

STUDENT HANDBOOK 1986-87

**AGNES  
SCOTT**

**STUDENT  
HANDBOOK**  
1986-87

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To Agnes Scott Students:

We welcome you as a member of the Agnes Scott student body! We are here to help you grow and learn both inside and outside the classroom. We will work with you to decide how to finance your college education, to plan activities for you both on and off campus, and provide a good environment in which to live.

This is an exciting time for you as you assume new and challenging responsibilities. Although there are people in every office to help you, you are responsible for planning your academic program, for paying your financial obligations, and for knowing and obeying the county, state, and federal laws. For some of you, this may be the first time to deal with these wide-ranging responsibilities; for others, the challenges are not new, but assume a different form. Remember that you can find help in our offices when you need it.

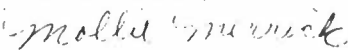
If you have questions about policy or regulations, please go to the Dean of Students' office for help. We hope that this will be a good year for you.

Sincerely,

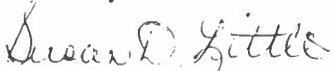
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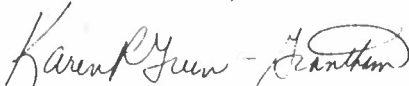
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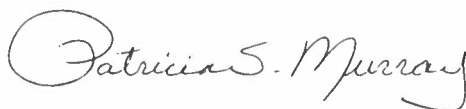
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# FOREWORD

*To the Class of 1990,*

Welcome to Scott and welcome to the Student Government Association. At Agnes Scott, we are very fortunate in that we have an Association that works. We do not claim to decide all of the institution's policies, but we are more than a figurehead. As a student, you are automatically a member of the Association, and through the organizations of the Association, you can indeed make a difference.

There is Representative Council. At Rep meetings, key issues which involve the entire student body are discussed. These meetings, to which all of you are welcome, provide a prime opportunity for you to voice your opinion. All views are considered and compromises are reached. Through Rep meetings, the entire school has a chance to participate in recommending answers to problems.

There is the Interdormitory Council. Interdorm strives to make living in residence halls more pleasant. With the help of Interdorm, you will soon know the importance of 2 a.m. fire drills; you will also learn to appreciate the type of dorm life that you want to experience.

Finally, there is the Honor Court. As many people have said, the Honor System is the cornerstone of Agnes Scott. With the Honor System, life is much more enjoyable. For example, there are self-scheduled examinations. This may not mean much to you now, but by the end of the semester you will appreciate this aspect of Agnes Scott life. As a student, I support the system one hundred percent.

With this handbook, you will learn much more about these organizations and the other organizations on campus. Keep it with you because it will be an invaluable source of information.

There are many opportunities available on and off campus, and I recommend that you take advantage of them. Do not over-extend yourself, but do get involved, set some goals, and then realize them. Good luck!

Sincerely,



Melanie Sherk  
President,  
Student Government  
Association

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# COLLEGE CALENDAR 1986-87

## *Fall Semester*

### **AUGUST**

- 26 Tuesday Residence halls open for fall semester (for new students, 9:00 a.m.; for returning students, 1:00 p.m.)  
Registration of returning students  
27 Wednesday Registration of new students and returning students  
28 Thursday Fall semester classes begin

### **SEPTEMBER**

- 3 Wednesday Last day to take spring re-exams  
5 Friday Last day to add fall semester courses; deadline for incomplete work from the spring

### **OCTOBER**

- 17 Friday October break begins  
19 Sunday October break ends  
29 Wednesday Last day to drop fall semester courses without receiving WP or WF; last day to elect fall semester courses on a pass-fail basis

### **NOVEMBER**

- 25 Tuesday Deadline for submitting applications for spring semester Special Study (410) and Credit Internship (450) to the Curriculum Committee  
26 Wednesday Thanksgiving break begins; residence halls close, 10 a.m.  
30 Sunday Thanksgiving break ends; residence halls open, 1 p.m.

### **DECEMBER**

- 2 Tuesday Exam envelopes to be given to instructors  
3 Wednesday Exam envelopes to be given to instructors  
11 Thursday Last day of classes; last day to drop fall semester courses with WP or WF  
12 Friday Reading Day  
13 Saturday Reading Day  
15 Monday Fall semester exams begin  
19 Friday Fall semester exams end  
20 Saturday Residence halls close, 10 a.m.

## Spring Semester

### JANUARY

18 Sunday	Residence halls open for spring semester, 1 p.m.
19 Monday	Registration
20 Tuesday	Spring semester classes begin
27 Tuesday	Last day to take fall semester re-exams
29 Thursday	Last day to add spring semester courses

### MARCH

14 Saturday	Spring break begins; residence halls close, 10 a.m.
22 Sunday	Spring break ends; residence halls open, 1 p.m.
30 Monday	Last day to drop spring semester courses without receiving WP or WF; last day to elect spring semester courses on a pass-fail basis

### APRIL

6 Monday	Meeting for Course Selection Week instruction
10 Friday	Course selection materials for 1987-88 due from freshmen, juniors, and unclassified students; deadline for submitting applications for fall semester Special Study (410) and Credit Internships (450) to the Curriculum Committee
14 Tuesday	Course selection materials for 1987-88 due from sophomores
17 Friday	Easter break begins
19 Sunday	Easter break ends
28 Tuesday	Exam envelopes to be given to instructors

### MAY

7 Thursday	Last day of classes; last day to drop spring semester courses with WP or WF
8 Friday	Reading Day
9 Saturday	Spring semester exams begin
13 Wednesday	Senior exams end
15 Friday	Spring semester exams end; Baccalaureate
16 Saturday	Commencement; residence halls close, 5 p.m.



## ACADEMIC CALENDAR 1986-87

### *Fall Semester*

Classes begin	Thursday, Aug. 28
October break	Friday, Oct. 17–Sunday, Oct. 19
Thanksgiving break	Wednesday, Nov. 26–Sunday, Nov. 30
Last day of classes	Thursday, Dec. 11
Reading days	Friday, Dec. 12–Saturday, Dec. 13
Final Exams	Monday, Dec. 15–Friday, Dec. 19

### *Spring Semester*

Classes begin	Tuesday, Jan. 20
Spring break	Saturday, Mar. 14–Sunday, Mar. 22
Easter break	Friday, Apr. 17–Sunday, Apr. 19
Last day of classes	Thursday, May 7
Reading days	Friday, May 8–Saturday, May 9
Final Exams	Monday, May 11–Friday, May 15
Baccalaureate	Friday, May 15
Commencement	Saturday, May 16

# THE COLLEGE

## PURPOSE

In a rapidly changing world of increasing mechanization and complexity, Agnes Scott College continues to put faith in the life of the mind and the spirit and in the liberating power of knowledge.

Agnes Scott was founded for the purpose of "establishing, perpetuating, and conducting a liberal arts college for the higher education of young women under auspices distinctly favorable to the maintenance of the faith and practice of the Christian religion."

As a liberal arts college for undergraduate women, the College's purpose has been elaborated as:

1. to help the student gain a basic acquaintance with each of three broad areas of knowledge—the humanities, natural science and mathematics, and social sciences—and competence in a particular phase of one area;
2. to develop through such study those qualities of mind—analytical, critical, and imaginative—which enable the student to use the treasure of the past and modern contributions to knowledge, to enrich her life and to seek solutions to age-old and new problems;
3. to develop an appreciation for excellence and for creative achievement in all fields;
4. to encourage the student to develop a spiritual commitment and a set of values which give vitality, meaning, and direction to her life;
5. to foster a concern for human worth and needs, physical as well as intellectual and spiritual;
6. to cultivate a sense of responsibility to her society, both within the college community and beyond.

## HISTORY

Agnes Scott began with the faith and vision of a small group of Presbyterians in Decatur, Georgia. They organized a Christian school in July 1889, and, under the influence of the Reverend Frank Henry Gaines, minister of the Decatur Presbyterian Church, they decided that the school would primarily educate girls and young women. Founded in that year as the Decatur Female Seminary, the school occupied a rented house and had slightly over \$5,000. There were four teachers and 63 students studying at grammar-school level.

In the spring of 1890, Colonel George Washington Scott, a leading Decatur businessman, gave \$40,000 to provide "a home" for the school. Colonel Scott had earlier provided 40 percent of the initial capital, and his gift to the new school was the largest sum given to education in Georgia up to that time. In recognition of his interest and support, the board of trustees changed the school's name to Agnes Scott Institute in honor of Colonel Scott's mother.

Within 10 years the Institute gained accreditation as a secondary school. In 1906 it was chartered as Agnes Scott College and awarded its first degrees.

In 1907 the Southern Association of Colleges and Schools accredited the College, which became the first college or university in Georgia to receive regional accreditation. In 1920 the College earned the Association of American Universities approval, and in 1926 the United Chapters of Phi Beta Kappa granted it a charter. Agnes Scott is also a charter member of the American Association of University Women and of the Southern University Conference.

Throughout its history, Agnes Scott has sought to maintain the ideals voiced by its founders: “. . . the formation and development of Christian character” and “a high standard of scholarship.” The College is proud of its Presbyterian heritage and is a member of the Association of Presbyterian Colleges and Universities related to the Presbyterian Church (U.S.A.). Its board of trustees is a self-perpetuating body. Its academic program firmly adheres to the traditional liberal arts disciplines. Academic and extracurricular opportunities supplement this to meet the changing needs of women in our society.

From modest beginnings, the permanent assets of the College have grown to almost \$95 million, of which some \$50 million is in endowment. From a single house on a small lot, Agnes Scott has expanded to 20 buildings on some 100 acres. Since its founding in 1889, five presidents have served: Frank Henry Gaines (1889-1923), James Ross McCain (1923-1951), Wallace McPherson Alston (1951-1973), Marvin Banks Perry, Jr. (1973-1982), and Ruth Ann Schmidt (1982-present).

## THE HONOR SYSTEM

The cornerstone of the entire structure of Agnes Scott life is the Honor System, which is founded upon the support, the mature judgement, and the personal integrity of each student. By entering Agnes Scott, a student voluntarily pledges her support to the regulations and spirit of the community. As a member of this community, she accepts a definite responsibility for herself and for her fellow students which leads to responsible freedom within the structure of the Honor System. The Honor System is an expression of trust in students and in their willingness to uphold the ideals of the community.

Each student is expected to accept her responsibility to protect the Honor System from actions and attitudes which may weaken it. The exercise of this responsibility involves a student reporting her own infringements of the policies and regulations and involves an obligation for her fellow students' relations to the community. The latter obligation may take the form of speaking to the student on behalf of the community or of asking another member of the community to speak to her. It is impossible to reduce this to an unvarying rule of procedure, but the unchanging obligation is to prevent the occurrence or recurrence of detrimental action or attitudes.

Under the Honor System, regulations — both social and academic — are based upon their value to the community and to the individual student. This basis is one which is fundamental, not merely at Agnes Scott but wherever there is a community.

### HONOR PLEDGE OF AGNES SCOTT

In choosing Agnes Scott, a student accepts the Honor System as her way of life and formally adopts it by the following pledge:

*As a member of the Student Body of Agnes Scott College, I consider myself bound by honor to develop and uphold high standards of honesty and behavior; to strive for full intellectual and moral stature; to realize my social and academic responsibility in the community. To attain these ideals, I do therefore accept this Honor System as my way of life.*

# STUDENT GOVERNMENT ASSOCIATION

*To learn to live honorably and unselfishly in a community and to share in the responsibility of the government is a part of the broader education for which we come to college.*

## GRANT OF POWER

Each student of Agnes Scott College is a member of the Student Government Association. Student Government Association was founded and given a grant of power from the faculty in 1906. As students assumed increasing responsibility, they were given a larger grant of power by the Board of Trustees in 1923. The student body elects representatives to the Honor Court, Representative Council and Dormitory Councils. Serving as a connecting link between students and the administration, these groups coordinate and direct campus activities.

## THE PRIVILEGE OF SELF-GOVERNMENT

Agnes Scott students enjoy a maximum amount of freedom and responsibility in shaping the policies and regulations of the college. Regulations which govern the student life are set up by the students themselves, with the approval of the Administrative Committee. The Student Government president, the president of Honor Court, and the president of Interdormitory Council are full voting members of the Judicial Review Committee in all student-oriented matters. In her commitment to the Honor System, each student agrees to abide by these policies and regulations. Open forums, house meetings, and individual hall meetings provide students with opportunities to voice their opinions.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 (commonly called the Buckley Amendment) was designed to protect the privacy of educational records, to establish the rights of students to inspect and review their records, and to provide a means of correcting inaccurate and misleading data where they can be shown to exist. Students are assured of the right to file complaints with the Family Educational Rights and Privacy Act Office of the Department of Health, Education, and Welfare after formal and informal hearings on the campus.

Agnes Scott College complies fully with the terms of this legislation. The complete statement of College policy concerning disclosure of information may be found in the Office of the Registrar. Additional information on education records may also be obtained from this office.

GENERAL  
INFORMATION

## COMMUTING STUDENTS

Commuting students are a vital part of the College community. They share with boarding students the privileges and responsibilities accorded to all students. Commuting students represent Agnes Scott in Atlanta and the vicinity, and they are expected at all times to uphold the ideals and standards of the College.

### A. Communication On Campus

Commuting students may be reached in the following ways while they are on campus:

1. By local mail. Commuting students are urged to check their mailboxes regularly. (They are responsible for official notices and information about campus activities which are sent by local mail.)
2. By telephone. For emergency messages, commuting students can be reached through the Office of the Dean of Students.

### B. Meals On Campus

Commuting students may pay for meals in the College dining hall when they so desire. Books of meal tickets may be purchased in advance in the Accounting Office.

### C. Spending The Night On Campus

When spending the night on campus, a commuting student must register on a guest registration card at the hostess desk of the residence hall in which she is staying. A student must discuss her plans with a member of the dean of students' staff when she wishes to stay on campus for more than two consecutive nights. When spending the night on campus, commuting students must conform to College regulations. They should notify the switchboard of their location.

## PARKING CARS

Commuting students who have cars must register these cars in the Department of Public Safety and must observe all parking regulations. Failure to observe these regulations will result in the loss of the privilege of parking on campus.

### A. Car Policy for Boarding Students

Students wishing to keep a car on campus either permanently or temporarily must register the car in the Department of Public Safety. Students with permission to keep cars on campus either permanently or temporarily must observe the parking regulations listed below. Failure to observe these regulations will result in a warning. Further disregard of the regulations will result in the loss of the privilege of keeping cars on campus.

### B. Parking Regulations

Parking rules and regulations on the campus at Agnes Scott College are designed to achieve maximum use of parking facilities for the convenience of students, faculty, staff, employees, and visitors to the campus. With the cooperation of all motor vehicle operators on campus, it is believed that large

numbers of specific parking restrictions are not needed. It is the responsibility of each individual who operates a vehicle on campus to be familiar with the parking regulations. If there is any question about these regulations, contact the Department of Public Safety (Ext. 355). Specific instructions and regulations are as follows:

1. Distinctive parking permits MUST be displayed on the right rear bumper of each vehicle which is routinely parked on the campus. Temporary permits are available for vehicles kept on campus for limited periods of time. All permits, permanent and temporary, will be issued by the Department of Public Safety (Ext. 355). There is no charge for this service. The registered holder is responsible for all violations attached to the vehicle.
2. Parking is not authorized adjacent to yellow curbs or spaces designated for specific individuals, visitors, loading zones, limited time parking zones, fire lanes, handicapped parking or tow-away zones. Loading zones and service areas are for service and vendor delivery vehicles. The Department of Public Safety will attempt to contact the vehicle owner prior to towing.
3. Any vehicle violating parking regulations or blocking a street, thoroughway or parked on a sidewalk will be towed.
4. The right to close any parking area for College purposes is reserved by the College. Advance notification will be given when practical.
5. Tickets will be placed on cars that are in violation of specifically-stated regulations. A first ticket is considered a warning. Subsequent tickets will carry a \$5.00 fine.
6. Failure to pay fines within 30 days may result in the individual's car being restricted from the campus. This latter step may incur towing and accompanying charges. Repeated abuse of these regulations, with no evidence of cooperation from the vehicle owner, will likely result in towing of the automobile.
7. Fines are collected in the Accounting Office during normal business hours. The ticket should be presented to the Accounting Office with payment. It will be stamped and returned to the vehicle owner as proof of payment.

Tickets may be appealed before a Parking Appeals Committee. Persons wishing to appeal must make a request for a hearing within five days of receipt of ticket. The request should be sent to the public safety director. The appellant will be informed of the time and place of the Parking Appeals Committee meeting. Every effort should be made to be present at the Parking Appeals Committee meeting in order for the reason for appealing the ticket to be considered. If unable to attend the meeting, a letter stating the reasons for appeal should be addressed to the Parking Appeals Committee and given to the public safety director prior to the time of the meeting. The letter will be presented to the committee at its next meeting. If the ticket is upheld, the fine is due and payable within five days of the committee meeting.



## PUBLIC SAFETY

### A. Emergency Number

If a student has an emergency on or off campus, she should call 371-6400 (Ext. 400). This number should be used *only* for emergency situations. All other questions concerning the Department of Public Safety should be directed to 371-6355 or 356.

### B. "Operation Identification" Service

A student may contact the Department of Public Safety to have her personal property (except jewelry) engraved with her social security number. An itemized copy of the numbers and corresponding property will be kept on file in the security office. A copy will be given to the student. Call extension 355 or 356. An officer will come to the student's room to engrave the designated items. (Bicycles are included).

### C. Escort Service

Students may call ext. 355 or 356 for an escort to or from cars or buildings on campus. Students may contact the Department of Public Safety (in the "Annex" of Rebekah) or call the switchboard operator to request an escort.

### D. Emergency Transport

Officers will take students to or from DeKalb General Hospital. Students should call ext. 400, 355 or 356.

Officers will transport students to a doctor's office if arrangements are made in coordination with the Student Health Center. Students should call ext. 355 or 356.

Note: The campus police will, after dark, transport students to and from the Decatur Marta Station. The officers, however, encourage the students to use their discretion in the utilization of this service.

E. Students with questions are encouraged to call ext. 355 or 356.

## BUILDINGS AND EQUIPMENT

### A. Alumnae House

The Anna Young Alumnae House, 133 South Candler Street, is owned by the College and operated by the Alumnae Association as the guest house of the College. Students, faculty and alumnae may reserve rooms in the Alumnae House for campus visitors at the following rates:

Persons per room	Shared Bath	Private Bath
1 person	\$15.00	\$20.00
2 persons	18.00	\$30.00
3 persons	24.00	—

Plus 4% sales tax/Check out time 11 a.m.

Reservations should be made as early as possible with the house manager. Unless cancellation is received 24 hours before arrival time, one day's rental will be charged.

## **B. Student Activities Areas**

The Evans Terrace Center is an activities area for all members of the Agnes Scott community and their guests. It is used for campus parties, discussions, and relaxation. The "E.T.C." has a snack bar, card and game tables, a piano, and a wide-screen T.V.

The Walters "Wreck Room" is an additional area set aside for other types of activities. It has a ping pong table, pool table, jukebox and video games.

## **C. Dana Fine Arts Building**

The Dana Fine Arts Building houses the departments of philosophy, art and theatre. The Winter Theatre is primarily for the use of the theatre department; however, other activities may be scheduled there if it is not in use. In order to reserve the theatre or other area of Dana, a written request must be submitted to the Committee on the Use of Dana. Application forms are available in the Career Planning and Placement Office.

## **D. Administrative And Classroom Buildings**

Students will not be allowed in the following classroom buildings after closing hours unless a faculty member is present or prior approval is given through the Office of the Dean of Students:

### **1. Buttrick, Campbell**

7:30 a.m.-10 p.m. (Monday - Thursday)

7:30 a.m.-9 p.m. (Friday)

8:30 a.m.-9 p.m. (Saturday and Sunday)

### **2. Presser**

7:30 a.m.-11 p.m. (Monday - Friday)

8:30 a.m.-11 p.m. (Saturday and Sunday)

### **3. Dana Fine Arts Building**

8 a.m.-11 p.m. (Monday - Friday)

8 a.m.-5 p.m. (Saturday)

2 p.m.-5 p.m. (Sunday)

### **4. Gymnasium**

7:30 a.m.-11 p.m. (Monday - Friday)

8:30 a.m.-11 p.m. (Saturday and Sunday)

### **5. Agnes Scott Hall (Main)**

8:30 a.m.-12 midnight (Monday - Friday)

9 a.m.-12 midnight (Saturday and Sunday)

## **E. Equipment**

Any requests for the use of campus buildings for activities other than scheduled classes must be made in the Office of the Dean of Students. For a description of other buildings on campus, see the catalog. Forms for requesting College equipment (microphones, punch bowls, etc.) must be filed in the Career Planning and Placement Office at least 48 hours in advance.

## **F. Weather Policy**

If Agnes Scott College is to be closed in bad weather, WGST 920 AM and WSB-TV Channel 2 will be notified. Listen to your radio or TV for announcements.

If the College is not closed, use the following guidelines to secure additional information or to report absences:

1. Resident students. A notice will be posted on the bulletin board in Buttrick lobby with up-to-the-minute reports of classes which are cancelled. Please check this bulletin board. **Do not call the College switchboard operator; do not call the Office of the Dean of the College.**
2. Commuting students. If you need information about the cancellation of specific classes because of the absence of the professor, call the Office of the Dean of the College.
3. Staff. Contact your immediate supervisor if you are unable to come to work.

### **Policy on Absences During Severe Weather**

If the College is officially closed during severe weather and all classes are cancelled, make-up classes will be held on the first available Saturday following the closing.

If the College is officially open during severe weather and a faculty member determines travel is unsafe from his/her home, make-up classes may be held on a designated make-up Saturday. The faculty member is responsible for notifying the dean of the College if make-up classes are to be held. The dean will post lists of such make-up classes for the information of the students.

If there is a delayed opening or an early closing because of severe weather, a make-up period for classes will be designated on the first available Saturday. A faculty member has the option of scheduling classes during this designated period or of having students make up missed work some other way. The Dean of the College should be notified if plans are made to hold classes.

## **COMMUNITY SERVICES**

### **A. Religious Life**

The Chaplain's office sponsors various religious activities including Christian worship services and discussions on important current issues. The Chaplain is available for personal counseling and spiritual direction. The Christian Association sponsors large group fellowship meetings, small group Bible studies, prayer breakfasts, and community services. During spring semester, the Chaplain's office together with the Christian Association sponsor Community Focus which features a guest speaker. A retreat is held during the spring semester. Students also participate throughout the year in their own church fellowship groups.

### **B. Community Hours**

Community hours are held Monday, Wednesday, and Friday at 10:25 a.m. throughout the year. There are seven special community hours at which attendance is mandatory: Opening Convocation, Honors Day, Founders Day, SGA Election speeches, Mortar Board, Phi Beta Kappa, and Awards Day.

### **C. Language Lab**

The Language Lab is equipped with two-track cassette recorders in individual carrels. Use of these recorders will be demonstrated to language classes in the

fall (or on request - contact the Media Resource Center). Cassette study tapes are shelved in the lab according to subject: French, music, etc. After each use, tapes should be returned to the appropriate place on the shelf and should never be removed from the lab. Students may request the duplication of tapes (48 hours in advance) by providing their own cassette tape and by filling out a request form.

#### **D. Media Resource Center**

The Media Resource Center encourages students to make use of audio-visual aids in classroom presentations. Students may make their own recordings and/or visuals or may request that they be made by the media center. Equipment and/or production requests should be made well in advance of anticipated use. Equipment will be checked out only after the student shows ability in its operation. Contact the media center for further information.

#### **E. Counseling**

Academic counseling is centered in the Office of the Dean of the College. General counseling of students, particularly in relation to extracurricular activities, non-academic, personal, and social matters is available in the Office of the Dean of Students. See the section on the Health Center for information about psychological and gynecological counseling service.

#### **F. Career Planning and Placement**

The Career Planning and Placement Office offers a four-year program for students which encompasses the following goals: an expanded awareness of career and lifestyle options, the ability to make informed career decisions, and the development of job search strategies. Beginning during freshman orientation, the office helps students attain these goals by providing individual counseling and testing in the form of interest inventories and self-assessment aids including "SIGI Plus," the Self-Directed Search, and the Myers Briggs Type Indicator. The office provides workshops on career fields and decision-making, as well as job-search workshops on such topics as skills assessment, resume writing, and interviewing techniques. An alumnae advisory network provides access to advisors and role models. A number of prospective employers and graduate schools send recruiters to the campus each year. Permanent, summer, and part-time job referrals are provided upon request.

A major component of the career planning program is experiential learning. The office sponsors three off-campus programs. Through the Shadow Program, students spend an afternoon, a day, or longer during the academic year talking with and observing Atlanta-area sponsors working in career fields of interest to the students. The extern program gives students a chance to perform some aspect of the job when they spend a concentrated five-day period during a school vacation working with sponsors and their colleagues. The expanding intern program provides summer and term-time placements that give students on-the-job experience in such fields as business, social service, journalism, and the arts (to name a few).

A career library contains a myriad of valuable resources including books and pamphlets about traditional and nontraditional careers, lifestyles, and the status of women in the work world. Information concerning occupational

outlook and opportunities with specific employers is available. To help the job seeker, company literature and annual reports are also maintained in the Career Library.

### **G. Campus Employment**

Students on financial aid who have accepted the work opportunity for the following academic year will receive a work preference form in the spring to be completed and returned to the Office of Financial Aid. The information on this form will be used in matching on-campus placement needs and the students' skills and preferences. The employment assignments will be in students' mail boxes when they come to school in August.

After the first week of fall semester, any student jobs remaining on campus will be open to non-aid students. Students with special skills and experience may be approached first to fill particular needs. A lottery will be held for remaining positions. A notice concerning the lottery can be found on the official bulletin board in Buttrick Hall and the Weekly Calendar.

### **H. Health Center**

The student health services of the College are the responsibility of the dean of students. The student health services are under the direction of a certified nurse practitioner. Consultants are provided in internal medicine, psychiatry and gynecology.

The health center is open Monday through Friday from 8:30 a.m. until 4:30 p.m. for the purposes of evaluating health problems, caring for and treating minor health problems, referring certain problems to the medical director (internist) or other specialists, such as dentists and dermatologists, and for providing health information and education.

The residence fee charged for all boarding students includes the initial evaluation and/or treatment of all health problems. Fees are charged for special services such as complete physicals, laboratory tests, and prescription medicines.

Psychological counseling services are available by appointment only. No charge will be made for the first evaluation session/appointment. Initial appointments may be scheduled by calling the student health center or the dean of students. Students will be seen in the physician's private office located off campus.

Students are encouraged to visit the nurse practitioner for evaluation and possible treatment of minor gynecological problems and also when general or specific female health information is desired. Special gynecological services are offered one day each week by the consulting gynecologist. Services are available by appointment only which may be scheduled by calling the student health center. There is no fee for the visit(s), but a fee is charged for laboratory tests, such as the Pap test. Prescriptions for medication may be filled at a pharmacy of choice, and this expense is borne by the student.

Nonresident students may be treated for life-threatening emergencies at the health center.

Special health education and screening programs are offered throughout the year. Current reference materials on a variety of health topics are located

in the health center. Most of the books and pamphlets are available on a loan basis. Students may use these materials to increase their knowledge about positive health practices, thereby promoting responsible living for a happier, healthier life.

#### **I. Laundry**

Coin-operated washers and dryers are conveniently located in or near all residence halls.

#### **J. Check Cashing**

A check cashing service is provided by the Accounting Office on the first floor of Buttrick Hall. Students may cash checks upon presentation of their identification cards.

#### **K. College Minibuses**

Two fifteen-passenger minibuses are available for College use. The permitted uses of the minibuses are listed below in priority sequence.

1. Field trips sponsored and supervised by academic departments.
2. Trips sponsored by faculty-staff organizations or administrative departments.

Reservations for use of a minibus may be made with the administrative assistant in the Office of Business and Finance. The following information must be provided to complete reservations:

1. Name and department or sponsoring organization
2. Name of vehicle driver
3. Date and time of departure and return
4. Purpose of travel

All operators of the college minibus must be faculty or staff members and have valid driver's licenses. The operator and/or sponsoring organization will be responsible for parking fees, toll charges, and fines for parking or traffic violations.

Keys to the vehicle will be kept in the Office of Business and Finance, and users will pick up and return the keys unless other arrangements have been made.

#### **L. Campus Shop Bookstore**

The Campus Shop Bookstore is on the first floor of Walters Hall, next to the Post Office and is open from 8:30 a.m. to 4:30 p.m., Monday through Friday. The Campus Shop Bookstore offers:

Agnes Scott Sportswear	Agnes Scott Giftware
Photo Processing	Paperback Books
Office and School Supplies	Art Supplies
Sale Books	Book Bags
Study Aids	Residence Hall Room Accessories
Posters	Snack Foods
Health and Beauty Aids	and much more...
Greeting Cards	

The Campus Shop Bookstore also sells and buys back used books to help students stretch their college dollars.

### M. Post Office

The campus post office is a substation of the Decatur post office and is located on the lower floor of Walters Hall adjacent to the Campus Shop Bookstore. It functions as a regular post office. Office hours are from 8:30 a.m. to 12:30 p.m. and 1:30 p.m. to 4 p.m., Monday through Friday.

Each resident and commuting student is assigned a post office box when she first comes to Agnes Scott and keeps that box number as long as she is a student here.

### N. Loiterers, Canvassers, and Salesmen

Loiterers, canvassers, and salesmen are not allowed on the campus. Students are to report any unauthorized person immediately to the Office of the Dean of Students and to the Department of Public Safety.

A student may represent a product or firm with permission of the dean of students. Students may post notices to advertise, but no telephone or door-to-door solicitation will be permitted.

### O. Bulletin Boards

There is an official bulletin board in the lobby of Buttrick Hall. Students are responsible for knowing information posted.

### P. Out-of-Town Tours by Student Groups

Student groups planning out-of-town tours for the purpose of performing for the public or representing the College in any way must clear their plans in advance with the dean of students, stating itinerary, financial arrangements, transportation, and other pertinent information.

## TRADITIONS

During her four years at Agnes Scott, each student becomes aware of the vital part which traditions play in enriching college life and in bringing a sense of continuity to an ever-changing college population. Some of the more important and meaningful Agnes Scott traditions are the following:

**HONORS DAY** - Recognition for high academic achievement of the past year is given to sophomores, juniors, and seniors on Honors Day during the early fall.

**BLACK CAT** - In the traditional Black Cat celebration early in the fall, the campus community contributes its talent in drama, song, and artistic endeavor to produce a celebration honoring the freshman class.

**INVESTITURE WEEKEND** - Senior rights and privileges are officially recognized on this day in the fall at a capping ceremony in Gaines Chapel. On Sunday there is a community church service held in Presser.

**COMMUNITY FOCUS** - A focus on community concern is observed during which an outstanding speaker lectures and discusses informally with the students.

**SOPHOMORE PARENTS WEEKEND** - Parents of sophomores are invited during spring semester to visit their daughters. Special activities are planned to introduce them to campus life.

**FOUNDER'S DAY** - The birthday of George Washington Scott, founder of the College, is observed in late February.

**JUNIOR JAUNT** - The junior class sponsors activities in which the entire campus community participates to raise money or to become involved in a community problem.

**MORTAR BOARD TAPPING** - A candlelight ceremony is held each spring during which rising seniors are tapped for this national honorary organization on the basis of their scholarship, leadership, and service.

**CAPPING** - At the end of the year, the seniors present their caps and gowns to the juniors in a ceremony recognizing the rising senior class.

**COMMENCEMENT** - The annual graduation exercises in May mark the end of the senior's year at Agnes Scott.



ACADEMIC  
REGULATIONS  
AND  
POLICIES

# ACADEMIC REGULATIONS

Students are expected to meet all academic responsibilities in accordance with the principles of the Honor System. The Committee on Academic Standards is a standing committee of the faculty which has the responsibility of considering students' requests for exceptions to academic regulations. The Committee on Absences is a subcommittee of the academic standards committee. It is composed of the dean of students (chair) and two faculty members. Decisions of the Committee on Absences may be appealed to the Committee on Academic Standards.

## A. Administration of Regulations

The Committee on Absences has authority to administer the regulations governing class attendance and to give excuses as permitted by the regulations. Requests to this committee should be filed on special forms provided in the Office of the Dean of Students.

In a case where repeated absence from class is impairing a student's work, the instructor will report the name of the student in writing to the dean of the College. When a student on academic probation is absent from class twice during a semester without excuse, it is the responsibility of the instructor to file notice of the absence in the Office of the Dean of the College.

After an interview with the student, which constitutes a warning, a report of continued absence may bring academic probation or suspension.

## B. Class Attendance

The effectiveness of instruction at Agnes Scott College is directly related to regular class attendance. While attendance at academic sessions is not mandatory, with the exceptions noted in the following paragraph, the responsibility for work missed is entirely that of the individual student.

Attendance at all academic appointments is required of students on academic probation and of freshmen during the fall semester. These students are permitted one cut in each class during the semester.

## C. Procedures of Committee on Absences

The Committee on Absences believes that students are responsible for meeting all academic obligations, e.g., tests, papers, mandatory attendance (where applicable). It is acknowledged that in special circumstances requests for exceptions may be necessary, and these exceptions are provided for under the rights given to the committee by the faculty bylaws (Vide: Committee on Academic Standards ).

Students will make requests for exceptions according to the following procedures:

1. Requests are to be filed in writing in the Office of the Dean of Students.
2. Requests must be filed a minimum of one week in advance, except in cases of emergency.
3. Requests for appeals of decisions of the Committee on Absences must be made in writing and directed to the chair of the Committee on Academic Standards.

4. Requests to appear in person before the Committee on Academic Standards must be made in writing to the chair of the Committee on Academic Standards.

In general, excuses are accepted for illness, a death in the immediate family, serious illness to immediate family, observances of religious holidays, emergency medical appointments, and college sponsored trips or performances. Participation in contests, trips that are educational or cultural in nature, attendance at weddings, a death of a personal friend, and routine medical appointments may be excused. Excuses for overloads that result from extracurricular or pleasure trips are not considered legitimate.

#### **D. Tests**

Tests are announced at least a week in advance. Attendance at these tests is mandatory. If a student, because of unavoidable circumstances, cannot take a test at the appropriate time, permission to take the test at another time may be granted by the Committee on Absences or, in the case of illness, by the dean of students.

A student who is permitted to take a make-up test should arrange with the instructor for a suitable time to take the test.

No student is required to take more than two tests on one day provided she notifies the instructor at the time the third test is announced.

Time allotted for test periods should be equal for all students. So that no student will be given an unfair advantage over another, tests should be taken up by the instructor or turned in by the student no later than 10 minutes past the end of the class period in which the test is given.

Take-home tests are to be administered with care and consistency. All take-home tests are to be given to students in sealed envelopes and returned as specified. No tests or written material are to be placed in faculty or student mailboxes. The take-home test (which excludes openbook exercises) is to be taken within the time limit set by the instructor and ordinarily is not to exceed two hours. It should be taken in one uninterrupted time period. The instructor must indicate the number of days (not to exceed seven) that the student will have to take the test. Students should be reminded not to discuss the test during the test period.

Each student must indicate by the term "pledged" and her signature that she has neither given nor received aid on the test.

#### **E. Written Work**

The grade on any late written work is automatically reduced by one-third of a letter grade for each day the paper is late (including Saturday and Sunday). When papers are late because of a prolonged illness, an excuse may be provided by the dean of students.

All written work of the quarter must be completed by 9 a.m. on the day immediately following the last day of classes of the semester unless an extension is granted by the Committee on Absences.

#### **F. Announcement of Grades**

No student shall be notified of any grade until she has finished all of her examinations. Grades are mailed to students at home during the Christmas holiday and in the summer. If a student is not making normal progress toward the degree or if the student is on academic probation, parents are notified directly. Parents may always request that grades be sent to them by notifying the registrar.

#### **G. Academic Standing**

Students may obtain their class ranks, grade point average, and number of hours completed by filling out request forms in the Office of the Registrar. This information is usually available within three days after the request is filed.

#### **H. Plagiarism**

According to the Webster's Ninth New Collegiate Dictionary (1983), to plagiarize is "to steal and pass off the ideas and words of another as one's own, to use a created production without crediting the source, to commit literary theft: [to] present as new or original an idea or product derived from an existing source."

It is not just forgetting to put quotations around borrowed phrases. Plagiarism includes taking an author's ideas and rephrasing them in one's own words, without acknowledging the sources of those ideas.

Plagiarism is contrary to the academic purposes of Agnes Scott. In her work, each student is to develop techniques of independent thought; research using another's work as one's own defeats the development of these techniques. In addition, under federal and state laws, plagiarism is illegal and punishable by either fine or imprisonment or both. Thus, plagiarism is a serious violation of the standard of our academic community and of governmental law.

The possible penalties for plagiarism, a violation of academic regulations, range from warning file to probation or suspension. All penalties are listed in the judiciary section of this handbook.

## **PREPARATION OF PAPERS**

The principles of the Honor System as applied to the preparation of papers are intended both to allow the student the necessary freedom in preparing her papers and to respect her desire to set forth in her work her own ideas. The principles are interpreted to mean:

- (1) a student may freely discuss ideas with others, since discussion is a valuable stimulation to independent thought; but a student must organize the material and express her ideas in the paper without help from others; and,
- (2) that in the use of sources a student should observe the recognized conventions of acknowledging by appropriate documentation the ideas, phrases, and sentences borrowed from the sources used; and,
- (3) that it is the responsibility of the individual instructor to define the nature and purpose of each paper assigned and to clarify to what extent and in what manner sources (e.g., texts, writings of critics and scholars, comments of fellow students, ideas gleaned from visiting lecturers, etc.) may be appropriately used.

Each member of the freshman class will be asked to purchase the 1984 Modern Language Association Handbook for Writers of Research Papers (MLA Handbook). This handbook will be available for all freshman English students, including English 101 and 102 students. The faculty advises students not to sell these books at the end of the freshman year, but rather to keep them for reference during the entirety of their college careers. It is important for students to consult with faculty in other departments to learn about methods of documentation which may be required for disciplines other than English.

### **A. Quotations**

Quotations should correspond exactly with the original in wording, spelling, and interior punctuation. To assure the reader that the quotation is accurate although the spelling or logic might otherwise lead him to doubt it, the interpolation "sic" is used and is enclosed in square brackets. If the quotation is less than three lines of prose or less than two lines of poetry, quotation marks should be used and the quotation incorporated in the text (in the case of poetry indicate line division thus: /). For such a quotation run on as part of the text, first use double quotation marks; for quotations within quotations, use single marks. If quotations are longer, the quoted material should begin on a new line, be given a wider margin than the text, be singespaced if typewritten, and not enclosed in quotation marks. The line of text following a quotation should be indented only if it begins a new paragraph. For ellipses within a quoted sentence use three spaced periods; for ellipses at the conclusion of a complete sentence, use three spaced periods and the sentence period. Interpolation of your own comment and explanation in quoted matter is permissible if enclosed in brackets, not parentheses.

### **B. Scientific Notation**

In the departments of the natural and social sciences, a special form of scientific notation is used more frequently than the form described above. Students should consult their professors to find out the form of documentation preferred by that department before writing a paper.

## **McCain Library**

McCain Library is the information center of Agnes Scott College. The library provides print and nonprint information sources to stimulate learning and growth in an academic environment. Approximately 169,000 books and bound periodicals are available in open stacks so that borrowers may select books directly from the shelves.

### **A. Reader's Service**

1. Circulation. All books from the book stacks which circulate out of the library must be signed for by the borrower at the circulation desk. The loan period for regular books is two weeks. To renew books on loan, the books should be brought to the library for redating. Books may be renewed unless another reader has requested the book. Books may not be transferred from one person to another unless they are first returned to the circulation desk.

When books are turned in to the library, they should be returned to the circulation desk. If the library is closed, they may be left in the book depository near the front doors. When regular books are not returned on the date due, a fine of 10 cents per book per day overdue is charged.

2. Browsing Section. Near the circulation desk is the browsing collection containing recently published books of interest to the Agnes Scott College community. Browsing collection books circulate to everyone in the College for a one loan period. No renewals are allowed, but a book may be checked out for a second time after it has been returned to the library for 24 hours. Fines are charged for overdue browsing books as previously described for regular books.

3. Reserve Books. Books are placed on reserve at the request of faculty members. Reserve books are shelved at the circulation desk on the main floor. An orange or a blue card is placed in the back of each book. Reserve books are for use within the library so that the greatest number of students will have access to them. Reserve books should be returned to the circulation desk immediately after one is finished with them.

Boarding students may take reserve books out of the library at 9:30 p.m. on Sundays through Fridays and at 3 p.m. on Saturdays. The books must be signed out at the circulation desk after these respective times. These books are due back one-half hour after the library opens the following day. They should be returned to the circulation desk.

Commuting students may take reserve books with orange cards out of the library at 2 p.m. Mondays through Fridays and at any time on Saturdays and Sundays. These books are due back at 9:30 the following morning. They should be returned to the circulation desk. Books with orange cards checked out on Friday are not due until 9:30 a.m. Monday.

Commuting students may check out books with blue cards. The regulations are the same as those for boarding students. That is, they may be signed out at 9:30 p.m. Sunday through Friday (3 p.m. on Saturday) and are due back the next day one-half hour after the library is opened.

4. Reserve Book Fines. When reserve books are not properly checked out for overnight use or are not returned when due, the fine is 25 cents per hour or partial hour.

## **B. Call Numbers**

973.2

MP84p

The call number is a device found on the upper left hand corner of the catalog card to enable the borrower to locate a book on the shelves in the library. The 973.2 in this call number is the Dewey Decimal classification number. The MP84p is a notation for the author and title of the book.

PR2638

.C4

This call number is an example of a call number using the Library of Congress Classification System. Since June 1974, all new books added to the library have been classified according to the Library of the Congress Classification System. All books in the reference room are classified according to the Library of Congress System.

Folio

CD4958

.N56

The word "folio" over a Library of Congress call number indicates the book is oversized and is shelved in a special section, stack level 7.

Be sure to use the card catalog if you are searching for books on a specific subject in order to locate books the library owns which may be classified in the Library of Congress or Dewey Classification Systems.

1. Special Systems. References are distinguished by "Ref" as a part of the call number. This means the book is shelved in the reference room. Browsing collection books have unique call numbers: "F" for fiction books and "N-F" for non-fiction books. Catalog cards for microcards have "Med" for the call number.

2. Reference Services. The reference function of a college library is to interpret library materials to the college community. Librarians are available to work with students, faculties, and staff in their search for information by helping them locate materials, explaining reference books, and answering any questions concerning the library and its services. The reference room in McCain Library is located in the wing immediately to the left of the circulation desk. Reference books may not be taken out of the library. Examples of reference books are dictionaries, encyclopedias, atlases, indexes, and yearbooks.

3. Lost Books. A book believed to be lost should be reported immediately when due so that it may be renewed once. Lost books are charged at the full list price or the estimated cost of replacement if out of print, plus the amount of the accumulated fine. When a book is paid for and later found and returned to the library, the amount which was paid less the accumulated fine is refunded. Library materials which are mutilated, defaced with underscoring or marginal notes, or damaged through misuse or carelessness are charged for at the same rate as lost books.

4. Music Listening Room. An extensive record collection is maintained in the music listening room on the ground floor. A separate card catalog for recordings is located in the music listening room. Composer, title, and subject cards are combined in this card catalog. The call numbers refer to special arrangements of the recordings: M:Music; SP:Spoken Records; FM:Folk Music; and AN:Anthology.

Recordings circulate to students and faculty for two weeks. Fines are charged on overdue records similar to those fines charged on overdue regular books. Three turntables are available for listening purposes in the music listening room. A cassette player is also available for listening to cassettes.

5. Periodicals. McCain Library receives approximately 780 different periodicals and newspapers. Current issues of many of the periodicals are displayed on the browsing shelves in the periodicals area on the ground floor. Current science periodicals are shelved in the appropriate science library in Campbell Hall. Back issues of most titles that have been recently received are shelved alphabetically in the periodicals area. Bound periodical volumes and microfilm holdings of periodicals are also shelved in adjoining areas on the ground floor. Periodicals and newspapers are not circulated out of the library.

Periodical indexes are the key to considerable information available in periodicals. The indexes are shelved on tables down the middle of the reference room on the main floor. Examples of the indexes include Reader's Guide to Periodical Literature, Social Sciences Index, Humanities Index, Art Index, Education Index, and Index to Little Magazines. Also on the main floor is the periodicals spindle which lists the holdings of all periodicals in the McCain Library.

6. Science Libraries. Three separate science libraries are maintained in Campbell Hall. Primarily, books classified in the QC's are shelved in the physics library, books classified in the WD's are shelved in the chemistry library, and books classified in the QH's, OL's, OM's, QP's and QR's are shelved in the biology library.

7. Special Collections. McCain Library contains special collections on Robert Frost, translations of Margaret Mitchell's *Gone with the Wind*, the Walter Brownlow Posey collection of materials on the frontier religion. Also, the archives room with holdings of student, faculty, and alumnae publications is available for special purposes.

8. Food. Please do not bring any food or drink into the library.

9. Closing Procedure. Ten minutes before the building is locked, students are expected to gather up books and personal belongings and vacate the building. A library staff member walks through the library turning off lights at this time. In order to facilitate the closing of the building, please check out and renew all books 10 minutes before the library is locked.

10. Student Opinion. The librarian welcomes opinions and ideas from students on how library services may be improved. The Library Committee is also an appropriate group where general policy matters which affect students may be discussed. Students may submit book titles to the librarian for consideration as addition to the book collection.

11. Library Committee. Three students, appointed by the president of Student Government Association, serve on this committee as voting members, along with six faculty members who represent major divisions of the curriculum. The librarian is an ex officio member of the committee.

This liaison advisory committee interprets the problems and policies of the library to the campus community and makes suggestions to the librarian for the improvement of the library. Advice is limited to matters of general policy and ways of best serving the activities of the College. The committee also approves the annual allocation of book funds to the academic departments



and considers requests for use of special funds. The chair of the committee is responsible for reporting to the faculty, and the student members to the student body.

## UNIVERSITY CENTER IN GEORGIA

Agnes Scott College  
Atlanta College of Art  
Atlanta University Center  
Columbia Theological Seminary  
Emory University  
The Georgia Institute of Technology

Georgia State University  
Kennesaw College  
Oglethorpe University  
Southern Tech  
University of Georgia

### A. Interlibrary Use Policy

The University Center libraries cooperative program permits the use of the library of any member institution by members of the faculty, research staff, and student body of other member institutions for the purpose of supplementing the resources of their own. The policy does not permit the use of another library for study purposes or merely for convenience.

An interlibrary loan of materials from libraries not in the University Center may be arranged, but receiving such material is much slower.

### B. Interlibrary Use Procedure

An interlibrary use card may be issued by an authorized librarian of a member institution to faculty, research staff, and students in good standing. The person issuing the card will ascertain that there is a demonstrated need which cannot be met in his library. Whenever possible, all bibliographical and reference work should be done by the student in her own library before being sent to another. Also, whenever practical, it should be ascertained that the books desired are among the holdings of the library to which she is being sent. A card shall be issued for use in one library only.

When a faculty member or student has a justifiable reason for borrowing books from more than one institution, he or she may be given a card for each library. A student card shall be issued for a limited time. A faculty card shall expire at the end of the time needed for a particular study but not later than the end of the academic year.

When charging out book materials from another library, a student must show her student ID card and a faculty member his or her faculty ID card in addition to the library use card. If an institution does not issue ID cards to its faculty, then the faculty borrower must present sufficient identification. Each library reserves the right to establish its own rules and regulations governing the use and circulation of materials and may limit the number of volumes or restrict the use of certain materials whenever necessary.

Each borrower shall be responsible for learning and observing the rules and regulations of the library she uses. Any abuses of interlibrary use privileges shall be reported to the librarian at the borrower's institution for appropriate action, including revocation of interlibrary use privilege from the offending person.

## Faculty and College Committees

### *Faculty Committees*

Committee on Academic Standards  
Admissions Committee  
Committee on Campus Development and Use  
Committee on Committees  
Committee on Compensation  
Curriculum Committee  
Executive Committee of the Faculty  
Committee on the Future of the College  
Committee on Independent Study  
Committee on Professional Development  
Teacher Education Committee  
Committee on Technical Facilities  
Grievance Committee

### *College Committees*

Judicial Review Committee  
College Events Committee  
Financial Aid Committee  
Library Committee

THE JUDICIAL  
BODIES

# I. HONOR COURT

Honor Court is the judicial body of the Student Government Association whose purpose is to uphold and regulate the Honor Code. The court also serves to enforce the Honor System and has jurisdiction in matters injurious to the interests of the College.

Members are elected by the student body and consist of the following: a senior president, a senior vice president, a junior secretary-treasurer, and a board consisting of two members from each class- with one freshman elected in the fall- and two Return-To-College students (RTC's), each holding one position on the court.

## HONOR COURT OATH OF OFFICE

*"As a member (or as an officer) of the Honor Court of Agnes Scott College, I do solemnly swear, being ever mindful of the responsibility vested in me by the College, that I will strive in all my work to keep free of personal prejudice; that I will always hold before me the ideals of the Honor Court and of Agnes Scott, and will endeavor continually to bring them to full realization."*

### A. Jurisdiction

All students are expected to meet all responsibilities in accordance with the principles of the Honor System.

#### 1. Academic Jurisdiction

Honor Court has jurisdiction over all violations of the Honor System of an academic nature, including (but not limited to):

Cheating

Plagiarism

Lying in Official Matters

Here are some general guidelines for academic regulations (for complete regulations see ACADEMIC REGULATIONS, on reserve in the library):

a. *Pledge.* On any graded homework, paper, quiz, test, or exam, each student must write the word "pledged" and sign her name to signify that she has neither given nor received aid on the assignment.

b. *Take-home tests.* Take-home tests are a special privilege for Agnes Scott students, and they should be administered and taken with care and consistency. All take-home tests are to be given and returned in a sealed envelope, taken in the time limit set by the instructor (ordinarily not to exceed two hours), and taken in one uninterrupted sitting. Each student should pledge her test. No test material should be placed in campus mailboxes. The instructor must indicate the number of days (not to exceed seven) that the student will have to take the test.

c. *Talking about tests.* To insure that no student receives an unfair advantage on a make-up test or on a self-scheduled exam, no student should discuss a graded assignment, quiz, test, or exam until the professor gives permission to do so. If she or he should make no comment one way or the other, one should

assume one cannot discuss it. A student may not say how much time it took to take the test.

d. *Examinations.* Agnes Scott students have the privilege of self-scheduled examinations. Students may take any examination they choose at any of the designated times within the week specified for semester examinations. The success of this procedure depends on the student's responsibility to the Honor System and on her knowledge of the exam regulations. Living in the Agnes Scott community, a student is on her honor not to ask for or give any information before or after she has taken an examination. This rule is in effect throughout the entire examination period and applies to all examinations, INCLUDING SCHEDULED EXAMS. There are several important regulations that apply to the examination period:

i. Exams are not to be taken in any place other than rooms announced for a particular period. Students must be thoughtful in leaving and entering the examination room throughout the examination period.

ii. There should be no books or notes in any rooms other than those designated for open book examinations. No eating, drinking, or talking is allowed in examination rooms. The use of recording devices, tape players, or radios (i.e. "boxes" or "Walkmans") is prohibited in examination rooms.

iii. All examinations must be taken in intact blue books. Students must be sure to sign the HONOR PLEDGE and to place the copy of the exam questions, the blue book, and all used scratch paper in the brown envelope. One must seal the exam envelope before leaving the examination room, and return it to the designated room in Buttrick. All examinations should be completed at 11:30 a.m. or 4:30 p.m. Students are allowed 15 minutes after the bell to return examinations to the designated room in Buttrick. If an exam is turned in at a time later than indicated, the grade on the exam will be lowered. If a copy of the examination has been inadvertently taken away from an examination room, the copy should be returned immediately to the dean of the College, who will notify the Honor Court president.

iv. If a paper is given in lieu of an examination, faculty members should have these papers turned in to the Office of the Dean of the College for the sake of convenience and security. Such papers are due at the end of the last exam period. No tests or take-home examinations are to be given during the examination period. This excludes projects and examinations requiring special equipment and localities.

v. Any questions or problems about procedures arising during an exam period should be referred immediately to the Office of the Dean of the College.

A student must complete a separate envelope and attached card for each course in which she has a self-scheduled examination. Exam envelopes with attached cards may be purchased in the Campus Shop Bookstore. She must fill out the envelope and attached card without removing the card. The exam envelope should be given to the course professor on the specified date prior to the examination period.

For self-scheduled examinations, envelopes will be distributed in Room G-25 of Buttrick Hall, 20 minutes before the scheduled time of the beginning of examinations (8:40 a.m. and 1:40 p.m.). Envelopes containing examina-

tions will be divided alphabetically by the student's last name and will be placed on tables and distributed by members of the faculty. If a student is late in picking up the examination, she will not be allowed extra time. A student may not study or talk after she has picked up her exam envelope. No books and notes are to be taken to the second or third floors of Buttrick or Campbell.

If a boarding student becomes ill while taking an exam, she must go the health center immediately if she wishes to retake the exam without penalty. She should notify a faculty member on duty of her illness and leave with him or her the partially-completed exam. A commuting student should notify the faculty member of her illness, leave with him or her the partially-completed exam and go to the Office of the Dean of the College immediately.

Students who have duties to perform under the financial aid program will be expected to meet these responsibilities during the examination period. Students will be notified by their immediate supervisors at least two weeks in advance of the examination period of their work obligations during that time. They must accommodate this obligation in their exam schedules.

Examinations in classes where there are more than 40 students must be taken before specified dates which will be announced and posted. Students are responsible for reading the bulletin boards and for taking these examinations at the appropriate times.

A few examinations are specially scheduled and must be taken at a particular time and in a particular place. A list of these courses and the dates of examinations will be posted in Buttrick lobby and in the mailroom. Do not prepare an envelope for these courses. A student will be excused from a scheduled exam only if she is in the health center or if she has the permission of the dean of the College.

If a student should find that she has failed to comply with any of these regulations, she should report this at once to the dean of the College or to a member of the Honor Court. At all times, the student must consider her obligation to the Honor System and have consideration for her fellow students.

e. *Preparation of Papers.* The principles of the Honor System are intended to allow the student the necessary freedom in preparing her papers and to respect her desire to set forth in her work her own ideas. The principles are interpreted to mean:

i. that a student may freely discuss ideas with others, but a student must organize the material and express her ideas in the paper without help from others.

ii. that no rewriting or editing of a student's work by another is allowed. Thus, a student may not ask another person for help with wording, punctuation, or other grammatical techniques. Only help with typographical errors is permissible. Only 'obvious' typographical errors may be corrected. For example, the successive repetition of a word or the scrambling of letters may be corrected as illustrated by the following sentence: Hte boyboy went the the store may be corrected to The boy went to the store. Correction of excessive or deficient punctuation is not permitted.

iii. that a student should acknowledge by appropriate documentation the ideas, phrases, and sentences borrowed from the sources used.

iv. that it is the responsibility of the individual instructor to define the nature and purpose of each paper assigned and to clarify to what extent and in what manner sources (e.g., texts, comments of fellow students) may be used. Each student is urged to ask the instructor what limits are placed on the use of sources for each assignment.

f. *Plagiarism*. According to the Webster's Ninth New Collegiate Dictionary (1983), to plagiarize is "to steal and pass off the ideas or words of another as one's own, to use a created production without crediting the source, to commit literary theft: [to] present as new or original an idea or product derived from an existing source." It is not just forgetting to put quotation marks around borrowed phrases. Plagiarism includes using another's ideas, putting them in your own words, and not following proper documentation procedures. Plagiarism is contrary to the academic purposes of Agnes Scott.

The above statements are a general guide to the preparation of papers. Additional guidelines may be found in the most recent edition of the Modern Language Association Handbook for Writing Research Papers (the MLA Handbook). An instructor may ask or allow a student to prepare her paper differently. **EACH STUDENT SHOULD BE SURE SHE UNDERSTANDS THE ASSIGNMENT OF HER INSTRUCTOR BEFORE PROCEEDING WITH THE COMPOSITION OF HER PAPER.**

## 2. Other Jurisdiction

Honor Court has jurisdiction over other violations, including (but not limited to):

Violations of the Drug Policy

Stealing (i.e., library books, property of others, etc.)

Here are some general guidelines for some of the regulations concerning the above violations (for complete regulations see SOCIAL REGULATIONS AND POLICIES):

a. *Illegal Drugs*. Agnes Scott upholds and requires each student to uphold the laws concerning illegal drugs. The possession or transfer (including gifts) of marijuana, heroin, cocaine, LSD and any other controlled substance is illegal under the federal laws and the laws of the state of Georgia.

b. *Alcoholic Beverages*. Agnes Scott adheres to the laws concerning the consumption of alcoholic beverages and requires each student to adhere to these laws. The legal age for purchasing and consuming alcoholic beverages is 20, until Sept. 30, 1986. As of Sept. 30, 1986, the legal age for purchase and consumption changes to 21. It is against the law in Georgia either to sell or furnish alcoholic beverages to anyone under legal age. It is illegal to appear in an intoxicated condition or to evidence boisterous or vulgar behavior on any public street, or any public place, in any private residence, other than one's own, or on any mode of transportation. It is unlawful to drink alcoholic beverages in automobiles parked or moving on the streets, highways, or alleys of Decatur.

c. *Lending Identification Cards*. Using another person's or lending one's own identification for the purpose of obtaining alcohol is a violation of the Georgia state law.

## B. Due Process

1. The president of Honor Court investigates each case thoroughly before charging a student and bringing her before the court. Such an investigation may include meetings of the president with others connected with the case; e.g., appropriate dean, professors, witnesses, etc.
2. Two members of Honor Court (usually the president and one other member) must be present when discussing the case with students involved and/or questioning them.
3. After conducting an investigation which indicates a student's probable violation of the regulations of the College, the president of Honor Court and/or other members of the court designated to do so will present that student with a written copy of the charges against her.
4. The student charged with an offense will be told by the Honor Court representative that she has at least 48 hours to prepare for an appearance before the Honor Court. The student may, if she wishes, waive the time element and request an early hearing before Honor court.
5. The student has the right to be present at the Honor Court hearing of her case.
6. She may submit a prepared statement to be read at the meeting of the Court.
7. The student who has been accused has the privilege of bringing to the Honor Court a witness who may contribute pertinent information to the case. She is also within her rights to know the source of the accusation.
8. Honor Court must have a quorum of eight members to vote:
  - a. When the penalty of probation is recommended, there shall be no more than two negatives or three abstentions or combination of one negative and two abstentions.
  - b. When the penalty of suspension or expulsion is recommended, there shall be no more than one negative or two abstentions.
  - c. All other decisions will be by majority vote.
9. Any alleged violations of the Honor System arising during vacation period or at any other times when the Honor Court cannot be called shall be dealt with by the president of the Student Government Association and the president of the Honor Court, in cooperation with the Judicial Review Committee when necessary.
10. Honor Court shall impose penalties subject to the following procedures:
  - a. When the penalty of disciplinary probation for violation of social regulations is administered by the Honor Court, it shall be the duty of the president to inform the Judicial Review Committee.
  - b. When the penalty of suspension, dismissal, or disciplinary probation for violation of academic regulations is recommended, the decision shall be submitted to the Judicial Review Committee for approval.

## C. Penalties

The Honor Court judges offenses and gives penalties. In flagrant cases the decision of Honor Court is subject to review and approval by the Judicial Review Committee. Possible penalties for violations are:



### 1. Restriction Of Privileges

- a. *Restricted Key Privilege*. Under this penalty, a student may not be off campus after 12 midnight on a week night and 2 a.m. on weekends. This penalty will last for a period of four days.
- b. *Restricted Campus*. Under this penalty, a student may not leave campus for a determined number of days.
- c. *Exam Privilege*. For violation of exam procedure a student may lose the right to take exams when she pleases, but instead be required to schedule them with the Office of the Dean of the College and then adhere to this schedule.

Honor Court reserves the right to give the following penalties in addition to those above:

### 2. Plagiarism Workshop

In the case of a plagiarism violation, Honor Court reserves the right to require the student to participate in a plagiarism workshop directed by a professor.

### 3. Warning File

With this penalty, a student's name may be placed on an active warning file. The length of the active warning file period is determined by Honor Court. If the student violates the Honor System during this active period, her previous case may be referred to as evidence for the necessity of more serious action. Following the duration of the active period, her record may be reviewed at Honor Court's discretion. Students will be notified when their names are placed on Warning File.

Students should expect to be placed on Warning File upon violation of the Agnes Scott alcohol policy.

### 4. Probation

With this penalty notification automatically goes to the student from the president of Honor Court and to the parents from the president of the College or the Judicial Review Committee. If the student violates the Honor System during the active period of her probation, her previous case may be reviewed as evidence for the necessity of more serious action.

- a. *Disciplinary Probation For Violation Of Academic Regulations*. Given for serious violation of academic regulations, this penalty is recommended to the Judicial Review Committee by the Honor Court for approval and enforcement.

- b. *Disciplinary Probation For Violation Of Social Regulations*. Given for serious violation of social regulations, this penalty may include any restrictions on activities and extracurricular engagements which the case warrants.

### 5. Suspension And Dismissal

For a major violation of academic or social nature, Honor Court may recommend suspension or dismissal. Suspension is made with a stipulated time of return when the student is automatically reinstated in good standing if she so desires. Dismissal is made without a time length for return, and readmission occurs only after the student has applied to the College again. In cases of suspension or dismissal, the Honor Court must recommend this penalty to the Judicial Review Committee for final approval.

## 6. Other Penalties

In cases where Honor Court feels that none of the above penalties is appropriate, other disciplinary action may be taken. All such penalties are subject to review by Judicial Review Committee.

### D. Method of Appeal

1. In the event the Honor Court determines that a student is guilty of the charge that has been brought against her, the student must be informed of her right to appeal the decision.

2. A student may appeal a decision of any judiciary body only once and only to the next higher court. The decision to appeal or not must be made in writing to the presiding officer of the court whose decision is being appealed within 48 hours after being informed of the court's decision. The student must file a statement of intention to appeal also with the appropriate appeal body within three days after her case has been decided.

3. In appealing a case from the Honor Court, the student has two possible channels of appeal which she may choose to follow:

a. She may appeal to the student body, which will be called to judge her case. A majority of two-thirds of the students voting shall be required to censure or revoke a decision of an organization of the association. In order that a decision of an organization be censured or revoked, the issue must be posted one week before the vote.

b. She may appeal her case to the Judicial Review Committee.

4. If the student appeals to the Judicial Review Committee, this committee shall within seven days review all facts and circumstances relative to the case at hand. This would involve hearing from the president of Honor Court and/or other designated representatives of that body who would bring the charges clearly to the attention of the committee. The person or persons who originally brought the charge may be asked to appear before the committee. The student who has been found in violation shall also appear. She may bring an adviser or advisers who have been chosen to help with the presentation of the case and any witness who may wish to present information pertinent to the case in her behalf.

5. The judgment of the Judicial Review Committee is final.

6. A careful digest of the salient facts of the hearings and the final deposition of the case shall be preserved in the minutes of the Judicial Review Committee.

7. If the student does not seek an appeal, the Judicial Review Committee will act on recommendations of Honor Court. The president of Honor Court will present the case. The student has the right to appear before the committee to answer questions of its members and to speak her case. The judgment of the Judicial Review Committee is final.

# FUNCTIONS AND POWERS OF THE JUDICIAL REVIEW COMMITTEE

The Judicial Review Committee of the College is given the responsibility of:

1. Reviewing and approving recommendations of Representative Council which affect the powers and philosophy of student government, or which pertain to major regulations concerning student welfare;
2. Acting upon recommendations of Honor Court;
3. Imposing the penalty of administrative probation in situations involving a student's failure to meet the standards and expectations of the College community; or, requiring the withdrawal of any student whose presence is thought to be injurious to the interests of the College community;
4. Assuming original jurisdiction in student-initiated disciplinary actions in which the committee feels that justice has not been served;
5. Imposing the penalties of dismissal and suspension.

## MEMBERS OF THE JUDICIAL REVIEW COMMITTEE

The president of the College (Chair)

The dean of the College

The dean of students

The registrar

Four members of the faculty

President of the SGA

President of the Honor Court

President of the Interdormitory Council

(*Student Government Constitution, Article VI.*)

## E. Student Status

All permanent records at Agnes Scott College and all transcripts issued by the College shall carry a statement of the student's graduation or a statement of the status of the student at the time of last attendance. Student status may be designated as (a) good standing (b) probation (c) suspension or (d) dismissal.

(a) *Good standing* signifies that the student is eligible to continue or to return; it signifies that the student is on neither academic nor disciplinary probation.

(b) *Probation* is a middle status between good standing and suspension or dismissal. Probation covers a stated trial period during which time it is determined whether the student is returned to good standing or is dismissed or suspended at the end of or during the probation period for failure to meet the requirements. Probation shall be noted as either academic or disciplinary.

(c) *Suspension* is an involuntary separation of the student from the College; it implies and states a time limit when return will be possible. Suspension shall be noted as either academic or disciplinary.

(d) *Dismissal* is an involuntary separation of the student from the College; it may or may not be permanent but does not project a definite time of eligibility to return. Dismissal shall be noted as either academic or disciplinary.

The statements and definitions noted above are according to guidelines prepared by the National Center for Educational Statistics and the American

Association of Collegiate Registrars and Admissions Officers for the U.S. Department of Health, Education, and Welfare.

Academic probation at Agnes Scott College is imposed by the Committee on Academic Standards on a student whose work is below minimum standards.

Disciplinary probation may be imposed by Interdormitory Council or by Honor Court for serious violations of social regulations. Disciplinary probations are also given for serious violations of academic regulations in which case the probation is imposed by the Judicial Review Committee upon the recommendation by Honor Court.

Suspensions at Agnes Scott College are imposed by the Judicial Review Committee. In the case of disciplinary suspension, the action is usually taken after a recommendation from the Honor Court. The terms of a suspension include a definite time limit and a definite date after which return to college will be possible.

Dismissal is imposed by the Judicial Review Committee. In the case of disciplinary dismissal, this action is normally taken after a recommendation from Honor Court.

#### **F. Administrative Dismissal**

A student whose conduct indicates that she is not in sympathy with the ideals and standards of the College or who is not mature enough for its programs may be asked to withdraw. In such cases the judgment of the administrative officers is sufficient, and it is not necessary that specific reasons be given.

The College maintains the right to enter a student's room for the purpose of maintenance, fire, safety, and upholding College regulations and policies.

## **II. INTERDORMITORY AND DORM COUNCILS**

### **A. Jurisdiction**

Interdormitory Council has both executive and judicial powers. As an executive body, its function is to coordinate and consolidate activities of the residential units, serving as a liaison between the residence halls and the dean's staff.

Interdormitory Council in its judicial capacity constitutes the court of appellate jurisdiction in referrals and appeals from the Dormitory Councils.

Dormitory Council has both executive and judicial powers. As an executive body, Dormitory Council decides such policies as are necessary for the smooth functioning of the residential units. As a judicial body, Dormitory Council has primary jurisdiction in matters directly concerning residence hall life.

### **B. Penalties**

1. Oral and Written Warnings
2. Infraction System. Under our Honor System Interdormitory Council would like to consider each breach an individual case; but for the sake of expediency, it is necessary to set up some automatic penalties. The system of minor penalties is in the section regarding general regulations.
3. Restricted Key Privilege. Under this penalty a student may not leave campus after 12 (midnight). This penalty will be subject to the discretion of the Dormitory Council.

4. Restricted Campus. Under this penalty, a student may neither leave campus nor have parietal privileges for a determined number of days. A standard campus consists of four days and three nights - extending from 8 a.m. Saturday to 8 p.m. Tuesday or from 8 a.m. Wednesday to 8 p.m. Saturday. Other details of restrictions are up to discretion of the individual judicial bodies.

Individual Dormitory Councils are allowed to give the above penalties. (Oral and written warnings, infractions, restricted key privilege, and restricted campus). Any case constituting a more serious penalty may be referred to Interdormitory Council, which may give the following penalties in addition to the above:

5. Warning File

6. Disciplinary Probation For Violation Of Social Regulations

Explanation of the above penalties may be found under Honor Court Penalties. Any further jurisdiction on a case is referred to Honor Court. The president of Interdormitory Council will notify the involved student of her penalty.

### C. Judicial Process

1. Most cases are heard by the individual Dormitory Councils. Dormitory Council has primary jurisdiction in cases involving the alcoholic beverage policy, the smoking policy, parietals, and general residence hall regulations. Dormitory Council reserves the right to refer a case to the Interdormitory Council if they do not feel justified in handling it.

2. A student may appeal an automatic penalty as listed in the section regarding general residence hall regulations to Dormitory Council. She should notify her residence hall president of her intention to appeal within 48 hours after the penalty has been given.

3. A student may appeal a decision made by Dormitory Council to the Interdormitory Council. She should notify her residence hall president of her intention to appeal within 48 hours after her case has been decided.

4. In an appeal of a Dormitory Council decision to the Interdormitory Council, the student should file a written statement of her intention to appeal to the president of Interdormitory Council within three days after her case is appealed.

5. In a case where Interdormitory Council has primary jurisdiction, the president of Interdormitory Council investigates the case with the help of the vice president or another Interdormitory Council member. The president then presents the case to the Interdormitory Council. A nonmember of Interdormitory Council, such as a witness, may present the case; however, she may not remain at the meeting after her presentation.

6. The student charged with an offense may appear before Interdormitory Council to answer questions if she wishes. Arrangements to do so should be made with the Interdormitory president.

7. The case is heard at the following meeting unless less than two days has elapsed to prepare the case or extenuating circumstances necessitate postponement. Then, the case is postponed by the Interdormitory president.

8. Interdormitory Council must have a quorum of ten members to impose a penalty. Only Interdormitory Council members and judicial members of Inter-

dormitory Council shall hear the case. A simple majority vote is sufficient to impose all penalties except disciplinary probation.

9. A two-thirds majority vote of the Interdormitory Council members hearing the case is required to impose disciplinary probation.

10. The Interdormitory Council vice president shall present precedent cases for the purpose of suggestion only. A penalty is considered for the individual case and not necessarily imposed according to precedent.

11. The Interdormitory Council president has no vote except in the event of a tie.

12. A student may appeal a decision of the Interdormitory Council to Honor Court, but the student should notify the president of Interdormitory Council of her intention to appeal within 48 hours after her case has been decided.

13. The student should file a written statement of her intention to appeal to the president of Honor Court within three days after her case has been decided.

#### **D. Residence Hall Search Procedures**

Residence hall searches are conducted by Honor Court and the dean of students, if there are severe concerns about problems in a residence hall. It is done with great reluctance, and every effort is made to insure the privacy of students. An entire residence hall or a single hall may be searched using the following guidelines.

A residence hall search may be initiated in four ways:

1. Students may petition Honor Court or the dean of students that residence halls be searched.

2. Two members of Honor Court, one of whom is the president, request to the dean of students that a residence hall be searched.

3. The president of Interdormitory Council and the president of the residence hall send a request to Honor Court or to the dean of students that a search be conducted.

4. The dean of students decides in consultation with the president of Honor Court or of Interdormitory Council that a search should be conducted.

A residence hall search may be conducted only with the approval of the dean of students.

The president of Honor Court or Interdormitory Council will assemble the residents in a designated area and announce that a search is being conducted. The procedures will be read and the residents will stay assembled in the designated area until the search is completed. The president of Honor Court will inform the residents of the article(s) or substances being sought and later announce the success or failure of the search. Each resident will be taken to her room as it is being searched, and she will return to the designated area after the search is completed.

The search is conducted by the members of Honor Court, the president of Interdormitory Council, the president of the residence hall and the Dormitory Council members. Each room is searched by two members of this group, one of whom must be a member of Honor Court. If at all possible, one of the residents of the room will be present at the time the room is being searched. If a resident can not be found, the dean of students or her designated representative will be present while the room is searched. The dormitory president

and the dean of students or her designated representative will be present during the entire search procedure.

If unauthorized items other than those being sought are found in the course of the search, it will not be treated as a case unless the student later voluntarily admits to a violation of the Honor System. She will be requested by a member of Honor Court to remove any unauthorized items from the campus.

SOCIAL  
REGULATIONS  
AND POLICIES



In accordance with Agnes Scott's desire to encourage and recognize individual maturity and responsibility, only those social regulations which are necessary for the smooth functioning of the College and the well-being of the students are delineated. It is expected that in all cases students will conduct themselves with propriety and exercise good judgment so that their behavior will bring credit both upon themselves and upon the College. The social regulations which follow are designed to enhance those aspects of the Agnes Scott atmosphere which are considered essential.

In addition to the specific standards set forth and beyond the areas they govern, it is assumed that students will follow the dictates of common sense and will exhibit a healthy respect for their own safety.

## ALCOHOL POLICY

Alcoholic beverages are permitted on the Agnes Scott campus, in compliance with Georgia and Decatur laws. These laws are as follows:

### A. Georgia

1. The legal age for purchasing and possessing alcoholic beverages is 20 until September 30, 1986. After September 30, 1986 the legal age is 21. It is against the law to either sell or furnish alcoholic beverages to anyone under the legal age.
2. It is illegal to appear in an intoxicated condition or to evidence boisterous or vulgar behavior on any public street or in any public place, in any private residence other than one's own, or in any mode of transportation. Bottles of alcohol with broken seals cannot be kept in cars.
3. It is illegal to misrepresent age in any manner for the purpose of obtaining alcohol.

### B. Decatur

It is unlawful to drink alcoholic beverages in automobiles parked or moving on the streets, highways, or alleys of the city.

Alcohol is restricted to campus-wide social functions held in designated areas as coordinated and evaluated by the College Activities Board, and as approved by the dean of students, and to designated areas of the residence halls. Designated areas for alcohol are:

- a. Residence hall rooms: consumption, preparation, and storage.
- b. Hall kitchens: consumption, preparation and storage.

When transporting alcoholic beverages to the designated parts of the residence halls, students must carry them in a bag or similar covering, unless transporting them between dorm rooms or from the kitchen to dorm rooms.

Hall and lobby parties involving the consumption of alcoholic beverages are prohibited.

Alcohol and alcoholic beverages must be covered when they are transported outside of residence halls.

**STUDENTS MAY NOT DRINK ALCOHOLIC BEVERAGES IN ANY PART OF THE RESIDENCE HALLS EXCEPT IN THE DESIGNATED AREAS, OR IN ANY AREA OF THE GROUNDS EXCEPT DESIGNATED AREAS AT CAMPUS-WIDE FUNCTIONS.**

Student Government funds may be used for the purchase of alcoholic beverages at any function held on or off campus and sponsored by the College or any organization within the College in accordance with the following guidelines:

1. In order to facilitate efficient processing, alcohol requisition forms will be available from the president of the College Activities Board upon completion of an activity approval form. Requisition forms must be submitted no later than one week prior to the date of the function. At the beginning of each semester, organizations are advised to submit a proposed agenda of events which will require alcohol.
2. Completed alcohol requisition forms will be submitted to a subcommittee designated by Representative Council. This subcommittee may be the executive committee, as they meet regularly, or other members of Representative Council. The treasurer should be a member of this committee as review of the organization's initial itemized budget as well as the current balance is necessary.
3. Upon establishment of the organization's itemized budget, the SGA treasurer will ensure that only a reasonable portion of the money allotted for refreshments at campus-wide functions will be for alcohol.
4. It will be understood that the Agnes Scott alcohol policy and honor system will be enforced at all functions where alcohol is served.

Only a student 21 years or older after September 30, 1986 may serve the alcoholic beverage, and a nonalcoholic beverage must also be served at the function. Alcoholic beverages which may be served at campus-wide functions are beer, wine, and spiked punch.

Do not B.Y.O.B. to on-campus social functions. Alcoholic beverages are not to be transported into or away from the designated area of the social function nor are alcoholic beverages to be transported to the functions except by authorized persons of the sponsoring board.

The student is responsible for exemplifying a high standard of conduct so that her behavior will not be detrimental to herself, to her fellow students, or to the College. Students are similarly responsible for insuring that guests are aware of the expected standard of conduct.

The first violation by a student of legal drinking age of the Agnes Scott Policy Regarding the Use of Alcoholic Beverages will be referred directly to Dormitory Council. The Dormitory Council will refer to Interdormitory Council any case involving a second infraction. Any subsequent violations will be referred automatically to Honor Court. As is the practice with any particularly serious or flagrant violation of the policy, Dormitory Council reserves the right to refer any such case involving this policy to a higher court than the one stipulated above.

The first violation of the Agnes Scott Policy Regarding the Use of Alcoholic Beverages by a student NOT of legal drinking age shall be referred directly to Honor Court. Students of legal drinking age who sell or furnish alcohol to students not of legal drinking age will be referred directly to Honor Court. **AS ALWAYS IN MATTERS OF STUDENT POLICY, THE DEAN OF STUDENTS AND/OR THE JUDICIAL REVIEW COMMITTEE HAS THE RIGHT TO RESCIND THIS PRIVILEGE AT ANY TIME.**

## RESIDENCE HALL POLICY

Each residence hall has a dormitory president and a dormitory council. There is also a senior resident or resident assistant who is a member of the dean of student's staff in each hall and who is available for conferences and consultation. In case of an emergency, the senior resident or the dormitory president should be notified immediately. The following regulations have been established to insure thoughtful living in the residence halls. Each student is responsible for promoting a spirit of consideration.

### A. Key Policy

At the beginning of the year, students are issued keys to respective residence halls. All halls (with the exception of Main) are locked until 6 p.m. The lobbies are open with a hostess on duty from 6 p.m. until 12 midnight (1 p.m. to 12 midnight on Sundays). At all other times, guests may call for students from phones located inside the lobby doors. Students are not to let **ANYONE** in the residence hall except other students or their personal guests. Agnes Scott workmen must be accompanied by a student, maid, senior resident, or resident assistant. If there are questions, call the Department of Public Safety. If a student loses her key, she should report it **IMMEDIATELY** to her senior resident or resident assistant who will then report it to public safety and the dean of student's office. Lost keys will be replaced for a \$50.00 fee. There is a \$5.00 replacement fee for lost room and/or closet keys.

If a student returns to campus after the residence hall closes and does not have her key, she should go to the Department of Public Safety. An officer will then let her into her hall.

Hopkins residence hall, which houses only upperclassmen, is kept locked at all hours of the day. Although lobby hours are consistent with those elsewhere on campus, males must always be accompanied by a student because there is no hostess. There is no senior resident in Hopkins.

### B. Electrical Appliances

1. **NO CHANGES OR ADDITIONS** may be made in the wiring or electrical fixtures in any room without approval of the College electrician. Care should be taken not to overload the existing circuits.
2. **NO EXTENSIONS** may be used from the hall plugs to the rooms.
3. **ELECTRICAL APPLIANCES**, such as hot plates and irons, are to be used only in the places especially equipped and designated for their use in each residence hall. Electrical appliances are not to be used in students' rooms.

### C. Fire Drills

Fire drills are conducted throughout the year by the Interdormitory Council.

1. FIRE DRILL PROCEDURE is as follows:

- a. Close all windows, turn on lights, and raise shades.
  - b. Put on coat and shoes and carry a wet washcloth.
  - c. Close door when leaving room.
  - d. Get fire buddy and go to designated area as quickly as possible. Students in the building who do not respond will receive a penalty.
2. RINGING THE FIRE ALARMS in the residence halls except in case of actual fire is a serious offense.

### D. General Residence Hall Regulations

#### 1. Quiet Hours

Students are expected to show consideration at all times for those studying or sleeping in the residences and are expected to be reasonably quiet in the halls. Quiet hours are to be observed by all students Sunday through Thursday from 7 p.m. to 7 a.m. During this time, radios and televisions should not be heard outside of a student's room. There will be a half-hour break on the halls from 10:30 p.m. to 11 p.m. Although quiet hours are not enforced on weekend nights, they will be enforced from 12 midnight to 10 a.m. Saturday and Sunday mornings.

The policies regarding quiet hours will be consistent and uniform throughout the campus.

Each student is responsible for maintaining quiet hours on her hall, but the Dormitory Council member has ultimate authority on the hall. If a student is disturbing others around her, she will receive two warnings before an infraction is given. The first warning may be given by another student after she informs a Dormitory Council member of her intentions. The second warning comes from a Dormitory Council member. If the disturbance continues, the student will receive one infraction. If the same student, after receiving one infraction, must be warned again within two days she will receive only one warning before an infraction is issued. Persistent noise problems will become a Dormitory Council case.

#### 2. Hostess Duty

Each student within a residence hall is responsible for taking hostess duty for one or two shifts Friday or Saturday night of every semester. The dormitory secretary will post a hostess duty schedule at the beginning of each semester. If a student misses her hostess duty she will receive a standard Restricted Campus, be given an additional hostess duty, and be expected to pay the student that replaced her the minimum wage. If the additional hostess duty is missed, more stringent action will be taken. Seniors in a freshman residence hall are exempted from hostess duty. Dormitory council members are also exempted as they may be required to replace students who fail to take their hostess duty if no other substitute is found.

#### 3. Mandatory Residence Hall/Hall Meetings

Entire residence hall and hall meetings will be scheduled throughout the semester as deemed necessary by Interdormitory Council or by the Dormitory Councils. Each student is expected to attend. If a student misses a mandatory

residence hall or hall meeting without excuse, she will receive two infractions. If, for some reason, a student must miss a residence meeting, she may be excused by the dormitory president before the meeting. If a student must miss a hall meeting, she may be excused by a hall dorm councilor.

4. Violations of the alcoholic beverage policy, parietals, and the smoking policy will result in automatic Dormitory Council cases.

As explained above, infractions may be given for violations of the general residence hall regulations. When a student has accumulated three infractions, she automatically receives a standard Restricted Campus.

#### **E. Guests**

Guests of fall semester freshmen must be in by residence hall closing. A guest of an upperclassman or spring semester freshman may obtain a guest I.D. card. If she wishes to return after residence hall closing hour and wishes to be let in by a security officer. Guest sign-out cards and guest I.D.s may be obtained from the senior resident or resident assistant.

1. Any guest who wishes to stay on campus more than two nights must receive permission from the senior resident, resident assistant or any other member of the dean of students staff.

2. Students who have prospective students as guests are asked to consult the admissions office in advance.

3. Meals for guests may be bought in the dining hall.

4. Except during parietal hours, men may visit only in the lobbies or parlors of the residence halls during the afternoon and evening until closing hour. The only time men may be present within the living area is in the event of helping a student move in (or out), carrying heavy trunks, etc. If such a situation arises after classes have started, special permission must be obtained from the senior resident, resident assistant, or dormitory president and the hostess on duty should be notified that a male is in the living area.

#### **F. Lobby Hours for Males**

Male guests are allowed in the lobbies from 12 noon to 12 midnight on weekdays and from 9 a.m. to 12 midnight on Saturday and Sunday, but they must be escorted when the doors are locked.

#### **G. Local Telephones**

1. Agnes Scott has a switchboard system through which calls may come into campus between 8 a.m. and 12 midnight.

2. Calls may be made out at any time.

3. All rooms are provided with a private telephone.

#### **H. Parietals**

Men will be allowed to visit a student's room on Friday evenings from 6 p.m. to 12 midnight, on Saturday afternoons and evenings from 1 p.m. to 12 midnight and on Sunday afternoons from 1 p.m. to 6 p.m.

1. A student must sign her guest in and accompany him to and from the lobby. No male may come to a room unescorted; he must call for a student from the lobby.

2. Males must use the men's restroom in the lobby.

3. Male guests must abide by our policies with regard to alcohol, drugs, fire drills, quiet hours, etc. It is the responsibility of the student to inform her guests of these policies.
4. Violation of any of these rules will result in a Dormitory Council case.

#### I. Pets

Students are not allowed to keep any pets except fish in the residence halls.

#### J. Sign Out

Regulations concerning signing in and out are for the safety of the students. Students are encouraged to leave information as to their whereabouts and must sign out and in under the certain conditions specified below. Fall semester freshmen must sign out, return to their residence hall and sign in by 12 midnight Sunday through Thursday. Although there are no hours on Friday and Saturday, they must nevertheless sign out. Permission for exceptions to this procedure must be requested in advance through the senior resident, resident assistant, or president of the residence hall.

##### 1. Fall Semester Freshmen

a. will have curfew hours until 12 midnight Sunday through Thursday and no hours on Friday and Saturday nights. The Thursday night of Black Cat will also have no hours.

b. must sign out every night on their sign out card at the hostess desk if planning to be out after 7 p.m. stating date, destination, and expected time of return: leave keys in envelope with sign-out card. They are to keep their keys Friday and Saturday nights.

c. must return to their hall by 12 midnight Sunday through Thursday nights. A ten-minute grace period will be given for the semester.

d. must sign in, at which time they may pick up their keys.

e. must sign out on their sign-out cards at the hostess desk when spending the night away from their own residence and supply the required information. Sunday through Thursday they must leave their keys.

f. must sign out on their cards at the hostess desk for Thanksgiving and Christmas vacations, turn in keys, sign in on return, and pick up keys.

##### 2. Upperclassmen and Spring Semester Freshmen

a. are **STRONGLY URGED** to leave information which would be helpful in locating them in an emergency situation if they remain off campus or do not return to their respective residence by residence hall closing hour.

b. must sign out on their cards at the hostess desk for Thanksgiving, Christmas, spring and summer vacations and sign in on their return and pick up their keys.

3. If a student assumes the responsibility for signing another student out when sign out is required under the conditions cited above, the student assuming such responsibility will be held accountable if she fails to do so.

4. Violations of the sign-out procedure shall generally be handled by Dormitory Council. However since cases of falsification of sign out, carelessness in keeping doors locked after closing hours, and misuse of keys by students involve lying and jeopardizing the safety or property of others, Interdormitory Council shall assume primary jurisdiction in these areas.

## DRUG POLICY

Any student known to possess, or to have used marijuana or other controlled substances on the campus will be subject to probation, suspension, or dismissal, the terms of which will be set by the Honor Court. A subsequent offense will be grounds for suspension or dismissal.

Any student engaged in the transfer and/or sale of controlled substances on the campus by any means whatsoever will be subject to suspension or dismissal.

As is the case with all judicial recommendations of suspension or dismissal, these penalties are automatically reviewed by the Administrative Committee, whose final approval is necessary, and who may contact civil authorities.

The possession, sale, or transfer (including gifts) of marijuana, heroin, cocaine, LSD, or any other controlled substance is illegal under both Federal laws and the laws of the state of Georgia. Penalties for illegal possession or sale, or transfer may involve imprisonment and/or a fine. In addition, the unauthorized use of certain amphetamines, barbiturates, and tranquilizers is severely punishable by law.

In accordance with Agnes Scott's commitment to excellence, the possession and use of controlled substances is prohibited on campus.

## SMOKING POLICY

Students who smoke are expected to exercise good judgment and consideration for others.

Areas in which smoking is NOT permitted:

1. Hallways of all residence halls
2. ANY elevators in ANY campus buildings
3. Buttrick Hall (except in faculty and staff offices upon invitation).
4. Dana Fine Arts Building (except in designated areas).
5. Campbell Hall (except in designated areas).
6. Presser Hall (except in lobby during a performance intermission).
7. The library
8. The gymnasium
9. Fourth floor Main
10. Fourth floor Inman
11. Third floor Hopkins

ORGANIZATIONS  
AND  
PUBLICATIONS



## ADMINISTRATION OF STUDENT GOVERNMENT, ORGANIZATIONS AND PUBLICATIONS

Student organizations and publications are supported in part by a fee of \$90 per student which, at the request of the students, is included under the general College expense. The student government treasurer draws up a budget for the Student Government Association with these fees. This budget, which must be approved by the Representative Council, is to be posted on the student government bulletin board the week before and after the council votes. Application for charges must be presented in written form to the student government treasurer.

The personnel of the College business office audit the books of the Agnes Scott College student treasury quarterly.

The boards which receive allotments are:

Arts Council	Honor Court	Spirit Committee
Athletic Association	Interdormitory Council	Students for Black Awareness
<i>Aurora</i>	Mortar Board	Students Working for Awareness
College Activities Board	Orientation Council	
Chimo	<i>The Profile</i>	
College Bowl	Representative Council	
Film Series	<i>The Silhouette</i>	
	Social Council	

The *Profile*, *Silhouette*, and Orientation Council are given accounts separate from the Agnes Scott College student treasury.

## REGULATIONS CONCERNING PARTICIPATION IN ACTIVITIES

1. A student on academic probation may not hold any elected or appointed office; she may not participate in any performing group; she may not participate in intercollegiate athletics.
2. It is the responsibility of the student in charge of an activity to be sure that students are eligible to participate in that activity.

## REPRESENTATIVE COUNCIL

Representative Council is the governing body of the Student Government Association. The president, vice president, secretary and treasurer are elected by the student body. Four representatives from the senior, junior and sophomore classes and two from the freshman class are elected by their respective classes. In addition to the representatives from each class, one member is elected from

each residence hall, and there are two RTC representatives who share one vote. The purpose of this body is to represent the students to the administration and to be aware of student concerns and needs.

President. . . Melanie Sherk  
Vice President. . . Julie Blewer

Secretary. . . Beth Leonard  
Treasurer. . . Kathie White

*Senior representatives:*

Dana Maine  
Genie Chilcutt  
Maria McGinnis  
Laura Sisk

*Junior representatives:*

Shelly Trabue  
Adele Clements  
Sara Copenhaver  
Lynn Wilson

*Sophomore representatives:*

Sharon Hargraves  
Caroline Weaver  
Sarah Jewitt  
Gwennie Palmer

*Freshman representatives:*

Dawn Harrison (until  
freshman reps elected  
in the fall)

*Dorm representatives:*

to be elected in the fall

*RTC representatives:*

Betsi Wilson  
Clancy Vettel

## STUDENT MEMBERS OF FACULTY COMMITTEES

Three students, one each from the sophomore, junior, and senior classes will be invited to sit as nonvoting student representatives on each of the following faculty committees: Academic Standards Committee, Curriculum Committee, Future of the College Committee, and Second Century Committee.\* These student representatives shall participate in committee deliberations except when the committee chair determines that a meeting, or a portion of a meeting, will deal with matters inappropriate for student participation.

The term of service of student representatives shall normally begin in the sophomore year and continue through the senior year. Student representatives to these committees shall be selected by the Student Government Association. In the event that a student representative resigns before the completion of her three-year term, the Student Government Association shall select a student from the same class to serve the remainder of the term.

At its March 7, 1986 meeting, the faculty approved students as permanent, nonvoting members of faculty committees.

*\*The Second Century Committee consists only of one senior and one junior representative.*

## STUDENT MEMBERS OF COLLEGE COMMITTEES

The College committees are those in which the students appointed to them have the ability to vote and voice the concerns and suggestions of the student body. Students are either appointed due to their elected positions or must petition to Representative Council for the student College committee posi-

tions. The committees do not all have the same number of student representatives. The Committees are the Judicial Review Committee, College Events Committee, Catalyst Committee, Independent Study Committee, and Library Committee.

### HONOR COURT

President. . . Jacqueline Stromberg  
Vice President. . . Elizabeth Buck  
Secretary/Treasurer. . . Krista Lankford

*Senior members:*

Kecia Cunningham  
Charlotte Hoffman

*Junior members:*

Elizabeth Adams  
Stephanie Barkholz

*Sophomore members:*

Kimberly Baker  
Aimee Peebles

*Freshman member:*

to be elected in the fall

*RTC Members:*

Karen Kaskin  
Dana Keller

### INTERDORMITORY COUNCIL

President. . . Margaret Hamm  
Vice President. . . Natalie Whitten  
Secretary. . . Gina Greely  
Main. . . Heather Moseley

Rebekah. . . Monica Pina  
Inman. . . Debbie Wilson  
Winship. . . Annie Pate  
Hopkins. . . Felicia Perritt

### DORMITORY COUNCIL

*Main:*

President. . . Heather Moseley  
Secretary. . . Wendy Parker  
Dormitory Councilors:

Roberta Daniel  
Melissa Martin

Anne Sophy

*Rebekah:*

President. . . Monica Pina  
Secretary. . . Jesseca Edwards

*Dormitory Councilors:*

Beth Land  
Kerry O'Rourke  
Karen Schultz  
Julie Walls

*Inman:*

President. . . Debbie Wilson  
Secretary. . . Christy Noland

*Dormitory Councilors:*

Eleanor Dill  
Louisa Parker  
Mandy Roberts

*Winship:*

President. . . Annie Pate  
Secretary. . . Mary Ruth Oliver  
Dormitory Councilors:

Kimberlee Cadora  
Jennifer Cooper  
Julie DeLeon  
Anne Leacock

Laura Thurston  
Tina Carr

*Hopkins:*

President. . . Felicia Perritt  
Secretary. . . Cindy Franks  
Dormitory Councilor. . . Dawn Goforth

### ARTS COUNCIL

Arts Council is responsible for providing a liaison for the arts at Agnes Scott. Its purpose is to establish communication between the fine and performing

arts groups on campus, to promote on-campus arts events, and to promote Agnes Scott arts events in the Atlanta area. Its officers are elected by the campus at large. Each class representative is chosen by petition to the president. The fine and performing arts groups on campus each select their own representative. Arts Council president is Lilly Cannon.

Other members of the council include representatives from the senior, junior, sophomore and freshman classes. Each organization on campus that involves the fine or performing arts also has a representative. These organizations are: *Aurora*, Art Club, Blackfriars, Dolphin Club, Glee Club, Joyful Noise, London Fog, *Profile*, and Studio Dance Theatre.

## ATHLETIC ASSOCIATION

President. . . Angela Tonn

Vice President. . . Gretchen Pfeifer

## COLLEGE ACTIVITIES BOARD

The College Activities Board coordinates campus activities, guides campus organizations through a self-evaluation process, and provides a forum for helping with problems organizations may encounter. The board works closely with the committee on campus events to ensure that the calendar offers a variety of activities, that it is not overcrowded, and that the activities make viable contributions to the high quality of life at Agnes Scott. The board president is also a member of the committee. The board works to foster cooperation among all the campus organizations in order to promote a diversity of activities and projects while avoiding duplication of efforts and a cluttered calendar. The president of the College Activities Board is Katie MacMillian.

Along with class representatives are representatives from the following organizations: Arts Council, Athletic Association, *Aurora*, Chimo, Christian Association, College Bowl, Film Series, Honor Court, Interdorm, Mortar Board, Orientation Council, *Profile*, *Silhouette*, Representative Council, Social Council, Spirit Committee, Students for Black Awareness, and Students Working for Awareness.

## CHRISTIAN ASSOCIATION

President. . . Sally Humphries

Vice President. . . Pam Callahan

Secretary. . . Laurie Adams

Treasurer. . . Rose Poe

Discipleship Coordinator. . . Cherie Arnette

Large Group Coordinator. . . Gina Dixon

Off Campus Services Coordinator. . . Caroline Lewis

On Campus Services Coordinator. . . Dolly Purvis

Social/Orientation Coordinator. . . Laura Beverly

Adviser. . . College Chaplain, Miriam Dunson

## ORIENTATION COUNCIL

President. . . Dawn Harrison  
Vice President. . . Ellen Parker  
Secretary. . . Ellen Jones  
Treasurer. . . Cathy Copeland  
Academic Coordinator. . . Lori Tinsley  
Social Coordinator. . . Mary Humann  
International Student Coordinator. . . Nelathi Nanayakkara  
Transfer Student Coordinator. . . Beverly Garcia  
Rush Coordinator. . . Gwen Haug  
Minority Student Coordinator. . . Sharon Hargraves  
RTC Student Coordinators. . . Pat Grant  
Barbara Jarabek  
Adviser. . . Mollie Merrick

## SOCIAL COUNCIL

President. . . Jane Castles  
Vice President. . . Julie Lenaeus  
Secretary. . . Amy Gottsche  
Treasurer. . . Sally Mairs  
*Senior representatives:*  
Lilly Cannon  
Jan Clapp  
Cathy Cooke  
Donna Doorley  
Donna Martin  
*Junior representatives:*  
Melanie Cliatt  
Beverly Garcia  
Michelle McGinnis  
Catherine Martin  
Liz Pleasant

### *Sophomore representatives:*

Eleanor Dill  
Jill Jordan  
Vee Kimbrell  
Molly McCray  
Nan Tittle

### *Freshman representatives:*

to be elected in the fall

Adviser: Ms. Karen Green-Grantham  
Ms. Becky Prophet

## SPIRIT COMMITTEE

President. . . Debbie Wilson  
Members-at-large to remain a secret!

## STUDENTS WORKING FOR AWARENESS

Students Working for Awareness (SWA) works to increase the student body's awareness of issues and ideas which affect them both on-campus and off-campus. Past projects include debates on political issues, a women's health symposium, Crime Prevention Week, and various workshops. The group's focus depends mainly on student interest and makes available a wide variety of activities.

A nonpartisan organization, SWA is open to all students with interests ranging from politics to community service.  
President. . . Anita Irani

## HONORARY ORGANIZATIONS

### CHARLES A. DANA SCHOLARS

The Dana Scholars group was organized during 1970 - 1971 as a result of the establishment of the Charles A. Dana Scholarship Program in 1970 by the trustees of the Charles A. Dana Foundation of Greenwich, Connecticut. Financial need, academic promise, and leadership skills are factors in the selection of students who may participate in this program.

### MORTAR BOARD

President: Mary Agnes Humann

Vice President: Charlotte Ann Hoffman

Secretary: Charlotte Elizabeth Lewis

Treasurer: Saw Hong Kim

Elections Board: Mary Teresa Laymon, Maria Lynn McGinnis

Historian: Clancy Vettel

Other Members:

Mary Elizabeth Buck

Bridget Cunningham

Kecia Cunningham

Monica Duque

Margaret Ellen Hamm

Dawn Victoria Harrison

Kathy Elaine McKee

Rebecca Joy Moses

Jill Elizabeth Reeves

Meda Ann Ashley Stamper

Jacqueline Ann Stromberg

Maureen McNaulty

Advisers:

Dr. Arthur Lee Bowling

Dr. Alice Jeanne Cunningham

Dr. Richard David Parry

Mortar Board is a national senior honorary society composed of over 150 chapters. The Agnes Scott HOASC chapter was organized in 1931. The purposes of Mortar Board are "to provide for cooperation among (the Mortar Board) societies, to support the ideals of the university, to advance the spirit of scholarship, to recognize and encourage leadership, and to provide the opportunity for a meaningful exchange of ideas as individuals and as a group."

Members are elected from the junior class on the basis of three ideals - service, scholarship, and leadership. Membership in Mortar Board is an honor that carries responsibilities to these ideals - ideals which are realized through participation in Black Cat, freshman elections, and other campus-oriented activities throughout the year.

## **PHI BETA KAPPA**

Phi Beta Kappa, America's most prestigious scholastic organization, was founded in 1776. Agnes Scott's chapter, the Beta of Georgia, dates from 1926. Phi Beta Kappa encourages and recognizes outstanding scholarly achievement of undergraduate and graduate students in the liberal arts.

Election to membership is based on a number of criteria, including grade point ratio. A limited number of seniors are considered each year for membership. The electors of the chapter are the Agnes Scott faculty and staff members who are Phi Beta Kappa members.

## **PHI SIGMA TAU**

Phi Sigma Tau was incorporated as a national honor society in philosophy in 1955. The Agnes Scott chapter, the Gamma of Georgia, was reactivated in September of 1982. The purposes of the society are "to serve as a means of awarding distinction to students having high scholarship and personal interest in philosophy, to promote student interest in research and advanced study in this field, to provide opportunities for the publication of student research papers of merit, to encourage a professional spirit and friendship among those who have displayed marked ability in this field, and to popularize interest in philosophy among the general collegiate public."

## **PUBLICATIONS**

### **AURORA**

The *Aurora*, a creative arts magazine of student expression, is published twice a year to bring to the campus creative work of high quality. Deadlines are announced for submitting work, and material may be submitted in the following categories: poetry, short stories, informal essays, creative critical papers, interviews, one-act plays, sketches, graphics, photographs, and musical scores. All students are eligible to submit work. *Aurora* is a member of the Associated Collegiate Press. The 1986-87 editor for the *Aurora* is Dorothy Sussman.

### **PROFILE**

The Agnes Scott *Profile* is published biweekly throughout the academic year, with the exception of exam and inactivity weeks, by students of Agnes Scott College. The views expressed in the editorial section are those of the author and do not necessarily express the views of the student body, faculty, or administration. All students are eligible and are encouraged to join the staff. The 1986-87 Editor is Maureen McNulty.

### **SILHOUETTE**

The *Silhouette* is the yearbook published by the students of Agnes Scott College. All students are invited to join the staff. The editor for 1986-87 is Shari Ramcharan.

## CLASS OFFICERS

### *Senior*

President: Jennifer Spurlin  
Vice President: Amy Bailey  
Secretary-Treasurer: Shannon Adair  
Sponsors: Mr. Ron Byrnside  
              Ms. Kate McKemie  
Class Colors: Green and White

### *Junior*

President: Tracy McMahan  
Vice President: Claire Guitton  
Secretary: Krista Langford  
Treasurer: Renee Caudill  
Sponsors: Mr. Mike Brown  
              Ms. Cindy Peterson  
Class Colors: Blue and White

### *Sophomore*

President: Rebecca Bradley  
Vice President: Molly McCray  
Secretary/Treasurer: Shelby Threkel  
Sponsors: Mr. Harry Wistrand  
              Ms. Peggy Thompson  
Class Colors: Yellow and White

## SPECIAL INTEREST GROUPS

### BLACKFRIARS

Blackfriars, the College dramatic organization, claims the distinction of being the oldest organization on campus. Organized in 1916 under the direction of Miss Frances S. Gooch, it offers an opportunity for students to take part in all phases of production. The Blackfriars present a major production each fall and spring semester, and a collection of student directed one-act plays. Membership is obtained by working a total of 25 hours on any production during the semester, although fall-semester freshmen may obtain membership by working 15 hours. Membership is maintained by working 25 hours per semester.

### CHIMO

President: Saw Hong Kim  
Vice President: Mahrukh Mavalvala  
Secretary: Nelathi Nanayakkara  
Treasurer: Pramoda Rao  
Publicity Chairman: Collette Ellis  
Historian: Carol Ashmore



## **CIRCLE K**

The Agnes Scott Circle K Club was chartered in 1981, and membership is open to all students. Circle K is a collegiate service organization associated with Kiwanis and Key Club, and its main purpose is to provide service to the community through various projects. The purpose of the club is also to provide its members with opportunities for leadership and fellowship on both the state and international levels.

President: Lynn Wilson

Vice President: Beth Land

Secretary/Treasurer: Hong Tran

## **COLLEGE BOWL**

College Bowl is often described as advanced, intercollegiate "trivial pursuit". The team travels to various colleges and universities throughout the Southeast to compete. College Bowl is fun, exciting, and a definitely challenging means of testing your knowledge.

Co-Captains:

Pramoda Rao

Angela Tonn

## **COLLEGE YOUNG DEMOCRATS**

The Agnes Scott Young Democrats is a student organization which seeks to inform and involve students in local, state, and national politics through biweekly meetings, conventions on the state, regional, and national levels, campaigns, and community projects.

## **COLLEGE REPUBLICANS ORGANIZATION**

The Agnes Scott College Republicans Organization offers students a chance to become involved in politics and to learn the techniques of political organization and campaigning in the Atlanta metro area, thus providing an opportunity for political experience and training outside of the classroom. ASC Republicans are famous for their socializing, never missing an opportunity for a base with many other area clubs. Each student can decide how much she wants to be involved; all are invited to join. We think that the College republicans can make your experience at Agnes Scott richer and more rewarding.

## **DIXIE DARLINGS**

The Dixie Darlings are a group of fun-loving, Southeastern-style cloggers. The officers elected in 1985/86 continue to serve through the 1986/87 school year.

Captain: Kerry O'Rourke

Secretary-Treasurer:

Publicity: Maria McGinnis

## **DOLPHIN CLUB**

Dolphin Club was organized in 1935 for the purpose of encouraging and developing the art of synchronized swimming. Each year the club presents a water show during the spring semester. Tryouts for membership are held in the fall and spring semesters. President: Sarah Goodwin

## **FILM SERIES**

The purpose of the Film Series of Agnes Scott is to broaden and enrich a student's interest in films. The Film Series promotes movies for a cultural and educational purpose as well as to entertain the campus community.

President: Pramoda Rao

Vice President: Angela Tonn

Secretary-Treasurer:

## **GLEE CLUB**

The Glee Club, composed of 30 to 50 members, gives several concerts throughout the year. Two of these are the traditional campus fall and spring concerts. Occasionally a concert is given jointly with a men's choral group. In addition to performing for the area churches and clubs, the Glee Club has toured Europe and Russia, and continues to plan varied concert tours. Membership is open to all students by audition.

## **LONDON FOG**

London Fog is a vocal ensemble organized for the performance of jazz and quasi-jazz arrangements. They perform several times during the year and auditions are open to all qualified students.

## **STUDIO DANCE THEATER**

Studio Dance Theater is a performing group interested in acquiring a broad understanding of the art through the study of the following dance elements: ballet, modern, and jazz. Special emphasis is placed on creative studies and principles of composition. Admission is by group audition. A dance concert is given once a year for children, and a formal concert is presented in the spring. Performances are also given in the Atlanta community throughout the year.

President: Meda Stamper

Vice President Publicity: Gina Greely

Vice President Costumes: Beth Land

Publications Director: Sarah Napier

Secretary-Treasurer: Gwennie Palmer

Arts Council Representative: Anne Marie Huff

Faculty Advisor: Marilyn Darling

## **STUDENTS FOR BLACK AWARENESS**

Officers elected in the 1986/87 school year:

President: Karen Moore

Vice Presidents:

Felicia Williams

Kecia Cunningham

Secretary: Rose Poe

Treasurer: Angela Howard

Publicity Chair: Carol Ashmore

Historian and Parliamentarian: Charna Hollingsworth

## **GERMAN CLUB**

The German Club is an organization open to all students interested in the German language and culture. A steering committee is responsible for planning its various activities. Kaffeeklatschen with the German assistant provide for chatting and singing in German, skits, brief talks on topics of culture, slides, etc. The club helps plan the annual trip to the "Alpine" village of Helen, Georgia, as well as a "Faschingsparty." A weekly noon German table in the dining hall is also an important aspect of the club's activities.

## **LA TABLE RONDE - FRENCH CLUB**

The purpose of the French Club, "La Table Ronde", is to stimulate interest in the language, the literature, and the culture of France. The meetings give the members an opportunity to converse in French and to participate in plays, music programs, readings, talks, and discussions. All French students are invited.

## **EL CLUB ESPANOL - SPANISH CLUB**

The Spanish Club offers students an opportunity to converse in Spanish and to increase their knowledge of Spanish-speaking countries through special programs and joint activities with other Latin American clubs and the Casa Iberoamericana in Atlanta. Membership is open to all students interested in the Spanish language and the Spanish culture. An additional opportunity is the daily Spanish Dining Table and the "tertulia."

President: Charna Hollingsworth

Vice President: Collette Ellis

Secretary: Maureen McNulty

Treasurer: Rose Mary Hopton

Social Director: Laura Nieto-Studstill

Spanish Hall Director:

Carolina Vargas



# CONSTITUTIONS

# CONSTITUTION OF STUDENT GOVERNMENT ASSOCIATION AGNES SCOTT COLLEGE

## ARTICLE I

### *Name*

This organization shall be called the Student Government Association of Agnes Scott College.

## ARTICLE II

### *The Association*

**SECTION 1** All the students of Agnes Scott College shall be members of the association.

**SECTION 2** While the association shall delegate its power to the organizations enumerated below, it shall retain the right to review and revoke the decisions of these organizations.

**SECTION 3** Action by the Association

A. The association may be called into session by a petition of 50 student signatures or by the president of the Student Government Association.

B. For the transaction of business or the resumption of its legislative, executive or judicial authority, a quorum shall consist of one-fourth of all matriculated students.

C. Business shall be transacted by a simple majority. A majority of two-thirds of the students voting shall be required to censure or revoke a decision of an organization of the association. In order that a decision of an organization be censured or revoked, a petition must be presented to the president within 72 hours following the decision. The issue must then be posted one week before the vote.

## ARTICLE III

### *Officers of the Association - Duties and Powers*

**SECTION 1** President

A. To call and preside over all the meetings of the association.

B. To call and preside over all the meetings of Representative Council.

C. To serve as a coordinator of fall retreat of Representative Council.

D. To preside over student elections.

E. To serve as a member of Judicial Review Committee.

F. To appoint members of the Committees of the Association.

G. To appoint a parliamentarian for meetings of Representative Council.

H. To serve as a liaison between the student body and the administration.

## **SECTION 2 Vice President**

- A. To assume the duties of the president in her absence, upon her resignation, or at her request.
- B. To serve as vice president of Representative Council.
- C. To serve as coordinator of fall retreat.
- D. To serve as a coordinator of the committees of the association.
- E. To serve as a member of the Orientation Advisory Committee.
- F. To serve as a member of the College Activities Board.
- G. To serve as chair of Food Committee.

## **SECTION 3 Secretary**

- A. To keep minutes of the meetings of the association.
- B. To serve as secretary of Representative Council.
- C. To serve as coordinator of the Committees of the Association.
- D. To serve as chair of Convocation Committee.

## **SECTION 4 Treasurer**

- A. To prepare the student body budget in consultation with the treasurers and business managers of campus organizations receiving funds from the student treasury.
- B. To present, in conjunction with the treasurer of the organization in question, any request for funds exceeding the original allotment.
- C. Sole responsibility for student treasury's financial holdings. Able to invest any portion of the student treasury into readily accessible account upon approval of Representative Council as stipulated in Article V, Section 1 a.
- D. To serve as chair of Outreach Committee.
- E. To serve as coordinator of the committees of the association.

# **ARTICLE IV**

## *Organizations of the Association*

**SECTION 1 Representative Council.** The legislative and executive authority of the association shall be vested in the Representative Council.

**SECTION 2 Honor Court.** The highest judicial authority of the association shall be vested in the Honor Court.

**SECTION 3 Interdormitory Council.** The Interdormitory Council shall have the responsibility of coordinating the activities of the residential units and shall have judicial powers as specified.

**SECTION 4 Dormitory Councils.** The Dormitory Councils shall have the responsibility of implementing all policies within the individual residence units. They shall have the responsibility of maintenance of the facilities for students living in those units. They shall have judicial powers as specified.

**SECTION 5 College Activities Board.** The College Activities Board shall have the responsibility of encouraging, coordinating, evaluating, and publicizing activities of interest to the students.

**SECTION 6 Orientation Council.** The Orientation Council shall have the responsibility of providing an informative program of introduction to life at Agnes Scott including academic and nonacademic aspects to enable all new students to launch their college careers successfully.

## ARTICLE V

### *Representative Council*

#### **SECTION 1** Duties and Powers of the Representative Council

##### A. Legislation

1. The legislative power shall be initially vested in the Representative Council and finally vested in the student body, which may call a meeting and revoke a decision as stipulated in Article II, Section 3 of this Constitution.
2. Measures may be proposed by any member of the student body.
3. All proposed measures must be passed by a majority vote of the Representative Council.
4. All recommendations for changes in social regulations and changes in policy affecting student life must be approved by the Judicial Review Committee. All rep council (RCs) which must be presented to the Judicial Review Committee require a two-thirds vote of Representative Council.

##### B. Executives

1. The executive power in all matters in accordance with the powers of the association shall be vested in the Representative Council.
2. The Representative Council shall be liaison between the administration and student body.

#### **SECTION 2** Membership

- A. President of the Association
- B. Vice President of the Association
- C. Secretary of the Association
- D. Treasurer of the Association
- E. Two RTC's to fill one council position
- F. President of Orientation Council (spring and fall semester)
- G. Four senior representatives
- H. Four junior representatives
- I. Four sophomore representatives
- J. Two freshmen representatives
- K. Six residential representatives, one to be elected from each residence hall in the fall (see Article XIV, Section 4).
- L. Representation of the *Profile* (Advisory member in a non-voting capacity).
- M. One member of Honor Court (Advisory member in a non-voting capacity) to be filled by three rotating members.

#### **SECTION 3** Meetings

- A. Representative Council shall ordinarily meet every week.
- B. If a council member, except for an advisory member, has more than one unexcused absence in any given semester, the position will be declared vacant until filled by petition to the executive board of SGA.
- C. Representative Council will decide a policy on the acceptance of absentee votes in the council by the third meeting after spring election.

## Article VI *The Honor Court*

### SECTION 1 Officers - Duties and Powers

#### A. President of Honor Court

1. To serve as president of Honor Court and to preside over its meetings.
2. To assemble material and to work with individual cases over which the Honor Court has primary jurisdiction.
3. To serve as a member of the Judicial Review Committee.
4. To serve as a liaison between Honor Court and the administration.

#### B. Vice President of Honor Court

1. To act as vice president of Honor Court and to assume the duties of the president in her absence, at her resignation, or at her request.
2. To assemble material for cases and to work with individual cases involving referrals or appeals.
3. To coordinate the Honor Court committees.
4. To serve as an advisory member of Orientation Council.
5. To serve as a member of the College Activities Board.

#### C. Secretary-Treasurer of Honor Court

1. To keep all Honor Court records and to send such notification of penalties as the Honor Court directs.
2. To plan the budget.
3. To record all expenses.
4. To serve as secretary-treasurer of the Honor Court.

### SECTION 2 Quorum

A. A quorum shall consist of eight members of the Honor Court.

B. When the penalty of probation is recommended, there shall be no more than two negatives or three abstentions or a combination of one negative or two abstentions.

C. When the penalty of suspension or expulsion is recommended, there shall be no more than one negative or two abstentions.

### SECTION 3 Duties and Powers

#### A. Areas of primary jurisdiction

1. In matters injurious to the interests of the College, including, but not limited to the following:

- a. Academic dishonesty
- b. Stealing
- c. Lying
- d. Violation of the drug policy

#### B. Areas of appellate jurisdiction

1. Referrals from the Dormitory or Interdormitory Council.
2. Appeals by students of decisions made by the Interdormitory Council.

C. Honor Court shall impose penalties subject to the following procedures:

1. When the penalty of disciplinary probation for violation of social regulations is administered by the Honor Court, it shall be the duty of the president to inform the Judicial Review Committee.



2. When the penalty of suspension, dismissal, or disciplinary probation for violation of academic regulations is recommended, the decision shall be submitted to the Judicial Review Committee for approval.

#### **SECTION 4 Membership**

- A. President of Honor Court
- B. Vice President of Honor Court
- C. Secretary-Treasurer of Honor Court
- D. Two senior members of Honor Court
- E. Two junior members of Honor Court
- F. Two sophomore members of Honor Court
- G. One freshman member of Honor Court
- H. Two Return-To-College (RTC) Members of Honor Court, each having one vote.

#### **SECTION 5 Meetings**

- A. The Honor Court shall meet as necessary.
- B. If an Honor Court member has more than one unexcused absence from meetings and/or other Honor Court functions in a given semester, the position will be declared vacant until filled by petition to president of SGA.

### **ARTICLE VII**

#### *Interdormitory Council*

#### **SECTION 1 Officers - Duties and Powers**

##### **A. President of Interdormitory Council**

- 1. To serve as president of Interdormitory Council and to preside over its meetings.
- 2. To present referrals from the Interdormitory Council to the Honor Court.
- 3. To assemble material for cases and to work with individual cases.
- 4. To serve as a liaison between the Interdormitory Council and the Administration.
- 5. To serve as a member of the Judicial Review Committee.

##### **B. Vice President of Interdormitory Council**

- 1. To serve as vice president of the Interdormitory Council and to assume the duties of the president of Interdormitory Council in her absence, upon her request, or at her resignation.
- 2. To serve as an advisory member of Orientation Council.
- 3. To serve as a member of the College Activities Board.
- 4. To serve as fire marshall and coordinate fire drills with the Department of Public Safety.
- 5. To serve as treasurer of Interdormitory Council.

##### **C. Secretary of Interdormitory Council**

- 1. To serve as secretary of the Interdormitory Council.
- 2. To keep the minutes of the meetings of the council.
- 3. To keep all judicial records of the Interdormitory Council and to send such notification of penalties as the Interdormitory Council directs.
- 4. To coordinate and oversee the duties of the dormitory secretaries.

## SECTION 2 Duties and Powers of the Interdormitory Council

### A. Executive Powers

1. To coordinate and consolidate the activities of the residential units.
2. To establish uniform regulations for the residence units within the framework of College regulations.
3. To serve as the forum for the discussion of problems within the residential units and to maintain communication with the dean of students' staff, the supervisor of dormitories, and the business office.

### B. Judicial Powers

1. To maintain uniform regulations for the residential units.
2. To constitute the court of primary jurisdiction in matters jeopardizing the safety or property of others, including:
  - a. Carelessness in keeping doors locked after residence hall closing hours.
  - b. Propping of hall doors after closing hours.
  - c. Misuse of keys.
  - d. Violation of Alcoholic Beverage Policy at campus-wide functions.
3. To constitute the courts of appellate jurisdiction in the following cases.
  - a. Referrals from dormitory councils.
  - b. Appeals by students of decisions by dormitory councils.
4. Interdormitory Council will have the power to impose the following penalties:
  - a. Infraction System
  - b. Restricted Campus
  - c. Restricted Key Privilege
  - d. Warping File
  - e. Disciplinary Probation for violation of social regulations (social probation)
5. Interdormitory Council shall impose penalties subject to the following procedures:
  - a. When acting in a judicial capacity, a quorum shall consist of 10 persons.
  - b. When the penalty of social probation is recommended, there shall be no more than two negatives or three abstentions or a combination of one negative and two abstentions.
  - c. When the penalty of social probation is imposed, the president shall inform the Judicial Review Committee.
  - d. When the penalty of suspension or expulsion is recommended, the case shall be referred to the Honor Court.
6. As is the practice with any particularly serious or flagrant violations of any policy, Interdormitory Council reserves the right to refer any such cases to the Honor Court.

## SECTION 3 Membership

- A. President of Interdormitory Council
- B. Vice President of Interdormitory Council
- C. Secretary of Interdormitory Council
- D. Presidents of the Dormitory Council
- E. Two junior representatives from the dormitory councils serving in a judicial capacity.
- F. Two sophomore representatives from the dormitory councils serving in a judicial capacity.

G. One freshman representative from the dormitory councils serving in a judicial capacity.

#### **SECTION 4 Meetings**

A. The Interdormitory Council shall meet each week when necessary.

B. The Interdormitory Council shall meet jointly with all dorm councils once each month.

C. After elections, the newly elected Interdormitory Council will act jointly on executive matters. Only the outgoing Interdormitory Council will perform the judiciary duties of the board. The newly elected president and vice president will preside over both boards with the outgoing president, vice president and secretary acting in an advisory capacity.

### **ARTICLE VIII**

#### *Dormitory Councils*

#### **SECTION 1 Members of the Dormitory Council - Duties and Powers**

A. President of the Dormitory Council

1. To serve as president of the Dormitory Council and to preside over its meetings.

2. To present referrals from the Dormitory Council to the Interdormitory Council or to Honor Court.

3. To assemble material for cases/to work with individual cases.

4. To serve as a liaison between the Interdormitory Council and the Dormitory Council.

5. To call and conduct house meetings.

6. To serve as a member of the Interdormitory Council.

7. To coordinate meetings with the senior resident or resident assistant on a regular basis.

B. Secretary

1. To serve as secretary of the Dormitory Council.

2. To keep all judicial records of the Dormitory Council and to send such notification of penalties as the Dormitory Council directs.

3. To draw up and post hostess duty schedules at the onset of the semester.

C. All members of Dormitory Councils

1. To serve as student advisers.

2. To serve as a liaison between students and members of the dean's staff.

3. To coordinate the activities of the residential units.

#### **SECTION 2 Duties and Powers of the Dormitory Council**

A. Executive Powers

1. To decide such policies as are necessary for the functioning of the residential units.

B. Judicial Powers

1. To constitute the court of primary jurisdiction in the following matters:

a. Alcoholic Beverage Policy

b. Smoking Policy

c. Parietals

d. General residence hall regulations

1. Hostess duty

2. Quiet hours

2. To constitute the court of appellate jurisdiction in cases involving appeals of automatic penalties.
3. Dormitory Council will have the power to impose the following penalties:
  - a. Infractions
  - b. Restricted Campus
  - c. Restricted Key Privilege
4. To have the power to impose penalties for all misconduct and for all violations of the regulations in matters entrusted to it by the Student Government Association subject to the following rules of procedure:
  - a. When the penalty of warning file or social probation is recommended by the Dormitory Council, the case shall be referred to the Interdormitory Council.
  - b. When the penalty of suspension or expulsion is recommended by the Dormitory Council, the case shall be referred to the Honor Court.
5. The individual Dormitory Councils reserve the right to refer a case involving a frequent or flagrant violation or a case involving a more serious penalty.

### SECTION 3 Organization and Membership

- A. There shall be one Dormitory Council for each residence hall.
- B. A Dormitory Council shall consist of:
  1. President of Dormitory Council
  2. Secretary of Dormitory Council
  3. Additional Dormitory Council members, the number of which shall vary according to the residential unit as follows:
    - a. Hopkins - 1
    - b. Inman - 3
    - c. Main - 3
    - d. Rebekah - 4
    - e. Walters - 6
    - f. Winship - 6
  4. One freshman serving in a judicial capacity in each building where freshmen reside will be elected during the fall semester.
- C. Candidates for Dormitory Council will run for a position in a specific residence. A minimum of one Dormitory Council member will be placed on each hall, and each will be assigned a room according to regular room drawing procedures.
- D. There will be no class stipulation on Dormitory Council members during spring elections, excluding the officers. The president of each residence hall will be either a junior or senior whereas the secretary will be either a sophomore, junior or senior.
- E. From the total membership of the Dormitory Councils, five judicial representatives to the Interdormitory Council shall be elected. The judicial representatives shall serve as members of the Interdormitory Council when the Interdormitory Council is functioning in its judicial capacity.

## SECTION 4 Meetings

- A. Each Dormitory Council shall meet each week when necessary.
- B. Each Dormitory Council shall meet jointly with Interdormitory Council once a month.
- C. More than two absences (if not excused by the Interdorm Board) per semester from Interdorm meetings and functions will result in dismissal from position on Interdormitory Council.

## ARTICLE IX

### *College Activities Board*

## SECTION 1 Officers - Duties and Powers

### A. Chair

1. To serve as chair of the College Activities Board.
2. To call and preside over meetings of the College Activities Board.
3. To coordinate the committees of the College Activities Board.

### B. Secretary-Treasurer

1. To serve as secretary-treasurer of the College Activities Board.
2. To keep minutes of the meetings of the College Activities Board.
3. To serve as treasurer and to take charge of all financial matters.

## SECTION 2 Membership

### Core Group

- A. Chair of the College Activities Board elected in the spring.
- B. Secretary-Treasurer of the College Activities Board elected in the spring.
- C. Four members-at-large.
  1. One senior class representative by petition in the spring.
  2. One junior class representative by petition in the spring.
  3. One sophomore class representative by petition in the spring.
  4. One freshman class representative by petition in the fall.

### Other Members

- A. Vice-Chair of Arts Council
- B. Vice-Chair of Athletic Association
- C. Vice-Chair of Students for Black Awareness
- D. Chimo Chair
- E. Vice-Chair of Christian Association
- F. Representative from College Bowl
- G. Vice-Chair of Commuting Students
- H. Representative from Film Series
- I. Vice President of Honor Court
- J. Vice President of Interdormitory Council
- K. Student Representative of Lecture Committee
- L. Vice President of Mortar Board
- M. Vice-Chair of Orientation Council
- N. One representative of the *Profile*
- O. One representative of the *Silhouette*
- P. Vice President of Student Government Association
- Q. Vice President of Social Council
- R. Chair of Spirit Committee

- S. Working for Awareness Representative
- T. Vice President of each class
- U. Adviser - Dean of Students

### **SECTION 3 Duties and Powers**

- A. To actively support and provide a means for the expression of the interests of students.
- B. To coordinate and evaluate all activities on campus.
- C. To guide annual self-evaluation of student organizations on campus in regard to the effectiveness of their functions and fulfillment of their responsibilities.
- D. To decide upon requests for alcoholic beverages for student functions.

## **ARTICLE X**

### *Publications Staff*

#### **SECTION 1 Membership-at-large**

- A. *Aurora* - volunteer in the spring to the editor to serve for the spring and fall semesters. Freshmen volunteer in the fall.
- B. *Profile* - volunteer to the editor-in-chief at any meeting.
- C. *Silhouette* - volunteer in the spring to the editor-in-chief for the following year's book. Freshmen may volunteer in the fall.

#### **SECTION 2 Nominations and Elections**

##### A. *Aurora*

1. Editor-in-chief to petition to the president of the Student Government Association in the spring. The outgoing staff members will elect the new editor from those who submit a petition.

2. Editor-in-chief shall appoint an assistant editor, an art editor and a layout editor.

##### B. *Profile*

###### 1. Editor-in-chief

a. Nominations for the future editor-in-chief shall be submitted to the current editor-in-chief (See B2). The current editor-in-chief will present the nominations to the Student Government Association with her recommendations. Nominees must be a rising junior or senior and must have served on the staff or have the recommendation of the editor-in-chief.

b. The nominees will be invited to speak before Representative Council concerning their candidacy for editor-in-chief of the *Profile*. Representative Council will then elect the new editor-in-chief.

2. The new editor-in-chief will appoint the following associates: associate editor, news editor, feature editor, arts and entertainment editor, sports editor, photography editor, business manager, advertising manager, and circulation manager.

##### C. *Silhouette*

1. Editor-in-chief to be elected in the spring by the following outgoing staff members: editor-in-chief, associate editor, business manager, ads manager, and all other section editors.

2. All other positions to be chosen by the new editor-in-chief.

## Article XI

### Orientation Council

#### SECTION 1 Membership

- A. A president elected by the association in the spring.
- B. A member(s) of the dean of students' staff
- C. Members appointed as stipulated in Section 2

#### SECTION 2 Duties and Powers

- A. President of Orientation Council
  - 1. To appoint officers of Orientation Council
    - a. Vice President
    - b. Secretary
    - c. Treasurer
  - 2. To appoint board members of Orientation Council
    - a. Academic Coordinator
    - b. Rush Coordinator
    - c. Social and Publicity Coordinator
    - d. Return-to-College Student Coordinator
    - e. Transfer Coordinator
    - f. Coordinator of Minority Students
    - g. Coordinator of International Students
  - 3. To call and preside over all meetings of Orientation Council.
  - 4. To serve as president of Orientation Council.
  - 5. To call and preside over the fall semester meetings of the freshman class.
  - 6. To serve as an adviser to the freshman class.
  - 7. To assign to new students Big Sisters.
  - 8. To serve as a member of Representative Council during the spring and fall semesters.
- B. The Council
  - 1. To select Big Sisters
  - 2. To coordinate the calendar of orientation activities with the Orientation Advisor Committee which includes:
    - a. Vice President of SGA
    - b. Vice President of Honor Court
    - c. Vice President of Interdormitory Council
    - d. Vice President of Athletic Association
    - e. Vice President of Social Council
    - f. Vice President of Christian Association
    - g. Representative of the *Profile*
    - h. Representative of Mortar Board
    - i. Vice President of Arts Council
    - j. Class vice presidents
    - k. Commuting Students
    - l. President of SBA
    - m. President of Chimo
    - n. President of the Spirit Committee
    - o. Representative of the Students for Black Awareness

3. To publish the Newcomers Newspaper
4. To publish the calendar of orientation activities
5. To publish the ABC's of ASC

### SECTION 3 Terms of Office

The activities of the council shall begin as soon as the president and the council have been selected in the spring. The term of office of the council shall expire upon the selection of a new council the following spring.

## Article XII *Spring Elections*

### SECTION 1 Nominations

A. An Elections Board composed of nine senior members including the chair and the at-large members who must petition to the Petitions Board during the fall semester.

1. Chair
2. Two appointed members of Mortar Board
3. Two appointed members of Representative Council
4. Four members at large

B. Duties of the Elections Board

1. The Elections Board shall be responsible for all publicity concerning elections.

2. The Elections Board shall post the list of offices to be filled.

3. The Elections Board shall be responsible for receiving petitions for all offices to be filled.

4. The Elections Board shall be responsible for verifying the eligibility of all candidates.

5. The Elections Board shall be responsible for receiving all preference cards.

6. The Elections Board shall be responsible for posting the final ballot.

7. The Elections Board shall be responsible for notifying those students who must make speeches.

8. The Elections Board shall be responsible for making sure the Elections Publication is published.

C. Procedure

1. Any student wishing to become a candidate for a Student Government Association office or for any office to be elected by her class, may submit a written petition to Elections Board at a time to be determined by Representative Council. Petitions should be submitted according to Article XII, Section 4A of the Student Handbook.

2. A student may not petition for more than three offices.

3. The Elections Board will send preference cards to those students appearing on the ballot more than once. The student must rank the offices according to her preference and return the card by the date specified by the Representative Council. If she fails to do so, then her name will be removed from the ballot.

4. A candidate running unopposed for an office will be asked to withdraw her candidacy for all other positions if the unopposed position is her first preference.

5. The names of the candidates for each office will be posted alphabetically on a final ballot. There will be no reference as to how a person's name appeared



on the ballot.

6. The final ballot must be posted at least one week before the student body votes.

7. Speeches will be required of the candidates for president of the Student Government Association, president of Honor Court, and president of Interdormitory Council during a convocation preceding elections.

8. Speeches will be required of the candidates for president of the College Activities Board, president of Christian Association, president of Athletic Association, president of Social Council, president of Arts Council, president of Orientation Council, chair of Spirit Committee, and president of Students Working for Awareness at a time and place to be determined by the Elections Board.

9. Participation in a debate of the candidates for the offices of president of the Student Government Association, president of Honor Court and president of Interdormitory Council will be held at the discretion of the Elections Board. A Debate Committee composed of the present SGA president, Honor Court president, Interdormitory Council president, and three juniors to be selected by the above mentioned officers will be responsible for selecting the debate questions, publicizing the debate, and conducting the debate.

10. An elections article for the *Profile* will be required of those running for president of Student Government Association, president of Honor Court, and president of Interdormitory Council.

## SECTION 2 Eligibility

A. An individual may concurrently serve as only one of the following unless she is doing so to represent her board.

1. Member of Representative Council
2. Member of Honor Court
3. Member of Interdormitory Council
4. Officer of Dormitory Council
5. Officer of the College Activities Board
6. Member of RTC Steering Committee
7. Officer of Orientation Council
8. Officer of Christian Association
9. Officer of Athletic Association
10. Officer of Social Council
11. Officer of Arts Council
12. Officer of Students Working for Awareness
13. Officer of her class
14. Editor of the *Aurora*, *Silhouette*, and *Profile*

B. Junior Year Abroad students may not serve in any of the positions listed in Article XII, Section 2-A during the fall semester subsequent to the Junior Year Abroad, nor can they be elected the spring prior to the Junior Year Abroad.

C. Students who will be attending other institutions during the fall semester may not be elected to any positions listed in Article XII, Section 2-A during the spring semester prior to their program.

D. The registrar will notify the Elections Board of all candidates who become academically ineligible to hold elected offices.

### SECTION 3 Elections

A. The election of the editors of *Profile* and *Silhouette* will be held at the last meeting of Representative Council before spring elections. The candidates for editors of the *Profile* and *Silhouette* may make speeches to the Representative Council. Representative Council will then vote by secret ballot.

B. All other elections shall be held prior to the spring break.

C. Elections shall be by the student body with the following exceptions:

1. Class Representatives to Representative Council shall be elected by their respective classes.

2. Class officers shall be elected by their respective classes.

3. The editors of the *Profile* and *Silhouette* shall be elected by the Representative Council of the Association.

D. All officers shall be elected to serve for one year.

E. If a person elected to serve in an elected position is forced to resign from that position, the candidate for that office who had the next highest number of votes will fill the position if the number of votes is deemed sufficient by the incoming president of SGA, president of Mortar Board, and the dean of students.

### SECTION 4 Petition for Appointed Offices and Committees and unfilled Elected Offices

A. Elected petitions must include the following information:

1. name

2. desired office

3. class

B. "Selected" petitions are petitions for appointed offices, unfilled elected offices, and College and faculty committees. These petitions may be made in the period specified by the particular organization or the Petitions Board.

"Selected" petitions must include the following information:

1. name, class and desired office

2. qualifications

3. statement of interest

4. other commitments such as extracurricular activities, jobs, etc.

C. Procedure for appointment from "selected" petitions

1. Petitions for appointed offices and committees and unfilled elected offices will be opened for a period of time no shorter than one week as determined by the Petitions Board.

2. Petitions for unfilled elected offices shall be reviewed and selected by the SGA Vice President and the highest ranking officer of the organization involved.

3. Petitions for appointed offices shall be reviewed and selected by a committee appointed by the executive board of the organization involved. Such a committee should include two Mortar Board members.

4. Petitions for faculty and College committees shall be reviewed by a petitions board composed of the SGA vice president, SGA secretary, one member of Representative Council from each class, and one Representative Council dorm representative. The board will choose the three best petitions for Academic Standards, Curriculum Committee, and Second Century Com-

mittee and will present these to the Representative Council for final selection. Positions for Academic Standards Committee and Curriculum Committee are for three years to be filled by rising sophomores. The position on Second Century Committee is for two years to be filled by a rising junior. Positions on Catalyst Committee, College Events Committee, Independent Studies Committee and Library Committee are for one year.

E. If a petition position becomes vacant, it will be filled again by petition. If deemed necessary by the president of SGA and the president of the organization involved, a petition position may be filled by appointment of the president of SGA.

## Article XIII

### *Fall Elections*

#### **SECTION 1 Eligibility**

The rules of eligibility set forth for spring semester elections shall hold for the fall semester.

#### **SECTION 2 Nominations for Freshman Elections**

##### **A. Popular Nominations**

At a class meeting set by the Elections Board and Orientation Council, the freshmen shall make nominations for their class officers and representatives to student government offices.

##### **B. Petitions**

1. Petitions from candidates seeking class or Student Government offices shall be submitted to the Elections Board during the week of popular nominations.

2. See Article XII, section 4.

##### **C. Procedure**

1. Two lists will be posted: one containing all nominations before scratching and the final list containing the nominations as they shall appear on the ballot.

2. Candidates may petition to the Elections Board within two days after the posting of the final ballot if they wish to have their names removed from the final ballot. After this period, candidates will not be able to withdraw from races or decline elected offices unless unforeseen circumstances arise deemed justifiable by the dean of students and the Student Government president.

3. A student's name may appear on the ballot no more than three times.

4. A candidate running unopposed for an office will be asked to withdraw her candidacy for all other positions for unopposed position.

5. The Elections Board is to send notes to all persons nominated. Persons will be asked to decline or accept their nominations, listing them in order of preference. If a person fails to do so by the deadline set by the Elections Board, her name will automatically be removed from the ballot.

#### **SECTION 3 Freshman Elections**

A. The time for elections shall be set by Elections Board and Orientation Council.

B. Elections shall be conducted according to by-laws of the Agnes Scott Student Government Association, Article I, Section 3-6.

C. All officers shall be elected to serve until the following spring elections.

D. Article XII, Section 3.D shall be upheld.

**SECTION 4** Nominations and Elections for Dormitory Representatives of Representative Council

A. Each residence hall shall elect its dormitory representative in a meeting of hall residents at the time to be determined by the Representative Council.

B. Fall semester freshman are not eligible to be dormitory representatives. Students holding elected positions are also ineligible.

C. All dormitory representatives shall serve throughout the school year unless they are elected to another position in spring elections. In this case the hall residents shall elect another representative.

## Article XIV

### *Amendments*

**SECTION 1** The Constitution may be amended by a twothirds vote of the members at a meeting of the association.

**SECTION 2** The amendment must be posted at least one week before action is taken on it, and it must be posted in written form during that time.

**SECTION 3** All amendments extending the power of the Student Government Association shall be submitted to the Administrative Committee for ratification before being presented to the student body.

# *By-Laws of the Agnes Scott Student Government Association*

## Article I

### *Elections*

**SECTION 1** The following officers shall be elected by the student body during the spring semester.

**A. Senior Officers**

1. President of Student Government Association
2. President of Honor Court
3. President of Interdormitory Council
4. President of the College Activities Board
5. President of Christian Association
6. President of Athletic Association
7. President of Social Council
8. Vice President of Student Government Association
9. Vice President of Honor Court
10. Vice President of Interdormitory Council
11. Vice President of Christian Association
12. Vice President of Athletic Association
13. Vice President of Social Council
14. President of Arts Council
15. President of Orientation Council
16. Vice President of Arts Council

B. Junior Officers

1. Secretary of Student Government Association
2. Treasurer of Student Government Association
3. Secretary-Treasurer of the Honor Court
4. Secretary of Interdormitory Council
5. Secretary-Treasurer of the College Activities Board
6. Secretary of Christian Association
7. Treasurer of Christian Association
8. Secretary-Treasurer of Athletic Association
9. Secretary of Social Council
10. Treasurer of Social Council
11. Secretary of Arts Council
12. Treasurer of Arts Council

C. Junior or Senior Officers

1. Spirit Committee chair
2. Dormitory presidents
3. President of Students Working for Awareness

D. Sophomore, junior or senior officers

1. Dormitory secretaries
2. Secretary of Students Working for Awareness
3. Dormitory Council members
4. Treasurer of Students Working for Awareness

E. Sophomore or junior officers

1. Vice President of Students Working for Awareness

F. RTC Officers

1. Designated members of Representative Council
2. Designated members of Honor Court

**SECTION 2** The following officers shall be elected by the rising senior, junior and sophomore classes respectively.

A. Designated members of the Representative Council

B. Class Officers

C. Designated members of Honor Court

**SECTION 3** The following positions shall be elected by the freshman class during the fall semester.

A. Freshman class Black Cat positions

B. Freshman class president

C. Freshman member of the Honor Court

D. Freshman members of the Representative Council

E. Freshman member of College Activities Board

F. Freshman members of Athletic Association

G. Freshman members of Social Council

H. Freshman members of Arts Council

I. Freshman class Vice President

J. Freshman class secretary-treasurer

**SECTION 4** All officers shall be elected by a plurality vote.

**SECTION 5** Ballots shall be counted by Mortar Board.

**SECTION 6** In the event that no candidate petitions for or is popularly nominated for a Student Government office designated by this Constitution, the vacancy shall be filled by appointment by the incoming president of the Student Government Association.

## Article II

### *Specifications for Handbook*

**SECTION 1** Editor of the Handbook - Duties and Powers

A. It is recommended that the Handbook editor serve on the Handbook Committee at least one year prior to becoming editor.

B. The Handbook editor shall serve in an advisory capacity on the Handbook Committee the year following her term of office.

C. The Handbook editor is directly responsible to the dean of students and to the director of publications for matters concerning the funding and executing of the Handbook.

**SECTION 2** Appointment of the Handbook Editor

A. The position of Student Handbook editor shall be filled by petition to the president of SGA. Petitions shall be filled in the fall semester preceding the compilation of the Student Handbook during the spring semester. In the event that no such petition is filed, the editor shall be appointed by the SGA President.

**SECTION 3** The Handbook Committee

A. The Student Handbook Committee shall be comprised of one member of Representative Council, one member of the Honor Court, one member of Interdormitory Council and other members appointed by the Handbook editor.

**SECTION 4** Funding

A. The Handbook will be funded by the publications office, and all requests for funding should be made to that office as needed.

## Article III

### *Procedure for Impeaching Officers of Student Government*

**SECTION 1**

A. Grounds for impeachment of an officer of a student organization shall include failure to uphold the purpose of the organization and failure to fulfill the responsibilities and duties of the officer as described in the constitution.

B. A recommendation for the impeachment of an officer shall be brought to Representative Council by the representative of the organization involved.

C. A two-thirds vote of Representative Council shall be necessary to recommend the impeachment of the officer.

D. A recommendation for the impeachment of an officer must be approved by the Judicial Review Committee.

## Article IV

### *Procedure for Establishing and Suspending Student Organizations*

#### **SECTION 1** Procedure for Establishing Student Organizations

- A. The College Activities Board shall investigate the validity of establishing the new organization and shall give a vote of approval or disapproval.
- B. The written constitution of the proposed organization must be approved by a two-thirds vote of Representative Council.
- C. The Constitution must then be approved by the Judicial Review Committee.

#### **SECTION 2** Procedures for Suspending Campus Organizations

- A. The College Activities Board shall vote to recommend the suspension of an organization. This vote shall be known to Representative Council and to the Judicial Review Committee.
- B. Representative Council shall send a recommendation that includes a written constitution to Judicial Review Committee which shall meet to discuss the suspension of the organization. They shall vote to recommend or not to recommend the suspension of the organization. The outcome of the vote shall be known to Representative Council who will use it in its final determination.
- C. A two-thirds vote of Representative Council shall be necessary for the suspension of an organization.
- D. This procedure shall be in effect for a two-year trial basis.

## Article V

### *Procedure for Changing the Name of a Publication*

The procedure for changing the name of a publication is as follows:

- A. The editor of the publication shall appeal to Representative Council for permission to consider a change in the name of the publication.
- B. A poll or sampling of student opinion on suggested names shall be taken.
- C. Representative Council shall choose two and not more than four of the suggested names.
- D. These names shall be presented to the Judicial Review Committee for approval.
- E. The student body shall vote in a student meeting upon the approved names; the name receiving a majority of the votes cast shall be the proposed new name which shall be posted for one week.
- F. The student body shall vote upon the proposed new name, a two-thirds vote of the members present being necessary for adoption of the new name in place of the existing one.

## Article VI

### *Procedure for Extraordinary Circumstances*

All Student Government Association business arising during vacation periods or at other times when the Representative Council or the Honor Court cannot be called shall be dealt with by the president of the Student Government Association and the president of the Honor Court, in cooperation with the Judicial Review Committee, when necessary.

## Article VII

### *Amendments*

**SECTION 1** The by-laws may be amended by a two-thirds vote of the members present at a meeting of the association called for that purpose at least one week in advance.

**SECTION 2** The amendment must be proposed at least one week before action is to be taken on it, and it must be posted in written form during that time.

**SECTION 3** All amendments extending the power of the Student Government Association shall be submitted to the Judicial Review Committee for ratification before being presented to the student body.

## Article VIII

### *Procedure for Appeals*

A student may appeal a decision of any judiciary body once only to the next higher court. The decision to appeal or not must be made in writing to the presiding officer of the court whose decision is being appealed within forty-eight hours after being informed of the court's decision. The student must file a statement of intention to appeal also with the appropriate appeal body within three days after her case has been decided.

## Article IX

### *SGA Review*

Official retreat meetings for all SGA boards who desire them will be held before the opening of school at a time and place to be determined by the individual boards in cooperation with the SGA President and the dean of students.



# CONSTITUTION OF THE ARTS COUNCIL

## Article I

### *Name*

The name of this organization shall be The Arts Council of Agnes Scott College.

## Article II

### *Purpose*

The purpose of this organization shall be to unify all fine arts groups on campus and encourage creative participation in the arts both on and off campus.

## Article III

### *Membership*

The membership shall be composed of the following persons:

1. Editor of the *Aurora*
2. Representative of Art Club
3. Representative of Blackfriars
4. Representative of Studio Dance Theatre
5. Representative of Glee Club
6. Representative of London Fog
7. Representative of *Profile*
8. One representative from each of the rising sophomore, junior, and senior classes to be selected from petitions made to the chairperson immediately after student body elections.
9. One representative from the freshman class to be elected during freshman class elections in the fall semester.

## Article IV

### *Executive Board*

**SECTION 1** The Executive Board shall consist of the chair, the vice-chair, secretary, and treasurer.

### **SECTION 2** Elections

The Chair shall be elected by the student body. A slate of rising senior nominees shall be presented by popular nominations and petitions.

The vice-chair shall be a rising senior chosen in like manner.

The secretary shall be a rising junior chosen in like manner.

The treasurer shall be a rising junior chosen in like manner.

### **SECTION 3** Meetings

The Arts Council shall meet on alternate weeks (on a set day specified at the beginning of each semester) unless otherwise specified by the chair.

The Executive Board (and class representatives if so specified) shall meet each week on a day specified at the beginning of each semester.

If a member has more than one unexcused absence in any given semester, the position will be declared vacant until filled at the discretion of the chair.

## Article V

### *Duties*

#### SECTION 1 Chair

It shall be the duty of the chair:

A. To call and preside over all meetings of the Arts Council and the Executive Board.

B. To serve as a liaison:

- among all arts groups represented on the Council.

- between the Council and faculty, administration, and entire campus community.

- between the arts groups of Agnes Scott as a whole and the wider Atlanta metro area.

C. To appoint all committee heads.

D. To submit a detailed report (verbal and/or written) to the incoming chair.

#### SECTION 2 Vice-Chair

A. To perform all duties of the chair in her absence.

B. To act as advisor to all committee heads appointed by the chair.

C. To be a member of the College Activities Board.

D. To submit a detailed report (verbal and/or written) to the incoming vice-chair.

#### SECTION 3 Secretary

It shall be the duty of the secretary:

A. To keep a record of all proceedings of Arts Council.

B. To conduct all regular correspondence pertaining to Arts Council.

C. To post notices of all meetings.

D. To chair the publicity committee.

E. To submit a detailed report (verbal and/or written) to the incoming secretary.

#### SECTION 4 Treasurer

It shall be the duty of the treasurer:

A. To take charge of the Arts Council and to keep a record of all transactions.

B. To be a member of the student government budget committee.

C. To submit a detailed report (verbal and/or written) to the incoming treasurer.

# CONSTITUTION OF THE ATHLETIC ASSOCIATION

## Article I

### *Name*

The name of this organization shall be Agnes Scott Athletic Association.

## Article II

### *Purpose*

The purpose of this Association shall be to promote interest in athletic and recreational activities among the students, as a means of creating spirit, encouraging good sportsmanship, and developing physical fitness.

## Article III

### *Membership*

#### **SECTION 1** General Membership

All students of Agnes Scott College are members of the Association.

The athletic board shall consist of the officers, managers of sports, two freshman representatives and such other managers and representatives as the Executive Board shall deem necessary to perform the activities, responsibilities, and services of the Athletic Board.

#### **SECTION 2** Executive Board

The Executive Board shall consist of the officers and faculty adviser, who is to be chosen from the physical education department.

## Article IV

### *Duties*

#### **SECTION 1** President

It shall be the duty of the president:

- A. To preside at and call all meetings of the association, the Athletic Board, and the Executive Board
- B. To be a member ex officio of all committees
- C. To appoint all committees
- D. To submit a detailed report of all Athletic Board activities to the incoming President.

#### **SECTION 2** Vice President

It shall be the duty of the vice president:

- A. To perform all duties of the president in the absence of that officer from the chair.
- B. To act as adviser to committees appointed by the president.
- C. To be a member of Orientation Committee
- D. To submit a report to the incoming vice president
- E. To serve as spirit coordinator
- F. To be a member of the College Activities Board.

#### **SECTION 3** Secretary-Treasurer

It shall be the duty of the secretary-treasurer:

- A. To keep a record of all proceedings of the athletic board.
- B. To conduct all regular correspondence pertaining to the association
- C. To send out notices of all called meetings
- D. To take charge of the funds of the association, and to record her report in the record.
- E. To pay out money belonging to the association
- F. To be a member of the Student Government Budget Committee.
- G. To submit a report including a detailed record of the previous budget to the incoming secretary-treasurer

#### **SECTION 4 Executive Board**

It shall be the duty of the Executive Board:

##### **A. In general**

- (1) To authorize new sports
- (2) To make recommendations and suggestions regarding all affairs pertaining to the interest of the association
- (3) To approve all class managers
- (4) To perform other duties as are provided for by the constitution
- (5) To attend regular weekly meetings

B. Specific duties of individual members shall be listed in the president's handbook

C. Each member shall keep an inclusive record of her duties and activities to be given to her successor

D. Each member shall be responsible for her own publicity

#### **SECTION 5 Sports Manager**

It shall be the duty of the sports manager to:

A. Work with the faculty adviser in organizing, scheduling, and submitting detailed plans for her particular sport to the Athletic Board. All scheduled events must be checked through the dean's office and the physical education department before they can be put into effect.

B. Submit a written report to the Athletic Board president consisting of recommendations and nominations for the future manager of her sport.

#### **SECTION 6 Publicity Chair**

It shall be the duty of the publicity chair to promote all activities sponsored by the Athletic Association.

### **Article V**

#### *Elections*

#### **SECTION 1 Officers**

A. Only a senior is eligible to be elected president.

B. A junior is eligible to be elected vice president.

C. All officers shall be elected according to the rules for election found in Article XII of Student Government Association constitution.

#### **SECTION 2 Other members of the Board**

All other members of the board shall be appointed to the Executive Board (after recommendation made by each appointed member has been considered).

#### **SECTION 3 Vacancies**

Vacancies in any office shall be filled by a special election or appointment.

### **Article VI**

#### *Meetings*

#### **SECTION 1 The Athletic Board**

A. The Board shall meet each week unless deemed necessary by the president with the approval of the board.

B. Additional meetings may be called by the president at any time.

C. Absence because of illness is excused.

D. More than two unexcused absences shall result in automatic dismissal from the board.

**SECTION 2** The Executive Board

A. The board shall meet at the call of the president.

B. The board shall meet in the spring to appoint new Athletic Board members.

C. Absence because of illness is excused.

**Article VII**

*Amendments*

The constitution may be amended by a two-thirds vote of the membership of the association present at the student meeting held for that purpose. The proposed amendments shall be posted at least two weeks before voted upon at the student meeting.

**Article VIII**

**SECTION 1** This constitution shall take effect and be in force on and after September 17, 1928.

**SECTION 2** Constitution revised May 9, 1929.

**SECTION 3** Constitution revised May 14, 1937.

**SECTION 4** Constitution revised May 14, 1945.

**SECTION 5** Constitution revised May 21, 1953.

**SECTION 6** Constitution revised May 29, 1958.

**SECTION 7** Constitution revised October, 1960.

**SECTION 8** Constitution revised May, 1961.

**SECTION 9** Constitution revised February, 1969.

*By-Laws*

**Article I**

**SECTION 1** Each sport shall be governed by its own rules and regulations and by such inter-sport regulations as shall be enacted by the Athletic Board and advisers.

**Article II**

*Seasons*

There shall be seasons of sports.

**Article III**

*Awards*

**SECTION 1** Appropriate awards shall be presented to the champions of the individual and team sport.

# CONSTITUTION AND BY-LAWS OF THE BLACKFRIARS OF AGNES SCOTT COLLEGE

## Article I

### *Name*

The name of this organization shall be the Blackfriars of Agnes Scott College.

## Article II

### *Aims*

**SECTION 1** The purpose of the organization shall be to promote lasting interest in the theatre and to provide opportunities for experience in dramatic art.

**SECTION 2** Through the organization's activities, Blackfriars shall support the aims and ideals of Agnes Scott College.

## Article III

### *Membership*

**SECTION 1** The organization shall be composed of those people who have satisfactorily met and maintained membership requirements.

**SECTION 2** There shall be three classes of members:

#### A. Apprentices

1. Achieve apprentice status by attending a meeting and declaring their desire to become members;
2. Will have a voice in discussion but no vote;
3. Must be working toward membership status;
4. Become members by acquiring 40-hours work during one semester, except freshmen and first semester transfers who may attain membership by contributing 25 hours work during the fall semester.

#### B. Active Members

1. Must have fulfilled apprentice requirements;
2. Have voting privileges;
3. Must accumulate 40 hours per semester to maintain active status, recording the hours on the timesheets.

#### C. Inactive members

1. Are members who have attained active membership responsibilities;
2. Have the privilege of attending meetings, but will not have voting rights;
3. May remain inactive for two consecutive semesters only before forfeiting membership.
4. May regain active status by working 40 hours.

### SECTION 3 Reinstatement

If membership has been forfeited, a person may be reinstated by fulfilling membership requirements.

### SECTION 4 Non-Student Members

A. Theatre faculty, *ex officio*

B. Honorary members: Blackfriars alumnae (if they so desire) and persons so elected by the club shall be honorary members.

## Article IV

### *Pledge*

Each member shall take the following pledge at the initiation ceremony and shall strive thereafter to keep it:

"I hereby promise steadfastly to uphold the principles of this organization and to do all in my power to promote the interests and to further the aims of the Blackfriars of Agnes Scott College."

## Article V

### *Officers and Executive Board*

SECTION 1 The Executive Board shall consist of the president, vice president, secretary, treasurer, and faculty of the Theatre Department.

SECTION 2 Function: This board approves committee chairs and acts on questions of membership and general policy.

SECTION 3 Eligibility: An officer must maintain active membership status during each semester of her tenure. Any officer who has not worked 25 hours during a given semester will be required to resign. An officer may have no more than one excused absence from executive board meetings per semester. An officer with more than two such absences will be required to resign. If an officer must resign during spring or fall semester, a replacement will be elected. If an officer must resign during spring semester before student elections, the position will remain vacant until new officers are elected in the spring. Officers may add 15 hours to their regular production hours for the time spent and the work done in the interests of the club.

## Article VI

### *Duties of Officers*

#### SECTION 1 President

It shall be the duty of the president to call and preside over all meetings of the executive board and production staff when necessary, and to appoint special committees.

#### SECTION 2 Vice President

A. It shall be the duty of the vice president to preside at all meetings and to handle all business in the absence of the president; to be responsible for all special programs of regular meetings; to determine and record membership status; and to promote membership.

B. Production Coordinator: The vice president shall serve as production coordinator in acting as a liaison between the technical production committee chairs in helping to set and maintain production schedules, and coordinating

details of technical production. In the event that the vice president is cast for a given show, a temporary production coordinator will be appointed to fill these duties during that production.

### **SECTION 3 Secretary**

It shall be the duty of the secretary to record the minutes of each meeting, to check attendance, to conduct all correspondence of the club, to send notices of admissions to all new members, to send notices of meeting to members; and to notify members of inactive status. The secretary will also handle all renting of Blackfriars property.

### **SECTION 4 Treasurer**

It shall be the duty of the treasurer to take charge of the funds of the organization, keeping detailed accounts of all receipts and expenditure; to make a report of financial standing of the club at every meeting; and maintain the financial books in proper order for auditing. The treasurer shall also submit a written report for the production book of each major play, as described in Article VIII, section 16.

### **SECTION 5 Box Office Chair**

It shall be the duty of the box office chair to take reservations, sell tickets, and keep the records of the Box Office for each show during her term. The box office chair shall also submit a written report for the box office receipts of each production for which admission is charged.

## **Article VII** *Production Staff*

**SECTION 1** The production staff shall consist of the executive board of the following appointed Chairs; assistant to the director, stage manager, scenery chair, lighting chair, costume chair, sound chair, property chair, make-up chair, program chair, box-office chair, publicity chairs and house manager. The production staff shall be headed by the vice president in her capacity as production coordinator.

### **SECTION 2 Function**

The function of the production staff is to coordinate all plans for the production.

### **SECTION 3 Eligibility**

Certain technical positions for the fall production are prohibited to first semester freshmen. Such positions include: stage manager, assistant to the director, scenery chair, costume chair, properties chair, and other positions so designated by the technical director for the particular show due to overly taxing responsibilities.

## **Article VIII** *Duties of Production Staff*

### **SECTION 1 Assistant to the Director**

It shall be the duty of the assistant to the director to prompt and to prepare the production book; to set the stage for rehearsal; and to carry out any instructions from the director. See Section 16.



## **SECTION 2 Stage Manager**

It shall be the duty of the stage manager to direct backstage activity of technical committees during dress rehearsals and performances, and to leave all backstage areas in order under the supervision of the technical director at the end of the show.

## **SECTION 3 Scenery Chair**

It shall be the duty of the scenery chair to be in charge of construction, painting, and mounting scenery for each production, and to leave the scene shop and scene area in order under the supervision of the technical director at the end of the show.

## **SECTION 4 Lighting Chair**

It shall be the duty of the lighting chair to be in charge of the hanging and running of lights for each performance, and to leave all equipment and the light booth in order under the supervision of the technical director at the end of the show.

## **SECTION 5 Costume Chair**

It shall be the duty of the costume chair to be responsible for the ordering, borrowing, or making of costumes for the play; to be responsible for the safekeeping, cleaning and return of all costumes; to have charge of the costume shop in Dana Fine Arts Building during current production, and to leave them in order under the supervision of the technical director at the end of the show. See Section 16.

## **SECTION 6 Sound Chair**

It shall be the duty of the sound chair to supervise the planning and execution of sound effects for each performance and to leave all equipment in order under the supervision of the technical director at the end of the show. See Section 16.

## **SECTION 7 Property Chair**

It shall be the duty of the property chair to have charge of the property room in Dana Fine Arts Building; to provide and care for the properties for each play; to return all borrowed properties; and to leave the properties and rooms in order under the supervision of the technical director at the end of the show.

## **SECTION 8 Make-Up Chair**

It shall be the duty of the make-up chair to be in charge of the make-up materials; to supervise the make-up for each performance; and to leave the make-up room in order under the supervision of the technical director at the end of the show.

## **SECTION 9 Publicity Chair**

It shall be the duty of the publicity chair to advertise as widely and as attractively as possible the organization and its performance. See Section 16.

## **SECTION 10 Program Chair**

It shall be the duty of the program chair to provide printed programs for each play. See Section 16.

## **SECTION 11 Box-Office Chair**

It shall be the duty of the box-office chair to coordinate the running of the box office. See Section 16.

## **SECTION 12 House Manager**

It shall be the duty of the house manager to supervise the seating of the audience, to direct the timing of intermission, to provide ushers for each performance, to supervise the concession stand and to be responsible for any lobby displays. See Section 16.

## **SECTION 13 Director**

A member of the faculty of the Theatre Department shall serve as director of the production.

## **SECTION 14 Technical Director**

A member of the theatre faculty shall direct all technical aspects of the play.

## **SECTION 15 Business Manager**

A member of the theatre faculty shall supervise and coordinate the business aspects of the production.

**SECTION 16** A written report for the production book of each play shall be required of the treasurer, stage manager, and each committee chair. The production book shall be compiled by the assistant to the director.

# Article IX

## *Election and Appointments*

### **SECTION 1 Nomination**

During elections nominations will initially be taken from the floor. A committee of seniors appointed by the president and in consultation with the faculty members may prepare a slate of candidates, which will be presented following nominations from the floor.

**SECTION 2** Elections shall be held in the spring semester, following the major student government elections.

**SECTION 3** The following positions shall be elected offices: president, vice president, secretary, treasurer, historian, two publicity officers and an Arts Council representative. The president shall be elected from the rising junior or senior class. Those nominated for president and vice president must have been active members for at least three semesters; those nominated for other offices must have been members for at least one semester.

**SECTION 4** The executive board shall appoint all committees for each production; chairships will be subject to unlimited reappointment.

**SECTION 5** Any member who wishes to be considered for appointment or reappointment to a particular chair shall so inform the production coordinator through a petition before the announced appointment meeting of the executive board.

**SECTION 6** Officers may be appointed as chair of committees.

# Article X

## *Quorum*

Two-thirds of the active membership shall constitute a quorum. A quorum must be present in order to vote on elections, constitutional changes, and important policy questions.

## Article XI

### *Amendments*

A proposed amendment may be put forth before the organization at any regular meeting. Amendments must be ratified at the next meeting by the three-fourths vote of a quorum of the organization.

## Article XII

### *Public Plays*

**SECTION 1** Play Reading Committee shall consist of a member of the theatre faculty and a volunteer group of persons. Said committee shall be chaired by a previous member of Play Reading Committee. This committee shall organize itself and begin work mid-fall semester. The committee members will present four plays to the organization and club members shall read the plays. At the next meeting, the plays will be voted on by those active members who have read them. Theatre faculty may vote in play selection.

**SECTION 2** Auditions for each public play shall be open to any member of the student body as well as Blackfriars. A casting committee shall select the cast from those who audition on the basis of their suitability to particular roles. The Casting Committee shall consist of the director, other theatre faculty and a minimum of four students appointed by the president. All members of the Casting Committee other than the director shall serve in a disinterested, advisory capacity. The director shall have the final choice concerning casting. All discussions and considerations of the Casting Committee shall be confidential. Violations of these principles of casting committee constitute violations of the Honor Code of Agnes Scott College.

### *By-Laws*

1. The organization shall provide books for the secretary and treasurer. These officers shall submit said books in good order to succeeding officers.
2. The funds of the organization shall be used to meet expenses of the organization; to finance special projects, public plays, and workshops, and to provide refreshments for special occasions.
3. Copies of the plays purchased shall be retained by the organization unless purchased by the actor. Students using copies shall be responsible for taking care of them and returning them to the assistant to the director at the close of the play. Copies of the play shall be placed in the Blackfriar's Green Room for safekeeping until they may be used again.
4. Rent shall be charged for the borrowing of all Blackfriars' property and costumes. The rates shall be set by the technical director, and monies shall be collected by the treasurer before the end of each academic semester. Exceptions to this policy in the form of loans to colleges in the area shall be made with the approval of the technical director.
5. There shall be a meeting every two weeks except during the week of production. Extra meetings may be called when deemed necessary by the executive board.

## 6. Discount Ticket Policy

a.1. Cast members, the assistant director, and the student designers of any given production may purchase tickets at the price of two-for-one up to a total of four tickets for performances of that given production. If any of the people mentioned above wish to purchase "two for one" tickets in two price ranges, they must purchase them in the higher price range. Thus, for example, a person wishing to purchase one student ticket, and one adult ticket may purchase both for the price of one adult ticket.

2. The stage manager for a given production, and members of Blackfriars who have worked 50 hours beyond the requirements of laboratories and membership on a given production may purchase two tickets for the price of one. The count of 50 hours will take into account projections of hours for Tech Week and performance dates.

b. A total of eight (8) seats per performance will be set aside for the use of the faculty, and when necessary, the choreographer, music director, and any other production personnel who come from outside Blackfriars or the Theatre Department. If all or any number of these eight seats are not claimed one-half hour before performance, they may be released for sale to the public.

c. The president of Agnes Scott College will be offered two complimentary tickets for each production. The dean of the College will be offered one complimentary ticket for each production.

d. In order to promote our productions among members of the Agnes Scott Community, we will afford certain groups of campus faculty, administration, staff, and associations the opportunity to purchase two tickets for the price of one. This would be limited to one "two for" per person and the rule of the higher priced ticket will prevail. (See a.1.)

e. Members of Blackfriars who have knowledge of major contributions made by people outside the organization may apply to the executive board for complimentary tickets. Discount tickets or program credit will be given to those people who have contributed to the production.

f. Outstanding contributors should be acknowledged by thank you notes. Program credit and thank you's are preferable to complimentary or discount tickets!

7. Hours worked on technical aspects of the Blackfriars segment of Sophomore Parents Weekend Creative Arts Production shall count as full Blackfriars hours. No credit will be given to other portions of that production or to work on the Black Cat production, in addition to direct work on Blackfriars sponsored presentations. Members may earn hours through serving on the playreading committee, serving on other Blackfriar committees, and other work in the promotion of the club.

# CONSTITUTION OF CHIMO OF AGNES SCOTT COLLEGE

## Article I

### *Name*

The name of this organization shall be Chimo of Agnes Scott College.

## Article II

### *Purpose*

The purpose of Chimo shall be:

I. To stimulate the interaction of American and foreign students and Agnes Scott College professors.

A. To promote intercultural exchange on this and other campuses.

B. To plan activities that would facilitate social contact between American and foreign students.

II. To provide orientation to American college life for foreign students.

## Article III

### *Membership*

The membership is open to the following persons:

I. Agnes Scott foreign students and professors.

II. American students with intercultural interests.

## Article IV

### *Organization*

I. Executive Board

A. Officers shall be a president, a vice president, a secretary, a treasurer, a social chair, an historian, and a publicity officer.

II. Elections

A. The executive board shall be elected by the membership of Chimo in the first two weeks after student elections in the spring semester. There shall be foreign students as well as American students on the executive board.

B. There shall be no more than two people from the same country on the executive board unless an emergency arises.

III. Meetings

A. Chimo shall meet on a weekly basis unless otherwise specified by the president.

## Article V

### *Duties*

I. President

It shall be the duty of the president:

A. To preside at and call all meetings of Chimo and the executive board.

B. To appoint all committees.

C. To submit a detailed report to the incoming president.

D. To represent Chimo at the Board of Student Activities meetings.

## II. Vice President

1. To preside over the meetings in the absence of the president.
2. To oversee the appointed committees.
3. To take over all duties in case the president is not able to perform her duties.

## III. Secretary

It shall be the duty of the secretary:

- A. To keep a record of all proceedings of Chimo.
- B. To conduct all regular correspondence pertaining to Chimo.
- C. To post notices of all meetings.

## IV. Treasurer

It shall be the duty of the Treasurer:

- A. To be responsible for Chimo's money.
- B. To submit a complete budget report to the incoming treasurer.

## V. Social Chair

It shall be the duty of the Social Chair:

- A. To organize all social activities on and off campus.
- B. To submit a detailed report to the incoming social chair.

## VI. Historian

It shall be the duty of the historian:

- A. To update the activities of Chimo from year to year.

## VII. Publicity Officers

1. Shall be in charge of publicity on and off campus of all Chimo sponsored events.
2. To appoint a committee to assist with the publicity.

## Article VI

### *Amendments*

The constitution may be amended by a two-thirds vote of the membership of Chimo present at a meeting held for that purpose. The proposed amendments shall be posted at least two weeks before voted upon at the meeting.

## Article VII

### *Enacting Clause*

- I. This constitution shall take effect and be in force on and after September, 1970.
- II. Constitution revised May 6, 1975.
- III. Constitution revised May 6, 1976.
- IV. Constitution revised May 21, 1976.

# CONSTITUTION OF THE CHRISTIAN ASSOCIATION OF AGNES SCOTT COLLEGE

## ARTICLE I

### *Name*

This association shall be called the Christian Association of Agnes Scott College.

## ARTICLE II

### *Purpose*

The Agnes Scott Christian Association, believing that the Christian faith is vital to a full and meaningful life, strives through its program of worship, study, and action to know God through His Son Jesus Christ and to deepen the commitment of its members.

## ARTICLE III

### *Membership*

The Christian Association program is planned for the entire student body.

## ARTICLE IV

### *Funding*

The College community is given the opportunity to pledge and to contribute financial support to the association. The budget will be financed through these contributions and special fund raising projects.

## ARTICLE V

### *Organization*

#### **SECTION 1** President

- a. To call and preside over all Christian Association meetings.
- b. To lead the cabinet in being aware of and in seeking to meet the spiritual needs of the students.
- c. To act as a liaison between the Christian Association and the Representative Council of the Student Government.

#### **SECTION 2** Vice President

- a. To be ready at all times to assume the president's duties and to assist the president as needed.
- b. To serve as a member of the College Activities Board.

#### **SECTION 3** Secretary

- a. To keep and post accurate and informative minutes of all Christian Association meetings.
- b. To be responsible for all Christian Association correspondence.

#### **SECTION 4** Treasurer

- a. To organize and lead the Christian Association pledge drive during the fall semester.

- b. To collect and keep records of pledge payments.
- c. To set up a yearly budget and present it to the cabinet for approval.
- d. To pay all Christian Association bills and to keep an accurate record of all transactions.

#### **SECTION 5 Faculty Adviser**

- a. To keep abreast of Christian Association activities and give prayerful counsel to the cabinet.

### **ARTICLE VI**

#### *Advisory Committee*

The purpose of the advisory committee is to plan with the officers the Christian Association program utilizing the students' ideas and support. Committee members will be responsible for the following areas and shall appoint ad hoc committees to implement the program.

#### **SECTION 1 Service Off Campus**

The carrying out of the gospel's call to service in the community and the world, by such means as supporting missionaries, providing leadership for children's groups, and serving the elderly community.

#### **SECTION 2 Service On Campus**

Carrying out the gospel's call to service among students, administration, and faculty through such means as publicity, the bookshelf, and book tables.

#### **SECTION 3 Group Worship**

Organize worship programs on campus such as Community Focus, chapels, and the Christian Association meetings.

### **ARTICLE VII**

#### *Elections*

The officers shall be elected according to the rules for election found in Article XIII of the Student Government Constitution.

### **ARTICLE VIII**

#### *Meetings*

**SECTION 1** The officers shall meet in the spring to appoint advisory committee members and shall have regular prayer/share meetings throughout the year.

**SECTION 2** The Christian Association shall meet alternate weeks from cabinet meetings for a program and fellowship. These meetings will also be held to inform those present of the Christian Association program and to afford members opportunities for involvement.

### **ARTICLE IX**

#### *Amendments*

Proposed amendments must be read at an association meeting and posted at least two weeks before action is to be taken, and must be carried by a two-thirds majority vote of the members present.



# CONSTITUTION OF THE SOCIAL COUNCIL

## ARTICLE I

### *Name*

The name of this organization shall be the Social Council of Agnes Scott College.

## ARTICLE II

### *Purpose*

The purpose of this organization shall be to coordinate the social events of Agnes Scott and to provide for the social needs of the campus by promoting recreation and social development.

## ARTICLE III

### *Organization*

#### **SECTION 1** General Membership

All students of Agnes Scott College shall be members.

#### **SECTION 2** Social Board

The Social Board shall consist of four officers elected by the student body with a minimum of two members and a maximum of five members appointed from each respective class with the exception of the freshman class, which will elect two representatives in the fall. These appointments shall be made by the newly-elected Executive Board on the basis of petitions and other considerations.

#### **SECTION 3** Executive Board

The Executive Board shall consist of the president, vice president, secretary, treasurer, and the adviser, who is appointed for a two-year term by the entire Social Council Board.

## ARTICLE IV

### *Elections*

The officers shall be elected according to the rules for elections in Article XII of the Student Government constitution.

## ARTICLE V

### *Meetings*

#### **SECTION 1** Time

The Social Council Board and the adviser shall meet regularly at least twice a month and at any additional times deemed necessary by the president.

#### **SECTION 2** Attendance

All members are expected to attend the meetings unless excused by one member of the Executive Board.

## ARTICLE VI

### *Duties*

#### SECTION 1 Officer's Duties

##### A. President

It shall be the duty of the president:

- a. To preside at and call all meetings of Social Council Board and the Executive Board.
- b. To appoint all committees.
- c. To submit a detailed report to the incoming president.

##### B. Vice President

It shall be the duty of the vice president:

- a. To perform all duties of the president in her absence.
- b. To be a member of the Agnes Scott Orientation Committee.
- c. To be a chair at the orientation activities for Social Council.
- d. To be chair of the dance committee.
- e. To submit a detailed report to the incoming vice president.

##### C. Secretary

It shall be the duty of the secretary:

- a. To keep a record of all proceedings of the Social Council Board.
- b. To conduct all regular correspondence pertaining to Social Council.
- c. To post notices of all meetings.
- d. To submit a detailed report to the incoming secretary.

##### D. Treasurer

It shall be the duty of the treasurer:

- a. To take charge of the funds of Social Council and to record her report in the record.
- b. To pay out money belonging to Social Council only on order of the president.
- c. To submit a complete budget report to the incoming treasurer.
- d. To serve as a member of the budget committee.

#### SECTION 2 Chairs shall be appointed over the following committees:

##### A. Publicity

The duties of this committee shall be to make known to the campus-at-large and neighboring colleges and universities the various activities and projects of Social Council.

##### B. Rush

The duties of this committee shall be to establish and/or coordinate all social functions with other collegiate institutions during the period termed "rush," in conjunction with Orientation Council.

## ARTICLE VII

### *Amendments*

**SECTION 1** An amendment to the constitution must be proposed at a Social Council Board meeting at least one week before action is taken on it.

**SECTION 2** An amendment which the board wishes to propose to the council must be posted at least one week before action is taken on it by the council.

**SECTION 3** The constitution may be amended by a two-thirds vote of the council present at a student meeting.

# CONSTITUTION OF THE STUDENTS FOR BLACK AWARENESS

## ARTICLE I

### *Name*

The name of this organization shall be Students for Black Awareness.

## ARTICLE II

### *Purpose*

The purpose of this organization shall be:

**SECTION 1** To bring an awareness to the campus community of the contributions of blacks to American society.

**SECTION 2** To assist in the guidance and orientation of new black students on campus.

**SECTION 3** To provide continual guidance to the members of the organization.

**SECTION 4** To improve the relationship between blacks and other students.

**SECTION 5** To provide a voice for the blacks at Agnes Scott.

## ARTICLE III

### *Membership*

**SECTION 1** Students

Membership is open to all Agnes Scott students.

**SECTION 2** Non-Student Members

Membership is open to:

- a. Agnes Scott faculty
- b. Others (Honorary Members, such as Agnes Scott alumnae and persons selected by the club).

## ARTICLE IV

### *Organization*

#### SECTION 1 President

It shall be the duty of the president to:

- A. Call and preside over meetings of the organization.
- B. See that all elections are announced and held as prescribed by the constitution.
- C. Appoint all committees.
- D. Submit a detailed report to the incoming president.

#### SECTION 2 Vice President

A. In the event of the president's absence, serve as chair at all meetings normally chaired by the president. Succeed the president in the event of the president's extended absence or removal from office.

- C. Act as adviser to all committees appointed by the president.
- D. Prepare all necessary duties as prescribed by the president.
- E. Submit a detailed report to the incoming vice president.

#### SECTION 3 Secretary-Treasurer

It shall be the duty of the secretary-treasurer to:

- A. Keep a record of the proceedings of all SBA meetings.
- B. Conduct all regular correspondence pertaining to the organization.
- C. Send out all notices of all called meetings.

## ARTICLE V

### *Elections*

#### SECTION 1 Officers

- A. Any rising sophomore or other upperclassman is eligible to be elected president.
- B. All officers must be elected by a majority vote with at least half of all members in good standing present.

#### SECTION 2 Adviser

The adviser shall be chosen by the membership.

SECTION 3 Elections shall take place during the first week of spring semester.

## ARTICLE VI

SECTION 1 SBA shall meet biweekly unless otherwise deemed necessary by the president.

SECTION 2 Additional meetings may be called by the president with the approval of the Executive Board.

SECTION 3 Qualifications for membership as a voting member in good standing in SBA shall be a student's attendance at least four meetings per semester.

## ARTICLE VII

### *Amendments*

SECTION 1 The constitution shall be amended by a two-thirds majority vote of members in good standing.

SECTION 2 An amendment which the Executive Board wishes to take action on must be submitted to the members at least one week before action is taken on it by the council.

SECTION 3 The Constitution shall take effect on September 1, 1970.

SECTION 4 Constitution revised February 22, 1981.

SECTION 5 Constitution revised February 27, 1985.

# CONSTITUTION OF STUDENTS WORKING FOR AWARENESS OF AGNES SCOTT COLLEGE

## ARTICLE I

The name of the organization shall be Students Working for Awareness of Agnes Scott College.

## ARTICLE II

### *Purposes and Objectives*

SECTION 1 The purpose of Students Working for Awareness of Agnes Scott College shall be to identify and evaluate student concerns in important national, state, community, and campus issues and to encourage student involvement in projects relating to these issues.

SECTION 2 Students Working for Awareness of Agnes Scott College shall undertake to fulfill its purpose by maintaining a resource center on the campus, by providing forums for discussion of the issues outlined in Article II, Section 1, and by sponsoring projects which will serve and educate the campus community.

## ARTICLE III

### *Membership*

SECTION 1 Membership is open to all students interested in participating in meetings and projects.

SECTION 2 Members shall constitute those who attend meetings regularly and actively support the purposes and objectives of the organization as they are delineated in Article II.

SECTION 3 Members who miss more than two meetings in one semester will be subject to losing their member status for that semester, pending a majority vote in favor of such action. Membership will automatically be restored in the following semester, providing that the student requests reinstatement into the organization.

SECTION 4 To encourage freshman participation in the organization, the president of Students Working for Awareness shall ask the freshman class to elect during the fall semester two freshmen members. These students shall be considered full members of Students Working for Awareness provided that

they fulfill the requirements of membership outlined in Article III, Section 2. They shall help the organization to extend its freshman membership and to keep freshmen informed of Students Working for Awareness' service and projects.

## ARTICLE IV

### *Executive Board*

Students Working for Awareness of Agnes Scott College shall be governed by an Executive Board which shall consist of the following:

- A. The president, who shall be a rising junior or senior.
- B. The vice president, who shall be a rising sophomore or junior.
- C. The secretary, who shall be a rising sophomore, junior, or senior.
- D. The treasurer, who shall be a rising sophomore, junior, or senior.

## ARTICLE V

### *Duties and Powers of the Executive Board*

**SECTION 1** The president shall:

- A. Call and preside over all meetings.
- B. Create all nominations, appoint members to such committees and delegate other responsibilities to members.
- C. Initiate and oversee all projects and activities of Students Working for Awareness of Agnes Scott College.
- D. Serve as an ad hoc member of all committees.
- E. Hold major responsibility for all projects of Students Working for Awareness of Agnes Scott College.

**SECTION 2** The vice president shall:

- A. Preside over meetings in the absence of the president.
- B. Work closely with the president to organize and oversee all projects and activities.
- C. Maintain a scrapbook of the organization's activities throughout the year.
- D. Be responsible for obtaining the semester reports from the secretary and treasurer and including these in the scrapbook.

**SECTION 3** The secretary shall:

- A. Keep the minutes of meetings of the organization.
- B. Inform all members of meetings by placing meeting announcements in their campus boxes.
- C. Aid the president in sending out organization correspondence and notes of appreciation and in planning organization projects and activities.
- D. At the end of each semester, submit minutes of that semester to the vice president for inclusion in the yearly scrapbook.

**SECTION 4** The treasurer shall:

- A. Keep detailed records of organization expenses and payments.
- B. Submit all check requests and pay all organization bills.
- C. Deliver a semester financial report to the organization.
- D. Work with the president to plan projects and to insure that budgetary limitations are not exceeded.

## ARTICLE VI

All members of the Executive Board shall be elected according to the rules and regulations for elections found in Article XIV of the Student Government Association constitution.

## ARTICLE VII

This constitution may be amended with a two-thirds vote of members, provided that a quorum is present, and a majority vote of a quorum of the Student Government Association or of its Representative Council.

## ARTICLE VIII

Two-thirds of the membership shall constitute a quorum.

## ARTICLE IX

This Constitution shall take effect immediately upon ratification.

# CONSTITUTION OF RETURN-TO-COLLEGE STUDENT ORGANIZATION OF AGNES SCOTT COLLEGE

## ARTICLE I

### *Name*

This organization shall be called the Return-to-College Student Organization and shall also be known collectively as "RTCs."

## ARTICLE II

### *Statement of Purpose*

The purpose of this organization shall be to assimilate and integrate the RTC student into the campus community through involvement, thereby enriching both the individual RTC students and the College as a whole.

## ARTICLE III

### *The Organization*

### SECTION 1.

All RTC students of Agnes Scott College shall be members of the Organization.

### SECTION 2.

The Organization shall delegate its power to the committees enumerated below. It shall retain the right to review and revoke the decisions of these committees.

### **SECTION 3. Action by the Organization**

- A. The Organization may be called into session by the steering committee, and Standing Committee, or by 10 percent of the RTC population.
- B. For the transaction of business, a quorum shall consist of one-fifth of all RTC students.
- C. Business shall be transacted by a majority vote.

## **ARTICLE IV**

### *Officers of the Organization*

#### **SECTION 1. Steering Committee**

- A. The Steering Committee shall consist of five elected members.
- B. The duties of chairing, presiding, keeping minutes, and/or handling funds shall be interchangeable among the five members of the committee with specific duties assigned on a quarterly basis.
- C. Additional duties shall include:
  - 1. Calling and presiding over meetings
  - 2. Posting and/or otherwise disseminating information
  - 3. Serving as a liaison between other RTC students and the administration
  - 4. Appointing members to fill vacancies on any committee
- D. A member of the Steering Committee may be impeached by a majority vote of the Organization.

#### **SECTION 2. Standing Committees**

##### **A. Campus Enrichment Projects**

- 1. This committee shall be responsible for the RTC students' contributions to the intellectual, cultural, and/or educational enrichment of the whole campus community.

##### **B. Orientation**

- 1. This committee shall be responsible for the representation on the Orientation Council.
- 2. This committee shall consist of at least two members who shall petition to the chair of Orientation Council for appointment to this position.

##### **C. Social**

This committee shall be responsible for planning social events for the Organization.

##### **D. Fund Raising**

This committee shall be responsible for all money-making projects, the proceeds of which shall be for the exclusive use of the Organization.

## **ARTICLE V**

### *Elections-Steering Committee*

#### **SECTION 1. Eligibility**

- A. Membership on this committee shall be open to any RTC student who has completed at least two semesters of work at Agnes Scott College.

#### **SECTION 2. Nominations**

- A. Nominations will be conducted according to SGA election procedures, Article XIII, Section 1 D, and Section 3 of the SGA Constitution as stated in the Student Handbook.



## ARTICLE VI

### *Elections-Standing Committee*

#### **SECTION 1. Eligibility**

Any RTC student shall be eligible

#### **SECTION 2. Nominations**

There shall be no nominations. Membership shall be volunteer.

#### **SECTION 3. Procedure**

A. All standing committees shall be formed in the spring at the first meeting of the RTC Organization.

B. A simple majority determine the need for any additional committees or the deletion thereof.

## ARTICLE VII

### *Meetings*

#### **SECTION 1.**

The Organization shall meet at least twice each school semester.

#### **SECTION 2.**

The meetings shall alternate in order to accommodate all members, i.e., one meeting on a Monday, Wednesday, or Friday and one meeting on a Tuesday or Thursday.

## Article VIII

### *Amendments*

#### **SECTION 1.**

The constitution may be amended by a majority vote of those present at a meeting of the organization which has been called for that purpose.

#### **SECTION 2.**

This special meeting shall be announced and posted at least one week in advance.

#### **SECTION 3.**

Any RTC member may propose an amendment for consideration by the body.

# PETITION GUIDELINES

Petitions exist in two forms: "elected" and "selected" as outlined by Article XII, Section 4 of the Student Handbook. Elected petitions are made during popular nominations to be placed on the final ballot. This form should include name, class, and desired office. Selected petitions for appointed offices, unfilled elected offices, college committees, and faculty committees may be made during the week following elections unless otherwise specified by a particular organization. This form should also include qualifications, statement of interest, and commitments on and off campus.

# HOURS TO REMEMBER

## ACCOUNTING OFFICE

8:30 a.m.-12:30 p.m. (Mon.-Fri.)  
1:30 p.m.-4:30 p.m. (Mon.-Fri.)

## BANKING HOURS

10:30 a.m.-12 noon (Mon., Wed.-Fri.)  
1:30 p.m.-3 p.m. (Tue. & Fri.)

## CAMPUS SHOP BOOKSTORE

8:30 a.m.-12:30 p.m. (Mon.-Fri.)  
1:30 p.m.-4:30 p.m. (Mon.-Fri.)

## CAREER PLANNING AND PLACEMENT OFFICE

8:30 a.m.-12:30 p.m. (Mon.-Fri.)  
1:30 p.m.-4:30 p.m. (Mon.-Fri.)

## CUSTODIAL SERVICES DEPARTMENT

7 a.m.-3:30 p.m. (Mon.-Fri.)

## FINANCIAL AID

8:30 a.m.-12:30 p.m. (Mon.-Fri.)  
1:30 p.m.-4:30 p.m. (Mon.-Fri.)

## OFFICE OF ADMISSIONS

8:30 a.m.-4:30 p.m. (Mon.-Fri.)  
9 a.m.-12 noon (Sat.)

## OFFICE OF THE DEAN OF STUDENTS

8:30 a.m.-12:30 p.m. (Mon.-Fri.)  
1:30 p.m.-4:30 p.m. (Mon.-Fri.)

## OFFICE OF THE DEAN OF THE COLLEGE

8:30 a.m.-4:30 p.m. (Mon.-Fri.)

## OFFICE OF THE PRESIDENT

8:30 a.m.-12:30 p.m. (Mon.-Fri.)  
1:30 p.m.-4:30 p.m. (Mon.-Fri.)

## OFFICE OF THE REGISTRAR

8:30 a.m.-12:30 p.m. (Mon.-Fri.)  
1:30 p.m.-4:30 p.m. (Mon.-Fri.)

## POST OFFICE WINDOW

8:30 a.m.-12:30 p.m. (Mon.-Fri.)  
1:30 p.m.-4 p.m. (Mon.-Fri.)

All offices closed on Sundays

## STUDENT HEALTH CENTER

8:30 a.m.-4:30 p.m. (Mon.-Fri.)

## DINING HALL

<i>Weekdays</i>		<i>Saturday and Sunday</i>
Breakfast	7:30 a.m.-9 a.m.	8:15 a.m.-9 a.m.
Continental		
Breakfast	9 a.m.-9:30 a.m.	9 a.m.-9:30 a.m.
Lunch	11:30 a.m.-1:30 p.m.	12 p.m.-1 p.m. (Sat.) 12 p.m.-1:30 p.m. (Sun.)
Dinner	5 p.m.-6:30 p.m. 5 p.m.-6 p.m. (Fri.)	5 p.m.-6 p.m.

## EVANS TERRACE CENTER

open 24 hours

## LIBRARY

8 a.m.-10:30 p.m. (Mon.-Thurs.)  
8 a.m.-6 p.m. (Fri.)  
9 a.m.-6 p.m. (Sat.)  
1 p.m.-10:30 p.m. (Sun.)

## SNACK BAR

9:30 a.m.-10:30 p.m. (Mon.-Sat.)  
2 p.m.-10:30 p.m. (Sun.)

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STUDENT HANDBOOK 1986-87

# AGNES SCOTT