

1960

**student handbook**  
**BENNINGTON COLLEGE**

# **student handbook**

**B E N N I N G T O N   C O L L E G E**

**BENNINGTON, VERMONT**

**1960**

## FOREWORD

This handbook should help to answer many questions about Bennington. Some of the information it contains is also included in the Announcement and other pamphlets about the college but is repeated here for emphasis and in the hope that reading it will give the new student a comprehensive picture of what is involved in the daily life of all Bennington students. Parts of it should serve as a ready reference during the entire time a student is in college.

Few rules are set forth, in the usual sense of the word. Bennington places more importance on its standards, and on the individual's responsibility for her own standards and for those of the group. The new student will soon discover that there are a number of reasonable customs about which little is written; these are ordered generally by common sense and good taste and are perpetuated in the prevailing attitudes and spirit of the students.

The new Bennington College Community Constitution, proposed by a faculty-student committee under a provision which calls for evaluating the constitution every three years, and voted upon by the Community last spring, will go into effect in the fall of 1960. The new constitution is included in this handbook and familiarity with it will help greatly in understanding the structure and workings of the college community. Whether or not a student becomes directly involved in student government, participation of one sort or another is inevitable in a community that is truly self-governing.

This second edition of the handbook is largely the work of student subcommittees of the Executive Committee. As the reader will discover, it also contains statements of faculty and administrative policies which concern all students.

Student Personnel Office  
August 1960

## CONTENTS

FOREWORD . . . . .	1
I. COMMUNITY GOVERNMENT . . . . .	3
II. ADMINISTRATIVE OFFICES . . . . .	6
III. ACADEMIC NOTES . . . . .	9
IV. NON-ACADEMIC NOTES . . . . .	19
V. USEFUL AND NECESSARY INFORMATION . . . . .	22
THE BENNINGTON COLLEGE COMMUNITY CONSTITUTION . . . . .	33
CONSTITUTION OF THE BENNINGTON COLLEGE CO-OPERATIVE STORE . . . . .	40
RULES OF PARLIAMENTARY PROCEDURE . . . . .	43

## I. COMMUNITY GOVERNMENT

One of the distinguishing features of the Bennington College Community is its government, based on the expectation that common responsibilities will be assumed by all members of the college. Unlike many college governments, Bennington's includes not only the student body but members of the faculty, administration and staff as well. All are active participants in community responsibilities and community affairs. Through its several committees, agencies, and electorates the government democratically deals with all aspects of community or campus life.

The constitution spells out in detail the powers and functions of the three constituencies of community government: students, faculty, administration and staff. These three constituencies meet separately for purposes of deliberation and voting, though they may meet on occasion as a single group to discuss issues of general concern to the community. The descriptions that follow deal mainly with the student constituency, starting from the grass roots up.

### *The Houses*

*House Committees* are elected by each of the twelve student houses. They are composed of the House Chairman, Assistant House Chairman and House Delegate.

*The House Chairman* must cope with various situations that arise in her house, with the help of the Assistant House Chairman. She schedules and runs the house meetings, which usually include discussions of such internal house activities as picnics, Christmas parties, quiet hours, housekeeping, modest dues (if the house wants them) and the like. House meetings are also called upon to discuss matters of general college policy and in some instances to vote on these matters. These meetings are also the occasion for nominating candidates for office and voting for officers of student government.

The House Chairman is automatically a member of the Executive Committee of the Houses. She reports to the house on matters that arise in "Exec," expresses the viewpoint (or votes) of her house to "Exec," and brings up any issue which her house wishes to have generally discussed. She must use her best judgment about when to seek the advice of the Judicial Committee or of a member of the administration, which may sometimes be necessary.

*The House Delegate* represents her house in the Legislative Council, described in the constitution. Freshmen are not eligible for the office of House Chairman or House Delegate.

### *The Executive Committee of the Houses*

This representative committee is composed of the twelve house chairmen, who meet at least every two weeks at lunch to discuss individual grievances, problems that confront the houses, and the



broad aspects of campus living. The Executive Committee seeks to maintain standards which make for orderly living and responsible conduct. The essence of their discussions finds its way back to the house meetings through each House Chairman.

The Chairman and Secretary of "Exec" are elected by the committee from among its members. The Chairman is in frequent touch with the President of the College and the Director of the Student Personnel Office.

#### *The Legislative Council*

This body, new under the new Constitution, is composed of the twelve delegates from the houses, the Chairman of the Executive Committee of the Houses, and the chairmen of the Judicial Committee and the Student Educational Policies Committee (both described below). Its President and Secretary are elected from among its membership. In addition, the President of the Council designates a Spokesman to speak for the Council at community meetings.

The Council meets at least once every two weeks to discuss matters of college policy, and will conduct voting on such matters as well as the elections of student officers. The Council will be responsible for forming standing or *ad hoc* committees to execute policies voted upon by the student electorate. Among the committees almost certain to be established by the Legislative Council will be:

*Recreational Policies Committee*, which in the past has sponsored social events such as folk-sings, jazz concerts, athletic events, and occasional activities in conjunction with men's colleges. High points of its program are the fall and spring dance weekends.

*Non-Resident Term Committee*, which helps the NRT office in clarifying the purposes of the NRT through discussion periods, skits, workshops, etc. It also finds ingenious ways to raise money for an NRT scholarship, which enables the winner to plan her Non-Resident Term free from financial worries.

*Community Chest*, which raises funds from contributions and by sponsoring one or two money-raising events. These funds are then turned over to a few organizations chosen by the community from among the numerous appeals, thus doing away with the need for separate drives.

A faculty-student committee is responsible for presenting guest speakers and other special entertainment apart from regularly scheduled workshops and academic activities. It also sponsors a program of films shown every Saturday night free-of-charge in the Theatre.

The committees described above, and possibly others, may grow out of and be responsible to the Legislative Council. The two committees described below, one closely attuned to the social pulse of the college, the other to the academic, are autonomous. Their chairmen are, in addition to the House Delegates and the Chairman of "Exec," members of the Legislative Council.

#### *Judicial Committee*

This committee, elected by the student body, is composed of four students and one non-voting faculty member. It deals with individual or group infringements of the specific rules and/or general standards of the community. It can, if it deems appropriate, rescind drivers' licenses issued by the college, limit individual sign-out privileges or suspend them altogether ("campusing"), or suspend the social privileges of a house. Further, it can impose social probation on a student, which means that further carelessness about, or defiance of, the community's standards and rules may result in a student's dismissal. "Judicial" may also suspend or expel students from the college, though such action *must* be appealed to the *Judicial Review Committee*, composed of the Director of the Student Personnel Office plus two faculty members elected by the student electorate. The President of the college must approve the penalties of suspension or expulsion before they become effective.

#### *Student Educational Policies Committee*

This unusual committee — of which most Bennington students are justifiably proud — has been in existence since the opening of the college. It is primarily concerned with evaluating educational aims and policies, and every student is involved in its work. It presents to the attention of faculty members and students such problems as seem appropriate. It works constantly to achieve the most effective working relationships between students and instructors, and each term it makes an evaluative report on faculty members to the President. "EPC" has a student representative in every course, elected by the class, and there is a committee of student EPC members for each academic division. The new student will be voting before long for an EPC representative in each of her four courses and may be elected one herself.

The faculty, too, has an Educational Policies Committee, which considers matters of academic policy, such as the curriculum, re-appointment of faculty members (in which it advises the President), etc. Most of the policy statements that appear later in this handbook were formulated by this committee. The Trustees of the College have an EPC as well.

#### *Constitutional Council*

This body, as newly established by the constitution, bears some analogy to a supreme court. It has nine members: three from the administration, designated by the President, three from the faculty elected by the faculty, and three students chosen by the student electorate. Since the new constitution calls for deliberation and voting in the three separate constituencies of the community, this Council was set up to establish claims of competency and to provide a way of solving



constitutional disagreement in cases where two constituencies have differences of opinion as to a policy enacted by one of them. Such disputes will be settled by a majority vote of the Council. It will also undoubtedly be called on to resolve conflicting interpretations of the new constitution.

## II. ADMINISTRATIVE OFFICES

*The President.* Officers of the student government meet regularly with the President to discuss issues of current concern. He also deals with many student concerns through members of the faculty and administration and meets on occasion with individual students at their or his request.

As President he is legally responsible for the conduct of the college and all that that involves. The new constitution describes his authority in some detail. Many faculty concerns come to his attention; many are dealt with by faculty committees. The President is, *ex officio*, chairman of one of them — the Educational Policies Committee.

The President will meet once a month with the members of three student houses at a time, to clarify issues and answer any questions that the students wish to ask him.

*The Dean* is a member of the teaching faculty who devotes much of his time to the administrative aspects of academic policies. He is Chairman of the Educational Counseling Committee and a member of the Faculty Educational Policies Committee.

*Student Personnel Office.* This office combines the functions of a dean of residence and a registrar. It is the information center of the college, the place to ask questions and to talk over any academic, social, or personal matters. The Director of this office takes emergency calls at any hour, day or night. For ordinary business it is best to make an appointment with her.

*Business Manager's Office.* This office is responsible for the financial affairs of the college, some of which are of personal importance to students:

1. *Checks for student earnings* are paid on or about the 10th of the month for work done the previous month. Time sheets for work performed are to be turned into the Business Office not later than the 5th, if they are to be paid by the 10th. (Students should be sure to arrange their finances so that they will not need their wages before the 10th. A loan on wages will be given only if an urgent need arises and *not* for regular spending money.) Checks are put into student mail-boxes. If a check is lost, it is the student's responsibility to report the loss immediately to the Business Office.

2. *Bills for incidental college services* such as freight and express

charges, infirmary and dispensary charges, and miscellaneous supplies and services are sent to students about the 10th of the month. All bills for college services are due when presented. Failure to pay bills promptly may result in the withdrawal of credit privileges. Students with campus jobs who have unpaid college bills will automatically have their bills deducted from their next earnings, unless other arrangements for payment are made in advance with the Business Manager's Office. A disputed bill must be discussed *immediately* with the Business Manager, if any adjustment is to be expected.

3. *Student Insurance Claims.* Students insured under the Student Reimbursement Plan need not file insurance claim forms if treatment has been received at the College Infirmary. However, when claims are to be made for reimbursement for a sickness or accident which has been treated elsewhere, the necessary forms may be obtained in the Infirmary or the Business Manager's Office. The insurance company requires that all medical bills be submitted with the claim form, and that claims be made as soon as possible if an accident or sickness occurs.

4. *Cashing Checks.* Checks for not more than \$10 may be cashed in the Cashier's Office daily, Monday through Friday, from 11:00 a.m. to 1:00 p.m., and from 2:00 to 4:00 p.m. Checks are not cashed on Saturday. Each student is limited to \$10 per day. There are several local banks, and many students have found it convenient to transfer existing accounts or open new ones in one of them.

5. *Financial Aid and Tuition Loans* are explained in the Announcement. A student who is currently receiving either is notified by the college when it is time to make a renewal application for the following year. Students already in college who wish to make their first application for Financial Aid should see the Business Manager, in December, if possible, about the next academic year; otherwise they should write to him in January.

6. *The Student Loan Fund* is available for small loans for specific educational needs, repayable in terms similar to those for the tuition loan. See the Business Manager.

*Non-Resident Term Office.* Because of the importance of the Non-Resident Term in each Bennington student's program and the fact that satisfactory use of the Non-Resident Term is one of the requirements for the degree, every student does well to acquaint herself, in person and early in the year, with this office and its director. Through countless contacts in business and professions the Non-Resident Term office tries to help each student find the kind of job she wants, taking capability and location into consideration. Many students manage to find jobs on their own but are nevertheless expected to keep the NRT office informed of their plans and expectations.

In addition to the responsibility for seeing that each student is occupied during the NRT, the NRT office also makes arrangements



for student jobs on campus, which are numerous. It often hears about and publicizes various summer job possibilities and serves as a placement office for alumnae who request its help.

*The Public Relations Office* is primarily concerned with fund-raising, and publicizing and explaining Bennington College to outsiders. Bulletins, pamphlets, and view-books are distributed by this office to acquaint people with the objectives and characteristics of the college. Newsworthy items about Bennington are furnished to the press and news services. Each week it prepares a calendar of college events which is distributed to each student, as well as to friends and neighbors of the college.

*The Alumnae Office* operates with three specific aims in view: to engage alumnae in public relations of various kinds, to publish *The Alumnae Quarterly* and a directory of alumnae names and addresses, and to take charge of the Alumnae Fund. All former students of Bennington are considered alumnae and receive the *Quarterly*.

*Director of Physical Plant.* This busy man is concerned with the maintenance and improvement of the physical facilities of the college, including the supervision of the maintenance staff. With the aid of the college Housekeeper, he is responsible for the condition of the houses, a task in which each student can be of great help simply by showing the same care and consideration for college property that she would be expected to show in her own home.

*Assistant Director of Physical Plant (Buildings and Grounds).* This department takes care of repairs, student transportation and baggage, road maintenance, snow-plowing, parking lots, etc. It includes the night watchmen and *Night Supervisor* who is on duty at the watchman's booth every evening and far into the night. In an emergency, the *Night Supervisor* is reached by telephone after 11:00 p.m. by dialing "operator."

Buildings and Grounds also works on the appearance of the campus. It is most helpful if each student gets the habit of doing her part in keeping the campus as clean as possible.

#### *Publications*

*College Week* is published every Tuesday and contains information of interest to all members of the community. (Notices for insertion must be delivered to the Public Relations Office by nine-thirty the morning before publication.) A thorough reading is a *must*. *College Week* is often the one place to find new academic information, notices of events, tips on NRT jobs, or news about members of the community.

*Silo*, Bennington's literary magazine, is issued two or three times a year. It is edited and managed by students and presents student essays, fiction, poetry, and art. Subscriptions are sold at a minimum price. Everyone is urged to contribute. (*Silo* takes its name from

the silo base at the main quadrangle entrance to the Barn.)

*Galley* appears in mimeographed form only when someone wants to express an opinion in writing. Although sponsored by the Executive Committee, it has neither an editor nor an editorial policy. All contributions must be signed by the initials of the author, and left in the *Galley* mailbox at Switchboard.

### III. ACADEMIC NOTES

#### THE FACULTY

Each faculty member has his own office, and office directories are conspicuously posted. Most offices are in the Barn; others are in Jennings, North Suites, and studios. Appointments with instructors are easily arranged, preferably in person. Telephone calls to an instructor's home should be made only in an emergency.

If a student wishes to have a guest attend one of her classes, she should make sure in advance that the instructor is agreeable to having visitors and introduce her guest to him before the class starts.

The Literature, Art, Science, and Social Science divisions have a faculty secretary whose office is in Barn 71. She knows when and where a faculty member may be found, if he is not in his office. The faculty secretary of the three performing arts divisions is on the first floor of Jennings.

*Counseling.* Every student at Bennington has an assigned counselor, a member of the faculty. Her first counselor is usually an instructor in a field in which she has expressed interest in her application to the college; in the next three years she will submit three or four choices from among whom her counselor will be selected. In the first days of the fall term the counselor helps the student in arranging her program and together they set a regular time for meeting each week throughout the term. The use of counseling periods depends a good deal on the student. Many students arrange with their counselors to work on a special project. After the freshman year, if a student has a tutor he will also be her counselor in most cases. The counselor is always present when the status of his "counselee" is reviewed by the Educational Counseling Committee.

*Educational Counseling Committee.* The "ECC" is considered an agent of the faculty as a whole in setting and maintaining the academic standards of the college as they relate to each student. It is composed of twelve faculty members appointed by the President, with the Dean of the College as Chairman. It meets in rotating "panels" of three (the Chairman plus two faculty members) to review the status of students with their counselors. Reviews occur automatically at least four times in a student's career: once in her second term, once in her second year when she submits her Tentative Plan for Advanced Work, again when she requests Confirmation



of her Plan in her third year, and shortly before graduation. A student's status may also be reviewed at any time upon the request of her counselor or the Chairman of the Committee.

The Committee may have suggestions or advice for a student which is communicated to her by her counselor, or by a letter from the Chairman. It may issue a serious warning to a student whose work is below the standard the college expects of her, place her on academic probation, or request that she withdraw from the college. Students who have questions about the advice or decisions of the ECC should discuss them with their counselors or with the Chairman of the Committee.

Members of the panel study in advance the records of students to be reviewed. (A student's record or folder includes the forms and school records submitted with her application for admission plus all course reports of her college instructors, counselors' reports, NRT reports and ECC minutes of reviews of her status.)

The ECC must also approve any plan that calls for study away from the college, early graduation, completion of the degree *in absentia*, etc.

#### THE LIBRARY

The Edward Clark Crossett Library contains approximately 38,000 volumes, and receives about 250 current periodicals. Records and tapes of poetry readings and plays are available in the listening room, which also houses three foreign-language practice booths. (Music recordings are in the Jennings Hall Library.) A seminar room and typing room are available. These rooms have a separate entrance and may be used as study rooms after the main part of the library is closed in the evening.

It is the aim of the Library to make its resources easily and clearly available. Books are signed out by the students themselves, except for books on Reserve for class use. These must be used in the building during the day: at 10:00 p.m. they may be taken out for overnight use to be returned promptly when the Library opens the next day. Some books in great demand circulate for only three days; they must be presented at the desk to be signed out. Books may be renewed if they are not needed by someone else or for the Reserve shelves. In that case a *red card* is sent to the borrower, and the book must be returned immediately. There are no fines for overdue books; it is hoped that students will respect the needs of other members of the community and return books when they are due, or before that if they are no longer needed.

The Library is open 81 hours a week during the academic terms:

Monday - Thursday	9:00-6:00	7:30-11:00
Friday - Saturday	9:00-6:00	7:30-10:00
Sunday	2:00-4:00	6:00-10:00

The following statement of policy was formulated by the Faculty Library Committee and approved by the Faculty Educational Policies Committee last year:

"The purposes of the Library, which are the purposes of the college, are best served by providing the largest possible number of distinct titles and by keeping duplication of titles to a minimum.

"The Library recognizes that effective instruction, and especially instruction in large classes, may require the provision of duplicate copies of essential works that the students may not properly be expected to buy. Such works include out-of-print books, books in which only a few chapters will be used by a class, and books which are extraordinarily expensive. Under normal circumstances they do *not* include paperbacks, nor textbooks that have no value apart from a course.

"It is not the responsibility of the Library to provide a copy of every book assigned in every class. Students should be expected to spend approximately \$10.00 per class per semester on books used intensively in the work of the course. Inasmuch as students receiving financial aid are expected to budget \$100 for books and supplies, this expectation can work no real hardship, and it accords with a college-wide commitment to encouraging the purchase of significant books."

#### THE ACADEMIC PROGRAM

*Program Planning.* This of course demands the student's most careful consideration, and new students are encouraged to give it a good deal of thought before their arrival. The counselor will help the student with her choice of courses on the day of registration, before classes begin. Program and class cards are due in the Student Personnel Office every term by an announced date, and it is extremely important for every student to respect this deadline.

*Tutorials* are of several kinds and each replaces a regular course in the student's program. Thesis and project tutorials are given for juniors and seniors in their major fields and ordinarily the tutor is also the student's counselor. A student may apply for a tutorial with a certain member of the faculty in an area of study not covered in a regular course. Her counselor, the proposed tutor and his divisional faculty, and the Educational Counseling Committee must approve the tutorial. Most tutorials are individual arrangements but some are group tutorials in which two or more students work with the same tutor.

*Late admission to a course* is sometimes possible, after consultation with the counselor and the instructor. If the course is one that meets twice a week, a student would probably not be admitted after the class has met six times.

*Dropping a Course.* If a student wishes to drop a course without



prejudice to her record she should ordinarily do so in the first fifth of a term. After that date, whether or not another course is to be substituted for the one dropped, and after discussing it with her counselor, the student should fill out a "Change of Program" slip, available in the Student Personnel Office. This form shows the reasons for the change of program, the counselor's comment, and the signature of the instructor or instructors concerned.

"Extras" are parts of full courses (such as Dance Techniques) which may be taken with the instructors' permission and for which no credit is given. Students taking an Extra are expected to attend classes regularly.

*Auditing* is possible but not recommended for new students. Permission to audit will depend to some extent on a student's academic standing and the wishes of the instructor of the class.

*Tentative Plan for Advanced Work.* The Tentative Plan is written by the student with the advice and help of her counselor, usually in the spring term of the second year. It summarizes her progress during the first two years, expresses her choice of a major field, and outlines her tentative program for the next two years. If the faculty of the division in which she hopes to major agrees to her plan, the plan is then considered by the ECC. Approval by the Committee is assurance that the student is ready for advanced work both in her major and in other fields.

If a student's Tentative Plan is rejected by the division of her choice or by the ECC, her record may warrant her being allowed further time in college in which to qualify herself to major in her first choice of field or in another one. Failure to gain approval of the Tentative Plan by the middle of the junior year usually indicates that a student is not doing satisfactory work and she may be advised to withdraw from college.

*Request for Confirmation of Senior Plan.* Often called the "Senior Plan" to distinguish it from the Tentative Plan, this document is written in the junior year. It is specific about the nature of the student's senior project or the topic for her thesis, and it lists the courses and tutorials she will take in completing her college work. Later changes of program can be made with the approval of the major faculty and the ECC.

### *The Major*

The statements of the seven divisions on the usual requirements for major study are given below. (All Plans must be approved by division faculties before action is taken on them by the Educational Counseling Committee.)

#### *Visual Arts*

*Before Tentative Plan:* Normally the prospective major in art will

take *Four Workshops* during her first year, and another two, three or four terms of work in the division. Minimum requirement — three terms of work in Art by the end of the second year.

*Tentative Plan:* It should outline the student's plans. She must have demonstrated ability in at least two media. The student must submit her plan to the division and come before it with examples of her work.

*Confirmation of Plan:* Work in the major requires a project in one or more areas, and studio work in one other than her main field. It is assumed that the major will acquire a coherent perception of the history of art and art criticism.

*Requirements for Degree:* Successful completion of project and work undertaken in advanced program.

#### *Dance*

*Before Tentative Plan:* Successful completion of four terms of work in the field, including *Structure and Style*, dance techniques, and associated studies. For first-year students *Composition* is optional.

*Tentative Plan:* Plan for the major may emphasize performance, composition, directing, criticism, or a combination of these. Students plan to spend half their time in the field.

*Confirmation of Plan:* Since each major is responsible for independent work in the area of her main dance interest, her final plan should outline her intentions.

*Requirements for Degree:* Successful completion of work.

#### *Drama*

*Before Tentative Plan:* The prospective major will normally have taken four terms in the field, including work in acting, stagecraft, the reading and analysis of plays, and dance techniques.

*Tentative Plan:* It should include plans for future program, including plans for specializing as actor, director, designer, technician, or as student of some other phase of theatre. The student should have demonstrated her ability to perform in the field and her willingness to cooperate and be productive in the group; should outline her plans for work outside the division; and specify which areas she intends to include.

*Confirmation of Plan:* The student should include a statement in her final plan regarding her senior project, and demonstrate the soundness of her knowledge about the entire theatre process. The Request for Confirmation of Plan should be submitted early enough for the project to be completed by the end of the seventh term.

*Requirements for Degree:* The student should have demonstrated her ability to carry through her program to successful completion.

#### *Music*

*Before Tentative Plan:* The normal program for the first two years



is *Music I* and *Music II*. A prospective major must demonstrate her musical ability and her capacity to perform in a sustained and workmanlike way.

*Tentative Plan:* It should outline the program for advanced studies, including *Music III*, and indicate whether advanced tutorials and project will be in composing, conducting, vocal and/or instrumental studies, or a combination of two or more.

*Confirmation of Plan:* It is granted on successful completion of work to date, and final plans, if different from the preceding.

*Requirements for Degree:* Successful performance of project and successful completion of all work in the field.

#### Literature

*Before Tentative Plan:* The usual requirements are: *Language and Literature* or its equivalent and preferably at least two more terms, one of which would desirably be in prose or verse writing; demonstrated ability to do sustained, independent work, to write clearly and forcefully, to read with discrimination.

*Tentative Plan:* It should include a minimum of four terms' work in the division and must include a statement by a member of the language staff regarding ability to read at least one foreign language; or a full and satisfactory explanation of what other discipline the student proposes to substitute. Consultation with a member of the division is essential.

*Confirmation of Plan:* It presents a plan for a project, creative or critical, approved by the counselor and the division. If the project is to be creative, samples of work must be submitted to the division for approval. If critical, it may take the form of one long or several short essays.

*Requirements for Degree:* Successful performance of the work undertaken, a demonstration of efficiency in the use of language as a craft, and familiarity with a significant body of literature.

#### Science

*Before Tentative Plan:* Normally the prospective major will have taken work in at least two of the fields of science — biology, physics, chemistry, mathematics. One of these might be fulfilled by work in preparatory school.

*Tentative Plan:* Since majors in science must include at least three years of work in one field, two in a second, and one in each of the other two, the Tentative Plan should indicate how the student expects to fulfill these requirements. She must have demonstrated a thorough understanding of the elementary concepts of her proposed field of concentration, and, in the case of a laboratory science, a familiarity with its techniques and procedures.

*Confirmation of Plan:* Approved upon successful work to date.

*Requirements for Degree:* Successful completion of the require-

ments of the science major and of her program in other divisions.

#### Social Science

*Before Tentative Plan:* The student should have successfully completed at least two terms in each of two of the five areas in the field (anthropology and sociology, political science and economics, philosophy and religion, history, psychology); demonstrated ability to do disciplined and productive work in both areas. Consultation with representatives of the two areas to discuss plan is essential.

*Tentative Plan:* It must include program for a minimum of four terms, including advanced work in at least two areas of the field, unless second area of intensive study is outside the field, e. g., literature or science.

*Confirmation of Plan:* The student presents plans for project to be begun normally in spring term of junior year (to be finished by December of senior year). Successful completion of program to date must be evident.

*Requirements for Degree:* Successful completion of thesis and program outlined above.

*Non-divisional Majors.* If a student's Tentative Plan calls for advanced work which cuts across the lines of divisions or fields (rather than a major in one division) an *ad hoc* supervisory committee, appointed by the ECC, advises and guides her toward its successful completion.

*Study in absentia* — meaning study away from Bennington which fulfills part of the requirements for graduation — is carried out by a few students every year in Europe or at other institutions in this country. Plans for study elsewhere should be incorporated in the Tentative Plan if possible and must be approved by the student's major division as well as by the ECC. In determining a student's fitness to study abroad the Committee considers the following points: (1) the student's present standing in the college, her maturity and general capacity to carry out her plan; (2) her proficiency in the language of the country in which she would reside; (3) the degree to which the work she plans to do abroad would satisfactorily replace the educational experience which would be available to her at Bennington.

Approval of a student's plan shall constitute a commitment on the part of the college that if the plan is satisfactorily completed, the time spent abroad will be considered the equivalent of a specified period of residence at Bennington.

The Bennington calendar makes it possible for a student studying abroad to spend nine months away from Bennington with the loss of only one semester's residence. The calendar of European universities makes it possible to attend a summer session and a fall semester of the regular session during this time. Wherever possible the student should formulate her plan to cover this period of time.



*Completing Work for the Degree in Absentia.* In exceptional circumstances, a present or former student who needs to complete no more than two terms for graduation may be permitted to fulfill requirements for the Bennington degree *in absentia*.

Applications for such permission should be addressed to the Dean, should state why the student cannot continue at or return to Bennington, and should describe in detail whatever remains to be carried out under Bennington direction, such as the senior project, and the course of studies she proposes to follow elsewhere.

Permission will be granted if the application is approved by the student's major division, the Educational Counseling Committee, and the Faculty Educational Policies Committee. The applicant has to satisfy the division and the committees that she is capable of independent work on an advanced level, and that her program elsewhere will have educational value for her approximately equivalent to what she is missing at Bennington.

When permission is granted, a counselor will be appointed to represent the division and the college in further communications with the student, to provide guidance and to certify her satisfactory completion of the agreed program to the division and the Educational Counseling Committee. The fee for this service will be \$50 a term.

If any part of the work, such as a senior project, is being done under the supervision of the counselor, an additional \$50 a term will be charged. In case of enrolment in an approved program of graduate studies in substitution for her fourth year at Bennington, the counselor's fee will be waived.

*Early Graduation.* Normally the work for the degree is completed in four years. If a student wishes to qualify for graduation in less than eight terms, she should incorporate this proposal in her Tentative Plan for Advanced Work. Unless it is endorsed by the student's major faculty, no further action is taken. If it is approved by that faculty the ECC considers the plan in the light of the following criteria: (1) the amount of work necessary to meet the college's standards for a general education and competence in a major is to be fully equivalent to that completed over the normal period; (2) the quality of work in the major field is to be distinguished, and advanced work outside the major field is to be above average; (3) the faculty in the major field is to judge: first, whether or not the quantity of work in the major will be sufficient if carried out as planned; second, whether or not the quality of the major work to date is distinguished and promises to continue to be so.

Consideration is given to the student's whole accomplishment: her academic record, including the endorsement of her major faculty; her Non-Resident Term record; her maturity as a person; and the quality of her membership in the college community.

*Plans for Graduate Work.* Many Bennington students go on after

graduation to earn advanced degrees. Planning for this starts well before graduation, however. The student should discuss any such plan with her counselor and instructors in her major division who can give her guidance as well as the information she may need as to her current academic status. In addition, she may want to consult the Committee on Graduate Fellowships.

*Withdrawal and Readmission.* Any student who withdraws from Bennington to carry out a plan, and whose plan has been approved by the Educational Counseling Committee, is assured a place in the college on her return after completing the plan. Any student who withdraws under other circumstances and wishes to return must be readmitted in competition with entering students.

How much credit will be given toward a Bennington degree for courses taken elsewhere will depend on evaluation, after the student's return, of the work which has been done.

#### CLASS WORK

*Class Attendance.* Students are expected to miss classes only for good reason and to notify the instructor concerned. When, in the judgment of the instructor, absence makes it impossible to meet the demands of the course, the student will be dropped, with consequent failure. Substitutes for work missed will be offered only at the instructor's option.

If a student is detained away from college, she should notify the Student Personnel Office and that office will explain the absence to her instructors and counselor. If the student is admitted to the Infirmary as an overnight patient, the Infirmary notifies the counselor, and the student is expected to let her instructors know that she is ill, or ask a friend or the Student Personnel Office to do so.

In voting for a shorter calendar for the coming year, the students did so in the knowledge that they are expected to attend *all* first and last classes (including laboratories) of each semester, as well as all classes just before or just after each vacation. Any student who expects to miss her first or last class should explain her reasons to the Director of the Student Personnel Office, who, with the help of a student-faculty committee, will determine whether or not her excuse is a valid one.

*Tests and Overnight Exams.* In many courses students are asked to write papers rather than take exams, and these, plus class participation and attitude, furnish most of the evidence on which the instructor will base his report. In science and mathematics and language courses, tests are fairly common. Some instructors give *overnight tests* — that is, an assignment given in class is to be written overnight or by a certain time on the following day. So it is not wise to assume either that papers are the exclusive measure of a student's learning and abilities or that exams are never given at Bennington.

*Late Submission of Written Work.* Written work considered essential to a student's accomplishment in a course which is submitted



after the date due will be accepted only if the instructor so chooses. If accepted, it may still be discounted in any degree the instructor decides.

*Instructors' reports* — often called “comments” — are written at mid-term and at the end of term, shown to the student by her counselor, and then filed in her permanent record in the Student Personnel Office. It is a good idea for the student to make copies of these reports for her own use. The only “grades” that appear on a final report are Passing, Not Passing and Incomplete.

The student's parents get only one routine report from the college, in the form of a *summary letter* at the end of the first year. This letter is written by the counselor and summarizes the student's educational achievement for the year.

*Incompletes.* A student may request, but she may not elect, an Incomplete in a course which she is otherwise passing and in which, for acceptable reasons, she has not been able to complete her work. The decision is the instructor's and although Incompletes are usually to be made up by two weeks after the opening of the following term, another deadline for completing the unfinished work may be set by the instructor. If a student fails to make up the work, her record shows failure in that course.

*Transcript Grades, Grade Averages, and Credits.* Grades are not given to Bennington students. They are filed, however, at the end of each term in the Student Personnel Office for use on transcripts, which are necessary for applying to graduate or professional schools, etc. A Bennington transcript is conventional in form except that it lists Non-Resident Term projects.

Cumulative grade averages are kept by the Student Personnel Office for each student year by year. They are available to the counselors of students planning to go to graduate school.

Four semester credit-hours per term are given for every regular course. The normal course-load is four a semester, and each course is commonly referred to as “a quarter.”

#### MISCELLANEOUS

*Workshops.* Most divisions regularly schedule workshops to supplement the regular curriculum. The workshops usually involve both student and faculty participation in discussions, informal talks, readings of original works, or performances. These workshops are open to all members of the community and can be most informative for both majors and non-majors. In the performing arts, attendance at weekly workshops is expected of students taking courses in these fields. Each term special Dance and Drama Workshops run for three nights consecutively in the Theatre as full evening performances. The Dance Workshop in the fall term often shows the repertory to be presented during the Non-Resident Term by a group, chosen by the dance faculty, who go on tour every other year.

*Language tables* meet once a week at dinner with an instructor in French, German, Spanish, or Russian. Students at all levels of fluency in the language are welcome.

*The Harvard Reading Films* are usually shown once or twice a year and give students a chance to test and improve their reading skills. They are recommended highly by those who have seen them. Attendance is facilitated by the fact that they are shown in Barn 1 between lunch and the first afternoon class on consecutive days, announced well in advance. Counselors may advise students to attend the films.

#### IV. NON-ACADEMIC NOTES

Bennington students are interested in a variety of scheduled evening activities including open workshops, lectures sponsored by the Special Events Committee, the weekly film series, frequent faculty concerts, and occasional folksings. Art exhibits featuring the work of noted artists, faculty members, and students are shown in the New Gallery and each showing is inaugurated with an “opening.” The music division sponsors a chorus and an orchestra.

Bennington is near several men's colleges — Williams, Dartmouth, Rensselaer and Union. The student Recreational Policies Committee arranges occasional activities to which men from these and other colleges are asked. Individual houses have spring and fall picnics, Christmas parties, etc., and the approach of the winter holidays is often the occasion for parties in the houses to which faculty members are invited.

*Sports.* Bennington has no organized sports program, but facilities for many sports are available on or near the campus. The college tennis courts get heavy use in the spring and fall. The basketball court, ping-pong, and pool table are in the Carriage Barn, and baseball equipment is available at the Switchboard.

There are several swimming areas near the college. The most popular ones are the Cascades and Lake Paran, the latter within walking distance of the campus. There are also a few riding stables within easy reach of the college. Hikes are popular in the spring and fall. (Hiking in lonely areas or over mountain trails should never be done in groups of less than three. Four is a much better minimum number in case of injury to one of the party.)

Skiing opportunities in the early winter and at the beginning of the spring term are unlimited in this area. Bromley, Snow Valley, Mount Snow, Hogback and Dutch Hill are all less than thirty-five miles from Bennington. Ski equipment can be rented at any of these ski centers.



The Outing Club organizes athletic and outdoor activities open to all students as well as folksings and folk-dancing parties.

*Guests.* Men are permitted to be on campus until 1:00 a.m. on weekdays and Sunday (Monday morning) and until 2:00 a.m. on Saturday (Sunday morning). Men may not enter the campus after 11:00 p.m. unless accompanied by a student of the college or unless the Night Watchman knows they are expected. If a student expects to have guests arriving after 11:00 p.m., she must notify the Night Watchman by leaving a note to that effect with the sign-out sheet.

Men are allowed in student rooms between 10:30 a.m. and 6:30 p.m. on Monday through Saturday, and between 11:00 a.m. and 6:30 p.m. on Sunday. An exception is made for the husband, father, and brothers of a student, who may remain in her room only until the hour appropriate for all men to be off campus. (These rules apply in reverse to the women guests of the men students who live in Jennings.)

In the words of the "Standards and Rules," in force for many years at Bennington, "each student is held responsible for her own conduct at all times and for the conduct of any guests she may have on campus." It is also considered that "visitors are expected to demonstrate by their conduct respect for their position as guests of Bennington College. Members of the Bennington community will assume responsibility for calling breaches of its standards to the attention of visitors. The college guards may be asked to assist when this appears necessary."

When a Bennington student is a guest at a college for men, she must be aware of the closing hours in the dormitories and fraternity houses. For example:

At *Williams* women may visit in the men's dormitory rooms only between the hours of 1:00 p.m. and 6:30 p.m. Violation of this rule renders a Williams student liable to suspension. Women must leave the Williams fraternity houses (except when house parties are going on) at midnight on Sunday through Thursday, at 1:00 a.m. Saturday morning, and at 2:00 a.m. Sunday morning.

At *Dartmouth* women must leave the dormitories by 7:00 p.m. and the fraternity houses by 11:00 p.m. except on Saturday nights when the hours are midnight and 1:00 a.m. respectively. Women are not admitted to either fraternity houses or dormitories before 10:00 a.m.

#### *Overnight and Late "Sign-outs"*

The college relies on the student's sense of responsibility in managing her social life. It does not limit the number of week-ends she may spend away from the college, and if she leaves campus expecting to return the same night after 11:00 p.m. she is merely asked to sign out at the Switchboard before she leaves. (The sign-out procedures are given in detail below.) A student whose social activities

appear to have a harmful effect on her academic work may be advised by her counselor to curtail them.

The college has the responsibility of knowing the whereabouts of its students during the resident terms and for this reason simple written procedures must be followed by students: the overnight sign-out, the after 11:00 or late sign-out, and the check-up. The information provided by these records is checked every morning to assure that all students are either on the campus or that their absence is accounted for. The Judicial Committee takes a serious view of failure to sign out or of errors on sign-out records. A student can save herself time and trouble by learning the procedures at once and following them.

*Signing Out.* If a student is to be off campus after 11:00 p.m., she must sign on the Off-Campus Record, giving her destination and the hour she is leaving campus. (The Off-Campus Record is kept at the Switchboard until 11:00 p.m., when it is transferred to the Night Watchman's booth.) On her return she must sign in at the Night Watchman's booth and obtain a key to her house. If a student has not been off campus but has been away from her house, until after 11:00 p.m., she may get a key by signing for it on a special sheet at the Watchman's booth. Keys must be put in the boxes provided for them near the door of each house. Any individual who loses a key will be responsible for the cost of replacing both the lock and the key.

The outside doors of each house are locked at 11:00 p.m. by the Night Watchman and on no account should they be left unlocked after that hour.

*Overnight Slips.* If a student expects to be off campus over one or more nights, she must fill out, in person at the Switchboard, an Overnight Slip stating her destination, where she can be reached in case of emergency, and her expected time of return. If she forgets to sign out or changes her address or is detained beyond the expected time of return, she must get in touch with the college *immediately*, giving complete information to the Switchboard or to the Student Personnel Office. When the delay means the student will miss classes, the Student Personnel Office, if notified of the reasons, will explain them promptly to her counselor and instructors.

Upon returning to the campus each student must sign in (in person) promptly. This regulation also applies to all vacations and the Non-Resident Term, as well as to other overnight absences.

Failure to make out an overnight slip completely and accurately may result in a collect telegram from the Student Personnel Office to the student or her parents soon after her departure from college. All sign-outs and overnight slips are checked daily by a member of the Judicial Committee which collaborates with the Student Personnel Office in discussing errors with the students who make them.



*Check-up* duty is shared by members of a house, assigned on a rotating basis. The student responsible checks every student room in the house by 7:45 a.m. on Monday through Saturday, and by 9:45 a.m. on Sunday. She records any absences on a special form which is due at the Switchboard by 9:00 a.m. on weekdays and Saturdays, 11:00 a.m. on Sundays. (Students' rooms should always be unlocked at check-up time.)

Check-up is also used as a wake-up aid: students post notes on their doors saying whether or not they wish to be awakened by Check-up in time for breakfast and first-period classes. In most houses, it is agreed that seniors are exempted from this duty.

If a student is sleeping in a house other than her own, she *must* leave a note on her door designating the house she is in. The Check-up in her own house shall then mark her absent, while the Check-up in the house she is visiting shall report her as a visitor on the check-up form for that house.

This system of sign-outs, overnight slips, and check-up is not complex when the reasons for it are understood and the procedures become a fixed habit.

*Early Departures and Late Arrivals.* Students are expected to follow the college calendar in planning their departure and arrival before and after the summer vacation, the Non-Resident Term, and the Long Weekends which fall in the middle of each resident term.

Any student knowing she will be unable to return to college in time for her first class, or any student who wishes permission to leave the college before her last class preceding a vacation, must make her reasons known to the student-faculty Committee on Excused Absences through the Director of the Student Personnel Office.

## V. USEFUL AND NECESSARY INFORMATION

The village of North Bennington is within walking distance of the campus. What cannot be found there can usually be found in the town of Bennington, about five miles away. There are a number of banks, churches, motels and tourist homes in the area (though only one hotel, the Putnam, in Bennington). Students can shop with no difficulty for clothes, furniture, gifts, etc. Many of the local merchants and the exhibitors who come to the college are generally agreeable about letting students open charge accounts.

### *The Commons Building*

*The Infirmary* is on the first floor of Commons. Shortly after arrival, each new student will be interviewed by the Health Service

personnel. There will also be a meeting of the whole freshman class in the first week to acquaint them with the workings of the Health Service in detail.

The Health Service Fee entitles a student to dispensary care and to three nights in the Infirmary each semester, free of charge. Some medications are not included in this plan because of their cost. All students are advised to have hospitalization insurance.

In case of emergency, day or night, the Infirmary may be reached either by direct line or by dialing Switchboard. During the day a student may visit the Infirmary at any time for emergency treatment. Any student in an automobile accident on or off campus should report it immediately to the Student Personnel Office and the Infirmary.

Students may go to the Health Service at any time for check-ups or for advice concerning dentists, oculists, or other specialists.

In addition to the doctor and two nurses, the psychiatric counselor is a member of the Health Service. The first three consultations with her are without charge. The psychiatric counselor, like the doctor, maintains confidential relations with the student. The Health Service does not communicate with the student's family without the student's knowledge except in a case of extreme emergency.

A T.B. case-finding program is held every fall with the cooperation of the Vermont State Health Department. Skin tests are done on each student who has not previously had a positive skin test. All those who have had a positive skin test receive yearly X-rays. Before a student graduates she must have a check-up with the college doctor.

*Dining-rooms.* There are five dining-rooms on the second floor of Commons. Breakfast and lunch are served cafeteria style; dinner is served by student waitresses. Guest tickets for meals may be obtained at Switchboard. A breakfast ticket is \$.55; luncheon costs \$.70; a dinner ticket is \$1.25.

Students having guests for meals over the weekend must sign up by 5:00 p.m. on Friday the number of guests expected. The guest-book is kept in the Blue Pantry. No dishes, silverware, or other articles may be taken to the houses without the permission of the Director of Dining-rooms. *Trays* may be taken to students in the houses only with the permission of the college physician.

Students are required to wear shoes in the dining-rooms for obvious reasons of sanitation and prevention of accidents resulting from broken glass or china.

*Snack Bar.* This popular spot is just off the Commons Lounge. Manned in part by students, the Snack Bar is managed by the Director of Dining-rooms and is open each weekday from 9:00-12:00, 1:00-6:00, and 7:00-11:00. On Sundays, when only two meals are served in the dining-rooms, it is open from 12:30-4:00, and 6:30-11:00 (the hour when Commons closes). Frequent customers can



save money by buying a \$10 book of tickets worth \$11 of food.

*Post Office.* The college's post office is a federal sub-station. Every student has her own box. Anyone wishing to distribute material to all boxes must consult the Switchboard operator or Post-mistress.

The Post Office is open for the sale of stamps, money orders, parcel post, etc., between 8:00 a.m. and 6:00 p.m., Monday through Saturday. Deliveries on those days are as follows:

<u>Incoming</u>	<u>Outgoing</u>
9:00 a.m.	8:00 a.m.
11:00 a.m.	10:05 a.m.
3:00 p.m.	4:45 p.m.
	6:00 p.m.

No post office business is transacted on Sundays or holidays.

*Switchboard.* The Switchboard operates from 7:00 a.m. to 11:00 p.m. From 11:00 p.m. to 7:00 a.m. the Night Watchman takes all calls that come in to the college, but he does not put through calls to students. In case of emergency, he refers the call to a member of the Administration.

The Switchboard does not accept any collect calls nor make toll calls for students. Toll and collect calls go out on pay-phones (one in each house). See *Telephones* under *The Houses* below.

The Switchboard bulletin board often posts very useful information. In addition, Switchboard is the place where students must sign out and in when they leave campus — except after 11:00 p.m., when this is done at the Night Watchman's booth.

*Miscellaneous.* Also to be found in Commons are the laundry, shipping-room, cigarette machines, guest suite (for official guests of the college only), and Theatre, plus several offices and studios.

No drinking of alcoholic beverages is permitted anywhere in the Commons building.

#### *The Co-operative Store*

The Co-operative Store is in the east wing of the Barn and sells such necessities as textbooks, school supplies, art supplies, cosmetics, cigarettes, small hardware, etc. It also has an extensive offering of paperbacks, art reproductions, greeting cards, and stationery.

A student may obtain membership in the Store for \$10. Dividends are paid on the receipts which the student has saved throughout the year representing purchases of items other than food or cigarettes. The student's initial investment of \$10 is refunded upon request when she officially leaves college. The Constitution of the Co-op Store appears near the end of this handbook.

The Co-op Store sponsors such campus attractions as semi-annual

rummage sales, used furniture sales, and frequent exhibitions (in Commons) by shops in the area which bring selections of clothes and accessories to the campus.

Students who wish to sell merchandise or offer services should discuss their project *beforehand* with the Co-op Store.

#### *Jobs on Campus*

A wide variety of campus jobs are open to students. The following is a partial list of possibilities:

waiting on table	making posters
serving faculty tea	babysitting
assistant in Co-op Store	working at Snack Bar
art studio monitor	*library assistant
movie projector operator	*campus guide for visitors
model for art classes	*music library assistant
clerical work in college offices	*switchboard operator
mimeograph operator	*accompanying for dance classes

\*The last five positions are usually taken by members of the three upper classes.

For all college jobs except work in the dining-rooms, students are required to keep a record of the hours they work on a student time-sheet. Students must have their time-sheets signed by the "employer" (i.e., someone in the Admissions Office for guiding, a housewife for babysitting, an instructor for monitoring, etc.) and then turn them over *themselves* to the Business Office by the 5th of each month. If they have no direct "employer" to sign the time-sheet, the NRT office will sign it.

In the dining-rooms all waitresses sign on one time-sheet posted in the Blue Pantry. All time-sheets must be in the Business Manager's Office, signed by the work supervisor, by the 5th of each month.

Other ways of earning money are available. In the past students have been campus agents for magazines and newspapers, done typing for faculty members and other students, and acted as collecting agents for local laundries.

Students should work through the Non-Resident Term Office in arranging most campus jobs. A babysitting job with any family except a college family *must* be arranged through this office.

#### *Transportation*

The Village of Bennington has no local bus system but there are several taxi companies. A college arrangement is made whereby a student can go into town at any one of four times daily by purchasing a round-trip ticket at Switchboard for only 35¢. On Sundays the taxi service coordinates with church service schedules.

There is a Greyhound Bus Depot in the Village of Bennington, from which there is at least one express bus to New York City every day. There is also bus service between Williamstown and



Bennington, and between Albany and Bennington. The most convenient railroad stations are in Pittsfield, Massachusetts, and Albany, New York. Albany has a commercial airport.

*Automobiles.* Any student, other than those receiving financial aid, may maintain an automobile on campus. Every car *must be registered* with the Student Personnel Office. Signed parental permission is part of the registration requirement.

A *Borrower's Permit* is necessary before a student may drive another student's car. This application also must be signed at home and filed in the Student Personnel Office. *It is a serious infringement of college regulations to drive a car while at college without the proper permission.* The college believes that its registration procedures are absolutely essential as safety measures.

A college car is available for use by students who teach in the public schools. A Borrower's Permit should be secured by any student who drives it.

There are no garages for student cars. They are parked on the campus in designated lots at the owners' risk. Visitors use the Guest Parking Lot just north of the Night Watchman's booth. Parking in front of the student houses is *limited* to the time it takes to load or unload a car or to drop and pick up passengers.

A student's car should be properly insured and the student driver should be thoroughly informed about her insurance and about what she must do in case of accident. A student involved in an automobile accident of *any* sort — whether she is the driver or a passenger — is expected to report the incident immediately to the Student Personnel Office and to the college physician. Arrests for any reason should also be reported to the Student Personnel Office.

*Under no circumstances* should one student give driving lessons to another or permit any unlicensed driver to operate her car.

*Bicycles* are used on campus, but are by no means necessary. Storage is provided in Bingham basement at any time of the year. It is recommended that an incoming student not bring a bicycle, unless she knows she will have a definite need for it, such as for frequent trips to Jennings Hall, etc.

*Hitch-hiking* is not advisable for any reason.

### *The Houses*

There are twelve student resident houses, each one accommodating approximately thirty girls who represent all four classes. There are no "house mothers," but there is a faculty apartment attached to each student house.

Each house has both single and double student rooms, a living-room, one or two card-rooms, a kitchenette, and an attic. Each living-room has a wood-burning fireplace, is comfortably furnished, and is used for such activities as house meetings, workshops, small

classes, house parties, etc. (The fire screen must be used whenever the fireplace is in use.)

Night patrolmen inspect each house on a fixed schedule throughout the night.

*Living-rooms.* Since living-rooms are for general use by many people, students should try to keep their living-room presentable at all times. Some houses have "living-room duty" and appoint students to be on hand to greet guests.

Living-room rugs and pads may be taken up for house dances, provided that the house notifies the Director of Physical Plant (or the Housekeeper or Student Personnel Office) in advance, giving the names of those students who will be responsible for setting the room back in order. The rugs and pads must be rolled separately and put in a place where they will not be stepped upon; they must be unrolled and put back by 7:00 the next morning, at which time the living-room must generally be in good order. A house will be held responsible for any damages incurred.

Students are not permitted to sleep in the living-rooms.

*Hallways* must be kept clear of all student property at all times. The fire insurance carried by the college requires this. This includes easels and paintings unless they are hung on hooks supplied by the college. If found on the hall floor, they will be returned *once* to the owner's room. If found again on the hall floor, they will be taken to the attics. Screws and wire needed for hanging canvasses may be purchased at the Co-operative Store.

*Plaster of Paris* may not be used in the student houses because of the possible damage it may cause to floors, furniture, and plumbing.

*Telephones.* In all student houses there is a telephone on each floor to be used at any time for campus calls. Prepaid long-distance calls can be received on these phones between 7:00 a.m. and 11:00 p.m. Off-campus calls may be made at any hour on the pay-phones in each student house, Commons, and Jennings. A student may accept a collect call only on these pay-phones. Telegrams may be sent over the pay-phones or from the telegraph office in the Putnam Hotel in Bennington.

As has been said, the college Switchboard closes at 11:00 p.m. Between 11:00 p.m. and 7:00 a.m., the Night Supervisor takes all calls that come in to the college, but he does not put through calls to students. In case of emergency, he refers the call to a member of the Administration.

*Kitchenettes* are equipped with an iron, ironing-board, refrigerator, sink, hot-plate, and a small assortment of utensils. Students are of course expected to clean up after using the kitchenettes. Any dishes, glasses, or cups belonging to the college that are found anywhere in a house will be put in the kitchenette by the Housekeeper. If an unreasonable amount of college tableware thus accumulates in a



kitchenette, the door to that kitchenette will be locked by the Housekeeper.

*Student Rooms.* The college provides each student room with a bed, mattress and pillow; a desk and chair; a bookcase, bureau and mirror. Students must provide such items as bed linen, blankets and towels, desk or floor lamps, curtains, and bedspreads. Most rooms have rather small closets but in each house there are other storage spaces.

New students should plan to bring their own desk and floor lamps. A number of rooms have no wall lights but only plug-in outlets. In a double room, four lamps should be the maximum number. All lights should be turned off when a student goes to meals or leaves her room for any considerable length of time. Extension cords should be as short as possible and should not be run behind the radiator. Cooking appliances should be used in the kitchenettes only. The college does not assess a charge for the use of electrical appliances in student rooms, such as phonographs, radios, hair-dryers, electric blankets, etc.

Each student, by living in her room, accepts responsibility for all college property allotted to her. Students are expected NOT to drive nails into walls and NOT to use Scotch or masking tape where it will injure painted surfaces, but in general to respect college furniture and buildings. The cost of repairs for damage to or loss of college property may be charged to an individual or to a house.

Students take care of their own rooms, but the rooms are inspected from time to time by the Housekeeper, who reports to the House Chairman any undue uncleanness in the rooms. House cleaning equipment is available in each house.

The Housekeeper is the person to see about the possibility of changing any of the room furnishings.

Keys to student rooms, closets, and top bureau drawers are available in the Cashier's Office for a deposit of \$1, which is refunded upon return of the key.

(Keys to the Sculpture studio, the Ceramics studio, the Art Closet, the Dance Closet, the Percussion Closet, the Nursery School, and the Rec equipment are kept at Switchboard.)

Loss of a house key results in a charge of \$25 which covers the cost of replacing the lock and duplicate keys.

*Personal Possessions.* At college as elsewhere these are the student's own responsibility. A college carries no insurance on its students' property. It is therefore wise not to bring too many things, to use name tags, to label books, records, and notebooks, and to report promptly any mysterious disappearance of belongings to the house chairman. Also inquire for the lost article at the Lost & Found in the Co-op Store.

During the resident terms, a student may store valuables such as jewelry or money in the Cashier's Office.

*Storage* is a major concern at Bennington since all students must dismantle their rooms twice a year — in December and June. Storage instructions are issued at the end of each term by the Housekeeper. During the NRT a student may leave personal possessions in her closet and the top drawer of her bureau. During the summer nothing other than furniture can be stored in the room, since members of summer programs will be using the room or maintenance men will be making repairs. Students can store correctly marked cartons and odds and ends in the attic. No furniture should be taken to the attic: it must either be left in the room, correctly tagged, or sent to a local storage firm. Rugs must be sent to a cleaner to be stored, or taken home, because they may breed moths if left in the attic. Most of the local cleaners will store woolen articles at a minimal cost. Students who are withdrawing can make arrangements to have their personal possessions shipped to them by the college if they have been packed, marked, and stored properly.

*Room-choosing* for the following year takes place in May. Rooms are either retained by students who want to stay where they are or new rooms are chosen by a system of priorities approved by the Executive Committee. In general, seniors have first choice, juniors next, and so on. The student who wants a new room in her own house has a high priority.

Very few rooms may be changed during a resident term, especially in the fall when not one room is empty. If there are valid reasons for wishing to change a room or a roommate, the matter should be discussed with the Assistant Director of the Student Personnel Office. A small number of rooms can usually be changed during the Non-Resident Term.

*Quiet Hours.* Houses vote their own quiet hours as a means of limiting unnecessary noise. These hours usually extend from a specified time in the evening until the following morning.

*Musical instruments* may be practiced in a student house only with the approval of the house. There are rooms in Jennings Hall for this purpose where the practice hours are from 8:30 a.m. to 11:00 p.m.

*Men's Rooms.* There are men's rooms in Canfield, Booth, Dewey, Franklin, Stokes, Kilpatrick, Commons, the Barn, Carriage Barn, and Jennings.

### *Jennings Hall*

Most rooms in Jennings are used by the music division and its students (studios, practice rooms, office, music library), but the building also contains faculty apartments and rooms for a few men students who are enrolled mainly in work in the performing arts. The



rules and standards of the college pertaining to men guests apply in reverse to student residents of Jennings: that is, women are allowed in the rooms of men students only between the hours of 10:30 a.m. - 6:30 p.m., Monday through Saturday, and 11:00 a.m. - 6:30 p.m. on Sunday. Women students are expected not to impose on residents of Jennings by asking them to put up men guests overnight. Any arrangement for overnight guests in students' rooms in Jennings must be made in advance with the Assistant Director of Physical Plant by 5:30 p.m., otherwise with the Night Watchman.

#### *Miscellaneous*

*Emergencies.* The college police, on duty at the Night Watchman's booth from 10:30 p.m. to 7:00 a.m., are to be called in case of emergency. During the day, the Assistant Director of Physical Plant should be notified. If personal difficulties arise, such as a student's immediate need of transportation or emergency funds, the student should see the Director of the Student Personnel Office, the Director of Admissions, or the Business Manager, in this order. In case of illness, the Infirmary can be reached day or night by dialing 255 or by dialing 0. Incoming emergency phone calls are taken by the Night Watchman after 11:00 p.m. and referred to the appropriate person.

Solicitation of business and selling from house to house by outsiders is not permitted on campus and any such person attempting to sell to students should be reported at once to the Student Personnel Office or to the Director of Physical Plant.

*Dress.* Daily campus wear is always casual. Students wear skirts and sweaters, Bermuda shorts, slacks and levis to classes and most campus activities. A heavy coat or jacket is necessary for Vermont winters, while a raincoat can be used to good advantage in the fall and spring. Bennington has no very formal affairs; however, cocktail or wool dresses may be useful if the student plans to attend such affairs at other colleges or to take part in certain concerts, etc. When packing for college, new students should take into consideration the fact that the closets in student rooms are small and that most freshmen will have to share a closet with a roommate. If there is doubt as to the appropriateness or necessity of certain clothes, a new student should write her House Chairman during the summer, if there is time, or wait until her arrival on campus and then have them sent from home. Extra clothes can always be bought at shops in the Village of Bennington or the surrounding area, or at exhibitions sponsored by the Co-op Store.

Spring tempts many students to go barefooted. They are requested to refrain from this in the Barn, in the area of the administrative offices, and in the dining-rooms.

*Laundry, Linen Rental and Cleaning.* Automatic washing machines and dryers are located in the Laundry Room at the rear of the first floor of Commons.

Several local laundries offer linen rental services to students. These services provide bed linen and towels each week for a yearly rate. Washcloths are *not* provided, so students should plan to bring their own.

Pick-up and delivery service for personal laundry is provided by both local laundries and by several private individuals living near the college. Speedy dry-cleaning service is offered by all local dry-cleaning companies. Items are picked up and delivered in each student house.

*Book Budget.* The cost of books and supplies required for course work varies a great deal according to one's program. Any book an instructor asks his students to buy should be regarded as a necessary purchase to be made promptly. If it is needed in a science course, for example, it is needed by the second meeting of the class. Perhaps about \$75 to \$100 for books and supplies should be budgeted for the first year.

The Co-op Store has an extensive line of art supplies. Students planning to work in art studios should realize that these supplies are not inexpensive.

*Fire Regulations.* The college Fire Department has a student Fire Chief who is assisted by a student from each of the houses. The houses have fire wardens and assistant wardens, appointed by the House Chairmen. If for any reason the wardens do not fulfill their responsibilities, the House Chairman will be notified and she will replace them.

Any fire, large or small, is to be reported immediately to the Director of Physical Plant even if it has been already extinguished.

There is at least one fire drill each month called by the Executive Committee. Lessons on the use of fire extinguishers are given in the houses early in each term.

All buildings must be cleared as quickly as possible when the appropriate alarm sounds. Everyone in a student house should clear to the location designated by the house. In case of a fire at night (or a drill) students must go to this location where attendance will be taken. The Barn should be cleared to the grass plot around the flagpole, the parking lot north of the building, or the field beyond the greenhouse.

Before leaving her house, each student should close her window, leave or turn on a light, and shut the door of her room. She should usually wear a coat and shoes.

The alarm signals are:

1—All Clear

2—Jennings, Carriage Barn, houses in the Orchard

- 3—Barn, Cricket Hill, Shingle Cottage, President's house
- 4—east side student houses, Brooder area, east faculty houses
- 5—west side student houses
- 6—Commons, Library

The alarm boxes are:

- on the front of Jennings
- on the Barn on south wall, outside Business Manager's office
- on the west side of Woolley
- on the east side of McCullough
- on Commons next to the southeast door

*Smoking.* Fire regulations prohibit smoking in the Theatre, the Carriage Barn Pit, house attics, and certain rooms in Jennings. Students are asked to supply their own rooms with safe ashtrays and metal wastebaskets, and to exercise the necessary caution when they smoke.

*Faculty Offices.* Members of the faculty allow students to use certain offices in the Barn at night for study, provided the courtesy is respected and offices are left in good order. A faculty member will withdraw this privilege at any time he wishes. (Hot plates and electric coffeepots are not to be used in the Barn.)

*Identification Cards.* These are issued by the Student Personnel Office. The Owner's Permit is essential for those students who have cars; the Borrower's Permit is essential for those who want to drive someone else's car, and the signature of the student lending the car must appear on it. There is also a card certifying that a student is registered at Bennington, which sometimes proves useful in claiming student discounts, etc. Another card certifies the student's age.

*Pets.* Under no conditions are students allowed to keep pets (other than goldfish) on campus.

*Questionnaires and Surveys.* Any individual or group who wishes to engage in any activity related to the college off campus, such as field work, surveys, or organizing (except for school-teaching), must consult the Director of Student Personnel. No questionnaires are to be distributed to the college community without the knowledge of the Student Personnel Office.

## THE BENNINGTON COLLEGE COMMUNITY CONSTITUTION

### PREAMBLE

We, the members of the Bennington College Community, jointly seek

- to promote the exercise of individual responsibility
- to moderate conflict between the organs of government
- to provide forums for the discussion of affairs affecting all members of the Community
- to clarify the locus of legislative authority
- to insure continuity in the governance of the Community

Under the laws of the State of Vermont and under the charter of the Bennington College Corporation, we therefore establish this Constitution.

### I. HOUSE GOVERNMENT

1. The members of each student house shall elect a House Committee, to be composed of a House Chairman, an Assistant House Chairman, and a House Delegate, to serve for a period of one year. The following six houses shall elect their respective House Committees at the conclusion of the Fall Term: Leigh, McCullough, Stokes-Sanford, Swan, Welling, Woolley. The following six houses shall elect their respective House Committees at the conclusion of the Spring Term: Booth, Bingham, Canfield, Dewey, Franklin and Kilpatrick. In each house the incumbent Assistant House Chairman shall automatically become a candidate for House Chairman; furthermore, no freshman shall be eligible for election as House Chairman or House Delegate.

2. It shall be the responsibility of the House Chairman, with the assistance of the House Committee, to execute the regulations and conduct the business of the house, employing whatever measures may be necessary and proper to fulfill her responsibilities under this con-



stitution. She shall enforce legislation that has been passed by the house meeting, by the Student Government, or by the Community. When enforcement proves impossible, she shall report offenses to the Judicial Committee. The members of the House Committee shall be exempt from responsibility for the financial obligations of the house except as residents thereof.

3. Each house shall hold frequent meetings of all of its members in order: (a) To legislate on house business, such as quiet hours, house dues, and check-up duty; (b) To deliberate on matters of general college policy, such as men in the rooms, library hours, or traffic regulations, whenever requested by the Legislative Council or by members of the house; (c) To vote, by secret ballot, on matters of general college policy after they have been discussed in house meetings; (d) To orient new students each Fall Term. Questions referred to house meetings for discussion by a proper authority shall be discussed within two weeks. Failure to meet this requirement shall be grounds for disciplinary action by the Judicial Committee.

4. The Legislative Council of the Student Government shall provide appropriate procedures for deliberation and voting by special students and off-campus students.

## II. STUDENT GOVERNMENT

### *The Executive Committee of the Houses*

1. The House Chairmen shall constitute an Executive Committee of the Houses, which shall meet at least once in every two weeks. Upon their first meeting of the term, the members of the Executive Committee of the Houses shall elect a chairman and a secretary to preside over and record their meetings.

2. It shall be the responsibility of the Executive Committee of the Houses: (a) To confer regularly on the problems of house government, to consider grievances reported by individual students, and to make recommendations to individual House Chairmen as to how they may more effectively carry out their responsibilities; (b) To devise and promulgate such administrative regulations as are necessary to put into effect standards and rules adopted by proper legislative authority; (c) To plan the annual orientation of new students; (d) To call and conduct special house meetings in houses in which the standards and rules are not generally observed; (e) To consult at frequent intervals with the Director of Student Personnel and other members of the Administration of the College on house matters; (f) To recommend legislation affecting the houses to the Legislative Council and, through it, to the student electorate.

### *The Legislative Council*

3. The delegates from the student houses, together with the Chairman of the Executive Committee of the Houses, the Chairman of the Judicial Committee, and the Chairman of the Student Educational Policies Committee, shall constitute a Legislative Council of the Student Government, which shall meet at least once in every two weeks.

4. Each term the student electorate shall elect a President and Secretary of the Council from the members whose terms as House Delegates are expiring. The President of the Council shall designate a Spokesman to present the views of the Council at Community Meetings.

5. It shall be the responsibility of the Legislative Council: (a) To inquire into and deliberate upon matters of student or college policy arising within the Council or presented to it for consideration by other agencies; (b) To refer such matters, with or without its own recommendation, to the student houses for deliberation and balloting whenever appropriate; (c) To consolidate and publicize the results of elections and votes held in the houses, *provided that* the delegates shall report both majority and minority votes cast in the houses, and the vote cast shall be binding on the Council; (d) To execute the regulations and conduct the business of the student electorate, employing whatever measures may be necessary and proper to fulfill its responsibilities under this constitution, *provided that* while the Council shall have original responsibility for the execution of policies so voted within the limits of the constitution, it shall also have authority to name standing committees and *ad hoc* committees to carry out various executive functions more effectively; *provided further* that in establishing such committees the Legislative Council shall name one of its members as chairman of the committee, choosing the remainder from the student body at large, and that subcommittees so appointed shall make periodic reports to the houses via the Legislative Council, that they shall be subject to recall by established processes, and that upon petition of 15% of the student electorate they shall be required to conduct a public hearing on the policies they propose or have adopted; *provided further* that the student electorate shall have the power to nominate members for these subcommittees by petition of 15% of the eligible voters; (e) To appoint a Treasurer for the Student Government according to the procedures stipulated for standing and *ad hoc* committees; (f) To call student meetings or community meetings in order to discuss issues that in the judgment of the Council require public discussion before they are deliberated upon and voted upon in house meetings; (g) To conduct special elections to fill unexpired terms of officers of the Student Government.



### *The Judicial Committee*

6. There shall be a Judicial Committee composed of four students and one non-voting faculty adviser serving one-year terms. Two students shall be elected at the end of the Fall Term and two students and the faculty adviser shall be elected at the end of the Spring Term by the student electorate in a preferential secret ballot conducted by the Legislative Council. They shall elect a chairman from the student members who have experience on the Committee.

No student shall be eligible for election until she has served at least one semester on a House Committee. No faculty member shall be eligible for election until he has been a member of the faculty for two years. Candidates shall be nominated by the Legislative Council, by house meetings, or by petition of fifteen eligible members of the community, and a preliminary election shall be held one week before the final balloting to reduce the number of candidates to three times the number of vacancies. The authority of the Judicial Committee shall extend to all infractions of rules and regulations voted upon by the student electorate. It shall have power to rescind drivers' licenses issued by the college, to limit individual students' sign-out privileges and to campus individual students, to suspend the social privileges of a student house, to suspend or expel students from the College, or to employ such other penalties as it deems appropriate. The Committee shall operate at all times as a full committee, except in instances in which it has specifically and publicly delegated authority to an individual member.

7. Every student shall have the right to appeal to a Judicial Review Committee to reduce a penalty imposed by the Judicial Committee. Sentences of suspension or expulsion must be appealed to the Judicial Review Committee, and shall require the approval of the president of the College before they may be carried into effect. The Judicial Review Committee shall be composed of the Director of Student Personnel plus two faculty members serving two-year terms and elected in alternate years by the student electorate in a preferential secret ballot conducted by the Legislative Council. No one shall be eligible until he has been a member of the faculty for two years. Candidates shall be nominated by the Legislative Council, by a Faculty Meeting, by a House Meeting, or by petition of fifteen members of the community; and a preliminary election shall be held one week before the final balloting to reduce the number of candidates to three times the number of vacancies.

### *The Educational Policies Committee*

8. There shall be a Student Educational Policies Committee composed of one representative from each of the seven academic divisions of the college. They shall elect their own chairman. The Com-

mittee shall review its functions and purposes during the Fall Term of 1960, at the end of which it shall present a plan for constitutionalizing EPC procedures to the faculty and students. When according to the procedures of this constitution they have adopted a plan, it shall become a part of this constitution.

### *The Student Electorate*

9. Individual participation being essential to effective self government, (a) Every student member of the community shall have the right of suffrage on every matter that is presented for a vote, and 15% of those eligible voters present at any election or balloting shall have the right to demand that voting take place by secret ballot if not already required by the constitution; (b) All members of the student community shall have the right to nominate candidates for elective office, provided that they observe the provisions of this constitution in offering such nominations; (c) Every member of the student community shall have the right to petition the Legislative Council in any matter of college policy; and if students numbering 15% of the electorate shall petition the Legislative Council in support of specific legislation the Legislative Council must refer the matter (with or without recommendation) to a vote in the house meetings; (d) Members of the student community shall have the right to recall officials elected or appointed by students. A recall election shall be held when 15% of the appropriate constituency has petitioned for it, and an official shall be removed from office whenever a majority of those voting in a recall election or one-third of the eligible voters (whichever is larger) shall have voted for her recall; (e) 15% of the student electorate may petition for a Student or Community Meeting.

10. Amendments to the first two articles of this constitution may be proposed by a majority of the Legislative Council, by three house meetings, or by petition of one-fourth of the members of the student community. An amendment shall be adopted when approved by a majority of those voting and by a majority of the student houses.

## III. THE FACULTY

1. Every member of the teaching faculty, and every member of the administration of the College who has been accorded suffrage in educational matters by the faculty, shall have the right to vote in faculty meetings. Voting members of the Faculty Meeting may invite other members of the administration to vote on particular issues.

2. The authority of the Faculty Meeting shall extend to all areas of college policy affecting the educational standing of the College and the education of its students. The faculty shall have authority to name standing committees and *ad hoc* committees to carry out



its various educational functions more effectively, and also to delegate the execution of particular faculty responsibilities to the college administration.

3. The Faculty Meeting shall have authority: (a) To inquire into and deliberate upon questions of college policy arising within the faculty or presented to it for consideration by other agencies; (b) To refer such matters, with or without its own recommendations, to other constituencies for deliberation and balloting wherever appropriate; (c) To request the chairman of the Legislative Council to call community meetings in order to discuss issues that in the judgment of the faculty require public discussion before they are deliberated and voted upon in the separate constituencies.

4. The Faculty Meeting shall designate a Spokesman whose duty it will be to present the judgment of the faculty on any matter of general college policy to Community Meetings.

5. Amendments to the third article of this constitution may be proposed by any committee of the faculty, by vote of one of the seven academic divisions, or by petition of one fourth of the voting members of the faculty. An amendment shall be adopted when approved by a majority of those voting in Faculty Meeting.

#### IV. THE ADMINISTRATION

1. For the purposes of this constitution, the members of the administration shall be designated by the president of the College.

2. The administration exercises the authority necessary to carry out policies adopted by constitutional authority where their execution is not otherwise provided for.

3. The president has authority to recommend to the trustees the appointment and reappointment of members of the faculty and administration, observing such recommendations as may be adopted by the faculty affecting the nature of the advice that is to be employed in reviewing appointments.

4. The president has authority to recommend to the trustees changes in the policies of the College on his own initiative or upon formal recommendation of the faculty or the community.

5. Nothing in this constitution shall abridge the authority of the president to act in all matters in which he is legally responsible for,

or accountable to the trustees for, the conduct of the College. Nevertheless, in cases in which the president finds it necessary to contravene legislation adopted by the community or by one of its constituencies, he shall report his action both to the appropriate body of the Community Government and to the trustees, and shall transmit to the trustees any memoranda prepared for their consideration by the community or by one of its constituencies.

#### V. COMMUNITY GOVERNMENT

1. The Bennington College Community consists of the student body, the faculty, and the members of the administration and staff.

2. The Bennington College Community will normally meet in separate constituencies to deliberate upon matters of college policy, but it shall meet as a single group upon the call of the president, the faculty, or the Legislative Council of the Student Government, to discuss issues of general concern. In such cases, community meetings shall be presided over by the President of the Legislative Council or by her delegated representative.

3. All voting on matters of community concern shall take place in the separate constituencies, as provided for in this constitution.

4. In all cases in which the interpretation of this constitution is in dispute, and in all cases where two or more competent constituencies disagree upon a policy affecting both or in which one constituency asserts a claim to competence that is disputed by another, the difference of opinion shall be referred to a Constitutional Council, to be composed of three members of the administration other than the president designated by the president, three members of the teaching faculty chosen by preferential ballot of the teaching faculty, and three students chosen by preferential ballot of the student body from candidates nominated as for the Judicial Committee as in Article II, Section 6. No member of administration or faculty shall be eligible for the Constitutional Council until he has been a member of the faculty for two years. No student shall be eligible for the Constitutional Council until she shall have served at least one semester on the Executive Committee of the Houses or the Legislative Council or the Judicial Committee or the Student Educational Policies Committee.

The Constitutional Council shall be a standing committee, presided over by one of its members. Its members shall be elected for one and one-half terms, one member from each constituency being chosen each term. A majority vote of the Council shall be binding on all parties to a dispute, *provided that* no decision of this Council may



abridge Article IV, Section 5 of this constitution. The Council shall publish its decisions when made, assigning reasons therefor, and shall publish both majority and minority opinions when it fails to reach a unanimous decision.

## VI. RATIFICATION

1. This constitution shall be adopted when it has been approved by a majority of the students and a majority of the faculty voting in a referendum to be conducted by the present Executive Committee, *provided that* the total number of voters in each constituency is greater than 50 per cent of the eligible electorate.

2. When this constitution has been adopted, officers of the present community government shall conduct necessary elections and make such other arrangements as may be necessary to insure an orderly transfer of authority; *provided that* members of standing committees established under the present community government whose terms have not yet expired shall be entitled to continue in office for no longer than one semester. For the first student election under this constitution eligibility requirements shall be determined by the present Executive Committee on the basis of past experience.

3. Rules and regulations of the present community government shall remain in effect until changed by properly established constitutional authority.

## CONSTITUTION OF THE BENNINGTON COLLEGE CO-OPERATIVE STORE

### I. LICENSE

A. The Store shall be licensed annually by the Board of Trustees of the College.

B. The license shall include a general statement, to be reconsidered annually, of the relation between the College and the Store, and specific terms of payment for services rendered by each.

### II. THE BOARD OF DIRECTORS

The direction of the Store shall be vested in a Board of Directors.

#### A. Membership

1. The Board of Directors shall consist of ten members, eight of whom are elected for terms of one year. Two shall be elected from the faculty, staff and employees; two from the third-year class, two from the second-year class, and two from the first-year class. Three of these members (one from the second-year class, one from the third-year class and one from the faculty-staff-employee group) shall be elected by the members to continue service on the Store Board.

2. The President and Business Manager of the College shall be the directors ex-officio.

3. The manager and assistant manager of the Store shall attend Directors' meetings upon explicit invitation of the Directors. The manager and assistant manager shall not have the right to vote at these meetings.

#### B. Election

1. Directors shall be elected by preferential ballot by the members of the Co-operative Store. Elections shall be held during the first week of June.

2. Nominations for the Store Board shall be made at a Shareholders' Meeting by the members at least one week prior to the elections.

3. All nominations shall be made public three days before the election.

#### C. Duties and Responsibilities

1. The Board of Directors shall elect its own officers.

2. By two-thirds vote, the Board may demand the resignation of any of its members.

3. The Board shall have the power to hold its own meetings and to convene meetings of Store members.

4. In conformity with the provisions stated by the license, the Board shall determine the policies of the Store, employ the staff, and supervise all activities in which the Store is engaged.

5. The Board shall have the power to issue bonds, declare or withhold dividends, and invest surplus savings in the Store.



6. The Board shall be directly responsible to the members of the Co-operative Store. The annual financial statement shall be publicized.

7. In case of forced resignation of the Board, the President and Business Manager of the College shall perform its duties until a new election is held.

### III. MEMBERSHIP IN THE CO-OPERATIVE STORE

A. All students, faculty, staff, employees, trustees and other members of the College Community shall be eligible for membership.

B. A member may designate other members of his or her immediate family to purchase on his or her account. No other persons may be so designated, and any member who buys articles for another person, not a member of the Store, in order to increase the dividends distributed to him or her, shall be liable to cancellation of membership.

C. 1. The price of membership shall be determined by the Board of Directors.

2. Upon request from members retiring from the Community, this sum shall be refunded.

3. The members shall share in the surplus savings of the Store and shall be liable up to the amount paid for membership for any losses.

4. Dividends shall be paid to each member in proportion to the value of the purchases made. (See Section C-5)

D. 1. Each member is entitled to one vote in all Shareholders' meetings.

2. A meeting may be called at any time by a petition of fifteen per cent of the resident membership.

3. One-tenth of the resident campus members shall constitute a quorum, and no business shall be conducted without a quorum.

4. The members of the Co-operative Store may demand the resignation of the Board of Directors by a majority vote of lack of confidence.

### IV. CAPITAL

A. Capital shall be raised by membership shares.

### V. AMENDMENTS

A. This constitution may be amended by a joint approval of the Board and members of the Store. Approval by members shall be given by two-thirds vote of those present at a meeting or by two-thirds vote of those voting by ballot in a special referendum.

B. Any proposed amendment must be publicized at least one week in advance.

## RULES OF PARLIAMENTARY PROCEDURE

### I. AGENDA FOR MEETINGS

A. Agenda must be posted one week prior to the meeting.

B. Agenda are read at the beginning of the meeting.

C. Proposed amendments to the order of the business presented in the Agenda may be stated and put to a majority vote.

D. Discussion of a topic not included in the Agenda may not be introduced until the Chairman asks for further business.

### II. REGULAR CONDUCT OF MEETINGS

A. The meeting is called to order by the Chairman.

B. The Agenda are read.

C. Topics are open for discussion (in the order introduced in the Agenda).

D. Business open to the floor.

1. Only one principal motion, report, or topic may be considered at one time. Only when a principal motion has been disposed of, is the next topic in order.

2. Recognition: Before making a motion, or before discussing any item of business, a member must be recognized by the Chairman.

3. The recognized member may introduce or discuss a motion without interruption until he has finished speaking. Exceptions to the right of the floor occur with:

a. Rulings made by the Chairman

b. A motion to reconsider

c. Point of information



The person who has been interrupted has the floor again provided he has not been ruled out of order.

4. No motion is open for discussion until it has been seconded. Any member, other than the one introducing the motion, may second the motion without rising or being recognized. The motions to reconsider or to adjourn do not require seconding.

5. Before a motion is open for discussion, and after it has been seconded, the Chairman repeats it in order that there be no misunderstanding of the motion.

#### E. Discussion

##### 1. Limitations

- a. All discussion must confine itself to the motion or topic on the floor.
- b. Any needless prolonging of the discussion or any unnecessary personal accusation may be ruled out of order by the Chairman or another member of the Community.
- c. The Chairman may not participate in debate unless he has first relinquished the chair.
- d. A member may not have the floor again on one issue until all other members who wish to participate have spoken.

##### 2. Undebatable motions

- a. Motion to reconsider
- b. Motion to lay on the table
- c. Motion to adjourn

When one of these motions is made an immediate vote is in order.

##### 3. Amendment

- a. Any change in a motion must come in the form of an amendment.
- b. Forms of amendment
  - (1) Adding or inserting words, sentences, or paragraphs
  - (2) Striking out words, sentences, or paragraphs
  - (3) Substituting an entirely different set of phrases only

if the proposed amendment relates to the subject matter of the original motion

c. An amendment to a motion may be amended but such an amendment may not be amended.

(1) Procedure for discussion of these amendments shall be the reverse of the way they were proposed. An amendment to an amendment is discussed and voted upon before the amendment to

which it applies is further discussed or voted upon. Next, an amendment to a motion is discussed and disposed of by vote before further discussion or vote on the motion to which it applies.

##### 4. Postponing further debate or vote on a question

- a. Postpone to a definite time — debatable
- b. To table a motion — not debatable

This halts further debate or vote on a question indefinitely.

#### F. Voting Procedure

1. The Chairman reserves the right to determine, within the limits of the Constitution, whether a motion discussed at the meeting shall be presented for immediate passage or shall be presented for acceptance to appear on a written ballot for final vote.

2. When a motion is presented for immediate passage the motion is put to a vote and the simple majority (one more than half of those voting) passes or defeats the motion. Exceptions to the rule of passage by majority vote:

- a. Suspending the rules
- b. Changing the order of the agenda

3. The vote is taken by a show of hands

4. The Chairman's vote is withheld, to be cast only when it will affect the result.

G. Adjournment: The simple motion to adjourn may be made by a member interrupting the consideration of other business, but not by interrupting a speaker or the process of voting. If the motion is defeated, it may be made only after consideration of further business.

#### *Explanation of Terms Used in the Rules of Parliamentary Procedure*

##### 1. Point of Information

Any member of the Community may gain the floor at any time during a meeting for the purpose of obtaining any information concerning parliamentary procedure: that is, information as to which question is on the floor; or, if he wishes to have a motion placed before the Community and does not know the correct form in which the motion may be made.

##### 2. Motion to Reconsider

The purpose of the motion to reconsider is to reopen debate on a question which has already been voted upon. This motion suspends all action that the original motion would have required until the reconsideration is acted upon.

A motion to reconsider can only be made on the day the vote was taken. It may be made at any time during the meeting and will



at once become the next business. If a motion to reconsider is defeated the question cannot be reconsidered again except by unanimous consent.

### 3. To Lay on the Table

The purpose of this motion is to halt debate on that question for that meeting. It halts the debate indefinitely as the motion may only be taken from the table by a vote to do so.

The motion to Lay on the Table is undebatable and cannot be qualified as to when it will be taken off the table. It may be made at any time during a meeting. A motion to table requires tabling the entire business in question (a motion and its amendments, etc.). The motion to table is in order up to the moment of taking the last vote. If the motion is defeated it may not be made again in reference to the same question.

A majority vote is necessary if there has been debate on the motion to be tabled, and a two-thirds vote is necessary if there has not been any discussion.

These Rules of Parliamentary Procedure may be amplified at any time by Robert's *Rules of Order*.