

STUDENT HANDBOOK



The College of William and Mary
in Virginia

WILLIAMSBURG, VIRGINIA

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Student Handbook

THE COLLEGE OF WILLIAM AND MARY IN VIRGINIA

(Revised to September 1961)



Academic Regulations

The Honor System

Student Affairs

Conduct and Discipline

Social Organizations

College Facilities

PREPARED BY

The Dean of Students


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Preface

THE STUDENT HANDBOOK has been prepared to replace Policies and Regulations which, in successive editions since 1955, has set forth the policies, standards, and regulations which affect primarily the undergraduate students of the College of William and Mary. Its function is to provide the student with a handbook of ready reference, in order that he may know what is expected of him; for only through an understanding of his responsibilities, his privileges, and his rights can he attain the full academic, social, and extracurricular success that is the aim of his college education.

The present statement of standards and regulations, the current edition of the Constitution and By-Laws of Student Government, of the Panhellenic Association and of the Interfraternity Council, and the current Honor Council Procedures are effective with the beginning of the session 1961-62. Changes, except in the case of emergencies, are made effective at the opening of the session only, and are specifically publicized as changes so that students may be fully aware of their occurrence.

J. W. LAMBERT
Dean of Students



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I

Academic Standards AND Regulations

A. SYSTEM OF GRADING AND QUALITY POINTS

1. 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 significance of these grades:

<i>Grade</i>	<i>Significance</i>	<i>Quality Points</i>
A.....	Superior	3
B.....	Good	2
C.....	Average	1
D.....	Passing	0
F.....	Failing	0

2. The work in required physical education is graded: "S" (satisfactory) or "F" (failing).
3. The symbols "G", "I", and "X" are used on grade reports and in the college records. The chart below indicates the significance of these symbols:

<i>Grade</i>	<i>Significance</i>
G.....	Instructor has deferred reporting the grade.
I	Student has postponed, with consent of instructor, 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.

B. *GRADE REPORTS*

Reports showing students' grades are sent to students and to their parents or guardians at the middle and the end of each semester.

C. *DEAN'S LIST*

The following chart indicates requirements necessary to be placed on the Dean's List for the following semester:

1. A total of at least 33 quality points,
2. At least 3 hours of A,
3. At least 9 hours of B,
4. No grade below C in academic subjects,
5. The grade of S in required physical education, if carried,
6. A quality point average of at least 2.

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

1. 124 semester credits are required for graduation; 120 credits must be in academic subjects and four in required physical education.
2. 120 quality points are required for graduation.
3. The catalog of the College contains the detailed information regarding requirements for all degrees.

E. *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*

- a. Any student may, with the consent of his advisor, carry eighteen (18) semester hours (counting courses in required physical education).
- b. 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 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.
- d. 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 exceptional students, however, will be granted permission to carry more than eighteen (18) semester hours.

F. *CLASSIFICATION OF STUDENTS*

- 1. 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 standing.
- 2. The chart below indicates the number of credits and quality points necessary for classification as a sophomore, junior or senior:

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

G. *CHANGES IN REGISTRATION*

In order to drop a course or to add a course from the program of study for which they have originally registered, students will follow these procedures:

- 1. *During the One-Week Period After Registration*
 - a. Freshmen and Sophomores. The students must submit their cards to the instructors of the courses to be dropped and added for their approval. Then the students must take the card to the Dean of Men or to the Dean of Women who will officially complete the change.
 - b. Juniors and Seniors. The students must take their cards to their advisor and then to the instructors of the courses to be dropped and added for their approval. The students will submit the card to the Dean of Men or the Dean of Women who will complete the change.

2. *After the One-Week Period*

- a. There shall be no change in registration after the first week of classes except by the approval of the Dean of Men or the Dean of Women.
- b. If the application for a change is granted, the Dean will notify the Registrar of the change. The Registrar will then record the change on the student's registration card and will inform the 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.
- c. Students carrying more than the normal load of courses may drop to a minimum of 15 hours 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.

H. *ABSENCE FROM CLASSES AND FROM THE COLLEGE*

1. *Class Attendance*

The attendance regulations are designed by the faculty to limit the number of unnecessary class absences since irregular class attendance usually jeopardizes the students' progress and detracts both from instruction and from learning.

2. *Registration Appointments*

- a. Students are expected to keep their registration appointments.
- b. 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*

- a. Students are expected to be present at all their regularly scheduled classroom appointments.
- b. All absences are reported weekly by the instructor to the Dean of Men or the Dean of Women.
- c. 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. If a subsequent unexcused absence is reported in that course the student will be placed on *absence probation*.
- d. Any additional unexcused absence in a course in which absence probation has been incurred will make the student subject to *suspension* from the College by action of the Committee on Academic Status.

- e. The authority for excusing absences is placed in the Dean of Men and the Dean of Women who notify the instructor of all the absences so excused.

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

- a. Students whose attendance, in the opinion of the instructor, becomes unsatisfactory 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 is reported in that course, the student will be placed on *absence probation*.
- b. After a student has been placed on absence probation, any additional unexcused absence in the course will make the student subject to suspension from the College by action of the Committee on Academic Status.
- c. Authority for excusing absences from 300, 400, and 500 courses and from courses in Law rests with the instructor in the course.

5. *Absences Before and After Holidays*

- a. Students 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*.
- b. Dean's List students or those excused by the Dean of Men or by the Dean of Women will be permitted modification of the regulation.

6. *Absence Probation*

- a. 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.
- b. A student placed on absence probation under any of the above provisions (absence from a registration appointment, absence immediately before or after a holiday, or 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.
- c. A student suspended for incurring more than one absence probation within the same period may not apply for readmission until a full semester has elapsed. A student readmitted after such suspension shall not be considered as being on absence probation.

7. *Dean's List Students and Auditors*

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

I. *EXAMINATIONS*

1. *Excused Absences*

- a. 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.
- b. 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 by the Dean of Women.
- c. Students should present their reasons for an expected absence in advance of the examination day.
- d. No excuse for illness will be accepted unless it is approved by the College physician.

2. *Deferred Examinations*

- a. Deferred examinations are provided for students who have been excused by the Dean of Men or by the Dean of Women from taking their examination at the regular time.
- b. The deferred examinations for first semester courses are given in the fourth week of the second semester; the deferred examinations for second semester courses are given during the freshman orientation period in September.
- c. Only in exceptional circumstances will students be permitted to postpone the taking of a deferred examination beyond the first occasion regularly provided. In *no* case will permission to take a deferred examination be extended beyond a year from the time of the original examination period.
- d. The schedule of deferred examinations, arranged by the Dean of the Faculty, will be posted several days in advance of the time to each student who is entitled to take a deferred examination.

J. *CONTINUANCE IN COLLEGE*

1. *Freshmen*

- a. Freshmen must receive for the session at least 18 semester credits in academic subjects and earn at least 12 quality points.

b. During the first semester freshmen must pass at least five semester hours of academic work.

2. *Upperclassmen and Unclassified Students*

a. Upperclassmen or unclassified students must accomplish for a session at least 20 semester credits in academic subjects and at least 20 quality points.

b. Students who have completed four semesters may not continue at the College unless they have accumulated at least 40 semester credits in academic subjects and 40 quality points.

c. Students who have not met the requirements pertinent to their status may not register either in the summer session or the regular session, except with the consent of the Committee on Academic Status.

d. 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 community, such a student may be required to withdraw.

e. Students who have 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.

f. 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 proportion to the reduction permitted. In applying this regulation, each nine weeks' *summer session* will be counted as three-fifths ($3/5$) of a semester.

g. 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.

κ. *WITHDRAWAL FROM THE COLLEGE*

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

2. 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.

L. *SCHOLARSHIPS*

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.

M. *STUDENT EMPLOYMENT*

1. In order that students may have a balanced program of work and study, the College has set the maximum of hours of employment at fifteen (15) per week.
2. Students who show superior academic achievement and extreme need may be permitted, by the Committee on Scholarships and Student Employment, to be employed twenty (20) hours a week. Application for permission should be made to the Director of the Work-Study Plan.

N. *PARTICIPATION IN EXTRACURRICULAR ACTIVITIES AND ELIGIBILITY FOR CLASS OFFICE*

1. *Extracurricular Activities*

Students are required to achieve 24 semester credits during the previous year before they may represent the College in athletic contests, inter-collegiate debates, dramatic productions, or other major extracurricular activities.

2. *Class Office*

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

II

The Honor System

A. HISTORY AND BACKGROUND

The Honor System was established at William and Mary in 1779 and is one of the College's cherished Priorities. The essence of the Honor System is individual responsibility coupled with a sincere devotion to the principles of honorable conduct.

B. OPERATION OF THE HONOR SYSTEM

1. In order to maintain the Honor System as an effective part of the way of life offered by the College, certain safeguards have been established. The Honor Code, the judicial functions of the Honor Councils and other necessary information are contained in the pamphlet entitled *The Honor System of the College of William and Mary in Virginia*.
2. All students at the College are expected to be thoroughly familiar with *The Honor System of the College of William and Mary in Virginia*.
3. When judicial action by the Honor Council becomes necessary, *Honor Council Procedures* found on page 78 of the Appendix specify the rights of the accused, the duties of the accused, the rights of the accuser, conduct of the trial, the reopening of cases, and other procedures dealing with treatment of violations of the Honor Code.

III

Student Government

A. ORGANIZATION OF STUDENT GOVERNMENT

1. *Association of the Student Body*

All regularly enrolled students at the College are members of the association called the Student Body.

2. *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.

3. *Student Body Officers*

The President, Vice President, and Secretary-Treasurer of the Student Body are elected by direct vote of the entire student body and are directly responsible to them.

4. *General Co-operative Committee*

The General Co-operative Committee, consisting of students, members of the faculty, and administrative officers. (See Student Government Constitution Article VII, Appendix), serves as a clearing house for matters of general concern to the entire College.

B. ACTIVITIES OF STUDENT ORGANIZATIONS

1. *Women Students' Cooperative Government Association*

- a. The W.S.C.G.A. deals with student activities which concern the women students only.
- b. The officers of the W.S.C.G.A. sit as members of the Senate and the President of the Executive Council of the organization is the Vice-Chairman of the Senate.

c. The W.S.C.G.A. cooperates with the Student Government in helping the College administer the standards that govern student life.

2. *Activities of Clubs*

a. The Student Assembly has the power to recognize new clubs and organizations on campus. The approval of the Student Assembly must be obtained before the organization has official status.

b. The Committee on Campus Organizations has the responsibility of maintaining the Student Government standards as set out in Article VII of the Student Assembly By-Laws.

3. *Club Calendar*

a. No meeting other than that of the Student Assembly will be scheduled between 6:30 and 8:00 p.m. the first and third Tuesday of every month.

b. A list of officers of each club must be submitted to the Dean of Students and to the Committee on Campus Organizations as soon as elections are over. *See* Section 4, Article VII of the Student Assembly By-Laws.

c. *STUDENT ELECTIONS*

Article V of the By-Laws of the Student Assembly sets forth the procedures to be followed in the conduct of student elections and describes the qualifications necessary for holding office.

d. *FRESHMAN RULES*

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

e. *PUBLICATIONS COMMITTEE*

1. The duties of the Publications Committee, whose membership includes all the editors-in-chief of College publications and the President of the Student Body, are set out in Article XIII of the Student Assembly By-Laws.

2. Standards regulating the positions on the various publications are also specified in Article XIII.

IV

Standards and Rules Governing Social Conduct

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

A. *CONDUCT*

1. *General Standards*

- a. 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 refrains from promulgating a rigid code of discipline. The College reserves the right to take disciplinary measures compatible with its own best interests.
- b. Aside from cheating, lying and stealing, which are the concern of the Honor Councils, 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 manifest undesirable conduct on the part of the student or to cast discredit on the name of the College of William and Mary in Virginia.
- c. The College reserves the right at any time to suspend or dismiss a student whose conduct or academic standing is, in its judgment, unsatisfactory.

2. *Enforcement of Discipline*

- a. The discipline of the College is vested in the President, by action of the Board of Visitors.

- b. Cases involving minor infractions of discipline are handled through the offices of the Dean of Men and the Dean of Women respectively.
- c. Serious infractions of discipline are considered by the *Discipline Committee of the College*. The Committee consists of the Dean of Students, the Dean of Men, the Dean of Women, two members of the faculty and the President of the Student Body. When women students are involved in misconduct, the President of the W.S.C.G.A. is invited to participate.
- d. The Discipline Committee meets on call and reports its findings to the President of the College. Further information regarding its operation may be obtained from the Deans.
- e. When men and women are jointly involved in misconduct or violation of College regulations, they will be held equally responsible.

B. *MANNERS AND HABITS OF LIVING*

- 1. Manners and behavior that would not be tolerated in the students' homes cannot be tolerated in the classrooms, dining halls, or the residence halls. The College encourages 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.
- 2. Students are expected to keep their rooms reasonably neat and tidy at all times.

C. *DRESS*

1. *Women Students*

Maintenance of the high standards of personal dress which characterize 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 the academic buildings (including the library and the Campus Center). 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.

2. *Men Students*

While the College does not set rigid standards of dress for the men, it is concerned that good taste be exercised in the choice of wearing ap-

parel. Neatness of personal appearance is the first consideration. Sports wear is inappropriate in the library, classrooms, or cafeteria; consequently, it is expected that Bermuda shorts, tee shirts, and dungarees will not be worn in these places.

D. *VANDALISM AND DISTURBANCE*

1. The College does not tolerate any form of vandalism or general disturbance.
2. The defacement or destruction of state property is a violation of the laws of the Commonwealth of Virginia. Students who deface property or destroy fixtures belonging to the College will be dealt with summarily.
3. The same high standard of behavior is expected of students outside the campus and in the City of Williamsburg, as it is within the College proper.
4. Students who through noisiness or other disturbance continually annoy their neighbors or who participate in riots or mob action may be required to withdraw.

E. *HAZING*

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

F. *MARRIAGE*

1. *Students 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 to the College at least a week prior to the marriage.

2. *Students Over Twenty-One*

A student 21 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.

3. *Termination of Attendance*

If a violation of the regulation is discovered subsequent to any student's voluntary withdrawal or graduation, an appropriate notation will be made in the student's records.

g. ALCOHOLIC BEVERAGES

1. 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.
2. 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, sorority house, 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.

Rules Governing Social Organizations

A. SOCIAL RULES

1. Calendar of Events

- a. A proposed calendar of events planned by a fraternity, sorority, or other social organization during each semester must be submitted to the Dean of Students *prior to the opening of the semester*.
- b. 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.
- c. The proposed calendar will be reviewed by the Dean of Students, who will return an approved calendar to the organization.

2. Number of Social Events

- a. Dances or Parties. No more than *three* dances or *scheduled* parties may be held by any single social group during the session, and not more than *two* such affairs can be held during any semester.—A *scheduled party* is defined as a dance, dinner (attended by both men and women), or dinner-dance.
- b. Receptions. No more than one reception may be held during a semester.
- c. Picnics or Hay Rides. No more than one picnic or hay ride may be held by a fraternity, sorority, or other social group during the semester.
- d. Costume Parties. No costume parties may be held by a social organization 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.

5. *Chaperones*

a. For Fraternity Lodges

- (1) The registration of chaperones from the approved list for the fraternity lodges must be done through the Office of the Dean of Women.
- (2) During the hours from 3:00 p.m. to 6:00 p.m., Monday through Friday, and 1:00 p.m. to 6:00 p.m., Saturdays and Sundays, a woman may visit the lodges if in the company of another woman guest.
- (3) At all other times, within the hours approved for women to visit the lodge area, a chaperone approved by the Office of the Dean of Women must be present at the lodge visited.

b. For Social Events

- (1) The registration of chaperones for social events, other than those held in the lodge area, must be accomplished through the Office of the Assistant Dean of Women.
- (2) Before a dance, party, picnic, or other social event is held, a list of special guests and of chaperones must be submitted to the Office of the Assistant Dean of Women before noon of the day of the party.
- (3) Where "late permissions" for women students are necessary, a full list of the guests must be submitted to the Office of the Assistant Dean of Women before noon of the day of the party.
- (4) Chaperones must be a man and a woman associated with the College.

6. *Times for Social Events*

a. Days of the Week.

- (1) 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.
- (2) Generally, fraternity and sorority activities will not be scheduled in conflict with College Convocations, lectures, plays, musical events, and similar College functions.

b. Hours.

- (1) Parties held on Friday and Saturday nights must be brought to a close in time for the women students to be in their residence halls at 12:15 a.m. All guests are expected to leave the place of the dance or party no later than midnight.
- (2) Picnics, hay rides and other such social events must be brought to a close in time for the women students to return to their residence halls by 7:00 p.m.

7. *Events During Fraternity and Sorority Rushing Period*

- a. The Interfraternity and Pan-Hellenic Councils are required to submit to the Office of the Dean of Students a complete schedule of parties and all other social events to be held by the several fraternities and sororities in connection with their formal rushing period.
- b. The schedule must be submitted no later than *one week* prior to the date formal rushing begins.

B. *COLLEGE POLICY APPLICABLE TO THE FRATERNITY LODGES*

1. *Operation of Lodges*

- a. The College operates 11 fraternity lodges, financed with endowment funds.
- b. 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 standards and to the terms of the permit. The permit may be cancelled by the College when a fraternity violates any of the permit conditions.
- c. Fraternities may use the lodges only during the regular session. They may sublet during the summer to tenants approved by the College.
- d. Rents paid by students living in a lodge are applied toward the annual lodge rent paid by the fraternity.

2. *College Policy*

- a. The College has assumed the responsibility for providing the fraternities with lodges. It is the responsibility of the College both to protect the funds it has invested in the fraternity housing project and to encourage the fraternities to maintain themselves in a sound financial condition.

- b. It is the responsibility of the fraternities to maintain themselves in a financial position that will adequately protect the funds advanced by the College and that will enable the fraternities to maintain the soundness of the fraternity system.
- c. It is the responsibility of the fraternities to protect the property of the College and to maintain adequate standards of housekeeping.

3. *Social Regulations*

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

c. *REPORTS AND FORMS*

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

FORM	CONTENTS	RECEIVED BY	DATE SUBMITTED
F-1	Roster of initiates and pledges	Fraternity Officer*	2 weeks after date classes begin (1st and 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) (b) Lower half of above form	Fraternity from Office of Registrar Fraternity Officer	Prior to initiation 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 the regular session

*The Fraternity Officer for both fraternities and sororities is the Dean of Men.

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

VI

Social Hours and Places for Dating

A. *SOCIAL HOURS*

1. *General Statement*

The social hours for women students are the following:

Sunday through Friday, 7:00 a.m. to 11:00 p.m.

Saturday, 7:00 a.m. to 12:00 midnight

2. *Freshman Women*

During the first semester freshman women students have the following social hours:

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

Friday, 7:00 a.m. to 11:00 p.m.

Saturday, 7:00 a.m. to 12:00 midnight

Sunday, 7:00 a.m. to 11:00 p.m.

3. *Special Occasions*

a. 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 permission.

b. 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.

B. *PLACES FOR DATING*

1. *Women's Residence Halls*

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

Sunday through Friday, 12:00 noon to 11:00 p.m.

Saturday, 12:00 noon to 12:00 midnight

Special 1:15 or 2:15 Friday night dances, 12:00 noon to 12:00 midnight

2. *Fraternity Lodges*

- a. 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 approved by the Office of the Dean of Women is present:

Monday through Friday, 3:00 p.m. to 11:00 p.m.

Saturday, 3:00 p.m. to 12:00 midnight

Sunday, 1:00 p.m. to 11:00 p.m.

- b. 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.

3. *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.)

4. *Private Residences or Lodgings*

Women students may not visit men's private residences or lodgings without appropriate chaperonage. (See Section V, 5). Furthermore, women students may not sign out overnight to motels, hotels, or tourist homes in Williamsburg or vicinity unless accompanied by their parents.

5. *Men's Residence Halls*

- a. 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 students and other visitors, such as Bryan Hall Lounge.
- b. Women may visit the lounge areas of Old Dominion, Monroe and Brown dormitories only on such occasions as chaperoned open houses and receptions or with the specific approval of the Residence Counselor.

VII

Residence Hall Regulations

A. RESIDENCE REQUIREMENTS

1. All undergraduate students except those coming daily from their homes are required to live in the College residence halls.
2. Exceptions to the general rule may be granted by the Dean of Students when good reasons for doing so exist. It is the present policy of the College to approve requests of seniors or veterans, 21 years of age, to reside off campus. Such students are required to live in rooms in private homes. Apartments in private homes may be approved in certain instances.
3. Married students may not reside in College residence halls.

B. SPECIFIC REGULATIONS

1. *Maintenance of Quiet*

Students are expected to maintain reasonable quiet in the residence halls at all times. Radios, record players, and musical instruments must not be used so as to interfere with the study of any other occupant.

2. *Room Furnishings*

- a. 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.
- b. Single rooms are furnished with a single bed, a study table, a chair, and a dresser.
- c. Under no circumstances may College furniture be painted or otherwise refinished or moved from the room in which it has been placed.
- d. The student furnishes his own linen, pillow, towels, curtains, rugs, blankets, table lamps, or anything else he or she may wish to make the room more attractive.

- e. Since there are no overhead lights in the bedrooms of Landrum Hall, students assigned there must provide desk lamps.
- f. Hanging pictures, maps, pennants, papers, or bulletin boards on the wall is not permitted. Such items must be hung from the picture moldings.

3. *Room Keys and Key Deposits*

a. Men Students

- (1) 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.
- (2) 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 session.
- (3) 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

- (1) Women students living in the residence halls will be issued keys to their rooms upon request.
- (2) 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. Changes in Room Assignments

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

4. *Room Assignments*

- a. A deposit of \$25.00 is required by the College for a student to reserve a room. This payment is made to the Treasurer-Auditor and is applied to the student's regular College account.
- b. Students enrolling for the first time may not make room reservation deposits until they have been notified of their admission to the College.
- c. Students already enrolled may make their deposits any time after the beginning of the second semester. The deposit *must* be paid before *April 15*. No room will be reserved for students who have not paid their room deposits by the specified date.

- d. 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 also be paid by April 15.
- e. The room deposit will be returned only to those students who cannot be accommodated in the residence halls or to those who cancel their reservations on or before July 15.

5. *Change in Room Assignment*

- a. 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 \$5.00 change fee.
- b. 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 15.

6. *Mail and Baggage*

a. Mail

The Post Office Department does not deliver mail to the residence halls. Mail is delivered only to fraternity lodges and sorority houses. Students not living in a fraternity or sorority house should have their mail addressed either to *General Delivery*, Williamsburg, Virginia, or to their post office box.

b. Baggage

- (1) 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.
- (2) The Railway Express Agency 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.

7. *Overnight Guests in Residence Halls*

- a. 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.

- b. All guests must be registered with the housemothers in residence at the women's residence halls, and with the student residence hall counsellors in the men's residence halls.
- c. Visits of such guests should be limited in length to 3 days and should be confined to weekends.
- d. Parents of students or children under the age of 15 are not permitted as guests in the residence halls.

8. *Windows*

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

9. *Pets*

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

10. *Firearms and Ammunition*

- a. Firearms or ammunition may not be kept in the residence halls, or other College buildings, or elsewhere on the campus.
- b. Persons belonging to the ROTC Rifle Team or to the Varsity or Faculty Rifle Teams who possess their own rifles may store them in the Arms Room of the Department of Military Science, and may use them in the College indoor rifle range.
- c. 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.

11. *Fireworks*

- a. Possession of fireworks or the exploding of fireworks in the residence halls or elsewhere on the campus is prohibited. The exploding of fireworks within the City of Williamsburg is a violation of a city ordinance.
- b. Students who violate this standard will be subject to dismissal.

12. *Electrical Appliances*

Limited space within the rooms, reasons of general cleanliness and the danger of fire resulting from too great a strain on existing wiring make it necessary to prohibit the use of *hot plates, refrigerators* and *air conditioners* in the residence halls.

13. *Damage to Rooms and Furnishings*

Damage to rooms or furnishing will be charged to the occupants. Pictures, maps, pennants or bulletin boards may be hung *only* from the molding and are not to be taped, tacked or otherwise fastened directly to the wall. Markings on the walls will be charged for accordingly.

14. *Requests for Repairs*

Requests for repairs are to be made to the housemother or to the student dormitory manager.

c. *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 class, and reopen 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*

- a. Students may not remain in the residences beyond 12:00 noon on the days specified above.
- b. Exceptions are 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.
- c. Under no condition may guests be entertained in the fraternity lodges, sorority houses or residence halls when the College is not in session.

VIII

Use of The Name of The College and of College Facilities

A. *USE OF COLLEGE NAME*

1. Permission for persons associated with the College to give a public performance must be obtained from the President of the College.
2. The name of the College may not be used in connection with any organization or activity without the consent of the College authorities.

B. *USE OF COLLEGE FACILITIES*

The use of rooms in College buildings for displaying samples and goods for sale is not permitted without express consent of the College authorities.

IX

Convocations

A. *INSTANCE OF CONVOCATION*

1. Three times during the academic session the College gathers in formal Convocation. The chairman of the Convocation is the President. The bearer of the Mace of the College is the President of the Student Body.

The instances of Convocation are:

- a. Autumn Honors Convocation
 - b. Charter Day Convocation
 - c. Baccalaureate and Commencement Exercises
2. An informal Spring Convocation is held to honor the outstanding students at the College.

B. *ATTIRE*

1. Proper attire for a formal Convocation consists of full academic regalia for the faculty and for members of the senior class.
2. Members of the senior class are advised by the Registrar early in the session of the procedure to be followed in obtaining academic caps and gowns for these formal occasions.

C. *ATTENDANCE*

Students are expected to attend all Convocations that take place during the session. Provisions are made through the suspension of classes for students to be free to fulfill their obligation.

Rules Governing the Use of The College Library

A. *PRINCIPLE OF THE HONOR SYSTEM*

1. 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 standards will be considered a violation of the Honor Code.
2. 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 Code and will be reported to the Honor Councils.

B. *OPERATION OF THE LIBRARY*

1. *Open Stack Method*

- a. The open stack method is used throughout the library system. Students are privileged to go freely to the stack rooms and to select the books they wish to borrow, or to browse.
- b. A student may borrow from the general collection as many books at one time as he may need.

2. *Loan Desks*

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

3. *Time Limits and Fines*

- a. Most books are circulated for 2 weeks and are subject to a fine of 2 cents daily when overdue.

- b. Borrowers wishing to have loans renewed must bring the books to the loan desks. A book may be renewed consecutively only twice by any borrower.
- c. Books which are on reserve may be borrowed overnight, for three days, or for seven days, as specified on the "date due" slip. The books may be borrowed at any hour and are to be returned prior to the final closing of the library on the date due.
- d. 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.
- e. The fine on overnight reserves is 25 cents for the first hour or fraction of an hour, and 5 cents for each additional hour.
- f. The fine for three-day or seven-day books is 25 cents per day.

4. *Non-Circulating Material*

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

5. *Magazines*

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

6. *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 one time.

7. *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.

c. *LAW LIBRARY*

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

D. *HOURS*

1. *General Library*

Monday through Friday, 8:00 a.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.

2. *Law Library*

Monday through Friday, 8:00 a.m. to 11:00 p.m.

Saturday, 8:00 a.m. to 11:00 p.m.

Sunday, 2:00 p.m. to 10:00 p.m.

XI

College Dining Hall

A. GENERAL REQUIREMENTS

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*.

B. MEAL TICKETS

1. *Monthly Meal Tickets*

Monthly meal tickets are available to those students whose boarding at the Dining Hall is optional. Tickets may be purchased at the Treasurer-Auditor's office.

2. *Transferability of Meal Tickets*

Meal tickets may be used *only* by the person to whom issued.

C. HOURS

The hours of the Main Dining Hall are:

Breakfast—6:45 to 9:00 a.m.

Lunch—11:15 a.m. to 1:30 p.m.

Dinner—5:00 to 7:00 p.m.

XII

Automobile Regulations

A. *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.

B. *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.

C. *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 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.

D. *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 sixty 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 \$10.00 for a full year.

E. *PENALTY FOR VIOLATION OF THE REGULATION*

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

XIII

Rules Governing the Use of Matoaka Park

A. *THE AREA*

1. *Matoaka Park*

- a. Matoaka Park includes the wooded area 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. In addition, since the Park is untended, there is a considerable fire hazard.
- b. Only the Matoaka Theater area and the Picnic grounds are open to student use, for the reasons stated above.

2. *Matoaka Shelter Picnic Area*

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

3. *The College Picnic Grounds*

- a. The College Picnic Grounds are between the tennis courts and the road running behind the fraternity lodges.
- b. The Shelter Picnic Area and the College Picnic Grounds are open for recreational student use daily until 7:00 p.m. *Women students* may *not* at any time enter any part of the College wooded area alone.

B. *REGULATIONS*

1. *General*

- a. The same general rules of conduct which govern all social affairs at the College shall be adhered to at all times by all students in all parts of the College wooded areas and picnic grounds.
- b. The College regulations concerning the use of intoxicating liquors apply to these areas.

- c. Picnic grounds are regarded, more particularly, as social areas similar to the fraternity lodges.
2. *Use of the Matoaka Shelter Area*
 - a. Student groups and other College groups (faculty and staff) have priority over 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.
 - b. The area is available for the scheduling of picnics by students and other College groups from the date the College opens in September to November 15, and from April 15 to June 1.
 - c. During the summer session, when the Jamestown Corporation is producing a play at the Matoaka Theater, picnics will not be scheduled.
 - d. 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, 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. 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 in the park area. Violators of this regulation are subject to prosecution at *law*.
 7. *Fishing and Swimming*
 - a. Matoaka Park, including Lake Matoaka, has been designated as a State game and fish sanctuary.
 - b. Swimming in Lake Matoaka is prohibited because the purity of the water is considerably below the minimum standard required by the Department of Public Health. Moreover, the extensive undergrowth on the lake bottom makes swimming hazardous.

XIV

Student Health Service

A. *PURPOSE OF THE HEALTH SERVICE*

The purpose of the Health Service is fourfold: (1) maintenance 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; and (4) instruction of students in matters essential to healthful living.

B. *INFIRMARY*

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

C. *HEALTH CERTIFICATE*

A health certificate is required of all entering students.

D. *MEDICAL SERVICES*

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

E. CONSULTATION WITH PERSONAL PHYSICIAN

While at the College, the student's first medical contact, in case of illness or an accident, should be with the College Health Service. Then, the student may be advised to consult with a physician of his own choice.

F. HOURS

1. The Infirmary is open, and a nurse is on duty twenty-four hours each day. The College Physician is on call twenty-four hours each day. The following hours are established for out-patients:
2. Nurses' 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. (every day)
3. College Physician's Hours:
 - 8:00 a.m. to 9:00 a.m.
 - 12:30 p.m. to 1:30 p.m.
 - 6:00 p.m. to 7:00 p.m. (Monday through Friday)
 - 8:00 a.m. to 9:00 a.m.
 - 12:30 p.m. to 1:30 p.m. (Saturday)
 - 6:00 p.m. to 7:00 p.m. (Sunday)

Rules Governing Use of Athletic Facilities

A. *BLOW GYMNASIUM*

1. The Blow Gymnasium is officially open for the use of William and Mary students, faculty, administration and their immediate families only.
2. The Blow Gymnasium is open during the following hours:
Monday through Friday, 8:00 a.m. to 10:30 p.m.
Saturday and Sunday, 12:30 p.m. to 5:30 p.m.
3. All posted regulations must be adhered to; violators will lose all gymnasium privileges.
4. The Apparatus and Weight Training rooms may be used only when a spotter is present. These rooms are open during the following hours:
Monday through Friday, 3:00 to 5:30 p.m.
Saturday and Sunday, 1:00 to 5:00 p.m.
5. Only when an official College life guard is on duty may the *swimming pool* be used for *recreational* swimming. The pool is open during the following hours:
Monday through Friday, 3:30 p.m. to 5:30 p.m.
Saturday and Sunday, 1:30 p.m. to 5:00 p.m.

B. *REGULATIONS FOR SOCIAL USE*

1. Any group wishing to use Blow Gymnasium must make its request in writing to the Head of the Department of Men's Physical Education and to the Athletic Director. Permission will also be granted in writing.
2. Organizations which are granted the use of the gymnasium are expected to be familiar with the regulations to be followed. The necessary informa-

tion may be received from the Head of the Department of Men's Physical Education.

c. *INTRAMURALS*

The College maintains a full program of intramural sports. Necessary information is provided in the *Handbook of Intramural Sports* which is available at the Blow Gymnasium.

d. *COLLEGE STADIUM*

Students wishing to make use of the facilities at Cary Field are expected to seek approval of the Athletic Director before doing so.

Appendix

I

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

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

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.

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

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.

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

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.

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.

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

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

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

Article VII—The General Cooperative Committee

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*.

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

Article VIII—Elections

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

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.

BY - LAWS

Article I—Organization

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

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

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

Article II—Inauguration of Officers

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."

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

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

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).

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

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

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

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.

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

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.

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.

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.

3. Students shall make known their desires 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.

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.

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.

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.

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

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.

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 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.

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.
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.
- 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.

- 1. The squad shall consist of not more than eight members, including the Head Cheerleader.
- 2. The Head Cheerleader shall be a senior or junior man, elected by the squad, and shall be a member of the squad.
- 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.
- 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.
- 5. The Cheerleading Squad shall cheer at all home games and at away games when the financial situation permits.
- 6. The necessary expenses shall be secured from funds designated by the President of the College.

Article IX

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.
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

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.

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.

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

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.

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.

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.

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.

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.

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

- 1. This body shall be composed of the Secretary-Treasurer of the Student Body and the Secretary-Treasurer of each of the four classes.
- 2. Its duties shall consist of maintaining the Student Government Office and of keeping the records.
- 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.
- 4. These above duties shall be the primary responsibility of the Secretariat.

Article XV—Amendment

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.

II

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.

BY - L A W S

Article I—Rushing

Defined

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.
General Rush Regulations

1. Rushing is prohibited during the summer vacation. This included rush activities by the national organization or alumni which has the knowledge and consent of the William and Mary chapter.

2. Rushing first semester freshmen is prohibited from the opening of the first semester until the beginning of informal rush. During this period

before informal rush first semester freshmen will not be permitted in the lodge area but may openly associate with fraternity men.

- (a) *Open Association*—Students are allowed to talk about the fraternity system in general or their own fraternity as long as there is no attempt to persuade or influence the *choice* of the rushee. The following activities are considered “dirty rush”:
- (1) The entertaining of first semester freshmen at parties, off campus or on campus.
 - (2) The giving of gifts or other favors to freshmen.
 - (3) Any action which is obviously not a normal or customary friendly association.
- (b) Freshmen who enter the College for the first time in February cannot rush before the first semester of the next school year and therefore, are not permitted in the lodge area until they are eligible to rush.

Eligibility for Rushing

1. To be eligible for rushing a rushee must be a regularly enrolled full-time student of the College of William and Mary and his name must appear on the rush list published by the Fraternity Officer and must have paid a \$3.00 rush fee to the Interfraternity Council.

2. The student must have passed a minimum of 10 semester hours including Physical Education, and have a quality point average of .75 on first semester grades.

3. Freshmen ineligible on the basis of their first semester grades shall remain ineligible until the appearance of the next rush list which is published after mid-semester grades of the second semester.

4. Once rush fees have been paid, no student is required to pay this fee again.

Informal Rush—Defined

Informal rush is defined as the period during the second semester and prior to formal rush week in which the rushees will be allowed in the lodge area but with the rules of open association prevailing.

1. No rushee will be allowed in the lodge area before 7:00 p.m. except that regular social hours prevail on the weekend.

2. Informal rush will begin on the first Tuesday after the first semester grades are received or as designated by the Interfraternity Council.

Formal Rush Regulations

1. In order for freshmen to come to the fraternity lodge area they must have met the eligibility requirements stated above.

2. Formal Rush shall be allowed from 12:00 noon to 11:00 p.m. during rush week. All other hours shall be regarded as “silence hours” with no more than a casual greeting exchanged between rusher and rushee.

3. The first formal rush party shall be conducted as an open house, but thereafter attendance shall be by invitation only.

4. Fraternities are allowed to spend money only for such things as popcorn, potato chips and other snack foods. No dinners or buffets will be allowed during any period of rush.

5. Binding commitments will be made after 12:00 noon on the first Friday after the beginnings of formal rush. Once a binding commitment has been made, the person making the commitment shall be allowed in the lodge area at any time.

6. Each fraternity at the conclusion of the Friday of binding commitments shall make up eleven lists of the rushees who pledged after 12:00 noon on this date. These lists shall be distributed by 12:00 midnight among the other fraternities. Violation of this procedure will constitute "dirty rush".

Rush List

The fraternity officer of the College shall publish at the appropriate time a list of all men eligible to be rushed. It is the responsibility of the Interfraternity Council Treasurer to notify the fraternity officer when a rush fee has been paid and to check with him the academic and other qualifications of students from whom fees have been collected.

Open Rush

Students other than first semester freshmen registered in the College may rush on an informal basis at any time provided the registration fee of \$3.00 has been paid to the Treasurer of the Interfraternity Council and provided they are eligible on the basis of final grades for the last full semester in which they were enrolled at William and Mary.

Transfer Students

Transfer students come under the same rushing rules as freshmen. Therefore, those who enter in the second semester are not eligible to rush until the first semester of the following school year.

Social Affiliates

Social affiliates are those students who may be allowed by a fraternity to participate in fraternal activities without becoming an official member of the organization. Such affiliation shall be limited to full-time graduate students and full-time undergraduate students who are members of national social fraternities not represented on this campus. In order to affiliate a student must meet the same academic standards required for regular rushees and must pay a \$3.00 rush fee to the Interfraternity Council Treasurer prior to affiliation. The names of social affiliates must be reported to the fraternity officer in the same manner required for reporting regular pledges.

Article II—Initiation

Eligibility for Initiation

1. 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.

2. He must have a minimum of twelve (12) semester hours, which may include Physical Education and have a quality point average of .8 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 must be immediately depledged by his fraternity. At such time as he meets the academic requirements for pledging he is eligible for repledging by any fraternity.

3. The president of the fraternity depledging a student shall notify the Secretary of the Interfraternity Council, as well as the fraternity officer, the name of the student being depledged. A pledge will be considered depledged on the date notification is given.

4. Any man depledged for any reason if found in the lodge area between the time of depledging and the time he is eligible for rush will have his ineligibility 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—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 working 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.

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*.

III

Panhellenic Association

CONSTITUTION

Article I

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 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 fraternity are to be, the president of the chapter, 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 immediately after the respective sorority elections.

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 meetings.

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 no later than the first meeting in April.

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 should 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 or who has rejected a bid shall not be eligible to accept a bid from another fraternity for one calendar year from the date the pledge was broken or the bid rejected.

2. The student is considered a pledge immediately upon signing her preference slip. If a rushee signs a preference in formal rush and receives no bid, this student shall be eligible to rush in open rush of that semester. For any successive rushes, she must again meet the grade requirements.

3. If a student's pledgship 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.

B Y - L A W S

1. *Meetings:* 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 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 2/3 vote of the members of the Panhellenic Council.

5. *Fines:* The fine shall be fifty cents for each member and presidents who are 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 first semester formal or open rush is 1.00 with no failures in 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 48 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 delegates 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 48 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.
- (e) Penalties: If any fraternity violates any regulation of this constitution and of the William and Mary Panhellenic 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 in varying degrees of social privileges which means deprivation of chapter entertainment but shall not forbid formal or informal entertainment incident at rushing or parties in the observance of a national fraternity celebration or a campuswide 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. *Regulations Other Than Rushing:*

- (a) Each College Panhellenic shall include in its by-laws an enumeration of regulations binding on all groups, such as securing clearance for eligibility for initiation.
- (b) Penalties for infringement of rules and regulations other than rushing.
 - 1. Money penalties shall not be permitted.
 - 2. Penalties are limited to the following, which shall not extend beyond the end of the current college year:
 - (a) Deprivation in 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 campuswide program or curtail the normal business or life of the chapter.
 - (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 within the current college year.
- (c) Procedures for setting penalties and for handling such actions shall be the same as those set forth in IV above (HANDLING DISPUTES)

10. *Requirements for Initiation:*

- (a) A transfer student must remain in residence at William and Mary for one semester and obtain a 1.00 average in academic work here in order to rush.
- (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 to determine eligibility for initiation.
- (c) A woman who has rushed in a second semester Formal Rush on a 1.00 grade average from the 1st semester at William and Mary without failures in academic subject (Physical Education not included) may be initiated in that 2nd semester, which is the same semester in which she pledged, if she has completed a satisfactory pledge period outlined by her sorority.

- (d) The individual fraternity shall be responsible for submitting the forms necessary for each candidate to the fraternity officer.
- (e) The methods of calculating averages shall be the same as those of the Registrar.

11. *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 F4, report of depledging, to be submitted to the fraternity officer within a week after depledging.
- (d) Form F3, 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 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.

12. *Any pre-initiation Publicity Stunts* shall be unlawful under the William and Mary Panhellenic Constitution.

13. *Amendments: BY-LAWS, with the exception of by-laws section 10 may be amended by 2/3 vote of the Panhellenic Council.*

14. *Each fraternity* shall be required to review the Constitution each semester.

15. *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 *Student 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 formal rush week and two days preceding the rush week. 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.

16. *Standing Committees* shall be:

- (a) The Panhellenic Orientation Committee: the Panhellenic Orientation Committee 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 the Committee for rush will depend upon the completion of plans for the Panhellenic Advisory Council.

IV

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.

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