



AWS
HANDBOOK
'63

HANDBOOK
for
WOMEN STUDENTS

Published by
Associated Women Students
Willamette University

Editor: Marty Sneary

Art Editor: Janet Anderson

President's Message



The Associated Women Students have prepared this handbook as a presentation of and a reference for AWS standards. As women students at Willamette University, you are expected to follow these standards: remembering that they act as a framework within which any living organization is free to interpret and to add standards.

The AWS standards have been formulated by the AWS cabinet and council, under the First Vice-President. While AWS works closely with the administration and its advisor, Dean Haberer, individual decisions are made by the women students themselves—represented in their AWS officers.

It is the responsibility of every Willamette coed to be interested in and aware of AWS action. Responsible women students keep the AWS cabinet and council responsible. Any decision made by the AWS cabinet or council should reflect the attitudes and opinions of all the women they represent—the burden of maintaining this representation falls on you, the Willamette coed.

It is our hope that you will take advantage of the many opportunities to take a part in or voice an opinion on AWS action—particularly standards action.

AWS is as strong as its total membership, as effective as the women of Willamette wish it to be.

Sincerely,

Janet Anderson
President, Associated Women Students

AWS Cabinet

Spring - Fall 1963

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

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

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

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

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

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

Marty Sneary, Editor of AWS, edits the AWS handbook, is in charge of AWS representation in the Collegian, appoints the IAWS representative and appoints the chairmen of the Publicity Committee.

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

What Is AWS?

Every woman who attends Willamette University becomes a member of the Associated Women Students--better known as AWS. The AWS is a self-governing organization which promotes and develops leadership by women, more equal participation by women, provides a means for the expressions of the opinions of women students on matters of general interest to them, and recognizes outstanding achievement of Willamette women.

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

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

Standards Of AWS

Hours:

1. Closing hours for all women's living organizations are:
Monday through Thursday.....10:00 P.M.
Friday and Saturday.....12:30 A.M.
(penny-a-minute from 12:30 to 1:00)
Sunday..... 10:30 P.M.
 - a. In case of delay due to emergency, women are expected to telephone their housemothers.
 - b. Penalties: unnecessary lateness in the freshman dorms will be dealt with by lifting of one half hour of late permission in each instance. Upperclass women's living organizations may designate their own penalty for unnecessary lateness. Excessive or repetitive lateness will be referred to the Dean of Women and/or to the living organization's standards board.
2. Penny-a-minute: on Friday and Saturday evenings, each woman staying out past 12:30 A.M. pays a penny for each minute she stays out after 12:30 A.M. until 1:00 A.M. This money, paid to her AWS representative, goes into the AWS scholarship fund. Free 1:00's may be approved by the AWS Cabinet for special all-campus dances. Free 2:00's have been approved by this body for use the night of the Homecoming Dance and for the use of the winning Glee class. It is up to each living organization to devise a plan for the accurate recording and collection of the penny-a-minute money.
3. Late Permissions: may be taken on Sunday through Thursday evenings by upper class women, and on Wednesday and Sunday nights by first semester freshmen women. Second Semester senior women have the privilege of extended closing hours during the week until 12 midnight.
The amount of late-permission that may be taken each month is:

Seniors.....	3½ hours
Juniors.....	2½ hours
Sophomores.....	2 hours
Freshmen.....	1½ hours.

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

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

Signing-out:

1. There are 3 types of sign-out cards which you will use. The small white card is used for in-town absences from your living organization between 7:00 P.M. and closing hours. This is the card most often used, and on the card on which you sign out for a date, to go to the Library, a night class, etc. (Exhibit A, white)
2. The yellow card is the "late permission" card and is used for in-town absences from your living organization when you are taking a week day late-per past closing hours. This card is never used on weekends, since late pers may not be taken on weekend nights. (Exhibit B, Yellow)
3. Your large white card, kept in a file in your living organization, is used for any trip out of town (over 5 miles out of Salem) or for any overnight absence (whether out of town or to another living organization). It must be filled out by 12:00 midnight for overnight trips. Each living organization will devise a way of indicating on the sign out board when a girl is out of town or taking an overnight. (Exhibit C, White)

Exhibit A, 3 x 5 white

NAME		ROOM NUMBER
DATE	DESTINATION & COMPANION	TIME IN & SIGNATURE

Exhibit B, 3 x 5 yellow

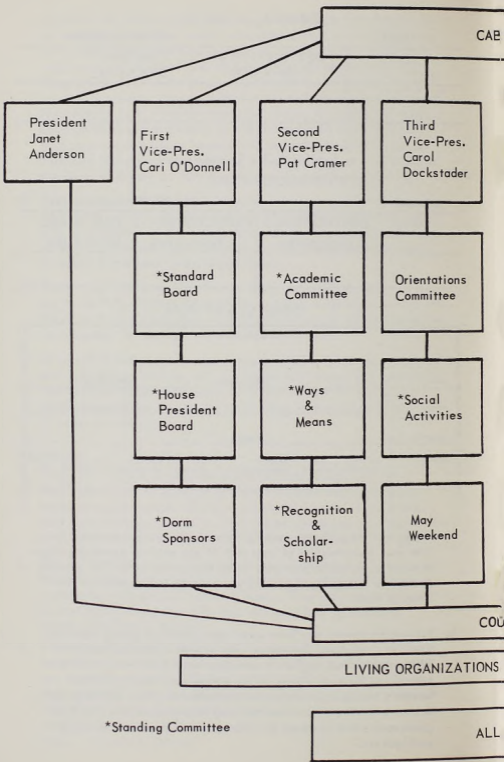
LATE PERMISSION CARD

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

Exhibit C, 5 x 8 white

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

- If you want to go home overnight during the week, you need to inform your housemother of your trip. If you wish to spend the night at some place other than your home during the week (i.e. staying at another living organization) you present this request to the Dean of Women.
- Willamette women may have overnight guests in living organizations on Friday and Saturdays. For academic reasons no non-Willamette women may visit overnight during the week. With consent of the Dean of Women, W.U. women may stay in another woman's living organization for purposes of study. Although non-W.U. overnight visitors may not stay in organizations, there are guest rooms in Lausanne and Doney which may be reserved for such guests.



CAB

President
Janet
Anderson

First
Vice-Pres.
Cari O'Donnell

Second
Vice-Pres.
Pat Cramer

Third
Vice-Pres.
Carol
Dockstader

*Standard
Board

*Academic
Committee

Orientations
Committee

*House
President
Board

*Ways
&
Means

*Social
Activities

*Dorm
Sponsors

*Recognition
&
Scholar-
ship

May
Weekend

COUNCIL

LIVING ORGANIZATIONS

*Standing Committee

ALL

INET

Secretary
Sharon Ellison

Treasurer
Cathy Atterbury

Editor
Marty Sneary

Member
At Large
Carol Kitchen

Historian

*Finance
Board

*Handbook

*Constitutional
Revisions

*Publicity
Committee

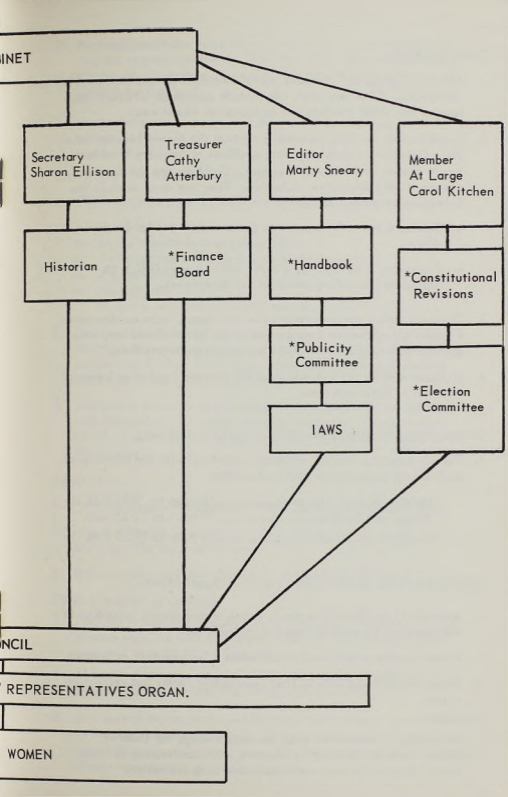
*Election
Committee

IAWS

NCIL

REPRESENTATIVES ORGAN.

WOMEN



Dress Standards:

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

Visiting Hours for Men in Women's Living Organizations:

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

Monday through Thursday.....12 noon to 9:55 P.M.

Friday and Saturday.....12 noon to 12:25 A.M.

Sunday.....10 A.M. to 10:25 P.M.

Visiting Hours for Women in Men's Living Organizations:

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

Serenades:

1. Scheduling of serenades shall be made through the Dean of Women's office, 24 hours in advance, with notification of housemother. Serenaders may enter the house upon invitation.

2. Weekend serenades must be over at 2:30 A.M., during the week they are required to end by 12:00 midnight. Any special events that would cause them to exceed this time may be taken to AWS Council for approval.
3. Housecoats and slippers will be mandatory minimum dress for serenades.

Concerning Freshman Women Only:

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

Jurisdiction:

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

Other Standards of Conduct:

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

Constitution

Associated Women Students

Spring 1963

PREAMBLE

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

ARTICLE I NAME

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

ARTICLE II AFFILIATIONS

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

ARTICLE III MEMBERSHIP

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

ARTICLE IV OFFICERS

- Sec. 1 Elected officers of the A.W.S. shall be: President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer and Editor. Appointive offices of the A.W.S. shall be: I A W S Corresponding Secretary, Historian and Publicity Chairman. The runner-up in the election for the A.W.S. president shall be Member-at-Large.
- Sec. 2 Representatives to the general council shall be one from each upper class living organization, two from each freshman dormitory and one town student representative.
- Sec. 3 Voting members of the General Council shall consist of the officers and the elected representatives.
- Sec. 4 The Executive Board shall consist of the president, three vice presidents, secretary, treasurer, editor and member-at-large.
- Sec. 5 All officers and their committees shall submit complete reports (in triplicate) at the end of the term of office to the Dean of Women, A.W.S. president and the new officer holding the office the report is concerned with.

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

ARTICLE V DUTIES OF OFFICERS

- Sec. 1 The President shall:
- Call and preside over all A.W.S. meetings.
 - Be the representative of A.W.S. to Student Senate.
 - Hold no other major campus office.
 - Serve as ex-officio member of all standing committees.
 - Serve as advisor to newly-elected president during the Spring of her senior year.
 - Attend all conventions.
- Sec. 2 The First Vice President Shall:
- Perform the duties of the President in her absence.
 - Call and preside over all standards boards meetings.
 - Call and be responsible for meetings of house presidents board and dormitory sponsors meetings.
 - Be in charge of revising women's rules for the A.W.S. handbook.
- Sec. 3 The Second Vice President shall:
- Preside over recognition and scholarship committee.
 - Preside over academic committee.
 - Preside over ways and means committee.
- Sec. 4 The Third Vice President shall:
- Preside over social committee.
 - Call and preside over A.W.S. Orientations committee.
 - Be responsible for A.W.S. representation in May Weekend.
- Sec. 5 The secretary shall:
- Keep the minutes of all A.W.S. meetings.
 - Send copies of A.W.S. council minutes and memos of policy to the A.W.S. council, dean of women, housemothers, house presidents and student body president. She shall also post minutes and memos on campus.
 - Act as or appoint a historian who shall maintain the A.W.S. scrapbook.
 - Take care of A.W.S. correspondence.
- Sec. 6 The treasurer shall:
- Be responsible for all A.W.S. funds.
 - Preside over finance board.
 - Authorize all expenditures.
 - Bank with the A.S.W.U. General Manager.
 - Be responsible for collection of all penny-a-minute money.

- Sec. 7 The editor shall:
- Be responsible for yearly publication and distribution of an A.W.S. handbook.
 - Shall appoint an I A W S representative, with the consent of council.
 - Shall appoint a chairman and members of a publicity committee.
 - Act as chairman of the handbook committee.
- Sec. 8 The Member-at-Large shall:
- Serve as A:W.S. parliamentarian.
 - Serve as chairman of the constitutional revisions committee.
 - Be in charge of A.W.S. elections.

ARTICLE VI ELECTIONS

- Sec. 1 Qualification of officers:
- The president-elect shall be a member of the junior class and shall have previous experience working with A.W.S.
 - The three vice presidents-elect shall be members of the junior or sophomore classes.
 - The secretary and treasurer shall be elected from members of the freshman, sophomore or junior classes.
 - The editor shall be a sophomore or junior.
- Sec. 2 Elections shall be held during the month of February.
- Sec. 3 Candidates for A.W.S. offices shall, preceding elections, present speeches before a general meeting of A.W.S.
- Sec. 4 Elections by ballot will take place during the immediately following one-week period. Officers shall be elected by a simple majority of those voting. In the event that no candidate receives a majority, run-off elections shall be held.
- Sec. 5 Any additional delegates to IAWS convention shall be selected by the General Council.

ARTICLE VII MEETINGS

- Sec. 1 Executive Board meetings shall be called by the president when necessary, and, or at least once a month.
- Sec. 2 General Council meetings shall be held at least twice a month.
- Sec. 3 Any member of A.W.S. may attend a General Council meeting.
- Sec. 4 A.W.S. general meetings shall be held when necessary during the year.

ARTICLE VIII ADVISORS

The A.W.S. Advisor shall be the Dean of Women.

ARTICLE IX STANDING COMMITTEES

- Sec. 1 Standards Board
- Sec. 2 House Presidents Board
- Sec. 3 Dorm Sponsors Council
- Sec. 4 Academic Committee
- Sec. 5 Ways and Means Committee
- Sec. 6 Recognition and Scholarship Committee
- Sec. 7 Social Activities Committee
- Sec. 8 Finance Board
- Sec. 9 Handbook Committee
- Sec. 10 Publicity Committee
- Sec. 11 Constitutional Revisions Committee
- Sec. 12 Elections Committee

ARTICLE X AMENDMENTS

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

A.W.S. BYLAWS

Article I - Standing Committees

- Sec. 1 Standards Board
 - a. The first vice president shall serve as chairman.
 - b. Members of the committee shall consist of one representative from each women's living organization.
 - c. Standards committee shall form and enforce standards and regulations pertaining to women.
 - d. The standards committee shall review these rules annually.
 - e. Suggestions for changes in rules must be written and submitted to the standards committee.
- Sec. 2 House Presidents Board
 - a. The first vice president shall preside.
 - b. The needs and functions are to be decided by the group.
- Sec. 3 Dorm Sponsors Council
 - a. The first vice president shall be responsible for this group.
 - b. The purpose of this group shall be to form contact between women living in dormitories and the A.W.S.

- Sec. 4 Academic Committee
- a. The second vice president shall preside over this committee.
 - b. The committee shall be composed of the scholarship chairmen from all women's living organizations.
- Sec. 5 Ways and Means Committee
- a. This committee shall raise funds for all A.W.S. scholarships, and running expenses, taking charge of money-raising projects.
 - b. The second vice-president shall preside, and appoint members.
- Sec. 6 Scholarship and Recognition committee
- a. The second vice president shall preside.
 - b. Members shall consist of those chosen by the chairman.
 - c. The committee shall nominate senior women for Coed - of-the-Month to be elected by the general council.
 - d. The committee shall review petitions for the A.W.S. scholarship(s). They shall nominate women from these petitions to be elected recipients by the general council.
 - e. The committee shall award alumni citations.
- Sec. 7 Social Activities Committee
- a. The third vice president shall preside and appoint members of this committee.
 - b. The committee is responsible for A.W.S. social functions such as teas.
- Sec. 8 Finance Board
- a. The treasurer shall preside and appoint members, no less than two or more than three.
 - b. This group budgets A W S funds .
- Sec. 9 Handbook Committee
- a. a. A.W.S. editor is chairman of this committee.
 - b. This group yearly publishes and distributes a handbook including all A.W.S. standards, rules and policies to all Willamette women.
- Sec. 10 Publicity Committee
- a. Chairman appointed by the editor presides.
 - b. This committee publicizes all A.W.S. events through use of rosters, newspapers and other media when possible .
- Sec. 11. Constitutional Revisions Committee
- a. Member at Large presides over this committee.
 - b. The constitution shall be revised whenever necessary but at least once yearly.
- Sec. 12 Elections Committee
- a. Member at large shall preside.
 - b. The committee shall conduct elections, posting qualifications for each office, conducting voting and counting ballots.

