Fall Semester and the second weekend of Spring Semester. At no time should rush activities compete with the daytime academic schedule, and every effort should be made to minimize or eliminate conflict with academic programs. Freshmen pledging a house may move into the house no sooner than the Fall Semester of the sophomore year with the following exception: freshmen pledges may replace an equal number of fraternity and sorority residents away from campus for the Spring Semester because of participation in University sponsored programs, i.e., foreign study, exchange programs, December graduation, etc. Sophomores, juniors, seniors and non-freshmen transfer students pledging a house may move into the house immediately. Informal rush for freshmen students may occur only after the completion of formal freshman rush during the Spring Semester.

A formal rush program for transfer students and sophomores, juniors and seniors may be held, as mutually agreed upon by IFC/Panhellenic and the Office of Residence Life, any time after the beginning of the Fall Semester so long as conflict with academic programs is avoided. Students participating in this program may move into their houses immediately, if they

wish. Informal rush for all other students may occur throughout the year.

Freshmen entering mid-year may rush at any time. 



## THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT<sup>1</sup>

### I. Purpose

The Family Educational Rights and Privacy Act, Public Law 93-380, effective November 19, 1974, is intended to ensure a student's right to inspect and review his/her educational records maintained by an educational institution or agency, or by an individual acting for such an institution or agency.

Willamette University institutional policy is consistent with the intent, guarantees and safeguards embodied in the legislation. Departmental policies may vary procedurally but are to be in alignment with institutional guidelines.



## II. Definitions

### A. Student:

1. For the purposes of access to records refers only to individuals currently enrolled at Willamette University.

2. For purposes of release of information from student records refers to any person who previously has earned academic credit at Willamette University.

3. Rejected applicants for admission do not have the right of access to any institutional records.

**B. Educational Records:** Official data, including information directly related to students, that are maintained by any unit of Willamette University with the exception of:

1. Medical and psychiatric records; however, the records may be reviewed by a physician or other licensed medical and/or psychiatric professional designated by the student.

2. Personal records, maintained by administrators, teachers, and supervisors, which are not accessible to others except substitutes.

### C. Access:

1. A student is entitled to review educational records with a member of the faculty of the department maintaining the file.

2. The student shall be provided access to the educational records as soon as possible following the request and no longer than 45 days from the date of the written request.

3. Copies of appropriate records shall be furnished within 45 days of the student request, and the student will be assessed duplication or other preparation cost.

**D. Custodian of Student Records:** The officially designated University coordinator for student educational record information appointed by the President of the University.

**E. Departmental Custodians of Student Records:** Departmental representatives assigned the responsibility for administration of student educational record review policies by the Dean of the College or the University President.

## III. Institutional Operating Policy

**A. The Registrar will serve as the University Custodian of Student Records.** Student requests

to review educational records will be met within 45 days of the written request. Students will not be given access to parents' financial statements or to confidential letters and statements of recommendation placed in a student file prior to January 1, 1985.

**B. Financial Statement of Parent or Guardian:**

Students may review personal financial aid files, including confidential family financial information reported by the parent or guardian, provided that the parent or guardian indicates such permission on the Financial Aid Form prepared for the College Scholarship Service.

### C. Confidential Materials:

Access is permitted to information placed in educational records after the effective date of the legislation, November 19, 1974 (except for the psychiatric and financial records noted in B, 2a and b and C, 2, and confidential letters and statements of recommendation placed in files prior to January 1, 1975). A student will be permitted to waive access to future confidential recommendations pertaining to admission, application for employment or receipt of honorary recognition.

Students will be permitted access to confidential letters of recommendation placed in files prior to the effective date only if the student arranges for the writer of the letter to inform the Departmental Custodian of Student Records in writing of consent to the review.

Unless the student waives access to letters of recommendation filed after January 1, 1975 which were solicited with a guarantee of confidentiality prior to the effective date of the legislation, or letters in which the writer claims confidentiality, such letters will be returned to the writer with an explanation that compliance with Public Law 93-380 requires that such correspondence be open to student review. The writer will be encouraged to resubmit the letter in accordance with University policy.

University application instructions and evaluation forms will apprise students and writers of the access rights of students to letters of recommendation. Letters received after the effective date of the legislation may be reviewed by students except where conditions described in the previous paragraph exist.

**D. Psychiatric, Medical and Psychological Records:**

Students may designate a physician or other



licensed medical and/or psychiatrist, medical or psychological counselor to examine files to ensure correct interpretation of data.

### **E. Access to Records Procedure:**

Students requesting access to educational records must establish their identity to the satisfaction of the University Custodian of Student Records by furnishing a student identification card and a current semester registration receipt. A University form specifying the information requested must also be completed. Forms are available in the Office of the Registrar and from other departments maintaining educational records.

A separate file of completed forms is to be maintained. Departments will be asked for statistical information indicating the types of data requested to enable the University to recommend modification in the law based upon experience on the Willamette University campus.

### **F. Third Party Access to Information:**

Third parties may gain access to information contained in educational records provided that a) written authorization is obtained from the student, and b) other individuals will not be permitted access to the information. All information given a third party must be accompanied by a statement that, "In accordance with Public Law 93-380, access to information, without written student permission, is prohibited."

Personal information<sup>2</sup> from educational records may be provided to a third party only if a student signs a University release form. Signed release forms will be placed in the student files maintained by the department furnishing the information.

Information contained in student educational records will be released to:

1. Willamette faculty, administrators and staff,
2. accrediting organizations and educational testing agencies for the purpose of validity studies and for other uses consistent with the provisions of the Family Educational Rights and Privacy Act,
3. other individuals and/or agencies empowered by law, and
4. parents of dependent children as defined by income tax law.

Information will also be released at the discretion of the University in certain emergency situations. A student will be notified when infor-

mation is released in compliance with a judicial order or pursuant to a lawfully issued subpoena.

## **IV. Hearings and Appeals**

### **A. Hearing to Challenge Content of Student Record:**

1. A student is entitled to a hearing to challenge the content of an educational record or to request modification of the information contained therein.

2. The department custodian of the record in question may agree to the requested change in matters of fact<sup>3</sup> after review of the file with the student. An administrative hearing may be requested by the student if the departmental custodian of the record disagrees with the contention of the student. Hearing requests should be directed to the Registrar as the University Custodian of Student Records.

3. Hearings will be conducted by a University faculty member appointed by the Vice President for Student Affairs. A hearing will allow written and/or oral argument from the student in support of the request for modification. Other oral or written testimony supporting or contesting modification will also be admissible.

4. The hearing officer shall make a written recommendation to the University Custodian of Student Records accompanied by modification within five working days of the hearing. The University Custodian of Student Records will provide written notification of the decision to the student within five working days of receipt of the hearing officer's report. Confirmation of a change in the contested record where a modification is in accordance with the decision of the University Custodian of Student Records will accompany the notice to the student.

### **B. Appeal of Hearing Decision:**

Notice of an intention to appeal the decision of the University Custodian of Student Records should be filed with the Vice President for Student Affairs who will review the report of the hearing officer and render a decision. Either the student requesting modification of the record or the Departmental Custodian of Student Records may appeal the decision of the University Custodian of Student Records.



## **V. Inventory of Student Records**

The following is a list of departmentally maintained educational records:

- A. College of Law:
  - 1. Application
  - 2. Grades
  - 3. Law School Data Assembly Report (LSGAR)
  - 4. Placement information
  - 5. Receipts of tuition payment
  - 6. Recommendation forms
  - 7. Undergraduate transcript
- B. Financial-Business Office:
  - 1. All records pertaining to student accounts, including contracts when applicable.
- C. Graduate School of Management:
  - 1. Application
  - 2. Brief essay
  - 3. Grades
  - 4. Information Card
  - 5. Placement information
  - 6. Receipts of tuition payment
  - 7. Recommendations
- D. Health Services:
  - 1. Individual health forms (records of any physical abnormalities or contagious diseases)
  - 2. Individual insurance policies
  - 3. Record of visits and/or medication
- E. Publicity and Information Office:
  - 1. Registration cards
- F. Registrar and Admission Office
  - 1. Activities reference sheet
  - 2. Admission information
  - 3. Application to University
  - 4. College Board scores
  - 5. Correspondence concerning student
  - 6. Grade lists
  - 7. Grade Point standing
  - 8. Graduation requirements and petitions
  - 9. Letters of recommendation (prior to admission)
  - 10. Notification of probationary status (if any)
  - 11. Potential admission
  - 12. Requirements summary
  - 13. Social Security income status
  - 14. Teacher placement files
  - 15. Veterans classification

- 16. Record of University withdrawal
- G. Office of Residence Life:

1. Conduct records. All correspondence relating to conduct cases. When "Conduct Reprimand" or "Conduct Probation" sanctions are levied, the information is destroyed upon graduation or other severance from the University. Records are maintained concerning students on long-term leaves of absence. All correspondence relating to conduct cases where "Conduct Suspension" or "Conduct Dismissal" penalties are imposed is destroyed three years from the date of the decision.


- H. Student Financial Aid Office:

- 1. Award letter
- 2. Correspondence with the student or parents
- 3. Financial aid application
- 4. Financial aid worksheet
- 5. Loan file
- 6. Need computation by CSS
- 7. Parents (or Student's) Confidential Statement

End notes:

<sup>1</sup>Willamette University Student Affairs Committee, November 6, 1975.

<sup>2</sup>Personal information includes all information about a student except the student's full name, campus or local address and telephone number, home address, and dates of attendance at the University. This information is routinely made available to the public by the University unless a student specifically requests that such information not be released.


<sup>3</sup>Grades are considered as "matters of fact" only if an error is made in transcribing or recording the grade. 

## **WILLAMETTE UNIVERSITY NON- DISCRIMINATION POLICY**

Willamette University opposes discrimination in the recruitment and hiring of students and graduates based on sex, race, age, marital status, physical disabilities, sexual orientation, religion



or national and ethnic origin. The University will not allow its facilities or services to be used by an organization that practices unlawful discrimination or whose employment practices violate the University's equal opportunity policy. In the case of employers who follow policies of legal discrimination but who do not practice a policy of equal opportunity, the University will permit employer information to be made available to assist students in making choices and contacting potential employers but will not permit on-campus interviews. Any complaints concerning practices by employers during the recruitment and hiring process that are inconsistent with the terms of this policy should be reported to the Dean of the appropriate graduate school of the University or the Vice President of Student Affairs for the College of Liberal Arts who will investigate by following a procedure developed within each school.

The University has instructed each Placement Office to obtain a signed copy of the University's non-discrimination policy from each organization interviewing on campus as an indication of a willingness to comply with the University's policy. 

# **OFFICE OF RESIDENCE LIFE TERMS AND CONDITIONS FOR ROOM AND BOARD**

## **I. Food Service**

The University shall provide meals on a regular basis beginning with the first day of classes for undergraduate and graduate students each semester. Nineteen meals per week are served. All students living on campus are required to participate in the University food service program or the sorority food service if living in a sorority house. No refund will be made for missed meals, and meals that are not eaten are

not transferable to others. Arrangement of special diets may be made with the Food Service Office in Doney Hall or at the University Health Center. Food, china, silver and glassware may not be removed from the dining rooms.

The student will be assessed a charge of \$7.50 for the replacement of a lost or stolen I.D. card and \$3.00 for the replacement of a meal sticker.

## **II. Housing**

Willamette University agrees to provide a residence hall room for the academic year or a portion thereof. As a part of room costs, the University will provide utilities, janitorial and maintenance services and housekeeping for public areas and restrooms. In addition, all students shall be provided with a bed and mattress, desk and chair, closet space, dresser, central room light and telephone.

### **A. Eligibility**

Only students of Willamette University or others authorized by the University may reside in campus residences. Change from full-time status to part-time does not constitute cancellation of the contract. All freshmen and sophomores are required to live on campus unless they are married, over the age of 21 or living with parent(s). Exceptions to this policy are considered only in circumstances beyond the individual's control.

### **B. Occupancy**

The term of the Residence Life Contract is for the full academic year or, if entered into after the start of the academic year, to the balance of the academic year. The University agrees to assign space and provide board only after the applicant has properly signed and returned the contract and preference card. By moving into a residence hall without a signed contract, the student obligates him/herself to all of the terms and conditions of the contract.

The period of occupancy for students who have made prior reservations begins for new undergraduate students with new student orientation and for returning students at 10 a.m. the day prior to the first full day of classes. Occupancy ends 24 hours after the last final. The period of occupancy for graduate students begins the day prior to orientation and ends 24



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hours after the last final. This 24 hour time allowance may vary at semester break. The period of occupancy excludes semester break. Residents are required to vacate their rooms no later than noon the day following their last scheduled examination. Students will not be allowed to occupy a room prior to these official opening dates and after these official closing dates except under the following circumstances:

1. Graduating students, and other authorized persons remain on campus to participate in Commencement activities.

2. Student employees or volunteers brought to the campus prior to the beginning of classes to assist orientation of new students or to participate in the residence staff workshop.

3. By special written authorization from the Dean of Residence Life or an authorized designate of the Office of Residence Life.

The period of occupancy for students who contract for room and board after the first day of each semester will begin on the effective date of their contract. There will be no reduction in cost for late arrival or early departure.

Rooms will be held for the first four class days of each semester unless prior arrangements have been made with the Office of Residence Life. After the fourth class day, students who have not arrived in their assigned spaces will be classified as "no-shows." Contracts for "no-shows" will be cancelled and the spaces re-assigned at the option of the Office of Residence Life.

Note: Actual physical occupancy of the room by the student and/or the student's possessions is not necessary to constitute occupancy. Your enrollment at the University and confirmation of your assignment by the Office of Residence Life is considered binding.

### **C. Interruption of Services**

The University shall not be responsible for disruption or non-performance of services due to circumstances beyond its control.

### **D. Room Assignments, Consolidation and Removal**

Room assignments to campus residences will be made in the Office of Residence Life. Priority for residential assignments for new students is based on the date the enrollment deposit is received by the Admission Office. This date establishes the order in which spaces are assigned. Types of accommodations and requested

roommate preferences are honored whenever possible.

If a vacancy occurs in a multiple occupancy room, the remaining student(s) will:

1. Have two days to select a roommate or move to another open space in a double or larger room.

2. Accept a roommate referred by the Office of Residence Life at any time.

3. Move to a single room and pay the single rate.

Rooms larger than doubles cannot be secured as singles.

Greek affiliates (sophomore, junior or senior members/pledges) may sign up for independent housing after their house is full and they have signed their chapter's waiting list. Greek affiliates will be re-assigned to their chapter (in accordance to the waiting list) if a vacancy occurs.

In the event of unforeseen emergencies or other situations, a residence or portion thereof may be closed or redesignated (i.e., men's wing changed to women's wing), and residents may be required to move from their originally assigned rooms. The University also reserves the right to immediately assign or re-assign space and/or students for the benefit of the individual students and/or the living unit. In addition, any resident who violates the contract and/or rules and regulations covered by the Terms and Conditions For Room and Board may be required to withdraw from housing accommodations by the Office of Residence Life.

Failure to comply with the instructions from the Dean of Residence Life to change rooms or withdraw from University housing accommodations after three days may result in the removal and storage of the student's possessions by the University at the student's expense.

### **E. Payment**

The student agrees to pay room and board fees and properly billed charges (e.g., for damage, guests, lost keys, etc.) at the time(s) scheduled by the University. Room and board charges are to be paid each semester in advance unless a deferred payment plan is arranged with the Business Office. Failure to complete financial arrangements with the Business Office may result in the cancellation of the Residence Life Contract For Room and Board by the University.

### **F. Cancellation After Occupancy**

Except as specifically provided below, the Room and Board Contract may be terminated



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only for the following reasons: graduation, withdrawal for at least one semester, leave of absence, ineligibility to continue enrollment due to a failure to meet academic requirements, failure to enroll second semester, or marriage (no more than four (4) weeks prior to the wedding date). Residents who are still enrolled and leave the halls during the school year without a release from the contract continue to be liable for room and board charges which accrue against their accounts.

Residents who experience significant changes in circumstances beyond their control which would prevent them from fulfilling the terms of the contract and which cannot be resolved within the residence hall system may request a contract release application from the Office of Residence Life.

Application for a contract release does not imply automatic termination of the contract. The application will be reviewed and the resident will be notified as soon as possible. Residents are advised not to sign outside contracts or leases until they have been formally notified of their release.

The room and board contract is for the academic year or portion thereof if entered after the beginning of the academic year. However, a junior, senior, or other student who is 21 years old or older can be released from his/her contract if written notification is provided to the Dean of Residence Life. In the event of cancellation to move off campus, the student involved shall forfeit \$150 due under the Terms and Conditions For Room and Board. The \$150 forfeit fee will not be assessed to a junior or senior moving off campus if the contract is cancelled by June 14, 1991.

The contract cannot be cancelled at the end of the first semester unless the student qualifies under the conditions outlined above.

### **G. Responsibility for Damage or Loss**

Student rooms and the furnishings provided therein are to be used in the manner for which they are designed. No University property, including room and lounge area furnishings, may be moved within the building or taken from the residences without the written authorization of the Resident Director.

The University acknowledges that depreciation may occur to the building, room, furniture and equipment due to reasonable wear and

tear caused by normal usage. However, the student specifically agrees that he or she will be liable for damage or other loss incurred to the building, room, furniture and equipment which is in excess of normal wear and tear. This will include 50% of the responsibility for unassigned glass breakage in a student room. At the discretion of the University, an entire living group or portion thereof may be charged for damages or loss to public areas of the building (including bathrooms) when the person(s) responsible is unknown; damage or loss within student rooms is the joint responsibility of the students assigned.

### **H. Keys**

Students are responsible for picking up their room and outside door keys from the Office of Residence Life. During the year, students losing their room key will be charged \$25 to recore the lock and \$5 for the replacement of the key. Students are also responsible for returning their room and outside door keys to the Office of Residence Life when they move out. Failure to return a room key will result in a \$25 charge to recore the lock for security of the next resident plus the \$5 replacement cost for the room keys. Replacement cost for a room key and an outside door key is an additional \$5 each. Card key replacements are \$7.50.

### **I. Assignment of Contract**

This contract is not assignable nor can space be subleased.

### **J. Guests**

Students will be responsible for payment of all charges related to the presence of guests in their rooms, and for insuring that their guests comply with housing policies and general campus rules and regulations. Guests are limited to no more than three consecutive nights on campus. Consent to host a guest in an individual student room must be obtained by the roommate(s). The guest policy is in no way intended to provide the opportunity for or encouragement of cohabitation. Separate guest rooms can be rented through the Office of Residence Life.

### **K. Room Entry**

It is the University's policy to respect each resident's right to maximum privacy in his/her room. In most cases, 24 hour notice will be given prior to entering a student room.

However, Student Affairs Staff and their authorized designee(s) may enter a resident's



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room with less than 24 hours notice for: maintenance work, loft inspections, an emergency, fire drills, insuring compliance with health standards, or a reasonable cause to believe there have been violations of University policy or state or federal law.

### **L. Vacation Periods**

Campus residences (except sororities) are open during Thanksgiving and Spring vacations, although meals are not provided when classes are not in session. Only Willamette University resident students may reside in campus living organizations during these vacation periods. All residences must be vacated during semester break. Unauthorized individuals found within secured residences during these vacation periods will be considered trespassers.

### **M. Loss of or Damage to Personal Property**

Willamette University is not liable or responsible in any way for the loss of or damage to money, valuables or other personal property of students or guests, or for personal injury sustained on the premises.

### **N. Insurance**

Students are responsible for maintaining their own fire and theft insurance for their personal property and liability coverage for damage or fire caused by them or their guest's negligence.

### **O. Safety and Security**

As part of the residential program, the University has taken steps to provide a safe and secure environment through the work of the Campus Safety Office and the residence staff. Appropriate room locks and outside door locks are also provided.

Willamette University is an open campus in the middle of an urban area. Students are urged to be cognizant of their own safety and security needs while on and off campus. An escort service is available by contacting Campus Safety.

Ultimately the responsibility for personal safety and the security of personal belongings rests with the individual student. Storage of personal belongings at any time will be only at the individual's risk.

### **P. Miscellaneous**

The following are prohibited in campus residences and/or on University property:

1. The use of electrical equipment such as electric fry pans, sunlamps, hot plates, or any type of exposed burners or open flame devices.
2. Kegs and party balls (unless regis-

tered through appropriate event registration procedures).

3. The sale of alcoholic beverages, and the use, sale or possession of narcotics and other illicit drugs. The use or possession of alcoholic beverages is permitted only as outlined in the University's Standards of Conduct and in accordance with Oregon State law.

4. Commercial use of any part of a residence facility or grounds, or solicitation anywhere on the premises by residents or nonresidents except as authorized by the Office of Residence Life.

5. The housing of cats, dogs, and other pets with the exception of fish.

6. Gambling in University residences or elsewhere on campus.

7. Possession of dangerous weapons, firearms, nunchakus, knives, explosives including firecrackers, or dangerous chemicals.

8. The installation of or tampering with outside antennas or cables of any kind, except as authorized by the Office of Residence Life.

9. The repair or storage of motor vehicles in any part of a residence or on the grounds.

10. The unauthorized possession, use, reproduction or sale of keys to University facilities.

11. Removing the beds.

12. Water beds.

13. Lofts not in compliance with the Office of Residence Life loft policy. Lofts are only permitted in Beta Theta Pi, SAE, and Sigma Chi.

14. The painting of student rooms.

15. Cohabitation.


16. Noise which significantly disturbs other residents.

17. Tampering with fire alarms and firefighting equipment. Violations will result in disciplinary action and a fine of up to \$250.

18. Access to roof areas of buildings, porches or covered walkways. Violations will result in disciplinary action and a \$50 fine.

19. Behavior which intimidates or interferes with the quiet enjoyment of the premises by others, specifically but not limited to: behavior which attempts to force a roommate to move out of the room, or to prevent a new roommate from moving in, and behavior which is disruptive in dining halls, classrooms, or any other residence hall/campus facility.



- 20. Refrigerators larger than 3 cubic feet.
- 21. Cooking in student rooms.
- 22. Violations of the University Standards of Conduct or any local, state or federal laws. 

## RESIDENCE HALL BILL OF RIGHTS

Each person, as a resident of Willamette University residence halls, possesses certain individual rights and responsibilities which must be held in high regard. This document is intended to define minimal expectations of rights and responsibilities of hall residents, in actualizing their freedoms, without placing constraints upon such rights or other residents. Each individual has the right to engage in those physical, educational, and social pursuits that are a necessary part of his or her university life. However, these rights carry with them a reciprocal responsibility on the part of the individual to ensure those same rights for other residents.

**A. Primary rights of the individual include:**

a. The right to read and study free from undue interference in one's room: One of the basic purposes of the University is the dissemination and application of knowledge. Unreasonable noise and other distractions inhibit the exercise of this right.


b. The right to sleep, the right to one's personal belongings, the right to free access to one's room and suite facilities, and the right to a certain environment in which to live: Optimum physical conditions are essential as they support, reinforce and provide for positive conditions in which to learn and live.

c. The right to identify and seek resolution of grievances: If the academic and residence hall communities are to function in the most educationally profitable manner the right to initiate actions and referrals for impartial and fair adjudication of grievances is held paramount. In exercising this right, the student further holds the right to be free from fear of intimidation, physical and/or emotional harm, and without the imposition of sanction apart from due process.

B. Secondary rights of the individual are those which should be protected, but which should not infringe upon the reasonable exercise of the primary rights defined above. These secondary rights include:

a. The right to personal privacy: All persons should have freedom from interference with their personal activities, and should be able to maintain privacy for other than academic reasons.

b. The right to host visitors: All persons should have the opportunity to maintain personal contacts and friendships with other persons to fulfill their needs for socialization. Visitors are to respect the above stated rights of hall residents and to adhere to all regulations.

Any abuse of these rights is subject to review and action according to the procedures given in the Standards of Conduct for Willamette University. However, processes of mediation involving students and hall staff should also be considered as a means for resolving conflicts. 



Old Waller Tower  
c. 1912 -  
Stood on top of  
Waller Hall before  
present cupola.



## RESIDENCE ROOM LOCKOUT ENTRY POLICY

Campus Safety will provide students with entry into their residence room, or residence hall a maximum of three (3) times per academic year. This service will not be provided to anyone beyond these three times. Other options available to students who lock themselves out is to gain entry from their roommate, Resident Director, or Resident Assistant. Students requesting this service will be required to show their student ID card and sign a form at the time this service is provided.

July 11, 1989

Ross Stout, Director of Campus Safety



## SEXUAL HARASS- MENT POLICY

This institution reaffirms the principle that its students, faculty, and staff have a right to be free from sex discrimination in the form of sexual harassment by any member of the academic community.

Sexual harassment is defined as an attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply or to create a sexually intimidating, hostile, or offensive working or educational environment. Sexual harassment is understood to include a wide range of behaviors, from the actual coercing of sexual relations to the unwelcomed emphasizing of sexual identity. This definition will be interpreted and applied consistent with accepted standards of mature behavior, academic freedom, and freedom of expression.

Sexual harassment in any situation is reprehensible; it is particularly damaging when it exploits the educational dependence and trust between students and faculty. When the authority and power inherent in faculty relationships to students, whether overtly, implicitly, or through

misinterpretation, is abused in this way, there is potentially great damage to individual students, to the persons complained of, and to the educational climate of the institution. While a particular interaction must be offensive and unconsented to be defined as harassment, faculty members and other individuals in positions of authority should be sensitive to the questions about mutuality of consent that may be raised and to the conflicts of interest that are inherent in personal relationships where professional and educational relationships are also involved.

Individuals who believe they have been sexually harassed may obtain redress through the established informal and formal procedures of the institution. To complain of inappropriate actions students should first contact Frank Meyer, Vice President for Student Affairs. Complaints about sexual harassment will be responded to promptly and equitably. The right to confidentiality of all members of the academic community will be respected in both informal and formal procedures, insofar as possible. This policy explicitly prohibits retaliation against individuals for bringing complaints, even if not written and signed. An individual found to be guilty of sexual harassment is subject to disciplinary action for violations of this policy, consistent with existing procedures.

This policy is under review.



## Standards of Conduct

### I. Purpose

The chief purpose of Willamette University is the creation of a community which offers the development of intellectual skills, character and values that contribute to the pursuit of knowledge and the search for excellence. As such, the University strives to promote independent thought and intellectual curiosity, respect for differences and for the rights of others, and a commitment to the development of ethically sensitive and responsible individuals.

The University therefore has the obligation to protect this educational community and to



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maintain socially and educationally responsible behavior among its members. Consistent with its purposes, reasonable efforts are made to support the personal, academic and social development of those students who are held accountable for violations of University regulations.

The purpose of the Standards of Conduct is to set forth:

- A. The rights and responsibilities of students;
- B. The authority and responsibility of the University in maintaining discipline and in pursuing the central purpose of the University;
- C. The general principles and policies upon which Willamette University operates;
- D. The process for determining student accountability for violating these University regulations and standards;
- E. The guidelines for ensuring that this process is fair and based on tolerance, mutual respect and compassion.

## **II. Jurisdiction**

The Willamette University Standards of Conduct apply to all University undergraduate and graduate students and student organizations. "Students" includes persons enrolled in credit or non-credit courses or educational programs offered through Willamette University; "student organization" includes any group of students that is officially recognized as an organization by the University. The term "student" throughout the Standards of Conduct shall refer to an individual student or student organizations. Student status, for purposes of enforcement of the Standards of Conduct, continues whether or not the University is in session and includes persons who were enrolled during the immediately preceding semester.

## **III. Application of Law**

The University does not seek to create an academic community detached from the reach of civil authorities, social customs, or the important responsibilities of citizenship. The University's judicial system is not a substitute for any civil or criminal court proceedings. Students on and off campus are subject to Federal, State, and local

laws, as well as University rules and disciplinary action when their conduct violates institutional standards. Students do not surrender their constitutional rights as citizens by becoming members of the Willamette community.

Willamette University is required by the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, as a condition of receiving funds or any other form of financial assistance under any federal program, to certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. At a minimum, the University must annually distribute the following to each student and employee.

A. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on University property or as any part of University Activities;

B. A description of the applicable legal sanctions under local, State, and Federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;

C. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;

D. A description of any drug and alcohol counseling, treatment, or rehabilitation programs that are available to students and employees; and

E. A clear statement that the University will impose sanctions on students and employees (consistent with local, State, and Federal law) and a description of these sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct.

## **IV. Student's Rights and Responsibilities**

### **A. Student Rights**

1. Students have a right to pursue an education free from discrimination based upon sex, race, cultural background, religion, social or political creed, marital status, age, sexual orientation or physical handicap.

2. Students have a right to fair and impartial academic evaluation.



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3. Students have a right to be free from disclosure of information about their views, beliefs and political association which professors or administrators acquire in the course of their work as advisors and counselors.

4. Students have a right to have the University maintain and protect the confidential status of all personal and academic records except as directed by appropriate legal authority.

5. Students, through student representatives, have a right to participate in formulating and evaluating institutional policies.

6. Students have a right to organize and join associations to promote interests held in common with others.

7. Students have a right to peaceful protest on University premises. This protest may not interfere with entrance to and exit from campus facilities, unreasonably disrupt the educational process, or damage property.

8. Individual students, student groups, and campus organizations have a right to invite to the campus and hear any persons, or to view films or other media of their own choosing, subject to University requirements regarding reasonable time, place and manner for the use of its facilities.

9. Students have a right to be interviewed on campus by any graduate or professional school or employer desiring to recruit at the University, subject to the requirements for the use of University facilities.

10. Students have a right to a press free of any censorship.

11. Students have a right to an environment conducive to intellectual freedom and a campus characterized by safety and order.

12. Students have a right to reasonable privacy. A minimum of 24 hours notice shall be given before entry of a private room in campus residences by University employees except in emergencies where there is a reasonable fear of imminent danger to life, safety, health, or property (please refer to section L of the Terms and Conditions for Room and Board for the other exceptions).

13. Students have a right to a confidential disciplinary process.

### **B. Student Responsibilities**

1. Students are responsible for acting in a manner that does not infringe upon the rights of other members of the University community.

2. Students are responsible for maintaining an atmosphere that promotes respect for learning and human dignity.

## **V. General Student Conduct Regulations**

The University may take disciplinary action against a student or student organization that willfully engages or attempts to engage in any of the actions listed below. The University may take disciplinary action against a student organization when the alleged violation may reasonably be held to be a collective act of that organization.

A. Academic cheating and plagiarism;

B. Falsification, forgery, unauthorized alteration, or misuse of University documents, records, keys, student identification or combination door locks;

C. Disruption, obstruction, or material interference with the process of instruction, research, administration, career placement, student discipline, or any other service or activity provided or sponsored by the University;

D. Deliberate lying, fraudulent withholding of information or misrepresentation in any transaction with the University, whether oral or written;

E. Damage, destruction, theft, or misuse of University property or personal property located on the University campus;

F. Unauthorized entry or use of University owned or controlled property, facilities, equipment or resources;

G. Conduct which threatens the health or safety of any person on University property or at University-sponsored activities;

H. Lewd or indecent conduct on University property or at University-sponsored activities;

I. Acts that threaten, intimidate, harass, degrade or disgrace another;

J. Possession, use or threatened use of firearms, ammunition, explosives, or any other objects as weapons on University property or at University-sponsored activities;

K. Possession, sale or unauthorized use of narcotics or illegal drugs on University property or at University-sponsored activities;

L. Possession or use of alcoholic beverages on University property or at University-spon-



sored activities, except as authorized by University policy (see Alcohol Policy);

M. Disorderly conduct (including disorderliness resulting from drunkenness), unreasonable noise, or behavior which results in material inconvenience, annoyance, or alarm;

N. Tampering with firefighting equipment, turning in a false alarm, or engaging in behavior which constitutes a fire hazard;

O. Making annoying phone calls, misusing or abusing of University telephone equipment;

P. Violation of any published University policy or procedure (e.g., including, but not limited to Residence Life handbook, catalogs);

Q. Failure to comply with the terms of any sanction imposed in accordance with these Standards of Conduct.

## **VI. Enforcement Procedures**

### **A. Informal Resolution:**

Willamette community members are encouraged to resolve differences, conflicts and misunderstandings directly and informally. In most instances conflicts can be resolved by directly approaching the individual(s) involved. This includes any community member, such as students, residence staff, University employees, faculty members and administrators. If the discussion results in a resolution, this resolution shall be put in writing at the request of either party.

### **B. Formal Resolution:**

When it is alleged that a student has violated the General Student Regulations, and the violation is one which cannot be resolved informally, the formal resolution process begins.

#### **1. Academic Violations**

Alleged academic violations will be governed by the Dean of the appropriate college for formal resolution.

#### **2. Non-Academic Violations**

All alleged non-academic violations will be governed by the following process:

Students who have questions about the Formal Resolution Process may have them answered by the Assistant Director of Student Activities, any Resident Director, or the Office of Residence Life. Each of these persons is knowledgeable about the process, and will act as an advisor for students who request information.

### **3. Administrative Hearing**

An Administrative Hearing is conducted by the Director of Residence Life, or his/her designee. The student who is alleged to have violated a University policy or regulation will be notified in writing of the alleged violation with an Appointment Letter. The Appointment Letter shall require the student to schedule an appointment within two working days. The appointment must be made with the administrator designated on the Appointment Letter. The scheduled appointment must be held within five working days from the date of the Appointment Letter. Should a student or representative fail to schedule an appointment, or fail to appear at the scheduled appointment, the hearing will be held in his/her absence.

The hearing will be conducted by the administrator. During this hearing the following will occur:

a. The administrator will explain the process, and ask the accused student(s) if s/he has any questions about the process.

b. The administrator will review the information received about the incident.

c. The student(s) will then have an opportunity to present information in defense.

d. When all of the information has been presented, the administrator will render a decision.

e. If a violation of University policy or regulations is found, the administrator will make a decision about the appropriate sanction.

f. The sanction(s) will be discussed with the student(s), and a follow-up letter will be sent to confirm the decision.

g. The process for appeal will be explained and the student(s) will be asked if there are any questions about the process.

#### **4. Appeal Procedure**

Students have the right to appeal an Administrative Hearing decision to the Standards of Conduct Committee (Standards Committee). Appeals must be filed with the Vice President for Student Affairs within three working days from the date of the follow-up letter.

The Standards Committee will determine the appropriateness of the administrative decision based on a preponderance of the evidence available through testimony and exhibits.

#### **5. Standards Committee:**

The Standards Committee shall be



## Policies

governed by a commitment to fair process, education and prevention.

The Standards Committee shall meet at a regular time designated prior to committee appointments. People unable to meet at this time should not be nominated to the Committee.

### 6. Membership

The Standards Committee shall be comprised of three faculty, two staff/administrators, and five students. Student members shall be nominated by their respective student governing associations: three students nominated by A.S.W.U.; one student nominated by the Student Bar Association; and one student nominated by the Associated Students of the Graduate School of Management. Staff and administrators shall be nominated by the Vice President for Student Affairs. Faculty will be nominated by the Academic Council. Committee members will then be appointed annually by the President of the University.

Standards Committee members may serve for a maximum of three consecutive years. A faculty or staff/administrator member shall be selected by the Committee to serve as chairperson and conduct the hearings according to Standards Committee procedures.

### 7. Alternate membership

When the student government, Academic Council, and the Vice President for Student Affairs nominate persons to serve on the Committee, alternate members will also be nominated. One alternate from each category will be nominated and appointed. In the event of absence, unavailability, or disqualification of any member, alternate members will serve to assure full Committee membership. Alternate members will be selected from the same group, i.e., students replace students, staff replace staff, etc. Alternate members may participate in Committee meetings, but will not be present at actual hearings, unless they are serving as alternates.

### 8. Temporary Disqualification

The Committee shall consider, upon request of the accused student or any Committee member, the temporary disqualification of a Committee member. Disqualification will be on any grounds that will serve the interest of fairness.

### 9. Quorum

A quorum shall consist of the Chairperson and six members. The six members shall

consist of a minimum of three students and three faculty/staff. A quorum is required for any official business of the Standards Committee.

### 10. Standards Committee Procedures

a. At least three days prior to a hearing, the student(s) will receive a written notice of the alleged violation. The notice will also contain the time, date and place of the hearing. Requests for postponement will be considered, if extraordinary circumstances exist.

b. Either party may review all information to be submitted at the hearing, including a list of witnesses. Parties shall not discuss the substance of the case with Committee members prior to the hearing.

c. The student may elect not to appear at the hearing; however, the hearing will then be conducted in the student's absence.

d. During the hearing, either party may be assisted by an advisor of his or her choice. The parties, and/or their advisors, may appear in person, hear all testimony, present any relevant information, call witnesses, and ask questions of any person present at the hearing. A decision to appear does not obligate either party to testify. Failure to testify will not be held against either party.

e. Hearings will be conducted in an informal manner with appropriate regard for the conduct of a fair, sensitive, and respectful process.

f. The Chair of the Committee is responsible for scheduling the hearing and notifying the participants. The secretary to the Vice President for Student Affairs will be available to assist the Chair with these responsibilities.

g. The Chair of the Committee shall make a tape recording of the hearing. The student may listen to the tape recording in the presence of the Chair.

h. The Chair may only vote either to create or break a tie.

i. After all information has been presented, the Committee will meet in private to discuss the case and reach a decision. Finding of violation of a University policy or regulation shall be based upon a preponderance of evidence.

j. The Committee will first determine the guilt or innocence of the accused party(s). If the accused party is found guilty, the Committee may affirm the Administrative sanction or substitute the appropriate sanction.



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k. All statements, information, or comments given during the hearing will be held in strictest confidence by Standards Committee members.

l. After the hearing, the Chair of the Committee shall notify both parties in writing of the Committee's findings.

m. If immediate removal from campus is warranted, such removal will take effect immediately upon actual notice to the student. This notice shall be accompanied by notice of a hearing before the Standards Committee as provided for in paragraph #1 above.

11. Appeals to the Vice President for Student Affairs

Students may appeal the decision of the Standards Committee to the Vice President for Student Affairs based on one of the following criteria:

- a. Procedural error which was significant and prejudicial;
- b. Significant new evidence which was not part of the Administrative Hearing;
- c. The penalty imposed is clearly excessive.

The Vice President will review the information from the Standards Committee hearing and determine if one of the criteria for appeal exists. If so, the Vice President will then either affirm, or alter the decision of the Committee.

### **VII. Immediate Removal From Campus**

If the presence of a student poses a potential threat to the physical safety or emotional well-being of a member or members of the Willamette community, the Vice President for Student Affairs may remove the student from campus pending decision by the Standards Committee. The procedure for such removal is specified in Standards Committee Procedure #13.

### **VIII. Sanctions**

A. Warning: The student is given written notice, which becomes part of the University record, that future violations of the Standards of Conduct may result in the imposition of more serious sanctions.

B. Community Service: The student is required to render a designated number of hours of labor in the service of the academic or off-campus community.

C. Restitution: The student is required to reimburse for personal injury costs or replace or restore damaged, stolen, or misappropriated property.

D. Fine: The student is required to pay a designated amount of money to the University as penalty for a violation.

E. Disciplinary Probation: The student's participation in University life is placed on provisional status, with or without loss of designated privileges.

F. Suspension: The student's participation in University life is severed including denial of enrollment, attendance and other University privileges, loss of all fees and academic credit for the semester in which the suspension takes place. As applied to student organizations, this sanction is equivalent to loss of University recognition and all privileges associated with such recognition.

G. Expulsion: The student's participation in University life is severed indefinitely, including denial of enrollment, attendance and other University privileges, loss of all fees and academic credit for the semester in which the expulsion takes place.

H. Other: In consultation with the student involved, the Standards Committee may impose other sanctions as deemed appropriate and reasonable.

### **IX. Publication and Revision of the Standards of Conduct**

The Standards of Conduct will be published in the annual Student Handbook. Additional copies will be available in the Office of Student Activities.

Proposed revisions to the Standards of Conduct may be submitted by any member of the University community to the Vice President for Student Affairs who will refer the proposed revision to the University Student Affairs Committee for action.

Recommended revisions of the Standards of Conduct by the University Student Affairs Committee will be forwarded to the Vice Presi-



dent for Student Affairs for approval, publication and implementation.

## **X. Student Grievance Procedures**

A. Students who believe that a faculty or staff member has violated their rights have the responsibility to discuss thoroughly their complaint with that faculty or staff member. Students in the College of Law shall be governed by the College of Law Student Complaint Procedure.

B. In the case that students and the faculty or staff member involved are unable to resolve their differences, students should then discuss the complaint with the immediate supervisor of the faculty or staff member. After the initial meeting, the faculty or staff member, the superior and the student may meet if all parties agree.

C. If students are not satisfied by steps 1 and 2, they should submit a written complaint to the Director of Residence Life, if the matter is non-academic, or the Dean of the College if the matter is academic. In cases involving rights or a matter which is not readily categorized as either academic or non-academic, the Director of Residence Life and the Dean of the College will review the situation together and decide which classification is most appropriate. The Director of Residence Life will appoint someone other than a member of the teaching faculty upon request of the student to assist in drafting the complaint. Upon receipt of the written complaint, the Grievance Board will be composed of five members—one student and one faculty member from the Student Affairs Committee, one student from the Student Senate, one faculty member from the Faculty Council, and the appropriate Dean who serves as Chairperson. The student and faculty or staff member are each entitled to four preemptive challenges. Copies of the complaint will be sent by the appropriate Dean, to the faculty or staff member involved, the superior, the student, and the members of the Grievance Board.

D. Within ten class days of receiving a copy of the student's complaint, the faculty or staff member involved shall submit a written response to the Grievance Board Chairperson. Copies of the response shall be given to all persons who received copies of the student's complaint.

E. The Grievance Board will convene within 15 class days of receiving the response. After reading and discussing the complaint and the response, the Grievance Board may request personal interviews with the faculty or staff member and student involved and third parties who are knowledgeable about the matter. Request for a personal interview with the committee may also be made by the faculty or staff member, or the student, or by the above-mentioned third parties. In the event that these interviews are conducted so that the parties appear separately before the committee, taped transcripts of such interviews will be available to the faculty or staff member and student involved. If such interviews are not deemed necessary, the Grievance Board shall write a recommendation and rationale upon reading and discussing the initial written complaint and response. Copies will be sent to the student, the faculty or staff member, and the superior.

F. If, after ten days, the Grievance Board is aware that no action has been taken on its recommendation, it may forward its recommendation to other levels for further action (e.g., President, appropriate Vice President).

G. A written appeal to the Chairperson of the Grievance Board may be filed within five class days after the receipt of the recommendation. Upon receipt of the written appeal, the Chairperson of the Grievance Board shall submit a copy of the original complaint, response, all testimony, Grievance Board recommendations and rationale, and the appeal to the President of the University.

H. All proceedings of a Grievance Board shall be kept confidential and not noted in the student's permanent record.

I. The student who desires to use the procedures must file a written complaint by the end of the next semester after the time s/he believes his/her rights were violated.

### **End Notes:**

<sup>1</sup>Passed by the Willamette University Board of Trustees October 16, 1982, as part of the official University Standards of Conduct.

<sup>2</sup>The College of Law and Graduate School of Management subscribe to the principles of the Standards of Conduct. However, the implementation of these Standards, insofar as they are



## Policies

governed by the College of Law Student Grievance Procedure or Graduate School of Management Grievance and Complaint Procedures, shall be accomplished through those procedures.

<sup>3</sup>The Greek Ethics Board may hear cases involving Greek-related issues when deemed appropriate by the Director of Residence Life.

<sup>4</sup>Preponderance of Evidence - Evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not. (Black's Law Dictionary, 1983.)

# **Student Organization Affiliation Policy**

The purpose of Student Organizations at Willamette University is to provide opportunities for the enhancement of academic, cultural, social, and recreational aspects of student life through participation in group programs and activities. Recognized student organizations are entitled to certain privileges including, but not limited to, the ability to seek ASWU funding and reserve Willamette University facilities at no charge. In order for a student group to be a recognized Willamette University student organization, the following criteria must be met:

A. The organization must have an advisor who is a member of the Willamette University faculty or administration.

B. The organization must complete a Student Organization Affiliation Form and update that form with the Office of Student Activities every year after official recognition.

C. The membership of the organization must be composed of at least 50% Willamette University students.

D. The organization must have a current constitution on file with the Office of Student Activities.

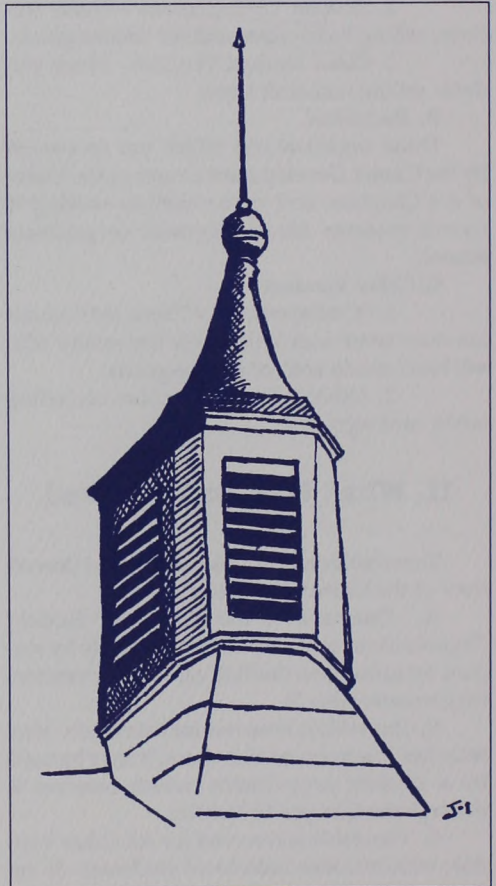
E. In the initial year that any given student group seeks official recognition, the group must provide the Office of Student Activities with a

petition signed by at least ten students who indicate an interest in becoming a member of the student organization.

F. In order to maintain standing as an officially recognized student organization, the leader(s) of the organization must do the following:

1. Complete a new Organizational Affiliation Policy listing new officers.
2. Provide a copy of new constitution if any changes have been made.
3. Complete an Organizational Directory and Organizational Fair Information Form.
4. Meet with a representative of the Student Activities Office to discuss the goals and structure of the organization.

For complete information and forms regarding official student organization affiliation, see the Office of Student Activities.





# University Center Lower Lobby Use Policy

The George Putnam University Center allows off-campus and on-campus groups to use space in the University Center building under the following conditions:

## I. Who May Reserve Space

The following categories of users may reserve space:

### A. Students

1. Student Organizations - Any recognized club or group on campus.
2. Student Craftpersons - Those students selling hand-made and/or unique goods.
3. Other Student Vendors - Those students selling non-craft items.

### B. Recruiters

Those organizations which are sponsored by the Career Development Center or the Office of the Chaplain, and are on campus seeking to recruit students for employment or graduate school.

### C. Other Vendors

1. "Craftpersons" - Those individuals not associated with Willamette University who sell hand-made and/or unique goods.
2. Other - Other solicitors including credit card sign-ups.

## II. What May Be Reserved

Three tables are provided on the first (lower) floor of the University Center:

A. One table is designated for Student Organizations and may be reserved only by student organizations (individual student vendors may reserve table 3).

B. One table is reserved for Recruiters. If no recruiter has reserved this space, it may be used by a student organization which reserves it through the Campus Scheduler.

C. One table is reserved for All Other Vendors (this includes individual students). If no

vendor has reserved this space it may be used by a student organization which reserves it through the Campus Scheduler.

## III. How To Reserve

To reserve space in the University Center contact the Campus Scheduler at 370-6213.

### A. Students

1. Student Organizations - may reserve space by contacting the Campus Scheduler.
2. Student Craftpersons - may reserve space by contacting the Campus Scheduler.
3. Other Student Vendors - may reserve space only if they have the sponsorship of an on-campus sponsor (recognized club or University department). That sponsor is responsible for the actions of the vendor while on campus.

B. Recruiters may reserve space by contacting the Career Development Center or the Office of the Chaplain to make arrangements for their visit.

### C. Other Vendors

1. Craftpersons - may reserve space by contacting the Campus Scheduler.
2. Other - all other vendors who wish to reserve space will only be allowed to do so if they have the sponsorship of an on-campus sponsor (recognized club or University department). That sponsor is responsible for the actions of the vendor while on campus.

## IV. Reservation Charges

### A. Students

1. Student Organizations: No charge
2. Student Craftpersons: No charge
3. Other Student Vendors: \$10.00 (one table/per day)

### B. Recruiters: No charge

C. Other Vendors: \$25.00 (one table/per day)

## V. Policies

A. The following policies apply to users of the University Center:

1. All vendors must stay behind their assigned table. Standing in front of the table or



attempting to lure the customers up to their table is prohibited.

2. Vendors are limited to one table. No additional displays which extend beyond the table are allowed.

3. The name of the sponsoring organization must be prominently displayed at all times.

4. All vendors and/or craftspersons cannot be in violation of the educational mission of the University.

5. All vendors must fully disclose the terms and conditions of the product(s) or service(s) which they are representing; i.e., credit card solicitors must fully disclose all applicable credit terms.

6. Vendors will receive a copy of the confirmation and a copy of the Vendor Policy.


7. Any food items which are being sold must be made in an inspected kitchen, or clearly marked that it was made in a non-inspected kitchen.

8. Vendors who duplicate items which may be sold through the Willamette University Bookstore must have their product cleared for sale through the Bookstore Manager.

9. Use of Bookstore display windows is determined by the Bookstore manager or his/her designee.

10. Any violations of the Vendor Policy or misconduct by vendors should be reported to the Office of Student Activities which will be responsible for the enforcement of the policy.

a. Vendors will first be asked to comply with University policies.

b. Further violations of the policy or further misconduct will result in permanent dismissal from the campus. 

## USE OF BUILDING EXTERIORS FOR PUBLIC ANNOUNCEMENTS

Signs are not to be placed on any of the following: lamp posts, bridges, trees, and doors, exterior walls of the University Library, Sparks Center, Bishop Center, Gatke Hall, Waller Hall, Smith Auditorium, the Clock Tower, and classroom buildings.

July 1989





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# **APPENDIX**

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