

1967

Student Handbook (1967)

Hollins College

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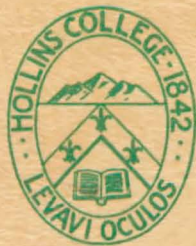
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HOLLINS COLLEGE



Student Handbook

1967-1968

STUDENT HANDBOOK

1967-1968



Editor

Donna Goddard

Assistant Editors

Lisa Benedict
Shirley Bradner
Pattie Kincaid
Nancy Wright

HOLLINS COLLEGE, VIRGINIA

HISTORY OF THE COLLEGE

Hollins College was founded in 1842 under the patronage of a number of public-spirited citizens of the Roanoke Valley who formed themselves into the Valley Educational Society of Virginia. For the first thirteen years it was known as the Valley Union Seminary, a co-educational college for the youth of Western Virginia. In 1855, in recognition of the benefactions of John and Ann Halsey Hollins of nearby Lynchburg, it was renamed Hollins Institute. It became Hollins College in 1911 following certain changes in its structure and curriculum.

In a sense, however, Hollins' history begins in 1846 with the arrival of a new Principal (later President), Mr. Charles Lewis Cocke of Richmond. Charles Lewis Cocke directed the fortunes of the College for fifty-five years, till his death in 1901. In those years he set the stamp of a powerful and original mind and an extraordinary personality upon a College which still reflects his influence today. At the commencement of his long tenure, the Founder dedicated Hollins College simply to "the cultivation of sound learning, virtuous feelings, and independent thought." The underlying continuity of Hollins' history is best attested by the fact that in 1963 the faculty concluded a lengthy study of the College's purposes with the observation that "these high objectives, together with a conviction that they are best achieved through the liberal arts and sciences, are as apt a description of the aims of a Hollins education today as they were over a century ago."

In 1852, with the closing down of "the Male Department" (as it was known), Hollins became a women's college, the first one in Virginia and one of the first in the nation. At a time when the country was belatedly directing its efforts toward the needs of women's education, Hollins quickly gained wide recognition. By 1861 it was, in the words of a report of the Federal Commissioner on Education, "the best-known and

probably the most effective seminary for girls in the South." It has retained and enlarged this reputation to the present time, and today it draws its students from every part of the country and from a number of foreign lands.

In its early days, Hollins, like many other Southern institutions, comprised both a college and a preparatory school—the upper and lower colleges, as they were termed. About the turn of the century a series of far-reaching changes were made which brought the modern Hollins into being. In 1903 the degree of Bachelor of Arts was substituted for the older diplomas and the first such degrees were awarded. With the institution of the "major" in a specified field of study ten years later, the Hollins curriculum took on the main outlines it has retained to the present time. Today, as throughout its history, the College's principal concern remains liberal education in the arts and sciences on the undergraduate level and on the highest standard attainable. In 1958, however, a Master of Arts in Psychology was initiated for a small number of graduate students and in 1960 a Master of Arts in Creative Writing was added to the curriculum.

The governance of the College rests with a Board of Trustees of twenty-one members which is self-perpetuating and which includes, by statute, three alumnae representatives and, by tradition, one alumna of a women's college other than Hollins. The College has been served by five Presidents. Charles Lewis Cocke was succeeded in 1901 by his daughter, Miss Matty L. Cocke, who served until 1933. Dr. Bessie Carter Randolph became the third President in that year and remained in office until 1950. Her successor was Dr. John Rutherford Everett. His tenure of office lasted until 1960 when Mr. Willard N. James, Vice President and Treasurer, was named Acting President, serving for one year. Dr. John Arthur Logan, Jr., was appointed President late in 1960 and assumed the office he holds today in 1961.

THE ALMA MATER

THE GREEN AND THE GOLD

(Words by Phoebe Hunter, 1909. Music by Almah McConihay, 1911)

I.

O fair maiden Spring, what hue will you bring
To our cause from your own sunny sheen?
You have brought for your part the hue nearest your heart
And spread Hollins' hillsides with green.
And you, frosty Fall, the most brilliant of all,
What color for us do you hold?
You have laid your fair hand with its touch on our land,
And set our trees flaming with gold.

II.

The Green and the Gold, we have loved it of old,
And to it we will ever be true.
For the memory will last of the days that are past,
And linger, dear Hollins, with you.
For life, when we're young, is a song that is sung,
And must pass as a tale that is told,
But honor and praise, to the end of our days,
We will render the Green and the Gold.

III.

And still at the thought of the good she has wrought,
Each heart must with gratitude thrill—
So to Hollins we'll sing till the mountainsides ring,
Our jewel of woodlands and hill.
There are true, loyal friends that our college life lends,
And treasures of life manifold,
And may kind fortune bless with eternal success
Our Hollins, the Green and the Gold.

COLLEGE CALENDAR

Session 1967-68

- September 9, Saturday .. New Students Arrive by 4:00 p.m.*
September 10, Sunday Old Students Arrive by 10:00 p.m.
September 12, Tuesday Formal Opening of the College
September 13, Wednesday Classes Begin
October (Date to be Announced) Tinker Day
November 21, Tuesday Thanksgiving Recess Begins
After Last Class†
November 27, Monday Thanksgiving Recess Ends
(Students Return in Time for First Class)
December 9, Saturday Registration for Final Term
December 13, Wednesday Last Day of Classes
December 14, Thursday Free Day
December 15, Friday, through
December 20, Wednesday Semester Examinations
December 20, Wednesday Christmas Vacation Begins
After Last Examination‡
January 10, Wednesday Christmas Vacation Ends
(Students Return in Time for Short Term Assignments)
January 10, Wednesday Short Term Begins
February 7, Wednesday Short Term Ends
February 12, Monday Classes Begin for Final Term
February 21, Wednesday Founder's Day
March 22, Friday .. Spring Vacation Begins After Last Class†
April 1, Monday Spring Vacation Ends
(Students Return in Time for First Class)
May 15, Wednesday Last Day of Classes
May 16, Thursday Free Day
May 17, Friday, through
May 22, Wednesday Semester Examinations‡
May 25-26 .. One Hundred and Twenty-sixth Commencement

* Rooms will be ready for occupancy after 9:00 a.m.

† Student residences should be vacated by 9:00 p.m. if vacation period begins at noon and 10:00 a.m. the next day if the vacation period begins at 4:00 p.m.

‡ Students must vacate residence halls forty-eight hours after their last examination.



TO THE CLASS OF 1971.

It is a pleasure to speak on behalf of the Student Government Association in extending to you a sincere and warm welcome into the Hollins Community. Each year it is with great enthusiasm that we anticipate the arrival of new faces on campus, for with new faces come fresh ideas and renewed energy. During the coming year the new Constitution of the Student Government Association will be in effect for the first time. The beauty of this new structure is the opportunity given every girl to be an active participant in the issues and decisions involved. The New Curriculum will also become a reality for the first time. The emphasis of this system is upon the increased independence and responsibility of each student for her own education. It is our hope that you will take full advantage of these exciting opportunities, and that your interest, participation, and criticism will help the Association play its part in enhancing the quality of our academic community.

This handbook is designed to acquaint you with the skeletal structure of the Student Government Association, and with those rules which we have found to be most effective here at Hollins. This, however, is only a start: it is up to you to take full advantage of the opportunities offered, to accept the challenges presented you, and to make your Student Government Association into a strong and useful organization.

We all look forward to your arrival and to meeting each of you in the Fall.

GAY LLOYD PINDER, President
Student Government Association

We at Hollins are proud of the fact that the basis of student life here is honor and trust. As lying, cheating, and stealing are violations of the Honor System, each student promises to report herself and to request any other student to do the same if such a breach occurs.

Under the Community Trust System each student accepts the responsibility to report herself and to ask any other member of the community to do so as well, in cases involving infractions of Student Government regulations.

We are thus expected to abide by these two systems and to admit when we do not. By signing the pledge attesting to this, you will accept your responsibilities of honor and trust as a student of Hollins College.

In this handbook you will find the rules and regulations of social and academic life. Each student should give them her full support or take constructive measures to change them.

The Judicial Branch welcomes you and your class to Hollins.

Very sincerely,

JOAN SHIRKEY
Chairman of Honor Court

JEAN NORFLEET
Chairman of Judicial Court

CAMERON McDONALD
Chairman of House Board

HOLLINS COLLEGE HONOR PLEDGE

Upon entrance at Hollins, it is understood that a student represents the College at all times. The specific rules and regulations apply during the entire school session, SEPTEMBER TO JUNE.

THE HONOR PLEDGE

Each student, upon her entrance at Hollins, participates in group meetings led by representatives of Student Government. After she has become familiar with the Student Government regulations, she shall sign the following pledge, thereby becoming a member of the Student Government Association.

I, _____
do hereby place myself under the Honor System and the Community Trust System of Hollins College. In cases involving a breach of the Honor System, I promise to report myself and to ask any other member of the Student Government Association to report herself. In cases involving a breach of Community Trust, I understand that it is my responsibility to the community to follow this same procedure.
I also understand that a plea of ignorance will not excuse my failure to keep this pledge.

As a member of the Student Government Association, every girl shares its obligations and responsibilities as well as its privileges and, therefore, should be willing to coordinate her own standards with those of the community as embodied in its regulations. She should accept responsibility for her own conduct and she should feel a personal obligation to call misconduct to the attention of any other offender in ALL cases.

In cases in which life, property or the reputation of the College is endangered, it is the duty of each student to ENSURE that the case is reported.

I.-STUDENT GOVERNMENT

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A. STUDENT GOVERNMENT ASSOCIATION

The Student Government Association of Hollins College is composed of all students, and is founded upon the principles of honor and self-reliance. Its purpose is to represent and to further the best interest of the student body, to secure cooperation among the different organizations, and to promote responsibility, self-control, and loyalty among the students.

Because the Association is not static, but dynamic in its attempt to achieve a more ideal government, responsibility rests on each student to make a conscious and continuous effort to uphold and improve it. Individual responsibility for oneself and for the entire group necessitates a clear and comprehensive understanding of the ideals of a student group thus organized. It implies a recognition of the spirit as well as the letter of our laws, and a thoughtful and sympathetic consideration of all phases of student life. From this will follow an active cooperation and a sincere interest in upholding the history, ideals, and spirit of our college.

B. OFFICERS OF THE STUDENT GOVERNMENT ASSOCIATION FOR 1967-1968

EXECUTIVE COUNCIL

President	Gay Lloyd Pinder
Vice-President	Catherine Strause
Executive Secretary	Tina Bell
Legislative Secretary	Beth Paige
Treasurer	Nancy Wright
Senior Class President	Sally White
Senior Representative	Betsy Girling
Junior Class President	Isabel Claxton
Junior Representatives	Mollie Massie, Penny Millen
Sophomore Class President	Jigga Gaynor
Sophomore Representatives, Margaret Brady, Adele Bradford	
Freshman Class President	To Be Elected
Freshman Representatives	To Be Elected

EX-OFFICIO REPRESENTATIVES

Chairman of RLA	Susita Dunfee
Chairman of Interclub Council	Jane Porteous

HONOR COURT

Chairman	Joan Shirkey
Senior Representatives	Zelime Gillespie Sally Hurt
Junior Representatives	Sarah Cooke Lyn Louthan
Sophomore Representatives	Claire Agricola Holley Warner
Freshman Representative	To Be Elected

JUDICIAL COURT

Chairman	Jean Norfleet
Senior Representatives	Donna Goddard Ibby Seale
Junior Representatives	Rosita Arias Marietta McCarty
Sophomore Representatives	Millie Dalton Susie Burns
Freshman Representatives	To Be Elected

HOUSE BOARD

Chairman	Cameron McDonald
House President of West	Kathy Hines
House President of East	Linda Anderson
House President of Main	Jean Potter
House President of Turner	Betsy Wells
House President of Randolph	Pattie Kincaid
House President of Tinker	Susan Weaver
House President of West Annex	Margo Dwight
House President of Senior House	To Be Elected
House President of Sandusky	To Be Elected
House President of Rose Hill	To Be Elected
House President of Carvin	To Be Elected
House President of Rathhaus	To Be Elected

SENATORS-AT-LARGE

Senior Senators	Courtney Goode Elizabeth Rawleigh
Junior Senators	Joan Phillips Dee Dee Tate
Sophomore Senators	Anne Farmer Carol Semple
Freshman Senators	To Be Elected

CLASS OFFICERS

Senior

President	Sally White
Vice-President	Pam Jackson
Secretary-Treasurer	Ann Hipp

Junior

President	Isabel Claxton
Vice-President	Laura Jackson
Secretary-Treasurer	Susie Cook

Sophomore

President	Jigga Gaynor
Vice-President	Jane Upson
Secretary-Treasurer	Dottie Hockenjos

RELIGIOUS LIFE ASSOCIATION
ACADEMIC REGULATIONS
SOCIAL REGULATIONS
GENERAL INFORMATION

C. CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF HOLLINS COLLEGE

(As Revised, 1966)

PREAMBLE

We, the students of Hollins College, desirous of advancing the ideals and purposes of the College and strengthening its community life, do ordain this constitution for the government of student life, subject to the ultimate authority of the Board of Trustees of the College, and hereby establish the Student Government Association.

ARTICLE I—Membership

All undergraduate students of Hollins College shall be members of the Student Government Association with all rights, privileges and obligations of membership.

ARTICLE II—Honor And Trust System

The bases of student life at Hollins College shall be honor and trust.

Lying, cheating and stealing shall be violations of the Honor System. Every student shall be on her honor to report any violations to the Honor Court.

Infractions of the regulations of the Student Government Association or of the College shall be considered breaches of the Community Trust System. Every student shall be expected to report any violations to the appropriate court.

ARTICLE III—Officers

The principal officers of this Association shall be: a president, a vice-president, an executive secretary, a legislative secretary and a treasurer. The duties of these officers and the manner of their election shall be as prescribed in the Bylaws.

ARTICLE IV—Executive Powers

The executive power shall be vested in the principal officers of this Association, in an Executive Council and in a Cabinet. The organization of the executive branch shall be as prescribed in the Bylaws.

The executive branch shall have the power and responsibility to:

- 1) Coordinate the activities within the Association and among that Association, the Faculty and Administration;
- 2) Recommend legislation to the Senate;
- 3) Conduct all-campus nominations and elections;
- 4) Make all nominations and appointments prescribed in the Bylaws;
- 5) Consider amendments to this Constitution and Bylaws before they are presented to the Association;
- 6) Review and approve the constitutions and bylaws of every existing and future campus organization;
- 7) Perform any other executive duty necessary to carry out the powers and responsibilities and any other duty that may be assigned it.

ARTICLE V—Senate Powers

All legislative powers of the Association shall be vested in the Senate. The organization of the Senate and the time and manner of election of senators shall be as prescribed in the Bylaws.

The legislative powers shall extend to all matters of student welfare within the control and responsibility of the Association.

The Senate shall also conduct the regular business of the General Association.

All legislation passed by the Senate shall be enacted according to the procedure specified in the Bylaws.

ARTICLE VI—Judicial Powers

The judicial powers shall be vested in the Appeal Board, the Honor Court, Judicial Court and the House Board. This board and these courts shall enforce the standards and regulations of the Student Government Association and of the College and punish all violators. The organization of this board and these courts and the election of their members shall be as prescribed in the Bylaws.

The Appeal Board shall hear appeals from Honor Court and Judicial Court based on procedural or legal questions. If

adequate grounds are found, the Board shall declare a mistrial and order a retrial in the court of original jurisdiction. In a case involving the jurisdiction of more than one court, the Appeal Board shall determine the procedure for trying the case.

Honor Court shall hear and decide all cases involving breaches of the Honor System. With the annual approval of the Senate, Honor Court shall have the right to search for evidence. The authority of Honor Court to impose penalties shall extend to and include the expulsion of students after consultation with the President of the College or his designated representative.

Judicial Court shall have original jurisdiction over cases involving breaches of Community Trust, as specified in the Bylaws. The authority of Judicial Court to impose penalties shall extend to and include the expulsion of students after consultation with the President of the College or his designated representative.

House Board shall have original jurisdiction over all cases involving breaches of Community Trust not reserved to Judicial Court. The authority of House Board to impose penalties shall not include the suspension or expulsion of students.

A student receiving a penalty of suspension or expulsion may appeal to the President of the College who may mitigate her sentence.

All cases involving violation or the charge of violation of a national, state or local law, as well as any other type of case specifically designated by the Board of Trustees shall be dealt with exclusively by the Administration.

ARTICLE VII—Organization of Classes

The student body shall be organized into four classes: freshman, sophomore, junior and senior. The purpose of class organization shall be to provide a vehicle for the unified expression of group interests.

ARTICLE VIII—Organization of Residence Halls

Each residence hall shall be organized with an elected house president and a representative Dorm Council. House presidents shall represent their dormitories on the House Board.

ARTICLE IX—Parliamentary Authority

Robert's Rules of Order Revised shall govern the business procedure of this organization in all cases where they are applicable and where they are not in conflict with the Constitution and Bylaws of the organization.

ARTICLE X—Amendments

This Constitution may be amended by two-thirds of the senators present and voting at the Annual Meeting (April) of the Senate, provided notice of the proposed amendment has been given to the Senate either at the previous regular meeting or at least one week previously. Any proposed amendment must be presented in writing to the Executive Council for consideration before it may be presented to the Senate.

If an amendment extends the rights and powers of the Student Government Association it must be approved by the President of the College before it can go into effect.

Revision of this Constitution shall be considered by the Association at least every four years. In case of an emergency it shall be the prerogative of the President of the Association to extend the jurisdiction of the existing Constitution for a period of not more than three months.

Date of adoption:
November, 1966

BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION OF HOLLINS COLLEGE

(As Revised, 1966)

ARTICLE I—Membership

All members of the Student Government Association are required to sign the Honor Pledge composed by the Judicial Branch and to pay Student Government Association dues. They shall be responsible for knowledge of all Student Government regulations and of all action taken at the meetings of the Senate.

ARTICLE II—Elected Officers of the General Association

Section 1. All officers of the Association shall serve for a term of one year or until their successors are elected. If a vacancy occurs before the end of the term of office, the President of the Association shall make a temporary appointment until an election can be held.

Section 2. The President of the Association shall:

- A. Be a rising senior;
- B. Call and preside over meetings of the Senate and call special meetings when necessary;
- C. Serve as Chairman of the Executive Council and Chairman of the Cabinet;
- D. Be an honorary member of all standing committees of the Senate;
- E. Perform all other duties usually pertaining to the office of president.

Section 3. The Vice-President of the Association shall:

- A. Be a rising senior;
- B. Assume the duties of the President in the absence of the President;
- C. Serve as Vice-Chairman of the Executive Council and of the Senate;
- D. Be a senator-at-large;
- E. Perform all other duties usually pertaining to the office of vice-president.

Section 4. The Executive Secretary of the Association shall:

- A. Be a rising sophomore;
- B. Keep a record of all meetings of the Senate and conduct its correspondence;
- C. Serve as Secretary of the Executive Council;
- D. Be a senator-at-large;
- E. Perform all other duties usually pertaining to the office of secretary.

Section 5. The Legislative Secretary of the Association shall:

- A. Be a rising sophomore;
- B. Keep records of all petitions to the Senate;
- C. Serve as a member of the Steering, the Social Legislation, and the Academic Legislation Committees of the Senate and keep records of the proceedings of these committees;
- D. Be a senator-at-large;
- E. Make available to the college newspaper a summary of the Senate's discussion on any legislation.
- F. Perform all other duties usually pertaining to the office of secretary.

Section 6. The Treasurer of the Association shall:

- A. Be a rising junior;
- B. Collect all revenue of the Association and have the power to deny all privileges of membership in the Student Government Association to any student who has not paid her dues;
- C. Serve as the principal financial agent of the Association;
- D. Make a semi-annual report to the Executive Council and to the Senate;
- E. Be a senator-at-large;
- F. Perform all other duties usually pertaining to the office of treasurer.

Section 7. Other executive duties of the officers of the Association shall be as provided in Article IV, The Executive Branch.

ARTICLE III—Meetings of the General Association

Section 1. Two formal meetings of the Association shall be held. The first of these shall be in the fall, when the Senate shall be formally opened. The second of these shall be held in the spring, when the new officers of the Association shall be installed.

Section 2. Special meetings may be called by the President or upon the request of five members of the Association.

Section 3. Two-thirds of the members of the Association shall constitute a quorum.

Section 4. Regular division meetings shall be held before each Senate meeting. A division shall be composed of approximately fifteen girls as prescribed in Article IX, Section 2, C of the Bylaws. Attendance at all division meetings is required unless otherwise stated. Senators-at-large shall retain the right to vote for their division senator, but shall not be obliged to attend regular division meetings. Each senator has the power to excuse a member of her division and must submit a record of all absences to the Legislative Secretary.

Section 5. Freshmen shall be required to attend the first four Senate meetings of the academic year. Attendance at the simultaneous division meetings, where they may vote, is optional. Freshmen may not vote in the meetings of the Senate, with the following exceptions: any all-freshman division shall vote as a bloc during the first four meetings, after which time they shall elect a senator. Thereafter, all freshmen shall be required to attend all division meetings.

ARTICLE IV—The Executive Branch

Section 1. Organization

The executive branch shall be composed of the Executive Council and the Cabinet.

Section 2. Membership of the Executive Council

The members of the Executive Council shall be the elected officers of the Association; the class presidents; one representative from the senior class; two representatives from the junior, sophomore, and freshman classes, respectively; the Chairman of the Steering, or Social Legislation, or Academic Legislation Committees of the Senate; one of the three court chairmen. Ex-officio members of the Council shall be the Chairman of the Religious Life Association, the Chairman

of the Interclub Council, and the Chairman of Campus Activities.

Section 3. Officers of the Executive Council

The President, the Vice-President, the Executive Secretary, and the Treasurer of the Association shall act as Chairman, Vice-Chairman, Secretary, and Treasurer, respectively, of the Council.

Section 4. Duties of Officers and Members of the Executive Council

A. The Chairman of the Council shall call and preside over all meetings of the Council and perform all duties usually pertaining to the office of chairman.

B. The Vice-Chairman of the Council shall conduct all campus and Senate elections, direct freshman orientation, and perform all duties usually pertaining to the office of vice-chairman.

C. The Executive Secretary shall act as Secretary of the Council and perform all duties usually pertaining to the office of secretary.

D. The Treasurer of the Association shall serve as the principal financial agent of the Council, serve on the Budget Committee, and serve as Chairman of the Fire Committee.

E. The class presidents and class representatives shall act as coordinators between their classes and the Council.

F. Of the five senior, junior, and sophomore representatives, one shall serve as the Chairman of the Dining Room, Infirmary, Library, Laundromat, and Snack Bar Committee; one as the Publicity Chairman and Bulletin Board Coordinator; one as the Recorder of the Council; one as the Conference Chairman; and one as the Chairman of the Parking Committee.

G. The member from the Senate Standing Committees, the member from the Judicial Branch, and the ex-officio members shall serve as coordinators between the Council and their respective committees, courts, and organizations.

Section 5. Meetings of the Executive Council

A. Regular meetings of the Council shall be held weekly. Special meetings may be called by the chairman. It shall also be her prerogative to cancel meetings.

B. All regular meetings of the Council shall be open to the members of the Association.

Section 6. Appointments by the Executive Council

The Executive Council shall make all appointments to standing committees and appoint delegates to conferences dealing with matters pertaining to student government and to the committees of the Association. It shall suggest to the Administration and to the College Marshal nominees for Chief Marshal, Assistant Marshals and Marshals.

The Executive Council may also appoint and make suggestions for appointments as it deems necessary.

Section 7. Committees of the Executive Council

A. The Executive Council shall establish and maintain all necessary standing and special committees.

B. Standing committees of the Executive Council shall include the Orientation Committee, the Fire Committee, the Handbook Committee, the Dining Room, Infirmary, Library, Laundromat and Snack Bar Committee, the Publicity Committee, the Interclub Council, the Parking Committee and the Scholarship Counseling Committee.

1. The Orientation Committee shall be composed of the vice-presidents of the classes. The Vice-President of the Student Government Association shall serve as chairman. It shall be the duty of the Orientation Committee to plan and supervise the freshman orientation program.

2. The Fire Committee shall cooperate with the Administration in calling and supervising fire drills. The chairman of the committee shall be the Treasurer of the Association. The members of the committee shall be appointed by the chairman with the approval of the Executive Council.

3. The Handbook Committee shall edit and publish the Student Handbook. The chairman and members of this committee shall be appointed by the Executive Council.

4. The Dining Room, Infirmary, Library, Laundromat, and Snack Bar Committee shall be composed of two members of each class appointed by the chairman with the approval of the Executive Council. One of the class representatives to the Executive Council shall act as chairman. This committee shall maintain contact with the dining room staff, the librarian, the

college physician, the college psychiatrist, the Business Office and the Snack Bar staff.

5. The Interclub Council shall be composed of a chairman appointed by the Executive Council, all club presidents, organization chairmen, and class presidents. The purpose of this council shall be to eliminate scheduling conflicts and overlap when possible and to help foster better communication between the clubs and organizations and the students. All members shall be required to attend all announced meetings unless excused by the chairman. One unexcused absence by any president or chairman shall put that organization on probation and two unexcused absences in one year shall cause that organization's constitution and by-laws to be revoked for three months.

6. The Parking Committee shall be composed of a chairman, who shall be one of the class representatives, and two representatives each from the senior and junior classes. This committee shall impose penalties for unregistered and illegally parked cars on campus.

7. The Scholarship Counseling Committee shall be composed of two senior, two junior, two sophomore and one second semester freshman scholarship holders appointed by the Executive Council. One of the senior members shall serve as chairman. The committee shall offer advice, answer questions, and serve as a collective voice for scholarship students.

Section 8. Quorum of the Executive Council

Two-thirds of the members of the Council shall constitute a quorum.

Section 9. The Executive Cabinet

A. The Cabinet shall coordinate the work of the three branches of the Association and formulate common policies for them.

B. The Members of the Cabinet shall be the President of the Association, the Vice-President of the Association, the chairmen of Honor Court, Judicial Court, House Board, the Steering Committee of the Senate, and the Religious Life Association.

C. The President of the Association shall preside over all meetings of the Cabinet. Regular meetings of the Cab-

net shall be held monthly. Special meetings may be called when necessary.

ARTICLE V—The Senate

Section 1. Membership

A. The Senate shall be composed of:

1. One senator representing each division for a term of one session;
2. Two senators-at-large elected by and from each of the four classes for a term of one session;
3. The following senators-at-large: the Vice-President, the Executive Secretary, the Legislative Secretary, and the Treasurer of the Association, the Chairmen of Honor Court, Judicial Court, House Board, the Academic Legislation Committee, the Social Legislation Committee, the Steering Committee of the Senate, and the Religious Life Association.

B. All freshmen shall attend the first four Senate meetings of the academic year.

Section 2. Officers

The officers of the Senate shall be: a chairman, a vice-chairman, two secretaries, and chairmen of the Steering, Social Legislation, and Academic Legislation Committees.

A. The Chairman of the Senate shall be the President of the Student Government Association.

B. The Vice-Chairman of the Senate shall be the Vice-President of the Student Government Association.

C. The Chairman of the Steering Committee of the Senate shall be a rising senior elected by the General Association.

D. The Chairmen of the Social and Academic Legislation Committees shall be rising juniors or seniors elected by the General Association.

E. The Executive and Legislative Secretaries shall be elected by the General Association.

Section 3. Committees

A. The standing committees of the Senate shall be the Steering Committee, the Social Legislation Committee,

The Academic Legislation Committee, and the Budget Committee.

1. The Steering Committee shall:
 - a. Be composed of a chairman, a secretary, and two members of the Senate recommended by the chairman of the Committee and appointed by the Chairman of the Senate;
 - b. Receive all bills from the Academic and Social Legislation Committees;
 - c. Consider and present all bills not under the pervuew of any other standing committee;
 - d. Make copies of all petitions to be presented to the Senate;
 - e. Recommend to the Chairman of the Senate the legislative agenda;
 - f. Upon the written petition of any members of a division conduct a recall election in that division;
 - g. Upon a two-thirds vote of that division, recall the senator;
 - h. Conduct the re-election of a senator in that division;
 - i. Present all bills passed by the Senate to the President of the College or the Chairman of the Academic Policy Committee of the faculty.
2. The Social Legislation Committee shall:
 - a. Be composed of a chairman, a secretary and four members of the Senate recommended by the Chairman of the Committee and appointed by the Chairman of the Senate;
 - b. Receive all petitions and suggestions for social legislation from the Chairman of the Senate;
 - c. Prepare all bills for presentation to the Senate, utilizing all sources of information deemed necessary by the Committee;
 - d. Present all bills to the Steering Committee.

3. The Academic Legislation Committee shall:
 - a. Be composed of a chairman, a secretary and four members of the Senate, recommended by the Chairman of the Committee and appointed by the Chairman of the Senate;
 - b. Receive all petitions and suggestions for academic legislation from the Chairman of the Senate;
 - c. Prepare all bills for presentation to the Senate, utilizing all sources of information deemed necessary by the committee;
 - d. Present all bills to the Steering Committee;
 - e. Appoint a sub-committee composed of the Chairman of the Academic Legislation Committee, one representative elected by and from the majors in each department offering a major, and one representative each from the sophomore and freshman classes elected by and from the undeclared majors. One member of the sub-committee shall serve as secretary of the sub-committee. This sub-committee shall perform any duties delegated it by the Academic Legislation Committee.
4. The Budget Committee shall:
 - a. Be composed of a chairman, who shall be the Student Auditor, appointed by the Chairman of the Senate; the Treasurer of the Student Government Association; and two other members appointed by the Chairman of the Senate;
 - b. Determine the budget of the Association and present it to the Senate for approval in May.

Section 4. Duties of Officers

- A. The Chairman of the Senate shall call and preside at all meetings.
- B. The Vice-Chairman of the Senate shall assume the duties of the Chairman in the absence of the Chairman.
- C. The Legislative Secretary shall:
 1. Record all petitions and bills presented to the Senate;

2. Serve as Secretary of the Steering, Social, and Academic Legislation Committees of the Senate;
3. Record the vote of the Senate;
4. Keep records of attendance at all Senate and division meetings;
5. Post the Senate agenda on the daily announcement sheet.

D. The Executive Secretary

(See Bylaws, Article II, Section 4)

E. The Chairman of the Steering Committee of the Senate shall:

1. Receive all bills from the Academic and Social Legislation Committees;
2. Call and preside at all meetings of the Committee;
3. Present the legislative agenda to the Chairman of the Senate;
4. Receive petitions from all divisions for recall of senators;
5. Appoint members of temporary sub-committees and serve as ex-officio member on all sub-committees;
6. Perform any other duties delegated by the Senate.

F. The Chairman of the Social Legislation Committee shall:

1. Receive all petitions and suggestions for social legislation from the Chairman of the Senate;
2. Call and preside at all meetings of the Committee;
3. Present to and discuss with the President of the College (or his designated representative) and a committee designated by the faculty all bills before they are placed on the legislative agenda;
4. Present to the President of the College (or his designated representative) and a committee designated by the faculty any amendments proposed from the floor, which, in her opinion, significantly change the nature of the bill;

5. Present all bills to the Steering Committee;
 6. Appoint members of temporary sub-committees and serve as ex-officio member on all sub-committees.
- G. The Chairman of the Academic Legislation Committee of the Senate shall:
1. Receive all petitions and suggestions for academic legislation from the Chairman of the Senate;
 2. Call and preside at all meetings of the Committee;
 3. Present to and discuss with the Chairman of the Academic Policy Committee of the Faculty all bills before they are placed on the legislative agenda;
 4. Present all bills to the Steering Committee;
 5. Appoint members of temporary sub-committees and serve as ex-officio member on all sub-committees.
- H. The Chairman of the Budget Committee shall:
1. Call and preside at all meetings of the Committee;
 2. Present the budget to the Senate for approval in May.

Section 5. Meetings

A. Regular meetings of the Senate shall be held twice a month with the following exception: the Chairman, with the consent of the Executive Council, may cancel a meeting; except during the short term, two successive meetings, however, shall not be cancelled. The business of the Association shall be transacted at these meetings.

B. The last meeting at which the Chairman presides shall be designated as the Annual Meeting (April). At this meeting, annual reports of officers and committees shall be given.

C. Attendance at all meetings of the Senate is required of the senators. The Chairman has the power to excuse a member. If a senator is excused, she must appoint a substitute from her division to attend the meeting.

D. All meetings of the Senate shall be open to all members of the General Association.

Section 6. Methods for Enacting Legislation

A. All legislation to be considered by the Senate may be introduced from the floor at any regular meeting of the Senate or may be presented directly to the appropriate committee.

B. Upon introduction, all petitions shall be referred to the appropriate committee by the Chairman of the Senate.

C. Social legislation

1. The Social Legislation Committee shall present all bills to the Steering Committee.

2. The Steering Committee shall place the bill on the legislative agenda.

3. No social legislation may be voted on in the same Senate meeting at which it is presented.

4. A majority vote of senators present and voting is required to enact all legislation.

5. Social legislation passed by the Senate must be approved or vetoed by the President of the College within two weeks of his receipt of legislation.

6. Social legislation approved by the President of the College shall become effective at the time stipulated by the Senate.

7. Social legislation vetoed by the President of the College shall be accompanied by a written or oral statement concerning his decision.

a. Any vetoed social legislation may be reconsidered by the Senate 90 days (summer included) following the veto.

b. If such legislation is passed by three-fourths of the senators present and voting, it shall be returned to the President of the College.

c. If the Legislation is vetoed again, it may be reconsidered by the Senate in the next academic year.

d. If the legislation is passed again by another three-fourths vote of the senators present and voting, it shall become law.

D. Academic legislation

1. The Academic Legislation Committee shall present all bills to the Steering Committee.
2. The Steering Committee shall place the bill on the legislative agenda.
3. No academic legislation may be voted on in the same Senate meeting at which it is presented.
4. A majority vote of all senators present and voting shall be required to endorse all recommendations to the Academic Policy Committee of the Faculty.
5. Academic legislation endorsed by the Senate shall be forwarded to the Academic Policy Committee of the Faculty for consideration.
6. In cases where the Chairman of the Academic Legislation Committee considers it necessary, she and/or other members of the committee shall be allowed to appear before the Academic Policy Committee of the Faculty to present and/or argue the students' case.
7. Academic recommendations rejected by the Academic Policy Committee of the Faculty shall be accompanied by a written or oral statement concerning this decision.

Section 7. Voting

A. Each senator shall cast one vote. She shall be expected to act in the best interests of her division. Each senator-at-large shall cast one vote.

B. A referendum on any matter considered by the Senate shall be held upon the written request of ten percent of the membership of the General Association, or at the discretion of the Chairman of the Senate.

Section 8. Quorum

Two-thirds of the members of the Senate shall constitute a quorum.

ARTICLE VI—Judicial Branch

The Judicial Branch shall be divided into four bodies: the Appeal Board, Honor Court, Judicial Court and House Board.

Section 1. The Appeal Board

A. The Appeal Board shall be composed of the Chairmen of Honor Court, Judicial Court, and House Board, and the President of the Student Government Association who shall serve as Chairman of the Board.

B. Regular meetings shall be held monthly. Additional meetings shall be called at the request of one of the Court Chairmen.

C. In a case of retrial the Chairmen of the other courts, but not the President of the Association, shall serve as voting members of the court of original jurisdiction.

Section 2. Honor Court

A. Membership: the members of Honor Court shall be a chairman and two representatives from each class.

B. Officers and duties of officers:

1. The Officers of Honor Court shall be: a chairman, elected by the General Association; a vice-chairman, a senior representative to the Court; and a secretary, a senior or junior representative to the Court.

2. Duties of Officers:

a. The Chairman shall call and preside over the meetings of the court.

b. The Vice-Chairman shall preside over the meetings of the court in the absence of the Chairman.

c. The Secretary shall record proceedings and maintain a record of all cases considered by the Court.

C. The procedure of Honor Court in considering cases shall be the following:

1. Violations shall be reported to a member of the court or to the Chairman. If the accused has not reported herself, the Chairman shall notify her at once of the charges against her.

2. The case shall then be brought before Honor Court for consideration.

a. The President of the College or his designated representative shall be consulted for information pertinent to the case.

- b. All other sources of relevant information shall be consulted.
 - c. The accused may either meet with the Court to present her case, or she may rely on another member of the Association to present her case for her. Honor Court reserves the right to summon the accused and any witnesses.
3. During consideration of the case, the accused shall have the right:
 - a. To 24 hours' warning before her trial;
 - b. To an open investigation;
 - c. To summon witnesses;
 - d. To face her accuser;
 - e. To an advisor from the Association, the Faculty, the Administration or Staff, with the exception of the deans and members of the office of the President of the College.
4. After the entire Court has discussed the case, it shall consult with the President of the College or his designated representative.
5. A three-fourths vote of the Court shall be required to determine the guilt of the accused.
6. The Court shall then reach a decision on the penalty. A three-fourths vote shall be required for a decision, except when the penalty is suspension or expulsion, in which case a unanimous vote of the Court is required.
7. Sentences of suspension and expulsion shall be signed by the President of the College upon their presentation by the Court.
8. All decisions of the court shall be written and placed on file. Copies shall go to the offender and to the President and the Dean of the College. The reasons for each decision and full evidence in the case shall be included in the report.
9. Cases shall be announced to the student body at the discretion of Honor Court. Names shall be withheld.

10. No case shall be discussed outside the meetings of the Court until after a decision has been reached. Then the Court may answer questions concerning the case if it deems it advisable.

11. Any Honor Court decision may be reconsidered by Honor Court or appealed to the Appeal Board.

12. In cases of suspension and expulsion the offender may appeal to the President of the College to mitigate her sentence.

Section 3. The Judicial Court

A. The members of Judicial Court shall be a Chairman and two representatives from each class.

B. Officers and duties of officers:

1. Officers: the officers of the Court shall be a chairman, elected by the General Association; a vice-chairman, a senior representative to the Court; and a secretary, either a senior or junior representative to the Court.

2. Duties of Officers:

a. The Chairman shall call and preside over all meetings of the Court.

b. The Vice-Chairman shall preside over all meetings in the absence of the chairman.

c. The Secretary shall record proceedings and maintain records of all cases considered by the Court.

C. Jurisdiction of Judicial Court: Judicial Court shall have jurisdiction over the following breaches of Community Trust:

1. Keeping liquor on campus;

2. Drinking on campus;

3. Excessive drinking;

4. Hotel-motel rule;

5. Illegal daily registration slips;

6. Violations pertaining to overnights:

a. False registration;

- b. Failure to sign Dean's Slip and Pink Slip;
 - c. Failure to notify the Office of Student Activities of change of residence;
 - d. Any violations of the 3:00 a.m. rule;
 - e. Failure to notify the Office of Student Activities of extension of Dean's Slip;
7. Any case appealed from House Board;
8. Any conduct causing criticism of Hollins or endangering life, property, or the reputation of the College.
- D. Regular meetings of the Court shall be held weekly. It shall be the prerogative of the Chairman to call or to cancel meetings.
- E. Six members shall constitute a quorum.
- F. The procedure of the Court in considering cases shall be the same as that of Honor Court with the following exception: only in cases of conduct causing criticism of Hollins or seriously endangering life, property, or reputation must the Administration be consulted. It may also be consulted at the discretion of the Chairman in instances where the nature or seriousness of the case seems to warrant consultation.
- G. Any Judicial Court decision may be reconsidered by Judicial Court or appealed to the Appeal Board.

Section 4. House Board

A. House Board shall be composed of the dormitory presidents and a Chairman. It shall act as a coordinating body for the respective Dormitory Councils with the authority to set the penal precedents, to accept appellate cases from the Dormitory Councils, and to receive cases of a serious or repetitive nature forwarded by the Dormitory Councils.

Dormitory Councils shall be composed of the dormitory president and section heads. Section heads will be chosen by the residents of the respective dormitories or appointed by the dormitory president at the beginning of each semester. The function of the Council is to assist the dormitory president in regulating dormitory life and to meet weekly to review cases involving infractions of campus regulations. Records shall be kept of all cases.

B. Officers and Duties of Officers

1. The officers of House Board shall be a chairman, elected by the General Association; a vice-chairman and a secretary, elected from House Board.

2. Duties of Officers

a. The Chairman shall preside over all meetings of the Board.

b. The Vice-Chairman shall preside over meetings in the absence of the Chairman.

c. The Secretary shall record proceedings and maintain records of all cases considered by the Board.

C. House Board shall meet once every two weeks. Special meetings may be called by the Chairman. It shall also be the prerogative of the Chairman to cancel any meetings of the Board.

D. Two-thirds of House Board shall constitute a quorum.

E. The procedure for House Board shall be the following:

1. The offender shall report her violation to her house president.

2. The offender shall have the right to appear before Dorm Council or House Board to present her case.

3. The offender shall receive a penalty designated for her offense according to precedents set by House Board, by the Dormitory Council, or by the house president depending upon the nature of the offense. House Board, Dormitory Council, and house presidents reserve the right to designate any penalty which they deem fitting to the nature of the offense.

4. The offender shall have the right to appeal her penalty to the Dormitory Council, House Board, or to Judicial Court.

5. The House President or Dormitory Council shall have the right to bring any case before House Board.

ARTICLE VII—Organization of Classes

Section 1. The student body shall be organized into four classes: freshman, sophomore, junior and senior. Membership in the classes shall be determined by the year in which the student shall be graduated.

Section 2. The officers of the classes shall be a president, a vice-president, a secretary-treasurer, a song leader, a representative or representatives to: Honor Court, Executive Council, Campus Activities, Judicial Court, Athletic Association, the Religious Life Association, and the Senate.

Section 3. Duties of Class Officers:

A. Class Presidents shall be ex-officio representatives of their respective classes on the Executive Council and members of the Interclub Council.

B. The specific duties of the class officers shall be determined by the activities of the class.

Section 4. The Class President shall call meetings when necessary. Attendance at all class meetings shall be required unless otherwise stated.

Section 5. Two-thirds of the class members shall constitute a quorum.

ARTICLE VIII—Organization of Residence Halls

House presidents, elected by the members of the Association, shall call and preside over meetings of their respective dormitories and Dormitory Councils.

ARTICLE IX—Nominations and Elections

Section 1. Nominations

A. The academic requirements for the holding of an office shall be stated in the Student Handbook as special regulations of the Point System for Recorded Offices.

B. Qualifications for All-Campus Offices

1. Offices restricted to seniors: the President of the Student Government Association, the Vice-President of the Student Government Association, the Chairmen of Honor Court, Judicial Court, House Board,

the Steering Committee of the Senate and the Religious Life Association, the President of Tinker House, and the Editor(s) of the Yearbook.

2. Offices restricted to juniors or seniors: the Chairman of Campus Activities, the Vice-Chairman of the Religious Life Association, the President of the Athletic Association, and the Presidents of West, Main, East, West Annex, Randolph Hall, Turner Hall, and the Hill Houses.

3. Offices restricted to juniors: the Treasurer of the Student Government Association.

4. Offices restricted to sophomores: the Executive Secretary of the Student Government Association, the Legislative Secretary of the Student Government Association and the Secretary-Treasurer of the Religious Life Association.

C. All-Campus Nominations: Any student may nominate any member of the Student Government Association or herself. Each nomination must be signed by the nominee and must be presented in writing to the Vice-President of the Association. There shall not be more than ten candidates for each office.

D. All class officers shall be nominated according to a plan submitted by the class presidents to Executive Council. Class officers and representatives to Honor Court, Judicial Court, Executive Council, the Religious Life Association, Athletic Association, Campus Activities and the Senate shall be nominated by their respective classes.

E. Other campus groups and clubs shall select their own method for nominating officers.

Section 2. Elections

A. All-Campus: all regular elections shall be held before May first. Election of all-campus officers shall be conducted according to a plan submitted by the Vice-President of the Association to the Executive Council. Voting shall be by ballot and a majority vote shall prevail.

B. All class officers and representatives shall be elected according to a plan submitted by the class president to the Executive Council. Class officers and representatives

shall be elected by their respective classes. The freshman class shall be organized and the officers shall be elected under the direction of the Vice-President of the Junior Class within three weeks after the mid-semester grades are issued. Until elections are held, the Vice-President of the Junior Class shall serve as President of the Freshman Class.

C. After room drawing each year, the Vice-President of the Association shall divide the dormitories and houses into divisions of not more than fifteen girls. The division and election procedures shall be approved by the Executive Council.

Section 3. Limitations of Officers

A. A student may hold no office other than senator or senator-at-large in both freshman and sophomore years.

B. No student may hold two all-campus elected offices at the same time.

ARTICLE X—The Point System

The Point System, a method of classifying the officers of campus organizations, is governed by the Executive Council. The Recorder shall request each year that organizations under the Point System review the points assigned to each of its members. The number of points for an office, however, is subject to the final decision of the Executive Council and shall be announced prior to the spring elections. Upon receiving an appeal, the Council may, if it deems it advisable, make exception to the rules governing the Point System if scholastic regulations are not involved. The Chairmen of all non-recorded committees must be approved by the Executive Council.

ARTICLE XI—Finance

Section 1. Dues of this organization shall be collected from each student by Registration Day, the amount to be determined by the Budget Committee with the approval of the Senate.

Section 2. A budget system shall be maintained by the Student Government Association to control the expenditures of the Association. Money for this fund shall be collected through compulsory student dues.

The budget is operated according to the special regulations of the budget system. The Budget Committee shall review the books of all organizations under the budget system not more than three times a year. This committee shall allo-

cate the funds of the Association to the treasurers of the organizations after hearing their requests.

Section 3. The budget shall be adopted as a whole by a majority vote of the members of the Senate.

ARTICLE XII—Parliamentary Authority

Robert's Rules of Order Revised shall govern the business procedure of this organization in all cases where they are applicable and where they are not in conflict with the Constitution and Bylaws of this organization.

ARTICLE XIII—Amendments to the Bylaws

These Bylaws may be amended by a two-thirds vote of the senators present and voting at any regular meeting of the Senate, provided notice of the proposed amendment has been given to the Senate at the previous regular meeting. Amendments may be proposed by any member or branch of the Association. Any proposed amendment must be presented in writing to the Executive Council for consideration before it may be presented to the Senate.

If an amendment extends the rights and powers of the Student Government Association, it must be approved by the President of the College before it can go into effect.

Revision of these Bylaws shall be considered by the Association at least once every four years. In a case of emergency it shall be the prerogative of the President of the Association to extend the jurisdiction of the existing Bylaws for a period of not more than three months.

Date of adoption:
November, 1966

CODICIL

Cases Specifically Designated by the Board of Trustees of Hollins College for Action Exclusively by Officers of the Administration

As concerns Sec. 2, C, 7 of Art. VI of the Constitution of the Student Government Association, the Board of Trustees stipulates that all cases involving pregnancy, marriage without prior approval of the Dean of the College, or health (including cases involving serious psychiatric disorders) will be dealt with exclusively by the Administration, although in certain instances the Chairman of the relevant court of the Student Government Association may, at the discretion of the Dean, be informed and consulted.

D. POINT SYSTEM FOR RECORDED STUDENT OFFICES

(As Revised, 1967)

The Recording System is a method of classifying the offices of the campus organizations. Each student's cooperation is necessary for the proper functioning of this system. No student shall accept offices exceeding her particular academic qualifications. This sometimes entails refusal of nominations. The Recording System exists for two reasons: (1) to keep any one girl from being overburdened, and (2) to divide responsibility among a larger number of students.

1. Permanent Offices

a. The offices are classified according to time, work, and responsibility required on a continuum from one to ten points.

No student may hold more than ten points at one time.

b. To be eligible for office a student must meet and maintain, during her term of office, the following academic standard:

to hold 7-10 points, an average of 1.5 merit points for the two preceding semesters.

to hold 6 or less points, an average of 1.0 merit points for the two preceding semesters.

c. Offices with classifications

1. Student Government Association

a) President	10
b) Vice-President	10
c) Executive Secretary	8
d) Legislative Secretary	8
e) Treasurer	7
f) Class Representatives to Exec. Council	3
g) Senators-At-Large (Classes)	3
h) Chairman of Steering	5
i) Chairman of Academic Legislation	8
j) Chairman of Social Legislation	8
k) Chairman of Interclub Council	5
l) Auditor	2
m) Senators	5

2.	Honor Court	
	a) Chairman	10
	b) Class Representatives	5
3.	Judicial Court	
	a) Chairman	10
	b) Class Representatives	5
4.	House Board	
	a) Chairman	10
	b) Presidents of Dormitories	
	Tinker	10
	West	10
	Main	7
	East	7
	Randolph	7
	Turner	7
	West Annex	3
	c) Presidents of Student Houses	3
	Senior House	
	Sandusky	
	Rose Hill	
	Carvin	
	Rathhaus	
5.	Classes	
	a) Senior	
	1) President	10
	2) Vice-President	4
	3) Secretary-Treasurer	4
	4) Song Leader	3
	b) Junior	
	1) President	7
	2) Vice-President	6
	3) Secretary-Treasurer	3
	4) Song Leader	2
	c) Sophomore	
	1) President	7
	2) Vice-President	3
	3) Secretary-Treasurer	3
	4) Song Leader	2
	d) Freshman	
	1) President	7
	2) Vice-President	3

3) Secretary-Treasurer	3
4) Song Leader	2
5) Chairman of Follies	6
6. Religious Life Association Cabinet	
a) Chairman	10
b) Vice-Chairman	6
c) Secretary-Treasurer	4
d) Class Representatives	2
e) Appointed Chairmen:	
1) Study, Worship, Service, Publicity, and Funds	6
2) All other Chairmen	1-5
3) Assistant Chairman	3
7. Campus Activities Committee	
a) Chairman	8
b) Secretary-Treasurer	4
c) Head of Campus Services	4
d) Head of Films	4
e) Head of Entertainment	6
f) Social Chairman	4
g) Chairman of Publicity	4
h) Freshman Representative	2
8. Athletic Association	
a) President	3
b) Vice-President	1
c) Secretary-Treasurer	3
d) Class Representatives	1
e) Publicity Chairman	2
f) Chairmen of Sports	1
9. Cotillion	
a) President	5
b) Vice-President	3
c) Secretary	2
d) Treasurer	3
10. Drama Association	
a) President	7
b) Vice-President	3
c) Secretary	5
d) Treasurer	3
e) Chairman, Ye Merrie Masquers	2

11.	Orchesis	
	a) President	7
	b) Secretary	3
	c) Treasurer	2
12.	Handbook	
	a) Editor	5
	b) Assistant Editors	2
13.	Cargoes	
	a) Editor(s)	3
14.	Hollins Columns	
	a) Editor-in-Chief	10
	b) Executive Editors	5
	b) Managing Editors	5
	d) Make-up Editors	2
15.	Spinster	
	a) Editor(s)-in-Chief	10
	b) Business Manager	3
16.	Grapheon	
	a) President	3
	b) Secretary-Treasurer	2
17.	Music Association	
	a) President	5
	b) Social Chairman	4
	c) Secretary-Treasurer	3
18.	Chapel Choir	
	a) President	5
	b) Secretary	2
	c) Business Manager	2
	d) Head Librarian	2
19.	Undertones	
	a) President-Music Director	3
	b) Business Manager	3
20.	Hollypoofs	
	a) President	3
21.	Alliance Francaise	
	a) President	5
	b) Vice-President	3
	c) Secretary-Treasurer	3

22.	Spanish Club	
	a) President	2
	b) Vice-President	1
23.	German Club	
	a) President	3
	b) Vice-President	2
24.	Russian Club	
	a) President	3
	b) Vice-President	2
25.	Art Association	
	a) President	3
	b) Vice-President	2
	c) Secretary-Treasurer	2
26.	Forum	
	a) Chairman	7
	b) Secretary-Treasurer	3
27.	Philosophy Club	
	a) Chairman	4
	b) Secretary-Treasurer	2
28.	Sociology Club	
	a) President	2
29.	Young Republicans Club	
	a) President	5
	b) Vice-President	2
	c) Secretary-Treasurer	2
30.	Model Security Council	
	a) Secretary-General	10
	b) Executive Secretary	5
	c) Study Chairman	3
	d) Treasurer	2

2. Non-Recorded Extra-Curricular Activities

Definition:

A non-recorded extra-curricular activity is defined as participation in any organized athletic, dramatic, musical, or social (or other) function, not included in the Recording System which consumes time and energy outside of academic pursuits and preparation.

Eligibility:

Eligibility for participation in non-recorded extra-curricular activities is to be determined on the basis of the student's physical and academic welfare. Students are expected to regulate and plan the time spent in extra-curricular activities in such a way that their whole college performance may be of high standard.

E. BUDGET FOR 1967-1968

Compulsory dues are paid on **Registration Day** in accordance with the following budget scheme for 1967-1968.

Alliance Francaise	\$ 70.00
Art Association	100.00
Athletic Association	875.00
Campus Activities	150.00
Cargoes	1,700.00
Drama Association	1,000.00
Foreign Student Scholarship	2,900.00
Forum	600.00
Grapheon	500.00
Hollins Columns	2,340.00
Model Security Council and IRC	975.00
Music Association	400.00
Orchesis	510.00
Philosophy Club	150.00
Religious Life Association	990.00
Spinster	6,300.00
Student Government	<u>4,729.00</u>
Total	\$24,289.20
10% for sinking fund	+ <u>2,428.92</u>
Total SGA Budget	26,718.12

STUDENT ACTIVITIES FEES

Per Capita

Boarding and Day Student Budget Fee ..\$	29.00
Hollins Abroad Student Fee	40.00
Washington Semester and January graduate Student Fee	23.50

II. - RELIGIOUS LIFE ASSOCIATION

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FROM THE CHAIRMAN

College is a time of revelation—a time to discover new friends, new ideas, and to discover yourself. We feel that the Religious Life Association can actively work to enrich your college experience.

As a member of the Hollins Community, each student is a member of the Religious Life Association. Therefore, the nature and interests of RLA are as varied as those of the student body. In response to the diversity of opinions and needs on campus, RLA programs are divided into three main spheres of activity: Worship, Study, Service. We hope that you will join us in our effort to worship with faith, study with diligence, and serve with joy.

We welcome you into the Religious Life Association with the hope that it will make your years at Hollins more meaningful.

SUE DUNFEE

FROM THE CHAPLAIN

College gives you a time to look at God, yourself, and your neighbour. In your looking, you can worship, study, and serve. Hollins College is unusual in the depth and breadth of its program in these areas, with faculty support and student leadership. Attendance at Chapel, and participation in the many programs of the Religious Life Association, needs your criticism, your questions and your faith.

After a sabbatical leave at Hebrew Union College, I look forward to being back at Hollins, and a chance to talk to you.

The Chapel is busy but peaceful. Come for quiet, reading, prayer, talk, usefulness.

ALVORD BEARDSLEE

A. THE RELIGIOUS LIFE ASSOCIATION

Every student is a member of the Religious Life Association whose administrative cabinet consists of elected and appointed officers. The total program of RLA is carried out chiefly through the branches of worship, study, and service to the community. All students may participate in any or all aspects of the program according to their own choice.

Rather than encouraging students to confine religion to creeds, ritual, and a place of worship, RLA attempts to foster a broader understanding of the relationship between "religion" and "life." Religious life is inseparable from every important area of human decision and action. RLA hopes, therefore, to provide every student with the opportunity to be a religious person in this broad sense.

1. Worship Opportunities

The educational process at Hollins includes the art of worship. Therefore, the Religious Life Association seeks in some ways to correlate its areas of study with worship. On Sunday evenings, services are held in the duPont Chapel with ministers of all denominations participating as guest preachers and with special music provided by the Chapel Choir. On Wednesday nights, chapel is led by members of our community: students, faculty, the Chaplain, and visiting speakers. Several of these services will help to prepare students for lectures, panels and discussions that are offered by the RLA study program.

However, students who would like to lead the Wednesday night services are invited to do so, and suggestions for ministers you would like to have to speak in the Chapel should be submitted to the Chaplain.

Also, both the Meditation Chapel and the duPont Chapel are open to you for personal devotions. Holy Communion is celebrated here every Thursday afternoon. Mass is said for Roman Catholics on the Holy Days of Obligation. The Lord's Supper, Christian Science meetings, examination devotions, Compline and other special services are held on campus throughout the year.

The Denominational Coordinator of the Religious Life Association will help you keep in touch with the churches

in town. She will organize transportation to such places of worship as the Episcopal, Methodist, Presbyterian, Catholic churches, and the Jewish temples in Roanoke.

We hope that you will find worship at Hollins a source of stimulation which daily strengthens your mind and spirit.

2. Service Opportunities

The Religious Life Association is dedicated to worthwhile participation in all areas of life. In keeping with this, opportunities are provided for students to put their concerns and convictions into action through participation in programs of service in the community. The experience of serving outside the campus gives added meaning to college as a whole.

The Baptist Children's Home is for children from ages 5-18 who are unable to live in their homes. Hollins girls act as "big sisters" to these children, visiting them each week and providing personal contact outside the home itself.

The Detention Home is for children under the custody of the law. Interested students, especially psychology and sociology majors, visit the Home weekly to sing, supervise arts and crafts, and provide recreational leadership.

The Veterans Administration Hospital cares for mentally ill service veterans. Students go weekly to the hospital to a specified psychiatric ward and visit with the patients. Several parties are given during the year, but the emphasis is placed upon the weekly visits when the students entertain, write letters or assist the patients in any manner.

Mercy House is a hospital for elderly people. Hollins students provide a valuable service in their monthly visits to these people who especially appreciate talking to a friend.

The Eureka Recreation Center is a new project started last year which gives Hollins girls an opportunity to work with mentally retarded children. The girls entertain the children, organize arts and crafts, and participate in a monthly skating program.

Migrant Workers' Camp is a project carried on in the fall in which students make weekly visits to the workers' children, leading them in games and singing while the parents are in the fields.

Hollins Community Project is a project begun last year in an attempt to encourage and support the development of this Negro community by creating a center for recreational and educational purposes.

Red Cross is a program designed to provide innumerable service opportunities including work with the Grey Ladies, tubercular children, the blind, deaf, also in secretarial work. Specific areas are determined by the interest of the volunteer.

Wizard Project is a project where Hollins students work with the Gainsborough YWCA, providing recreational and educational leadership for young Negro children.

Other opportunities for service are the Sunday School for Faculty children, marshaling and assisting at religious services, collection of used books, clothing and jewelry, and the collection and distribution of student contributions.

The Summer Service Chairman is available to inform the students of summer service opportunities.

3. Study Program

The RLA Study Program is organized to offer students the opportunity to understand the continuous role of religion in man's view of himself and the world. Further, it helps each student to form a personal commitment after thoughtful consideration of different religions and of the moral implications of belief.

RLA Study presents speakers with various religious and denominational outlooks. It coordinates some programs with other campus organizations. Intercollegiate retreats provide intellectual as well as social contact with nearby colleges. Bible study meetings will be arranged for all interested students.

Free discussion and honest exchange of ideas is encouraged in all programs. Only in such an atmosphere can we liberate ourselves from uncritically accepted beliefs and come to a new personal and social awareness.

4. Traditional Events

Thanksgiving Service—Students bring a special offering of canned goods or money to be distributed to needy families in the community and a special program is presented in a Wednesday evening Chapel Service.

“Golden Rule Dinner”—An evening is selected before Christmas vacation when a very plain, inexpensive dinner is served in place of our usual abundant meal. The money thus saved is given to a community service agency for needed supplies.

White Gift Service—The Chapel Choir provides a program of music at this special service for which students have traditionally worn white. The money offering is divided according to popular vote among three organizations such as the American Association of Indian Affairs, Care, Viet Nam, East Harlem Protestant Parish, and World University Service.

Christmas Party—The staff of the college kitchen, grounds and residence halls have traditionally organized a Christmas program for a party. At this time Hollins students express their appreciation for the many services performed by the staff throughout the year.

Easter Egg Hunt—Over one hundred children from the Greenvale Nursery School come to the campus for an egg hunt.

B. THE 1967-68 CABINET OF THE RELIGIOUS LIFE ASSOCIATION

ELECTED:

Chairman	Sue Dunfee
Vice-Chairman	Betsey Allen
Secretary-Treasurer	Cecelia Long
Senior Representative	Denise Wiens
Junior Representative	Kathy Blake, Cathy Cleveland
Sophomore Representative	Isabella Stuart
Freshmen Representatives (2)	To Be Elected

APPOINTED:

Study Chairman	Irene Ward
Assistant Study Chairman	Judy Grossman
Worship Chairman	Pam Van Arsdale
Assistant Worship Chairman	Clara Belle Wheeler
Compline & Meditation Service	Terri Blair, Debbie Scott
Christian Science Reader	Gigi McGuire
Chief Chapel Marshal	Vicky Watt
Technical Marshal	Jan Paxton
Chief Acolyte	Susan Oakes
Service Chairman	Cindy Houston
Assistant Service Chairman	Julie Davenport
Baptist Children's Home	Cathy Cleveland
Mercy House	Sandy Bottorff
Detention Home	Julie Davenport
Migrant Workers	Lonnie Stebbins
VA Hospital	Lyn Louthan
Hollins Community Chairman	Frances Rees
Red Cross Chairman	Kathy Neill
Eureka Recreation Center	Catlin Donnelly
Funds Chairman	Ann Graham
Social Chairman	Herbie Butt
Assistant Social Chairman	Barb Moulton
Inter-Collegiate Chairman	Martha Kent
Assistant Inter-Collegiate Chairman	Anne Payne
Sunday School Chairman	Linda Anderson
Assistant Sunday School Chairman	Lee France
Conferences, Summer Service	Cecelia Long
Denominational Coordinator	Ann Maher
Publicity Chairman	Brenton Lykes
Assistant Publicity Chairman	Ellen Meek
Purgatory	Liz Miles, Carol Lovin
Catholic Services	Tunstall Collins
Bible Study	Anne Wilson
Bloodmobile	Anne Scott, Liz White

C. THE RELIGIOUS LIFE COMMITTEE consists of the Chaplain, who serves as Chairman of the Committee, the Organist-Choirmaster, a member of the Administration, five other members of the Faculty, and seven students. The Committee advises the President on the religious life of the College, works with the Chaplain on the Chapel program, and is a channel of communication between the faculty and the student religious leadership.

THE REVEREND ALVORD BEARDSLEE
Chaplain and Associate Professor of Religion

MR. JOHN P. WHEELER
Acting Dean of the College

MISS HELEN M. CHURCHILL
Associate Professor of Biology

MR. PHILIP COOPER, JR.
Assistant Professor of English

MR. JAMES B. CROOKS
Assistant Professor of History

MR. FRANK P. O'BRIEN
Assistant Professor of English

MISS LANETTA T. WARE
Assistant Professor of Physical Education

SUE DUNFEE
Chairman of the Religious Life Association

PAM VAN ARSDALE
Worship Chairman

CINDY HOUSTON
Service Chairman

IRENE WARD
Study Chairman

ANN GRAHAM
Funds Chairman

TO BE ELECTED
Freshman Representative

ISABELLE CLAXTON
Member-at-Large, appointed by the Executive Council of the Student Government Association

III.-FACULTY AND ACADEMIC RULINGS

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A. MATRICULATION

1. Opening Week

All new students are required to be at the college on Saturday, September 9, before 4:00 p.m. They report first to their respective residence halls to receive room assignments and preliminary information about the opening week.

During their first week on campus students will meet with various members of the faculty. They will participate in discussion concerning the diverse aspect of the Hollins curriculum, and generally become acquainted with the nature of college work. Prior to arriving on campus, new freshmen receive copies of **The Freshman Year**, which describes the curriculum and enables them to pre-register for courses. This pre-registration and the orientation program help students prepare their programs with the assistance of faculty advisers.

Placement tests, medical appointments, instruction in the use of the Library and so forth are included in the events of the orientation week. Through group discussions with representatives of the Student Government Association the new students are introduced to the ideals and regulations governing college residence.

In short, the opening week is the period when every effort is made to help each new student gain the information and perspective which will insure her success as the work of the academic year progresses.

2. Faculty Advising

Each new student is assigned to a faculty adviser who meets with his advisees not only at the opening of the college when the advisers help with the selection of courses, but also frequently throughout the year in social as well as official capacities. The student will keep the same faculty adviser until the time that she chooses her major field. This decision must be made by the end of the sophomore year and have the approval of her faculty adviser. After the decision is made the student will be assigned to a faculty adviser who is a member of her major department.

3. All old students must be on campus and signed in by Sunday, September 10, at 10:00 p.m.

4. The final day for completing matriculation is Tuesday, September 12.

B. ACADEMIC STANDARDS AND GRADES

1. Classification

Classification in the College and the requirements for graduation are determined by a dual standard, one of quantity, which is expressed in credit hours, and the other of quality of work completed, which is expressed in merit points.

2. Grading System

A indicates conspicuous excellence in scholarship and learning at the undergraduate level.

B indicates competence in the attributes of scholarship; for example, in sustained and effective use of materials of the course, in independent thinking, in accuracy of knowledge, and in originality.

C indicates familiarity with the content of the course and methods of study, and participation in the work of the class. A C average is required for graduation from Hollins.

The grades of B+ and C+ may be used to indicate superior work in either of the two immediately preceding categories.

D indicates work which is passing but is below standard. It shows achievement of sufficient quality and quantity to be counted for graduation if balanced by work above C in other courses.

E indicates conditioned failure. A grade of E may be removed by examination, or on the recommendation of the instructor. The grade E becomes D on the record when the condition is removed. An E not removed becomes an F. (See p. 67)

F indicates failure without the privilege of re-examination.

I indicates work which, for good reason, has not been completed at the close of the semester. Students are expected to complete all course work within the term in which it is scheduled. Only in rare circumstances, after approval of the instructor and the Office of the Dean, will an Incomplete be granted. Valid reasons include a medical or personal emergency and academic conditions beyond the control of both student and instructor.

In computing merit points the following system is used:

- 1 credit hour with grade A counts 3 merit points.
 - 1 credit hour with grade B+ counts 2.5 merit points.
 - 1 credit hour with grade B counts 2 merit points.
 - 1 credit hour with grade C+ counts 1.5 merit points.
 - 1 credit hour with grade C counts 1 merit point.
- Grades of D, E, and F carry no merit point credit.

To determine a grade average, divide the total number of merit points by the total number of hours attempted.

Work for the short term will be evaluated on the basis of pass, pass with distinction, and failure. Work for the short term is not included in a student's grade average.

All grades are issued through the Registrar's office. Instructors are at liberty to give out grades on a post card supplied by the student if they so desire.

At the beginning of the semester each faculty member receives a grade card for every student enrolled in his class. Students without grade cards will not be admitted into classes for credit. If a student wishes it to appear on her transcript that she audited a course, she should register for the course by filling out a grade card indicating that she is an auditor.

3. General Regulations

In courses which are continuous for the year (hyphenated courses) credit is given only for the full year's work.

A student who fails the first semester of a year's course may not ordinarily register for the second semester. An instructor giving such a grade should indicate if the student may continue the course.

A student in any full year course (hyphenated course) whose grade is E on the first semester but whose second semester grade is C or better, may be given either a D or an F for the first semester at the discretion of the instructor.

A second semester Senior who has a semester grade of E on any subject will be granted a re-examination before

graduation at a time approved by the Assistant Dean, the instructor, and the Registrar.

A C average in all work in the major field is required for graduation.

Instructors may report to the Assistant Dean at any time the name of any student doing unsatisfactory work. This student will be notified promptly by the registrar; the responsibility for improving her work rests with the student.

The College reserves the right to exclude at any time any student whose conduct or academic standing is unsatisfactory.

C. CLASSIFICATION OF STUDENTS

1. Requirements for Entering Each Class

The minimum requirements for entering the different classes at the beginning of the first semester are as follows:

For the Class of 1968: minimum of ninety credit hours and ninety merit points for Senior standing. For graduation: minimum of one hundred and twenty-two credit hours and one hundred and twenty-two merit points and one short term.

For the Class of 1969: minimum of fifty-seven credit hours and fifty-seven merit points for Junior standing; minimum of ninety-two credit hours and ninety-two merit points for Senior standing. For graduation: minimum of one hundred and twenty-four credit hours and one hundred and twenty-four merit points and two short terms.

For the Class of 1970: minimum of twenty-seven credit hours and twenty-seven merit points for Sophomore standing; minimum of fifty-nine credit hours and fifty-nine merit points for Junior standing; minimum of ninety-four credit hours and ninety-four merit points for Senior standing. For graduation: one hundred and twenty-six credit hours and one hundred and twenty-six merit points and three short terms.

For the Class of 1971 and beyond: minimum of twenty-eight credit hours and twenty-eight merit points for Sophomore standing; minimum of sixty credit hours and sixty merit points for Junior standing; minimum of ninety-six credit hours and ninety-six merit points for Senior Standing. For graduation: one hundred and twenty-eight merit points and four short terms.

A student who fails to attain her classification at the beginning of the year may enter the next higher class at the beginning of the second semester provided she has completed in the first semester one-half the hours and merit points required of her to attain promotion to the next higher class by the end of the year.

A department may at its discretion grant college credit for an Advanced Placement course when a score of 3, 4, or 5 has been achieved on the College Board Advanced Placement Test. Departments may also require an additional examination before granting such credit.

Upon recommendation of the department within which the work has been done, any student successfully submitting an Advanced Placement examination for credit may also be exempt from the College distribution requirement in that area.

2. Probation

When grade averages are computed at mid-year and at the end of the year, students who make below the following grade average will be placed on probation:

Freshmen—0.8; Sophomores—0.9; Juniors—1.0.

A student who at mid-year fails two or more of her courses will be put on probation at that time.

Probation will be removed when class standing is attained. Or, in the case of any student who has been placed on probation because of failing two or more courses but who has class standing, probation will be removed if the work of the succeeding semester is of C quality and if there are no F's. Academic probation can not normally be removed by means of summer school credit.

The student on probation may ordinarily not absent herself from academic appointments except by special permission from the Assistant Dean. She may not cut more than a total of three class periods per semester. She is also restricted in overnight absences. (see p. 82)

A student who at the end of her freshman year is on probation and shows no evidence of ability to do college work on a satisfactory level at this college, or a post-freshman who has been on probation two semesters, will be asked to withdraw from college unless unusual circumstances warrant special consideration.

D. CHANGES IN COURSES OF STUDY

1. Close of Registration in Classes

Registration in all college classes is closed at the end of the second week of regular study in any semester. If for sufficient reason a student desires to enter a class later than this date, the request is sometimes granted by the Assistant Dean but with the understanding that the work missed must be made up.

2. Procedure for Adding and Dropping Courses

No course may be added or dropped at any time without the approval of the Assistant Dean or the faculty adviser and written permission of the Registrar's office.

Students may drop courses only during the first four weeks of each semester. A student dropping a course after this period will automatically receive a grade of F. Only in extreme cases in which the health of the student is involved is the grade of F waived.

E. HOURS OF WORK

Students who wish to take more than eighteen or less than fourteen credits a semester, excluding physical education, must secure permission from the Assistant Dean.

A student who wishes to audit a course may do so with permission of her faculty adviser and the instructor of the course.

Students may take more than four credits of independent study in one semester only with the approval of the Assistant Dean.

F. EXAMINATIONS AND ANNOUNCED WRITTENS

1. Final Examinations

Final examinations should count not less than twenty-five percent or more than sixty percent of the semester grade.

No final examination shall be given out to students before the beginning of the examination period. The examination shall occupy not more than three hours' time to complete, and shall ordinarily be taken at the scheduled hour. It shall be the

option of the instructor to give his examination in the form of a "take-out" examination if he wishes. "Take-out" examinations will be due no earlier than the date scheduled for that examination and not later than the conclusion of the last scheduled exam. Instructors who elect to give "take-out" examinations should remember that students are being examined in other courses, and a "take-out" examination should not require preparation on the students' part in excess of that normally expected for a three-hour examination.

2. Examination Regulations

- a. Students are required to pledge all examinations, including "take-outs", to the effect that they have neither given nor received help.
- b. During scheduled examinations there will be no mutilation of blue books; i.e., pages are not to be torn out or inserted.
- c. Students are requested not to leave the room during scheduled examinations unless absolutely necessary.
- d. At the start of a scheduled examination no books or extra papers are to be taken into the examination room except with the permission of the instructor concerned.
- e. Overnights during examination week: any Dean's Slip signed by a student before her last examination has been taken will count in her regular allotment of overnights.
- f. No work for a course (including term papers, independent study papers, and seminar papers) shall be submitted later than 4:05 p.m. on the last class day of a semester.
- g. A student who has been excused from an examination will receive an incomplete. (see p. 62)

3. Re-Examinations

A student who attains in any course a semester grade of E may be permitted a re-examination immediately following the spring vacation or during the registration week in the following September, according to the recommendation of the instructor. Any Senior who receives a semester grade of E must take her re-examination before commencement.

4. **Announced Writtens**

The date of an announced written must be given to a class at least one week in advance.

If a student is absent from an announced written lesson without an adequate excuse, she receives a grade of F on that lesson. If her absence is excused by the Assistant Dean, she may request permission of the instructor to make up the written.

A student who feels that she is unduly burdened by written tests should be referred to the Assistant Dean who will arbitrate the matter.

Two copies of past final examinations and present course outlines will be on file for use by the students. One of these copies will be kept in the office of the Assistant Dean, and the other copy will be on file in the library.

G. RESPONSIBILITY FOR ACADEMIC WORK AND CLASS ATTENDANCE

The educational plan of Hollins College depends upon the cooperation of students and faculty. Students are held responsible for the full work of the courses in which they are registered, including participation in the discussion and work of the class day by day.

Students are responsible for regulating their attendance at classes; their practice in this matter is, however, subject to the policies of individual faculty members, who may, if they wish and judge it necessary, decline to permit cuts in their courses. As a matter of college policy, students are expected to attend classes regularly. Students are responsible for any work missed because of absence for any reason.

The regulations for class attendance are made by the faculty and administered by the Dean of the College.

1. **Regulations Affecting Students of All Classes**

a. For the following reasons a student may take as many absences as are deemed necessary:

(1) **Illness of student.** Written confirmation must be presented by the College Infirmary or the attending physician. (Appointments with dentists, oculists,

and physicians for general physical examinations will not be accepted as adequate excuses.)

(2) **Serious illness or death of a member of the student's family.**

(3) **College business**, subject to the regulation concerning scholastic requirements for leaving campus.

(4) **Organized field trips.**

b. If a student absents herself without adequate excuse from an announced written, she receives the grade of F without the privilege of making up the written.

c. If a student absents herself without adequate excuse from laboratory work, she incurs a grade of F on the work missed.

d. Students may, with the permission of the instructor and the Assistant Dean, change temporarily from one section to another in order to make up work missed during excused absences. Otherwise, students may not attend any section of their class other than their own; they may not do so in order to remove records of absences or to leave college early before a vacation or a recess or to return late therefrom.

e. Students entering after the beginning of the class are counted absent. Students are expected to wait for an instructor ten minutes after the beginning of the class period. If the instructor has not arrived by that time and has made no arrangements for the work of the class, students are at liberty to leave.

f. All students are expected to be present on campus and to participate in the celebration of Founder's Day.

g. The general regulations affecting class attendance apply to Physical Education with the following exception:

(1) The regulations of the Department limit students to six absences per semester. Not more than four absences may be taken in a division. In the winter division not more than two absences may be taken in either semester. Disregard of this rule will result in a grade of F for the division and the semester.

(2) Details of the policies and procedures to be followed will be announced to the students at the first class of the semester or division.

h. All absences caused by suspension from the College shall be considered unexcused absences. No academic work missed by a suspended student during the period of suspension may be made up at Hollins College. Courses dropped or not completed by a suspended student are recorded on her record in the Registrar's office without grade penalty. For further provisions, see the faculty regulation of May 3, 1960.

2. Committee on Absences

A Committee on Absences assists in the administration of the regulations. It is composed of the Dean of the College, the Assistant Dean, the Registrar, and three members of the faculty. A permanent record of the rulings of this Committee is kept and referred to whenever necessary.

Attendance is required of all students on certain occasions in the collective interest of the college group. These occasions and the penalties incurred if the student absents herself at such times without adequate excuse as defined in section 1a, are listed as follows:

One day (twenty-four hours) before and after Thanksgiving Vacation, Christmas Vacation, and Spring Vacation; also the first day of the second term.

A student who is absent at these times must send within two days after her return to college a letter explaining in detail the reason for her absence. She may also, if she wishes, appear before the Committee on Absences to present her case before a decision has been reached.

If her excuse is considered inadequate by the Committee on Absences, the Committee shall impose one or more of the following penalties:

- (1) A loss, for a specified time, of the student's privilege to regulate her own class attendance.
- (2) Temporary or permanent exclusion from college.
- (3) Such other penalty as in the judgment of the Absence Committee seems appropriate, including limitation of overnights.

H. HONOR STUDENTS

Students who have a merit point average of at least 2.3 on the work of the previous semester are known as Honor Students.

In addition to the academic requirement, an Honor Student must be a good member of the college community.

An Honor Student, upon the advice of an instructor, may secure permission from the Assistant Dean before leaving college at Christmas, spring vacation and at midyear to absent herself from classes for academic activities which can not be carried out on the campus or in Roanoke.

I. SPECIAL ACADEMIC PROGRAMS

1. Hollins Abroad

Hollins Abroad is an integral part of Hollins College education. It is available to students of the Sophomore Class and extends from the mid-point of that year to the mid-point of the Junior year, including a summer vacation.

Residence in a French family not only will attune the student's ear to French spoken a la Parisienne, but will directly confront her with a way of life and points of view far different from her own and those of her American classmates.

Study at the Sorbonne and other branches of the University of Paris, where the nature of the curriculum differs from that of American colleges and universities, inculcates an entirely new attitude toward education and intellectual discipline; and, further, the need to acquire French as a working tool demands the cultivation of an aptitude which Americans all too frequently neglect.

The itinerary for the summer tour, which is based on an extensive survey of cultural, political and social history provides a background for the final semesters of advanced study at Hollins.

Any freshman at Hollins College who has had a good record of study, a 1.5 average, and who is in good health may make application for Hollins Abroad in the second semester.

In the Hollins Abroad program there are at all times at least two members of the Hollins College Faculty in Paris. There is also a panel of student officers working with the student group and the faculty.

See the College Catalogue for further details.

2. American Area Studies

Because an understanding of the conditions and premises of American life and experience is of continuing importance and interest, and because this experience cannot be fully understood within the course offerings of any single department, the College offers an elective program whereby the student may choose to study American life from the standpoint of various approaches and intellectual disciplines, while continuing her major study in the field of her choice. Students who are interested in relating their course work to this central theme may, in consultation with their major advisers, select work from among the courses listed for the American Area Studies in the College Catalogue.

3. Washington Semester

The college is one of the cooperating institutions sponsoring this program, which provides an opportunity for selected students regardless of their major to work with source materials and government institutions in the nation's capital.

Four Hollins students each year may study under this program. They spend a semester of the junior year at the School of Social Sciences and Public Affairs of the American University in Washington.

See the College Catalogue for further details.

4. United Nations Semester

Hollins is a participant in the Drew University Semester on the United Nations. This program enables selected students to spend a semester of their junior year at Drew University, Madison, N. J., and at the United Nations. This program provides an opportunity for the study of international relations and organization through direct contact with the United Nations and related international agencies.

See the College Catalogue for further details.

J. WITHDRAWAL PROCEDURE

When a student finds it necessary to withdraw from college, clearance must be made with appropriate offices in addition to a letter of formal withdrawal from the parent. Forms for withdrawal may be obtained in the office of the Dean of Students.

IV.-SOCIAL REGULATIONS

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STUDENT GOVERNMENT REGULATIONS

A. REQUIRED COLLEGE FUNCTIONS

1. Chapel

Freshmen are required to attend Wednesday evening Chapel. Upperclassmen may choose, each week, whether they will attend Sunday or Wednesday Chapel. Five exceptions are recognized:

a. Conscience excuse

In case of a serious conflict of conscience the student may petition the Chaplain, seeking assistance from a student or faculty member of her choice if she so desires. On the basis of principles established by the Religious Life Committee, the Chaplain may excuse her attendance for a stated time.

b. Religious excuse

A student wishing to take part in a special religious function conflicting with Wednesday Chapel may get occasional permission from the Chaplain.

c. Academic excuse

A field trip approved through the department involved and cleared by the Dean of the College, is automatically excused. There may infrequently be other academic occasions when the Dean may excuse a student.

d. Social excuse

(1) A student absent from campus on a Dean's Slip is automatically excused.

(2) A student being visited by her parents or by a date from a distance greater than 150 miles may be excused by the Student Activities Office.

e. Medical excuse

A student confined to her dormitory or infirmary for the evening because of illness may be excused from Chapel. The illness must be confirmed by the Head Resident or House President.

2. Convocations

A convocation is an event such as the formal Opening of the College, Founder's Day, Commencement, and other occasions which are designated as convocations. Attendance may or may not be required according to the announcement of the event.

3. Student Government and Class Meetings

Absence from such meetings may be excused by the Student Government President or Class President, respectively.

B. STANDARDS OF DRESS

1. Students are expected to be dressed acceptably at all times.

2. Skirts must be worn in the following places:

a. Dining Room—except for Saturday breakfast and lunch when bermuda shorts and slacks may be worn.

b. Classes

c. Library—except after 6:00 p.m., and all day Saturday when bermuda shorts and slacks may be worn.

d. Chapel

e. Convocations, concerts, lectures, teas

3. Students are allowed to wear slacks and bermuda shorts during exam period in the Dining Room except for all dinners and Sunday lunch. In the fall term this privilege will begin after the last day of classes and extend through term break. In the spring term this privilege will begin after the last day of classes and will end with the last scheduled exam.

C. DORMITORY REGULATIONS

1. Closing Hours for Residences

a. Monday-Thursday, 11:30 p.m.
Friday and Saturday, 1:00 a.m.
Sunday, 12:00 midnight

b. A student must secure permission from the Head Resident (or the Dorm President in her absence) to be out of her building between closing hours and 6:00 a.m.

c. Only Head Residents and Dorm Presidents may unlock a door to admit a student after closing hours, and then only until twenty minutes past the closing hour.

d. A student returning more than twenty minutes late must register her name at the security office with the officer on duty, who will admit her to the building.

e. When spending the night in a dormitory room other than her own, each student should leave a note on her own door specifying where she will be.

f. When spending the night in a dormitory other than her own, each student must notify the House Presidents and Head Residents of both dorms.

2. Maintenance of Quiet

a. Quiet Hour begins at

(1) 7:00 p.m., Sunday-Friday

(2) 9:00 p.m., Saturday

b. Beginning the day before examinations, Quiet Hour is observed all day except from 4:30 p.m. to 7:30 p.m.

c. "Busy" signs may be broken ONLY for telephone calls and for emergencies.

D. FIRE REGULATIONS

1. A Fire Captain and assistants are appointed by the Executive Council as provided in the Student Government Constitution.

2. Fire drills supervised by the Fire Captain and her assistants are held periodically throughout the year. Fire regulations are posted on the bulletin boards in each dormitory.

3. Any fire during the day MUST be reported immediately to the Switchboard Operator and the Head Resident, and at night to the Security Office and the Head Resident.

E. SMOKING REGULATIONS

1. Student Residences

a. General Regulations

- (1) Smoking is permitted in student rooms and rooms designated as smokers.
- (2) Smoking is NOT permitted in halls, bathrooms, or kitchens except in the Hill Houses.
- (3) Standard ash trays are required and may be purchased in the Book Shop.
- (4) The receptacles provided in each hall MUST be used for the emptying of ash trays, and ashes should be discarded in these containers BEFORE retirement each night.

b. Specific Regulations

(1) Dormitory rooms

- a) Smoking is permitted neither in nor on the beds nor may ash trays be placed on the beds.
- b) Each student is responsible for any fire damage in her room. She must pay for property repair or replacement made necessary by such damage where the College insurance does not fully cover the loss.

(2) Study smokers and social smokers

Smoking is permitted in these rooms twenty-four hours a day.

(3) Social rooms

- a) Smoking is permitted twenty-four hours a day with the exception of the Green Drawing Room, Tinker Oval Room, and the two small ante-rooms in West in which smoking will be permitted from 12:00 noon to closing hours.
- b) During examination periods, the smoking hours will be twenty-four hours a day with the exception of the Green Drawing Room.

c) Ash trays should be emptied and debris cleared after the use of the Green Drawing Room.

2. Academic Buildings

Smoking is permitted in the following:

a. Faculty Offices: with the faculty member's specific permission.

b. The Little Theatre

1) Green Room with specific permission of the instructor.

2) Lobby and front steps ONLY during public performances.

c. The Art Annex: Lobby and studio during the hours set by the head of the department.

d. The Library

(1) Smokers, 8:00 a.m. to closing hours of the library.

(2) Basement, 7:00 p.m. to closing hours of the library.

(3) Terrace.

3. Campus Grounds and Snack Bar

For smoking areas on campus grounds see the map at the back of the book.

F. DRINKING REGULATIONS

Drinking by Hollins students and their dates at all times and in all places is to be done with discretion and moderation.

The Student Government Association wishes to call to the attention of all students the Virginia State Law concerning alcoholic beverage consumption. According to this law,

it is a misdemeanor

1. for any holder of a license to sell any alcoholic beverages to any person who is less than twenty-one years of age,
2. for any person under twenty-one years to represent falsely her age to be twenty-one or older in order to purchase alcoholic beverages for herself, and
3. for any person to purchase alcoholic beverages for another person whom she has reason to know is under twenty-one years of age. Beer with an alcoholic content of 3.2 may be sold to those eighteen years of age or older. Students while in Virginia are expected to comply with the laws of the state.

1. **On Campus**

- a. No drinking is permitted on campus by students and dates except in faculty homes which are not student residences.
- b. No alcoholic beverages may be kept in dormitories or elsewhere on campus.

2. **Off Campus**

Any event, with or without drinking, sponsored in the name of Hollins College or in the name of any Hollins College student organization, must be approved by the Dean of Students. Forms for registering the event are available in the Dean of Students' office.

G. ABSENCE FROM CAMPUS

1. **Daily Registration**

a. Any student leaving the campus and planning to return later than 7:00 p.m., must sign out on a Daily Registration Slip (yellow) in her own dormitory and must sign in by:

- (1) 11:30 p.m., Monday through Thursday.
- (2) 1:00 a.m., Friday and Saturday.
- (3) 12:00 midnight, Sunday.

b. A Daily Registration Slip must be signed by any student going beyond 20 miles from campus at any time.

c. If a student fails to sign her Daily Registration Slip before leaving the campus, she may call back within one hour and have someone else sign her out without receiving a penalty.

d. First-semester freshmen must sign in by 7:00 p.m. Monday through Thursday unless special permission is obtained from the Student Activities Office. Permission may be obtained for the following cases:

(1) Visiting parents

(2) Dates from over 150 miles away

e. Senior Registration Privileges

(1) Seniors with class standing may have five late permissions per semester.

(2) A late permission entitles a senior to return to campus one hour after closing hours.

(3) Seniors requesting late permission must sign with the nightwatchman and register on a green slip before leaving campus.

2. Overnight Absences

Each overnight absence must be registered on a Dean's Slip in the Student Activities Office during the following hours:

Monday—Friday, 9:00 a.m. to 5:00 p.m.

Saturday, 9:00 a.m. to 12:00 noon.

a. Overnight registration

(1) Permission from parents or guardians must be secured to cover all overnight absences from campus. A standing permission may be registered in the Dean of Students' Office.

(2) Registration

a) Complete plans and arrangements for chaperonage must be registered on a Dean's Slip before leaving campus.

b) Before leaving, a student must also provide the required information on a pink slip in her own dormitory. If a student fails to sign her pink slip before leaving campus, she may call back within two hours and have someone else sign her out without receiving a penalty.

c) Upon returning, a student must sign in on the same slip as soon as possible.

(3) A student registered for an overnight absence must inform the Student Activities Office at once:

a) Of any change in the place she is staying.

b) Of any unauthorized delay in her return to campus.

c) Long distance telephone calls must be placed to the Student Activities Office and may be placed collect if necessary. Such calls will be charged to the student.

b. Overnights Allowed

(1) Freshmen may not take overnight absences during the first three weeks of the session.

(2) First semester freshmen are limited to eight overnights.

(3) Second-semester freshmen, sophomores, juniors and seniors who maintain at least a C average in the previous semester may take overnight absences at their discretion.

(4) Any student who does not maintain a C average in any semester is restricted to ten overnight absences during the following semester. Students on Academic Probation are limited to eight overnight absences.

(5) Until a student has completed all of her examinations each overnight absence shall count as one of her allotted nights.

3. Holiday Periods

a. Overnight absences during holiday periods must be registered on a Holiday Plans Slip in the student's dormitory.

b. Student residences should be vacated by 9:00 p.m., on the day vacation commences if the vacation period begins at noon, and 10:00 a.m., the next day if the vacation period begins at 4:00 p.m.

c. Student residences will be reopened to students at 9:00 a.m., the morning prior to the day classes reconvene.

d. Following vacations, each student must return to campus in time for her first class. Student residences will not be open between midnight and 6:00 a.m.

4. Regulations concerning Roanoke and vicinity

a. Students may not enter private rooms of hotels and motels in Roanoke or within a 20 mile radius of the campus except when chaperoned.

(1) A chaperon is a parent or guardian of a Hollins student, a member of the Hollins faculty or staff, or a parent or guardian of the date of a Hollins student.

(2) Any other person designated as a chaperon must be approved by the Dean of Students.

b. Students who wish to spend an overnight in a private home must have an invitation from the hostess. A standing invitation may be filed in the Student Activities Office. If a student has a standing invitation she must have confirmed her invitation prior to registering plans for an overnight absence in the Student Activities Office.

5. Regulations concerning Lexington, Charlottesville, Blacksburg, and Natural Bridge

a. Students may not stay in motels in these areas. They may attend parties in hotels and motels ONLY when chaperoned. A chaperon is the same as 4 a. (1) above.

b. In Lexington, Charlottesville, and Blacksburg, students may stay with hostesses whose names are on the registered lists available in the Student Activities Office. Students should make their own reservations with these hostesses and reservations MUST be confirmed prior to registering plans for overnight absence in the Student Activities Office.

c. Students who wish to stay with relatives or personal friends must have permission from parents to do so and a written invitation from the hostess. A standing invitation may be filed in the Student Activities Office. If a student has a standing invitation she must have confirmed her invitation prior to registering plans for an overnight absence in the Student Activities Office.

d. A student is expected to check in at the home of her hostess not later than 8:00 p.m. She must be in by 3:00 a.m., and her date must have left the hostess' home by this time. Hostesses should be compensated for reservations which are not cancelled by 5:00 p.m.

H. TRAVEL REGULATIONS

1. Permission

a. Cars and motorcycles: Permission from parents or guardians for riding in cars or motorcycles, driving cars or motorcycles, and renting cars or motorcycles must be on file in the Dean of Students' Office.

(1) Blanket permission covering all riding and driving may be given.

(2) Special permission is required for each specific occasion if blanket permission is not given.

b. Flying: Permission for non-commercial flights must be specific.

2. State Laws and Insurance

a. The law of Virginia requires anyone who drives a car or motorcycle to have a driver's license.

b. Attention is called to the liability of any automobile or motorcycle driver for personal and property damage. In no instance will the College assume any of this responsibility.

3. Cars at College

a. Cars may be kept on campus or in the vicinity (i.e., within a 20-mile radius) only by Seniors with class standing and by second semester Juniors who have achieved an

average of 2.3 the preceding semester. Those second semester Juniors who return from Hollins Abroad will be eligible for this privilege if they have achieved an average of 2.3 in their last semester in residence at the College, and if their work in the Hollins Abroad Program has been well above average, as determined by the Dean of the College and the Director of Hollins Abroad. In some instances, Hollins Abroad Juniors who have not achieved a 2.3 average in their last semester in residence at the College, but who, in the opinion of the Dean of the College and the Director of Hollins Abroad, have made an outstanding record in Hollins Abroad will be accorded this privilege.

b. Specific regulations

(1) Credentials of ownership, license, and insurance must be registered immediately in the Dean of Students' Office through the Student Activities Office each time a car is kept on campus.

(2) A student with a registered car may allow other students to drive her car provided her parents' permission to do so is on file in the Dean of Students' Office.

(3) Student cars may be parked only in the Chapel Parking Lot, Randolph Hall Parking Lot, the Science Building-Library Parking Lot, and other areas designated by the Student Parking Committee.

(4) The regulation sticker denoting registration must be attached inside the right rear window.

c. Under special circumstances, students other than Seniors and qualified Juniors may obtain permission from the Dean of Students through the Student Activities Office to keep a car on campus overnight.

4. Administrative Rules

The Dean of Students' Office reserves the right to restrict the driving and riding privilege when weather conditions are doubtful.

I. OFF-CAMPUS WALKING REGULATIONS

1. Carvin's Cove and Tinker Mountain

No student may be unaccompanied in the area around Carvin's Cove or Tinker Mountain.

2. Area of Howard Johnson's

A student may not walk unaccompanied to this area after dark.

J. CAMPUSING

1. Strict Campus

A student on strict campus is:

a. Confined to campus

(1) No Dean's Slips

(2) No Daily Registration Slips

b. A student does not have the privilege of seeing a date unless special permission has been obtained from her Dorm President.

2. Plain Campus

A student on plain campus is subject to all the restrictions of strict campus with the exception of the restriction concerning Dean's Slips.

K. DATES AND GUESTS

Students are responsible for the conduct of their dates and guests on campus.

L. MARRIED STUDENTS

1. Any student who marries while living on campus must notify the Dean of Students in advance of her marriage. The student will then be allowed to continue her education as a day student.

2. A student who does not notify the Dean of Students in advance of her marriage will be asked to withdraw from college.

M. STUDENT CONCESSIONS

Any student who wishes to represent a business concern on campus, either to sell a product or to circulate information regarding a product, must first secure the approval of the Business Office.

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A. OFFICES AND HOURS

Admission Office:	Mon.-Fri.	8:30 a.m. to 5:00 p.m.
	Sat. by appt.	8:30 a.m. to 12:00 noon
Alumnae Office:	Mon.-Fri.	8:30 a.m. to 5:00 p.m.
Beauty Shop:	Mon.-Fri.	8:30 a.m. to 5:30 p.m.
	Sat.	9:00 a.m. to 12:00 noon
Book Shop:	Mon.-Fri.	8:30 a.m. to 4:00 p.m.
Business Office:	Mon.-Fri.	8:30 a.m. to 5:00 p.m.
Cashier's Office:	Mon.-Fri.	8:40 a.m. to 1:00 p.m.
Dean of the College:	Mon.	1:00 p.m. to 5:00 p.m.
	Tues.	1:00 p.m. to 4:00 p.m.
	Wed.	9:00 a.m. to 5:00 p.m.
	Thurs.	10:00 a.m. to 2:00 p.m.
	Other hours by appointment	
Assistant Dean:	Mon.-Fri	9:30 a.m. to 5:00 p.m.
Dean of Students:	Mon.-Fri.	9:00 a.m. to 12:00 noon
		1:00 p.m. to 5:00 p.m.
	Sat. by app't	9:00 a.m. to 12:00 noon
Dining Room:	Mon.-Fri.	7:15 a.m. to 9:00 a.m.
		11:30 a.m. to 1:15 p.m.
		5:00 p.m. to 6:30 p.m.
	Sat.-Sun.	8:00 a.m. to 9:00 a.m.
		11:30 a.m. to 1:15 p.m.
		5:00 p.m. to 6:30 p.m.
Fishburn Library:	Mon.-Fri.	8:00 a.m. to 5:30 p.m.
		6:00 p.m. to 11:00 p.m.
	Sat.	8:30 a.m. to 5:30 p.m.
		7:00 p.m. to 11:00 p.m.
	Sun.	9:00 a.m. to 12:00 noon
		1:00 p.m. to 5:30 p.m.
		7:00 p.m. to 11:00 p.m.

Hollins College	Window:		
Post Office:	Mon.-Fri.	10:00 a.m. to 12:00 noon	
		1:45 p.m. to 3:30 p.m.	
	Sat.	10:00 a.m. to 12:00 noon	
	Mail Collected:		
	Mon.-Fri.	6:15; 8:15; 11:30 a.m.	
		3:30; 5:00; 8:30 p.m.	
	Sundays and holidays	3:00 p.m.	
Infirmary:	Mon.-Fri.	8:00 a.m. to 5:00 p.m.	
		7:00 p.m. to 8:00 p.m.	
	Sat.	9:00 a.m. to 5:00 p.m.	
	Sun.	10:00 a.m. to 2:00 p.m.	
		6:00 p.m. to 8:00 p.m.	
College Physician:	Mon.-Fri.	12:00 noon to 3:00 p.m.	
Laundry,			
Dry Cleaning,	Mon.-Fri.	8:30 a.m. to 5:00 p.m.	
Package Receiving:	Sat.	8:30 a.m. to 12:00 noon	
Laundromat:	Mon.-Fri.	8:00 a.m. to 9:00 p.m.	
	Sat.	8:00 a.m. to 6:00 p.m.	
	Sun.	11:00 a.m. to 5:00 p.m.	
Press Relations:	Mon.-Fri.	8:30 a.m. to 5:00 p.m.	
Presser Hall:	Mon.-Thurs.	6:00 a.m. to 11:30 p.m.	
	Weekends	6:00 a.m. to 11:00 p.m.	
Registrar:	Mon.-Fri.	9:00 a.m. to 5:00 p.m.	
Snack Bar:	Mon.-Fri.	11:30 a.m. to 7:00 p.m.	
Counter Service	Sat.	12:00 noon to 2:30 p.m.	
	Sun.	Counter Closed	
Vending Machines	Daily including Sunday,	7:00 a.m. to	dormitory closing hours
Student	Mon.-Thurs.	9:00 a.m. to 10:00 p.m.	
Activities Office:	Fri. and Sat.	9:00 a.m. to 1:00 a.m.	
	Sun.	9:00 a.m. to 12:00 mid.	
Student Aid and			
Vocational			
Guidance:	Mon.-Fri.	8:30 a.m. to 5:00 p.m.	
Switchboard:	Daily:	7:30 a.m. to 11:30 p.m.	

B. SPECIAL EVENTS

In order to avoid overcrowding the College calendar, special events which either individual students or organizations wish to schedule must be submitted to the Coordinator of Events for approval. Such requests as well as notice of all items to be printed in the Monthly Calendar must be turned in by the fifteenth day of the preceding month. The office of the Coordinator of Events is open during regular college hours and the appointment book in which events should be recorded is available during those hours.

In the case of a number of meeting rooms, noted below, students should clear requests for their utilization with the responsible faculty person mentioned in the notes.

Space	Seating Capacity	Notes
Little Theatre	800	See the Chairman of the Dept. of Dramatic Art
Babcock Auditorium	220	
Bradley Hall	200	
Senior Assembly, Chapel	100	See the Chaplain
Chapel Social Room	25	Max. 60; See the Chaplain
Chapel Seminar Room	12	See the Chaplain
Meditation Chapel	50	See the Chaplain
Library, McVitty Room	25	See the Librarian
Library, Board Room	22	See the Librarian
Dormitory Living Rooms:		
Main Drawing Room	60	Maximum 125
West Building	35	plus floor
Randolph Hall	20	plus floor
East Building	20	plus floor
Barbee	20	plus floor
Turner Hall	15	plus floor
Carvin House	12	plus floor
Sandusky	8	plus floor

C. CAMPUS VISITORS

All invitations extended by college organizations to outside speakers or performers or outside groups to visit the campus must have the approval of the Dean of the College. In cases where such groups are to arrive by bus or in automobiles in sufficient number to raise parking problems, this should be reported to the Business Office.

Guests of the College will be extended dining privileges in the Dining Room. Tickets for their meals may be secured from the Office of the Dean of Students in Main Hall. (See Dining Room Regulations (page 96.)

D. SOCIAL PROBATION

A student may be placed on social probation by Judicial Court or Honor Court for a serious violation of college regulations. Her placement on social probation will be put on her college record, and a letter from the Dean of Students will be sent to her parents to notify them of her penalty. Overnights will be restricted following her placement on probation.

E. DRUGS

Misuse of drugs will not be condoned and laws concerning drugs will be enforced. The attention of all students is called to the 1950 Code of Virginia. According to this code:

(54-488) It shall be unlawful for any person to manufacture, possess, have under his control, sell, prescribe, administer, disperse or compound any narcotic drug except as authorized in this article . . .

(54-510) Penalties—Any person violating any provision of this article shall upon conviction be punished, for the first offense, by a fine of not more than one thousand dollars and be imprisoned in the penitentiary not less than three nor more than five years.

F. SMOKING REGULATIONS

By Virginia Law, you may not smoke in Bradley Hall except with the permission of a faculty member, or in the auditorium of the Little Theatre during performances.

G. STUDENT RESIDENCES

1. Heads of Houses

Each residence hall has a Head Resident who is a member of the staff or an officer of the College and who serves as adviser to the students in residence.

2. Room Assignments

Selection of rooms by upperclassmen is done in the Spring. Seniors have first choice; juniors, second; sophomores, third. The order of choice within the class is determined by a number which is drawn by each student at Room Drawing. Room

assignments, on a quota basis, are made for a year; changes are made only under exceptional circumstances. Requests must first be approved by the Head Resident, and are subject to final approval by the Dean of Students.

Freshmen and transfer students are placed during the summer and are notified of their assignments UPON THEIR ARRIVAL AT COLLEGE.

3. Social Rooms

a. Hours

- (1) Monday-Thursday, 7 a.m.-11:30 p.m.
- (2) Friday and Saturday, 7 a.m.-1:00 a.m.
- (3) Sunday, 7 a.m.-12:00 midnight

b. Smoking (See Smoking Regulations, page 78.)

c. Parties and Meetings—Social Rooms in the residence halls may be reserved for parties and meetings if registered in advance in the reservation books provided in the Coordinator of Special Events Office, located in the basement of Main Hall.

4. Residence Regulations

a. Rooms

(1) Residence hall rooms are available to unmarried students. Any request for exception to this rule must be directed to the Dean of Students and the decision will be made by the Administration of the College.

(2) Students are required to keep their rooms neat. Before each vacation, rooms should be cleaned and left in good order. At the end of the session, rooms should be cleared of all trash, and left as found in September.

(3) A student will be fined for any damage to the residence halls.

a) No scotch tape, masking tape, thumb tacks, stickers, or glue-paste may be used on the walls or woodwork of the residence halls. This includes doors; articles or notices should be hung only from the hook on the door.

b) In all residence halls all pictures, pennants, etc., may be hung ONLY from the wooden strips or hooks for that purpose.

c) Oversized rugs may not be stored at the college over the summer. They should be sent to the college laundry store and stored until September. Also, college personnel are not permitted to help in putting rugs down or taking them up.

(4) Keys

- a) Students deposit 50 cents for a room key.
- b) The deposit is refunded when the key is returned at the end of the session.

(5) Electrical Attachments

- a) Irons, percolators, and hot plates may NOT be used in the dormitory rooms.
- b) Sunlamps may be used only in the Infirmary.

(6) Laundry Facilities

- a) Coin-operated washing and drying machines are located in the College Laundromat for the use of students living in all dormitories except Tinker House, which has its own laundry rooms with washers and dryers.
- b) Commercial service for laundry, dry cleaning, storage, and shoe repair is available during the office hours listed for the College Laundromat.
- c) Laundry Racks—In Randolph Hall, Turner Hall, and Tinker House laundry racks may be used only in the laundry rooms.

(7) Telephones

- a) Only upperclassmen may have private telephones in their rooms. Arrangements for installation may be made through the College Business Office.
- b) Students are not permitted to make long distance telephone calls on college telephones. These calls should be made on the pay telephones provided in the residence halls.

(8) Pets: No pets are permitted in the students' residences except goldfish and turtles. If found, pets will be removed without notice.

(9) No alcoholic beverage bottles or containers may be kept in the windows of student rooms, or elsewhere visible to the public.

(10) The College accepts no responsibility for the personal property of students. However, missing articles should be reported immediately by the student to the house president and to Honor Court. For the student's protection, lock boxes are available upon request for installation in student rooms, and locks may be purchased in the College Book Shop.

(11) College maintenance men are authorized to work in the residence halls from 9:00 a.m. until 4:00 p.m., Monday through Friday.

(12) Package Delivery: Retail delivery packages sent to Hollins students may be picked up at the College Laundromat during the office hours listed.

(13) Check-Cashing Service: Checks may be cashed during the office hours listed for the Cashier's Office and after 1:15 p.m. in the Book Shop. On Saturday, only the Beauty Shop is open for cashing checks.

(14) Storage: Regular storage boxes may be purchased from the office of the Supervisor of Buildings. Boxes must be closed, taped, tied, and tagged. All unmarked belongings will be put in storage and may be redeemed during the first week of school.

(15) If a student leaves a belonging and then requests that it be sent, a \$2 fee must be paid before the article is sent.

b. Guests

(1) Guests of college age may be entertained in the residence halls with the understanding that they comply with dormitory regulations. Ordinarily students are expected to have guests only over weekends except by special permission.

(2) Students entertaining guests overnight in the residence halls must register each guest, before arrival, with the house president. Payments for lodging

must be made at the Student Activities Office at the time the guest is registered. Charge: 50 cents per night.

5. Dining Room Regulations:

a. Students may entertain guests in the dining room by signing with the dining room personnel. Students will be directly billed monthly. Cost of meals:

Breakfast: \$.75

Lunch: 1.00

Dinner: 1.50

(This does not include tax.)

b. Gentlemen are expected to wear coats and ties for all meals, except breakfast and lunch on Saturday when sportswear is acceptable.

H. SUN BATHING REGULATIONS

You may Sun bathe on the sun decks of Turner Hall and Randolph Hall. The only other area available for sun bathing is the hill between the faculty houses and Tinker House.

You may not 1. Sun bathe on the roofs, fire escapes, or balconies of the dorms for safety reasons.

2. Spread blankets or towels for sun bathing in the area surrounding the Library, Turner Hall, or in the area behind the Administration Building.

3. Sit on the terrace of the Library in shorts or bathing suits. The regular dress regulations for the Library are meant to include the terrace.

I. MOTORCYCLE REGULATIONS

Hollins College will require parental permission for Hollins College students to own, operate, or ride on motorcycles subject to the regulations of the Virginia Division of Motor Vehicles. Such arrangements will be between the motorcycle agency and the student. Hollins College accepts no responsibility nor liability for such arrangements.

1. No motorized bicycles or motorcycles are permitted on the sidewalks—either parked or in motion. They are licensed vehicles and should be parked and treated as such.

2. No speeding of such vehicles up and down College roads is permitted. Use of them for private areas and roads, including the road to the tunnel under Interstate 81, is not permitted. The back road between the barns is not a thoroughfare for such vehicles.

J. LOST AND FOUND

All articles found should be taken to the Supervisor of Buildings in the post office lobby.

K. HEALTH SERVICE

The Health Service is headed by the College Physician, with the Dean of Students acting in an advisory capacity, and includes four full time graduate nurses and two part time graduate nurses.

Students are urged to make all appointments with outside doctors through the Infirmary. When appointments are made independently of the Infirmary, the Health Service assumes no responsibility.

Students who become ill are expected to report promptly to their Head Resident, who will refer them to the Infirmary. This is most important, not only for their own good, but for the protection of others whom they might be exposing to disease. Any student with an elevated temperature, or sick enough to be in bed should not remain in the dormitory.

Emergencies are handled at any time. Except in the case of an emergency, students are expected to make visits to the Infirmary during regular office hours which are listed on page 90.

Any student needing medical attention after 8:00 p.m. must report to her Head Resident or house president, if the Head Resident can not be found, who will call the Infirmary and make necessary arrangements. Under no circumstances is a student to go unannounced or alone to the Infirmary after 8:00 p.m. This is of the utmost importance for the protection, not only of the student, but also of the Infirmary nurse on duty.

A report of students ill in the Infirmary is sent daily to the Office of the Dean, the Dean of Students, and to the Physical Education Office. Students included in this report need not present any other excuse for absences while in the Infirmary.

A student excused from participation in a gym class must either present an Infirmary excuse to observe the class or must remain in the Infirmary for the duration of the class. In either instance the student must report to the Infirmary before the class from which she wishes to be excused. Otherwise she will not be excused and exceptions are not made to this rule.

When students are in the Infirmary, they are in all respects subject to the jurisdiction of the College Physician and nurses. It is the responsibility of the College Physician to decide when any Hollins student should stay in the Infirmary or be hospitalized.

A complete list of Infirmary rules, including a schedule of office hours, will be posted in each dormitory and every student is expected to acquaint herself promptly with these rules.

L. GENERAL DIRECTIONAL INFORMATION

General directional information may be obtained from the Student Activities Office in Main Building. The telephone number for Hollins is Area Code 703, 366-7631. Ask for the extension number, or the name of the building, or person desired. Telephone calls within the campus should be made to the respective offices by referring to the College Directory and dialing the listed number.

M. LIBRARIES

1. Fishburn Library

The Fishburn Library, which contains over 93,000 volumes and receives 459 periodicals and newspapers, is fully classified and catalogued, and in addition to the main collection there are departmental libraries in the art and music buildings. The Library is open 92 hours per week.

Circulation Regulations: All books taken from the Library must be charged at the Loan Desk and returned to that desk when the student is through using them. The usual period of loan is one month and books may be renewed for the same period of time, provided no other person has requested them. Renewal is the responsibility of the borrower. Certain books needed for class assignments are reserved for use within the Library, kept on special shelves, and marked with colored cards. Reserved books may be withdrawn from

the Library only for hours when the Library is closed. Students may sign up to borrow overnight books on the day on which they want them, but they must reserve books for use within the building for as much as a week in advance. A fine of five cents a day is charged for an overdue book, and a fine of twenty five cents, which doubles every four hours, is charged for overnight books not returned on time. There is no circulation of books on Sunday afternoon and Saturday night.

The Use of Books Within the Library: Reference tools are to be used, whenever possible, in the area in which they are shelved, and books taken from the shelves for consultation are to be left on the tables to be shelved by the Library staff.

No student receives her final grades or has her credits transferred elsewhere who has not paid all her fines and returned all books and materials borrowed from the Library.

2. Music Library

All records, music, and books from the Library in the Presser Music Building should be used in that building at all times. They are not to be removed from Presser.

3. Art Annex Library

All books and materials from the Library in the Art Annex should be used in that building at all times.

Taking any books or other Library property out of these Libraries without permission at any time will be regarded as stealing and will be so dealt with by the Honor Court.

N. duPONT CHAPEL

The Jessie Ball duPont Chapel was dedicated in February, 1959, to the religious purposes of the College. It is the headquarters for the Religious Life Association and the College Choir. It contains the offices of the Chaplain, the Choir-master and members of the Department of Philosophy and Religion. The Social Room and the Conference Room are available for organizational meetings, and, temporarily, for classes. The Allie Nash Young Meditation Chapel is open at all times for private prayers.

The duPont Chapel can seat 800 people. Services regularly scheduled in it include:

1. **Wednesday Evening Chapel:** this required service is conducted by the Chaplain, members of the Religious Life Association Worship Committee and other students, faculty members, and guests. Its purpose is double: worship and information. (See Page 75.)

2. **Sunday Evening Chapel:** The Chaplain conducts the service, the Chapel Choir sings and guest preachers representing many denominations, parishes, colleges, and seminaries help make it a varied and inspiring service of praise and instruction. Discussion over coffee in the Social Room, opened by the playing of the carillon, lets students sharpen their wits and enlarge their faiths with the preachers.

Hollins was founded as a Christian school. Charles Lewis Cocke developed it as such, without denominational connections. The College has always met for worship and continues to do so. It considers itself in the Christian tradition while recognizing the several loyalties of its members.

O. CAMPUS ORGANIZATIONS

1. Student Marshals

The Marshals are appointed by the President of the College. Their purpose is to usher at the formal opening and closing exercises of the College, at the Founder's Day Service, and at all Convocations sponsored by the College.

Chief Marshal Anne Butt

Assistant Chief Marshals Elizabeth Hoke
Kaye Coffin

Marshals Claude Fouke
Lyn Louthan
Marjorie Quay
Sandra Strother
Gayle Layfield
Cantey Tomlinson
Josephine Vann
Kate Webster
Catlin Donnelly

2. Group Leaders

These students are chosen by Executive Council to introduce the Freshmen and Transfer students to Hollins. Each leader acts as general helper and adviser to four or five new students.

3. Athletic Association

The purpose of this Association shall be:

To encourage all the members to participate in some form of athletic activity.

To develop skill and good form in all sports.

To maintain a high standard of sportsmanship in all activities sponsored by the Association.

Athletic Board

President	Ann Scott
Vice-President	Dee Dee Tate
Secretary-Treasurer	Mag Livingston
Senior Representative	Lee Sherwood
Junior Representative	Liz White
Sophomore Representative	Bee Hemingway
Freshman Representative	To Be Elected
President of Monogram Club	Sally Skinner
President of Riding Club	To Be Elected
President of Swimming Club	Ann Maher
President of Tennis Club	Marietta McCarty
President of Basketball	Felice Arnold
President of Hockey	Carol Semple
President of LaCrosse	Ginny Redpath

4. Campus Activities

The members of Campus Activities act as a committee to provide various forms of entertainment for the Hollins student body. Their program includes the annual Freshman party, the Fall Fashion Show, informal dances with neighboring men's colleges and universities, Saturday night movies on campus, the annual Christmas party, and musical groups from the surrounding areas. The Committee also cooperates with other campus organizations to sponsor events that are of interest to the student body.

The Committee is composed of class representatives: one representative elected from the Freshman and Senior classes, two representatives from the Sophomore and Junior classes, a Vice-Chairman, and a Chairman.

Chairman: Blanche Capel

5. Cotillion Club

In the Fall of 1955 Cotillion held its big Dance Weekend. This was so successful that it has now become an annual affair, and has been extended to a full weekend of activities, including a formal dance, an informal dance, a concert, and a Sunday brunch for students and their dates.

In addition to the fall weekend, the Cotillion plans a dance on May Day in honor of the Queen and her court.

Membership in Cotillion is gained by invitation and is open to second-semester Freshmen, and all Sophomores, Juniors, and Seniors.

President: Boyce Lineberger

6. Freya

“. . . But in the discrepancy that falls between what one could be and what one is not, lies the great challenge.”

The purpose of Freya is to act as a symbol of the college community and of the spirit which makes Hollins a community. Freya recognizes those individuals who have dedication in some area compatible with the interests of Hollins. Further, the organization copes with problems or situations which might lie beyond the range of other campus organizations. By virtue of its diversified membership, Freya acts as a “sounding board” in the forum of ideas arising in an academic community. Freya has been an integral part of Hollins since 1903.

7. The Hollins College Drama Association

The Hollins College Drama Association presents several plays each year. Its purpose is to stimulate interest in all phases of theatrical endeavor, and to sponsor dramatic programs in the Little Theatre. Each student who desires to become a member of the Association is required to complete forty-five hours of work in the theatre, ten of which must be backstage. A student must also complete a period of apprenticeship before she is eligible for full membership in the Association.

President: Patty Jenkins

8. Ye Merrie Masquers

Ye Merrie Masquers is an honorary drama organization. Membership is by invitation, and is extended to those individuals who are outstanding in at least one area of the theatre and who have shown a working knowledge in other areas of the theatre. Those selected are presented with a rose and key.

Chairman: Clare Morison

9. Orchesis

The purpose of Orchesis, the college dance organization, is to stimulate interest and appreciation in the art of the dance, to increase proficiency, and to sponsor programs. Membership is based on demonstration of skill, creativity and interest. The Club's projects include two annual programs, dramatic functions at Hollins, the making of video-tapes for television, various public performances, and participation in the annual College Festival of Dance at Richmond.

President: Patricia Thrower

10. Hollins Music Association

The aim of the Music Association is to strengthen and further all musical undertakings of the college. It supports all artist, faculty, and student performances on the campus, and the two annual concert series in Roanoke. In addition, the Association sponsors projects which supplement the more formal program of the Music Department. Membership includes all Junior and Senior music majors and others showing interest in music.

President: Neil Hand

11. Hollins Chapel Choir

The membership of this organization is limited to about fifty. New members are accepted through auditions given by the director. The choir sings at all Sunday night Chapel services, and sings special music during the Christmas season and occasionally gives programs off-campus.

President: Nancy Archer

12. "Undertones"

The "Undertones" is a small singing group of about a dozen voices which sings for various functions both on and off-campus. Its music is for the most part popular. Entrance is by tryouts, and is based upon sight reading, quality of voice, and ability to blend and harmonize.

President: Vicki Blake

13. "Hollypoofs"

The "Hollypoofs" is a small freshman singing group which sings for its own pleasure and performs occasionally during the year on campus. The group is chosen each year by the out-going "Hollypoofs" on a tryout basis.

President: To Be Elected

14. Philosophy Club

The purpose of the Philosophy Club is to afford an opportunity for all students to hear and discuss the ideas of lecturers representing the traditional philosophical disciplines and interdisciplinary areas. There are also student meetings besides those with the visiting lecturers in which various aspects of all fields are discussed and compared in an informal atmosphere. For example, each year, the Philosophy Club sponsors an Inter-Collegiate Student Symposium.

President: Pinar Goktan

15. Publications

a. The Spinster

The **Spinster** is the annual publication of the student body.

Co-Editors: Beth Colloty
Susie Berentson

b. Hollins Columns

Hollins Columns is the college newspaper, published weekly by a staff composed entirely of students. The double-headed purpose of the paper is to report objectively and to evaluate subjectively. Students who demonstrate their dependability and imaginative determination are eligible for the staff.

Editor-in-chief: Blair Burns

c. **Cargoes**

Cargoes is the student literary magazine. It is published bi-annually and attempts to bring the best creative work of the Hollins students to the attention of the Hollins campus, and other campuses around the country.

Editor: Rosanne Coggeshall

d. **Grapheon**

Grapheon, the campus literary society, sponsors throughout the year programs and field trips of literary interest which are open to the entire student body. There are two categories of membership in the society: Members and Fellows. All students who wish to take part in the society's activities are eligible to become members. Fellows are elected by the standing Fellows on the basis of individual merit for substantial contributions to the literary life of the campus in time, originality, and effort. Second semester sophomores, juniors, and seniors are eligible to become Fellows.

President: Tunstall Collins

16. **Forum**

The Forum is a program-discussion series. Loose in organization but strong in execution, the Forum is responsible for providing programs and speakers which stimulate both the intellectual climate of the campus and the knowledge of the individual student.

Co-Chairmen: Betsy Brooks, Jane Porteous

17. **Model Security Council**

Model Security Council is held in the spring of each year with delegates from numerous Eastern colleges participating. The purpose is to acquaint students with the problems and methods of international relations and, more specifically, of the United Nations Security Council. Interested Hollins students of all classes participate in the organization of the MSC and in research on the topics to be debated.

Secretary-General: Lynn Goldsmith

18. **L'Alliance Francaise**

The Hollins chapter of this international organization was founded by returned Hollins Abroaders in 1961 to stimu-

late interest in the French language and culture on the campus. In addition to parties and programs, lecturers from the Alliance Francaise and the best French films are brought to the campus each year by this group.

President: Lalla Harrison

19. Art Association

The purpose of the association is "to stimulate and organize interest in art on the campus." Membership includes all art majors, and any others who may be elected as honorary members because of their active interest in art.

President: Peggy Coleman

20. German Club

The purpose of the German Club is to bring together those students who share an interest in the German language. The club sponsors several German movies during the year, and each Christmas, club members serenade the dorms and faculty homes with traditional German carols.

President: To Be Elected

21. Spanish Club

The Spanish Club is concerned with encouraging an interest in the Spanish and Latin cultures and in the practice of the Spanish language. The club sponsors a weekly Spanish table at which students are invited to share ideas and to better their conversational Spanish.

President: To Be Elected

22. Russian Club

The Russian Club was formed to meet the increasing interest among Hollins students in Russian culture, particularly in language and music. The principal activity of the club is learning a variety of Russian songs and giving occasional short performances for the student body and for other institutions in the Roanoke area.

President: Joan Fleck

23. Hollins Young Republican Club

The Hollins Young Republican Club's purpose is to provide students the opportunities of finding political expression and recognition, of becoming effective political workers, and of becoming knowledgeable about all events and persons in all levels of government: local, state, and national. It is a member of the Young Republican Federation of Virginia and of the College Young Republican Federation, and it participates in these and the National Young Republican Convention. The Club's projects include: program-discussion series, sponsoring mock conventions and state Young Republican conventions, and social mixers with other College Young Republican Clubs. Membership is open to all interested students.

President: Shirley Bradner

24. Sociology Club

The Sociology Club consists of all Sociology majors and anyone else interested in the field. Its main function is to provide the group with informed, intelligent speakers in the areas of Sociology and Social Work. Lectures are held monthly on an informal discussion basis.

President: Betsy Girling

25. Scholarly Organizations

a. PHI BETA KAPPA

Phi Beta Kappa is a society for the recognition of intellectual capacities well employed, especially in the acquiring of an education in the liberal arts and sciences. Founded at the College of William and Mary on December 5, 1776, the society now boasts well over one hundred chapters, and is truly a national honor society. Each year the Hollins College Chapter of Phi Beta Kappa, Iota of Virginia, elects to membership those students who have been outstanding in scholarly achievement.

b. PSI CHI

An honorary society in psychology, Psi Chi serves two major goals. It provides academic prestige to its initiates and provides a congenial climate for creative development in psychology. The society is open to students of superior academic standing who have maintained grades of B or better in psychology.

c. SIGMA XI

A Sigma Xi Club has been formed by the faculty members of Division III under the auspices of The Society of the Sigma Xi, a national honor society which emphasizes the pursuit of knowledge through research in the sciences and mathematics. The club sees that there are at least four public lectures in the sciences on the campus during each academic year. The internal obligations of its members include attempting to do original research and encouraging the research efforts of others.

P. HOLLINS COLLEGE ALUMNAE ASSOCIATION

President	Director of Alumnae Relations
Martha Ingram Bedinger	Miss Robbie Hunt Burton AB '28
(Mrs. Frank C. Jr.) AB '46	

Boydton, Virginia

The purpose of the Association shall be to further the interests of Hollins College and to maintain and promote alumnae participation in the development of the College, and to act as a medium for securing and disseminating accurate information concerning the College.

The Board of Directors, composed of 12 Directors, 3 Officers, and 3 Alumnae Trustees, manages the affairs of the Association, subject to the final approval of the membership of the Association. The Board meets three times a year at the College: in the fall, mid-winter, and at commencement.

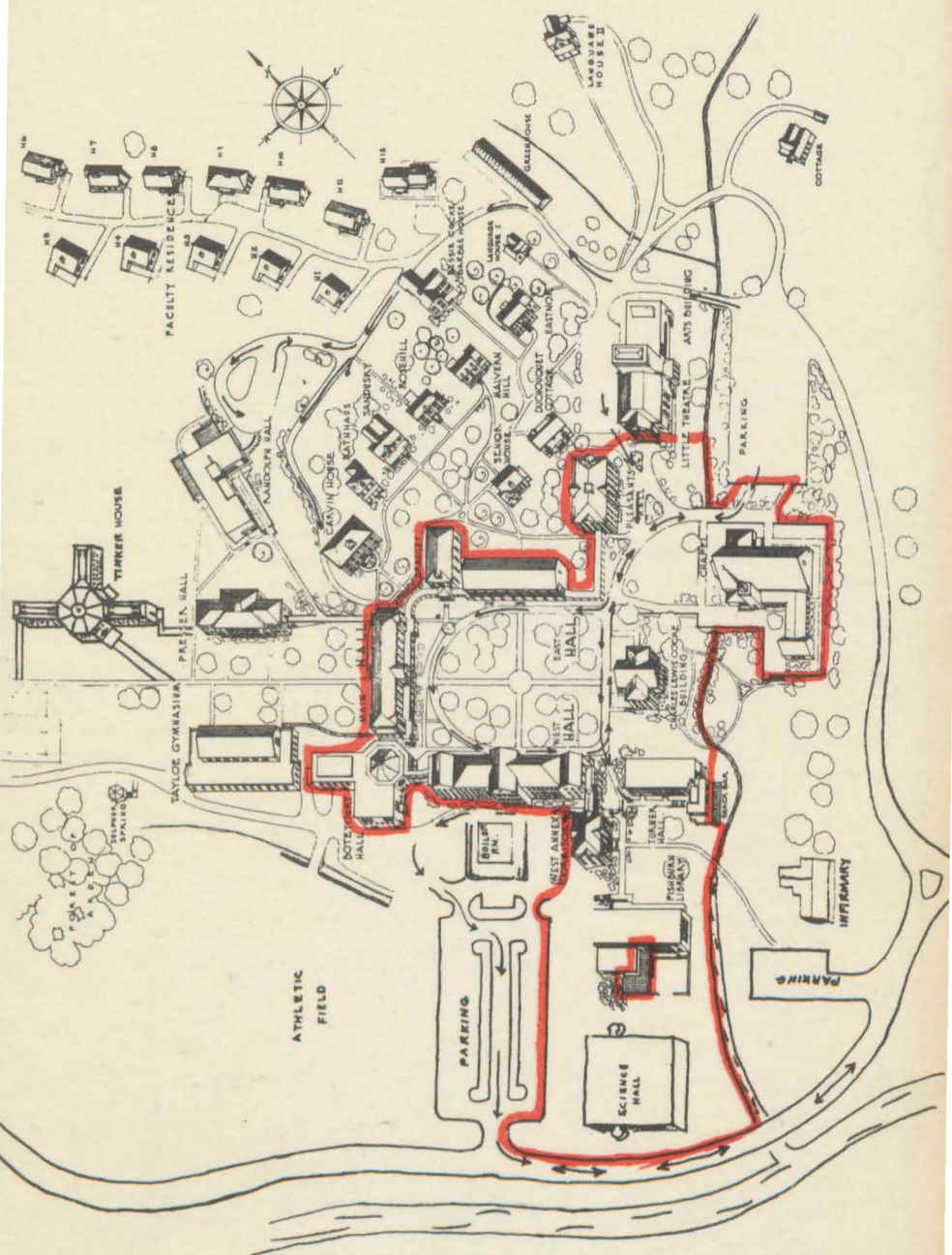
There are two classes of members: active and honorary. Any graduate or former student of Hollins College shall be entitled to membership in the Association as an active member. Any person nominated by three-fourths vote of the Board of Directors shall become an honorary member upon election by a three-fourths vote of active members present at the annual meeting.

ANNUAL MEETING

The Saturday preceding Commencement

PUBLICATIONS

1. Hollins Alumnae Bulletin
2. Handbook for Class Reporters
3. Alumnae Club Handbook
4. Alumnae Fund Reports



WALTERS-ROANOKE