

BENNINGTON COLLEGE STUDENT HANDBOOK

September -- 1959

CONTENTS

To the entering students of 1959	2
--	---

Section 1

Part

1. The Community.....	3
2. Checklist of Useful Information.....	8
3. Academic Notes	18

Section II

Community Constitution.....	See <u>green</u> page following Section I
-----------------------------	--

By-laws of Community Constitution

Election Procedures

Standards and Rules

General Regulations

By-laws of the Cooperative Store

Rules of Parliamentary Procedure

Questionnaire

To students entering Bennington in 1959:

The first section of this two-part handbook represents an experiment. For a number of years no "freshman handbook" was thought necessary at Bennington. Three members of the Community Government's Executive Committee, however, volunteered to write most of the material in Section I in the belief that new students will find it helpful in their first term and perhaps later. *why?*

Certain subjects here, which are also mentioned in the college catalogue or Announcement or in "Picturing Bennington College," are repeated intentionally as reminders and for emphasis. It is hoped that each new student will read this through before her arrival at college and then use it as a reference. You will note that few rules are set forth in the usual sense of the word. You will also note the importance Bennington places on its standards, on the individual's responsibility for her own standards and for those of the group. There are also, of course, a number of reasonable customs about which little is ever written down. They are ordered in general by common sense and good taste and are perpetuated by the attitudes of the majority.

Parts of Section I enlarge upon Section II but do not replace it. The second section (following the green page) is the business of everyone in the college, and one should know where to find in its several documents the answers to many questions about the community. In the coming year, according to a recent amendment to the Constitution (Section II, page 2, par. 6), the college will re-evaluate its government, a process in which new students are confidently expected to take part as citizens, voters and informed critics. *done*

It was decided to mimeograph this first issue and to print next year's handbook after the reactions of the class of 1963, in particular have been used in making whatever additions and revisions seem to be needed.]

Student Personnel Office
August 1959

SECTION I

1. The Community

One of the distinguishing features of the Bennington College Community is its government based on the expectation of common responsibilities 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 electorate the Government democratically deals with all aspects of Community or campus life.

Community Meeting -- The Chairman of the Executive Committee presides at Community meetings where members of the college assemble a few times a term to discuss and sometimes to legislate on matters pertaining to all sides of college life. Issues may include freshman orientation or the keeping of pets; the time of guests' departure or nomination for government officers; or a report from the President of the college. The Community meeting is a demonstration of democratic government in action. Its date and agenda are posted well in advance.

Community Council -- This coordinating body is composed of all office-holders and members of Community Government committees. Convening as an open forum, it welcomes the entire community to its proceedings. Reports of the committees are discussed and their operations reviewed, thus assuring that no part of the government becomes autonomous. Community Council offers students an opportunity to gain greater awareness of the activities of the various committees, and of the government as a whole.

Executive Committee -- This representative body is composed of the Executive Chairman, the Executive Secretary, the Student Treasurer and the twelve house chairmen. Usually at a "square-table" luncheon meeting, its discussions, recommendations and decisions are concerned with aspects of Community life which affect "the people" as a whole. In serving the Community in its constitutional capacity, the Executive Committee seeks to maintain standards which make for orderly living and responsible conduct. Quite often at house meetings your house chairman will present opinions, suggestions, or questions from Exec, as it is usually called. The Chairman of Exec is in frequent touch with the President of the college and the Director of the Student Personnel Office.

House Chairmen -- Each of the twelve student houses has the privilege of electing its own chairman who is the chief officer of the house. She is a liaison between her house and the Executive Committee. She must also cope with various situations that arise in the house and must use her best judgment about when to seek the advice of a member of the Administration, which is sometimes necessary. Her basic responsibilities -- and they are considerable -- are stated in the By-Laws, Section II, page 6. (The Assistant House Chairman is also a key person in the management of a well-run house.)

House chairmen are usually members of the sophomore and junior classes, although the By-laws do not restrict the office to membership in

certain classes. It has been found that a chairman who is elected before spending a full year at the college usually finds the job very difficult because of insufficient experience as a member of the Community.

House Meeting -- It seems that there are meetings, meetings and more meetings, but this is one you seldom can afford to miss when the house gets together to talk over its own affairs. Activities such as Christmas parties and spring picnics are arranged in house meetings. Modest house dues (if the house wants to have them) are voted upon. Quiet hours are established and housekeeping matters are brought up. If the house wishes an issue to be discussed by the Executive Committee it instructs its chairman on the presentation of its views.

Judicial Committee -- The Community elects its own judge and jury, the Judicial Committee, which deals with individual or group infringements of the specific rules or general standards of the Community. Composed of four students and one faculty member, it is primarily an advisory body; however, it is empowered to recommend punitive measures such as social probation. This disciplinary action, if recommended to the Administration, is usually accepted at once. Social probation does not limit a student's activities. While in force it means that further carelessness about, or defiance of, the Community's standards and rules may result in her dismissal. The student's counselor, house chairman and parents are notified of the probation, and it is also noted in her permanent academic record.

Recreational Policies Committee -- All work and no play makes a Bennington girl a grind, hence the establishment of this committee, known as Rec. Along with sponsoring social events at the college such as folk sings, jazz concerts, athletics, Rec also arranges activities with men's colleges. In the past, freshman mixers have been an important function of the committee. The high point in its plans is a gala dance weekend held during the spring term. Rec is always in the market for new ideas and new talent. It hopes 1963 will have plenty of both.

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 a report to the President appraising faculty members. E.P.C. -- as it is always called -- has a student representative in every course, elected by the class, and there is a committee of student E.P.C. members for each academic division. The structure of the whole is not as complicated as it may look in the By-laws (Section II, page 7) and only a short time in college is needed to make it clear to you. You will be voting before long for your representatives in each of your four courses and may be one yourself.

The Faculty and the Board of Trustees also each have an Educational Policies Committee.

Non-Resident Term Committee -- Since the Non-Resident Term is so much an integral part of Bennington life, this important committee seeks to

clarify its purposes to the student body by sponsoring discussion periods and presenting skits and workshops. Often through cooperation with the Non-Resident Term office, it will discover new job opportunities.

General Meetings Committee -- The committee, primarily devoted to cultural projects, is responsible for such activities as exhibits, discussions special speakers; it focuses on meetings other than regularly scheduled workshops and academic activities.

Community Chest -- The Community Chest derives its funds from contributions and proceeds from the collective efforts of the Community which from time to time sponsors carnivals, etc. The committee has done away with the need for scattered drives on campus by presenting to the Community the names of various organizations which have made appeals to it and requesting a Community vote on those to which we wish to make contributions.

Student Activities Fund -- No, money doesn't grow on trees but is found in the Student Fund collected at the beginning of each year and made up of enough money to finance projects of most student activities on campus for that year. During the course of the year, the fund is handled by the Student Treasurer. She keeps the books and allots money to each agency whose budget has been approved.

make changes?

Elections -- Procedures are explained on page 12 of Section II. Note that because nominations for student offices and almost all committee memberships are made in Community Meeting, the attendance of the voters is of the greatest importance. Good nominations must be made if the most able candidates are to be elected.

WHO'S WHO AND WHAT'S WHAT

The President -- The President meets regularly with officers of the Community Government, deals with innumerable student affairs through members of the faculty and administration as well as with individual students. He is chairman of the Faculty Educational Policies Committee and of one Panel of the Educational Counseling Committee.

Accessibly houses indiv out

The Dean -- This officer of the college has many functions, particularly academic ones. He is a member of the Faculty Educational Policies Committee and Chairman of one panel of the Educational Counseling Committee.

vague

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 go over anything you want to discuss about your academic, social, or personal life. The Director of this office takes emergency calls at any hour, day or night but for ordinary business it is well to make an appointment with her -- in person or by phone.

The Director of Residence -- is in charge of the dining-rooms and the interior maintenance of the student houses. The college Housekeeper is a member of his staff.

change -

Department of Buildings and Grounds -- This large and busy department takes care of repairs, student transportation and baggage, mail deliveries, road maintenance, snow-plowing, and parking lots among other things. And it includes the night watchmen and Night Supervisor who is on

duty at the watchman's booth every evening and far into the night. The S.O.S. is the specialty of this arm of the department.

N.B.: Buildings and Grounds also works on the appearance of the campus which is everybody's job as far as litter is concerned. Try to get the habit of doing your part in keeping the campus as clean as your own front yard. It is your yard as long as you are here.

The Public Relations Office -- is concerned with two principle activities: fund-raising and publicizing and explaining Bennington College to outsiders. Bulletins, pamphlets, 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 the news services. It also distributes a calendar of college events to friends and neighbors in our vicinity. *Student ideas?*

The Alumnae Office -- operates for three specific purposes: to do public relations of various kinds with alumnae help; to publish The Alumnae Quarterly and a directory of alumnae names and addresses, and also to be in charge of the Alumnae Fund. All former students of Bennington, by the way, are considered alumnae and receive the Quarterly.

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. 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. 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 who have earnings checks and unpaid 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.

Note: Most students think it unwise to carry much money. Traveler's Checks are a good idea, especially if you are sent sizable sums -- for example, for travel expenses at the end of a term.

= 7 5. Reduced Tuition 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 Reduced Tuition 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

PUBLICATIONS

College Week -- A bulletin, published every Tuesday, containing information of interest to all members of the community. (Notices for insertion must be delivered by nine-thirty in the morning before publication.) A thorough reading is a must. College Week is often the one place where you will find new academic information, notices of events, tips on N.R.T. jobs, or news about members of the Community.

Galley -- an informal mimeographed publication, sponsored by the Executive Committee, which serves as an outlet for individual or group opinions. 7 It comes out only when someone wants to express an opinion or suggestion in writing. It has neither an editor nor an editorial policy, but all contributions must be signed by the initials of the author. (Leave contributions at Switchboard until further notice.)

Silo -- generally issued three times a year, is Bennington's literary magazine. It is edited and managed by students and presents student essays, fiction, poetry, and art. Subscriptions are sold at a minimum price. Everyone is welcome to contribute.

The magazine takes its name from an architectural oddity of the Barn, part of which once housed horses and cows. The low curved walls at the main entrance on the Barn quadrangle are the last vestiges of the big silo that once stood there. (On Commencement day a platform is fitted between these walls from which the President and the Chairman of the Board of Trustees conduct the degree-conferring ceremonies.)

2. Checklist of Useful Information

Here is an alphabetical listing of miscellaneous facts and bits of advice. If you read it through once, you will remember where to look up some of these items, should you need to in the coming year. This list does not pretend to be exhaustive; it attempts to present items of practical use to most freshmen.

Activities -- Extracurricular activities at Bennington are a reflection of the diverse interests of the Community. Each semester a variety of events are scheduled, both social and academic. The various divisions hold open workshops throughout the year and sponsor discussions and lectures by students, faculty and visitors, also readings of student and faculty works. There are dance and drama productions each term, and various art exhibits in the New Gallery where the works of noted artists, faculty members and students are shown.

The General Meetings Committee sponsors meetings, lectures and panel discussions of interest to the Community as a whole. A John Dewey Memorial Lecture is given annually, usually by a prominent guest speaker. *form up?*

The Music division sponsors the Community Chorus, which is open to any member of the Community; the Orchestra, which is composed of students and faculty; and the Bell Ringers, who have traditionally performed at graduation and other college functions. Music students perform in weekly workshops and most music majors offer concerts in their senior year as part of their graduation requirement. Faculty and student concerts are given frequently throughout the year.

Bennington is near several men's colleges, i.e., Williams, Dartmouth, R.P.I., and Union. Bennington girls often attend social functions at these and other colleges. The college, through its Recreational Policies Committee, usually sponsors numerous social activities as noted in the preceding part of this Section. Other group and individual activities take place throughout the year. Movies are shown on Saturday evenings in the Theatre without admission charge.

Although Bennington has no organized sports program, facilities for many sports are available on or near campus. The basketball court, ping-pong[?] and pool tables are in the Carriage Barn, and the tennis courts are available from spring to late fall. Baseball equipment is always available at Switchboard. A few riding stables are located near the college. Picnics and hikes are popular in the spring and fall.

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 establishments. It is suggested that beginners take a few inexpensive lessons before risking an injury. *7*

There are several swimming areas near the college; the most popular ones are the Cascades and Lake Paran. The latter is within walking distance of the campus.

Automobiles -- Any student, other than those receiving reduced tuition, 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. This is in line with procedures at many colleges.

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 Community 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.

how does this work?

A college car is available for use by students who teach in the public schools. A Borrower's Permit is 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.

*explain?
must?*

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.

Books -- The cost of books and supplies required for course work varies a great deal according to one's program. Any book an instructor asks you 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 \$50 to \$75 for books and supplies should be budgeted for your first year. Don't forget to bring a good dictionary!

Charge Accounts -- Many local merchants and exhibitors at the Co-op Store are agreeable about letting students have them. Long overdue accounts, which are pretty rare at Bennington, are usually reported by merchants to the Student Personnel Office.

"Check-up" is a duty shared by each member of a house, assigned by a system of rotation. Check-up is responsible for checking every student room in the house by 7:45 on Mondays through Saturdays and by 9:45 on Sundays. All absentees are recorded on a special form which is then due at Switchboard by 9:00 a.m. on weekdays and 11:00 a.m. on Sundays.

does this work?

Check-up serves a twofold purpose: (1) it "takes attendance" and (2) it is 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.

Churches -- In Bennington, Old Bennington and North Bennington, there are Baptist, Episcopal, Methodist, Christian Science, and Catholic churches and a synagogue. The last-named village is within walking distance. A college car leaves the flagpole circle for the first two places every Sunday morning at a time announced in College Week.

The Cooperative Store is located in the east wing of the Barn and sells such necessities as textbooks, school supplies, art supplies, cosmetics, etc. The snack-bar will be off the Commons Lounge and will offer a varied menu ranging from soft drinks to hamburgers.

A student may obtain membership in the Store by paying \$10. Each year 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 when she officially leaves college if she asks for it.

The Co-op Store also sponsors such campus attractions as semi-annual rummage sales, used furniture sales, and the frequent exhibitions displayed by good stores in the area which bring selections of clothes and accessories to the campus.

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 at the following prices:

Breakfast	- \$.55
Lunch	- .70
Dinner	- 1.25

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

In the spring and fall the Dining-halls Department often provides picnic dinners on Commons Lawn for the entire student body.

Try not to waste food which is all too easy to do with cafeteria meals. We can assume that the less we waste the more roast beef or broiled chicken we may have.

Please never go into a dining-room barefooted for obvious reasons: occasional accidents result in broken glass or china.

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 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, you should take into consideration the fact that the closets in student rooms are small and for most freshmen will be shared with a roommate. If you are in doubt as to the appropriateness or necessity of certain clothes, either ask your House

Chairman during the summer if there is time or wait until you arrive on campus and have them sent to you. Extra clothes can always be bought at shops in the Village of Bennington or the surrounding area or at exhibitions in the Co-op Store.

Electrical Appliances -- Some are supplied by the college (see Furnishings). Your reading lamp should arrive when you do. A number of rooms have no wall lights but only plug-in outlets.

In a double room, four lamps should be the maximum number. Try to remember to turn off all lights when at meals or out of your 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.

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 Superintendent of Buildings and Grounds 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. If a student is involved in an accident, either on or off campus, whether she is injured or not, both the Student Personnel Office and the Infirmary should be immediately notified. For incoming emergency phone calls, see Telephones below.

Fire Regulations -- The Community Fire Department is operated by a Student Fire Chief and an assistant from each of the twelve student houses. Fire drills are normally held twice each semester. Specific fire regulations are distributed each semester along with a demonstration in the use of fire extinguishers in house meetings. Any fire, large or small, is to be reported immediately to the Superintendent of Buildings. 7

Hint: Whether you smoke or not, provide yourself with a metal waste basket and with sensible, safe ashtrays.

Furnishings -- The college provides each student room with a bed, mattress and pillow; a desk and chair; a bookcase; and a bureau and mirror. Students must provide such items as bed linen, blankets and towels, desk or floor lamps, curtains, and bedspreads. Each room has a rather small closet but in each house there are several extra storage closets. N.B.: The linen services do not supply washcloths, so bring your own. *Like?*

Each kitchen is equipped with an iron, ironing-board, refrigerator, sink, hot-plate, and a small assortment of utensils. The college does not assess a charge for the use of electrical appliances in student rooms, i.e., 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.

See the college Housekeeper about any changes you would like in your room furnishings, and she will tell you if they are possible.

Graduation -- Bennington Commencement is held on the last Saturday in June. The ceremony, in the Barn Quadrangle, is simple and has usually been followed by a reception on the Cricket Hill lawn for seniors and their guests. Many activities of interest to the Community are scheduled for this weekend including a Senior Banquet, the Commencement speaker's address, concerts, and the New Gallery art show consisting of exhibits of work done by each of the senior art majors.

The seniors' distinctive blue academic gowns and "beanies" (instead of mortarboards) were selected by the first class to graduate. Gowns and caps belong to the college which furnishes them for the occasions of the senior class picture and Commencement.

Guests -- Men are permitted to be on campus until 1:00 a.m. on weekdays and Sunday, and until 2:00 a.m. on Saturdays. No male may enter the campus after 11:00 p.m., unless he is accompanied by a student of the college.

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 are allowed to remain in her room only until the hour appropriate for all men to be off campus. An exception to these rules is the Carriage Barn, which is open to students and their guests until 3:00 a.m. during the entire week.

If a student expects to have guests arriving after 11:00 p.m., she must notify the Night Watchman by leaving a note with the sign-out sheet. No visitors unaccompanied by a student will be admitted after this hour without such previous notification. See under Dining-rooms for guests at meals.

Hiking in lonely areas or over mountain trails should be done in no group of less than three. In fact, in case of emergency or injury to one of the party, four is a much better minimum number.

Hitch-hiking -- You are advised not to do it.

Hotels -- There is one hotel in Bennington (the Putnam) and a good number of tourist homes and motels in the Bennington area--many of which are open all year round.

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 elects a student House Chairman who directs activities and acts as a liaison to the Executive Committee, as has been noted. (See also Section II, page 6.)

Each house has both single and double student rooms, a living-room, 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, class meetings, house parties, etc. (The fire screen must be used whenever the fireplace is in use.)

Students take care of their own rooms which are inspected from time to time by the Housekeeper. The maid takes care of all other parts of the house.

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

The Infirmary is located in Commons on the first floor. Shortly after your arrival, you will be interviewed by Health Service personnel and go over your medical record with the doctor. There will also be a meeting in the first week of the whole freshman class to acquaint you 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 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 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 the case of extraordinary emergency.

An annual 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 a positive skin test receive yearly X-rays. Before a student graduates she must have a check-up with the college doctor.

Jobs on Campus -- A wide variety of campus jobs is open to students, ranging from guiding campus visitors to modelling for art classes. The following is a partial list of possibilities:

waiting on table	mimeograph operator
serving faculty tea	making posters
assistant in Co-op Store	babysitting
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

*The last four 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, which must be turned in to the Non-Resident Term Office. 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 calendar 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, acted as collecting agents for local laundries,

and have made and sold sandwiches on campus. Students should work through the Non-Resident Term Office in arranging most of these jobs.

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. *\$1 each*

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.

Late Arrivals -- A student who expects to arrive at the college late, at the beginning of either term or after a vacation, should notify the Student Personnel Office unless the late arrival is already entered on a Special (pink) Sign-out Slip. See Sign-out Procedure below. It is advisable that students make every possible attempt to follow the college calendar. Travel reservations and other such plans made far in advance should not cut short the end of either term if there is any way of avoiding it.

Laundry and Cleaning -- Automatic washing machines and dryers are located in the Laundry Room, at the rear of the first floor of Commons. For 35¢ and approximately an hour and a half's time, a full load of clothes can be both washed and dried. *Door*

Several local laundries offer linen rental services to students. Bed linen and towels are provided each week for a yearly rate.

Pick-up and delivery service for personal laundry is provided for by both local laundries and 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.

Personal Possessions -- At college as elsewhere they are your own responsibility. A college carries no insurance on its students' property, so keep your eye on what you own; don't bring too many things with you; use name tags; label your books, records, and notebooks; and report any mysterious disappearance of your belongings to your house chairman promptly. Also inquire for the lost article at the Lost & Found in the Co-op Store.

Special memos from the Housekeeper to each student at the end of each term will tell you exactly what to do with your things over N.R.T. and summer vacation. Some of these points are covered below under Storage.

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

Quiet Hours -- Houses vote their own Quiet Hours as a means of limiting unnecessary noise. Quiet Hours usually extend from a specified hour in the evening until the following morning. Considerate students respect quiet hours: they know that they are meant to provide periods when study and rest should be possible without annoying interruptions.

Musical instruments, by the way, should be practiced in a student house only with the approval of the house. There are rooms in Jennings for this purpose.

Room-choosing goes on in May for the following year, and rooms are either retained by students who want to stay where they are or new rooms are chosen by a system of priorities which have been 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 you have excellent reasons for wishing to change your room or your roommate, discuss the matter with the Director of the Student Personnel Office. A small number of rooms are changed during the Non-Resident Term.

Salesmen -- Solicitation of business and selling by outsiders is not permitted on the campus and anyone attempting to sell to students should be reported at once to the Student Personnel Office or the Buildings and Grounds Department.

Students who wish to sell merchandise or services should discuss their project before beginning it with the Co-op Store.

Sign-outs and Overnight Slips -- If a student is to be off campus after 11:00 p.m., she must sign on the Sign-out sheet, giving her destination and the hour at which she is leaving campus. (The Sign-out sheet 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, 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. (See Keys.)

If a student expects to be off-campus over one or more nights, she must fill out, in person, 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 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. Upon returning to the campus each student must sign in promptly. This regulation applies to all vacations and the Non-Resident Term as well as to all other overnight absences.

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.

Failure to make out an overnight slip completely and accurately may result in a collect telegram from the Student Personnel Office to you or your parents. 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.

The use of the pink slip will be explained in your house before the fall Long Week-end in October. This is the Special Vacation Slip, adopted by Community vote about four years ago, which must be used if a student is to

miss a class before or after a vacation by leaving early or returning late. It must record the class or other academic appointments missed and the reasons for her absence.

The whole purpose of sign-outs, overnight slips and check-up is simply to have a record of a student's whereabouts at all times. For obvious reasons, similar written procedures are in use in all resident colleges.

Smoking -- Fire regulations prohibit smoking in the Theatre, the Library (except in the Smoking-rooms), the Carriage Barn Pit, House attics, and certain rooms in Jennings.

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 Director of Residence. During N.R.T. 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, because either summer school students will be using the room or maintenance men will be making repairs. Each house has an attic, in which a student can store correctly marked cartons and odds and ends. No furniture should be taken to the attic. Furniture 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 if left in the attic, they may breed moths, etc. 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, only if they have been packed, marked and stored in an easily accessible manner.

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

Study Areas -- Members of the faculty may allow students to use their offices in the Barn at night for study, provided the courtesy is respected and offices are left in good order. A faculty member can withdraw this privilege at any time he wishes. Hot plates and electric coffeepots are not to be used in the Barn.

The night study room in the Library is open to students from 10:00 p.m. to 7:00 a.m.

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. Outgoing (off-campus) toll calls must be made on the pay-phones located 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.

The College Switchboard operates from 7:00 a.m. to 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, the Night Supervisor refers the call to a member of the Administration.

Transportation -- The Village of Bennington has no local bus system but there are several taxi companies who offer their services. 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 the minimal

cost of 35¢. On Sundays the taxi service coordinates with the local church service schedules.

There is a Greyhound Bus Depot in the Village of Bennington. The most convenient railroad stations are in Pittsfield, Massachusetts, and Albany, New York. There is bus service between Williamstown and Bennington, and, at more frequent intervals, between Albany and Bennington. Taxi service is always available from any of the above points to the college.

Vacations -- The following vacations are provided by the calendar for the year:

Fall term

1. Long Week-end: $4\frac{1}{2}$ days in late October
2. Thanksgiving: $4\frac{1}{2}$ days
3. Christmas: approximately 10 days

change

Spring term

1. Spring vacation: 4 days between the end of N.R.T. and the opening of the spring term.
2. Long Week-end: $4\frac{1}{2}$ days in early May

Summer vacation

From the last week in June to the Wednesday after Labor Day

All students have the privilege of unlimited week-ends away from the college. If in individual cases the abuse of this privilege is evidenced in academic work, a student's counselor may advise fewer week-end trips.

Students are free to remain on campus during the Long Week-ends and Thanksgiving vacation.

3. 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 usually be made only in something like an emergency.

If you wish a visitor to attend one of your classes, make sure in advance that the instructor is agreeable to having visitors and introduce your 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 can tell you 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.

The Library -- is certainly a center of activity at Bennington. Books are on "open shelves." That is, students may go to any part of the library to select books directly from the shelves. Books are signed for by the students themselves, and there is no limit on the number you may take. Books may be borrowed for two weeks. If you need more time you may renew the books unless someone else has requested them. Occasionally books very much in demand are put on three-day circulation. Books assigned for class reading within a limited time are put on "reserve." These are obtained at the desk (for use in the Library) for two-hour periods during the day. They circulate for overnight use and are due at the Library when it reopens the next day.

Bound periodicals circulate in the same manner as books, but reference books and unbound and current periodicals do not go out of the Library. Each student is responsible for the books signed out in her name, and for this reason you are not to pass them on to other borrowers unless they are re-signed for at the library desk. There are no fines for keeping books out overtime, but reminders will be sent, and there is no good reason not to return or renew them promptly.

On the second day of college all new students in groups of six have appointments with the Librarian for a briefing on the first things you need to know about using this college library. This note is to help you anticipate this appointment.

The Music Library -- is not in the library building but in Jennings. Both records and music scores may be borrowed, and the system is the same as in the main library. Again, there are no fines for overdue records or scores, but you are expected to return them or renew them after the two-week period is up. Books about music are in the regular library. There is also in Jennings a collection of tape-recordings of concerts and recitals held at the college, and you are free to listen to any of these tapes at any time. The assistant on duty will show you how to operate the machine.

Music practice rooms are available at no cost in Jennings and musical instruments may be borrowed without charge.

Counseling -- Every student at Bennington has an assigned counselor, a member of the faculty. Your first counselor is usually an instructor in a

field in which you have expressed interest in your application to the college; in the next three years you will submit three or four choices from among whom your counselor will be selected. In the first days of the fall term you will have your counselor's help in arranging your program and will set a regular time for meeting with him each week throughout the term. How you use your counseling periods will depend a good deal on you. Many students agree with their counselors to work on a special project. After the freshman year, if you have a tutor he will also be your counselor in most cases. Your counselor is always present when your status is reviewed by the Educational Counseling Committee.

The Educational Counseling Committee -- is composed of three panels which meet weekly with their three chairmen -- the President, the Dean, and the Director of the Student Personnel Office. A panel is composed of a group of faculty members selected by the President, and two members, serving in rotation, are present at each meeting. Every counselor is attached to a panel and he meets with his panel when it discusses the academic status of his counselees. The panels review course programs, consider Tentative Plans for Advanced Work and Requests for Confirmation of Senior Plans, proposals for foreign study and for early graduation, and all other matters related to student work. The panel's advice or suggestions are given to a student by her counselor or are sometimes presented in a letter from the chairman of the panel. The agenda of a panel meeting is made up far enough in advance to allow members time to study the complete records of students whose status is to be reviewed.

Tentative Plan for Advanced Work -- This plan is usually written in the spring term of the second year with the advice and help of the counselor. It summarizes your progress in college, expresses your choice of major field, and outlines your tentative program for the next two years. If the faculty of the division in which you hope to major agrees on seeing your plan that you appear ready to major successfully in its field, the plan is then considered by a panel. Approval by the panel is assurance that you are believed to be ready for advanced work in both your major and other fields.

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. It is first considered by the faculty in the student's major, and if approved, with or without changes, it is accepted or rejected by the Educational Counseling Committee. Later changes of program can be made with the approval of the major faculty and the panel.

Class attendance -- Students are expected to attend classes and to meet all fixed academic appointments unless they are ill, are involved in a personal or family emergency, or have some other valid excuse. The responsibility in this matter is the student's. In any case, instructors like to be told before the absence that it is to occur and the reasons for it. If you are detained away from college and notify the Student Personnel Office, that office will explain your absence to your counselor and instructors. If you are admitted to the Infirmary as an overnight patient, your counselor is notified and you let your instructors know that you are ill or ask a friend or the Student Personnel Office to do so.

If, in the instructor's judgment, absence makes it impossible for a student to meet the demands of a course, the student will be dropped with a failing grade -- except, of course, for reasons of ill-health when the course may be dropped without prejudice to her record.

Late admission to courses is sometimes possible. If the course is one that meets twice a week, you would probably not be admitted after the class has met six times. If a student wishes to drop a course without prejudice to her record she should ordinarily do so in the first fifth of the term. In changing your program by dropping a course, whether or not you enter another course, and after discussing the situation with your counselor, you ask for a "drop slip" at the Student Personnel Office. This form is filled out to show the reasons for your change of program, your counselor's comment, and the signature of the one or two instructors concerned.

Instructors' reports -- often called comments -- are shown to you by your counselor at mid-term and at the end of term and are then filed in your permanent record in the Student Personnel Office. The college makes one routine report to your parents -- at the end of the first year -- by sending them a copy of your summary letter. This letter, written by your counselor, summarizes your educational experiences as a freshman. It is a good idea to make copies of reports for your own use. The "grade" on a final report is Passing, Not Passing or Incomplete.

Incomplete -- 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 following term opens, another deadline for completing the unfinished work may be set by the instructor. If you fail to make up the work, your record shows that you failed the course.

Grades and Credits -- Grades, as you know, are not given to Bennington students. They are filed at the end of each term in the Student Personnel Office, however, and are used for your transcript when you need one in applying to graduate or professional school, etc. A Bennington transcript is conventional in form except that it lists Non-Resident Term projects. For every regular course, four semester credit hours are given.

Tests and overnight exams -- In many courses you will be asked to write papers rather than take exams, and these plus your class participation and attitude furnish most of the evidence on which the instructors will judge your work. In Science and Mathematics, tests are fairly common and in language course, too. For overnight tests an assignment given in class is to be written overnight or by a certain time on the following day. In other words, it is not wise to assume that papers are the exclusive measure of a student's learning and abilities or that classroom exams are never given at Bennington.

Workshops -- These have been mentioned before in this handbook but are an appropriate subject for an academic note because, although they are "extra-curricular," they are associated with curricular subjects. They are important events in each month's calendar and are announced in College Week except for those in the performing arts which meet weekly on a regular schedule. A workshop in a field in which you are studying is pretty sure to

be interesting and helpful; workshops in other fields will increase your knowledge of ideas in circulation at college and may attract you to fields you will enter in another year. In Dance and Drama the principle workshops of the term run for three nights consecutively in the theatre as full evening performances. This fall term, the Dance workshops will show the repertory to be presented during the Non-Resident Term by the group of students who will go on the regular biennial tour.

Study in absentia -- meaning study away from Bennington which fulfills part of the requirements for graduation from Bennington -- is carried out by a few students every year in Europe or at other institutions in this country. Approval of study abroad must be given by the Educational Counseling Committee to which your counselor explains your plan if he believes it a sound one. Usually a plan for foreign study will be part of the Tentative Plan for Advanced Work. Before approving the plan, the Committee must be convinced that the student is fully capable of carrying it out, that the work done abroad will constitute the equivalent of one term -- or sometimes two terms -- at Bennington, and that she is proficient in the language of the country in which she hopes to study. After her return from study elsewhere, the student's achievement is thoroughly evaluated by her counselor, herself and the Educational Counseling Committee.

Graduation -- The Bachelor of Arts degree is conferred on the successful completion of a student's Bennington program. This means normally that she has completed major work in one division though occasionally major work crosses divisional lines. In Literature and the Social Sciences, the majoring student writes a thesis; in other divisions she works out a senior project. Early graduation means the completion of the requirements for the degree in less than four years. A student who wishes to qualify for early graduation must submit her plan to the Educational Counseling Committee for approval. The panel's criteria for judging the acceptability of the plan are concerned with the quantity and quality of her work, and the Committee must be assured that her achievement in her major field will be distinguished, her advanced work elsewhere above average.

The Harvard Reading Films -- usually shown once or twice a year, give students a chance to test and improve their reading skills. They are recommended highly by those who have seen them. Attendance is easy because 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.

Language tables -- meet once a week at dinner with an instructor present to keep the conversation rolling in French, German, Spanish or Russian (one language per table, of course). Students at all levels of fluency in the language are welcome.

Graduate work

SECTION II

Bennington College Community Constitution and By-Laws

CONTENTS

	Page
Bennington College Community Constitution	1
By-Laws of the Bennington College Community Constitution . . .	2
I. Voting Policy	2
II. The Student Activity Fee.	3
III. The Community Council	3
IV. The Executive Committee.	4
V. House Chairman	6
VI. The Judicial Committee	6
VII. The Educational Policies Committee.	7
VIII. The Non-Resident Term Committee.	8
IX. The Recreational Policies Committee.	9
X. The General Meetings Committee.	10
XI. The College Community Chest Committee.	10
XII. Fire Chief and Fire Wardens.	11
XIII. Student Treasurer.	11
XIV. The Store Board.	11
Election Procedures.	12
Standards and Rules.	16
General Regulations	18
By-Laws of the Bennington College Co-operative Store.	20
Rules of Parliamentary Procedure	23

BENNINGTON COLLEGE COMMUNITY CONSTITUTION

PREAMBLE

We of the Bennington College Community believe that one of the aims of education is to create mature and responsible citizens. This aim is realized not by blind obedience to externally imposed laws, but through the establishment of a democratic community government and through the possession of the privileges and obligations belonging to the members of such a community.

We believe that the following general principles of conduct must be respected if this ideal of community living is to be achieved:

Every member of the community must observe the specific rules and regulations of the community.

In the absence of specific rules each member of the community should follow those principles of good taste and simple regard for the rights of others which form the unwritten code of civilized behavior.

Every member of the community should be aware that this community is part of a larger community and that he has obligations to both.

Now, therefore, we the members of the Bennington College Community, under the laws of the state of Vermont, and under the charter of the Bennington College Corporation, do hereby establish a constitution for the government of our community.

ARTICLE I

The College Community is composed of the members of the student body, faculty, and staff. (Faculty in this definition includes the President and administrative officers of the College.) Whenever community issues arise which involve the interests of the employees of Bennington College, they shall have the rights to Community membership.

ARTICLE II

The members of the Community possess legislative, executive, and judicial powers.

The Community is empowered to enact, amend, and appeal the provisions of the Constitution and the By-Laws and Standards and Rules which accompany it.

To initiate a change in the provisions of the Constitution, By-Laws, or Standards and Rules, the Executive Committee may act either upon its own initiative, or upon the request of another organization in the Community Government, or upon a petition signed by ten per cent of the Community.

To effect a change in the Constitution or By-Laws, the Executive Committee must then present the proposal for discussion and amendment in Community Meeting. The Community shall be asked to vote by secret ballot. Passage requires two-thirds of the total vote cast. The Executive Committee shall supervise this vote.

To effect a change in the Standards and Rules, the Executive Committee must present the proposal for discussion in House Meetings and inform all other members of the Community of the proposal. The proposal shall then be presented for discussion and amendment in a Community Meeting held within a week following the House Meetings. The vote shall be by secret ballot. Passage requires two-thirds of the total vote cast.

The Community is empowered to pass ordinary legislation and to establish working committees to carry out its decisions by majority vote in Community Meeting.

The Community may participate in the determination of educational policy and may at any time recommend practical measures by which the educational aims of the College may be realized.

A Community Meeting may be called on submission of a written petition to the Executive Committee, signed by ten per cent of the members of the Community.

At intervals of three years, or at the will of the Community, the Community, at a Community Meeting, shall nominate and elect one committee to review all aspects of Community Government and report its findings at the next regular Community Meeting.

* * * * *

BY-LAWS

of the Bennington College Community Constitution

I. Voting Policy

All voting, with the exception of elections, shall be held in Community Meetings. No quorum shall be necessary. Discussion on the policies in question shall be held in House Meetings and in Community Meetings.

II. Student Activity Fee

- A. The Student Activity Fee will be used to support the following:
 1. Executive Committee Fund
 2. Recreational Policies Committee Fund
 3. Christmas Fund for College Employees.
- B. At an Executive Committee meeting during the last week of May, these three student committees which require operational funds for the next year, shall submit an itemized list of income and expenditures for the past year and a proposed budget for the coming year. At an open budget hearing to be held during the first two weeks of June, at which all members of the Community will be urged to participate, the proposed budgets shall be reviewed and revised if necessary by the Executive Committee and student Treasurer.
- C. The Student Activity Fee will be four dollars per person per year.
- D. The Executive Committee will contact all incoming freshmen explaining the Student Activity Fee and will send out reminders to all upper classmen regarding the fee.

III. The Community Council

The Community Council is composed of all members of the committees existing in the Community government, and shall be presided over by the two executive officers. The functions and responsibilities of the Community Council shall be those of:

- A. Co-ordinating Community government activities by holding a meeting at least once a month by call of the Executive Committee.
- B. Holding Community Council meetings demanded by petition of ten per cent of the Community.
- C. Collectively formulating issues and drafting proposals pertaining to all phases of the student community's academic and social life. These are to be presented by the Community Council to the Community for consideration and vote at Community Meetings.
- D. Assembling all recommendations and vocal and written reports of the government committees.
- E. Reviewing monthly reports from all Community government committees.
- F. Electing to the College Community Chest Committee, two student members at the end of the Fall term and two student members at the end of Spring term, all of whom shall serve for one year.

G. Appointing temporary committees.

Members of the Community may attend Community Council meetings as observers.

The Executive Committee

The Executive Committee is the general executive body consisting of all House Chairmen, and an Executive Committee Chairman and Secretary, and the Student Treasurer having an ex-officio status. The functions and responsibilities of the Executive Committee shall be those of:

- A. Carrying out its duties in the legislative process as defined in Article II of the Constitution.
- B. Acting as co-ordinating committee for all Community government activities.
- C. Planning freshman orientation in conjunction with the Administration and campus committees.
- D. Directing that student House Meetings be held for consideration of agenda designated by Executive Committee.
- E. Preparing the agenda of student House Meetings.
- F. Receiving and considering reports of the results of House meetings called by Executive Committee.
- G. Transmitting any information to student houses requested by the committees at Community Council meetings.
- H. Handling recall of Community government officers or committee members according to the following procedure:
 1. A petition stating the charge against the officer or committee member shall be submitted to the Executive Committee, signed by ten per cent of the group which elected her, or by two-thirds of the committee on which she serves.
 2. The Executive Committee shall present the petition for discussion to the group which elected her.
 3. Within a week following the meeting, a vote of confidence shall be taken by secret ballot.

4. An officer or committee member may be removed from his or her position by a simple majority vote of the group which elected her.
- I. Appointing a Parliamentarian from the student body at large, who shall advise both the Executive Chairman and the Community Council of which she shall be a member.
- J. Appointing a Fire Chief from the student body at large at the beginning of the Spring term. She shall be a member of the Community Council.
- K. Appointing, with the approval of the College Comptroller, a Student Treasurer from the student body at large at the beginning of the Spring term. She shall be a member of the Community Council.
- L. Appointing a student to represent the National Student Association on campus. She shall be a member of the Community Council.
- M. Assigning members of the Executive Committee to act as liaisons to other Community government committees and to report on their activities.
- N. Registering all organizations and publications initiated on campus and informing the Community of their existence.

The functions and responsibilities of the Executive Committee Chairman and Secretary shall be those of:

- A. Conducting Community Meetings, of which there shall be no fewer than two per term.
- B. Presenting the agenda of Community Meetings to the Community at least one week prior to the meeting.
- C. Calling Community Council meetings requested by petition of ten per cent of the Community at large, and at request of any other government committee.
- D. Calling Community Council meetings to be held at least once a month.
- E. Presiding over Community Council meetings.
- F. Preparing recommendations and a monthly report of Executive Committee activities to be presented at Community Council meetings.
- G. Co-ordinating student and administrative activities by meeting at least once a week with appropriate members of the College administration, and transmitting all information and recommendations to the Executive Committee.
- H. Supervising all Community elections.

V. House Chairman

The House Chairman is the house administrative officer whose functions are to administer the affairs of the house, adjust the problems that arise among its members, and, as a member of the Executive Committee, act as liaison between her house and the Community government. The functions and responsibilities of House Chairmen shall be those of:

- A. Dealing with individual and group problems which endanger the wellbeing of the individual, the house or the Community.
- B. Enlisting in difficult cases the co-operation of the Judicial Committee or other such aid.
- C. Calling and conducting house meetings at her own discretion in addition to those called by the Executive Committee.
- D. Acting as official spokesman for any group or individual in her house by transmitting any suggestions or opinions of a group or individual to the Executive Committee.
- E. Being directly responsible for orientation of all new students in her house.
- F. Approving and scheduling meetings held in the house living-room.
- G. Organizing such routine house matters as morning check-up and appointing a substitute house chairman in her absence.

VI. The Judicial Committee

The Judicial Committee, consisting of ^{four}~~three~~ students and one faculty member, deals with individual or group infringement upon specific rules or general principles of Community behavior. It is primarily advisory; however, it is empowered to recommend punitive measures. The functions and responsibilities of the Judicial Committee are those of:

- A. Dealing quietly with the individual case, taking into account the right of both the individual and the Community.
 - 1. Counseling the individual or group in question.
 - 2. Recommending to the administration that an individual's record be reviewed.
 - 3. Recommending to the President probation, suspension or expulsion in such cases as it deems necessary.
- B. Meeting regularly with the Night Watchmen.

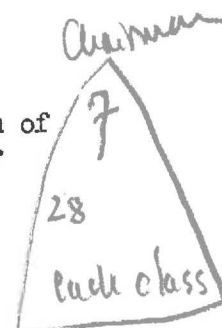
- C. Handling procedure of recall for members of Executive Committee when properly petitioned to do so.

VII. The Educational Policies Committee

The Educational Policies Committee shall consist of the chairmen of the seven division committees, each of which is composed of four student members from the following fields: art, dance, drama, literature, music, science, and social science.

The Functions:

- A. The principal function and service of each division committee is to promote an effective two-way working relationship between the faculty and the students within each division. Since specific aspects of this relationship will be dealt with by the students and faculty in each course and teaching relationship, it is only the more general concerns affecting the division as a whole which constitute the area properly dealt with by the committee.
- B. The Educational Policies Committee in each division shall furnish, at the request of the President, reports regarding the quality of instruction and of student participation.
- C. At mid-term of the Spring term each committee shall submit to the President's Office and to all instructors in the division, a formal written report, evaluating the division in terms of its strong points, its current problems, and any revisions the committee feels are warranted and feasible. The sources of information and the channels of communication each committee chooses to utilize shall be at its discretion. Thus it may employ the present system of class representatives, a sample survey, an interview schedule, a polling device, or a combination of techniques in its study of an individual course in relation to other courses in the division.
- D. Once a term each division committee shall meet with the instructors in each division.
- E. As a liaison between the administration, the faculty, and the students, the Student Educational Policies Committee shall meet with the President and the Faculty Educational Policies Committee. These meetings will provide an opportunity for the discussion of curriculum planning, the quality of student participation and of instruction.
- F. The Committee is further responsible for:
 1. Meeting with the faculty members at the beginning of each term to discuss questions of policy.
 2. Choosing one of its members to serve on the General Meetings Committee.



3. Planning freshman orientation in conjunction with other committees. The Committee shall draw up a plan for acquainting freshmen with educational policy before the beginning of each term, and shall meet with freshmen during the year as often as is felt necessary.
 4. Choosing its chairman and secretary.
- G. The duties of the chairman shall be the following:
1. To arrange Committee meetings.
 2. To apportion the work of the Committee among its members.
 3. To meet together with the secretary and the chairmen of the seven division committees as the Student Educational Policies Committee.

VIII. The Non-Resident Term Committee

The Non-Resident Term Committee shall consist of three students who shall work with the Director of the Non-Resident Term Office. The Committee shall encourage constructive criticism from faculty, students and administration concerning educational policy as related to the winter work period and shall take part in the formulation of that policy. The Committee shall be responsible for:

- A. Meeting with the Director of the Non-Resident Term as often as deemed necessary.
- B. Compiling criticism and suggesting concrete improvements pertaining to the winter work period.
- C. Promoting co-operative relationships among students, faculty and administration.
- D. Holding meetings with the major fields, student committees and faculty committees for the purpose of discussing the educational policy as it relates to the Non-Resident Term.
- E. Meeting with new faculty members at the beginning of each term to discuss questions of policy.
- F. Meeting with the Faculty Educational Policies Committee, the Student Educational Policies Committee and the President at least once a year.
- G. Assisting the Director of the Non-Resident Term Office and the other committees in planning freshman orientation.
- H. Providing active assistance to the Non-Resident Term Office.

- I. Assisting the administration in the planning of the Non-Resident Term Bulletin and other publications.
 - 1. Compiling research studies.
 - 2. Communicating with colleges that have similar educational systems.
- J. Requesting at Community Council meetings that certain desired information be transmitted to student houses.
- K. Handling money raised through student efforts for purposes of the Non-Resident Term Scholarship Fund in the following manner:
 - 1. Only upper classmen shall be considered eligible for Non-Resident Term Scholarships.
 - 2. Students may apply for scholarships on their own initiative or through faculty recommendation.
 - 3. Application blanks shall be reviewed by the Non-Resident Term Committee and the Tuition Committee.
 - 4. The Tuition Committee shall make the final decisions as to who shall receive scholarships.

IX. The Recreational Policies Committee

The Recreational Policies Committee shall be composed of four student members and a faculty advisor to be appointed by the Committee. The Committee shall encourage constructive criticism from the entire Community concerning recreational policy and shall take part in the formulation and administration of that policy.

The functions and responsibilities of the Recreational Policies Committee shall be:

- A. Planning the recreational activities of the College. These activities include:
 - 1. Social functions.
 - 2. Athletic activities.
- B. Providing for the existence of these activities by organizing as many subsidiary committees as it deems necessary to carry out its plans.
- C. Co-ordinating all organized intra-collegiate activities not sponsored by the Community government, the faculty or the administration.

1. Each activity shall elect a representative as liason to the Committee.
2. The activity representatives shall meet with the Committee no less than twice each term.

D. Choosing one of its members to serve on the General Meetings Committee.

X. The General Meetings Committee

The General Meetings Committee, consisting of one sophomore, one junior, one senior, one member from the Recreational Policies Committee, two faculty members, and one member from the administration who shall act as chairman, shall be responsible for the organization and management of all meetings, exhibits, and the like, other than regular scheduled academic activities. It shall consider the needs and interests of the Community in the administration of these activities. It shall also see that the College Calendar is presented at Community Council meetings.

XI. The College Community Chest Committee

The College Community Chest Committee, consisting of four members, shall supervise contributions to local, national and international organizations. The Committee shall be responsible for the following:

- A. Receiving appeals from local, national and international organizations, and presenting information about them to the Community.
- B. Selecting on the basis of Community vote the organizations to which funds will be contributed.
- C. Raising money from the Community which shall go to these organizations.
- D. Presenting a general monthly report of activities.
- E. Requesting at Community Council meetings that certain desired information be transmitted to student houses.

XII. Fire Chief and Fire Wardens

There shall be one Fire Chief and twelve Wardens, one from each house, whose function is to work in conjunction with the Superintendent of Buildings and Grounds in all matters of College fire prevention and control.

The Fire Chief is responsible for:

- A. Calling a meeting of the Fire Wardens immediately after Spring elections and whenever necessary, to acquaint the Wardens with the equipment; appointing the heavy-duty squad; and scheduling routine fire drills.
- B. Assisting in or supervising actual fire drills to take place at least once a month.
- C. Supervising student personnel in case of fire.

The Fire Wardens are responsible for:

- A. Acquainting their houses with fire-drill procedure.
- B. Appointing students to fire equipment in the houses.
- C. Checking the fire equipment in their houses at regular intervals.

XIII. Student Treasurer

The Student Treasurer has as her function the administration of the finances of all student committees, under the supervision of the College Business Manager. She is responsible for:

- A. Having her books audited at the end of each fiscal year by the Business Manager or such agency as the Business Manager may designate.
- B. Serving as a member of the Community Council.
 - 1. Presenting financial reports to the Community Council meetings.
- C. Serving as an ex-officio member of the Executive Committee.

XIV. The Store Board

The Bennington College Co-operative Store is the sole agency for the sale of goods or other commodities on campus. The elections of its Board members shall take place according to the provisions of its By-Laws (see page 20.)

ELECTION PROCEDURES FOR BENNINGTON COLLEGE COMMUNITY GOVERNMENT

PART I

1. Three weeks before the end of the Fall term and four weeks before the end of the Spring term a Community Meeting shall be held for the purpose of making nominations for the office of Secretary to the Executive Committee and for membership on the following committees: Judicial Committee, Non-Resident Term Committee, Recreational Policies Committee, and General Meetings Committee.
2. After a brief discussion by one member of each committee as to its purposes and functions, the floor shall be opened to nominations. If present, nominees shall stand when their names are presented so that they may be identified by the Community. There shall be no limit to the number of nominations.
3. By noon of the day following the Community Meeting, the Executive Committee shall notify all the nominees. Anyone wishing to withdraw her name must do so by this time.
4. Anyone wishing to add a name to the preliminary nomination list after the Community Meeting may obtain a petition slip from Executive Committee. A minimum of ten signatures shall be required to put a student's name on the ballot. Petitions must be filed with the Executive Committee by noon of the day following the Community Meeting.
5. On the afternoon of the day following the Community Meeting a list, indicating the specific committee for which each nominee is proposed, shall be posted in Commons for all members of the Community to consider. A copy of this list shall also be sent to the administration.
6. On the second day following the Community Meeting, the Community will vote by secret ballot to reduce the nomination list to the following proportions:

3	nominees	for	1	opening
4	"	"	2	openings
6	"	"	3	openings
7. The Executive Committee shall select, on the basis of the highest total Community vote, the specified number of nominees for the final slate. No student's name may appear more than once on the final ballot.
8. The final slate shall be posted by noon of the day following the voting.
9. Final elections shall take place by preferential secret ballot one week after the Community Meeting. Newly elected officers shall take office immediately.

PART II

1. Nominations for House Chairmen shall take place in House Meetings during the week prior to the Community Meeting.
2. If more than three students are nominated in any house the slate shall, at the same meeting, be reduced to three by secret ballot. The House Chairmen shall give the final list of nominees to the Executive Committee.
3. Final elections for House Chairmen shall take place by secret ballot at the same time as the final elections for other Community offices.
4. House Chairmen shall be elected by members of their houses on the same secret ballot on which the final slate for other Community officers appears.

I. The Executive Committee

The Executive Committee shall be composed of 14 students: twelve House Chairmen elected by their houses and an Executive Chairman and Secretary elected by the Community at large.

- A. The Secretary of the Executive Committee shall be elected to serve as an officer of the Committee for one year. At the end of her first term she will succeed to the office of Chairman.
- B. Six of the House Chairmen, from the following houses, shall be elected at the end of the Spring term: Booth, Bingham, Canfield, Dewey, Franklin and Kilpatrick.
- C. Six of the House Chairmen, from the following houses, shall be elected at the end of the Fall term: Leigh, McCullough, Stokes-Sanford, Swan, Welling and Woolley.
- D. The House Chairmen shall take office immediately.
- E. In the case of a student who can serve only one term, her house shall hold an election for House Chairman at the end of that term.

II. The Judicial Committee

The Judicial Committee shall be composed of four students and one faculty or staff member. In the event that one student member resigns before her term of office expires, a special election shall be held. If the vacancy occurs within one month of the end of the term the Judicial Committee shall decide whether a new election shall take place that term or whether the office will remain vacant. The total membership shall never be less than three students and one faculty or staff member.

- A. Two student members and the faculty or staff member of the Committee shall be elected at the end of the Fall term, the other two student members being elected at the end of the Spring term.

- B. The members shall take office immediately.
- C. The Chairman and Secretary of the Judicial Committee shall be elected by the Committee's own members at the first meeting following each election. They shall serve for one term.

III. The Educational Policies Committee

Four freshmen, sophomores, and/or juniors shall be eligible for election in each division for a term of one year. Of the four members, two shall be elected at the end of the Spring term by interested students and majors in the field; and two shall be appointed at the end of the Fall term by the faculty in the division. Each division committee shall elect a chairman from among its members. (Effective in the Fall term of 1955.)

Election Procedure:

- A. Each division shall hold a meeting during the Spring term, at which time the following shall take place:
 - 1. A list of majors and tentative majors in the division will be presented to familiarize members of the division with some of the eligible candidates.
 - 2. The members of the division will nominate candidates for their committee.
- B. The day following the meeting of each division a list of the nominees shall be posted in Commons, at which time candidates who wish to do so may withdraw their names.
- C. Within a week of the posting of the list of nominees a second meeting of each division shall be held at which time elections shall take place by secret ballot.

IV. The Non-Resident Term Committee

The Non-Resident Term Committee shall be composed of three student members and the Director of the Non-Resident Term Office.

- A. Two of its members shall be elected at the end of the Spring term, and one of its members shall be elected at the end of the Fall term.
- B. The Chairman and the Secretary of the Non-Resident Term Committee shall be elected by the Committee's own members at the first meeting following each election. They shall serve for one term.

V. The Recreational Policies Committee

The Recreational Policies Committee shall be composed of four students.

- A. Two members of the Recreational Policies Committee shall be elected at the end of the Spring term and two at the end of the Fall term. These members shall take office immediately.
- B. The Recreational Policies Committee shall elect a chairman and secretary at its first meeting following the elections. These officers shall serve for one term.

VI. The College Community Chest Committee

See By-Laws, page 4, III, F.

STANDARDS AND RULES

The power to change or amend the Standards and Rules resides in the Community. The power to interpret and to impose penalties for the violation of these Standards and Rules is in the Judicial Committee.

Each student is held responsible for her own conduct at all times and for the conduct of any guests she may have on campus.

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.

If a student is to be off campus after 11:00 p.m., she must sign out on the sign-out sheet giving her destination. 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, she may obtain 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 the lock and the key.

Before leaving for overnight a student must fill out an out-of-town slip in person stating her destination and expected time of return. If she forgets to sign out or is detained beyond the expected time of return, she must get in touch with the College switchboard immediately, giving complete information. If this is not done, the College will attempt to reach the student. Upon returning to the campus each student must sign in promptly. This regulation applies to all vacations and the Non-Resident Term.

No student should plan to leave early for or return late from any vacation unless she has valid and extremely important reasons for doing so. If it is absolutely necessary that a student leave early or return late from a vacation (including summer vacation and the Non-Resident term), she must fill out a special vacation slip which may be obtained at the switchboard ~~and which must be signed by her counselor.~~

Men will be allowed in student rooms only between the hours of 10:30 a.m. and 8:30 p.m. on Monday through Saturday. On Sunday the hours are 11:00 a.m. through 6:30 p.m. Whether or not men may use the student bathrooms within these hours should be decided by the individual houses at the beginning of each year.

All men, including family members, must be out of the living-rooms and off campus by 1:00 a.m., except on Saturday, when they must be out of

the living-rooms and off campus by 2:00 a.m. The Carriage Barn will be an exception and will be open to students and guests until 3:00 a.m., Mondays through Sundays inclusive. Planned College activities in the Carriage Barn will take precedence over any other activities. Men may not escort students past the Watchman's booth after 1:00 a.m. except on Saturday, when the hour is 2:00 a.m.

The Night Watchman should be notified of the arrival of any guests expected after 11:00 p.m. No visitors will be admitted after this hour without such previous notification.

At Jennings Hall there shall be no practicing before 8:30 a.m. nor after 11:00 p.m.

There shall be no parking in the lanes between the student houses after 10:00 p.m. *none at all*

No students shall be permitted to sleep in the house living-rooms.

GENERAL REGULATIONS

The Administration has the power to impose penalties for the violation of these regulations. Proposals for amendments to or changes in these regulations may be presented to the Community Council. The Community Council shall act on these suggestions as they see fit.

Procedural Instructions

The policemen, 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. They are empowered to refuse admittance to any objectionable guests, whether or not they are accompanied by a resident of the College.

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 person checking up in her house shall mark her absent. The person checking up in the house she is visiting shall report her on the check-up slip as a visitor.

Dining-Rooms

In accordance with the Vermont State Law, alcoholic beverages will not be served to minors at any college function.

No College dishes or food may be taken out of the dining-rooms without the permission of the Director of Residence.

Smoking

No smoking is allowed in the Theater, the Library, or the Carriage Barn Pit.

Checks

Checks not exceeding ten dollars per day, per student, may be cashed at the Comptroller's office.

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, must first consult the Director of Student Personnel. No questionnaires are to be distributed to the College Community without the approval of the Student Personnel Office.

Buildings and Grounds

Members of the Community will be held responsible for damage to College property. In cases where the personal responsibility for damage cannot be fixed, the cost of repair or replacement will be met by group assessment.

No College property may be taken out of the College buildings without the permission of the Director of Residence.

Students are not permitted to keep pets of any kind on campus.

Health

Students visiting friends in the Infirmary may not at any time enter the Infirmary rooms unless special permission has been obtained from the nurse or the physician.

Library

Library books must be returned when due. If recalled, they must be returned immediately.

Automobiles

All arrests or accidents occurring while a student is in residence at the College must be reported to the Student Personnel Office, whether or not the student was driving.

No student may drive a car on campus without a state driver's license and registration. She must also have the appropriate permit issued by the Judicial Committee through the Student Personnel Office.

Students are not to accept rides from strangers or hike in groups of less than three.

Men's Rooms

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

BY-LAWS 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 of the relation between the College and the Store, and specific terms of payment for services rendered by each.
- C. The Board of Trustees of the College shall have the power to revoke the license and assume control of the Store in case of gross mismanagement.

II. The Board of Directors

The direction and management of the Store shall be vested in a Board of Directors elected and organized as follows:

A. Election

- 1. Directors shall be elected by preferential ballot by the members of the Co-operative Store. Elections shall be held at the same time as the general Community elections.
- 2. Nominations for the Store Board will consist of two groups:

The first group will be composed of all students, faculty, staff, and employees on the out-going Store Board except fourth-year students. From this first group, three members (one from the second-year class, one from the third-year class, and one from the faculty-staff-employee group) will be elected by the Community to continue service on the Store Board.

The second group will be composed of eight students, and two from the faculty-staff-employee group, nominated by the Store Board from the whole Community. From this group, five members (two from the first-year class, one from the second-year class, one from the third-year class, and one from the faculty-staff-employee group) will be elected by the Community to serve on the Store Board.

- 3. Additional nominations, to be made public three days before the election, may be made by a petition signed by fifteen per cent of the Co-operative Store membership.

B. 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.

2. The President and Comptroller of the College shall be directors ex-officio.
3. The manager of the Store may attend directors' meetings upon invitation.
4. Appointments to fill other vacancies shall be made by the Board of Directors.

C. Duties and Responsibilities

1. The Board of Directors shall elect its own officers.
2. By a 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 the Co-operative Store members.
4. The Board shall determine the policies of the Store, employ the necessary staff, and supervise all enterprises 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 posted, and upon request the Board shall explain its actions and policies.
7. In case of forced resignation of the Board, the President and Comptroller 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 are eligible for membership.
- B.
 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.

- C. 1. Each member is entitled to one vote in all meetings of the Co-operative Store.
- 2. A meeting may be called at any time by a petition of fifteen per cent of the resident membership.
- 3. One-third of the resident campus members shall constitute a quorum, and no business may 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.
- D. 1. 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.
- 2. Dividends shall be paid to each member in proportion to the value of the purchases he or she has made since the declaration of the previous dividend.
- 3. 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, is liable to cancellation of membership.

IV. Capital

- A. Capital shall be raised by membership shares.
- B. 1. In addition, fixed interest-bearing bonds may be issued.
- 2. Interest on bonds shall be paid annually.

V. By-Laws

- A. By-Laws must be adopted by a two-thirds vote at a meeting of the Co-operative Store members.
- B. The By-Laws may be amended by a joint approval of the Board and members of the Store. Approval by members shall be given by a two-thirds vote of those present at a meeting or by two-thirds of those voting by ballot in a special referendum.
- C. Any proposed amendment must be posted on the bulletin board at least a week in advance.

(By-Laws of the Co-operative Store adopted November 7, 1934;
revised December 10, 1945; revised June 23, 1947)

RULES OF PARLIAMENTARY PROCEDURE
FOR BENNINGTON COLLEGE COMMUNITY MEETINGS

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 informationThe 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.
(See 3 in Explanation of Terms, page 26.)

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.