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Student Handbook

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LET LIGHT SHINE OUT"

NORTHWEST COLLEGE

of the

ASSEMBLIES OF GOD

Kirkland, Washington 98033

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Northwest College of the Assemblies of
God - Student handbook 1968-69

Preface

The world is in great need of trained and dedicated men and women of strong Christian character to serve both as laymen and as full-time ministers. Northwest College of the Assemblies of God is dedicated to the task of preparing such men and women. It is assumed that your primary purpose in coming to the College is to acquire a thorough, Biblically-centered education in preparation for your life's work. In keeping with the task of the College and your purpose in being here, the materials presented in this handbook have been prayerfully chosen as a basis for your guidance in Christian development.

When you applied for admission to Northwest College you signed the following pledge:

"If accepted as a student I am willing to submit to the regulations of the College including the total abstinence from the use of alcoholic beverages, tobacco, attendance of public theaters and social dancing. I will seek to uphold the College's standard of conduct at all times. I fully understand that the College reserves the right of terminating any student who violates the condition of this pledge."

This pledge is an agreement between you and the College that is binding as long as you are a student here.

You are now part of a college community. In community living it is obvious that for the common good some basic order must prevail. Selfishness and self-seeking are impossible in a Christian society. All must be done for the benefit of the whole. Every action is weighed in the light of our relationship to our Lord and to one another as members of His body. Whatever we do, the Scripture says, whether in word or deed, is to be done as unto the Lord. It is confidently expected that the students of Northwest College will conduct themselves as Christian ladies and gentlemen at all times. Such conduct alone is consistent with our Christian testimony.

Christian education embraces the whole personality—

spiritual, mental, social, physical. The College program functions in all of these areas. The College personnel are here to help you in every way they can. It is their sincere hope and aim that your experiences in Northwest College will be both profitable and enjoyable.

Please preserve this handbook for reference throughout the school year.

Campus regulations are in effect during holidays unless stated otherwise.

Alma Mater

1. Let light shine out in the great
Northwest;
Go tell the Saviour's grace.
From college halls to lands afar
Bring hope to ev'ry race.

Chorus

Lord, bless Thy work at N. C.
We turn our hearts to Thee.
Oh, thrust us out and lead us on
To promised victory!

2. His Word approved in lives of men
Who've trained at N. C.
The Spirit sought for pow'r and
truth,
'Til all His glory see.

—Words by Maxine Williams

*Give diligence to present thyself approved
unto God, a workman that needeth not to be
ashamed, rightly dividing the word of truth.*

—Saint Paul

COLLEGE CALENDAR 1968-1969

Autumn Quarter

Registration dates for all students.....	September 25-27
Orientation for Freshmen.....	September 25-27
Class instruction begins	September 30
ASB bonfire	September 30
Faculty reception of new students.....	October 4
Convocation	October 7
Freshman initiation	October 7-11
Last date to register with late fee.....	October 4
Spiritual Emphasis Week.....	October 14-18
Harvest Time Social.....	November 2
Thanksgiving Recess	November 27
Classes Resume	December 2
Final Examinations	December 16-20
Christmas interim.....	December 20-January 6

Winter Quarter

Registration—students in residence.....	November 18-27
Registration for new students.....	January 6
Class instruction begins.....	January 13
Last date to register with late fee.....	January 13
Missionary Banquet	January 18
Spiritual Emphasis Week	January 20-24
Superintendents Week	January 28-31
Washington's Birthday.....	February 22
Athletic Banquet	March 14
Final Examinations.....	March 17-21
Spring interim	March 22-31

Spring Quarter

Registration—students in residence.....	February 17-25		
Registration for new students.....	March 31		
Class instruction begins	April 1		
Late date to register with late fee.....	April 7		
Spiritual Emphasis Week.....	April 8-12		
Campus Day.....	April 18	Memorial Day	May 30
All-school banquet	Apr. 26	Baccalaureate	June 7
All-school picnic	May 21	Final exams	June 9-13
Awards Chapel	May 27	Commencement	June 8

Message from the President



Dear Student:

Welcome to Northwest College!

This educational facility is a gift of God to our young people and to our church. In this gift God has provided for a Christian educational program in a spiritual atmosphere. He has hallowed this campus with His presence.

You will love this campus as others have loved it before you. You will find it a place designed to meet your personal educational and spiritual needs. Also you will find here opportunity to express and share your Christian experience and to grow in your Christian calling.

This handbook is provided so that each student may know how he can best share in the life of the College and draw from it help and stimulating experience. It is given to you with a prayer that Northwest College may be used of God to challenge the very best in you and to guide your spiritual and intellectual growth toward the ultimate of God's purpose for you.

Sincerely,

D. V. HURST,
President

Message from the ASB President

Dear Students,

As president of the Associated Student Body of Northwest College, I extend you a hearty welcome to our campus. We are glad that you have chosen Northwest as your training ground for this academic year. We will do all that we can to make college life both profitable to your spiritual life and pleasurable to your social life.

It is important that as you anticipate college life, you realize the necessity of a disciplined life. Governing rules and regulations are necessary anywhere there are people. It was Solomon who said, "...reproofs of instruction are the way of life." Just because you are leaving home and are cutting the "apron strings," does not mean that you are now free from all reins of restraint. Both student and administration leaders have wrestled with the problems of student life, and we present to you this revised addition of the Student Handbook as the best guideline for your life here at Northwest.

Even as you have experienced "growing pains" in your physical body, you can expect to encounter growing pains in college life as you mature spiritually, intellectually, and emotionally. Whenever you begin to feel that everything and everyone is going against you, don't rebel; respond! Remember, both God and your A.S.B. government love and care for you.

This year will be as good as we allow God to make it. Let us give our lives completely to Him, and we shall have good success!

Always for Christ,

Byron G. Newby
A.S.B. President



Spiritual Life

Northwest College is vitally interested in the spiritual development and maturity of its students. We endeavor to provide every opportunity for each student to grow and mature in Christ. In order for a student to achieve the greatest possible benefit from these opportunities he should develop and maintain a hunger for God. Opportunities of worship or service should not be neglected. The principle of loving God with all of the heart, soul, and mind should be practiced in attitude and action. The following guidelines are given to stimulate this kind of spiritual living.

Worship

PRAYER

When a class period is devoted to prayer, or when time is given to the entire student body for prayer, students shall not without permission leave earlier than the close of the period.

Students are encouraged to come before school to pray and to make use of the prayer room whenever they have free periods. The prayer room is located in the Student Union Building.

CHAPEL ATTENDANCE

Chapel attendance at Northwest College, like class attendance, is required. A grade of "S" or "F" is given depending upon the attendance record. If a student receives an "F" at the end of any quarter, he is placed on citizenship probation, which is recorded on his transcript. If he receives either two consecutive "F"s" or three accumulative "F"s" during his career at Northwest College, he will not be permitted to re-enroll. An "F" incurred during the student's year of graduation will seriously jeopardize his citizenship standing. Satisfactory citizenship is required for graduation. Students who plan to work during the school term should plan their schedule to include chapel.

Any tardiness beyond ten minutes shall be counted as an absence. It shall be the student's responsibility in case of tardiness to chapel to notify the monitor upon arrival at the chapel. The penalty for leaving chapel early is the same as late arrival. It shall be the responsibility of the student to keep a record of his absences and times tardy. He will receive a written notice when his absences reach seven.

The student lounge, library, and bookstore will be closed during chapel.

Dr. Henry M. Wriston, a president of two colleges for 29 years, writes these words concerning college chapel: "The difficulty with college chapel has been a stupid confusion about what is "compulsory" and what is not. Though the curriculum has many requirements they are

never called 'compulsory.' Every student at Brown whether he liked it or not had to learn to swim before he could be graduated. There was plenty of dislike of the requirement among those who did not enjoy water, but no protest at 'compulsory' swimming. The central fact is that students are not assigned to colleges, they choose them for reasons as various as could possibly be imagined. When they select a college which has published its requirements they elect to do what it prescribes for the attainment of a degree—and, perchance, an education. That includes chapel if attendance is an announced feature of its life."

CHURCH ATTENDANCE

Within three Sundays, students are to make a choice of a church home they will attend while in college. All students are expected to attend Sunday School and morning services at their assigned churches except when excused or on assignment and Sunday evening services at the church of their choice. They are encouraged to participate whenever possible.

CHRISTIAN SERVICE REPORT

All students are expected to participate in some aspect of the World Outreach Ministries program. A Christian Service report must be turned in on the first Monday of each month, or if the student is absent, the first day of classes thereafter.

Christian Witness

OBSERVANCE OF THE LORD'S DAY

Proper observance of this most important day of the week is essential to a well-rounded Christian life. Students are therefore urged to put aside all study, business or other obligations, using typewriters for purposes other than letter writing, the washing of clothes, and other weekday occupations. All use of musical instruments should be restricted to quiet, reverent music in keeping with the Lord's Day. Ping-pong equipment, the ball

diamond, tennis court, and gymnasium are not for Sunday use.

In order to maintain a good testimony, students are asked to refrain from making unnecessary purchases on Sunday.

STUDENT OUTREACH

All students engaging in any form of Christian work, whether arranged personally or by the College, will register with the Student Outreach Director.

All musical groups on team work will be auditioned and approved by the Music Director. All team assignments must be conscientiously carried out.

Dating is not permitted on team assignments.

CHRISTIAN STANDARDS

Since it is the purpose of every Christian to give a clear and unhindered testimony of devotion to Jesus Christ and of a separateness from anything that would raise questions regarding that testimony, and since it is the wish of the College to create an atmosphere in which that purpose can be realized, the use of tobacco, alcoholic beverages, drugs, attendance of theaters, drive-ins, shows, dances, abusive language, or prurient literature is expressly prohibited. To violate this standard, whether in or out of school, could lead to a possible suspension or dismissal from the College.

Citizenship

CITIZENSHIP RECORD

An acceptable citizenship record must be maintained in order to qualify for graduation or any extra curricular office or assignment, such as student body, class or W.O.M. offices, Christian service activities, choir tour, editorships, and sports.

COUNSELING

A faculty advisor is appointed for each student and he is encouraged to meet with his advisor for counseling whenever it is desired.

Students are invited to counsel with the Dean of Education, Dean of Students, Dean of Women, and other members of the faculty at any time for guidance in personal, spiritual, and educational problems.

GRIEVANCES

If a student has a grievance against a teacher, the student should first speak to the particular teacher concerning the matter. If no satisfactory agreement is reached, the matter may be taken to the Dean of Education (Matthew 18:15-17).

If a student has a grievance against another student, he should try to settle the matter privately. If this cannot be done, the student may take the complaint to the Dean of Students.

If a student has a grievance against the College, he has his elected class or student officers to represent him to the administration, but he may feel free to voice his grievance himself to the proper administrative officer.

AWARDS ASSEMBLY

As an encouragement to students at Northwest College, in the spring of each year an awards assembly is held at which time students who have excelled in student activities are recognized and honored.

The following awards are given annually:

Academic awards for the highest G.P.A. in the class, departments, the Junior College, and Bible College graduates;

Student Leadership Awards for outstanding leadership in student government;

The Student Life Award for the outstanding man and woman student of the year.

DISCIPLINARY PROCEDURE

The student is personally responsible for knowledge of all the materials in this handbook. Ignorance of its contents will not be considered a reason for missing the consequences of violation. Further, the student will not be allowed to become so technical in his application of the

regulations so as to break the spirit of what is intended by them. It is both impossible and unnecessary to include in such a handbook a minute amplification of regulations; therefore, it is the prerogative of the administration to apply in any one case the principles contained in the handbook though they may not be specifically stated.

Citizenship is regarded as highly important by the College, and breaches of conduct shall not be considered lightly. Violations of any of the regulations or principles of conduct found in the handbook could lead to the withdrawal of certain privileges, disciplinary action against the student, and/or dismissal from school. Any probationary status or dismissal action will appear on the student's permanent record. In every case the student will be given ample admonition and every possible opportunity to correct his behavior.

Definition of Disciplinary Terms:

Campus: A campus includes a withdrawal of all dating privileges, the withdrawal of fraternization privileges with members of the opposite sex, the limitation of the students to the campus except for employment and Sunday services at his assigned church, and the use of afternoons and evening for study. Different degrees of the campus will be given according to the seriousness of the infractions. These will include assignment of special projects and the restriction of other privileges.

Provisional Citizenship Probation: An official warning of unsatisfactory citizenship, but not recorded on the transcript.

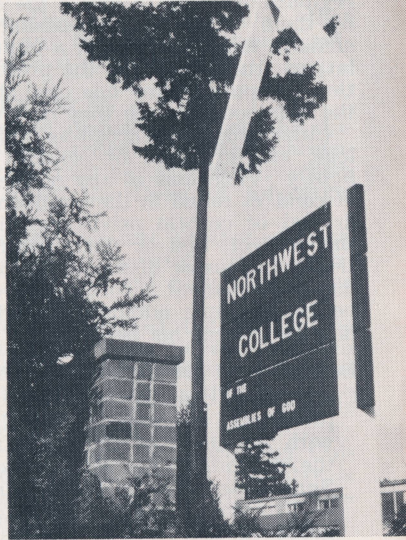
Citizenship Probation: An official probation which, if violated, immediately results in the dismissal of the student from college.

Suspension: Involuntary separation of a student from the College until prescribed obligations are fulfilled by him.

Dismissal: The permanent exclusion of a student from the college with possible re-admission only through regular procedures.

Academic Life

Academic excellence should be the goal of every serious minded Christian student. Northwest College encourages Christian scholarship. The mind of each student is a tool to be sharpened and used for the glory of God. Needless to say, the faculty and administration cannot do this unless the student becomes involved. Perseverance, hard work, and good study habits must be practiced if the investment of time and money is to pay dividends. The goal of a Christian student should be to study to be approved by both God and man. The following suggestions will help the student get started on this road.



Class Regulations

ENROLLMENT

Students may not register for credit in a course after the prescribed time limits given in the catalog. Merely speaking with a counselor or instructor about enrolling in a course does not constitute enrollment. Official registrations may be effected in the Registrar's office only. The only authority for an instructor to enroll a student in a course is the class card given to the instructor by the Registrar.

ATTENDANCE

Class attendance at Northwest College is required. Because the value of a student's total classroom performance is not determined wholly by what he may know upon examination, evaluation of his work must take into account his daily application as well, including attendance in class.

No specific number of "cuts" from class is authorized. In no instance shall a student be given a passing grade in a course in which he is absent more than 25 per cent of the total number of times the class meets during the quarter (except in cases of extended illness or comparable emergency as determined by the Dean of Education and the Instructor involved). All absences, except those authorized for school assignments, will be evaluated by the instructor, and in all cases the student is responsible for course work missed. Tardiness will be evaluated by the instructor.

For purposes of determining enrollment status after one week of consecutive absences from school or from a class a student will be subject to removal from the class rolls unless he notifies the instructor or Dean of intent to continue in the class or classes involved. However, until such time that a student officially withdraws from a course or from college he is subject to the college attendance policy even though he may have discontinued attendance.

Absences on instructional days immediately before and after holidays will be counted as double absences, except in cases of illness or extreme emergency. Any request for considering the absence as a single absence only must be submitted in writing to the Dean of Education.

Attendance at Closing Exercises and Special Occasions

Students are expected to attend all academic services of the school year.

WITHDRAWAL

From Class—Students wishing to withdraw from a class should secure a drop slip from the Registrar's office, have it signed by their adviser and turn it in at the Administration Building together with the change of course fee. Withdrawals are official only if, and on the date that completed forms are turned in as prescribed above.

Those who fail to officially withdraw from a course will be removed from the rolls after one week of consecutive absence and will receive an "F" in the course as per college attendance policy.

Those who properly withdraw within the sixth Friday of the quarter will be given a "W" for the course. Withdrawals are not permitted after the sixth Friday except by special permission of the Dean of Education.

From College—Official withdrawal from College is made by securing the proper form from the Registrar's office and securing the approvals of the Dean of Education, Dean of Students and Business Office. Withdrawal is not official until the completed form has been returned to the Registrar's Office. Charges will continue until an official withdrawal has been completed. Failure to officially withdraw will be treated in the same manner as for classes above.

Probation

Any student whose grade point average for any quarter drops below 1.75 will be placed on academic probation for the following quarter. If during the ensuing quarter he does not raise his grade to at least 1.75, he will not be permitted to register for the following quarter, but may continue in school only as an auditor by special permission of the Dean of Education. (Freshmen are allowed two quarters.) If such a student enrolls as an auditor for one quarter or stays out of college for at least one quarter, he may then apply to the Dean of Education for reinstatement to the College as a regular student.

If a student is placed on probation at two different

times during his college career, he will jeopardize his continuance in the college. A student whose grade point average for any quarter is below 2.0 should restrict his class load and activities.

Working Students

Reduction of Academic Load

Working students will plan their academic loads in view of the following limitations:

Outside Work

34 or more hours per week

26 to 33 hours per week

Academic Load

Maximum 10 credits or 3 courses

Maximum 13 credits

Permission of the Dean of Education is required for a student to carry an academic load of more than 18 hours or to carry an academic load in excess of the limit when working above the allowable number of outside work hours per week.

Late Tests

Unit tests may be made up for two reasons: emergencies or illnesses. Judgment as to whether or not an emergency existed is the responsibility of the teacher. Verification of an illness must be made in writing by the dormitory supervisor or college nurse.

A student who has been absent must make arrangements with the teacher of his class to make up a test the next day he attends classes. Following the teacher's permission, a \$1.00 late test fee must be paid at the Business Office before the test is taken.

Permission to take final exams early must be obtained from the Dean of Education.

Library

A library manual, which includes library hours, is distributed to each student. The hours of the library are as follows:

Monday through Thursday.....	7:20 a.m. to 10:00 p.m.
Friday	7:30 a.m. to 6:00 p.m.
Saturday	9:00 a.m. to 4:30 p.m.

Graduation

GRADUATION

Requirements—For graduation requirements concerning the respective programs consult the catalog.

No one will be allowed to participate in the Commencement exercises unless all requirements (academic, citizenship, and financial) are met as of the date of graduation.

The College reserves the right to revoke a degree or any other award if it is obtained on fraudulent grounds either with respect to academic work or to citizenship.

Graduation Application — Students who anticipate graduation at the spring commencement exercises must file the appropriate application with the Registrar not later than the sixth week of the autumn quarter preceding such exercises.

Examinations—While graduates are not normally required to take finals during the quarter of graduation, a faculty member, the Dean of Education, or the Academic Affairs Committee may require, at their discretion, that finals be taken. It is further to be understood that in the event that he fails to meet all criteria for graduation a student will be required to complete finals as are other non-graduating students.

For further information concerning the following matters, please consult the catalog:

- Academic load
- Application procedure
- Grading system
- Honors
- Late registration
- Registration
- Requirements for admission
- Scholarship requirements
- Student classifications

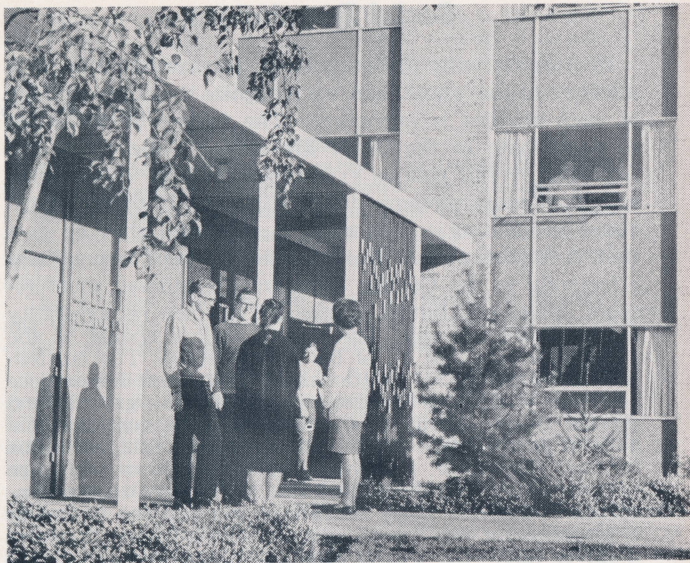
Social Regulations

In keeping with the purpose of Northwest College to minister to the whole man, we recognize that the social life of each student is important. The failure of a student to participate in the social life of the College detracts from his overall college experience. On the other hand, a student must remember that if growth is to be experienced in relating to others it is not only what he gets that is important but also what he gives. To contribute effectively to the College community a student must respect others and faithfully execute his own responsibility to the College family. The motive of love should be the guiding principle in all of his relationships. The cultivation of proper social relationships is of great importance and has a definite bearing upon spiritual growth and service to the Lord. A Christian college constitutes a natural environment where life-long relationships may be formed. Therefore, students should use the utmost care regarding these friendships. The faculty is deeply concerned about this phase of college life and the following is intended for the general good of the students to assist them to know the will of God.

Dating

A date is defined as "any off-campus meeting with a member of the opposite sex when time is spent together for reasons of personal interest." (It goes without saying that on-campus contacts are to be conducted in a manner which causes no offense or embarrassment to anyone.) No permission is necessary for a date, but freshmen under 21 must indicate date partners on the sign-in sheets.

Freshman and Sophomore dating should be confined to weekends (Friday night to Sunday night) except by permission from the respective Deans.



Marriage

Inasmuch as marriage involves new adjustments to life and many added responsibilities, any student under 21 years of age who is contemplating marriage before the completion of the second year of college work must have written approval of parents or legal guardians. The student must consult with and receive the permission of the Dean of Students to change his student status.

No student will be allowed to marry during the school year. To do so subjects the student to immediate dismissal.

Hazing

For initiations and engagements Northwest College strongly discourages hazing that could cause personal injury, damage to personal or college property, or detracts from the testimony of the College.

Cultural-Social Program

A cultural-social committee composed of all A.S.B. organization vice-presidents develops and promotes the student body cultural-social program and calendar for the year. All organizations must clear their calendars through the committee and the Administration before the event is official.

Supervisors

Dormitory Supervisors are appointed by the Administration to supervise dormitory life. They live in the respective dormitories and are available to assist and counsel the students as needed.

Proctors

Student Proctors and assistants are appointed by the Administration for each dormitory floor. It is the responsibility of the Proctors to assist both the Supervisors and the students.

Dormitory Meetings

Campus resident students are required to attend dormitory meetings called by the Residence Supervisor, the Dean of Students or the Dean of Women.

Housing Regulations

All single students, except those living at home or having "live in" positions, will be housed in the residence halls on campus as much as space will permit. In every case the housing arrangements of all single students must be approved by the College. The College will assist married students in finding suitable housing.

ROOMS

Appearance of Rooms—It is confidently expected that students will keep their rooms clean and orderly. Though cleanliness may not necessarily be next to godliness it is probably closer to Him than is disorder—and it is certainly more appealing to a roommate or a Residence Supervisor.

Good citizenship involves cooperation in maintaining one's room. The student should develop the habit of neatness. One will work more efficiently in an orderly environment.

It is understood that the Residence Supervisors or others may inspect the rooms at any time.

Care of Rooms—Rooms are cared for by the occupants. Walls must not be defaced by nails, pins, paste, or any markings. Floors must be kept clean and dusted or vacuumed frequently. Cleaning utensils are found in the closet on each floor; these should be returned after use.

In cleaning rooms, occupants are not to shake dusters or mops out of windows. The facilities that are provided should be used, and rugs should be taken out of doors for shaking. Roommates are expected to cooperate and share responsibility in keeping rooms clean and tidy. Each is responsible for his own bed. When being vacated, rooms must be cleaned, then checked by the Residence Supervisor. This rule also applies should a student move from one room to another during a quarter. On vacating the residence, the signature of the Residence Supervisor must be obtained on the departure card. If there is failure to clean the room properly a charge of \$5 00 will be made. Students are chargeable, also, for breakage.

Rooms should be aired thoroughly and frequently. Beds are to be made at least by chapel time each morning.

When students leave their rooms they should turn off electric lights and close the windows (during the winter season) unless the heat is turned off. Windows should be closed while absent on overnight leave or for a vacation period. Special care should be exercised to see that windows are closed when leaving a room so that the drapes will not be damaged by moisture or wind.

Any breakage or damage to college property should be reported **immediately** to the Residence Supervisor. If damage is not reported the cost of repairing it will be assessed to all of the students on the floor where the damage took place.

Dormitory furniture must not be moved from one room to another without the express permission of the Residence Supervisor.

Use of Rooms—When they are available, single occupancy of a double room may be arranged. An additional charge of \$30.00 per quarter will be made.

Resident students must occupy their own beds except by special permission of the Residence Supervisor.

Conversations are not to be carried on in and out of windows of either residence.

“IN AND OUT” OF THE RESIDENCES

In order to be aware of their whereabouts in case of emergency it is required that all students adhere strictly to the “sign-out” procedure when leaving the campus. Any student leaving campus must at all times personally sign “out” and sign “in” when returning. It should be noted that the College is responsible for students. If a student is unable to sign “in” on time because of an emergency he should telephone his dormitory supervisor as to his whereabouts.

Closing hours:

Men—all nights.....12:00 a.m.

Women—

Monday through Thursday.....10:00 p.m.

Friday and Saturday12:00 a.m.

Sunday11:00 p.m.

Since the “in” hours for the men and women are different during the week, men students will be held responsible for the tardiness of the ladies when they are dependent on the men for their transportation back to the campus.

“In” time for students attending any school games or other special school function will be fixed according to

reasonable driving time from the time of the conclusion of that function.

"In" time on holidays and the night before will be 12:00 a.m.

A certain number of "late-in" privileges are allowed each quarter. They are to be pre-arranged with the Residence Supervisors. Sign-in time for both men and women is no later than 1:00 a.m. Freshmen are allowed two "late-in's" per quarter; Sophomores and Juniors, three, and Seniors, four. Late-in's are restricted to weekends.

Upon the accrual of thirty (30) late minutes, the student will receive a "campus" or a work assignment.

Students may not leave residences for any reason between closing time and 6:00 a.m.

The use of windows or exits, except for fire, after closing hours is strictly prohibited.

OVERNIGHT LEAVE

Emergencies sometimes arise when students must be located immediately; therefore, it is necessary to know the whereabouts of students at all times.

A student under 21 years of age, intending to visit in the home of a member of the opposite sex, must have written permission of his parents or guardian and a letter of invitation from the parents of the person visited. These must be presented to the respective Deans **before** leaving. Such leaves are restricted to weekends and will not exceed one a month.

In all cases the student must clear with the respective Residence Supervisors before 7:00 p.m. of the day of departure.

OFF-CAMPUS STUDENTS

Students are expected to keep their rooms neat and clean (beds made daily and belongings all in place), ready for inspection at any time.

Students (except those living with parents) are not permitted to visit or entertain those of the opposite sex in their rooms, living quarters, or homes, except by permission of the respective Deans.

All students who withdraw during the school year and who share living quarters with other Northwest College students, will be expected to vacate such living quarters at the time of their withdrawal from school.

Unmarried students living outside of the dormitories must govern their hours and activities in accordance with the regulations established for dormitory life.

LOUNGES

Except during dorm meetings students appearing in the lounge of their residence must be dressed in acceptable street attire.

Refreshments may be served on special occasions and by permission from the Residence Supervisor; otherwise, food is not to be brought into the lounge.

Typewriters may be used in the lounge only after closing.

Ladies' Lounge—The lounge is for the ladies' enjoyment and convenience. It is their living room. In it they may congregate as occupants of the Ladies' Residence and visit with their friends. Men students may visit in the ladies' lounge as follows:

Monday through Thursday—7:00 p.m. through 9:45 p.m.
(Wednesday nights the lounge will close at 9:00 for dormitory prayer meeting.)

Friday, Saturday, and Sunday—8:00 a.m. to closing time
(except during church services on Sunday.)

No male visitor will be permitted to go beyond the lounge.

Men's Lounge—Except for class or College sponsored meetings, ladies are not allowed in the lounge. This does not include parents or relatives.

PETS

No pets are allowed in either residence.

QUIETNESS

Quietness must prevail in the residence proper from 7:00 p.m. to 6:00 a.m. This means that there must not

be any unnecessary noise in rooms and halls such as loud talking and laughing, singing, or playing of musical instruments.

Typewriters may not be used in private rooms after 10:30 p.m.

The volume of radios and record players must be kept at room level at all times. Students are requested to listen to radio programs and recordings which are in harmony with Christian standards. Television sets are not permitted in student quarters (including off-campus).

Students entering the building must maintain quietness so as not to disturb those who are studying.

Except for the lounge areas, students are required to be in their room not later than 11 p.m. Monday through Thursday and by midnight on weekends. In no case may students visit in rooms where there are those attempting to study.

T.V.

A T.V. may be used only in the respective dormitory lounges if it is:

1. Provided, maintained, and approved by the AMS and AWS.
2. Not operated after 11:00 p.m. (except at the discretion of the supervisors).
3. Operated in a Christian manner in reference to the quality of programs and with respect to the rights of others.

APPLIANCES

The use of hair dryers, electric blankets, radios, record players, and popcorn poppers is permitted in the dormitory rooms unless careless or improper use of such appliances is noted.

ROOM KEYS

Each student will receive a key to his room when he first comes into the residence, which is to be returned to the Residence Supervisor when he leaves the College. If the room key is not returned \$5.00 will be withheld from a student's room deposit. Students are requested

to keep their rooms locked at all times, for the College cannot assume responsibility for any loss of personal property.

CAFETERIA

Dress—Students will be allowed in the cafeteria only when they are attired properly for dining. (See “Dress”)

Cafeteria Hours—Cafeteria hours are as follows:

Monday-Friday:

Breakfast	6:30 - 7:30 a.m.
Continental Breakfast,	7:30 - 8:30 a.m.
Lunch	11:30 a.m. - 1:30 p.m.
Dinner	5:30 - 6:30 p.m.

Saturday-Sunday:

Breakfast	7:45 - 8:30 a.m.
Saturday lunch	12:00 - 1:00 p.m.
Sunday dinner	12:30 - 1:30 p.m.
Supper	4:30 - 5:00 p.m.

Meal Ticket Policy

All students who live in College provided housing are required to purchase a College Cafeteria meal ticket. Students who do not live in College provided housing may eat in the cafeteria on a $\frac{2}{3}$ cash basis or they may apply for contract meals if they meet the requirements. (They must eat at least two meals a day on campus or three meals five days a week.)

The cafeteria meal ticket is issued on a contract basis at \$140.00 a quarter, or \$1.66 per day. A student who eats in the cafeteria on a cash basis pays \$3.00 per day. (60c—breakfast; 95c—lunch; \$1.45—dinner.) He is, therefore, saving approximately \$1.30 per day by buying a cafeteria meal ticket. The college can only provide a contract price for meals if it knows in advance how many meals to prepare.

No student will be allowed to eat in the cafeteria without a meal ticket or paying the full cash price.

Requirements for Special Tickets

There are two exceptions to the regular contract meal ticket.

1. Campus students who are working and regularly receiving a meal from their employer may apply for a two-meal tickets.
2. Campus students who live in the area and go home on weekends may apply for a 5-day ticket.

How to Apply for a Special Meal Ticket

1. Application must be made to the Dean of Students on the proper form before the tenth class day of the quarter.
2. Verification of your circumstances must be made in writing to the Dean of Students. (A letter from your employer stating that you are receiving a meal at work is required for the "two-meal" ticket.)

Refund Procedure

1. To receive a refund, a meal ticket must be returned to the Business Office within five days after the end of the quarter or within five days after the cafeteria closes for summer recess.
2. Refunds will be figured for the meals not used during this elected no-eat period.
3. A student will be charged the full cash price for meals he eats during his no-eat period. (e.g. If a student has a "two-meal" ticket and eats three meals on a given day, he will be charged the full cash price of the evening meal. If he has a "five-day" ticket and eats during the weekend, he will be charged full cash price for meals eaten during the weekend.)

Penalties for Abuse

Students who loan or trade meal tickets forfeit the contract meal price for the day(s) the ticket is loaned plus an additional week. This charge will be made against the student's account.

Loss of Ticket

If a student loses a "five-day" or a "two-meal" cafeteria ticket, he forfeits his refund to the date of loss.

Meal Ticket Replacement

A charge of \$1.00 will be made for the replacement of a lost meal ticket.

Special Diet

When, because of medical or health conditions, a student is required to have a special diet, he should submit a written notice from his doctor to the Dean of Student's office. Every effort is made to meet the special requirements of diet when health is a factor.

Food in Residence

Because the rooms are not equipped for excessive use of electrical appliances, cooking in rooms cannot be permitted.

If food is kept in a residence room it must be in a covered container made of plastic, glass, or metal, except for fresh fruit. Empty pop bottles must be returned promptly to the vending machines.

GUESTS

A student shall first secure permission of the Residence Supervisor before admitting a guest to the residence for the night. Such arrangements should be made well in advance. If this rule is not observed the student who is entertaining the guest will be charged double rate.

A charge of \$1.50 per person per night is made for all guests payable to the Residence Supervisor, whether occupying a student's room or other accommodations. No guest may visit more than three consecutive nights. Neither students nor guests may share a single bed. All guests must sign the guest register upon entering and abide by the residence regulations.

LAUNDRY ROOMS

Meter-controlled automatic washing and drying facilities are provided for the occupants' convenience. These are for the use of resident students only. Washing or ironing must not be done for non-resident students. Washed clothing must be removed immediately so that

the machines may be available for other students. No clothing, clean or dirty, is to be left in the laundry rooms over night.

Ironing boards are provided in the laundry rooms and are not to be removed. There is to be no ironing done in private rooms or in the halls.

Laundry facilities are not to be used on Sundays.

TELEPHONES

The public telephones are to be used for all personal calls. No telephone calls are to be made after 11:00 p.m.

Students are asked to advise their parents and friends of the public telephone numbers through which to contact them. All telephone calls are to be limited to ten minutes. Lounge telephones are not for student use.

College Numbers

Northwest College general phone number is VA 2-8266.

Mollie J. Perks Hall—West Wing, first floor—no phone.

second floor—VA 2-9945

third floor—VA 2-9940

North Wing, first floor—VA 2-9978

second floor—VA 2-9907

third floor—VA 2-9920

C. C. Beatty Hall—first floor—VA 2- 9915

second floor—VA 2-9965

third floor—VA 2-9985

Annex—VA 2-9981

Student Union Building—VA 2-9971

Lounge Telephones

Freshmen are required to take turns answering lounge telephones. Please be courteous in all your telephone conversations. A curt "Hello" is unbecoming for Christian students. Be certain that the caller knows that he has reached Northwest College and the particular building on the campus, i.e., S.U.B., Beatty Hall, or Perks Hall.

TRUNK ROOMS

Limited storage space is provided for the use of resident students. Any luggage stored here must be clearly

marked with the student's name and room number. The College will not be responsible for any loss or damage. Arrangements may be made to leave trunks in the storage rooms during the summer months. The student will be responsible for any packing or shipping of the same should he not return.

WASHROOMS

Washrooms must be kept clean and tidy at all times. Paper, cloth, hair, sweepings, etc., clog the plumbing. These **MUST** be thrown into special receptacles provided for them. One should be sure to clean out the drain after washing hair. The bottom of the shower curtain should be placed inside the shower when the water is running. Shower shoes must be worn. Bath tubs must be cleaned by the students after each use. No showers or baths should be taken between 12:00 p.m. and 6:00 a.m.

FIREARMS

Generally, firearms should not be brought to campus. However, if they are brought they must be checked in and out with the Residence Supervisor.

Fire Regulations

FIRE DRILLS

Fire drills will be conducted in all of the College buildings at the discretion of the Administration.

General instructions include the following:

1. Close all windows and doors.
2. Walk—**DO NOT RUN**—to the nearest exit.
3. The first person to the exit should hold the door open for the others.
4. Move at least 250 feet away from the building in case of a natural gas explosion.
5. Stay outside until a clearance signal is given.
6. If you notice a fire in the building
 - a. Break the glass rod in front of the fire alarm box.
 - b. Notify the office as to the location of the fire.

FIREWORKS

Fire crackers and some fireworks are illegal in the State of Washington and therefore should not be brought to Northwest College. The use of all such fireworks is a misdemeanor punishable by fine or imprisonment or both.

Mail

Mail, as far as possible, should be received at the place where the student is residing. All mail sent to the College address must be received at the mail boxes in the Student Union Building and not at the administration desk. Mail boxes, given at the time of registration, should be checked regularly for announcements, telephone messages, and examination papers, as well as for mail.

The address of the College is P. O. Box 579, Kirkland, Washington, 98033. In the past some incoming student mail has been returned to the sender because some box numbers at the post office correspond to the student box numbers on the campus. To prevent this from happening to you, the following form should be used for all your mail:

STUDENT JOHN DOE
Northwest College
P. O. Box 579
Kirkland, Wash. 98033

Box No. 000

Dress

Northwest College students take pride in being neat and wearing clothes which are appropriate. Students are to be attired and groomed in a manner becoming to Christian college students. The "beatnik" or "hippy"

look is not condoned by Northwest College. Offending students may be summoned no more than once (on dress) before the respective Dorm Councils and/or be referred to the College Administration for appropriate action.

MEN: Appropriate Dress

Church: Suits or conservative sport jackets (not sweaters) with slacks, shirts, and ties must be worn for church attendance and by those taking part in Chapel services.

Class: For class wear, men will be required to wear suits, jackets, sport shirts, or coat sweaters.

Recreation: The wearing of knee-length shorts or cut-offs is permitted for specific recreational activity.

Work: The wearing of levis, work clothes, or T-shirts in the classroom or dining room is not permitted. The only exception to the above statement is if a student returns to campus too late to change for dining. Such students must eat in the staff area. Some type of shirt covering should always be worn by the men.

WOMEN: Appropriate Dress

Due to the fact that women's styles change frequently, hard and fast rules are difficult to spell out, but as a guiding principle styles should be in keeping with Christian modesty.

Dress Lengths: Dress hems must fall somewhere between the knee top and mid-knee depending on whether skirt is full or narrow type and be sufficient for suitable sitting.

Make-up: The use of excessive make-up or jewelry is not in keeping with Northwest College standards.

Church: For church services or certain programs or events women students should have suits or dresses appropriate for the occasion.

Class: Classroom attire is skirts, blouses, sweaters, and appropriate cottons or woolens.

Recreation: For specific recreational activities such as tennis, baseball, basketball, volley ball, skiing, play-nights at gym, school picnics, women students may wear culottes, pedal pushers, knee-length cut-offs, or slacks. This attire may not otherwise be worn in public places on or off campus. Shorts are allowed only in the dormitory rooms or residence hallways.

Work: Girls wearing slacks may not be served in the cafeteria except if returning from a job (where slacks are required) too late for changing before closing hours, and must eat in the staff area.

Co-Weds

The Co-Weds is an organization for the wives of married students. Its purpose is to provide opportunities for fellowship.

Physical Information

Northwest College recognizes that each Christian is the steward of his body, which is the temple of the Holy Spirit, and of his possessions, which are temporal blessings of God. We also maintain that each student is the steward of the properties that others loan to him for his use and enjoyment. The practice of stewardship should characterize the student in his attitude and actions as they relate to his physical well-being, his own possessions, and the properties of the College.

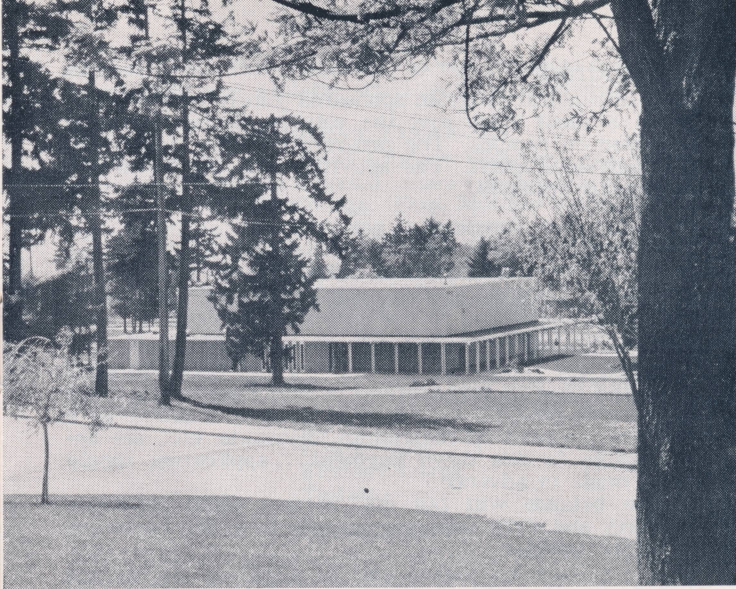
The following information is given to help the student relate in this way.

Personal Health

ILLNESS

Illness should be reported to the Residence Supervisor on the day of illness. No excuses for missing tests will be given if not reported.

The roommate of a student who is ill should assume responsibility for seeing that a food tray is provided.



HEALTH SERVICES

Unless covered by a family or individual policy, all full-time students are covered by a student medical insurance policy. Claims for insurance benefits are handled through the business office.

The services of a registered nurse are available to all students. She will consult with students concerning health matters and render certain health services as may be needed. Her hours will be posted on the infirmary door. Special arrangements may be made with the nurse for hours that fit better into the student's schedule. All illnesses should be reported to the school nurse.

While the College does not maintain a staff physician, the student Deans or the College nurse will be glad to consult with students needing the services of a physician.

Intramurals

An intramural program sponsored jointly by the Associated Student Body and the college administration is promoted on campus. The program includes team, dual, and individual sports. The activities are open to on and off-campus students.

Financial

FINANCIAL POLICY

1. Student accounts are due and payable at the time of registration.
2. A system of deferred cash payment has been established for those not able to pay the entire amount at the time of registration: a minimum of one-third Board-Room-Tuition plus ALL fees is required as a down payment. (Scholarships, discounts, etc., are applicable to this down payment... application should be made in advance.)
The balance will fall due in two equal payments thirty and sixty days respectively from the beginning of the quarter.
3. A 4% carrying charge will be added to any unpaid balance after thirty days.
4. Accounts will be considered delinquent unless they comply with the above payment schedule, and any student with a delinquent account is subject to suspension from class attendance and is not permitted to take finals.
5. Only students whose accounts are paid in full can enroll for subsequent quarters or courses, or receive transcripts of credits.
6. Any student who anticipates a problem in meeting these requirements should take the initiative to discuss his problem with the Business Manager.

STUDENT FEES

Student fees are paid once each year upon initial enrollment. They cover the cost of the College yearbook,

admission to the all-school socials, student-sponsored recreational and athletic activities, and class dues.

STUDENT FINANCES

Through the Associated Student Body and the World Outreach Ministries Council, many projects are undertaken at Northwest College. Each Monday morning during Chapel an ASB offering is received; and each Friday, a World Outreach Ministries offering is received. It has been recommended that the students pay their tithes into these two funds while attending College unless it conflicts with home-district policies. If each student is conscientious in this respect, much can be accomplished during the year.

For further information concerning the following financial matters, please consult the catalog:

- Room and Board
- Scholarships
- Student Loans
- Tuition

EMPLOYMENT

Thankfully, employment possibilities in this area are very good. Assistance is given to our students by the Dean of Women. In order to keep a good job market available, students are requested to inform her of any changes they make in employment.

A student who has accepted a position must faithfully do his work and must notify his employer either if he is unable to go to work because of some illness or emergency or if he plans to change jobs.

While working, students should not, except at their request, take their employers' time to discuss the subject of religion.

Students engaged in any form of employment that extends beyond the closing hours of the residence must make special arrangements with the Residence Supervisor. Those who do not have automobiles must prearrange return transportation with their employers and **not** with other students.

Ladies may not have gentlemen visitors, or vice versa, at places of employment.

Women students who take jobs, as babysitters, will be allowed to take a special late-in provided the circumstances warrant it and permission is requested in advance from the dormitory supervisor. Work situations should be avoided that involve a student after 1:00 a.m.

EMERGENCY LOANS

Loans for emergencies are available from a student emergency loan fund set up by the Associated Student Body. The loans are administered by the Dean of Students. Students under 21 must have their parent's permission to sign the note.

Personal Property

PERSONAL EFFECTS

Borrowing money, clothing, and personal effects or lending the same to fellow students is discouraged.

AUTOMOBILES

All motorized vehicles owned or operated by students must be registered with the College at the time of registration. A parking fee of \$2.50 for resident students and \$1.00 for all others will be charged each quarter. Failure to register and properly display the campus parking permit in the lower left-hand corner of the windshield will result in a \$10:00 fine. If a vehicle is brought on campus later in the term it must be registered within 48 hours. On motor bikes it must be in a conspicuous place. If the parking sticker is lost it will be replaced by the repayment of the original fee. (A student bringing his employer's vehicle on to the campus must make special arrangements with the Dean of Students.)

A. **Parking.** Because of the continuing increase in the student body and the larger number of vehicles being brought on to the campus the following will be observed:

1. There are five parking areas for student use.
 - a. Beatty Hall parking lot
 - b. Parking strip by Perks Hall
 - c. Parking area south of gymnasium
 - d. Parking area east of the chapel
 - e. SUB parking areas.

Students must not use areas other than those assigned to them.

2. THERE WILL BE NO ON-STREET PARKING FOR STUDENT VEHICLES
3. At the time of the registration of the vehicle the student will be assigned a parking area. He will be permitted to park only in that place and nowhere else on the campus except in the chapel and SUB parking areas between the hours of 2:00 p.m. and 10:00 p.m. Monday through Friday and all day Saturday and Sunday.

B. Use of Cars.

1. Maximum speed is 20 miles per hour.
2. Racing of motors and sounding of horns on campus is prohibited.
3. There will be no unnecessary driving of vehicles on campus.
4. Students should be courteous in the use of cars both on and off campus.
5. Insurance should be carried, including Public Liability and Property Damage. Any automobile used for Gospel Team assignments must fulfill the minimal requirements of the state of Washington for public liability and property damage.
6. Any and all car repairs must be done in the maintenance area. All repairs must be completed within two weeks.

- C. Violations of the regulations concerning the use of authorized vehicles on the campus will result in the imposition of fines, removal by towing, and/or suspension of all parking privileges. The College Administration reserves the right to inspect all student vehicles.

Bookstore

The College bookstore is located in the Student Union Building and handles textbooks, Bibles, commentaries, concordances, dictionaries, and other books of value in building a Christian worker's library. The bookstore also sells stationery supplies, Gospel recordings, songbooks, and college souvenirs.

College Snack Shack

The Snack Shack is located in the Student Union Building and serves as an on-campus light-food service for resident students and commuters. It is sponsored by the Associated Student Body and is managed by the College Administration. Snack Shack hours are 7:45 a.m. to 2:30 p.m. and 8:30 p.m. to 10:30 p.m. Monday through Friday and 8:30 p.m. to 10:30 p.m. Saturdays.

College Properties

USE OF COLLEGE BUILDINGS

Students are urged to cooperate in the matter of keeping the College premises orderly. They should take pride in keeping the floors and grounds free from papers and other refuse. Personal property should not be left in the buildings.

The posting of all bulletins and announcements is to be cleared with the Dean of Students. Students may post advertisements of services offered or, occasionally, of used merchandise but not of new merchandise for which the student may be an agent or sales representative. Permission to post such ads is not to be construed as an endorsement by the College.

The posting by student organizations of handbills, posters, signs, or announcements over the buildings or over the campus grounds is prohibited. These materials may be posted on designated bulletin boards.

USE OF COLLEGE KEYS

It sometimes becomes necessary for students to possess keys to College buildings or rooms. Every on-campus

student will be given a key to his residence room. Each student should regard the possession of such keys in a responsible manner. It is a matter of important consequence to the College Administration. Therefore, upon receipt of any key, the student will assure the College by his signature that he will neither loan or attempt duplication of that key or any other key to College buildings or rooms. The student understands that if he duplicates any college key he will be asked to surrender it immediately to the Business Office and will be asked to appear before the Student Life Committee. This action on the part of the student will be considered grounds for dismissal from the College.

When a student leaves the school he will turn in his residence room key to the Residence Supervisor and all other keys to the Business Office.

If a key is lost or stolen it should be reported immediately to the Business Office which alone is authorized to have another key made. A minimum charge of \$5.00 will be made for duplicating the key.

OFFICES

Students must not loiter or visit in the Administration Building. The business office is open to students from 8:00 a.m. to 4:00 p.m. on school days.

The mimeograph and office equipment are not for student use. Necessary equipment and supplies are maintained by the Student Council in the A.S.B. office.

Faculty office hours will be posted on their office doors. These should be closely observed when making appointments.

PURCHASES

No use shall be made of the name of the College for the purchase of any merchandise or service without a purchase order or authorization from the business office.

TELEPHONE REGULATIONS

Students will not be permitted to use the office telephones. They must use the public telephones in the Stu-

dent Union Building or those in the residences.

A student will not be called to the telephone during class hours except in case of extreme emergency. The number will be taken and the student notified at the earliest convenience.

ADMINISTRATIVE PREROGATIVE

The administration of the College reserves the right to make such changes in or additions to this handbook that it deems necessary during the school year.

Constitution and By-laws OF **THE ASSOCIATED STUDENTS** Northwest College

(Revised 1967)

PREAMBLE

We, the students of the Northwest College of the Assemblies of God, in order to function effectively as a unit, and to properly conduct business, and to provide guidance in the areas of student relationships, social activities, intramural athletics, student publications, missionary activities, and other religious affairs, and to insure efficiency in our collective participation in the work of the Kingdom of God, do hereby establish and ordain this constitution.

Article I: NAME

The name of this association shall be the Associated Students of the Northwest College of the Assemblies of God (Hereafter referred to as Northwest College).

Article II: MEMBERSHIP

The membership of the organization shall consist of all those students who are enrolled in the Northwest College.

Article III: OFFICERS

The officers of this association shall be President, First Vice President, Second Vice President, Secretary and Treasurer who shall constitute the Executive Committee of the Student Body.

Article IV: DEPARTMENTS OF THE A.S.B.

Section 1: Student Council

- A. The name of the organization which represents the student body shall be the Student Council.
- B. Membership of the Student Council shall be as follows:
 1. Chairman: The student body president shall act as chairman of the Student Council.
 2. Active membership of the Student Council shall include:
 - A. Student Body President
 - B. Student Body First Vice-President
 - C. Student Body Second Vice-President
 - D. Student Body Secretary
 - E. Student Body Treasurer
 - F. The Presidents, Vice-Presidents and Secretary-Treasurers of the Freshman, Sophomore, Junior and Senior Classes
 - G. President of the Associated Women Students
 - H. President of the Associated Men Students
 3. Honorary membership of the Student Council shall include:
 - A. That member of the faculty chosen by the faculty or administration to serve as advisor
 - B. Vice-president of the World Outreach Ministries
 - C. Secretary of the World Outreach Ministries
 - D. Treasurer of the World Outreach Ministries
 - E. Editor of the KarismaHonorary members shall have no voting privileges.

Section 2: Class Organizations

- A. Name:

There shall be four class organizations designated by names: Freshman, Sophomore, Junior and Senior
- B. Membership:

All regular and social members of a class shall constitute membership.
- C. Officers
The officers of these organizations shall be president, vice president, and secretary-treasurer chosen from the membership of the class.

Article V: RIGHT OF INITIATIVE

All matters of student-body business which an individual or group feels demands attention or action should be presented in writing to the class representative for presentation to the Student Council.

Article VI: AMENDMENTS

- A. A suggested amendment coming from any individual or group must be presented in writing to the Student Council.
- B. This constitution may be amended by the following procedure:

1. An amendment must pass by a two-thirds vote of the total active membership of the Student Council, notice having been given at the regular meeting immediately preceding the one in which the amendment is to be voted upon.
 2. If the amendment is passed by the Student Council, it must then be ratified by a two-thirds vote of the total membership of the Associated Student Body, notice having been given at the regular meeting immediately preceding the one in which the amendment is to be voted upon.
- C. Any amendments to or revisions of the constitution shall carry a revision date on all such revised copies, one of which shall be placed in the library.
- D. Sufficient copies of the amended Constitution and By-Laws shall be provided so as to be accessible by all.
- E. Faculty representatives as appointed by the Administration shall act as advisors on any committee, which is organized for the purpose of studying or reviewing the Constitution and By-Laws for recommendations as to amendments therein.

By-laws

Article I: PARLIAMENTARY ORDER

In order to expedite the work of the student body and to avoid confusion in its deliberations, all meetings shall be governed by the accepted rules of parliamentary procedure, and in keeping with the spirit of Christian love and fellowship under the guidance of the Holy Spirit.

Article II: STUDENT COUNCIL

A. Qualifications of Executive Officers

All officers must be established in the Lord, must maintain a high standard of Christian living, must be filled with the Spirit according to Acts 2:4, must have maintained a grade point of at least 2.0 and an acceptable citizenship record, and must have been in residence for the past two quarters. He must be an upper classman (Junior or Senior) during his term of office. No student body officer may also be a member of the faculty.

Should the student body president become disqualified, the 2nd vice-president shall assume the position. Should any other officer become disqualified, an election shall be held immediately for his replacement.

B. Nominations and Elections of Executive Officers

1. Nominations:

- a. An eligibility list as to GPA and citizenship qualifications shall be prepared through the offices of the Registrar and Dean of Students by the ASB Secretary, who shall post the same at least 5 days before the meeting of the nominating committee.

b. Nominating procedure.

(1) Nominating Committee

- (a) It shall consist of the A.S.B. executives, senior class president, Dean of Students, Dean of Women, and five students-at-large, at least one from each class, appointed by the Student Council.
- (b) The committee may receive nominations from the student body but will act as the nominating body.
- (c) A slate of three candidates for each office shall be posted at least five days before the elections.
- (d) Serving on the committee does not disqualify a student from being nominated.

(2) Nominations may be made from the floor at the time of election.

2. Elections:

- a. There shall be no pre-election campaigning.
- b. The final election shall not be later than the end of the seventh week before the end of the school year.
- c. The election of President and Secretary shall be held simultaneously. The election of the second vice president and the treasurer shall follow. The first vice president will be elected during the World Outreach Ministries election.
 - (1) Voting shall be done by secret ballot.
 - (2) If there is no election the two highest on the first ballot will appear on the second ballot.
 - (3) Election shall be by a majority vote.
- d. The student body president shall preside at the elections.
 - e. The newly-elected officers shall assume the duties of their office during the final week of the school year.

3. Term of Office:

All officers shall serve for a period of one school year.

4. Vacancies

- a. **Determination of vacancies.** An office shall be declared vacant under the following circumstances:
 - (1) If an elected officer shall tender a resignation in writing either before the beginning of the school year due to plans not to return to school or during the course of the school year due to other reasons.
 - (2) If an officer shall interrupt or terminate his enrollment at any time during the course of the school year for which elected.
 - (3) If an officer shall become disqualified by reason of disciplinary action for serious misconduct as determined by the Student Life Committee.

b. Manner of filling vacancies

(1) President

- (a) The 2nd vice-president shall succeed to the office of president immediately upon determination of vacancy, assuming the title and duties thereof.
- (b) He shall be publicly installed in a meeting of the Associated Student Body at the first opportunity.

(2) Other A.S.B. officers

- (a) If a vacancy should occur up through the close of the autumn quarter, the office shall be filled by means of a general election.
- (b) If a vacancy should occur after the close of the autumn quarter, the Student Council shall fill the office by electing a successor from among its own membership in the following manner:
 - 1) Nominations and voting shall be by secret ballot until one person shall have received a majority of the votes cast.
 - 2) The qualifications for office shall be the same as those appearing in Article II, Section A of the Bylaws.

C. Prerogatives of the Executive Committee

The newly elected A.S.B. executive committee which includes a faculty adviser, shall be given the power to transact business during the interim period between the close of the school year and the first student council meeting of the next year.

D. Duties of Officers:

1. President

- a. To preside at all student body meetings.
- b. To preside at all Student Council meetings.
- c. To call special meetings of the student body with permission of the Dean.
- d. To call special meetings of the Student Council.
- e. To represent the students of the Northwest College to the faculty and administration.
- f. To be ex-officio member of all student body committees.
- g. To conduct all other business of the student body as may be required of his office.

2. First Vice President

- a. To preside over all World Outreach Ministries council meetings.
- b. To coordinate and promote all spiritual life activities of the Student Body.
- c. To perform duties assigned to him by the president.

3. Second Vice President

- a. To assist the president and preside in his absence or upon his request
- b. To be chairman of the cultural and social council.
- c. To perform duties assigned to him by the president.
- d. To fill any unexpired term of the president should a vacancy occur.

4. Secretary

- a. To keep complete and accurate minutes of all business meetings.
- b. To carry on all authorized A.S.B. correspondence.
- c. To assist in A.S.B. elections by posting appropriate lists where required.
- d. To perform other duties assigned by the president.

5. Treasurer

- a. To be custodian of the student body funds, depositing them with the College Business Office for banking.
- b. To cooperate with the president in the disbursing of student body funds.
- c. To issue payment vouchers for issuance of checks on the account of the Associated Students, all vouchers being co-signed by the president and the Dean of Students.
- d. To present an itemized report of all Student Council funds received at the end of each quarter. This report, when approved by the Student Council, will be posted on the bulletin board for three days.
- e. To perform other duties assigned by the president.

E. Finances:

1. A student fee of \$25 shall be collected by the College office at the time of initial enrollment each year, and the monies shall be budgeted by the Student Council to the Athletic, All School Banquet, Karisma, Social, Radio, Associated Women Students, and Men's Dormitory Council funds. Each class shall receive \$5.00 per member.
 - (a) Students carrying an academic load of eight credit hours or less are eligible for exemption from the Student Fee upon request.
 - (b) Students carrying an academic load of more than eight credit hours and less than 12 credit hours, and special cases, may petition the Student Council for exemption from the Student Fee.
2. The Student Council shall receive regular and special offerings from the student body.
3. The Student Council shall be responsible for disbursement of these funds.
4. The president, second vice president, secretary and treasurer of the A.S.B. shall be provided service scholarships which shall be applied to their College accounts as follows:

- a. The president shall receive one-half of his or her tuition each quarter.
 - b. The second vice president, secretary and treasurer shall receive one-third of his or her tuition each quarter.
5. The officers of the World Outreach Ministries Society including the chairman (First Vice President of the ASB), Vice Chairman, Secretary and Treasurer shall be provided service scholarships to be applied to their college accounts as follows:
- a. The president shall receive one-half of his or her tuition per quarter.
 - b. The vice chairman, secretary and treasurer shall receive one-third of his or her tuition per quarter.

F. Meetings

- 1. Regular meetings
Regular meetings of the Student Council shall be held on one designated morning each week during the school year.
- 2. Special meetings
 - a. Special meetings may be called at any time by the president.
 - b. The president must call a special meeting upon the written request of three active members.

3. Attendance

In view of the importance of the representation of classes by class officers on the Student Council, and in regard to the importance of its decisions to the students represented, only three absences will be permitted per quarter, (with three tardies equalling one absence). Violations of this rule shall be reviewed by the executive committee, and violators shall be subject to the possibility of recall by the class organizations which they represent.

4. Quorum

A simple majority shall constitute a quorum for the transaction of business at A.S.B. or Student Council meetings.

Article III: CLASS ORGANIZATIONS

A. Qualifications of Class Officers

All officers must be established in the Lord, must maintain a high standard of Christian living, and must be filled with the Holy Spirit according to Acts 2:4. Sophomore, junior, and senior officers must have a grade point average of at least 2.0, and an acceptable citizenship record, and must have been in residence at Northwest College for the previous two quarters.

Should the class president vacate office or become disqualified, the vice president shall assume the position. Should any other officer vacate office or become disqualified, an election shall be held immediately for his replacement.

B. Class Elections

- 1. Sophomore, junior and senior class elections shall be held during the first two weeks of the school year. A faculty member will act as chairman of the meeting.

2. Freshman class elections shall be held at the beginning of the fourth week of the fall quarter with an appointed faculty member in charge.
- C. Term of Office
All class officers shall be elected for a term of one school year.
- D. Duties of Class Officers
1. President
 - a. To preside at all class meetings.
 - b. To call class executive committee meetings.
 - c. To call special class meetings.
 - d. To represent the class in the Student Council.
 - e. To be ex-officio member of all class committees.
 - f. To conduct all other business of the class, as may be required of his office.
 2. Vice President
 - a. To assist the president and preside on his absence or upon his request.
 - b. To perform duties assigned him by the president.
 - c. To fill any unexpired term of the president, should a vacancy occur.
 3. Secretary-treasurer
 - a. To be custodian of the class funds, depositing them with the ASB secretary-treasurer.
 - b. To cooperate with the president in the disbursing of the class funds.
 - c. To keep complete and accurate minutes of all business meetings.
 - d. To carry on authorized class correspondence.
 - e. To see to the completion of all vouchers issued to the class by the A.S.B. secretary for the issuance of checks on the account of the class.
 - f. To keep record of and report on the class treasury.
- E. Class Membership
1. The membership of a class shall be composed of the following persons:
 - a. **Regular members:** students who for two or more quarters of the school year, have the same class credit and qualify point standing as determined by college academic regulations.
 - b. **Social members:** special students and auditors whose interests are in that class by reason of association with it upon their initial enrollment in the College.
 2. Social members shall have the same responsibilities as do regular members of the class, except that they will be ineligible to hold a class office.
- F. Class Finances (dues)
1. Class dues are paid as part of the student fees and are transferred to the class treasurers by the A.S.B. treasurer and the Business Office of the College.
 2. Special assessments may be levied at any time by a two-thirds vote of the members present at any regular or special meeting.

3. Each student is responsible to pay dues assessed by the class of which he is a member.

G. Class Meetings

1. There shall be regular meetings of the class whenever the Administration shall allow time for the same and whenever the Executive Committee of the class shall, with the approval of the class advisor, call a special meeting.
2. All meetings, except meetings of announcement, shall be conducted according to the accepted rules of parliamentary procedure.

Article IV. STUDENT BODY PUBLICATIONS

A. The College Yearbook, **The Karisma**

1. Qualifications of editor, assistant editor and business manager:
 - a. They shall have an accumulative academic grade point average of at least 2.0, and an acceptable citizenship record.
 - b. They shall be approved by the faculty.
2. Appointment of staff
 - a. Before the end of the winter quarter, the Student Council shall select an editor. Other qualifications being equal, an upper classman will be given preference.
 - b. Before the end of the winter quarter the Student Council shall also select an assistant editor and a business manager. The assistant editor shall be appointed with the recommendation that he serve as editor for the year following his service as assistant editor.
 - c. The editor shall choose the other members of his staff.

3. Duties of Karisma officials

a. Editor

- (1) He shall supervise all phases of work in the production of the Karisma.
- (2) He shall preside over any meetings of the staff.
- (3) He shall secure the approval of the faculty and the Administration on all material used in the Karisma.
- (4) He shall negotiate for the publishing company and photographer that are to assist in the publishing of the Karisma.

b. Assistant Editor

- (1) He shall assist the editor in the editing of the Karisma.
- (2) He shall assume the duties of the editor whenever the editor is absent for any reason.
- (3) He shall assist the editor in negotiating for the publishing company and photographer that are to assist in the publishing of the Karisma.
- (4) He shall become editor in the event that that office is vacated.

c. Business Manager

- (1) He shall conduct the business of the Karisma under the direction of the editor.

- (2) He shall keep records of all expenses and income, and be prepared to produce them or give a report from them whenever needed.
 - (3) He shall keep copies of all correspondence received and sent.
 - (4) He shall aid the editor in the preparation of a budget for the Karisma.
 - (5) He also shall assist the editor in negotiating for the publishing company and photographer that are to assist in the publishing of the Karisma.
4. Finances
- a. The Karisma staff shall prepare a budget of proposed income and expenditures and present to the Council for approval at the first Council meeting of the year.
 - b. Financial reports shall be given to the Council at least once once per quarter.
 - c. The staff shall not make expenditures over and above those amounts approved in the budget except by amendment to the budget by the Council.
 - d. The following scholarships shall be awarded, which shall be provided for in the budget of the Karisma as allowed under 4-a of this article and section. One-half of each scholarship shall be paid at the beginning of the winter quarter, and one-half at the beginning of the spring quarter.
 - (1) The Editor shall receive one-half of his tuition.
 - (2) The Staff Photographer shall receive one-third of his tuition.
 - (3) The Assistant Editor shall receive one-fourth of his tuition.
 - (4) The Business Mger. shall receive one-fourth of his tuition.

Article V: COMMITTEES

Committees may be appointed to facilitate efficiency in carrying out the functions and purposes of the student organizations. Such committees may be appointed by the respective organization presidents or officers or by collective action of the student organizations themselves. In each case a chairman shall be appointed to head the committee.

AArticle VI. CLUB ORGANIZATIONS

A. Authorization

The Student Council has the power to authorize the existence and operation of all clubs functioning on the campus of, and involving the students of Northwest College.

B. Procedure

A club must submit a constitution and by-laws, outlining its functions, to the Student Council for approval. The procedure adopted must be in keeping with the accepted rules of parliamentary law. A two-thirds majority of the Student Council is required for the establishment of a club.

Article VII: AMENDMENTS

Procedure for amending these by-laws shall be the same as the procedures for amending the Constitution as stated in Article VI of the Constitution.

WORLD OUTREACH MINISTRIES

Since a constitution for WOM has not been outlined yet the following breakdown of organizations and responsibilities is offered as a guide to the student.

Statement of Purpose. The WOM Program is designed to:

1. Encourage spiritual growth
2. Develop world outreach service opportunities
3. Promote spiritual life activities
4. Coordinate spiritual life activities
5. Raise and distribute WOM monies.

The Ministry Interest Groups are designed to help the students realize the five-fold purpose of WOM by:

1. Informing the student
2. Training the student
3. Developing and encouraging service
4. Sharing the results

Executive Officers

Chairman: Ken Wooten, ASB First Vice President *
 Vice Chairman: Paul Landry, Student Chapel Coordinator *
 Secretary: Peggy Smith *
 Treasurer: Gayle Greenland *
 Advisor: Mr. Rozell

Ministry Interest Groups

World Missions
 Leader: Bill Morton **
 Advisor: Mr. Millard

Gospel Teams
 Leader: Darrell Hobson **
 Advisor: Mr. Bullock

Children & Youth
 Leader: Carl Gibbs **
 Advisor: Miss Williams

Intern
 Leader: Mike Kirkelie **
 Advisor: Mr. Fee

Campus
 Leader: Bill Flook **
 Advisor: Mr. Rozell

Evangelism
 Leader: Darrell Wood **
 Advisor: Mr. Turner

Areas of Activity

Prayer	Finances
Projects	Planning
Information	Internship (scholarship)
Churches	Missions
Rest Homes	Home Mission Churches
Prisons	
King's Teens	Children Church
H.S. Bible Clubs	Royal Rangers
Home Bible Clubs	Missionettes
SS Workers	
Asst. Pastors	Hospitals
C.E., Music, and	Summer Ministries
Youth Directors	Deaf Ministry
	Sharing Groups
	Prayer Cells
	Prayer Emphasis
	YAC
	U. Witness
	Street Work
	Key
	Teen Challenge

* Elected with Scholarship Aid
 ** Appointed

Constitution

of the
ASSOCIATED MEN STUDENTS
of
C. C. BEATTY RESIDENCE HALL

I.—Preamble

We, the residents of C. C. Beatty Hall, in order to promote the general well-being of the residents in the areas of religious, social, recreational and academic life do hereby establish and ordain this constitution.

II.—Name

The name of this association shall be The Associated Men Students of C. C. Beatty Residence Hall.

III.—Membership

The membership of this association shall consist of all male students at Northwest College.

IV.—Officers

The officers of the association shall be

1. President
2. Vice-President
3. Resident Supervisor
4. Floor Representative
5. Proctors
6. Dean of Students

V.—Business

All matters of the association shall be presented to floor representatives or proctors to be presented to Dorm Council.

VI.—Amendments

1. A suggested amendment from any individual or group must be presented to the Dorm Council in written form.
2. This constitution may be amended by the following procedures:
 - A. An amendment must pass by a two-thirds vote of the total active membership of the Dorm Council, notice having been given at the regular meeting immediately preceding the one in which the amendment is to be voted upon.
 - B. If the amendment is passed by the Dorm Council, it must then be ratified by a two-thirds vote of the total membership of the Associated Men Students of C. C. Beatty Hall, notice having been given at the regular meeting immediately preceding the one in which the amendment is to be voted upon.

By-laws

I.—Qualifications of Elected Officers

1. The president must be established in the Lord, must maintain a high standard of Christian living, must be filled with the Spirit according to Acts 2:4, must have maintained a grade point average of at least 2.0 and an acceptable citizenship record, and must have been in residence of the dorm for the past two quarters. He must be an upper classman (junior or senior) during his term of office.
2. The Vice-President must be established in the Lord, must maintain a high standard of Christian living, must be filled with the Spirit according to Acts 2:4, must have maintained a grade point average of at least 2.0 and an acceptable citizenship record, and must have been in residence of the dorm for the past two quarters. He must be an upper classman (junior or senior) during his term of office.
3. The Floor Representative must be a resident of the dorm for at least one quarter, must have been filled with the Spirit according to Acts 2:4, must have maintained a grade point average of at least 2.0, and be in good citizenship standing.

II.—Nominations and Election of Officers

1. Nominations
 - A. Nomination for President and Vice-President shall be from the floor in a regularly scheduled meeting at the end of the school term. An eligibility list will be prepared one week before elections by the Dorm Council President and Dean of Students.
 - B. Nominations for the floor representatives shall be made from the floor at a regularly scheduled meeting prior to the election conducted by the floor proctor.
2. Elections
 - A. Election of the president shall be by secret ballot, no later than the second to the last week of school, and must have two-thirds majority. If there is no election after the first ballot, the two highest names shall be voted on.
 - B. Election of the Vice-President shall follow the election of the President and shall be by secret ballot, no later than the second to the last week of school, and must have a $\frac{2}{3}$ majority. If there is no election after the first ballot, the two highest names shall be voted on.
 - C. The election of floor representative shall be by a show of hands vote in the first two weeks of each quarter. An election shall be by simple majority.
 - D. A quorum is two-thirds of the voting membership.
3. Term of Office
 - A. The term of office for President and Vice-President shall consist of the entire school year.
 - B. The term of office of Floor Representative shall be one quarter.
4. Vacancies
 - A. If the office of President is vacated the Vice-President shall fill the office.

- B. If the office of Vice-President is vacated a new Vice-President shall be elected from the Floor Representatives by a vote of the Associated Men Students. (Quorum required as in Section II, and number 2—Elections, D.)

III.—Duties of President

The duties of the president shall be:

1. To preside over all Dorm meetings and Council.
2. To call special meetings of residents with permission of the Dean of Students.
3. To call special meetings of the Dorm Council.
4. To conduct all meetings as may be required by his office.
5. To be a member of the A.S.B. Council by virtue of office.

IV.—Duties of Vice-President

The duties of the Vice-President shall be:

1. To preside over all meetings at which the President is absent.
2. To be a member of the Social and Cultural Committee by virtue of office.
3. To perform all duties assigned by the President in every way possible.
4. To attend all Dorm Council Meetings.

V.—Duties of Floor Representatives

The duties of the Floor Representative shall be:

1. To attend all Dorm Council meetings.
2. To perform all duties assigned by the president.
3. To represent his floor to the Council.

VI.—Duties of the Council

The duties of the Dorm Council shall be:

1. To see that all regulations pertaining to Dorm life are observed.
2. To initiate and carry out disciplinary action.
3. To plan all spiritual, social and recreational events pertaining to the residence.

VII.—Procedure of Discipline

1. Anyone committing an infraction of the regulations shall be called before the Dorm Council.
2. Penalties of infractions must be fulfilled within one week of the date issued. Failure to do so automatically doubles the penalty. If the student still fails to act, the matter will be referred to the Student Life Committee.
3. All those who have committed infractions will be notified by the Dorm Council, which is responsible to initiate and carry out penalties.

VIII.—Finances

The finances for the Associated Men Students shall be allotted from the Associated Student Body fund.

IX.—Meetings

Regular meetings of the Associated Men Students will be held on Wednesday evening.

Proposed Constitution of the ASSOCIATED WOMEN STUDENTS of NORTHWEST COLLEGE

Preamble

In order to unite all women students, to provide spiritual and social fellowship purposed to promote happy and well-ordered Christian living among college women, and to help prepare women students to assume their role in the Church, we do hereby establish this constitution.

ARTICLE I.—Name

This association shall be known as the Associated Women Students of Northwest College, hereafter referred to as AWS.

ARTICLE II.—Membership

The membership of the AWS shall consist of all non-married women students of Northwest College.

ARTICLE III.—Elected AWS Officers

Section 1. The elected officers of AWS shall be:

1. President
2. First Vice-President
3. Second Vice-President
4. Secretary-Treasurer
5. Chaplain
6. Floor Representative

Section 2. Executive Officers

The executive officers shall be the president, first vice-president, second vice-president, and secretary-treasurer. These officers shall compose the Executive Committee.

ARTICLE IV. Dorm Affairs Council

Section 1. Purpose

The AWS shall maintain a Dorm Affairs Council purposed to provide a necessary communication link for dorm affairs between women residents and the Administration; to see that all regulations pertaining to Dorm life are observed and to initiate and carry out disciplinary action.

Section 2. Membership

The members of the Dorm Affairs Council shall be first vice-president as chairman, the elected floor representatives, the proctors, the Dorm Supervisor and the Dean of Women.

Section 3. Meetings

Regular meetings of the Dorm Affairs Council will be held weekly.

ARTICLE V. Amendments

Section 1. A suggested amendment from any individual or group must be presented to the Executive Committee and Dorm Affairs Council in written form.

Section 2. This constitution may be amended by the following procedure:
A. An amendment must pass by a two-thirds vote of the Executive Committee and the Dorm Affairs Council, notice having been given one

week before the amendment is to be voted on.

B. If the amendment is passed by the Executive Committee and the Dorm Affairs Council it must then be ratified by a two-thirds vote of the total membership of the AWS, notice having been given at the regular meeting immediately preceding the one at which the amendment is to be voted upon.

PROPOSED BY-LAWS of the **ASSOCIATED WOMEN STUDENTS OF NORTHWEST COLLEGE**

ARTICLE I. Qualification of Elected Officers

Section 1. The executive officers must be established in the Lord, must maintain a high standard of Christian living, must be filled with the Spirit according to Acts 2:4, must have maintained a grade point average of at least 2.0 and an acceptable citizenship record, and must have been in residence of the dorm for the past two quarters, and for the time of office, and must be a sophomore, junior or senior.

Section 2. The Floor Representative must be either a sophomore, a junior, or a senior, must be resident of the dorm at least one quarter, must be established in the Lord, must be filled with the Spirit according to Acts 2:4, must have maintained a 2.0 g.u.a. and be in good citizenship standing .

Section 3. The chaplain must be at least a second quarter freshman, must be resident in the dorm at least one quarter. Spiritual qualifications are the same as above. (Article 1, Section 2)

ARTICLE II. Nominations and Elections

- A. The executive committee, the Dean of Women, and three women students at large shall prepare three nominations for each office.
- B. Nominations shall also be made from the floor for each office at the time of elections.
- C. Nominations for the floor representatives shall be made from the floor at a regular meeting of the dorm floor at which time election shall be held. The meeting shall be conducted by the floor proctor.

Section 2. Elections

- A. Election of the executive officers shall be by secret ballot, no later than the second to the last week of the school year and must have a two-thirds majority on the first ballot. If there is no election after the first ballot, the two highest names shall be voted on and the election shall be by simple majority.
- B. Election of floor representatives shall be by secret ballot in the first three weeks of the fall quarter. An election shall be by simple majority.
- C. Election of chaplain shall be held no later than the second meeting of the fall quarter for that quarter and in the last meeting of the quarter preceding the winter quarter and the spring quarter.
- D. A quorum is two-thirds of the voting membership.

Section 3. Term of Office

- A. The term of office of the executive officers and floor representatives shall be one year.
- B. The term of office of the chaplain shall be one quarter.

Section 4. Vacancies

- A. If the office of president is vacated the second vice-president shall assume that office.
- B. If the office of first vice-president is vacated the office shall be filled by a floor representative and elected by the Dorm Affairs Council. The election shall be by simple majority.
- C. If the office of second vice-president is vacated a new officer shall be elected according to the By-laws, Article I, Section 1, and Article II, Section 2. The election shall be by a two-thirds majority on the first ballot. If there is no election on the first ballot the two highest names shall appear on the second ballot and the election shall be by simple majority.
- D. If an office of floor representative is vacated a new floor representative shall be elected at a meeting of the residents of the respective floors, presided over by the proctor. The qualifications shall be the same as listed in the By-laws, Article I, Section 2.
- E. If the office of chaplain is vacated a chaplain for the remainder of the quarter shall be appointed by the executive committee.

ARTICLE III. Duties of Elected Officers**Section 1. Duties of the President shall be:**

- 1. To be generally responsible for the activities of the AWS.
- 2. To preside over meetings of the executive committee and dorm meetings not directed by the chaplain.
- 3. To conduct all meetings as may be required by her office.
- 4. To be member ex-officio of the Dorm Affairs Council and all other committees.
- 5. To be a member of the A.S.B. Council by virtue of office.

Section 2. Duties of the first vice-president shall be:

- 1. To preside over all meetings of the Dorm Affairs Council.
- 2. To call special meetings of the Dorm Affairs Council.
- 3. To be a member of the executive committee.

Section 3. Duties of the second vice-president shall be:

- 1. To assist the president in the responsibilities of her office and specifically the social activities of AWS.
- 2. To assume the office of president in her absence.
- 3. To assume the office of president upon the vacancy of that office.
- 4. To be a member of the executive committee.

Section 4. Duties of the secretary-treasurer shall be:

- 1. To keep accurate minutes of all committee meetings and business meetings of the AWS and the executive committee.
- 2. To be responsible for all AWS correspondence.
- 3. To be responsible for all receiving and discharging of AWS funds..
- 4. To be a member of the executive committee.

Section 5. Duties of the floor representative shall be:

2. To attend all Dorm Affairs Council meetings.
2. To perform all duties assigned by the president and/or first vice-president.
3. To represent her floor to the Council.

Section 6. Duties of the Chaplain shall be:

1. To plan and conduct the AWS weekly dorm devotions with the assistance of the executive committee.
2. To assist in organizing spiritual activities within the dorm.

ARTICLE IV. **Dorm Affairs Council**

Section 1. Responsibilities of the Council shall be:

1. To provide a necessary link of communications of dorm affairs between the women students and the Administration.
2. To see that all regulations pertaining to dorm life are observed.
3. To initiate and carry out disciplinary action.

Section 2. Procedure of discipline

- A. Anyone committing an infraction of the regulations shall be called before the Dorm Affairs Council.
- B. Penalties of infractions must be fulfilled within one week of the date issued. Failure to do so automatically doubles the penalty. If the student fails to act, the matter will be referred to the Student Life Committee.
- C. All those who have committed infractions will be notified by the Dorm Affairs Council, which is responsible to initiate and carry out penalties.

ARTICLE V. **Finances**

The finances of the AWS shall be allotted from the Associated Student Body fund.

ARTICLE VI. **Meetings**

Regular meetings of the AWS will be held on Wednesday evening.

ARTICLE VII. **Amendments**

The procedure of amending the By-laws shall be according to the Constitution, Article V.

C O N S T I T U T I O N

of
KNCC RADIO CLUB OF NORTHWEST COLLEGE

Article I.—Name

The name of this club shall be KNCC Radio Club of Northwest College (hereafter called Radio Club).

Article II.—Purpose

- A. The Radio Club shall train the members in the aspects of radio production, management, engineering and broadcast.
- B. The Radio Club shall serve the spiritual, academic, and social interests of the students through its radio broadcasts.
- C. The Radio Club shall maintain an adequate Radio Station KNCC.

Article III.—Membership

Membership is open to all students of Northwest College who wish to join. Members must be in good standing with the ASB, have an acceptable citizenship record, and have a grade point average of at least 2.0, and show an interest in the Radio Club and in its station.

Article IV.—Officers

The officers of the Radio Club shall consist of: President, two Vice-Presidents, and a Secretary-Treasurer.

Article V.—Board of Directors

- A. The Board of Directors shall consist of the Dean of Students (ex-officio member), the faculty advisor, the President of the ASB, and the Radio Club officers.
- B. The responsibilities of the Board of Directors shall be:
 - 1. To determine the policies, procedure, and programming for the Radio Club and station KNCC.
 - 2. To act as a screening committee for all programming on KNCC.

Article VI.—Amendment

- A. A suggested amendment coming from a member or group of members must be presented in writing to the Board of Directors and is subject to their approval before coming before the membership.
- B. An amendment shall be ratified by a two-thirds vote of the active membership of the Radio Club.
- C. Any amendments or revisions to the By-laws of the Radio Club must carry a revision date on all such revised copies.

B Y - L A W S

of

KNCC RADIO CLUB OF NORTHWEST COLLEGE

Article I.—Parliamentary Order

In order to expedite the work of the Radio Club and to avoid confusion in its deliberations, all meetings shall be governed by the accepted rules of parliamentary procedure, and in keeping with the spirit of Christian love and fellowship under the guidance of the Holy Spirit.

Article II.—Radio Club Officers

- A. Qualifications of executive officers
All officers must be established in the Lord, must maintain a high standard of Christian living, must be filled with the Spirit according

to Acts 2:4, must have maintained a grade point average of at least 2.0, and have an acceptable citizenship record. He must have been a member in good standing of the Radio Club for the past two quarters. No officer may also be a member of the faculty. If the President should become disqualified the First Vice-President shall assume the position. Should any other officer be disqualified, an election shall be held at the first meeting for his replacement. If the Second Vice-President should become disqualified for any reason, the Board of Directors shall appoint his replacement.

B. Nominations and election of executive officers

1. Elections shall be held during the third week of April.
2. Nominations shall be by secret ballot. If one receives a majority vote it will constitute an election; if not, the top two names will be voted on on the second ballot.
3. The Second Vice-President, serving as Chief Engineer, shall be appointed by the Board of Directors.
4. The term of office shall be one year.
5. Vacancies

a. Determination of vacancies. An office shall be declared vacant under the following circumstances:

- (1) If an elected officer shall tender a resignation in writing either before the beginning of the school year due to plans not to return to school or during the course of the school year due to other reasons.
- (2) If an officer shall interrupt or terminate his enrollment at any time during the course of the school year due for which elected.
- (3) If an officer shall become disqualified by reason of disciplinary action for misconduct.
- (4) If the officer fails to perform his duties. This failure shall be determined by a committee consisting of the executive officers (except for the officer under consideration), a member-at-large from the Radio Club, the ASB President, Faculty Advisor, and the Dean of Students.

b. Manner of filling vacancies

- (1) If the President's office is vacated, the First Vice-President will fill said office.
- (2) All other executive officers other than the President will be filled by election except the office of Second Vice-President which will be filled by appointment of the Board of Directors.

C. Prerogatives of the Executive Committee

The newly elected Radio Club executive committee, which includes a faculty advisor, shall be given the power to transact necessary business during the interim period between the close of the school year and the first regular meeting of the next year.

D. Duties of the officers

1. **President**

- a. To preside over all club meetings.
- b. To be a representative of the Radio Club in Student Council.
- c. To act as Station Manager for KNCC.
- d. To conduct all other business necessary to that office.

2. **Vice-Presidents**

a. First Vice-President

- (1) To assist the President and preside over meetings in his absence or at his request.
- (2) To perform the duties assigned to him by the President.
- (3) To fill any unexpired term of the President should a vacancy occur.
- (4) To act as Program Director for KNCC.

b. Second Vice-President

- (1) To perform the duties assigned to him by the President.
- (2) To act as Chief Engineer for KNCC.

3. **Secretary-Treasurer**

- a. To keep complete and accurate minute of all meetings of the Radio Club.
- b. To carry on all necessary correspondence.
- c. To be custodian of all Radio Club funds, depositing them with the College Business Office for banking.
- d. To cooperate with the President in the disbursing of Radio Club funds.
- e. To act as Business Manager for KNCC.

E. Finances

1. The Radio Club shall be the custodian of all monies designated from the Associated Student Body for this purpose and from all special donations.
2. The executive officers (including the faculty advisor) shall be responsible for the disbursement of all funds.

F. Meetings

1. Regular meetings

- a. There shall be one regular meeting per month for the purpose of training the members in Radio work.

2. Special meetings

- a. The President may call meetings other than the regular monthly meetings.
- b. The President must call a special meeting upon the written request of three members in good standing.

3. Attendance

All officers and club members are required to attend club meetings. Absence from more than one meeting per quarter will place the violators rights of membership in review by the executive officers with the possibility of expulsion from the Radio Club.

4. Quorum

A simple majority of the membership shall constitute a quorum at all Radio Club meetings.

Article III.—**Amendments**

Procedure for amending these by-laws shall be the same as the procedure for amending the Constitution as stated in Article VI of the Constitution.

STUDENT LEADERSHIP ROSTER

Associated Student Body

President	Byron Newby
First Vice-President (Chmn. W.O.M.).....	Ken Wooten
Second Vice-President.....	Box Fox
Secretary	Trudy Wellman
Treasurer.....	Carol Cook

World Outreach Ministries

Vice-Chairman	Paul Landry
Secretary	Peggy Smith
Treasurer.....	Gayle Greenland

Ministry Interest Group Leaders

Evangelism	Darrell Wood
Campus	Bill Flook
Intern	Mike Kirkelie
Children and Youth.....	Carl Gibbs
Gospel Teams.....	Darrell Hobson
World Missions.....	Bill Morton

Associated Men Students

President	Dick Vandeventer
Vice-President	Jim Lowell

Associated Women Students

President	Sue Brown
First Vice-President	Leanna King
Second Vice-President.....	Connie Christman
Secretary-Treasurer.....	Chris McKinney

Proctors

Men—Bryon Newby, Ron Jantz, Dick Vandeventer,
Larry Gray

Women—Muriel Hanson, Gayle Greenland, Clodean
Pruett, Mary Storer, Peggy Smith, Faith Laws

Assistant Proctors

Men—Box Fox, Mike Hill, Mike Kinlock, Rick Ruchty
Women—Jane Jess, Margaret Rueck, Diane Hanson

CONTACT REGISTER

Academic load.....	Dean of Education
Academic records, grade computations.....	Registrar
Applications	}.....Registrar
Committee actions	
Transcripts	
Automobile permits (campus).....	Dean of Students
Business accounts:	
Payment schedules, spec. problems.....	Asst. Bus. Mgr.
Payments on account.....	Receptionist
Questions on accounts.....	Accountant
Tuition discounts.....	Financial Aids Officer
Calendar of activities.....	Dean of Students
Changes in courses, registration.....	Registrar
Chapel attendance.....	Dean of Students
Church attendance, home church.....	Dean of Students
Class attendance:	
Appeal in excessive absences.....	Dean of Education
Double cuts.....	Dean of Education
Counseling:	
Academic.....	Adviser, Dean of Education Registrar (general)
Employment counseling.....	Dean of Women
Financial problems.....	Business Manager Financial Aids Officer Dean of Students
Graduation requirements.....	Adviser, Registrar
Personal problems.....	Adviser, Dean of Women Dean of Students
Vocational and Educational.....	Dean of Education
Employment:	
Off campus.....	Dean of Women
On campus.....	Business Manager
Work-Study Program.....	Business Manager
Equipment and facilities use.....	Business Manager
	(in cooperation with Dean of Students)
Graduation application.....	Registrar
Graduation requirements.....	Adviser, Registrar

Health:

Referrals for medical attention.....Dean of Women
Dean of Students
College Nurse
Insurance claims.....Dean of Students

Housing:

Off campus.....Dean of Women
On campus (men)Dean of Students
On campus (women).....Dean of Women

Immigration (foreign students).....Registrar

LoansFinancial Aids Officer

Musical Groups (traveling),
Gospel TeamsPublic Relations Representative

Music LessonsMiss Amundsen

Overnight leaves: (See Student Handbook for regulations)

Probation and low scholarship

WarningDean of Education

Publicity:

Bulletin boards, announcements.....Dean of Students
Publications and promotions.....Promotions Director

RefundsAccountant

Registration mattersRegistrar

Regulations pertaining to student life...Dean of Students

Residence Hall check out.....Business Office and Residence
Supervisors (clearance slip showing proper withdrawal
from school must be presented from Registrar)

Schedule problems:

RoutineAdviser

Special, involving structure of
schedule.....Dean of Education

Selective ServiceRegistrar

Student Body Activities.....Student Body President

Student Outreach Ministries...Student Outreach Director

Transcript:

OrdersRegistrar

EvaluationsRegistrar

Withdrawals: Class or College.....Registrar

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