

THE
COLLEGE OF WILLIAM & MARY
IN VIRGINIA

POLICIES
AND
REGULATIONS



WILLIAMSBURG, VIRGINIA
SEPTEMBER, 1959

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POLICIES AND REGULATIONS

CONCERNING:

STUDENT AFFAIRS

FRATERNITIES AND SORORITIES

CONDUCT AND DISCIPLINE


THE HONOR CODE

ACADEMIC REGULATIONS

(REVISED TO SEPTEMBER, 1959)

OFFICE OF THE DEAN OF STUDENTS
THE COLLEGE OF WILLIAM AND MARY

WILLIAMSBURG, VIRGINIA



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THE HONOR SYSTEM

HISTORY AND BACKGROUND

The Honor System was established at William and Mary in 1779. The essence of the Honor System is individual responsibility. It assumes that the principles of honorable conduct are familiar and dear to all students; it assumes that every student is concerned with the strict observance of these principles, for his own sake, for the sake of his fellow students, and for the sake of the College.

PERSONNEL OF THE HONOR COUNCILS

1. The Men's Honor Council

The Men's Honor Council is composed of three senior representatives, three junior representatives, and two sophomore representatives, elected by the men's student body. A Chairman and a Vice-chairman are chosen by the Council from among the senior representatives and a Secretary is chosen from among the junior representatives. In case of a tie-vote for Chairman, Vice-chairman, or Secretary, the outgoing Chairman will cast the deciding vote.

2. The Women's Honor Council

The Women's Honor Council is composed of a Chairman and two additional senior representatives, three junior representatives, and two sophomore representatives, elected by the women's student body. A Vice-chairman and a Secretary are chosen by the Council from among the senior and junior representatives, respectively. In the case of a tie-vote for Chairman, Vice-chairman, or Secretary, the outgoing Chairman will cast the deciding vote.

GENERAL PRACTICES

1. Pledge

Upon matriculation, each student shall sign a statement to the effect that he understands what is expected of him under the Honor System and that infraction of the Honor Code at any time during his student days is punishable by dishonorable dismissal from the College. A professor may require the signing of a formal pledge on any work, even though the initial pledge stands as long as the student is enrolled in the College.

2. Infractions of the Honor Code

Infractions of the Honor Code include cheating, stealing, lying, and failure to report an offense.

The faculty will explain whether or not aid may be given or received on a particular assignment. Giving aid to any student or receiving aid without the consent of the professor in tests, quizzes, assignments or examinations is cheating. All cheating, whether in tests, quizzes, assignments, or examinations, is a violation of the Honor Code.

3. Conduct during Examinations

Physical comfort, as well as usual practice, suggests that students shall occupy alternate seats during an examination. In consideration for others, students should not disturb

a class by leaving the examination room except when necessary, or by remaining absent except for a brief period.

Since the students assume the responsibility for the administration of the Honor System, the College does not practice supervision of examinations by proctors.

4. *Reporting a Breach of Honor*

(A) Challenging an Accused Student. Any person believing that a breach of the Honor Code has been committed should challenge the student accused of the act and offer him the opportunity to resign from the College immediately or to report himself to the Honor Council (if the accused does not report himself to the Honor Council, the accuser must report the case.)

(B) Reporting an Accused Student. In such cases where a direct challenge is not feasible, he may report the suspect directly to any member of the Men's or Women's Honor Councils, who will in turn notify the accused of the accusation against him.

TRIAL OF THE ACCUSED

1. *Rights of the Accused*

A student accused of a breach of the Honor Code shall be entitled to know the charges against him, the evidence given, and to be confronted by the witnesses.

The accused shall have a right to ask any member of the Honor Council, who will not be a witness (except the Chairman), to be his counsellor. If the accused does not wish such a counsellor, then the Chairman shall direct one member of the Council to withdraw from the Council so far as the trial of that particular case is concerned, to the end that the accused be tried by a council of seven.

At the trial the accused shall be at liberty to say what he chooses in his own defense.

2. *Duties of the Honor Council Officers*

At the trial of the case, the presiding officer of the Honor Council shall conduct the meeting. Minutes of the trial shall be kept by the Secretary. These minutes shall be the property of the Honor Council, whose duty it shall be to see that they are stored in the College vaults.

3. *Witnesses*

A witness called to testify must appear before the Honor Council and must give such testimony pertaining to the case as may be requested by the Council. Lying before the Honor Council is in itself a violation of the Honor Code.

4. *Minutes*

The minutes of any trial may be inspected in the presence of two or more members of the Council by persons satisfying the Council of their legitimate interest in the case. In the event that the accused is declared innocent, the minutes of the trial shall be destroyed.

5. *Failure to Stand Trial*

Should the accused leave the College without appearing before the Honor Council for trial, the accuser shall report the name of the accused and the breach of honor to the presiding officer of the Honor Council. The Honor Council shall then record the facts of the case and advise the President of the College that the student withdrew under suspicion of a breach of honor.

PENALTY FOR A BREACH OF HONOR

A violation of the Honor Code is punishable by dismissal from College. The essential basis of the Honor System is that all honor is indivisible and as such calls for the same treatment; but the penalty may be modified when in the opinion of the Council conclusive reasons for doing so exist.

If, after trying a case, six of the seven members of the Council are convinced of the guilt of the accused and so cast their votes in a secret ballot, the Honor Council shall immediately report its findings and recommendations to the President of the College.

Penalties shall be imposed promptly, and, in the case of dismissal, the President of the College shall have the parents and the Alumni Secretary informed, and shall have the facts recorded on all official records.

RETRIAL OF HONOR CASES

A case may be reopened upon the presentation of new evidence bearing directly on the question of guilt. Persons desiring to reopen a case shall appear before the Honor Council to present such new evidence, and the Council shall determine whether this new evidence is sufficiently conclusive to warrant a retrial. Should the case be reopened, it must be entirely retried.

HONOR COUNCIL PROCEDURE

RIGHTS OF ACCUSED

The accused shall have the following rights in the event he elects to stand trial:

- (1) A right that the charges against him be reduced to writing and served on him personally by some member of the Honor Council before trial. If these charges are so vague or indefinite as not to fairly apprise the accused of the charge or charges against him he may ask for a more definite statement as to time, place, and any other particulars relevant to the case which shall then be furnished him promptly and in advance of the trial.
- (2) A right to a written statement of his rights and duties with respect to the trial, and the procedure thereof. This shall be given him at the same time he is served with notice of the charge or charges against him.
- (3) A right to have the opportunity to seek the advice of his parents, teachers, or spiritual advisor, and that matters told in confidence not be disclosed.
- (4) A right to a trial at a proper time and place. In general the trial should not be held with undue haste, nor, on the other hand, should it be postponed unnecessarily. Trials should not be held for too long periods of time without recess, or at unseemly hours. In general there should be a recess every two hours, and no trial should continue past midnight though members of the Council, if they so desire, may deliberate until a majority ask that proceedings be recessed.
- (5) A right to summon witnesses and to testify in his own behalf, but the number of character witnesses, if any, may be reasonably limited by the Council.
- (6) A right to be confronted with the witnesses, and to question them.
- (7) A right that he not be tried for one offense, e.g. cheating, and convicted on another e.g. lying before the Council, without the same opportunity to defend himself against any other charge.
- (8) A right that his or her husband or wife, or brother or sister of the full blood or of the half blood or by legal adoption, not testify against him.
- (9) A right to request the President of the College to review a finding of guilt and the propriety of the penalty. This right must be exercised promptly after notification of the accused by the President of the College or his administrative assistants of the penalty. The request should be made in writing and should state clearly the reasons relied upon for reversal or modification. The accused shall not attend classes or take part in any College function while his request is under consideration.
- (10) A right to elect to be tried separately where he is one of two or more accused of a joint violation. If none of those accused jointly of an alleged joint offense request separate trials they may be tried jointly or separately as the Council deems best.
- (11) A right, even though guilty, to present evidence of extenuating circumstances.
- (12) A right in event of acquittal in a separate trial, that the minutes and recordings of his trial be destroyed promptly after the expiration of two weeks from the time he is notified of his acquittal. A verdict of acquittal is not final during this period and the case may be re-opened for good cause shown at the request of any party

in interest. If so re-opened it is to be regarded as a continuation of the original case.

- (13) A right to an acquittal unless at least six out of seven of the Council believe that the charge or charges against him have been proved beyond any reasonable doubt.
- (14) A right to ask any member of the Honor Council who will not be a witness (except the Chairman), to be his counsellor. If the accused does not wish such a counsellor then the Chairman shall direct one member of the council to withdraw from the council so far as the trial of that particular case is concerned, to the end that the accused be tried by a council of seven. If the accused does request a counsellor, the duties of such counsellor shall be as follows:
 - (a) To explain to the accused his rights and duties.
 - (b) To investigate the charges to determine whether or not any violation of the Honor Code is charged, to investigate the facts, and to counsel the accused as to the best way to present any honest defense or mitigating circumstances, but the counsellor shall not himself advise the accused as to whether or not he should plead guilty or not guilty, as that decision must be made by the accused himself.
 - (c) During the trial to question the accused and all witnesses if he thinks such questioning may be helpful in presenting the case of the accused in the best possible way, but he shall have no right to argue the case of the accused before the council or to participate in the deliberation of the Council; and this last for the purpose of avoiding the appearance of having one member of the Council defending and seven members prosecuting.
 - (d) Not to disclose to anyone any matter relevant to the case that has come to him in his capacity as counsellor unless expressly requested to do so by the accused himself.

DUTIES OF ACCUSED

If he elects to stand trial, the accused shall be under the following duties:

- (1) A general duty to co-operate reasonably with the Council in conducting the trial and bringing it to a close without undue delay.
- (2) A duty to answer all relevant questions frankly, fully, and honestly unless such answers would tend to expose him to the probability of a criminal prosecution in which case the accused if he does not wish to answer, shall so state, but any such refusal to answer may be considered by the Council in determining the issue of guilt or innocence.

RIGHTS OF ACCUSER

- (1) An accuser shall have the right to be present at the trial, if he so desires, so that he can satisfy himself that his complaint has been properly heard and considered. He shall take no part in the trial unless called as a witness.
- (2) He shall have a right to be advised of the final decision.
- (3) He shall have a right that neither his person nor his property shall be insulted, molested, threatened, or damaged because of his part in the trial.

CONDUCT OF TRIAL

- (1) Every trial shall be conducted by a council of seven members. Should some of the regular members be unavailable the Chairman, with the advice of the members who are available, may appoint any member of the student body as a temporary member of the Council. In the absence of the Chairman the Vice Chairman shall perform all the functions that would otherwise be performed by the Chairman. In the absence of both the Chairman and Vice Chairman the remaining members shall elect an acting chairman.
- (2) The Chairman of the Council shall preside.
- (3) The accused and all witnesses shall be reminded that lying in an Honor Council trial is itself a violation of the Honor Code.
- (4) The questioning of the accused and all witnesses shall be done by the Chairman. When he is through questioning, each member of the Council shall be given the privilege of asking additional questions. Then the accused may ask the witnesses any questions he wishes to ask. When he is through, the witnesses may be asked additional questions by any member of the Council. Then the accused may ask additional questions, and so on, until all parties are satisfied for the time being that the witnesses can furnish no further information. Hearsay evidence may be heard in the discretion of the Chairman when some useful purpose may be served thereby and there is some guarantee of its reliability. The chairman shall pass on all questions raised as to relevancy of proffered evidence, and where no unfairness is likely to result, may depart from the order of procedure set forth above.
- (5) Where the evidence consists in whole or in part of written work or other exhibits, the accused shall be permitted to examine them during the course of the trial.
- (6) Witnesses may be recalled in the light of new or unexpected developments.
- (7) No trial shall be held on Sunday or on any religious holiday in the event that anyone connected with the trial objects in good faith to its being so held.
- (8) The accused shall not have a right to be represented by counsel unless in the opinion of the majority of the Council he is incapable of properly presenting any defense he may have. In such a case some other student approved by the accused and the Dean of Men or Dean of Women may act for the accused.
- (9) Any student who in the opinion of the Council refuses to testify frankly and fully shall be reported to the Chairman of the Discipline Committee of the College.
- (10) If six or more of the seven members of the Council participating in a trial shall believe the accused guilty beyond a reasonable doubt he shall be deemed guilty as charged; otherwise he shall be acquitted.
- (11) The Council after having found an accused guilty shall by two-thirds ($\frac{2}{3}$) vote of the Council recommend the penalty which normally shall be dismissal from the College. If two-thirds ($\frac{2}{3}$) or more of the Council believe that there are extenuating circumstances of an exceptional nature and wish to recommend a less severe penalty, they shall put that recommendation in writing along with the alleged extenuating circumstances. In determining guilt or penalty it is not proper to consider extraneous matters not brought out at the trial.
- (12) If the finding be one of guilt, that fact shall be reported in writing through the appropriate Deans to the President of the College along with the recommended penalty and alleged exceptional extenuating circumstances (if any). The accused

should be notified only of the finding of his guilt, and told that the President will in due course notify him of the penalty. The accuser shall also be given notice in writing that the accused has been found guilty.

- (13) If the finding be one of innocence that fact shall be reported in writing to the appropriate Deans. The accused should be notified of that finding and cautioned that the trial may be re-opened for good cause within a period of two weeks at the request of any interested person. The accuser shall be given notice in writing that the accused has been acquitted.
- (14) At the request of the accused, or of the parent or guardian of the accused, an observer acceptable to the President of the College shall be permitted to be present during the trial. The College in such an event may also designate a suitable person to act as an observer. Observers, unless called as witnesses, shall take no part in the proceedings and shall not be present during the deliberations of the Council.
- (15) The secretary of the Council shall take and keep minutes of the proceedings. Recording devices may be used if they are under the control of the Council.
- (16) If the accused is acquitted the minutes and recordings of the meeting shall be kept for at least two weeks and shall be destroyed immediately thereafter unless the case has been re-opened for good cause.
- (17) The minutes of any trial may be inspected by the President of the College or his administrative assistants. Others may inspect the minutes in the presence of two or more members of the Council after having first satisfied the Council of their legitimate interest in the case. The recommendations of the Council as to the penalty shall become a part of the minutes from and after the notification of the accused by the President of the College of the penalty imposed and not before.
- (18) Any member of the Council who is an accuser or a witness in a case, is automatically disqualified. A member may also disqualify himself in any case because of interest, bias, close relationship to the accused or to the accuser, or for any other good reason.
- (19) No member of the Council shall communicate in any way with any person not a member of the Council about any case while that case is being tried. After trial, except under unusual circumstances, both discretion and good taste require continued secrecy.
- (20) A failure to follow any of the above stated rules shall not be grounds for a mistrial where there is no reasonable doubt about the guilt of the accused and the propriety of the penalty finally imposed.

RE-OPENING CASES

No case shall be re-opened after the expiration of two weeks from its completion before the Council except for newly discovered evidence provided that the availability of such evidence was unknown at the time of the trial by the party seeking to re-open the case, and provided further that such evidence in the opinion of the majority of the Council would be apt to change the result of the original trial. In such cases either the accuser, the College, or the accused may ask that the case be re-opened. If a case is re-opened after the expiration of two weeks from its completion before the Council it shall be tried anew.

STALE CASES

Any breach of honor alleged to have been committed more than four months before complaint shall be disregarded unless at least two-thirds of the Council believe there has been just cause for delay and that it is still feasible to hold a fair trial.

INVESTIGATIONS OF ALLEGED DISHONORABLE PRACTICES

- (1) Whenever, in the opinion of the President of the Council, or a majority thereof, evidence of probable dishonorable practices should be sought and impounded, and there are reasonable grounds to suppose that such evidence may be found in a particular place, any member of the Council when accompanied by an administrative official of the College or a member of the faculty of the College above the rank of instructor, may enter any room or building within the jurisdiction of the College in search of such evidence, and if found, may impound the same for such period of time as shall be necessary for investigation and trial.
- (2) Whenever it is brought to the attention of the Council that there is reason to believe that practices by students in violation of the Honor Code are suspected it shall be the duty of the Council or Councils affected to hold a meeting or meetings for investigative purposes and to summon witnesses who shall be required to disclose to the Council any information requested that is relevant and within their knowledge.

PUBLIC NOTICE OF ACTIONS TAKEN

After the expiration of two weeks from the completion of any case the Councils shall cause to be posted on the Library Bulletin Board notices of the charge for which an accused was tried whether found guilty or acquitted, and the penalty, if any, that was imposed. A copy of this notice shall also be sent to the Editor of the *Flat Hat* along with a request that it be printed in a conspicuous place in that paper. The notice shall make no mention of any names.

AMENDMENT

These rules may be amended from time to time by three-fourths vote of each Honor Council concurred in by the President of the College.

ACADEMIC REGULATIONS

SYSTEM OF GRADING AND QUALITY POINTS

The work of each student in each course in an academic subject is graded A, B, C, D, or F. The chart below indicates the meanings and quality points of these grades.

<u>Grades</u>	<u>Meanings</u>	<u>Quality Points</u>
A	Superior	3
B	Good	2
C	Average	1
D	Passing	0
F	Failing	0

The work in required physical education is graded S (Satisfactory) or F (Failed).

In addition to the grade A, B, C, D, and F, the symbols "G", "I", and "X" are used on grade reports and in the College records. "G" indicates that the instructor has deferred reporting the student's grade. "I" indicates that the student has postponed, with the consent of the instructor, the completion of certain required work other than the final examination. "X" indicates absence from the final examination. "I" automatically becomes F at the end of the next semester if the postponed work has not been completed. "X" automatically becomes F at the end of the next semester unless a deferred examination is permitted by the Committee on Academic Status.

GRADE REPORTS

Reports showing the standing of students in their classes are sent to their parents or guardians at the middle and the end of each semester.

DEAN'S LIST

Reports showing the standing of students in their classes are sent to parents or guardians at the middle and the end of each semester. Students who in any semester make thirty-three quality points with at least 3 hours of A and at least 9 hours of B and with no grade below C, in academic subjects, and who do not receive a grade of F in required physical education and who make a quality point average of at least 2.0, are placed on the Dean's List for the following semester and are entitled to special privileges.

GENERAL REQUIREMENTS FOR THE DEGREES OF A.B. AND B.S.

One hundred twenty-four semester credits are required for graduation. Of these one hundred twenty-four semester credits, one hundred twenty must be in academic subjects and four in required physical education. A minimum of one hundred twenty quality points in academic subjects is required.

STUDENT'S PROGRAM

1. *Normal Program*

All students, other than graduate and part-time students are required to carry the normal program of at least fifteen (15) and no more than seventeen (17) semester hours (counting courses in physical education).

2. *Exceptions to the Normal Program*

The following are regular exceptions to the normal program:

A. **More than Normal Program.** Any student may, with the consent of his advisor, carry eighteen (18) semester hours (counting courses in physical education).

B. **Less than Normal Program.** Seniors who can complete the degree requirements by carrying less than the normal program are permitted to carry as few as twelve (12) semester hours.

C. **Veterans.** Veterans who have received credit for military service and who are not required to take physical education may be permitted to carry as few as fourteen (14) semester hours in each semester of the freshman year.

Further deviations from the normal program, when warranted by special circumstances, will be permitted by the Committee on Academic Status; students desiring this permission should apply in writing to the Dean of Men or the Dean of Women. Only to exceptionally able students, however, will permission to carry more than eighteen semester hours be granted.

CLASSIFICATION OF STUDENTS

The class standing of students is determined by the number of credits in academic subjects and the number of quality points which they have acquired. The social standing of every student is identical with the academic. The chart below indicates the number of credits and quality points necessary for classification as a sophomore, junior, or senior:

<u>Classification</u>	<u>Credits</u>	<u>Quality Points</u>
Sophomore.....	24	24
Junior.....	54	54
Senior.....	85	85

CHANGES IN REGISTRATION

In order to drop a course or add a course from the program of courses for which he originally registered, a student may follow these procedures:

1. *During the One-Week Period after Registration*

In order to change his registration during this period, the student must take his card to his advisor and to the faculty persons involved for their approval before taking it to the Dean of Men (in the case of men students) or the Dean of Women (in the case of women students).

2. *After the One-Week Period*

After this one-week period there shall be no changes in registration unless *first* approved by the Dean of Men (in the case of men students) or the Dean of Women (in the case of women students).

If the application for a change is granted, the Dean will then notify the Registrar of the change. The Registrar, in turn, records the change on the student's registration card and informs the instructor or instructors concerned. Unless a course change has been made in this manner, it has no official standing and will not be recognized as valid by the College.

A student who carries more than fifteen (15) hours may drop to the normal load up until the mid-semester without prejudice by filling out the necessary forms in the Office of the Dean of Men or the Dean of Women.

WITHDRAWAL FROM COLLEGE

Students who desire to withdraw from the College should apply to the Dean of Men or the Dean of Women for permission to withdraw. The permanent record card of any student who withdraws from the College without permission from the proper dean will carry the notation "Withdrew unofficially".

It is the policy of the College to allow appropriate credit to students who withdraw from the College during the course of a semester to enter military service. The regulations defining this policy are available on request.

CONTINUANCE IN COLLEGE

A freshman must accomplish for the session at least 18 semester credits in academic subjects and earn at least 12 quality points. During the first semester he must pass at least five (5) semester hours of academic work. An upperclassman or unclassified student must accomplish for the session at least 20 semester credits in academic subjects with at least 20 quality points. A student who has completed 4 semesters may not continue in college unless he has accumulated at least 40 semester credits in academic subjects and 40 quality points.

<u>Student</u>	<u>Semester Credits</u>	<u>Quality Points</u>
Freshman	18	12
Upperclassman	20	20
Unclassified student	20	20
Student who completes 4 semesters	40	40

A student who has not met the requirements pertinent to his status may not register either in the summer session or the regular session, except by the advice and consent of the Committee on Academic Status. Finally, when a student is not profiting by his stay at the College, or whenever his influence is detrimental to the best interest of the College such a student may be required to withdraw.

A student who has failed to meet the requirements for the degree of Bachelor of Arts or Bachelor of Science within five years of residence in College will be automatically debarred from further attendance at the College; provided, however, that when a student has been permitted to reduce his schedule below that normally required, the total period of residence permitted for the completion of the degree requirements shall be extended in pro-

portion to the reduction permitted. In the application of this regulation, each nine weeks' summer session will be counted as three-fifths of a semester.

The College will not accept credit acquired elsewhere unless the student was in good standing at William and Mary at the time the credit was acquired.

ABSENCE FROM CLASSES AND FROM COLLEGE

1. *Class Attendance*

An educational system centered upon classroom instruction justifies a set of regulations and procedures to aid in assuring satisfactory class attendance. These attendance regulations are designed by the Faculty to limit the number of unnecessary class absences since irregular class attendance jeopardizes the student's progress and detracts both from instruction and from learning. These regulations provide that a large measure of individual responsibility be given to students on the Dean's List and to those in more advanced courses.

2. *Registration Appointments*

Students are expected to keep their registration appointments. Unless excused by the Dean of Men or the Dean of Women, students who fail to present themselves at the appointed time of registration will be placed on *absence probation*.

3. *Absences in 100 and 200 Courses*

Students are expected to be present at all their regularly scheduled classroom appointments. All absences in 100 and 200 courses are reported weekly by the instructor to the Dean of Men or the Dean of Women. A warning shall be issued by the dean to any student for whom a total of one unexcused absence per credit hour of a course has been reported, and if a subsequent unexcused absence is reported in that course, the student will be placed on *absence probation*.

Any additional unexcused absence in that course will make the student subject to suspension from the College by action of the Committee on Academic Status. The authority for excusing absences from 100 and 200 courses is the Dean of Men or the Dean of Women, who will notify the instructor of all absences so excused.

4. *Absences in 300, 400, and 500 Courses*

Students whose attendance, in the opinion of the instructor, becomes unsatisfactory in 300, 400, and 500 courses and in courses of Law, shall be reported to the Dean of Men or the Dean of Women. When such a report has been received, a warning shall be issued by the dean, and if a subsequent unexcused absence be reported in that course, the student will be placed on *absence probation*.

Any additional unexcused absence in that course will make the student subject to suspension from the College by action of the Committee on Academic Status. The authority for excusing absences from 300, 400, and 500 courses and from courses in Law is the instructor in the course.

5. *Absences Before and After Holidays*

Students, unless on the Dean's List or unless excused by the Dean of Men or the Dean of Women, who fail to keep their last scheduled classroom appointment in each of their courses preceding and their first scheduled classroom appointment in each of their courses following the Thanksgiving, Christmas, and Spring holiday periods will be placed on *absence probation*.

6. *Absence Probation*

After the completion of one semester of regular college work beyond the one in which the absence probation was incurred, *absence probation* will be removed. A student placed on *absence probation* under any of the above provisions (whether for absence from a registration appointment, for absence immediately before or after a holiday, or for absence from classes at other times) who, before the absence probation is removed, incurs a second absence probation, shall be subject to suspension from the College by action of the Committee on Academic Status, and if suspended, may not apply for readmission until a full semester has elapsed, but a student readmitted after such suspension shall not be considered as being on *absence probation*.

7. *Dean's List Students*

Attendance regulations, with the exception of registration appointments, do not apply to students on the Dean's List, or to those students who are enrolled in a course for which they will not claim college credit.

EXAMINATIONS

1. *Excused Absences*

The examinations, given at the end of each semester, take place at the times announced on the examination schedule, which is arranged by the Dean of the Faculty and posted at least two weeks before the beginning of the examination period. Students are required to take all of their examinations at the times scheduled, unless excused on account of illness or other sufficient reason by the Dean of Men or the Dean of Women. Students should present their reasons for an expected absence to the proper dean in advance of the examination. No excuse on the ground of illness will be accepted unless it is approved by the College Physician.

2. *Deferred Examinations*

Deferred examinations are provided for students who have been excused by the Dean of Men or the Dean of Women from taking their examinations at the regular time. The deferred examinations for the courses in the first semester are given in the fourth week of second semester; the deferred examinations for the courses in the second semester are given during the orientation period in September.

Except in very exceptional circumstances students are not permitted to postpone the taking of a deferred examination beyond the first occasion thus regularly provided; and in no case will permission to take a deferred examination be extended beyond a year from the time of the original examination from which the student was absent.

The schedule of the deferred examinations, arranged by the Dean of the Faculty, will be posted several days in advance of the time at which they are given, and a copy of this schedule will be mailed to each student who is entitled to take a deferred examination.

SCHOLARSHIPS

All students who hold scholarships must make a quality point average of 1.0, or better, during the first semester to have the award continued for the second semester. Only those students who hold scholarships throughout a full session will be listed with the Scholarship Holders in the catalogue.

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES AND ELIGIBILITY FOR CLASS OFFICE

1. *Extra-Curricular Activities*

Students are required to pass twenty-four (24) semester credits during the previous year before they may represent the College in athletic contests, inter-collegiate debates, dramatic productions, or other similar extra-curricular activities.

2. *Class Office*

No student shall be eligible to hold a class office unless he is a member in good standing of the class which he represents.

STUDENT EMPLOYMENT

In order that a student may have a balanced program of work and study, the College has set the maximum number of hours of employment at fifteen (15) per week in the case of an average student. For a student who shows superior academic achievement and extreme need, twenty (20) hours per week may be permitted by the Committee on Scholarships and Student Employment upon application to the Director of the Work-Study Plan.

STANDARDS AND RULES OF SOCIAL CONDUCT

GENERAL STATEMENT

Registration as a student at the College of William and Mary implies that the student will familiarize himself with the rules and regulations governing the conduct of students, and that he will abide by such regulations so long as he remains a student at the College.

When students other than day students are permitted to withdraw, or are dropped from the roll, or are suspended, they must forthwith leave Williamsburg and the vicinity. Until this requirement has been fulfilled, they remain subject to the authority of this institution and may be expelled.

Students who have been suspended or required to withdraw for academic or disciplinary reasons may not visit the campus or attend a campus activity without first obtaining permission from the appropriate dean, i. e., the Dean of Men or the Dean of Women.

The College assumes that men and women of college age are able and willing to maintain standards of self-discipline appropriate to membership in a college community. Therefore, the College purposefully refrains from promulgating a rigid code of discipline. However, it reserves the right to take disciplinary measures compatible with its own best interests.

The discipline of the College is vested in the President by the action of the Board of Visitors. Cases involving minor infractions of discipline are handled through the offices of the Dean of Men and the Dean of Women, respectively. Serious infractions are considered by the Discipline Committee, which represents administration, faculty, and students. When men and women are jointly involved in misconduct or violations of College regulations, they will be held equally responsible.

Aside from cheating, lying, and stealing, which fall under the Honor System, and infractions of the rules set down by the Women Students' Cooperative Government Association and enforced by the Judicial Committee, the fundamental test for disciplinary action by the College authorities is whether the behavior complained of tends to throw discredit on the name of the College of William and Mary or to manifest undesirable conduct on the part of the students. The College reserves the right at any time to suspend or dismiss a student whose conduct or academic standing is in its judgment unsatisfactory.

MARRIAGE

1. Student Under Twenty-One

Any minor student who marries without the full knowledge and consent of his or her parents will be required to withdraw. Such consent must be submitted in writing by the parents at least a week prior to the marriage.

2. Students Over Twenty-One

A student twenty-one years of age or over must give written notice in advance of his or her intention to marry. Failure to do so may result in dismissal from the College.

MANNERS AND HABITS OF LIVING

Manners and behavior that would not be tolerated in the student's home cannot be tolerated in the classroom, the dining halls, or the residence halls. The College highly approves of regular habits of living, and these include hours of rising and retiring that are compatible with regular classroom appointments and regular study habits. Long experience has shown a striking correlation between irregular and slovenly habits of living and lack of adequate performance in the classroom.

Students are expected to keep their rooms reasonably neat and tidy at all times. It is also expected that a student's dress and conduct in the dining hall be consistent with that of his home life.

DRESS

Maintenance of high standards of personal dress which characterizes the women students of the College of William and Mary necessitates the establishment of certain regulations concerning the wearing of sports attire. Shorts, pedal pushers, slacks, dungarees, gym suits, or other such clothing are not to be worn in public or in academic buildings (including the Library). Specific regulations concerning the wearing of dungarees or Bermuda shorts outside the residence halls may be found in the Women Students' Cooperative Government Association Handbook.

VANDALISM AND DISTURBANCES

In general, the College strongly disapproves of all forms of vandalism and disturbance. Students who deface property or destroy fixtures will be dealt with summarily. The defacement or destruction of state property is a violation of the laws of the Commonwealth of Virginia. Students who through noisiness or other disturbance continually annoy their neighbors or who participate in riots or mob action will be required to withdraw.

HAZING

Hazing, or the subjection of a student to any form of humiliating treatment, is forbidden. The hazing of students in a state-supported institution is a violation of the laws of the Commonwealth of Virginia.

ALCOHOLIC BEVERAGES

The College wishes to encourage and to promote the highest standards of conduct and personal behavior on the part of William and Mary students. Since the College does not believe in the use of alcoholic beverages by students, a statement of policy is necessary in the interests of the College community.

The possession or consumption by William and Mary students, or their guests, of alcoholic beverages of any kind, or alcoholic content anywhere on the campus or in any College building, residence hall, sororityhouse, or fraternity lodge is prohibited; nor may alcoholic beverages of any kind or content be served or consumed at any dance or other social function given in the name of the College or sponsored by any student organization or group. It shall be the responsibility of the sponsoring student organization or group and its officials to enforce this regulation. Violation of this regulation may be punished by loss of social privileges, probation, suspension, or separation from the College.

RESIDENCE HALL REGULATIONS

RESIDENCE REQUIREMENTS

All undergraduate students, except those coming daily from their homes, are required to live in the College residence halls. Exceptions to this regulation may be granted by the Dean of Students when good reason for doing so exists.

SPECIFIC REGULATIONS

1. *Maintenance of Quiet*

Students are expected to maintain quiet in the residence halls at all times. The use of radios and musical instruments must be confined to such hours as the maintenance of quiet dictates. Students are expected to avoid singing, loud talking, or any unnecessary noise.

2. *Room Furnishings*

Room furnishings supplied by the College consist of single beds, mattresses, a dresser to be shared by two students, a study table, and chairs. (Some rooms for men students are furnished with double decker beds.) Closet space is provided in each room.

Single rooms are furnished with a single bed, a study table, a chair, and a dresser.

Under no circumstances are students permitted to move College furniture from one room to another.

The student furnishes his own linens, pillow, towels, curtains, rugs, blankets, table lamps, or anything else he or she may wish to make the room more attractive. Curtains, bedspreads, and other such personal items can be readily secured in Williamsburg.

Since there are no overhead lights in the bedrooms of Landrum Hall, students assigned there must provide desk lamps.

Hanging pictures, maps, pennants, papers, or bulletin boards on the walls is not permitted. Such items *must* be hung from the picture molding.

3. *Room Keys and Key Deposits*

(A) Men Students.

In the case of men students, each occupant of a room must secure a key to that room from the Office of the Dean of Men, Room 206-B, Marshall-Wythe.

A deposit of \$1.00 is charged for each key. The deposit is refunded when the room is vacated and the *key and receipt* are returned at the end of the school year.

The deposit on a key will be refunded only to the original possessor of the key upon vacating his room provided the key and the receipt are surrendered within one week after the room is vacated.

(B) Women Students.

Women students living in the residence halls will be issued keys to their rooms upon request.

A deposit of \$1.00 is charged for each key. The deposit is refunded when the room is vacated and the key is returned at the end of the school year.

(C) Both Men and Women Students Note:

If a student's room assignment is officially changed, he or she must exchange keys at the Office of the Dean of Men or the Office of the Assistant Dean of Women, as the case may be.

4. *Room Assignments*

Room assignments for women students will be made by the Assistant Dean of Women. Room assignments for men students will be made by the Dean of Men. Present occupants of a room will be given first priority, after which assignments will be made in the order of priority of application.

5. *Room Deposits*

A deposit of \$25.00 is required by the College for a student to reserve a room. This payment is made to the Auditor and is applied to the student's regular College account.

Students enrolling for the first time may not make a room reservation deposit until they have been notified of their admission to the College.

Students already enrolled may make their deposits any time after the beginning of the second semester. This deposit *must* be paid before May 1st. No room will be reserved for students who have not paid their room deposits by the specified date. Those students making late deposits are reminded that they will not be accepted until one month after this specified date.

The \$25.00 deposit is also required of those students who plan to reserve a room in a sorority house or fraternity lodge, and must be paid by the specified date.

Former students, whose stay at the College has been interrupted and who plan to return, should make application for a room at an early date. The \$25.00 deposit is also required of them.

The room deposit will be returned only to those students who cannot be accommodated in the residence halls or who cancel their reservations on or before July 15th.

6. *Change in Room Assignment*

Students are not permitted to change rooms without *first* obtaining approval from the Office of the Dean of Men or the Assistant Dean of Women. All students are given two weeks at the beginning of the semester to become settled in their rooms. Changes after this period will be permitted only after payment of a five dollar room change fee.

No student who has reserved a room in one of the residence halls will be permitted to transfer to a fraternity lodge or sorority house after August 15th.

7. *Mail and Baggage*

(A) Mail. The Post-Office Department does not deliver mail to the residence halls. Mail is delivered only to the fraternity lodges and sorority houses. If a student does not live in a fraternity lodge or a sorority house, his or her mail should be addressed either to General Delivery, Williamsburg, Virginia, or to his or her post-office box.

If a student wishes to rent a post-office box, he should write to the Postmaster, Williamsburg, Virginia. A check or money order for \$6.23 should be made payable to the Postmaster to cover the cost of box rental for the school year. A box rental application may be obtained from the students' local postmaster.

(B) Baggage. Baggage should be addressed to the residence hall and room to which the student has been assigned. In order to assure delivery of baggage to the residence hall the student should forward it by Railway Express. The Railway Express delivers all

baggage to the ground floor of the residence hall. However, if baggage delivered to the women's residence halls is correctly identified with the room number, it will be delivered directly to the women students' rooms.

(C) Note: Once a student is settled at the College, he should specify that letters, periodicals, and packages sent to him be addressed to him either at his post-office box or in care of General Delivery; in care of the College is not sufficient.

8. *Overnight Guests in Residence Halls*

Students desiring to have overnight guests in any one of the residence halls, fraternity lodges, or sorority houses are required to make arrangements in advance with the Assistant Dean of Women or the Office of the Dean of Men as the case may be.

All guests must be registered with the housemothers in residences for women students and with the student residence hall managers in the men's residence halls.

Visits of such guests should be limited in length to three days and confined to weekends.

Parents of students or children under the age of fifteen years are not permitted as guests in the residence halls.

9. *Windows*

There shall be absolutely no talking out of infirmary or residence hall windows by either men or women students.

10. *Pets*

For sanitary reasons, dogs and other pets may not be kept in residence hall rooms or in other residence hall spaces.

11. *Firearms and Ammunition*

Firearms or ammunition may not be kept in the residence halls, or other College buildings, or elsewhere on the campus; except that persons belonging to the ROTC Rifle Team or the Varsity or Faculty Rifle Teams who possess privately owned rifles may store them in the Arms Room of the Department of Military Science and Tactics, and use them in the College indoor rifle range.

The use of firearms for hunting or for target practice elsewhere on the campus or in the College woods except as provided above is prohibited.

Students who violate this regulation will be subject to dismissal.

12. *Fireworks*

Possession of fireworks or the exploding of fireworks in the residence halls or on the campus is prohibited. The exploding of fireworks within the City is a violation of a Williamsburg City ordinance.

Students who violate this regulation will be subject to dismissal.

13. *Electrical Appliances*

Due to the added fire hazard, limited space within the rooms, and reasons of general cleanliness, refrigerators, hot plates, and other electrical appliances for the preparation of food will not be allowed in the residence halls.

14. *Damage to Rooms and Furnishings*

Damage to rooms, furnishings, or the corridor adjacent to the student's room will be charged to the occupant. Pictures, maps, pennants, or bulletin boards may be hung

only from the molding and must not be taped or otherwise fastened to the walls. Markings on the walls will be charged accordingly.

15. *Requests for Repairs*

Requests for repairs, etc., are to be made to the housemother or student residence hall manager.

CLOSING OF RESIDENCE HALLS DURING VACATIONS

1. *Christmas and Spring Recesses*

At the Christmas and Spring recesses all residences for men and women students close at 12:00 noon on the day following the end of classes, and re-open at 12:00 noon on the day before the resumption of classes.

2. *End of the Session*

At the end of the session the residences for men and women students will close at 12:00 noon on the day following the graduation exercises.

3. *Regulations When College Is Not in Session*

Students may not remain in the residences beyond 12:00 noon on the days specified. Exceptions will be made for those men who are employed through the College, in which case arrangements must be made with the Office of the Dean of Men.

Under no condition may guests be entertained in the fraternity lodges, sorority houses, or residence halls when the College is not in session.

AUTOMOBILE REGULATIONS

GENERAL STATEMENT

By regulation of the Board of Visitors, students are not allowed to have automobiles, except by special permission, which is to be secured from the President through the Dean of Men. When a student has secured special permission to have or operate an automobile, it is expected that the use of the automobile will be limited to the purposes for which the permission is granted.

APPLICATION OF THE REGULATION

1. Except as noted below, no student shall, while College is in session, maintain or operate a motor vehicle in Williamsburg or vicinity.
2. Storing or otherwise keeping an automobile in Newport News or Richmond or other places in this area for occasional use is a violation of this regulation.
3. A student who rides in a car which is used in violation of this regulation will be held equally guilty with the owner or driver.
4. If a student wishes to bring his luggage to the College in an automobile, that automobile must be returned to his home before 6:00 p. m. of the day preceding the day on which classes begin. A student must not bring an automobile to the College unless he can provide for its removal from Williamsburg at that time.

SPECIAL PERMISSIONS AND EXCEPTIONS TO THE REGULATION

1. *Special Permission*

(A) Special permission to have automobiles at the College will be granted to physically handicapped students whose disability makes it necessary that they have access to automobile transportation.

(B) Special permission will be granted to those students who can demonstrate that an automobile at the College is essential to necessary part-time employment in Williamsburg.

(C) Candidates for the Bachelor's Degree at the June Commencement are granted special permission to bring automobiles to Williamsburg on the Friday immediately preceding Commencement day and to keep these automobiles at the College until the conclusion of the session. This special permission does not apply to other students.

2. *Exceptions to the Regulation*

(A) Married Students and Day Students

The automobile regulation will not be applied to married students whose families are residing in Williamsburg or to day students who commute to the College from their homes.

(B) Candidates for Master's and BCL Degrees

Students who have been accepted as candidates for the Master's Degree and students who have received the Bachelor's Degree and who are studying for the BCL Degree will be exempt from the regulation.

REGISTRATION REQUIREMENTS

1. *Registration of Vehicles*

All students having automobiles, including day students, students granted special permission to have automobiles and students exempt from the regulation, must register their cars at the Office of the Dean of Men and at the Office of the Superintendent of Grounds and Buildings and are subject to the Student Motor Vehicle Rules and Regulations.

2. *Williamsburg City Tag Requirements*

Every student who keeps a car within the City of Williamsburg for 60 days or more (whether consecutive or not; whether an out-of-state car or not; whether owned by him in whole or in part or not) must procure annually a City tag and keep it attached to his car while driving on any public street or alley within the corporate limits of the City. The year is from April 1 to March 31. The cost of the tag is \$5.00 for a full year.

PENALTY FOR VIOLATION OF THE REGULATION

Students who violate the automobile regulation will be subject to dismissal from the College.

SOCIAL HOURS AND PLACES FOR DATING

SOCIAL HOURS

The social hours for women students, according to their academic classification, are as follows:

A. *During the Semester*

1. First Semester

(A) Freshmen

Monday through Thursday, 7:00 a. m.—7:00 p. m.

Friday, 7:00 a. m.—11:00 p. m.

Saturday, 7:00 a. m.—12:00 midnight

Sunday, 7:00 a. m.—10:00 p. m.

(B) Sophomores, Juniors, and Seniors

Sunday through Thursday, 7:00 a. m.—10:00 p. m.

Friday, 7:00 a. m.—11:00 p. m.

Saturday, 7:00 a. m.—12:00 midnight

2. Second Semester

All women students, regardless of their class have the following social hours:

Sunday through Thursday, 7:00 a. m.—10:00 p. m.

Friday, 7:00 a. m.—11:00 p. m.

Saturday, 7:00 a. m.—12:00 midnight

3. Late Permissions

According to their academic classification, students receive a quota of 11:00 o'clock permissions or "lates". In using these "lates" a woman student must sign out both on her hall chart and on her housemother's late chart.

(A) First semester freshmen are granted six 11:00 o'clock permissions per semester which may be used only on Sundays.

(B) Second semester freshmen are granted twelve 11:00 o'clock permissions per semester.

(C) Sophomores are granted twenty-four 11:00 o'clock permissions per semester.

(D) Juniors are granted thirty-six 11:00 o'clock permissions per semester.

(E) Seniors are granted unlimited 11:00 o'clock permissions per semester.

4. Freshmen, sophomores, and juniors making the Dean's List have the social privileges of their respective preceding class.

B. *During Special Periods*

1. Orientation and Registration Period.

(A) First Semester:

Sophomores, juniors, and seniors are granted additional non-quota 11:00 o'clock late permissions each night.

Social hours for freshmen:

Sunday through Thursday, 7:00 a. m.—10:00 p. m.

Friday, 7:00 a. m.—11:00 p. m.

Saturday, 7:00 a. m.—12:00 midnight.

(B) Second Semester:

All students are granted additional non-quota 11:00 o'clock permissions each night.

2. Reading and Examination Period.

Juniors are granted unlimited non-quota 11:00 o'clock late permissions.

3. Students remaining at College during vacation periods:

Everyday (including the night before classes are resumed), 7:00 a. m.—11:00 p. m., except Saturday, 7:00 a. m.—12:00 midnight.

4. Additional Non-quota Lates.

The night before Thanksgiving Vacation—11:00 p. m.

The night before Christmas Vacation—11:00 p. m.

The night before Spring Vacation—11:00 p. m.

Girls not attending the regular 1:15 a. m. or 2:15 a. m.

Friday night dances have automatic 12:00 midnight permissions.

5. In using these lates, the normal procedure of signing out is followed.

C. *For Special Occasions*

1. Students attending regularly scheduled social events, which end at 12:00 midnight, and which are sponsored by College organizations, may sign out for a 12:15 a. m. permission.

2. Students attending regularly scheduled College dances which end at 1:00 a. m. or 2:00 a. m. may sign out for a 1:15 a. m. or 2:15 a. m. permission, respectively.

3. Students attending regularly scheduled College functions held on nights when their social hours expire at 7:00 p. m. or 10:00 p. m. must sign on the house-mother's late chart and on their hall chart if the event might possibly last beyond 10:00 p. m. This will not count as one of their late permissions if they return immediately after the function. College functions are defined as lectures, plays, concerts, intercollegiate games and matches, religious services, and similar occasions.

REGULATIONS CONCERNING SPECIFIED PLACES FOR DATING

A. *Women's Residence Halls*

Students may date in the women's residence halls during the following hours:

1. Sunday—Friday, 12:00 noon—11:00 p. m.

2. Men may enter the lobbies of women's residence halls after 9:00 a. m. Sunday morning in order to call for women students with whom a date has been previously arranged. There will be no dating in the living rooms of the residence halls before 12:00 noon on Sunday. The intercom system cannot be used before noon Sunday to call dates.

3. Saturday, 12:00 noon—12:00 midnight.

4. Special 1:15 or 2:15 Friday dances, 12:00 noon—12:00 midnight.

B. Steps of Academic Buildings

Students may use the steps of academic buildings fronting on the Sunken Garden for dates.

C. Fraternity Lodges

Subject to limitations that may be imposed by the special house rules of the fraternity, women students are permitted to be in the lodge area during the following hours provided a chaperone is present:

1. Monday through Thursday, 3:00 p. m.—10:00 p. m.
2. Friday, 3:00 p. m.—11:00 p. m.
3. Saturday, 1:00 p. m.—12:00 midnight
4. Sunday, 1:00 p. m.—11:00 p. m.
5. From the beginning of social hours until 6:00 p. m. a woman student may visit a lodge provided another woman guest is present at the lodge visited. From 6:00 p. m. until the lodges are closed to women guests, a woman student may visit a lodge provided a chaperone approved by the Office of the Dean of Women is present at the lodge visited.

D. Matoaka Shelter Picnic Area and College Picnic Grounds

The picnic areas are open for student recreational use until 7:00 p. m. daily. (See Regulations for Matoaka Park, etc., for specifics.)

E. Private Residences or Lodgings

Women students may not visit men's private residences or lodgings without appropriate chaperonage. It is further to be noted that women students may not sign out overnight to motels, hotels, or tourist homes in Williamsburg or vicinity unless accompanied by their parents.

F. Men's Residence Halls

Women will not be allowed to enter men's residence halls unless there is a lounge or lobby specifically reserved for the reception of women and other visitors. This is construed to mean that women will be allowed to visit in the lobbies of Old Dominion, Monroe, and Brown, and in the lounge in East Bryan *only* on such occasions as open houses or receptions when they are properly chaperoned.

G. Note: Out-of-town dances and parties are unofficial and are *not* under College supervision.

REGULATIONS FOR MATOAKA PARK, THE SHELTER AREA, AND THE COLLEGE PICNIC GROUNDS

THE AREA

1. *Matoaka Park*

Matoaka Park includes the wooded area of approximately 1,200 acres west of the campus, lying between Jamestown and Ironbound Roads. In the midst of the Park is Lake Matoaka extending from Jamestown Road northward in five branches. Extensive ravines and marshes cover a large portion of the Park and make it unsuitable for unrestricted use; moreover, since the Park is untended, there is considerable fire hazard. For these reasons, only the Matoaka Theatre Area and the Picnic Grounds are open to student use.

2. *Matoaka Shelter Picnic Area*

The Matoaka Shelter Picnic Area and the Lake Matoaka Theatre are located within an enclosed area off Jamestown Road to the east of Lake Matoaka.

3. *College Picnic Grounds*

The College Picnic Grounds are between the tennis courts and the road running behind the Fraternity Lodges.

The Shelter Picnic Area and the College Picnic Grounds are open for recreational student use daily until 7:00 p. m. Women students, however, may not at any time enter any part of the College wooded area alone.

REGULATIONS

1. *General*

The fundamental criterion upon which rules of deportment at the College are based is whether or not the behavior in question tends to throw discredit on the reputation of the College or to manifest unsuitable conduct. Those same general rules of conduct which govern all social affairs at the College shall be adhered to at all times by all persons in all parts of the College wooded area and picnic grounds. The College regulation concerning the use of intoxicating liquors will apply to these areas. Picnic grounds are regarded as social areas similar to the fraternity lodges.

2. *Use of the Matoaka Shelter Picnic Area*

Student groups and other College groups (faculty and staff) will have priority for the use of picnic facilities within the Matoaka Park enclosure. When the Park is not scheduled for College use, local organizations (religious, civic, etc.) may be permitted to use the picnic facilities. The area is available for the scheduling of picnics by students and other College groups from the date College opens in September to November 15, and from April 15 to June 1. During the summer session, when the Jamestown Corporation is producing a play in the Matoaka Theatre, picnics will not be scheduled. The picnic facilities in the enclosed area will be reserved during this period for patrons attending the play.

Permission to use the Matoaka Shelter Picnic Area must be obtained in advance through application to the Dean of Students. Chaperones are necessary.

3. Use of the College Picnic Grounds

Students may use the picnic facilities in this area (between the tennis courts and the road running behind the fraternity lodges) without advance scheduling. Chaperones are not necessary.

4. Hours

In general, the picnic areas are open for student recreational use until 7:00 p. m. daily. From time to time, especially in certain seasons, other closing times may be posted.

5. Picnicking and Fires

Picnicking shall be confined to the areas designed for this purpose. Fires are prohibited except at locations where fireplaces or ovens have been provided. Trash from picnics must be deposited in receptacles provided for this purpose. The cutting of flowers and foliage is prohibited.

6. Firearms

The use or possession of firearms for hunting, target practice, or other purposes is prohibited at all places throughout the park area. Violators of this regulation are subject to prosecution at law.

7. Fishing and Swimming

Matoaka Park, including Lake Matoaka, has been designated as a State game and fish sanctuary.

Swimming in Lake Matoaka is prohibited for the reason that the water purity is below minimum standards required by the Department of Public Health and the extensive undergrowth in the lake bottom makes swimming hazardous.

REGULATIONS GOVERNING THE USE OF THE COLLEGE LIBRARY

1. *Principles of the Honor System*

The principles of the Honor System are observed in all departments of the Library. The removal of materials from the Library or from one location to another within the Library by other than established regulations is considered an offense similar to the theft of other property on the campus.

Lying or any form of deceit with regard to the borrowing of books or the use of any materials is considered an infraction of the Honor System and will be reported to the Honor Councils.

2. *Open Stack Method*

The open stack method prevails throughout the Library system. Students are privileged to go freely to the stack rooms and to select the books they wish or to browse at leisure. A student may borrow from the general collection as many books at one time as he may need.

3. *Loan Desks*

All books borrowed from the Library, except reserved books, are to be charged at the loan desks. When necessary, a book may be recalled by the Librarian at any time. Library materials are not transferable.

4. *Time Limits and Fines*

Most books circulate for two weeks and are subject to a fine of two cents daily when overdue. Borrowers wishing to have loans renewed must bring the books to the loan desks. A book may be renewed consecutively only twice by any one borrower.

Books which are on reserve may be borrowed for overnight, three days, or seven days, as specified on the date due slip. Overnight reserve books may be borrowed one hour before the final closing period and are to be returned the following day, one hour and fifteen minutes after the Library opens. Three-day and seven-day reserve books may be borrowed at any hour and are to be returned prior to the final closing of the Library on the date due.

The fine on overnight reserves is 25¢ for the first hour, or fraction of an hour, and 5¢ for each additional hour; fine for three-day and seven-day books is 25¢ per day. See chart of fines given below:

<u>Type of Book</u>	<u>Fine</u>	<u>Time Overdue</u>
Overnight Reserve	25¢	First hour overdue; 5¢ each additional hour
Three-day Reserve	25¢	Per day
Seven-day Reserve	25¢	Per day
Regular (Two weeks)	2¢	Per day

5. *Non-circulating Materials*

Reference Room books, desk reserves, and other non-circulating materials may not be taken from the room in which they are shelved.

6. *Magazines*

Current issues of magazines are not available for loan. Back issues may be borrowed on the same schedule as overnight reserve books. Not more than three items may be issued to a borrower.

7. *Phonograph Records*

Phonograph records may be borrowed on the same schedule as three-day books. Each borrower is limited to the loan of three records at any time.

8. *Overdue and Misplaced Materials*

Overdue materials or fines outstanding for more than two months are reported to the Dean of Students. Materials misplaced by a borrower should be reported to the Library immediately. Replacement costs for lost items are assessed on the basis of the current list price: a minimum of \$2.50 is charged for any out-of-print item.

9. *Law Library*

The Law Library reading rooms are restricted to the use of officially enrolled students in the Marshall-Wythe School of Law.

10. *Hours:*

GENERAL LIBRARY

Monday through Friday—8:00 a. m. to 5:30 p. m.
7:30 p. m. to 10:00 p. m.

Saturday—8:00 a. m. to 5:00 p. m.

Sunday—2:00 p. m. to 5:00 p. m.
6:30 p. m. to 10:00 p. m.

LAW LIBRARY

Monday through Friday—8:00 a. m. to 5:30 p. m.
6:30 p. m. to 11:00 p. m.

Saturday—8:00 a. m. to 12:00 noon

Sunday—2:00 p. m. to 5:00 p. m.
6:30 p. m. to 10:00 p. m.

MISCELLANEOUS REGULATIONS

STUDENT HEALTH SERVICE

1. *Purpose of the Health Service*

The purpose of the Health Service is fourfold: (1) improvement of the health of the students; (2) prevention of diseases; (3) supervision of campus sanitation, which includes inspection of sanitary conditions of cafeterias, dining halls, residence halls, swimming pools, periodic examination of all food handlers in College eating places, inspection and analysis of College water and milk supplies, etc.; and (4) instruction of students in matters essential to healthful living.

2. *Infirmary*

The Health Service is housed in the David J. King Infirmery, a modern, fireproof building containing an out-patient clinic, a dispensary, waiting rooms, diet kitchens, nurses' quarters, and an eighty-bed infirmery.

3. *Health Certificate*

A health certificate is required of all entering students.

4. *Medical Services*

During each semester, each student is entitled to the use of the Medical Services which consist of the following:

- (1) Medical care in the Health Service clinic for minor and incipient illnesses and accidents. Necessary staple drugs and dressings are included.
- (2) Health consultation service with the medical staff or with College health consultants.
- (3) Special medical examinations for the certifications of students, which is required for participation in intercollegiate athletics and other forms of strenuous activity.
- (4) A medical examination by the College physician of all freshmen and transfer students and for reinstatement following withdrawal for illness or other cause. Recommendations to the Physical Education Department and to faculty advisors are then made regarding the physical condition of the student, thus enabling him to arrange his program within his physical capacities.
- (5) Hospitalization in the Health Service Infirmery for a limited period, for minor and incipient illness when bed care is advised by the College Physician. The College does not, however, assume the cost of special nurses, consulting physicians, surgical operations, X-ray, or laboratory tests, care in other hospitals, or special medications. Meals are charged the student at the prevailing dining hall rate.

The College Health Service affords the student general medical treatment and bed care in the Infirmery for a period up to three weeks for minor and incipient illness and accidents. Staple drugs are supplied without additional charge. Isolation and care for common communicable diseases are provided.

5. *Consultation with Personal Physician*

While at the College, a student's first medical contact, in case of illness or an accident, should be with the College Health Service. Further consultation may be had with a physician of the student's choice.

6. *Hours*

The Infirmary is open, and a nurse is on duty twenty-four hours each day. The doctor is on call twenty-four hours each day. The following hours have been established for out-patients:

Nurse's Hours:

7:30 a. m. to 10:00 a. m.
12:30 p. m. to 2:30 p. m.
6:00 p. m. to 8:00 p. m.

Doctor's Hours:

8:30 a. m. to 10:15 a. m.
6:30 p. m. to 7:30 p. m.

COLLEGE DINING HALL

1. *Freshmen and Sophomores*

All residence hall students who are classified academically as freshmen or sophomores are required to board in the College Dining Hall.

2. *Juniors and Seniors*

For all students who have the necessary semester credits (54 or more) and quality points (54 or more) to be classified as juniors and seniors, boarding at the College Dining Hall is optional.

3. *Meal Tickets*

Meal tickets are not transferable and may be used only by the person to whom issued.

4. *Hours*

The hours of the Main Dining Hall are:

Breakfast—7:00 to 8:30 a. m.
Lunch—11:45 a. m. to 1:30 p. m.
Dinner—5:00 to 6:30 p. m.

Short order service is provided in the Wigwam from 7:00 a. m. to 10:30 p. m.

USE OF THE COLLEGE NAME

Permission for persons associated with the College to give a public performance must be obtained from the President. The use of rooms in College buildings for displaying samples and goods for sale is not permitted. The name of the College is not to be used in connection with any organization or activity without the consent of the College.

STUDENT GOVERNMENT REGULATIONS

ORGANIZATION OF STUDENT GOVERNMENT

1. *Senate and Assembly*

The Constitution of the Student Body of the College of William and Mary provides for a Senate and an Assembly whose powers extend to all student activities common to both men and women.

2. *Women Students' Cooperative Government Association*

A separate organization, the Women Students' Cooperative Government Association, deals with the student activities which concern the women solely.

These two organizations cooperate with the College in administering the regulations which govern student life.

3. *General Cooperative Committee*

The General Cooperative Committee, consisting of students, members of the faculty, and administrative officers, serves as a clearing house for matters of general concern to the entire College.

STUDENT ELECTIONS

Article V of the By-Laws of the Student Assembly sets forth the procedure to be followed in the conduct of the Student Elections and describes the qualifications for office. (See Appendix.)

ACTIVITIES OF CLUBS

Regulations governing the activities of clubs are set forth in Article VII of the By-Laws of the Student Assembly. (See Appendix.)

FRESHMAN RULES

Freshman ("duc") rules are stated in Article X of the By-Laws of the Student Assembly. (See Appendix.)

REGULATIONS FOR FRATERNITIES AND SORORITIES

SOCIAL RULES

1. *Calendar of Events*

A proposed calendar of events planned by a fraternity or a sorority during each semester must be submitted to the Dean of Students prior to the opening of the semester.

This proposed calendar should include dates of regular meetings, pledgings and initiations, as well as dates of parties, dances, serenades, receptions, and other social events contemplated by the group.

The proposed calendar will be reviewed by the Dean of Students, who will return an approved calendar to the fraternity or sorority.

2. *Number of Social Events*

(A) Dances or Parties. No more than three dances or parties may be held by a fraternity or a sorority during the session and not more than two such parties can be held during any semester. For the purpose of these regulations, a party is defined as a dance, dinner (attended by both men and women students), or dinner dance.

(B) Receptions. No more than one reception may be held during each semester.

(C) Picnics or Hay Rides. No more than one picnic or hay ride may be held by a fraternity or a sorority during a semester.

(D) Costume Parties. No costume parties may be held by a fraternity or a sorority without the specific approval of the Dean of Students.

3. *Off-Campus Events*

Parties or dances are not permitted to be held off-campus except with the approval of the Office of the Dean of Students.

4. *Scheduling and Cancellation of Events*

No dance, party, or student event may be scheduled unless a request is made at least three days prior to the day of the party. Three days' notice must be given for cancellation of a scheduled event by the fraternity, the sorority, or the Dean of Students.

5. *Chaperones*

Before a dance, party, picnic (for regulations pertaining to picnics see Regulations for Matoaka Park, etc.), or other social event is held, a complete list of chaperones and guests must be submitted to the Office of the Assistant Dean of Women before noon of the day of the party.

Chaperones must be persons associated with the College and must be married couples or a man and a woman.

During the hours from 3:00 p. m. to 6:00 p. m., Mondays through Fridays, and 1:00 p. m. to 6:00 p. m., Saturdays and Sundays, a woman guest may not visit the lodges except in the company of another woman guest; at all other times within the hours approved for women to visit lodges, a chaperone approved by the Office of the Dean of Women must be present at the lodge visited.

6. *Registration of Chaperones*

(A) For Fraternity Lodges. The registration of chaperones from the approved list for the fraternity lodges must be done through the Office of the Dean of Women.

(B) For Social Events. The registration of chaperones for social events held elsewhere must be done through the Office of the Assistant Dean of Women.

7. *Times for Social Events*

(A) Days of the Week. Parties may be held on Friday or Saturday nights only, except on special occasions specifically approved. No parties will be allowed on Saturday nights when College dances are scheduled.

Fraternity and sorority activities will not be scheduled in conflict with College Convocations, lectures, plays, musical events, and similar College functions.

(B) Hours. Parties held on Friday and Saturday nights must be brought to a close in time for the women to be in their respective residence halls at 12:15 o'clock. All guests are expected to leave the place of the dance or party no later than midnight.

Picnics, hay rides, and other such affairs must be brought to a close in time for the women to return to their residence halls by 9:00 p. m.

Parties held on special occasions must be brought to a close for the women to be in their respective residence halls or houses by 11:00 p. m.

Serenades may be held from 9:00 to 11:00 p. m.

8. *Events During Fraternity Rushing Period*

The Interfraternity Council is required to submit to the Office of the Dean of Students a complete schedule of smokers, parties, entertainments, and all other social events scheduled by the several fraternities in connection with the formal rushing period. This schedule must be submitted no later than one week prior to the date formal rushing begins.

COLLEGE POLICY APPLICABLE TO THE FRATERNITY LODGES

The College has constructed eleven fraternity lodges, financed with endowment funds. These lodges afford comfortable and pleasant accommodations where fraternity men may hold their meetings and social affairs.

Fraternities rent these lodges from the College on an annual permit basis. The permits are renewable so long as the fraternity maintains a sound financial condition and conforms to College rules and regulations and the terms of the permit, and they may be cancelled by the College when a fraternity violates any of the permit conditions.

Fraternities may use the lodges only during each regular session, but they may sublet during the summer to tenants approved by the College.

Rentals paid by students living in a lodge are applied toward the annual lodge rental paid by the fraternity.

The following College policy is applicable to the fraternity lodges:

1. The College has assumed the responsibility for providing the fraternities with lodges at a reasonable cost. It is the responsibility of the College both to protect the corpus of its funds invested in the fraternity housing project and to encourage the fraternities to maintain a sound financial condition.

2. It is the responsibility of the fraternity to maintain a financial position that will provide adequate protection for the funds advanced by the College for housing and at the same time enable the fraternity to maintain its individual standing and the reputation of the fraternity system as a whole.
3. It is the responsibility of the fraternity to protect the property of the College and to maintain such standards of housekeeping as will provide the proper environment for gracious living.
4. It is the responsibility of the fraternity to conform to all social rules as may be established by the College for its well-being.

The general social regulations which govern the use of lodges for social affairs are found above under "Social Rules".

REPORTS AND FORMS

The following reports and forms shall be submitted to the College by the fraternities and sororities:

<u>Form</u>	<u>Contents</u>	<u>Received by</u>	<u>Date Submitted</u>
F-1	Roster of initiates and pledges	Fraternity Officer	2 weeks after date classes begin (1st & 2nd semesters)
F-2	Report of pledging	Fraternity Officer	1 week after pledging
F-3	Report of depledging	Fraternity Officer	1 week after depledging
F-4	Request for approval to initiate	Registrar and Fraternity Officer	3 days before initiation
F-5	(a) Approval for initiation Report of initiation (Prepared by Registrar)	Fraternity from Office of Registrar	Prior to initiation
	(b) Lower half of above form	Fraternity Officer	1 week after initiation*
F-6	Report of election of new officers	Fraternity Officer	1 week after election
F-7	Report of delinquent member and pledge accounts (Fraternities only)	Fraternity Officer	5th day of each month during regular session

*Explanation of College Form F-5. This form, Approval for Initiation and Fraternity's Report of Initiation, is prepared by the Registrar and shall be obtained from the Registrar's Office by the fraternity prior to the date of initiation. The fraternity shall complete the lower half of this form and return the form to the Fraternity Officer within one week after the student's initiation.

The Fraternity Officer shall publish four rushing eligibility lists naming all non-fraternity men in residence who are eligible for fraternity rushing. The lists shall be published at the following times:

(A) Within the first two weeks of the fall semester. Men who entered the College at the beginning of the fall semester are not eligible for inclusion in this list.

(B) Within one week after the issuance of fall mid-semester reports.

(C) Within the first two weeks of the spring semester. Men who entered the College at the beginning of the spring semester are not eligible for inclusion in this list.

(D) Within one week after the issuance of spring mid-semester reports.

Each list shall be considered in force until superseded by a new list. Students not certified on a given list as eligible for rushing may not be rushed by a fraternity.

APPENDIX

STUDENT GOVERNMENT

CONSTITUTION

Preamble

We, the students of the College of William and Mary in Virginia, believing that there are common problems that can be resolved, and common purposes that can be achieved through united effort; and believing that the traditions of student government at William and Mary should be preserved as a sure means of contributing to character and leadership; and desiring to assume responsibility in the management of our affairs, do hereby establish this constitution.

Article I—Name

The name of this association shall be the Student Body of the College of William and Mary in Virginia.

Article II—Membership

The membership of this association shall consist of all regularly enrolled students of the College of William and Mary in Virginia.

Article III—Powers

The powers of the Student Body as herein provided for under this constitution shall extend to all student activities common to both men and women students.

Article IV—Officers

Section 1. There shall be a President of this association who shall be elected by direct vote of the entire student body.

Section 2. There shall be a Vice-President of this association who shall be elected by direct vote of the entire student body.

Section 3. There shall be a Secretary-Treasurer of the Student Body who shall be elected by direct vote of the entire student body. This officer shall be the recording and corresponding secretary and treasurer of the Assembly and the Senate, and shall be a member of the Assembly and the Senate.

Article V—The Assembly

Section 1. The Assembly shall be composed of forty-six members as follows: three men and three women, elected from each of the four classes, each member of this association voting for six candidates from his class; the Vice-President of each of the four classes; the Secretary-Treasurer of each of the four classes; one graduate student elected by the graduate students; and thirteen members of the Senate as provided for in Article VI. For the purpose of this section, graduate student shall be taken to mean any regularly enrolled full-time student who possesses a Bachelor's degree.

The President of the Student Body shall be Speaker of the Assembly.

Section 2. The legislative and the administrative powers of this association shall be vested in the Assembly.

Section 3. The powers and duties of the Assembly shall be such as are provided for in by-laws passed by the Assembly, and approved by the General Cooperative Committee and as constituted in Article VII, and by the President of the College.

Section 4. The Assembly shall, subject to such limitations as may be otherwise contained in this constitution, determine its own rules of procedure; fix its own time and place for meetings; establish regulations governing all student body elections herein and hereafter provided for, including the election of its own membership. It shall have also the power to adopt such rules and regulations for the conduct of its own meetings and for the performance of its duties as the Legislative and the Administrative authority for this association as are not otherwise inconsistent with the provisions of this constitution.

Article VI—The Senate

Section 1. The Senate shall be composed of thirteen members as follows: The Presidents of the four classes; the President, Vice-President and Secretary-Treasurer of the Student Body; the Chairman of the Men's Honor Council; the President of the Executive Council of the Women Students' Cooperative Government Association; the Chairman of the Women's Honor Council; the Chairman of the Women's Judicial Council; the President of the Pan-Hellenic Council; the President of the Interfraternity Council.

Section 2. The Senate shall be a permanent standing committee of the Assembly, to which all by-laws shall be referred, and it shall represent the Assembly on the General Cooperative Committee.

Section 3. The Vice-President of the Student Body shall preside over the Senate.

Section 4. The President of the Executive Council of the Women Students' Cooperative Government Association shall be the Vice-Chairman of the Senate.

Section 5. No member of the Senate shall be eligible for election to the Assembly for the same term.

Article VII—The General Cooperative Committee

Section 1. The General Cooperative Committee shall be composed of twenty-three members as follows: the President of the College; four Administrative officials; four Faculty members; the Executive Secretary of the Society of the Alumni; the Senate; and the Editor of the *Flat Hat*.

Section 2. The General Cooperative Committee shall meet at least once a month, during the regular college session.

Article VIII—Elections

Section 1. The Class officers shall be elected by the direct vote of their respective classes.

Section 2. The President of the Student Body, Vice-President of the Student Body, Secretary-Treasurer of the Student Body, and Class Officers, with the exception of the Officers of the Freshman Class, shall be elected at least two weeks prior to the date set by the Assembly for the elections of its new members.

Article IX—Amendments

Amendments may be made to this constitution by a two-thirds vote of the total membership of the Assembly after a resolution for amendment has been tabled for one regular meeting.

Article X—Ratification

This constitution shall go into effect immediately upon its being ratified by a majority of the total of the Student Body and upon its formal approval by the President of the College.

Article XI—Initial Elections

The first elections of members of the Senate and Assembly shall be under the supervision of the present Student Government.

STUDENT ASSEMBLY BY-LAWS

Article I—Organization

Section 1. A regular meeting of the Student Assembly shall be held the first and third Tuesday of each month of the academic year.

Section 2. A quorum shall consist of two-thirds of the total membership.

Section 3. Special meetings shall be called by the President upon notification by the Secretary-Treasurer.

Article II—Inauguration of Officers

Section 1. The following pledge shall be taken by members at the first meeting after election: "I do solemnly swear to uphold the Constitution of the Student Body of the College of William and Mary, and to discharge faithfully the duties incumbent upon my office."

Section 2. Members of the new Student Assembly shall be installed after their election in the spring before a general meeting of the Student Assembly.

Article III—Rules of Order

Section 1. The Vice-President of the Student Body shall be President ex-officio in case of the absence of the President.

Section 2. The President shall present the order of business.

(a) The Secretary-Treasurer of the Student Body shall call the roll and read the minutes of the previous meeting.

(b) The President shall call for committee reports.

(c) The President shall call for old business.

(d) The President shall call for new business.

(e) The President shall ask for voluntary remarks.

(f) The President shall call for a motion of adjournment.

(g) Unless otherwise provided for in these By-Laws, the power of appointing committees shall rest in the hands of the President (Speaker of the Assembly).

Section 3. Robert's Rules of Parliamentary Procedure shall be followed, except when in conflict with the By-Laws.

Section 4. Voting shall be by show of hands unless a majority calls for a secret ballot.

Section 5. The meeting shall be open, but it may be closed by an accepted motion.

Section 6. Compulsory Attendance of Student Assembly Members.

(a) A member of the Student Assembly is allowed one unexcused cut per semester.

(b) If a member is absent on two occasions without the express consent of the Speaker of the Student Assembly, he shall be fined fifty cents, payable to the Secretary-Treasurer of the Student Body by the next scheduled meeting. The Secretary-Treasurer will promptly transmit these funds to the Student Government Funds.

(c) If a member is absent on three occasions without the express consent of the Speaker of the Student Assembly, or if the designated fine has not been paid, the

Student Assembly shall vote on the status of the member in question. If removal from office is decided on, a notice will be placed in the *Flat Hat*, and a special election held to fill the vacancy.

Section 7. Conduct of Student Assembly Members.

- (a) If the conduct of a Student Assembly member is deemed detrimental to the best interest of the Student Government and of the College of William and Mary, the person shall be brought before the members of the Senate who shall weigh the evidence accordingly and shall recommend to the Student Assembly any desirable steps which should be taken.

Article IV

Section 1. Every officer on leaving his office shall give to his successors all papers, documents, books and money belonging to the society which shall be a part of a permanent record.

Article V

The Student Assembly shall have the power to conduct elections in accordance with the procedure contained in these By-Laws.

Section 1. There shall be instituted a Committee on Elections composed as follows: Presidents of the four classes, Chairman of the Men's Honor Council and Chairman of the Women's Honor Council, and the two members of the Assembly appointed at large by the President. In addition to the Chairman of the Women's Honor Council at least two members of the Committee shall be women students. The duties of this Committee shall be the following:

- (a) The Chairman must be appointed by the President of the Student Body at the first meeting when the new Assembly takes office in the Spring.
- (b) To call for petitions of nominees for class and Student Body Officers (members of the Assembly, representatives to Men's Honor Council).
- (c) To set a time for holding every regular class and Student Body election, provided that such elections must be held between the first day of March and the last day of April, between the hours of twelve and six p. m. Elections of Freshman Class officers and representatives to the Student Assembly shall be held during the first two weeks of November.
- (d) To determine the eligibility of nominees according to qualifications set forth in these By-Laws.
- (e) To announce the date and place of each election two weeks prior to elections. The names of all candidates for offices must appear in two successive issues of the *Flat Hat* before the election. The deadline for petitions for Student Assembly and Men's Honor Council will be two days after the election of the President of the Student Body.
- (f) To conduct any special elections that may be necessary in order to fill vacancies in class and Student Body officers.
- (g) To hold elections by secret ballot and with the assistance of the members of the Honor Councils, to govern the conduct of elections. The results of the elections shall be made known by the members of the Honor Councils, who shall count the ballots and record a plurality of the votes cast in the minutes of the Men's and Women's Honor Councils.

Section 2. The Presidents of each class shall appoint a Nominating Committee of

six members of the class, three men and three women, who shall nominate two qualified candidates for each office held by members of that class; except the President and Vice-President of the Student Body. The Elections Committee shall be responsible for nominating two candidates other than those covered by the class nominations.

- (a) These nominations must be submitted to the Elections Committee by the first day the petitions are called for.
- (b) These nominations shall be in addition to the petitions filed by the general Student Body.
- (c) Only male members of these nominating committees shall have a voice in nominating candidates to the Men's Honor Council.
- (d) No member of any election committee shall have a voice in the nominating of candidates for any office for which he or she will be a candidate.

Section 3. Students shall make known their desire to become candidates by submitting a statement in writing to the office of the Dean of Students within the time as stated in Section 1.

Section 4. Qualifications for Office:

(a) Freshman Officers

- (1) Candidate for a Freshman Class or Assembly office must be a student in his first year at the College of William and Mary, a qualified member of the Freshman Class, and must have attended no other college, university, or institution, from which academic credit may be transferred, previous to his enrollment at William and Mary.

(b) All Other Officers

- (1) A candidate must be a bonafide member of the class which he seeks to represent at the time of election. If the successful candidate does not maintain his classification at the closing of the session, he must acquire this standing by the opening of the fall session to retain the office. If he then fails to attain this standing, the office will be declared vacant, and a special election shall be held to fill it.
- (2) Any candidate for any office, other than that of President, Vice-President or Secretary-Treasurer of the Student Body must have maintained during the semester preceding the semester in which the election is held a quality point average of at least 1.0 and an over-all 1.0 quality point average.
- (3) Candidate for the offices of President, Vice-President, and Secretary-Treasurer of the Student Body must have at the time of the election academic credit of at least seventy semester hours with a quality point average of at least 1.0, including 1.0 average in the semester immediately preceding the election.

Section 5. Qualifications for Voting:

- (a) All students, including seniors and graduate students may vote for the offices of President, Vice-President, and Secretary-Treasurer of the Student Body.
- (b) All men students, regardless of class, may vote for members of the Men's Honor Council.
- (c) With the exceptions of President and Vice-President and Secretary-Treasurer of the Student Body and Men's Honor Council, students may vote only for the candidates for office of the class of which they are bonafide members.

Section 6. Conduct of Elections.

- (a) There shall be no campaigning within 100 feet of the polls.
- (b) There shall be no persons other than honor council personnel and potential voters allowed within 100 feet of the polls.
- (c) Any candidate defacing or destroying campaign posters or engaging in disorderly conduct will be disqualified.
- (d) Any students engaging in disorderly campaign conduct will not be allowed to vote in the election.
- (e) There shall be no posting of banners, leaflets, placards or other types of campaign material earlier than two weeks before the election and at no time will such material be posted on the Old Campus.
- (f) Each candidate shall be responsible for clearing the campus of campaign literature in his favor within one week following the election under penalty of being debarred from Student Government participation on the option of the Student Assembly.

Section 7. Vacancies in class and student body offices shall be filled at special elections held in accordance with Robert's Rules of Parliamentary Procedure, except that the time for special elections may be set at the discretion of the Elections Committee.

Article VI

The Student Assembly shall have the power to make recommendations to the General Cooperative Committee concerning social policies and activities of the Student Body and ask the Committee or officials to effect such changes as may be deemed reasonable and necessary. The Secretary-Treasurer shall submit formal notification of such recommendation to the proper authority.

Article VII

Section 1. The Student Assembly shall have the power to recognize the formation of new clubs and organizations on campus.

- (a) New organizations must petition the Student Assembly for recognition and the petition must be tabled for one meeting.
- (b) Organizations which have not obtained recognition from the Student Assembly will not be allowed a place on the Social Calendar or representation in the College Yearbook.

Section 2. There shall be a Committee on Campus Organizations composed of a chairman and two members appointed by the President from the members of the Assembly following the elections in April. This Committee shall have the power to supervise all clubs and organizations on campus, except social fraternities, publications, national honor societies, the W.S.C.G.A., and religious organizations.

The duties and powers of this Committee shall be:

- (a) To hold a general orientation meeting during the first two weeks of the fall semester of the Presidents of all the clubs subject to the jurisdiction of the committee. At this time the reporting procedures and club standards will be explained.
- (b) To organize suitable report forms, by which the conditions of the individual organization may be ascertained. The Committee should receive and examine these reports once a semester, on December 1 and April 1.
- (c) On the basis of these report forms, the Committee shall make such investigations

as it deems necessary and take actions to enforce the club standards, whenever such actions seem advisable.

(d) To submit a comprehensive report to the Assembly at the end of each semester.

Section 3. Club Standards:

(a) Standards for Club Regulations

- (1) Any changes of scheduled functions must be made three days in advance.
- (2) A club must show sufficient activity to justify its existence. This will be left to the discretion of the Committee on Campus Organizations which will recommend disciplinary action to the Assembly.
- (3) Faculty or Administration advisors are required of every club.
- (4) Religious groups are represented under this article by the Student Religious Union.

Section 4. Assembly regulations concerning Club Calendar:

- (a) Any club wishing to postpone or cancel a scheduled meeting must notify the office of the Dean of Students at least three days before the scheduled date.
- (b) In case of postponement, the club in question must take whatever date can be given them. If said date is not convenient for the club, the meeting will have to be cancelled.
- (c) No meeting other than Student Assembly will be scheduled for the first and third Tuesday of every month, between 6:30 and 8:00 p. m.
- (d) A list of officers of each club must be submitted to the Dean of Students and Committee on Campus Organizations with the calendar schedule. The officer in charge of correspondence must be designated in each case.
- (e) Any change of officers must be posted with the Dean of Students within three days of said change.

Section 5.

- (a) President of the Student Body, President of the Executive Council of the W.S.C.G.A., Chairmen of the Judicial and both Honor Councils, Editors of the *Colonial Echo* and *Flat Hat*, Presidents of Fraternities and Sororities, Class Presidents and Presidents of Pan-Hellenic Council and Interfraternity Council shall be classified as major offices. No student may hold more than one of these offices concurrently.

Article VIII

The Student Assembly shall be responsible for the actions of the Cheerleading Squad.

Section 1. The squad shall consist of not more than eight members, including the Head Cheerleader.

Section 2. The Head Cheerleader shall be a senior or junior man, elected by the squad, and shall be a member of the squad.

Section 3. The Head Cheerleaders shall supervise and arrange the activities of the squad and shall be responsible to the Student Assembly for the actions of the squad.

Section 4. Regular tryouts for the squad shall take place in the second semester. Special tryouts may be held at the discretion of the Head Cheerleader.

Section 5. The Cheerleading Squad shall cheer at all home games and at away games when the financial situation permits.

Section 6. The necessary expenses shall be secured from funds designated by the President of the College.

Article IX

Section 1. There shall be a Student Dance Committee.

- (a) Student representation shall consist of the following persons:
 - (1) The Chairman of the Interclub Council; a second member of the Student Assembly chosen by the Assembly; and a third student chosen by the Assembly, who need not be a member of the Assembly.
 - (2) The Chief Aide to the President.
 - (3) The President of Pan-Hellenic Council.
 - (4) The President of the Interfraternity Council.
- (b) Faculty-administration representation shall consist of three persons appointed by the President of the College, at least one of whom shall be from the Administration. It is recommended that the other two be chosen from the Fine Arts Department.
- (c) To form a dance calendar.
- (d) To elect two members of the Dance Committee who, with the Chairman of the Dance Committee, shall represent the students on the Student-Faculty Dance Committee.

Section 2. Powers and Duties:

- (a) The Administration representative shall be the chairman and shall have veto power.
- (b) The secretary shall be elected from among the student representatives and shall have the duty of supplying the Student Government with a copy of the minutes of each meeting and at the end of each semester, a financial report for the past semester.
- (c) Meetings, called by the chairman, shall be held at least once each month during the session, and at such other times as may be considered necessary for the transaction of business.
- (d) The Student Assembly member shall submit a report at each regular meeting of the Assembly.
- (e) The Committee is responsible for the presentation of all general College dances, with the exception of fraternity and sorority dances. The Committee may, at its discretion, authorize groups such as classes to conduct dances on dates approved by the Committee.
- (f) The Committee shall obtain from the Dean of Students dates during a given semester when dances may be scheduled. The Committee shall then prepare a dance calendar and submit it to the Dean of Students for inclusion in the calendar of College events, and to the Student Assembly.
- (g) The Committee shall have the power to make such subcommittee assignments, through the appropriate representative on the Committee, from among the several student organizations, as may be necessary for the efficient presentation of dances.
- (h) The Committee shall have such additional powers, financial and otherwise, as may be delegated to it by the College.

Article X

The Student Assembly shall have the authority to enforce the following "duc" rules by means of a Freshman Tribunal:

- (a) The Freshman Tribunal is to be composed of the eight sophomore members of the Student Assembly, the President of the Sophomore Class, who shall be the Chairman, the President of the Interfraternity Council, the President of the Pan-Hellenic Council, and the Vice-President of the Student Body.
- (b) The "Duc" Rules:
 - (1) Duc Caps
 - a. For a minimum period of two weeks, beginning on the last day of Registration, all freshmen must wear duc caps when on campus or in the vicinity of Williamsburg.
 1. From 7:00 A. M. to 10:00 P. M. on weekdays.
 2. From 7:00 A. M. to 6:00 P. M. on Saturdays.
 3. No caps worn on Sundays.
 4. Freshmen are required to wear black bow ties on Saturday nights and Sundays, and freshman women are required to wear ribbons on Saturday nights and Sundays.
 - (2) Attendance at College Functions
 - a. Freshmen are expected to attend all convocations, Student Body meetings, Tribunal meetings, Freshman Class meetings, and pep rallies. In case of necessity permission to be absent from any of the above meetings may be obtained from any member of the Tribunal.
 - b. Freshmen are expected to attend all major home athletic contests and will:
 1. Occupy a cheering section designated for them.
 2. Learn all college cheers and songs before the first home football game.
 - (3) Courtesy and General Conduct
 - a. In accordance with William and Mary's long record of friendliness, it is expected that Freshmen will show due respect and courtesy to their classmates, to other students, to the faculty, and to visitors to the College.
 - (4) All Freshman rules will continue until after the final Tribunal, which will be held not later than three weeks after registration. Any violation of the above rules is subject to the action of the Tribunal.

Article XI

The Student Assembly shall have the authority to discuss and act upon all petitions presented to the Assembly by the Student Body.

Article XII

The Student Assembly shall have the right to discuss anything related to the general welfare of the College and to make recommendations thereon to the General Cooperative Committee.

Article XIII

Section 1. There shall be a Publications Committee, consisting of the following persons:

- (a) A chairman appointed by the President of the Student Body with the approval of the Assembly from among the junior and senior membership of the Assembly.
- (b) The Editor-in-Chief of the *Flat Hat*.
- (c) The Editor-in-Chief of the *Colonial Echo*.
- (d) The Editor-in-Chief of the *Royalist*.
- (e) A member of the Faculty elected by the Assembly for a two-year term.
- (f) A member of the Faculty elected by the Student Activities Fee Committee for a two-year term.
- (g) The President of the Student Body.

Section 2. The duties and powers of the Publications Committee shall be the following:

- (a) To elect the Editor-in-Chief, the Managing Editor, the Business Manager, the Advertising Manager and the Circulation Manager of the *Flat Hat*; the Editor-in-Chief and Business Manager of the *Colonial Echo*; the Editor-in-Chief and the Art Editor of the *Royalist*.
- (b) To review elections and appointments of other members of the various staffs.
- (c) To serve as a board for hearing and acting on complaints concerning staff organization or staff administration.
- (d) To hold regular meetings, at intervals of not more than four weeks, for the purpose of scrutinizing staff organizations, assuring itself that the provision of the By-Laws are observed, and of discussing the general conduct of the publications.
- (e) To establish rules and regulations governing the organizations and operation of the several publications, and to provide and enforce penalties for the failure to comply with such rules and regulations.

Section 3. The Publication Committee shall have no voice in the editorial policy of any publication.

Section 4. The members of the Publications Committee, except the Editor-in-Chief of the *Flat Hat*, shall be elected during the first week of April or May. The Editor-in-Chief of the *Flat Hat* shall be elected during the last week of March, effective 1960 and thereafter. His membership shall begin with the fourth from the last issue of the *Flat Hat* of the academic year, and his term shall last for one year. Other members of the Publications Committee shall begin their membership on June 1, and their term of office shall last one year.

Section 5. Salaried offices in Student Publications

- (a) The Editor-in-Chief, Managing Editor, Business Manager, Advertising Manager, and Circulation Manager of the *Flat Hat*; the Editor-in-Chief and Business Manager of the *Colonial Echo*; the Editor-in-Chief and the Art Editor of the *Royalist* shall receive salaries to be fixed by the Student Activities Fee Committee.
- (b) In order to be eligible for election to one of the salaried offices listed in the preceding subsection, a candidate must have maintained either a 1.4 over-all average, or a 1.4 average in the previous semester. In the case of a transfer student, the grades from his previous school shall be evaluated and considered on the same basis as those made at William and Mary.

Section 6. The editorial staff of the *Flat Hat* shall consist of the following persons:

- (a) An Editor-in-Chief elected preferably from among the Editors. The Editor-in-Chief shall preferably be a member of the Junior class at the time of election.
- (b) Managing Editor elected preferably from among the Editors. The Managing Editor shall preferably be a member of the Junior class at the time of election.
- (c) The number of Editors, elected by the Editor-in-Chief and approved by the Publications Committee, is to be left to the discretion of the Editor-in-Chief. These Editors preferably shall have had at least one year's previous experience or the equivalent.
- (d) Staff writers, feature writers, specialty writers, photographers and research staff writers of whatever class rank to be appointed by the Editor-in-Chief, Managing Editor, and Editors.
- (e) The over-all size of the staff shall consist of not less than one per cent (1%) of the total membership of the student body.

Section 7. The Editorial staff of the *Colonial Echo* shall consist of the following:

- (a) An Editor-in-Chief elected from among the Editors. The Editor-in-Chief shall preferably be a bonafide member of the Junior class at the time of election.
- (b) An Associate Editor appointed by the Editor-in-Chief at his discretion, with the specific approval of the Publications Committee, preferably from among the Editors.
- (c) An Editorial Staff consisting of members with preferably one year's staff experience or the equivalent. The remaining number, titles, and duties of the Editorial Staff shall be decided by the Editor-in-Chief.
- (d) Assistant Editors to be appointed by the Editor-in-Chief, the Associate Editor, and the Editors. These shall be members of the Sophomore, Junior, and Senior classes.
- (e) The over-all size of the Editorial Staff shall consist of a sufficient membership to insure adequate representation of all facets of the college community.

Section 8. The Staff of the *Royalist* shall consist of the following persons:

- (a) An Editor-in-Chief shall be elected from among the Editorial staff and shall preferably be a member of the Junior class at the time of election. The Editor-in-Chief shall make the following appointments subject to approval of the Publications Committee:
 - (1) An Art Editor who, in addition to his routine supervisory duties, shall recommend an Art Staff for appointment by the Editor-in-Chief.
 - (2) An Associate Editor appointed by the Editor-in-Chief.
 - (3) An Editorial Staff consisting of members with preferably one year's staff experience or an equivalent thereof. The Editorial Staff shall preferably include at least three bonafide Junior class members who are eligible to compete for Editorship. The remaining number, titles, and duties of the Editorial Staff shall be decided by the Editor-in-Chief.
 - (4) Staff Assistants chosen on the basis of applications and tryouts. Staff Assistants may be members of any class. The duties of Staff Assistants shall be assigned by the Editor-in-Chief with special emphasis on training in gathering and editing material, and reading proofs.
- (b) An over-all number of staff members shall be maintained as follows:

- (1) During the first semester not less than one per cent (1%) of the total membership of the Sophomore, Junior, and Senior classes.
 - (2) During the second semester not less than one per cent (1%) of the total Student Body.
 - (3) This regulation may be waived by the Publications Committee if, upon due application and showing proper cause or reason for such action by the Editor-in-Chief, the Committee so deems necessary.
- (c) Tryouts for Staff Assistants' positions shall preferably be held at least once a year, at a time set by the Editor. All classes shall be eligible for tryout.

Section 9. The duties of the Editors of the three publications shall be to supervise and to administer staff organizations. Each Editor shall accept final responsibility for the quality and form of material in his publication.

Article XIV—The Secretariat

Section 1. This body shall be composed of the Secretary-Treasurer of the Student Body and the Secretary-Treasurer of each of the four classes.

Section 2. Its duties shall consist of maintaining the Student Government Office and of keeping the records.

Section 3. The chairman of the Secretariat shall be the Secretary-Treasurer of the Student Body. The Vice-Chairman shall be the Secretary-Treasurer of the Senior Class.

Section 4. These above duties shall be the primary responsibility of the Secretariat.

Every proposed alteration, amendment or addition to these By-Laws and Rules of Order hereto annexed, must be handed to the President in writing, who shall publish the same to the Assembly, and at the next meeting it may be adopted by a two-thirds vote of the entire membership; and thereupon referred to the General Cooperative Committee for approval.

INTERFRATERNITY COUNCIL CONSTITUTION

Article I—Name

The name of this organization shall be "The Interfraternity Council of the College of William and Mary."

Article II—Objects

The objects of this Council shall be:

1. To promote cordial relationships among the men's social fraternities of this College by providing a common medium through which to act.
2. To encourage interest in scholarship and intellectual attainment.
3. To cooperate with the faculty and administrative officers of the College in promoting the general welfare of the College.
4. To establish rules governing matters of general interfraternity activity.
5. To provide an organized vehicle integrating the interests and affairs of fraternity life with the general program of student life on the campus.

Article III—Membership

1. All men's social fraternities at present established at this College, and such others as may be established in the future by the authority of the Board of Visitors, shall hold membership.
2. Member fraternities assume full responsibility for knowledge of the constitution, by-laws, and policies of this organization, and are bound to abide by the decisions of the Council on all matters of general interfraternity activities.

Article IV—Representation

1. This Council shall be composed of the president and one other representative from each member fraternity.
 - a. At the time of their official installation, fraternity presidents shall automatically become representatives on the Council and their term shall end when replaced in office, except as provided for in Article X, Section 2.
 - b. The second representative shall be selected from the membership of the fraternity, must be an active bonafide brother, for a one-year period which commences at least two months from the installation of a new fraternity president. A record of this term shall be kept by the secretary of the council.
2. For any one meeting, with the previous approval of the President of this Council, any representative may appoint a substitute in his behalf.

Article V—Meetings

1. The Interfraternity Council meetings will be held on the second and fourth Tuesdays of each month during the school year, beginning with the last Tuesday in September. These meetings shall be called by the President. Special meetings shall be called at the initiative of the President, or at the request of the president of any member fraternity.
2. For the purpose of transacting business, a quorum shall consist of a majority of the representatives of the council entitled to vote.

3. a. Each representative except the President, Vice-President, Secretary, Treasurer, and Social Chairman shall have one vote. All business shall be transacted by majority vote except as otherwise herein provided.

b. A three-fourths vote of the entire Council shall be necessary in order to amend this constitution, convict and penalize any member, impeach any officer of the Council, or expel a representative.

c. A two-thirds vote of the entire Council shall be necessary to amend or to make additions to the by-laws, and to alter an interpretation placed on the constitution or by-laws by the President.

d. The votes of any member or members of this Council against whom charges have been presented shall be suspended automatically pending final action, provided the suspension of the right to vote shall apply only to matters pertinent to such charges.

Article VI—Officers

1. The officers shall be a President, Vice-President, a Secretary, a Treasurer, a Social Chairman, and a Faculty Advisor.
2. The President shall be elected in the following manner: The President shall be nominated and elected by the Council itself with all members of the Council eligible for nomination.
3. The Secretary, Treasurer, and Social Chairman shall be directly elected by the Council from its second representatives. They must be elected by a majority vote.
4. The Faculty Advisor of the Council shall be elected annually.
5. The terms of these officers shall run for one year from the first regularly scheduled meeting in May. The regular May meetings shall be presided over by the officers after they have been inducted at the meeting.
6. The duties of the President, the Secretary, the Treasurer, and the Social Chairman shall be those usually performed thereby and, in addition, such others as may be directed by the Council. It shall be the duty of the Faculty Advisor to offer counsel, advice, and guidance at committee and general meetings of the Council.
7. Upon election of the officers, the fraternities whose representatives have been elected to office will automatically send a representative to replace the one elected.

Article VII—Finances

1. Each member fraternity of this Council shall pay annual dues of ten dollars (\$10.00). At the end of each tribunal period any sum in excess of fifty dollars (\$50.00) in the treasury of the Council shall be returned pro-rata.
2. Dues shall be payable at the September meeting. Any member fraternity not paying within two weeks thereafter shall lose its votes in the Council until dues are paid.
3. All disbursements shall be made only on written order signed by the President and Treasurer.
4. There shall be a standing Finance Committee of three members including the Treasurer of the Council who shall be Chairman. All three members must be from different fraternities. An Audit Committee shall be appointed by the President for the purpose of having the I. F. C. books audited each year as new officers assume their positions.

Article VIII—Trial and Punishment

1. The following charges shall be cause for placing the offending fraternity on trial :

a. Any violation of this constitution, the by-laws, or such policies as may be formulated by the Council;

b. Any act which the Council by a three-fourths vote shall deem detrimental to the welfare of the College and this Council.

2. Whenever a member fraternity of the Council is alleged to have committed an act which shall result in its being placed on trial, a charge to this effect, signed by the accuser, shall be placed before the Council. Whereupon the alleged offending member shall be notified of the nature of the charge and by whom made, and the Council shall hear the defense, if any, before taking action.

3. One or more of the following penalties may be imposed for a period of time as determined by the Council upon any member of the Council convicted as charged:

a. Probation, which for the purpose of this constitution shall be deemed to mean that the member fraternity placed therein is forewarned against any further offense;

b. denial of the right to hold one or more social functions;

c. deferred rushing;

d. deferred pledging;

e. deferred initiations.

4. When a member of this Council shall be penalized, the Fraternity Officer of the College shall be notified of such action. The Secretary of the Council shall notify the proper national officers of the fraternity penalized, and shall cause notice to this effect to be published in two successive issues of the *Flat Hat*.

Article IX—Secrecy

Except as provided in Article VIII, Section 4, the Council by unanimous vote of all representatives entitled to vote may provide in advance that disclosures of any matters coming to its attention shall constitute an offense punishable as outlined in Article VIII, Section 3.

Article X—Impeachment

1. An officer of the Council may be removed from office upon a motion by any fraternity president, charging improper conduct or failure properly to perform the duties of his office, provided the accused officer is given due notice of the charges.

2. Any representative may be expelled from the Council upon a motion by any fraternity president, charging deliberate failure to perform his duties or to uphold the dignity of his office, provided the accused representative is given due notice of the charges.

Article XI—Amendments

1. Amendments to this constitution shall be made by a three-fourths vote of the entire Council after a motion for amendment has been tabled for one regular meeting.

2. Interpretation of this constitution shall be vested in the President.

3. For purposes of modification, growth, and execution of the Council program and operation, by-laws shall be appended to this constitution. They shall specifically include rushing, social, and procedural laws, and in addition any other rules which the Council shall deem advisable, and are not in conflict with this constitution.

INTERFRATERNITY COUNCIL BY-LAWS

Article I—Rushing

1. Rushing shall be defined to include all formal or informal activities undertaken by fraternity or the individual members thereof for the purpose of selecting men for fraternity membership from eligible candidates.

2. Rushing shall be prohibited during the summer vacation.

a. This is to include any rushing activity undertaken by a national organization or alumni with the knowledge and consent of the William and Mary Chapter.

3. Rushing of non-fraternity students shall be prohibited from the opening of the first semester until the beginning of the formal rushing period.

a. During this period non-fraternity students will not be permitted in the lodge area until thirty days after the beginning of classes, and thereafter, only on those weekends specifically designated by the Council. Weekends shall be defined as beginning Friday 8 P. M.—11 P. M.; Saturday 8 P. M.—12 P. M.; and Sunday from noon to 6 P. M.

b. Fraternity members shall be on their honor not to "talk fraternity" to students until the formal rushing period begins, provided, however, that normal or customary friendly associations may be maintained.

(1) For the purpose of this section "talking fraternity" is to be defined as any reference direct or indirect to any fraternity or its members which may be considered an attempt to influence a non-fraternity man in his choice of fraternity.

(2) The following are not to be considered normal or customary friendly associations:

(a) Gifts or unusual favors which are given or received by a fraternity man or by a fraternity when the gifts or unusual favors may be considered an attempt to influence the non-fraternity man in his choice of fraternity.

(b) The provision of refreshments by a fraternity or a fraternity man is prohibited. No beverage shall be sold for less than 10 cents per glass.

(3) No fraternity shall charge a non-fraternity man for refreshments at a rate less than that charged to members or pledges of said fraternity.

4. Formal Rushing Regulations.

a. In order for non-fraternity men to be eligible to come to the fraternity lodge area he must pay the rushing fee of three dollars; however, students will be allowed in the lodge area for the stated period (see Article I, Section 3a) without paying the registration fee.

b. Registration of all male students interested in appearing on the rushing eligibility list will be conducted at such times and at such places as may be designated by the Council. Male students will not be placed on the rushing eligibility list unless registered. The deadline for paying the registration fee for the first semester will be designated by the Council.

(1) Students previously registered in the College are subject to the pledging rules of the College on the basis of previous grades.

- (2) Students previously registered in the College may rush before the formal Rush Week provided the registration fee of \$3.00 has been paid.
- (3) During the second semester students will be given 30 days after the first day of classes to register.

c. Rush Week shall begin at twelve noon on the first Tuesday of the second semester and will close at 11 P. M. on the following Friday.

d. Formal rushing shall be allowed from twelve noon to 11 P. M., during Rush Week. All other hours shall be regarded as silence hours. No more than a casual greeting shall take place between a fraternity man and a man going through rushing. Rushing in the fraternity lodges will not be permitted before 7 P. M. during Rush Week.

e. Binding commitments may be made on the first Tuesday beginning at twelve noon. Once a binding commitment has been made, that person making the commitment will be allowed in the lodge area at any time.

f. Total Rush Week expenses shall not exceed \$125 per fraternity. An itemized account shall be submitted to the President of the Council not later than noon on Saturday after Rush Week.

g. None of the rush parties shall be conducted as an open house; attendance shall be by invitation only.

h. Each fraternity, at the conclusion of each night of Rush Week, shall make up ten lists of the rushees who pledged during the night and/or those who may have broken their previous pledges. These lists shall be immediately distributed among the other fraternities. A violation of this procedure will constitute "dirty rushing." Fraternities will not send invitations to those rushees who have been "shaken" by other fraternities.

5. Eligibility for Rushing.

a. A student must pass a minimum of nine (9) semester hours, including physical education, and have a quality point average of .50 on first semester grades to be eligible to be rushed. A rushee must be a regular enrolled student of the College of William and Mary.

b. Men ineligible on the basis of the first rush list, shall remain ineligible until the appearance of the second rush list following mid-semester grades of the second semester.

6. Publication of a list of eligible men.

a. The Fraternity Officer of the College shall publish a list of all men eligible to be rushed, at the appropriate times. This list shall be checked against a list of all men already members or pledges of fraternities, to assure that their names do not appear on the list by mistake.

7. Orientation Program.

a. In the orientation week of fall semester, a general explanation of the fraternity system shall be given to all entering students.

b. On the Sunday preceding Rush Week there shall be an orientation meeting of interested men, at which time the actual operation of Rush Week will be explained.

8. Penalty for Violations.

a. Varying penalties may be imposed by the Interfraternity Council for violations of these rules, as stated in Article VIII, Section 3, of the Constitution.

b. In addition, the Council may impose upon any fraternity involved in an infraction of these rules the loss of the right to pledge the men involved for a period of one year.

Article II—Initiation

Eligibility for Initiation.

- a. To be eligible for initiation, a pledge must have been in residence at the College of William and Mary in Williamsburg a minimum of one semester, and;
- b. He must have passed a minimum of twelve (12) semester hours, which may include physical education, and have a quality point average of .64 during the semester preceding the one in which he is to be initiated.

Article III—Depledging

1. Any man depledged by a fraternity for reasons other than scholarship is ineligible to be pledged by any fraternity for a period of one year.
2. Any pledge failing to meet the academic requirements for initiation by the end of the second semester following the semester in which pledged is automatically depledged. At such times as he meets these academic requirements he is eligible for repledging by any fraternity.
 - a. Any new pledge failing to meet the academic requirements for initiation and having been depledged, may be repledged when he has met the academic requirements of a .5 average and 9 hours passed.
3. The president of the fraternity depledging a student shall notify the Secretary of this Council of the name of the student and the date of the termination of his pledge.
4. A pledge will be considered depledged on the date that the Secretary receives notification.
5. Any man depledged for any reason if found in the lodge area between the time of depledging and to such time as he is eligible for rush, his ineligibility will be extended a full semester.

Article IV (Social Rules), Article V (Lodge Operation), and Article VI (Reports and Forms) are a restatement of College rules and regulations and are not subject to change or amendment by the Interfraternity Council. These rules and regulations, which in some cases apply equally to fraternities and sororities, are not printed here since they appear elsewhere in this handbook.

Article VII

Member fraternities shall not join in combinations intended to influence campus elections or issues before the Council, or to restrain or direct in any way the vote of students.

Article VIII—IFC Trial Procedure for Violation of Rushing Rules

1. Presentation of charges.
 - a. In writing as provided by the IFC Constitution.
 - b. Signed by the party who is the accuser and presented at an official meeting of the IFC.
2. Charges
 - a. Only those charges specifically stated may be presented at the trial, thereby enabling the defense to prepare accordingly.
 - b. Any additional charges must be presented in writing according to part 1 and an additional period, the length of which shall be determined by the President of the IFC, must be provided so that the defendant may prepare accordingly.

3. Date of Trial

a. The trial shall take place seven days after the presentation of the charges, unless the President of the IFC, the plaintiff, and the defendant agree on some other date.

4. Conduct of Trial

a. The President of the IFC shall preside at the trial.

(1) Accuser shall choose his own prosecutor.

b. A record of the trial along with summaries of the testimonies shall be made up so that the following may receive a copy, if they so desire;

(1) The College Fraternity Officer, in order that he may see the workings of the IFC.

(2) The fraternity on trial, so that it may send a copy to its national headquarters.

c. The IFC shall keep a copy of the trial record along with the summaries of the testimonies so that in the future, the trials may be facilitated and a more improved trial procedure may be attained.

d. The witnesses and anyone else taking the stand are bound by the principles of the Honor System and in case of perjury, the summary of the testimony as made from the witness stand may be introduced as evidence against the defendant at the Honor Council trial.

e. The plaintiff may call as many witnesses as he deems necessary to present his case. The defendant may do the same, when the prosecution has completed its presentation. Since the testimonies of the witnesses are bound by the Honor System, the use of character witnesses is unnecessary.

f. No witness may be kept on the stand for more than a thirty-minute interval but may be called back to the stand after a respite, the length of which shall be at the discretion of the President of the IFC.

g. Witnesses may be cross-examined by the entire body after the individual representing the opposition has done his cross-examining.

h. The prosecution will be heard first in the presentation of the case and will be heard last in the summation.

5. Verdict.

a. Following the summation by both parties a vote shall be taken to determine whether or not the defendant fraternity is guilty or not. No discussion shall precede this vote and a two-thirds vote of the representatives of the fraternities present shall be necessary for a verdict of guilty.

b. The ballot shall be closed and destroyed before anyone other than the President and Secretary of the IFC have seen and tabulated it.

6. Penalty.

a. If a verdict of guilty is rendered, the prosecution shall move for a certain penalty and then a vote shall be taken. The penalty shall be decided by a two-thirds vote of the members, excluding the member on trial.

b. If the penalty of the prosecution is not approved, the body shall discuss the matter openly on the floor until several concrete suggestions have been made, when the body shall again vote exactly as in the manner provided for in part a.

c. The charge, the verdict and the penalty shall appear in the subsequent three issues of the *Flat Hat*.

CONSTITUTION OF THE PANHELLENIC ASSOCIATION

Article I

NAME

The name of this organization shall be the Panhellenic Association of the College of William and Mary.

Article II

PURPOSE

The purpose of this organization shall be:

1. To maintain on a high plane fraternity life and inter-fraternity relations within our College.
2. To further fine intellectual accomplishment and sound scholarship.
3. To cooperate with the College administration in the maintenance of high social standards.
4. To be a forum for the discussion of questions of interest to the College and fraternity world.

Article III

POWERS

The Panhellenic Council shall be its own governing body without having to ask for specific sanctions from the individual sororities, unless the Council so desires.

Article IV

ORGANIZATION

The William and Mary Panhellenic Association shall be composed of all members of eligible fraternities, while they are active members of their chapters.

1. The William and Mary Panhellenic's Administrative Council shall be composed of two delegates from each chapter of the national fraternities represented on this campus, and from such other national and locals as the William and Mary Panhellenic Association sees fit to admit to memberships.
2. Delegates from any one fraternity are to be, one senior and one junior member; the junior delegate of one year to be the senior delegate of the next year wherever possible and the president of the council shall not be regarded as a delegate; her chapter shall send two other representatives. Any other chapter representative may attend Panhellenic meetings whenever she wishes.
3. These delegates shall be elected by their respective chapters to serve for one year, beginning the first meeting in March.
4. There shall be an Alumnae Advisory Panhellenic Council consisting of one alumna from each fraternity which shall serve as fraternity advisors to the Panhellenic Council. The Alumnae Advisory Council is requested to send at least one representative to the regular Panhellenic Council meeting.
5. There shall be a fraternity officer who shall act as a faculty advisor appointed by the president of the College.

Article V

OFFICERS

1. The officers of the William and Mary Panhellenic Council shall be President, Vice-President, Secretary, and Treasurer.
2. The rotation system for officers, based upon the founding of the sororities on the William and Mary campus, shall be used, as recommended by the National Panhellenic Conference. The term of office shall begin with the first meeting in March.
3. The duties of the officers shall be those usually devolving upon such officers and such other duties as shall be enumerated in the By-Laws.

Article VI

MEETINGS

1. Regular meetings of the Panhellenic Council shall take place twice a month.
2. Special meetings shall be called by the President at the request of any fraternity chapter represented in the William and Mary Panhellenic Association. Twenty-four hours' notice must be given.

Article VII

VOTING

1. A two-thirds vote of the Council shall be necessary in all Council matters.
2. The power of one vote shall be granted to each National Panhellenic Conference chapter on campus when it represents the opinion of the chapter.

Article VIII

AGREEMENTS

1. Any student who has broken her pledge to one fraternity shall not be eligible to join another for one calendar year from the date the pledge was broken.
2. The student is considered a pledge immediately upon signing her preference slip. If a rushee signs a preference and receives no bid, this student shall be eligible to rush in the spring, providing she meets the grade requirement.
3. If a student's pledgeship has expired and she again meets the grade requirements she is eligible to be repledged immediately at the discretion of the fraternity involved.
4. The person in charge of preferential bidding shall be required to safeguard all records and keep them for one year.

Article IX

REGULATIONS

1. Fundamental Panhellenic laws such as are embodied in the Panhellenic compact and standards of ethical conduct must be observed by the William and Mary Panhellenic Association.
2. All regulations and laws of the William and Mary Panhellenic Council must be in harmony with the rules of procedure for College Panhellenics as adopted by National Panhellenic Conference.

BY-LAWS

1. Meeting: Regular meetings of the Panhellenic Council shall take place twice a month; the days being the second and fourth Tuesdays of each month at a scheduled time.
2. Order of Business: Meetings of the Panhellenic Council shall be conducted according to Robert's Rules of Parliamentary Procedure.
3. Quorum: A quorum shall consist of representatives from $\frac{2}{3}$ of the member fraternities.
4. Dues: Dues shall be ten dollars (\$10) per semester for each member fraternity. Special assessments may be made upon a $\frac{2}{3}$ vote of the members of the Panhellenic Council.
5. Fines: The fine shall be fifty cents for each member who is absent and twenty-five cents for tardiness. The treasurer shall be responsible for collecting monthly the fines imposed upon the sororities.
6. Alumnae shall be bound by all College Panhellenic rules.
7. Rushing Rules:
 - a. The rushing rules shall be drawn up by the Council, and its advisors. The rush chairmen are requested to attend all meetings concerning rushing.
 - b. These rules shall be presented to the individual chapters by the representatives of the Council for criticism or approval, as determined in the above Article III of the Constitution.
 - c. These rules shall be presented to the Panhellenic Council for correction.
 - d. All women ever affiliated with a sorority on this campus shall be under the same rush rules as any other sorority woman.
 - e. The participation of depledged girls in active rush shall be forbidden.
 - f. The College Panhellenic Council shall set a limited period for the reporting of rush rule violations.
 - g. Rushees shall hold an equal responsibility in reporting any infraction of the rushing rules to the Panhellenic Council.
 - h. The grade requirement for rush is .75 with no failures in an academic subject. (Physical education is not considered an academic subject.)
8. Procedure in handling failures to obey rushing rules:
 - a. The Senior Panhellenic representative of the chapter shall inform the president of the Panhellenic Council of any complaint her chapter has against another chapter for violation of rules. Any violation of rushing rules must be reported to the chapter violating the rule.
 - b. The College Panhellenic president shall arrange at once a meeting of delegates of the groups concerned.
 1. To this meeting each involved group shall send:
 - a. Its chapter president.
 - b. Its Senior Panhellenic delegate, unless she is the chapter president, in which case the junior delegate shall attend.
 - c. An Alumna. Groups that have alumnae Panhellenic delegates or alumnae advisors, should, if possible, send one of those alumnae officers as alumnae representatives.

2. At this meeting the College Panhellenic president shall preside, if her fraternity is not involved in the misunderstanding; if it is involved then the senior delegate of the "next in line group" which is not involved, shall be the presiding officer.
3. At this meeting the representatives of all groups involved shall discuss the difficulty and try to reach an amicable solution of their misunderstanding.
4. a. If the meeting reaches a solution, it shall report in writing to the College Panhellenic president, and she in turn, within 40 hours, shall report the solution at a called meeting of the College Panhellenic Council. The incident is then closed.
- b. If the meeting does not reach a solution, it shall give the Panhellenic president a written report of its deliberations. From then on the situation shall be handled as follows:
 1. a. Within 24 hours after the rule or regulation is broken, the accusing group or groups shall put the charges in writing and submit them to the College Panhellenic president and the accused.
 - b. This statement shall include the names of individuals on whose reports the charges are based. It shall be signed by the Senior Panhellenic delegate of each group preferring charges. Suggested form: ".....Chapter hereby accuses.....Chapter of having violated paragraph.....page.....of the rushing rules of the Panhellenic Association of.....College." Then should follow precisely the way in which the rules were violated.
- c. Both the accused and the accusers shall prepare, within 24 hours, written briefs of their positions. These briefs in sealed envelopes shall be given to the members of the organization's Judiciary Committee.

The Judiciary Committee shall be composed of the official senior delegate of each sorority in the Panhellenic Council; two members of the Williamsburg City Panhellenic Council who are not affiliated with a chapter on this campus; the Panhellenic President shall be the chairman of the committee.
- d. The Judiciary Committee shall meet within the next 40 hours and on the same day that it meets, report in writing its findings and recommendations to the College Panhellenic president.
 1. The College Panhellenic president shall report the Judiciary Committee's findings and recommendations to a called meeting of the College Panhellenic Council, the said meeting to be held within 24 hours after the president has received the Judiciary Committee's report.
 2. The Panhellenic Council will vote on the recommendation of the Judiciary Committee.
 - a. If the recommendations are adopted, any penalty shall become effective at once. The case is then closed.
- c. Penalties: If any fraternity violates any regulations of this constitution and of the William and Mary Penhellenic Association rushing rules or the National Panhellenic compact and standards of ethical conduct, it shall be subject to

penalties of the character described by National Panhellenic.

Penalties for Infringement of Rushing Rules:

1. Money penalties shall not be permitted.
2. Penalties are limited to the following, which shall not exceed beyond the end of current college year:
 - a. Deprivation of varying degrees of social privileges which means deprivation of chapter entertainment but shall not forbid formal or informal entertainment incident to rushing, or parties in the observance of a national fraternity celebration or a campus-wide program.
 - b. Deferred pledging—but pledging shall be permitted at some time during the current college year—OR
 - c. Deferred initiation—but initiation shall be permitted at some time during the current college year.
 - d. Every offense and penalty must be reported by the William and Mary Panhellenic Council to the National Delegate of the offending chapter and to the National Panhellenic Council committee on College Panhellenics within two days after the penalty has been determined.
 - e. The William and Mary Panhellenic Council shall notify all women going through rushing of any violation of the rules, the sorority involved, and the penalty imposed immediately after the decision has been made by the Court.
 - f. An appeal may be made by a chapter or chapters in accordance with the National Panhellenic Conference Manual.
 - g. The above procedures for the handling of failures to obey rush rules are to be carried out according to the details found on pages 17-19 in the NPC Manual as amended by National Panhellenic Conference Agreement of 1958, *Binding Rules, and procedures*.
9. Requirements for Initiation:
 - a. A woman must have been in residence at the College one semester and shall have passed all her academic work at William and Mary with an average of at least 1. for that semester. Physical Education is not considered an academic subject, thus a woman may be initiated with a failure in physical education.
 - b. If a student has met initiation requirements once as a pledge, she may be initiated at any time within the following semester, according to the discretion of the individual fraternity. Mid-semester grades may not be used for determining eligibility for initiation.
 - c. The individual fraternity shall be responsible for submitting the forms necessary for each candidate to the fraternity officer.
 - d. The methods of calculating averages shall be the same as those of the Registrar.
10. Forms to be submitted to the fraternity officer by the individual fraternities are:
 - a. Form F1, alphabetical list of actives and pledges to be sent to the fraternity officer within ten days after the beginning of each new semester.
 - b. Form F2, report of pledging, to be submitted to the fraternity officer within a week after pledging.

- c. Form F3, report of depledging, to be submitted to the fraternity officer within a week after depledging.
 - d. Form F4, approval to initiate. Form is to be obtained from the Registrar and a copy sent to the fraternity officer at least three days before initiation.
 - e. Form F5, fraternity's report of initiation. Form is to be obtained from the Registrar before initiation and is to be returned to the fraternity officer within a week after initiation.
 - f. Form F6, report of elections of new officers, is to be turned into the fraternity officer within a week after elections.
 - g. Form to advise the fraternity officer of the expulsion or suspension of a student from a fraternity.
10. Any pre-initiation publicity stunts shall be unlawful under the William and Mary Panhellenic Constitution.
 11. Amendments: BY-LAWS, with the exception of by-law section 9, may be amended by $\frac{2}{3}$ vote of the Panhellenic Council.
 12. Each fraternity shall be required to review the Constitution each semester.
 13. Extra duties of the Panhellenic Council officers shall be:
 - a. President: The President shall keep on file the National Panhellenic Council manual reports, and its constitution and by-laws, and rules of the William and Mary Panhellenic Association. The President shall keep on file the minutes and other data concerning complaints and trials. She shall be given editorial powers concerning the printing of the Panhellenic Constitution and rush rules in the *Policies and Standards Handbook*, in the event that necessary changes must be made during the summer months. She shall be required to reside in one of the large college dormitories during the fall semester of her term in office; however, if an early rush period is held, she shall be allowed to live in her respective sorority house after formal rush week is over.
 - b. Vice-President: The Vice-President shall have charge of the Panhellenic Council's social activities, and shall keep a current record which shall be turned over to the incoming social chairman. She shall be the Rush Chairman of the Panhellenic Council and shall handle all the mechanics pertaining to the supervision of the central office, thereby enabling the President to assist in counseling the rushees and to handle violations of rushing rules.
 - c. The Secretary shall keep on file the William and Mary Panhellenic Council Minutes from the time of the organization's inception and a file of current correspondence. She shall report the results of all trial cases to the Administration of the College. The Secretary shall keep on file all form letters of trial summons and such other forms as may be needed. She shall be responsible for informing the representatives of each chapter, and the Faculty Advisor and Advisory Council of each scheduled meeting.
 - d. The Treasurer shall keep accurate accounts of all income and disbursements; and shall send notices and collect fines from chapters whose representatives are absent from or late to regular meetings. She shall be chairman of the Scholarship Committee.

Standing Committees shall be:

- a. The Panhellenic Orientation Committee: The Panhellenic Orientation Com-

mittee shall be composed of the Junior Panhellenic delegates with a chairman to be named by the President.

- b. The Scholarship Committee: The Scholarship Committee shall be composed of the treasurer of the Panhellenic Council, who shall act as chairman, the Junior representative next in line for the presidency and two other members to be named by the President.
- c. The Social Committee: The Social Committee shall be composed of the Vice-President, who shall serve as chairman, and as many other members as the chairman wishes to name.
- d. The Public Relations Committee: The Public Relations Committee shall be composed of one or more members to be named by the President.
- e. The Rush Committee: The duties and composition of this Committee will depend upon the completion of plans for the Panhellenic Advisory Council.

Article X

AMENDMENTS

- 1. This Constitution may be amended by the two-thirds vote of the members of the Panhellenic Council of the College of William and Mary.

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