

STUDENT ASSOCIATION  
College of William and Mary  
WILLIAMSBURG  
VIRGINIA

# STUDENT HANDBOOK



The College of William and Mary  
in Virginia  
1970




# Student Handbook

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The College of William and Mary in Virginia  
Williamsburg, Virginia



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## P R E F A C E

**T**HE STUDENT HANDBOOK brings together in one publication the principal statements applying to the social and extracurricular life of the student. These are the Regulations Governing Conduct and Student Life, The Honor System, the Statement of Rights and Responsibilities, the By-Laws of the Board of Student Affairs, the Constitution of the Student Association, and the Constitution and By-Laws of the Women's Dormitory Association. Information regarding academic matters and student fees will be found in the current issue of the College Catalog.

Various aspects of student life remain under continuing study, and it may be expected that from time to time changes will be effected. Any additions to, or modifications of, the contents of the Handbook will be promptly promulgated to the students to whom they apply and will be incorporated in future editions of the Handbook.



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# Regulations Governing Conduct and Student Life

## *GENERAL STATEMENT*

While wishing to keep to a minimum the number of narrowly defined regulations and thereby to encourage a sense of responsibility on the part of each student and a general atmosphere of freedom on the campus, the College believes that it has an obligation to require that degree of order and satisfactory conduct which will permit the fulfillment of the educational purposes with which it is charged by law.

The College considers as particularly serious those acts which infringe upon the rights of others or which violate the laws of the Commonwealth of Virginia. The Virginia code contains specific provisions relating to colleges and universities that prohibit hazing; malicious burning or destruction by explosive of any college building or any other malicious destruction of college property; threats to bomb, burn, or destroy any school building; and bribery of any amateur sport participant. Students are, in addition, subject to the more general provisions of the criminal code that are applicable to all persons, among them laws prohibiting drunkenness or the consumption of alcoholic beverages in unlicensed public areas; the possession, sale, or use of drugs; and violations of fire regulations in public buildings.

Concerted group action to violate College regulations, or interference with or disruption of College classes or other normal functions of the College will not be permitted.

Where violations of the law or of stated College regulations occur, the College will take disciplinary action. When men and women are jointly involved in alleged misconduct or violation of regulations, they will be jointly charged. In the discharge of his authority and responsibility for internal order and discipline, the President will take such steps as he deems appropriate, and may call upon the Discipline Committee or other representatives of the administration, the faculties, and students for assistance.

The Discipline Committee is appointed by the President of the College and consists of members of the faculties, administrative officers, and students. It is the established procedure of the Committee to assure that a student charged with violation of the law or of a stated College regula-

tion be notified of the charge in writing; that a hearing be set at a suitable time and place; that the accused be informed of the evidence on which he is charged; that he have an opportunity to confront his accuser and cross-examine witnesses against him; that he be permitted to present witnesses of his own; that he be permitted an advisor of his own choice; and that, in the event of an adverse decision or a penalty which he considers excessive, he have the right of appeal to the President of the College.

In those instances in which the President acts without the intervention of the Discipline Committee he shall follow insofar as practicable the foregoing guidelines for the protection of the accused.

## REGULATION REGARDING DISRUPTIVE CONDUCT OR INTERFERENCE WITH THE NORMAL FUNCTIONS AND ACTIVITIES OF THE COLLEGE

### 1. *DEFINITIONS:*

The College of William and Mary is a community of scholars existing to promote the advancement of learning, the encouragement of scholarship and the transmission of knowledge. As a publicly supported institution of learning, it endeavors to make its programs and resources available not only to the community of scholars but, to the extent feasible, to the public as well.

To attain its mission as an educational institution and to accomplish maximum utilization of its resources, it is essential that each student respect and recognize the authority of the College to engage in normal programs and activities. Violent or disruptive behavior which interferes with the conduct of normal programs and activities of the College cannot be tolerated. In this context, the following definitions are applicable:

*A. Normal functions and activities.* A normal function or activity is any lawful program, activity, operation, function or event carried on by the College, or conducted under the auspices of, sponsorship by, or with the permission of, the College on property owned by or permitted to be used by the College, and any lawful activity by members of the College community conducted under College sponsorship whether or not conducted on property owned by the

College. Normal functions and activities include, but are not limited to, the conduct of educational activities, the carrying on of cultural, recreational and athletic programs and events, the maintenance of security and protection of persons and property, the care of buildings and grounds, the allocation of facilities and space for use by organizations and groups, the maintenance of pedestrian and vehicular traffic conditions permitting movement within buildings and on roads and walks free of unreasonable obstruction, and the performance of duties by members of the faculties and staff of the College.

*B. Disruptive Conduct.* Disruptive conduct consists of:

(1) Any willful act of violence, force, coercion, arson, sabotage, trespass, obstruction or interference by presence, noise or otherwise that obstructs or disrupts any normal function or activity of the College. Such acts include, but are not limited to, willful or wanton destruction of College property, seizure of College buildings, unreasonably obstructing passage of others through corridors or at entrances and exits, falsely reporting the presence of bombs or explosives on campus, participation in a riot, unauthorized presence in a building after normal closing hours or after notice that the building is being closed, physical detainment of a member of the administration, staff, or faculty against his will, or entering onto a drill, practice or playing field with intent to, or awareness that such entry will, obstruct or prevent the conduct of any drill, practice or athletic event, or program in connection therewith by any class, team or group authorized to use such location.

(2) Any failure to comply with a request to move on, to vacate an area or to desist a particular course of conduct where such request is made by an authorized person in the reasonable and good faith belief that compliance with the request is necessary to the maintenance or restoration of the normal functions and activities of the College. For this purpose, an authorized person is the President of the College, the Executive Vice President, the Vice President for Student Affairs, the Dean of Students and the Dean of any school or faculty, any member of the campus security police and any law enforcement officer or conservator of the peace, and any person specifically authorized by the President orally or in writing who, in making such request, gives notice of the authority given him by the President.

(3) Any failure to comply with the terms of any curfew imposed by the President or the Executive Vice President for the purpose of restoring or maintaining the security of persons and property.

## 2. *PROHIBITED CONDUCT:*

No student shall commit any act which amounts to disruptive conduct as defined in this regulation, nor knowingly participate with others in conduct which amounts to disruptive conduct.

## 3. *PENALTY AND PROCEDURE:*

Any person engaging in prohibited conduct hereunder may be charged with a violation of this regulation and such charge shall be heard in accordance with the established disciplinary procedures of the College. In all cases of action by the Discipline Committee, appeals may be made to the President by an aggrieved student. Any conduct prohibited in Section 2 may result in penalties of reprimand, probation, suspension for a specified period or expulsion, depending upon the gravity of the particular conduct involved and the presence or absence of extenuating circumstances.

# REGULATION REGARDING VISITATION BY MEMBERS OF THE OPPOSITE SEX IN RESI- DENCE HALLS, AND FRATERNITY AND SORORITY HOUSES

1. Except in the lounges or lobbies reserved for both sexes, no student shall visit or be present in any dormitory, fraternity or sorority house designated for members of the opposite sex, nor shall any student receive or entertain any visitor of the opposite sex in any prohibited area hereunder.
2. This regulation applies at all times other than during the periods of Open Houses which must be scheduled and conducted in accordance with Conditions Governing Open Houses, copies of which are available from the Office of the Vice President for Student Affairs or the Dean of Students.\*

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\* Copies of the Conditions will be distributed at the opening of the session in September.

3. A violation of the visitation regulation stated in paragraph 1 shall be referred to the Discipline Committee. The penalty for a first violation shall not be less than a disciplinary reprimand, nor greater than suspension for the current semester with loss of academic credit therefor. The penalty for a second violation shall not be less than a disciplinary reprimand, nor greater than expulsion from College.
4. It shall be the duty of the Dean of Students, the Deans of Men and Women and their assistant deans, residence counselors, dormitory managers, head residents, house mothers, and other officers of the College specifically requested to do so, to assist in enforcement of this regulation, and to report any and all violations to the Dean of Students for referral to the Discipline Committee.

### *PENALTIES*

Except as specified in the instance of the visitation regulation set forth above, the penalty for violation of any regulation in this section of the Handbook will be disciplinary reprimand, disciplinary probation not to exceed one year, suspension not to exceed one academic year, or a maximum of expulsion from the College, the specific penalty to be determined through the established disciplinary procedures.

In cases involving violations of State laws, in addition to any penalties imposed by the courts, the offenders will be subject to the same range of college penalties as enumerated in the preceding paragraph for the violation of a college regulation.

## SECURITY SYSTEM FOR WOMEN'S RESIDENCES

In order to assure the safety of occupants of the women's residence halls, including sorority houses, the following security system will be observed in women's residences, effective September 15, 1970:

1. All residences for women students will be closed throughout the year at the hours listed below:

Monday — Thursday	12 Midnight
Friday, Sunday	1 a.m.
Saturday	2 a.m.

2. For sophomore, junior and senior women under the age of 21 desiring the privilege of returning to residences after the closing hours, parental permission will be required on forms distributed to parents and returned to the office of the Assistant Dean of Women (one copy filed there and one copy maintained in the student's residence for the use of the residence staff) with the following choices:

My daughter may remain out of her residence after curfew:

1. Any night at her discretion.....
  2. On weekend nights, Friday.....Saturday.....  
Sunday.....
  3. Only by special parental permission for an individual occasion.....
3. Night Security Clerks will be assigned to the upperclass women's residences between the closing hour and 6 a.m. each night to see to the security of the buildings, admit those returning after curfew, and maintain necessary records incident thereto.
  4. The detailed operational procedures will be made available to dormitory residents by the Dean of Students. The procedures will be reviewed from time to time in the light of experience.

## RESIDENCE

All undergraduate students must live in the College residence halls, except that (1) all students twenty-one years old and over, and seniors under twenty-one having parental approval, are permitted to live off campus at a place of their choice and (2) students who commute daily from their homes are not required to live in the residence halls. Commuting students whose homes have a Williamsburg mailing address may not live in the residence halls until they have achieved junior standing and then only if vacancies remain after all students coming from outside Williamsburg have been accommodated.

All resident undergraduate students who are classified as freshmen or sophomores, unless they have attended college for four semesters, are required to board in the College dining halls. For all other students boarding in the dining halls is optional.



By the current regulations governing residence halls, students may not receive or visit persons of the opposite sex in residential rooms except during stated hours at approved open houses, and women residents are required to abide by stated curfew hours and regulations regarding absences from residence halls.

The Women's Dormitory Association establishes and enforces regulations governing conduct in the women's residence halls.

### *Public Performances and Parties*

No person or group of persons associated with the College of William and Mary shall give either in Williamsburg or elsewhere as a representative of the College a public performance of any kind unless prior to the first rehearsal the said person or group of persons shall have obtained from the office of the Vice President for Student Affairs permission to present the entertainment. In order to secure permission, those in charge of the performance must make written application to the Vice President for Student Affairs.

## AUTOMOBILE REGULATIONS

By regulation of the Board of Visitors, only students who have completed the equivalent of four semesters as full time students shall be permitted to maintain automobiles on campus. This regulation does not apply to graduate or day students commuting from home, or students age 21 or over. Those students who do not qualify under the requirements stated above are not allowed to have automobiles on campus or in Williamsburg except for essential employment, physical disability or for other essential college related needs. This special permission is to be secured from the President through the office of the Dean of Men. A student who brings an automobile to the campus without prior written approval, in anticipation of obtaining special permission, is in violation of this regulation. Violators of the automobile regulation will be referred to the appropriate Dean or the Discipline Committee for disciplinary action. The penalty for a first offense will normally be not less than disciplinary probation nor greater than suspension for one semester.

College regulations require that all motor vehicles operated on the campus, including motor scooters, be registered by the third day of classes.

A detailed statement of the College policy and regulations pertaining to the use of motor vehicles is available at the Office of the Dean of Men.

# The Honor System of the College of William and Mary in Virginia

## *HISTORY*

Among the most treasured traditions of the College of William and Mary is the student-administered plan of discipline known as the Honor System. The essence of the Honor System is individual responsibility in matters involving the student's honor, and the System hopes that every student is concerned with the strict observance of the principles of honorable conduct which he upon matriculation pledges to uphold, for his own sake, for the sake of his fellow students, and for the sake of the College.

The evolution of the Honor System over the years to its present form is best understood when considered against the background of changes in the character of the College itself. The College originally combined the higher school with a grammar school and served almost exclusively the sons of Gentlemen of the planter aristocracy, who took especial pride in their reputation as men of honor. The students formed a small, closely-knit group, at times numbering fewer than a hundred; and a violation of the College code of discipline was punished by ostracism. Because of the existence of this gentlemen's code of honor that characterized life and conduct at the College from its beginnings, it is difficult to pinpoint a specific date marking the beginning of the Honor System as a system. It was assuredly emerging in one form or another prior to 1779, when the College was reorganized under Jefferson's leadership, the year often claimed for its official establishment; and minor details of administration have changed from time to time to meet contemporary needs and conditions.

From its earliest days the College has evinced an interest in the character of its students. In 1736 the College Statutes expressed the view that "special care must be taken of their morals, that none of the Scholars presume to tell a Lie . . . , or do any Thing else that is contrary to good Manners." The Faculty resolved in 1784 that every student should, upon matriculation pledge to observe all College regulations, and "particularly such as require that kind of conduct . . . conducive to the Honor & Prosperity of the University."

The Board of Visitors expressed their faith in the students' integrity in the Statute of 1788 which stated that "whereas those, who are generally admitted into the higher schools, are from their years entitled to a certain degree of confidence in their discretion . . . the ordinary strictness of schools may with respect to them be in some measure relaxed."

One spokesman for the "liberal and magnanimous character of discipline" at William and Mary, Nathaniel Beverley Tucker, then Professor of Law at the College, explained in 1834 something of the attitude underlying the System in an address to a group of law students. Said Professor Tucker: "It has been the study of its professors to cultivate at the same time the intellect, the principles and the deportment of the student, laboring with equal diligence to infuse the spirit of the scholar and the spirit of the gentleman. He comes to us a gentleman. As such we receive and treat him, and resolutely refuse to know him in any other character . . . His Honor is the only witness to which we appeal. . . ."

As the College has grown in size and complexity, the student body has become less the homogeneous group which characterized the earlier years, particularly before the latter part of the nineteenth century. The College no longer serves exclusively young men from restricted or provincial areas of social and economic life, but is a co-educational institution serving several thousand students from all parts of the United States and from foreign countries. It is accepted that honor and responsibility are not absolute, intrinsic values, but are acquired in a specific environment and are, therefore, relative to that environment.

As a relative value, honor means many different things to many different people. Today, for immediate purposes within the College community, its applications are restricted to three specific areas—lying, stealing and cheating. This restriction of definition enables the theoretic concept of honor to be applied on a practical level within a heterogeneous body.

As numerous bulletins state, the discipline of the College was entirely "in the hands of the President and faculty" until the twentieth century, when student government was instituted at William and Mary. Today the Honor System is student administered through elected councils.

Whereas the present administration of the Honor System by the students through elected councils evolved during the 1920's, the spirit and essence of the Honor System have historically threaded the years undisturbed and, guarded jealously, have remained intact.

## MEANING

Under the Honor System it is assumed that every student has an express interest in preserving the integrity of the College Community, for himself as well as others. Primarily, the function of the Honor System is to educate—to instill a common sense of honor in the heterogeneous student body. Morality is not inborn; it is learned, and it is learned in a specific environment. The Honor System helps to create an environment which will be most favorable to the individual's continued development of honorable traits and behavior, while providing checks against those who deviate from the code.

The effectiveness of the Honor System is dependent upon the student's acceptance of his responsibility toward that system. The very assumption that a person is worthy of trust is a powerful factor in insuring that confidence will be deserved.

When students pledge to abide by the Honor Code they are indicating publicly their acceptance of the system and their intention to live by certain principles. That anything but rare violations of these principles should occur is inconceivable, for frequent violations would mean that the spirit of honor, and hence the Honor System, did not exist. That a violation should never occur is equally inconceivable. The strength of the Honor System rests in the fact that it provides an atmosphere in which the honorable student can act with individual responsibility while providing a way to sanction those who violate this Code. With a breach of the Code the Honor System becomes more than a matter of individual morality alone, and emerges, in essence, as a system of external control administered by one's peers as the constituted authority created by the students themselves.

Under this system its precepts are supplemented and reinforced; supplemented for those who lack the depth of inner sanctions of conduct and reinforced for those whose conduct may be in need of that stimulus, enlargement, and support which comes from subjection to discipline that is self-imposed.

It is important that no student commit an act of lying, stealing or cheating nor tolerate such behavior among his fellow students. The basis of the Honor System at the College rests upon each student's acceptance of his responsibility to make the moral choice of upholding not only his personal honor, but the code of honorable conduct for the College as well. It becomes necessary in order for such a system to continue to be effective that each student acknowledge that he will not accept dishonorable con-

duct among his fellows. Therefore, the responsibility of a student to report infractions of the Honor Code that he may witness is a vital part of the student-administered system. Such reporting is not depriving honor of its personal sanctity, for along with an inner morality there needs to be an external control in the social sense, for those whose ideals and codes of personal conduct need to be strengthened.

The individual becomes keeper not only of his own honor, but in a sense that of his fellow students as well. Forcing someone to report infractions under fear of penalty himself is a contradiction of the role of the individual and his responsibility to others living under the system. Therefore, the stimulus to report an infraction he witnesses must come from within the particular student and not from written law. Such is the essence of honor.

## ADMINISTRATION

The students administer the Honor System through two elected councils, the Men's Honor Council and the Women's Honor Council. The Men's Honor Council is elected by vote of all undergraduate men; the Women's Honor Council is elected by vote of all undergraduate women. Whenever a student is accused of a breach of honor, the Councils have the power and the duty to investigate the alleged offense and, if necessary, conduct a hearing or trial. In addition, the Honor Councils are responsible for explaining the Honor System to entering students during the College Orientation period, and for providing judicial review for the Student Association Constitution and By-Laws.

The Men's Honor Council and the Women's Honor Council are each composed of three senior representatives, three junior representatives, and two sophomore representatives. A chairman and a vice-chairman are chosen by each newly-elected council and its outgoing seniors from among the senior representatives and a secretary is chosen from among the junior representatives. In case of a tie-vote for chairman, vice-chairman, or secretary, the outgoing chairman will cast the deciding vote.

In the event a member of the Honor Councils does not fulfill his responsibilities as a Council member, a vote of four of seven members of the appropriate Council will initiate impeachment proceedings. These proceedings will include a joint meeting of the Honor Councils at which time the impeached member may justify his actions.

If thirteen or more of the fifteen Council members participating in the proceedings shall believe the impeached member has wilfully avoided or unjustifiably neglected his duties or failed to uphold the principles of the Honor Code, he shall be dismissed. The dismissed member may appeal to the President of the College.

## PRINCIPLES

### PLEDGE

Upon matriculation each student is automatically subject to the provisions of the Honor System. The Honor Councils meet with entering students to explain the principles and procedures of the Code so that students may be fully aware of the System. At the end of Orientation a student signs a pledge card stating that he understands what is expected of him under the Honor System and that infraction of the Honor Code at any time during his student days may be punishable by dismissal from the College. From time to time a professor may require the student to sign a formal pledge on work as a reminder to the student that he is subject to the provisions of the Honor Code.

### INFRACTIONS OF THE HONOR CODE

Infractions of the Honor Code include cheating, stealing and lying. Under the present system these infractions are defined as follows:

- (1) *Cheating.* Fabricating written assignments, giving aid to any student or receiving aid without the consent of the professor on tests, quizzes, assignments, or examinations, and the act of plagiarism are violations of the Honor Code. Consulting unauthorized materials on tests, quizzes, assignments, or examinations shall constitute *prima facie* evidence of the intent to subvert the purpose of the exercise and shall be interpreted as cheating.

Plagiarism is the act of presenting the information, ideas, or phrasing of another person as if they were one's own. Such an act is plagiarism whether by ignorance of proper scholarly procedures, failure to observe them, or deliberate intent to deceive. Though plagiarism is only a violation of the Honor Code if a specific intent to deceive is present, the presence of a significant amount of plagiarized work shall constitute in itself *prima facie* evidence of this intent.

Regardless of its reason, plagiarism is a violation of the standards of scholarship which the College endeavors to teach. While these standards encourage the constructive use of materials for reference

and research, they also demand the honest acknowledgement of all sources of help. If the instructor should determine that such acknowledgement is not made according to the accepted procedures in the scholarly discipline involved, he will bring a charge of cheating before the Honor Council. In trying the case, the Honor Council will assume that all students enrolled in the College of William and Mary are cognizant of the following two basic principles and understand that they apply regardless of other directions:

- (a) All quoted material must be identified by quotation marks, indentation on the page, or other recognized method, and the sources must be clear.
- (b) Any information, ideas, or phrasing borrowed from any specific source must be explicitly attributed to that source, whether or not the material is actually quoted, unless the borrowed item is obviously in the realm of "common knowledge"—that is, knowledge which persons conversant with the topic involved could be expected to have in their memories as a matter of course.

The student should assume that he is neither to give nor receive help on any work; any exception to this rule on a particular assignment must be expressly and specifically made by the individual professor.

Ignorance of the above statement is not an excuse for violation of the Code. It is the responsibility of the student to learn from the individual instructor the procedure for acknowledging sources and indicating quotations required by each assignment.

Those cases which appear to be serious should be referred to the Councils; all such cases should be reported promptly, regardless of the personal feelings of the accuser.

- (2) *Stealing*. Stealing is the act of taking or appropriating without right or leave that which belongs to another with intent to keep or make use of wrongfully that which was taken. It is assumed that the individual will exercise good judgment in determining whether an act is an act of theft or merely an act of borrowing. Common sense dictates that students take ordinary measures to safeguard their property just as they would in the non-college community.

Removing books from the College Library without checking them through the proper channels is stealing. Student use of the College Library is subject to the principles of the Honor Code. The open-stack system is in effect; that is, students may browse in the stacks,

and the students themselves assume responsibility for checking out books at the circulation desk. The alternative of the open-stack system is a closed-stack, under which students are not free to browse, but rather must give the titles of books they are interested in to a clerk who locates the books. The advantage to the students of the open-stack system in terms of ease of research and intellectual stimulation make the open-stack system preferable. The system can continue, however, only so long as students assume their obligations under the Honor System to obey Library regulations.

- (3) *Lying.* Lying is the intentional statement of an untruth made with deliberate intent to mislead another about other than trivial matters. If an individual tells an untruth concerning some matter, but later, on his own initiative, tells the truth concerning the same matter before he is confronted with committing a breach of honor, this shall be considered in his favor in dealing with his case and determining the penalty.

Forgery is considered an act of lying. It is an honor offense. As defined by the Honor Councils, it includes the unauthorized signing of a college document.

Falsely testifying before the Honor Council is itself an Honor offense. If an individual is being tried for an offense of the Honor Code on one count and lies while appearing before the Honor Council, he will be accused of committing an additional breach of Honor. In such cases, a new trial will be held to determine the guilt or innocence of the accused on the additional charge of lying.

## *AMENDMENT*

The preceding sections of the Honor Code may be amended from time to time by three-fourths vote of the joint Honor Councils concurred in by the President of the College.

## PROCEDURES

### *REPORTING A BREACH OF HONOR*

The basis of the Honor System at the College rests upon each student's acceptance of his responsibility not only to act honorably but to uphold the code of honorable conduct for the College as well. It becomes necessary in order for such a system to continue to be effective for each student to acknowledge that he will not accept dishonorable conduct among his



fellows. Therefore, the responsibility of a student to report infractions is a vital part of the Honor System.

Any person believing that a breach of the Honor Code has been committed must challenge the student accused of the act and offer him the opportunity to resign from the College immediately or to report himself to the Honor Council. If the accused does not report himself to the Honor Council within twenty-four hours, the accuser must report the case. Only in those cases where a direct challenge is not feasible, may he report the suspect directly to any member of the Men's or the Women's Honor Council, who will in turn notify the accused of the accusation against him.

### *INVESTIGATIONS OF ALLEGED DISHONORABLE PRACTICES*

Whenever, in the opinion of the Chairman 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, 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.

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 may be occurring, it shall be the duty of the Council or Councils affected to hold a meeting or meetings for investigative purposes and to summon witnesses to disclose to the Council any information requested that is relevant and within their knowledge.

### *WITNESSES*

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

### *FAILURE TO STAND TRIAL*

Should a person leave the College after having been challenged without appearing before the Honor Council for trial, the accuser shall report the

name of the accused and the breach of honor to the Chairman of the Honor Council. The Honor Council shall then record the facts of the case and advise the Vice President for Student Affairs that the student withdrew under suspicion of a breach of honor.

### *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 apprise fairly 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 adviser, and that matters told in confidence not be disclosed.
- (4) A right to ask anyone who will not be a witness to be his counselor. This includes the right to ask any member of the Honor Council (except the Chairman) to be his counselor. In the event that the counselor is not a member of the Honor Council, or if the accused chooses not to have a counselor, 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 counselor, the duties of such counselor shall be as follows:
  - (a) To explain to the accused his rights and duties.
  - (b) To counsel the accused as to the best way to present any honest defense or mitigating circumstances. The counselor 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; *to raise objections to proceedings of the trial which might result in unfairness, such as the admission of prejudicial hearsay evidence*; 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.
  - (d) Not to disclose to anyone any matter relevant to the case that has come to him in his capacity as counselor unless expressly requested to do so by the accused himself.
- (5) 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.
  - (6) 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.
  - (7) A right to be confronted with the witnesses, and to question them.
  - (8) A right that he not be tried for two offenses in the same trial.
  - (9) 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.
  - (10) 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.
  - (11) A right, before official notification by the Vice President for Student Affairs of the verdict and penalty, to attend classes and to participate in any college function which will not directly affect his candidacy for graduation.
  - (12) 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.

- (13) A right, even though guilty, to present evidence of extenuating circumstances.
- (14) 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 a reasonable doubt.
- (15) A right, in event of acquittal, 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 reopened for good cause shown at the request of any party in interest. If so reopened, it is to be regarded as a continuation of the original case.
- (16) 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 Vice President for Student Affairs 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. If the penalty being appealed is expulsion or suspension, the accused shall not attend classes or take part in any College function while his request is under consideration.

#### *DUTIES OF THE 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 appear as a witness and present his case so that he can satisfy himself that his complaint is being properly heard.
- (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 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 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 at 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 by the accused or at the discretion of the Chairman of the Council.
- (7) No trial shall be held on Sunday or any religious holiday if 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 (2/3) vote of the Council recommend the penalty. In determining guilt or innocence 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 to the appropriate Dean along with the recommended penalty and any alleged exceptional extenuating circumstances. The accused should be notified only of the finding of guilt and told that the Vice President for Student Affairs 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 reopened for good cause within a period of two weeks at the request of any interested persons. 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 reopened for good cause.

- (17) The minutes of any trial may be inspected by the President of the College, the Vice President for Student Affairs, the Dean of Men, the Dean of Women or their administrative assistants. Others may inspect the minutes in the presence of two or more members of the Council after first having satisfied the Council of their legitimate interest in the case. The recommendations of the Council as to penalty shall become a part of the minutes from and after the notification of the accused by the Vice President for Student Affairs 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 from serving on the Council. A member may also disqualify himself or may be disqualified by the Chairman 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.

#### *PENALTY FOR A BREACH OF HONOR*

A violation of the Honor Code is normally punished by dismissal from the College, either permanent or temporary, although this penalty may be modified when in the opinion of the Council conclusive reasons for doing so exist. Lesser penalties include a letter of reprimand or loss of credit in a course.

If, after trying a case, six of the seven members of the Council are convinced of the guilt of the accused and so cast their votes in a secret ballot, the Honor Council shall immediately report its findings and recommendation to the appropriate Dean and the Vice President for Student Affairs.

After reviewing a case, the Vice President for Student Affairs shall notify the accused and the appropriate Council of the final verdict and penalty. Penalties shall be imposed promptly and in the case of dismissal, the Vice President for Student Affairs of the College shall have the parents and the Alumni Secretary informed, and shall have the facts recorded on all official records.

In the event the Vice President for Students Affairs feels that the rights of the accused have in some manner been violated to such an extent that an unjust verdict or penalty may have resulted therefrom, he shall declare a mistrial, and so inform the accused and the appropriate Council, along with his reasons for so declaring. The Council shall then open a new trial to deal with the same charge. If the Vice President for Student Affairs feels that the evidence does not justify the findings of the Council, he may then set aside these same findings, informing the accused and the appropriate Council of his reasons for so doing. The Council shall then have the right of appeal to the President of the College. If the decision to set aside the findings is sustained, the accused and the appropriate Council shall be so informed, and the matter closed before the Council.

### *PUBLIC NOTICE OF ACTIONS TAKEN*

After the expiration of two weeks from the completion of any case, a notice of the charge, verdict, and the penalty shall 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.

### *REOPENING CASES*

No case shall be reopened 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 reopen 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 reopened. If a case is reopened 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 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.

### *AMENDMENT*

Amendment of these procedures requires three-fourths vote of the joint Honor Councils.



THE  
HONOR CODE  
PLEDGE

*I have read the statement of the College of William and Mary Honor Code. I understand completely what is expected of me under this code.*

*I know that any act of lying, stealing or cheating is a violation of the Honor Code and may be punishable by dishonorable dismissal from the College, either permanent or temporary.*

*I hereby pledge my full support of the Honor Code.*

# A Statement of Rights and Responsibilities

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## PREFACE TO STATEMENT OF RIGHTS AND RESPONSIBILITIES

*Because of its continuing validity and applicability, the 1968 Statement of Rights and Responsibilities is reprinted in this Handbook for the information and guidance of students. There have been some modifications since its issuance August 12, 1968, and these changes are noted in appropriate footnotes.*

*The statement should be read in conjunction with the Regulation Regarding Disruptive Conduct or Interference with the Normal Functions and Activities of the College, approved July 6, 1970.*

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### PREAMBLE:

In this, its 275th anniversary year, the College of William and Mary deems it timely and appropriate to evaluate all aspects of its educational mission in the spirit of renewed dedication to those principles which characterize its heritage and presently nurture a challenging future.

Among the areas of current assessment, the policies respecting institutional rights and responsibilities as well as those of students warrant examination. Whereas there have always been certain codes of conduct, rights, and responsibilities inherent in the life of the College family that existed without the necessity of documentation, yet times and circumstances occasion their being set forth in written statements.

It is recognized that there are certain institutional as well as student rights and responsibilities not included, or insufficiently clarified in the provisions set forth in the College Catalog, the Student Handbook, the Honor Code, the rules of the Women's Dormitory Association and other publications of the College. This statement is prepared to treat some of these that appear to be warranted by contemporary events and developments.

Fundamental to these policies is the recognition that educational excellence in an academic community presupposes mutual awareness of and respect for both institutional rights and duties and individual liberties and responsibilities. (The term "rights," when referring to the institution, implies the authority necessary to preserve institutional integrity and, in the particular instances cited, are not intended by their placement

alongside the individual right to “match” the same *per se* but rather to clarify the relationship.)

Each enrolling student has the right to expect the College to fulfill its educational mission as effectively as its capacity and resources will permit. Correspondingly, the College must enjoy the right to establish and maintain high academic standards and the authority to adopt and implement standards of orderly conduct which will promote an atmosphere conducive to learning and meaningful individual development.

Since rights without corresponding responsibilities are destined to perish, and both are meaningless without explicit means for their assurance, the following mutual rights and responsibilities—institutional and student—are set forth with accompanying procedures for implementation.

## I. ACCESS TO EDUCATION

### *RIGHT:*

Within the limits of its facilities as to numbers that can be accommodated, the right of admission to William and Mary is open to all students who are qualified according to the standards of admission stated in the College Catalog. The facilities and services of the College are open to all enrolled students, and all standards and policies are applied without respect to race, creed, color, or national origin.

### *RESPONSIBILITY:*

Since more applicants seek admission annually than the College can admit, the College must exercise the responsibility of selection in terms of best overall records of achievement and potential for success.

The applicant who is selected for admission exercises a responsibility in notifying the College of his or her intention to enroll, the same being a voluntary choice on his part, thereby indicating acceptance of the standards, academic and non-academic, set forth in the Catalog, the Student Handbook, the Honor System brochure, this statement, and other documents made available to students. Accordingly, the College is expected to fulfill its responsibility in requiring the withdrawal of a student whose conduct or academic performance is found unsatisfactory, permitting the student an appropriate hearing and appeal.

### *IMPLEMENTATION:*

The admission standards are established by the Board of Visitors and administered by the Dean of Admissions with advice of a Faculty Admis-

sions Committee. Any person feeling aggrieved under the standards of their administration is expected to submit the complaint in writing to the Dean of Admissions and, if not resolved, may appeal to the President of the College.

The Academic Status Committees of the College of Arts and Sciences and the respective Schools make determination with regard to academic discontinuance of a student; the Discipline Committee in the instances of discipline penalties; and the Honor Councils in respect to honor offenses. In all instances, the right to appropriate hearings and appeals is provided.

Any grievance by an enrolled student as to facilities or services of the College not being open to him or her because of race, creed, color or national origin should be brought directly to the attention of the Dean of Men or Dean of Women, as the case may be, and the right of appeal is assured to the Dean of Students and the President of the College.

## II. IN THE CLASSROOM

### *RIGHT:*

Students have a right to expect that professors, in the classroom and in conferences, will evaluate their performance on an academic basis, and not on opinions or conduct or association in matters unrelated to classroom academic pursuits. They have a right to request professors to interpret the specific criteria to be used in determining grades and, at reasonable intervals, to request and be provided information as to their progress in the course involved.

Students have a right to expect that information about their views, beliefs and associations acquired by professors and all College officials in the course of their work as instructors, advisors, and counselors will not be indiscriminately disclosed.

College officials and professors reserve the right to provide, under appropriate circumstances, judgments of ability and character.

### *RESPONSIBILITY:*

For each course in which they enroll, students are responsible for achieving the standards of academic performance established by the professor.

Professors have a responsibility to advise students of courses expectations, criteria for grades, and to make themselves available for conferences

with individual students who need counsel and advice regarding their progress in the course.

Each student is responsible for knowing that his professor may be requested by the government, graduate schools, and prospective employers to evaluate his character, personality, and ability and that such an evaluation may be honestly and objectively given.

#### *IMPLEMENTATION:*

When a student believes that he has been unjustly treated in the classroom, either by the denial of freedom of expression or by improper evaluation, or on any other right enumerated above, he should discuss his grievance with the instructor, and may, if need be, appeal to the Chairman of the Department, the appropriate dean, and to the President.

### III. STUDENT RECORDS

#### *RIGHT:*

The student has the right of assurance that his academic record, compiled and maintained by the College, will be retained in confidence and that, when requested, copies of the same will be supplied to him or mailed to persons designated by him. Academic transcripts include only information relevant to the student's academic status, except that all withdrawals prior to graduation, whether voluntary or involuntary, are relevant and are recorded on the transcript.

#### *RESPONSIBILITY:*

The College has the responsibility to minimize the risk of improper disclosure by maintaining separately from the academic transcript any record of disciplinary actions which do not result in suspension or dismissal, and in disclosing the academic transcript only when authorized by the student, or required by agencies or officials legally entitled to this information, or in those rare instances where the safety of person or property is involved.

Students have a responsibility to realize that when they request recommendations, or when they involve the College or its officials as references, the evaluation may include both academic and non-academic information, and that the information will be provided in an accurate, objective and unbiased manner. They have a responsibility also to recognize the College's obligation to forward to parents or guardians notices of students'

academic progress, as well as notices of disciplinary or honor council actions.

### *IMPLEMENTATION:*

The Registrar, Dean of Students, Dean of Men, Dean of Women and their associates, together with Department Heads, and appropriate academic deans are responsible for their respective roles in implementing the aforementioned rights and responsibilities and any student grievance under this process will first be directed to the Dean of Students who is empowered to involve others as necessary to resolve the matter.

## IV. STUDENT AFFAIRS

### A. *RIGHT TO ORDERLY ENVIRONMENT:*

Each student has a right to safety in his person and belongings, to privacy in his residence, to freedom from offensive, riotous, unruly, or disruptive conduct on the part of others, and to the maintenance of an atmosphere conducive to study.

The College reserves the right to inspect residence halls periodically for the purpose of assuring fire prevention, sanitation, and safety, and reserves the right to search a room for a specific purpose as hereinafter provided.

*Responsibility:* The student has the responsibility to respect the person and property of others, to refrain from offensive or disorderly conduct, and to maintain his living quarters in a safe and sanitary condition. In accordance with the regulations of the College, the student will not entertain or receive guests of the opposite sex in his or her room.\*

The College has the responsibility to maintain residential halls in a clean, safe, and proper condition, and also to provide suitable lounge and recreation areas to the extent that resources and facilities will permit.

The College, in discharging its responsibility to inspect the residential halls periodically, will make every effort to notify student occupants in advance, and have certain students accompany the inspection.

The College has the responsibility not to conduct a search in a student's room unless the reasons therefor and the objects or information sought

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\* Visiting privileges are further clarified in the Visitation regulation approved by the Executive Committee of the Board of Visitors on April 11, 1970, and published in the current College Catalog as well as elsewhere in this Handbook.

have been clearly specified to the Dean of Students and justifiable cause to conduct the search is found to exist, and reasonable effort is made to notify the student involved and his presence sought during said search.

*Implementation:* Any grievance or concern regarding the aforementioned rights and responsibilities will be reported to the Dean of Students who, with or without the assistance of the Discipline Committee as the instance may require, will take immediate steps to resolve the matter, permitting an appeal to the President of the College if desired by the aggrieved party.

## B. *RIGHT TO FREE INQUIRY, EXPRESSION, AND PEACEABLE ASSEMBLY:*

As a community of scholars, the College encourages students through their recognized organizations in the right to examine and discuss questions and issues of interest to them. In their public expressions it must be made clear that they speak only for themselves as individuals or as an organization, and not the institution, or any segment thereof, nor for the larger community. The right of peaceable assembly, being fundamental to an opportunity for free inquiry and expression, is assured.

*Responsibility:* The quotation from Jefferson at the entrance of the Earl Gregg Swem Library reads: ". . . for here we are not afraid to follow truth wherever it may lead, nor to tolerate any error so long as reason is left free to combat it." It is obvious that the freedom so clearly delineated in the first part of the statement is dependent on the responsibility for reason admonished in the latter part.

It may be logically concluded, therefore, that the mutual responsibility of the College and the student organization seeking free inquiry, expression, and peaceable assembly is to assure an opportunity for a deliberative, reasoned approach to the resolution of issues by means of orderly procedures rather than by such outdoor, public displays as stifle dissent, and tend to incite emotion and passion that retard or eliminate the very process of reason and respect for rights of others that an academic institution purports to foster and protect.

It follows that the College will exercise the responsibility for providing a forum opportunity appropriate to the request at hand, and that the student organization involved will exercise the responsibility to schedule the event on the College Calendar sufficiently in advance to assure availability of a suitable facility. The Keeper of the Calendar will, with the assistance of the organization, assure: (1) necessary arrangements for fire preven-

tion, safety of participants and facilities sought; (2) speakers who are not under indictment for, nor have been convicted of, a criminal offense involving moral turpitude; and (3) attendance restricted to the College family when there is any reason to believe that the presence of the public in general might promote disorder. When outdoor assemblies are scheduled, the same will be so located on the new campus as to avoid interference with the rights of those who are not members of the assembly and with the normal procedures of the College.\*

*Implementation:* The Keeper of the College Calendar will schedule meetings in accordance with the aforementioned rights and responsibilities, and will follow the procedures as to organizations stated in the Student Handbook. When in doubt about the fulfillment of the responsibilities indicated above, he will consult with the College Scheduling Committee of which he serves as Secretary.

### C. STUDENT PUBLICATIONS:

*Right:* Editorial freedom has for many years been granted all William and Mary publications, the same being recognized as a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion on campus, in disseminating news, and as a training opportunity for students in creative writing and in obtaining journalistic experience (this is also applicable to the College radio station and the opportunity afforded by this medium of communication.)

*Responsibility:* Since the student publications (also the Radio Station) are not independent corporations financially and legally separate from the College, the College in effect serves as the publisher and from this standpoint bears a legal responsibility for the contents of the publications, and programs of the Radio Station.

It follows, therefore, that in granting editorial freedom to student editors and managers and directors of the Radio Station, the College, as publisher, must insist that such freedom entail corollary responsibilities to be governed by the canons of responsible journalism such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

Further illustration of editorial responsibility is revealed by the follow-

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\* The requirement that outdoor assemblies be held on the "new campus" was modified by action of the President during the fall of 1968 whereby the words "new campus" were eliminated.



ing quotes from the currently effective Policy Statement of the Publications Committee (students and faculty), March 25, 1965:

1. The editors shall strive to produce all their material as accurately and honestly as possible.
2. The editors shall refrain from printing any libelous material.
3. The editors shall avoid printing any material that is obscene, or otherwise not in good taste.
4. They shall particularly consider in bad taste any expression, statement, or allusion which would ridicule, vilify, or slander personalities or groups of society. Each editor should consider the sensibilities of the community at large.
5. Keeping in mind the public concern for education and for William and Mary in particular, the editors will make every reasonable effort to avoid material which is likely to produce a seriously misleading impression of the College. This principle is not intended to imply, however, that the College does not always welcome considered statements of truth concerning its activities and policies.
6. The editors shall be responsible for submitting annual budgets and for producing their respective publications within the limits of their approved budgets, and in keeping with good business practice.

*Implementation:* The Board of Student Affairs (described in the Appendix to this statement), composed in membership of faculty, students, and administration, will implement the aforementioned to the end that the right of editorial freedom is protected and that the responsibilities pertinent thereto are exercised.

#### D. *STUDENT INVOLVEMENT IN INSTITUTIONAL LIFE:*

*Right:* The student has a right to become involved constructively in organizations and efforts to improve the living conditions of the campus and the processes of learning, the enhancement of the image of the College, and a larger opportunity for self-government characterized by orderly procedures and the exercise of mature judgment. The College reserves the right to take sufficient time to study proposals for change in regulations or procedures, the same having policy implications, this being necessary to avoid sudden, disruptive changes which might otherwise jeopardize institutional integrity or organizational obligations and commitments.

*Responsibility:* The College has reflected its responsibility in delegating self-government to students as evidenced by student membership

on many College-committees. The Discipline Committee is a particularly significant example. The aforementioned Board of Student Affairs, (see Appendix to this statement) now established, affords an excellent opportunity for students to be heard on matters pertinent to the life of the College. The role of students in the operation of student affairs is set forth significantly in the constitutions and handbooks of the Student Association, Honor Code, Women's Dormitory Association, and Men's Dormitory Council Association.

The College has a responsibility to communicate as clearly as possible its educational mission, and the duties of the respective College officials, deans and staff. Such communication is essential for an informed student body, and at the same time, the College has a responsibility to be receptive to communication from students and to provide organizational channels for the same.

The student has a responsibility to evidence a constructive approach in the exercise of self-government opportunities already available, and in seeking others. When students, individually or organizationally, have a grievance or concern about some deficiency in maintenance of College services, they have a moral responsibility to convey the same to the appropriate College official whose duties involve responsibility of the specific matter at hand whereby he may have a reasonable opportunity to resolve the problem without it having first been aired publicly. Those having a concern for changes in student regulations or the procedures involved in their administration, have a responsibility to present the same to the Board of Student Affairs (see Appendix to this statement) and the Board has a responsibility to accord due consideration to the same.

*Implementation:* The Board of Student Affairs (described in the Appendix to this statement) being representative of the College—students, faculty, and administration— will endeavor to implement the aforementioned rights and responsibilities pertinent to involvement in institutional life.

The Board will encourage forums and seminars representative of College officials, deans, faculty, and students whereby a free exchange and discussion of ideas and concerns pertinent to the life of the individual and the institution may be experienced, the same permitting the opportunity for constructive dissent that should be expected in any worthy two-way communication process.

It is through this medium, and in this spirit, that those having the welfare of the College at heart, as well as their own concerns, will have full opportunity for participation and involvement.

Proposals, carefully studied and documented by the Board of Student Affairs, involving policy changes in College regulations and requirements affecting student life, will be brought to the attention of the Administrative Council for review and recommendation to the President. (This Council will be established commencing with the Session 1968-69 as an administrative policy-making and advisory body in matters affecting the College as a whole. It will not consider individual appeals from the Academic Status Committees, Discipline Committee, or Honor Council decisions, nor in matters primarily academic, such as grades, course offerings and the like—all such matters already being provided for under existing procedures.)\*

In addition to the aforementioned opportunities for student involvement to be encouraged and promoted by the Board of Student Affairs, the President of the College will, from time to time, arrange for student representatives chosen by the Board of Student Affairs to meet with the Board of Visitors for the purpose of mutual exchange of views on matters pertinent to the College and student life in particular.

## APPENDIX

The establishment of the Board of Student Affairs†—representative of students, faculty and administration of the College as a whole—is authorized. The following membership is projected in order that the Board may commence to function in September 1968:

### *STUDENTS*

Presidents of:   The Student Association  
                          The Student Bar Association  
                          The Women's Dormitory  
                          Association

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\* Action of the President during the fall of 1968 eliminated the requirement that policy changes in College regulations and requirements affecting student life be channeled through the Administrative Council.

† On the basis of recommendations and suggestions for change in the organizational structure of the Board of Student Affairs, a study of this matter will be conducted during the first semester of the session 1970-71. The study will involve responsibilities of the current Board of Student Affairs, and the Committee on Student Affairs of the Board of Visitors. The structure of the Board of Student Affairs in operation at the close of the 1969-70 session will remain in effect pending changes developing from the aforementioned study.

The Honor Councils  
The Senior Class  
The Junior Class  
The Sophomore Class  
The Freshman Class

Editors of: *The Flat Hat*  
*The Colonial Lawyer*

*FACULTY*

One appointed by the Dean of  
Law School  
One appointed by the Dean of  
School of Education  
One appointed by the Dean of  
School of Business Administration  
Three appointed by the Dean of  
the Faculty of Arts and Sciences  
One appointed by Chairman of  
Board to serve as Financial  
Advisor

*ADMINISTRATION*

Dean of Men  
Dean of Women  
Bursar  
Director of Campus  
Center (ex-officio)

*CHAIRMAN*

Vice President for Student Affairs

The Chairman will convene the Board for the first meeting. This Board will assume the functions of and thereby replace the previously existing Student Activities Fee Committee, the General Cooperative Committee, and the Publications Committee.

# By-Laws of the Board of Student Affairs\*

## I. *STATEMENT OF PURPOSE*

Recognizing that the attitudes, emotional climate, and morale of the College may be as important as academic policies, the purpose of the Board of Student Affairs is to provide for the discussion of issues of importance to the College community as they affect the student body.

## II. *TERM OF OFFICE*

The term of office for elected members of the Board of Student Affairs shall be one academic year.

## III. A. *OFFICERS*

The officers of the Board shall consist of a Chairman, who will ordinarily be the Vice President for Student Affairs, a Vice Chairman who will ordinarily be a student, a Secretary, and a Parliamentarian. The officers will be elected by the members of the Board.

### B. *Duties of Officers*

It is the Chairman's duty to preside at and call all regular and special meetings of the Board. These notices shall be in writing to the individual members and shall include date, time, and place of meeting.

The Vice Chairman shall coordinate the details of committee work. He shall give notice and preside at meetings in the Chairman's absence. The Chairman and Vice Chairman shall constitute a Nominating Committee which shall present the members of Committees and their respective chairmen to the Board for its majority approval. The Secretary shall call the roll and take the minutes of all meetings and report these regularly at subsequent meetings.

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\* May 1970

## IV. *STANDING COMMITTEES* ..

### A. *There shall be four standing committees:*

(1) Finance, (2) Publications, (3) Academic Affairs, and (4) College Environment.

### B. *Duties of the Committees*

1. Finance: The Finance Committee shall be responsible for recommending to the Board of Student Affairs the allocation of funds available through the student activities fee to the various campus activities and organizations serving the entire student body. The Finance Committee will be expected to present early in the first semester a complete financial report for the Board's approval. The chief officer of each organization receiving funds from the student activities fee shall be an advisory but non-voting member of the Committee.
2. Publications: The Publications Committee shall include the Editor of the *Flat Hat*, the faculty representative of the Marshall-Wythe School of Law, and other members of the Board of Student Affairs who are familiar with student publications. The President of Pi Delta Epsilon, the Editors of the *Colonial Echo* and the *William and Mary Review*, and the Director of the radio station will be advisory but non-voting members of the Committee. The Publications Committee members shall be responsible for recommending to the Board of Student Affairs editors of the *Flat Hat*, *Colonial Echo*, and *William and Mary Review*. The Committee shall discuss journalistic standards with prospective editors and inform them of its beliefs in this regard. In addition, it will consult from time to time with the various editors concerning problems on which they desire the Committee's advice and will inquire into and if necessary reply to any charges against the publications which are brought before it. The Publications Committee will also present each year for the Board's approval a statement on operating procedures and journalistic standards.
3. Academic Affairs: The Academic Affairs Committee shall consider all matters of academic concern, for example: (a)

grading process (b) registration (c) faculty evaluation (d) curriculum (e) student membership on faculty committees.

4. College Environment: The College Environment Committee shall consider all matters concerning student living conditions, for example: (a) dormitory accommodations (b) transportation (c) physical planning and expansion of the College (d) social regulations.
5. The Board may create additional committees as desired.

## V. OPERATING PROCEDURES

- A. Regular meetings of the Board will be held approximately twice each month during the academic session.
- B. All members of the College community are free to attend, as observers, all meetings except those designated as closed by vote of the Board. The Board or any of its committees may also invite individuals to contribute to their respective discussions. Likewise any member of the College community may, upon written request to the presiding officer and vote of the Board, obtain a hearing before the Board or one of its committees.
- C. Special meetings of the Board may be called upon submission to the presiding officer of a petition signed by nine members.
- D. Notices calling all regular and special meetings shall be in writing to the individual members.
- E. A quorum at any regular or special meeting shall consist of a majority of the Board, provided that such a quorum shall include a representative from each of the divisions of the Board: the administration, the faculty, and the students. All questions on which action is required shall be decided by majority vote of those present and voting.
- F. Order of Business

The order of business at regular and special meetings shall be as follows:

- (a) Call to order by the presiding officer
- (b) Roll call of members
- (c) Disposition of the minutes
- (d) Reports of Standing Committees

- (e) Reports of Special Committees
- (f) Unfinished business
- (g) New business
- (h) Adjournment

G. In the event of his absence a member of the Board may designate an appropriate substitute to attend the meeting. This substitute will be counted in determination of a quorum, may participate in discussion, but may not vote, except when the absent member has submitted a signed ballot on a specific issue.

H. These by-laws may be amended at any meeting by a two-thirds vote, provided that written notice of the proposed amendment has been given at the preceding meeting.



# Constitution

## of the Student Association of the College of William and Mary in Virginia

*Preamble:* With the conviction that for students to be viable members of an educational community they must recognize their rights and freedoms of self-government, and with the realization that they must accept fully the responsibilities implied by that conviction, we, the students of the College of William and Mary in Virginia, do hereby establish this Association and ordain this Constitution.

### *ARTICLE I NAME*

The name of this union shall be the Student Association of the College of William and Mary in Virginia.

### *ARTICLE II MEMBERSHIP*

The membership of this Association shall consist of all undergraduate students of the College of William and Mary in Virginia.

### *ARTICLE III POWERS*

The powers of this Association shall apply to all student activities. The Association shall be the sole representative of the entire William and Mary student body in all college and non-college affairs.

### *ARTICLE IV EXECUTIVE*

#### *Section 1. President*

- A. There shall be a President of this Association.
  1. He shall serve from the last Tuesday in April of the year in which he was elected until the last Tuesday in April of the following year. The term shall be one year.
  2. An individual must possess the following qualifications to seek or occupy the office of President:
    - a. He must be a member of the Student Association.
    - b. He must be a rising Junior or rising Senior to seek the office.

3. The President shall be elected between the first day of March and the second Tuesday in April, unless fewer than thirty per cent of the Student Association votes, in which case the necessary elections following the voided elections may be held until such time as thirty per cent of the Student Association votes.
  4. There shall be a primary in which each member of the Student Association may vote for one candidate, with write-in votes being counted.
  5. The final election shall be held between the two candidates receiving the most votes in the primary election. No write-in votes will be counted.
  6. An election will be declared void by the Elections Committee if less than thirty per cent of the Student Association votes.
  7. If no President is elected by the last Tuesday in April when the President whose term expires on that date leaves office, the Vice-President—if one has been elected—will assume the office of Acting President with the full privileges of President until a President is elected under the provisions of this Constitution, at which time he will relinquish the office of Acting President and re-assume the position of Vice-President.
  8. If no Vice-President has been elected, the Secretary will assume the office of Acting President in the same manner as the Vice-President.
  9. If no Vice-President or Secretary has been elected, the Treasurer shall assume the office of Acting President in the same manner as the Vice-President.
  10. If no Vice-President, Secretary, or Treasurer has been elected, the Senate shall elect a member of the Student Association to serve as Acting President until a President has been elected by the normal election procedures.
- B. He shall preside over the Executive Council and shall represent this Association on the Board of Student Affairs.
- C. He shall appoint those committees necessary to carry out the business of the Student Association, except those committees under the jurisdiction of the Senate.
- D. He shall be responsible for the overall organization and direction of the Student Association.

- E. He shall be the official representative of the Student Association in college and non-college affairs.
- F. He shall be allowed to send proposals for legislation to the Senate.
- G. He shall be allowed to address the Senate upon invitation.
- H. He shall be allowed veto power over Senate legislation with the Senate being able to reverse the veto of the President with a two-thirds vote.
  - 1. The President must veto a measure and notify the Speaker of the Senate of such a veto within two days of the measure's passage by the Senate.
  - 2. The Speaker shall call a special meeting of the Senate within two days of notification of the veto by the President.

### *Section 2. Vice-President*

- A. There shall be a Vice-President of this Association elected in the same manner as the President and serving from the last Tuesday in April of the year in which he is elected until the last Tuesday in April of the following year.
- B. He shall fulfill the responsibilities of the President in his absence or in the event of his removal from office.
- C. He shall perform any task the President requests.
- D. He shall be an ex-officio member of all non-Senate committees.
- E. He shall represent the Executive Council in the Senate.
- F. He shall coordinate all non-Senate standing and temporary committees.
- G. He shall be Chairman of the Elections Committee.

### *Section 3. Secretary*

- A. There shall be a Secretary of this Association elected in the same manner as the President and Vice-President.
- B. He shall be the recording and corresponding secretary of the Senate and the Executive Council.
- C. He shall be a member of the Executive Council.

- D. He shall head a Secretariat of this Association composed of the Secretary-Treasurer of each class.
- E. He shall, with the Secretariat, assist the President in clerical matters.

*Section 4. Treasurer*

- A. There shall be a Treasurer of this Association elected in the same manner as the President, Vice-President, and Secretary.
- B. He shall be responsible for all financial transactions for the Student Association.
- C. He shall be responsible for all financial transactions between the Students Association and the Administration of the College of William and Mary in Virginia.
- D. He shall be a member of the Executive Council.

*Section 5. Executive Council*

- A. There shall be an Executive Council of this Association composed of the President, Vice-President, Secretary, and Treasurer of the Student Association; the President of each of the four classes; and the Speaker of the Senate.
- B. The Executive Council shall, by majority vote, propose possible activities to the Senate.
- C. The Executive Council shall advise the President of the Association on any subject he may request.
- D. It shall help the President of the Association to the degree and in the manner he shall determine.
- E. Members of the Executive Council, except for the President, shall be ex-officio members of the Senate. The Executive Council members, except for the President of the four classes, shall be non-voting members of the Senate.

*Section 6. Terms*

- A. The Vice-President, Secretary, and Treasurer of this Association shall serve from the last Tuesday in April of the year in which they were elected until the last Tuesday in April of the following year.

- B. If fewer than thirty per cent of the Student Association vote in these elections, the Elections Committee shall continue to hold elections in the same manner as those provided for in Article IV, Section 1, until such time as these offices are filled.
- C. The Senate shall appoint members of the Student Association to serve in Acting capacities until such time as the Vice-President, Secretary, and Treasurer are duly elected.

### *Section 7. Vacancies*

In the event of a vacancy after an officer has assumed the position of Vice President, Secretary, or Treasurer, the Elections Committee shall call a special election within two weeks after the vacancy occurs to fill the office.

## *ARTICLE V LEGISLATIVE*

### *Section 1. Authority*

There shall be a Senate which shall have the final representative and legislative authority of the Association.

### *Section 2. Membership*

There shall be two classifications for electing Senators, Housing Units and Day Students.

A. Housing Units—the Elections Committee, chaired by the Vice-President and appointed by the President, shall apportion each Housing Unit or group of Units in the following manner:

1. All Units having less than 100 student residents shall be combined with other Units having less than 100 student residents in a manner to fall within a 100 to 150 student resident population range.
2. All Units having more than 100 student residents shall be allotted representation according to the following scale:
  - 100 - 149 student residents—one Senator
  - 150 - 249 student residents—two Senators
  - 250 - 349 student residents—three Senators
  - 350 - 449 student residents—four Senators
  - 450 - 549 student residents—five Senators

3. A Housing Unit shall be defined as a dormitory, fraternity house, or sorority house.
  4. No Housing Unit may be divided for purposes of representation.
  5. A Senator must be a resident of the Housing Unit he represents.
- B. Day Students—Day Students shall elect from their number one Senator for every 100 students and major portion thereof.

### *Section 3. Powers*

- A. The Senate shall have the power to originate Association activities.
- B. It shall determine its own rules of procedure.
- C. It shall fix its own time and place for meetings.
- D. It shall have the power of removing from office the President, Vice-President, Secretary, Treasurer, and Speaker of the Senate by a two-thirds vote of two Senate meetings held at least one week apart.
- E. It shall be vested with the budget-making authority of this Association upon presentation of a proposed budget by the Treasurer of this Association.

### *Section 4. Vacancies*

In the event of a vacancy in a Senate position, a special election shall be held by the Elections Committee in that constituency where the vacancy exists.

### *Section 5. Speaker*

There shall be a Speaker of the Senate elected by the members of the Senate of the Student Association whose functions shall be:

- A. Chair all Senate meetings and act as the official spokesman for the Senate.
- B. Appoint all committees necessary to carry out Senate business.
- C. The Speaker shall be elected by the Senate and must be an elected Senator or an incumbent Speaker at the time of his election.

- D. Upon election, the Speaker shall vacate his seat as a Senator and a special election shall be held under the supervision of the Elections Committee to fill the vacancy.
- E. The Speaker shall serve a term of one year, and shall be elected at the beginning of the spring semester to serve through that semester and the fall semester of the following academic year.
- F. Any vacancies in the Speaker's office at a time other than the expiration of a normal term shall be filled by a special election held in the Senate.
- G. The Speaker shall vote only in case of a tie in the Senate.
- H. The Speaker shall be a voting member of the Executive Council of the Student Association.
- I. The Speaker shall be empowered to call special meetings of the Senate.

## *ARTICLE VI CLASS OFFICERS*

*Section 1.* Each class shall elect from its number a President, Vice-President, Secretary-Treasurer, and Historian.

### *Section 2. Duties of Class Officers*

#### A. President

- 1. The President shall be elected by a majority of those students voting provided at least thirty per cent of the members of his class vote in the election. In the event that fewer than 30% vote, the same procedure shall be followed as that in Article IV, Section 1. The election shall be held in the same manner as that for President of the Student Association.
- 2. The President shall appoint such committees as are necessary to carry out the business of his class.
- 3. The President shall be empowered to call class meetings.
- 4. The President shall be an ex-officio and voting member of the Senate.
- 5. In the absence of the President, the Vice-President shall be empowered to vote in the Senate.

## B. Vice-President

1. The Vice-President shall be elected in the same manner as the President.
2. The Vice-President shall carry out those duties assigned to him by the class President.

## C. Secretary-Treasurer

1. The Secretary-Treasurer shall be elected in the same manner as the President and Vice-President.
2. The Secretary-Treasurer shall be responsible for all class correspondence, clerical work, and financial records.

## D. Historian

1. The Historian shall be elected in the same manner as the President, Vice-President, and Treasurer in his freshman year, and then he shall continue in office until graduation.
2. The Historian shall keep a record of the activities of each class.

## *ARTICLE VII JUDICIAL*

The Men and Women's Honor Councils meeting in Joint Session shall be vested with the power of interpreting this Constitution and any By-Laws adopted by this Association.

*Section 1.* By petition of one-fifth of the voting membership of the Senate or one-fifth of the Executive Council, or by petition of fifty members of the Student Association, a ruling of the Joint Councils may be requested.

*Section 2.* The rulings of the Joint Councils shall be the final authority in the interpretation of this Constitution and By-Laws.

## *ARTICLE VIII SUCCESSION*

In the event of a vacancy in the office of President once he has assumed office due to death, expulsion, withdrawal or other absence, the order to succession for the office of President shall be Vice-President and then Speaker of the Senate.



## *ARTICLE IX AMENDMENTS*

This Constitution may be amended by a resolution passed by a two-thirds vote of two consecutive Senate meetings held at least one week apart.

## *ARTICLE X BY-LAWS*

The Senate may enact such By-Laws as are necessary to carry out the business of the Student Association by a two-thirds vote of one Senate meeting. These By-Laws may be amended by a two-thirds vote of the Senate.

## *ARTICLE XI RATIFICATION*

This Constitution shall go into effect after being referred to the members of the Student Association by the legislative branch in existence prior to its passage and ratified by a majority of those students voting. This Constitution voids all previous Constitutions. All office-holders elected under the previous Constitution shall continue in their office or its equivalent until their terms expire under the provisions, privileges, and responsibilities of this Constitution. Their successors shall be elected under the provisions of this Constitution, and shall conduct their offices accordingly.

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May 15, 1970.

# Women's Dormitory Association Constitution

*Preamble.* We, the women students of the College of William and Mary, believing in self-government and assuming responsibility in the management of our residential concerns, organize ourselves into an association for the community betterment and regulation of our living groups.

## *ARTICLE I NAME*

The name of this association shall be the Women's Dormitory Association of the College of William and Mary.

## *ARTICLE II MEMBERSHIP*

The membership of this Association shall consist of all women students who reside in dormitories owned and operated by the College of William and Mary.

## *ARTICLE III PURPOSE*

The purpose of this Association shall be to assess and expedite the desires of the women students in residence and to establish, implement, and be the final regulating agency of all housing policies.

## *ARTICLE IV EXECUTIVE*

### *Section 1. President*

- A. There shall be a President of this Association, elected by a majority of the students voting, provided that the total vote be at least thirty percent of total membership.
- B. She shall be the official representative of the W.D.A. in all college and non-college affairs.
- C. She shall call and preside over all meetings of the W.D.A. Executive Council and the W.D.A. assembly.
- D. She shall work with the Dean of Women and Assistant Dean of Women in all housing matters, including Freshman Counsellor concerns and orientation.

- E. She shall appoint all committees of the W.D.A. and their chairmen when not otherwise provided for.
- F. She shall set up summer school W.D.A.
- G. She shall be responsible for the overall organization and direction of the W.D.A.

### *Section 2. Vice-President*

- A. There shall be a Vice-President of this Association elected in the same manner as the President.
- B. She shall fulfill the responsibilities of the President in her absence or in the event of her impeachment by two-thirds vote of at least thirty per cent of total membership.
- C. She shall preside over all meetings of the Judicial Board.
- D. She shall Chair the Elections Committee.
- E. She shall coordinate all standing and temporary committees of the W.D.A.
- F. She shall be responsible for publishing and distributing to all dormitory women the W.D.A. constitution, by-laws, and all other dormitory policy statements.

### *Section 3. Secretary*

- A. There shall be a Secretary of this Association elected in the same manner as the President and Vice-President.
- B. She shall be the recording and corresponding secretary of the Executive Council and of the meetings of the W.D.A. assembly and Association as a whole.
- C. She shall keep up-to-date records of all resolutions concerning the Association and the reports of all Judicial cases.
- D. She shall act as publicity liason within the Association and between the W.D.A. and the rest of the College.

### *Section 4. Treasurer*

- A. There shall be a Treasurer of this Association elected in the same manner as the President, Vice-President, and Secretary.

- B. She shall be responsible for all financial transactions and dues collection of the W.D.A.

*Section 5. Executive Council*

There shall be an Executive Council of this Association composed of the President, Vice-President, Secretary, Treasurer, and elected House Presidents of the women's dormitories.

*ARTICLE V LEGISLATURE*

*Section 1. Authority*

The by-laws of this Constitution shall be the legislative policies of the Association and shall be determined by referendum decision of all members. There shall be a Women's Dormitory Assembly which shall have the final representative and legislative authority of the Association.

*Section 2. Membership of the Assembly*

- A. The Elections Committee, appointed by the President and chaired by the Vice-President, shall apportion Assembly membership according to living units.
  - 1. A living unit shall be defined as a dormitory hall or an individual housing unit of less than thirty members.
  - 2. A representative must be a resident of the living unit she represents.
- B. The Assembly members shall serve on the House Council for their respective dormitory or housing unit.
- C. The Assembly members shall be popularly elected from their living units by majority vote in elections supervised by the dormitory president.

*Section 3. Powers*

- A. The Assembly shall have the power to originate Association activities.
- B. It shall determine its own procedural rules and its own time and place for meetings.

- C. It shall be vested with the budget-making authority of the Association.
- D. Representatives shall collect suggestions for policy changes from women and present them to the appropriate body; i.e. the dormitory House Council or the W.D.A. assembly.
- E. Representatives shall be in charge of communications between the W.D.A. and their living units.
- F. The Assembly shall subject new dormitory policies when formulated, to a vote of the students for final approval and establishment.

## *ARTICLE VI HOUSE COUNCILS*

### *Section 1.*

Each dormitory shall elect from their number a President and Vice-President. A Secretary-Treasurer, if deemed necessary, may be elected or appointed by the President.

### *Section 2. Duties of the House Council*

#### A. President

- 1. The President shall be elected by a majority of those women voting, provided at least thirty per cent of dormitory residents vote.
- 2. The President shall supervise all conduct in her dormitory.
- 3. The President shall call and preside over all meetings of the students of her dormitory and of the House Council.
- 4. The President shall be present for the opening of the fall orientation program for freshmen and transfer students.
- 5. The President shall preside at meetings of the House Council during trials concerning violations of house policies.

#### B. Vice-President

- 1. The Vice-President shall be elected in the same manner as the President.
- 2. The Vice-President shall carry out those duties assigned her by the President, and perform any duties of the President, should she be absent or incapacitated.

### C. Secretary-Treasurer

1. The Secretary-Treasurer shall be elected in the same manner as the President and Vice-President.
2. She shall be responsible for all dormitory correspondence, clerical work, and financial records for both the dorm as a whole and the House Council.

### D. Representatives

1. The Assembly representatives shall call and preside over all meetings of the respective living units.
2. The representatives shall keep order and uphold house policies in their respective units.

## ARTICLE VII JUDICIAL BOARD

### *Section 1.*

There shall be a Judicial Board of this Association which shall be composed of the elected dormitory House President and chairmanned by the W.D.A. Vice-President, who shall have voting rights only in cases of a tie.

### *Section 2. Jurisdiction*

- A. The Judicial Board shall have appellate jurisdiction in all cases of infraction of the rules put forth by the House Councils and by the legislative body of the W.D.A.
- B. The Judicial Board shall have original jurisdiction in all cases involving falsification on white cards, and intoxication complaints.

### *Section 3. Method of Appeal*

The woman student, herself, the dormitory President, or and member of the House Council who feels inappropriate action has been taken by the House Council, will relate such to the W.D.A. Vice-President in her capacity as Chairman of the Judicial Board.

## ARTICLE VIII AMENDMENTS

This Constitution may be amended by a resolution passed by two-thirds vote of two consecutive Assembly meetings.

## *ARTICLE IX BY-LAWS*

The Association Assembly may enact such by-laws as regulations to carry out the government of the women's dormitories as approved by two-thirds vote of the W.D.A. members voting in a referendum.

## *ARTICLE X RATIFICATION*

This Constitution shall go into effect after being referred to members of the W.D.A. and ratified by a majority of those students voting. This constitution voids all previous constitutions. All office-holders elected under the previous constitution shall continue in their office or its equivalent under the provisions, privileges, and responsibilities of this Constitution. Their successors shall be elected under the provisions of this Constitution and shall conduct their offices accordingly.

# W.D.A. Constitutional By-Laws

The Women's Dormitory Association is entrusted with the power to legislate in matters not reserved for the direct jurisdiction of the college authorities, and with the obligation to enforce its own rules.

## *JURISDICTION OF THE DORMITORY HOUSE COUNCIL*

1. All matters of dormitory routine including quiet hours, desk duty, social hours, open house or visitation policies, examination and reading period policies, and general quiet and orderliness.
2. All matters concerning lateness without proper prior notification, failure to sign out on a white card, and incorrect usage of the key check-out system.
3. Failure to attend dorm meetings.

## *JURISDICTION OF THE JUDICIAL BOARD*

See Constitution, Article VII

## *SOCIAL AND DORMITORY POLICIES*

1. Check-in and Sign-out Procedures
  - a. Dormitory residents shall indicate their presence in the dorm for the night by flipping their blue cards.
  - b. Any woman (freshman excluded) desiring to remain out after the dorm security hour, but not after 6 a.m. the following morning, shall leave appropriate notification by her blue card, and utilize the Night Security Clerk system.
  - c. Any woman wishing to spend the entire night away from the dormitory must fill out a white card for off-campus absences or a yellow card for visiting other dormitories or the infirmary, and leave such cards in her check-in slot until her return. This must be done prior to departure, or can be handled by a phone call to the head resident.
  - d. Dormitory security hours are:
    - Monday—Thursday: 12 midnight
    - Friday: 1:00 a.m.
    - Saturday: 2:00 a.m.
    - Sunday: 1:00 a.m.



- e. Freshman women not yet eligible for "late" privileges must be in their residence halls at security hours or when the last bus leaves.
2. Social Hours  
The dormitory shall set its own social hours within the broad limits of 6:00 a.m. to dorm security hour. The dormitory shall also establish all visitation or open house hours and policies, within College regulations.
3. Guests  
Students will register overnight guests by listing her name on the In-Dormitory sheet. Guests visiting dormitories will comply with all dorm policies.
4. Door Duty
  - a. In upper-class dorms, door duty shall be alternately taken by the members of the dormitory Council or their designated substitutes.
  - b. In freshman dormitories, door duty shall be taken by the House President and/or Counselors.
5. Dress  
Realizing that a woman's attire reflects not only upon herself but also upon the entire college community, it is expected that women will exercise good taste and discretion in their manner of dress and appearance.

### *ENFORCEMENT PENALTIES*

1. One day of strict campus will accrue for each 30 minutes late, without appropriate advance notification, or for any failure to use a white or yellow overnight card when required.
2. The Dormitory Council may devise a system of late minutes and/or demerits for violations of dorm policies which cumulatively may amount to an automatic strict campus, if said system is presented to and approved by the dormitory.
3. A strict campus shall consist of checking in at 7:00 p.m. for the night and entertaining no male visitors in room or lobby. It must be taken on a Friday or Saturday night within 2 weeks of its assignment with the choice of the date(s) left to the offender.

## *W.D.A. ELECTION PROCEDURES*

1. Eligibility
  - a. All members of the Administrative Council (Executive officers and elected Dormitory Presidents) must have a cumulative 1.0 average.
  - b. Presidential nominees must be of the junior class. Vice-Presidential nominees must be of the sophomore or junior class. Nominees for Secretary and Treasurer must be of the freshman or sophomore class.
  - c. Some form of W.D.A. experience (Committee work, Dormitory Council work, or other) is required of Presidential nominees.
2. Open petitioning for Executive offices shall be publicized and held for one week prior to a primary election which shall limit nominations for each position to no more than two.
3. Elections shall be held in March, with the final election one week after the primary.
4. Voting shall be by secret ballot with the Dormitory Council of each residence hall responsible for election procedure and ballot-tallying.
5. A one vote majority shall be considered a tie.
6. Installation shall be held prior to April 1.
7. In the event of an office vacated by any duly elected officer, the Administrative Council (Executive Officers and elected Dormitory Presidents) shall determine the method of replacement.



