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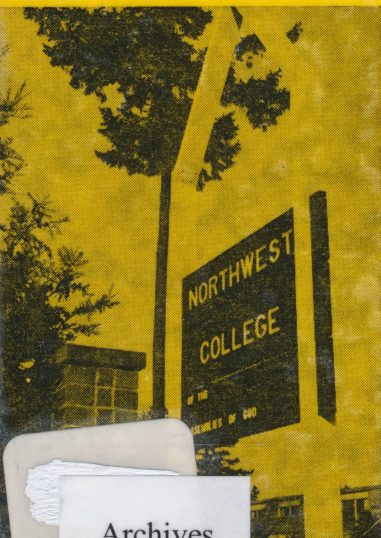
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NORTHWEST - Student Handbook 1970-1971

Student Agreement

This handbook is required reading for all students. The following agreement must be signed and turned into the office of the Dean of Students at registration of each year the student is enrolled at Northwest College.

This is to certify that I have read the entire contents of the Student Handbook and will do my best to adhere to the rules and regulations therein.

Signed.....
(Student's Name)

Date.....

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 at public theatres 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 during the school year and vacation periods.

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.

This handbook is published and revised yearly by the College Administration and the Associated Student Body. It should be preserved for reference throughout the school year.

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

1970-1971

Autumn Quarter

Registration dates for all students.....	September 21-22
Orientation for Freshmen.....	September 21-23
ASB bonfire	September 23
Class instruction begins	September 24
Freshmen Initiation	September 24-26
Last date to register with late fee.....	September 29
Convocation	September 28
Spiritual Emphasis Week.....	October 5-9
Harvest Time Social.....	October 31
Thanksgiving Recess (after classes).....	November 26-29
Classes Resume	November 30
Final Examinations	December 9-11
Christmas Interim.....	December 13-January 2

Winter Quarter

Registration—students in residence.....	November 16-24
Registration for new students.....	January 4
Class instruction begins.....	January 5
Last date to register with late fee.....	January 11
Missionary Food Fair.....	January 16
Spiritual Emphasis Week.....	January 18-22
Superintendent's Week	January 25-29
Alumni Day	January 29
Final Examinations	March 15-17
Spring interim	March 18-23

Spring Quarter

Registration—students in residence.....	February 8-16
Registration for new students.....	March 22
Class instruction begins	March 23
Last date to register with late fee.....	March 30
Spiritual Emphasis Week.....	April 5-9
Campus Day.....	April 2
All-school banquet	May 8
All-school picnic	May 19
Awards Chapel	May 25
Memorial Day	May 31
Baccalaureate	May 29
Final Exams.....	June 1-3
Commencement	May 30



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 Collegian:

Are you aware of the exact nature of N.C.? Some have viewed it as an incubator. They think its function is to keep the student warm and comfortable until graduation rather than to encourage growth.

Unfortunately, many students have spent their college years coveting this delusion. Coming from the protective wings of parental care they lean back on the warm arms of an institution. But what happens after they have graduated and must face the icy waters of reality?

My point is this—there are two choices that face the college student. He can break his protective parental shell and replace it with a temporary college shell, or he can apply himself to his college years. If he chooses the latter and uses his years at N.C. to their greatest potential, he can also choose his future. If he chooses the former he may have no choice in the matter.

Northwest College is the perfect atmosphere for an individual to find the role that God has for him in life, but it is also the perfect atmosphere in which to be incubated until all shells are broken. And when that happens the novice will be unprepared for his new life. It will be too late to change and he will have no choice but to yield to the molding of circumstances.

Choose you this year what you will become, or risk becoming what you would never have chosen.

A fellow collegian in Christ,

Carl B. Gibbs

A.S.B. President 1970-71



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, it is recorded on his transcript. If he receives two "F's," not consecutive, he is placed on citizenship probation. If he receives 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 union, 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. These reports are used for the purpose of developing and increasing the effectiveness of the Christian Service Program.

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, week day occupations, and the washing of clothes. Recreational facilities such as the ball diamond and gymnasium are not for Sunday use.

STUDENT OUTREACH

All students engaging in any form of Christian work, whether arranged personally or by the College, will register with the Dean of Student's Office.

CHRISTIAN STANDARDS

We are living in an era when moral and conduct standards are being eroded at an alarming pace. Restraint and moral discipline for many has given way to "permissiveness" and to the so-called "new morality."

The integrity of Christian education at Northwest College and other Christian institutions is challenged by an atmosphere which mitigates against Biblical standards of morality and conduct. What a decade ago were understood as "unwritten laws" ingrained in the consciousness of our Christian youth is today being dulled by an atmosphere of thinking which denies sharp lines of demarcation between right and wrong in conduct.

The uniqueness of Northwest College will be preserved by its fidelity to Biblical principles of thinking and conduct. The college cannot afford to yield to the pressures of a world which clamours for compromise of Biblical standards. It is presumed that the overwhelming majority of young people seeking admission to Northwest College do so because they recognize in the College a commitment to Biblical principles.

The young person who wishes to live a "marginal" Christian profession or who is not seriously interested in the spiritual heritage and standards of Northwest College should not seek admission to the college. The College should be thought of as a place of training for those who already have made a full commitment to Christ and to Biblical Christianity—with its differentiating and discriminating standards of separation from worldly modes of thinking and conduct.

These standards may well seem "strict" and "puritanical" against the background of popular thinking but they are in fact founded upon the precepts of the Word of God.

The use of tobacco or drugs in any form, drinking of alcoholic beverages, attendance of theatres, drive-in theatres, and the "late-show" category of TV viewing are at variance with Biblical norms for God's people and therefore are not permitted at Northwest College. Many of these productions come from the minds of persons of perverse character, and they drag down and defile the purity and sensitivity of the Christian spirit. Moreover, spectator participation impairs Christian

testimony. The redeemed person will have no appetite for unredeeming and perverse materials whether through the media of screen or print. The Christian student will "flee" fornication—i.e., he or she will have nothing to do with the loose sex-morals of the day whether in thought, in conversation, or in conduct. The moral and social implications of dancing in any form are such to have no place in the conduct of Christian young people. Abusive, "smutty" or double-meaning language by the same mind, tongue and vocal organs which have been dedicated or consecrated to the glory of God is unthinkable. The reading or acquisition of prurient literature is inconsonant with the dedication of mind and heart to what is either spiritually or culturally uplifting.

The youth of our land is becoming increasingly ensnared by the use of hallucinogenic drugs. Since the body of the Christian is the temple of the Holy Spirit, the use of drugs is strictly prohibited at Northwest College. Moreover, there is evidence that they were used in connection with demon worship (sorcery Revelation 21:8) in ancient times. Therefore, they have no place in the body and mind of the Christian young person.

In the interest of honesty, harmony, and compatibility of purpose and spirit, those who seek to identify with the college should carefully weigh their inner motivations and tendencies.

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 is also free to voice his own grievance to the proper administrative office.

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. 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 may include the limitation of the student to the campus, the withdrawal of certain privileges, and the assignment of special projects. Different degrees of the campus will be given according to the seriousness of the infractions.

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 in this regard.



Class Regulations

ENROLLMENT

Official registrations must be effected through the registrar's office within the prescribed time limits given in the catalog. The class card issued by the registrar is the instructor's sole authority to enroll a student in class.

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 Educa-

tion 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.

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 complete a drop slip at the Registrar's office. Withdrawals will be subject to the approval of students' advisers and the instructor involved.

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 unless they have filed notice of the absences with the instructor concerned.

Those who properly withdraw within the limits of the sixth Friday of the quarter will be given a "W" for the course. After the sixth Friday a "W" is given only if the student is doing passing work at the point of withdrawal.

From College — Official withdrawal from College is made by securing the proper form from the Registrar's 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.

Probationary Policy

Since a cumulative grade point average of 2.0 is required for graduation from Northwest College, students who enter Northwest College with records reflecting grade averages below C level (2.0) are admitted on probation. Students otherwise are placed on probation if their cumulative grade point averages fall below the following levels: Freshmen—1.6, Sophomores—1.7, Juniors—1.8, and Seniors—2.0.

Placing on probation is not a punitive measure but is intended as a warning with opportunity for improvement. In order to insure his concentration upon his academic work during the probationary period, a student on probation may not carry more than twelve hours of course work (plus P.E. activity), may be restricted in his participation in certain college events, and may be restricted in his participation in certain college events, and may be restricted in his work load. He will be under the Dean's supervision during the period of probation. When a probationary student's cumulative grade point average rises above the stated level, he will be removed from probation. In order to aid them in reaching their potential, probationary students may be required to attend special classes or counseling sessions.

All probationary students will be evaluated at the close of the spring quarter to determine their eligibility for further enrollment. Students whose cumulative grade point averages are below the following levels will be disqualified from degree programs unless their GPA for the last quarter's work was at least 2.0: Sophomores—1.6, Juniors—1.7, and Seniors 1.8.

Appeals for reinstatement after disqualification should be directed to the academic dean and made on forms provided at the receptionist's desk. Normally at least one quarter must elapse after disqualification before a student will be considered for reinstatement. Students who have received classification as auditors or as special students (not pursuing degree or transfer programs) are not subject to these regulations, but may be disqualified at the discretion of the Academic Affairs Committee if their records indicate inability to profit from their college programs.

Working Students

Reduction of Academic Load

Working students should plan their academic load in view of the following limitations:

Outside Work

34 or more hrs. a week
26 to 33 hrs. a week

Academic Load

Max. 10 credits/3 courses
Max. 13 credits

Academic Load

The average number of credit hours per quarter is 15 hours.

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 instructor.

A student who has been absent must make arrangements with the instructor to make up a test the next day he attends classes.

Permission to take final exams early must be obtained from the Dean of Education. Such permission should be sought only in case of emergencies.

Library

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

Monday through Thursday.....7:30 a.m. to 10:15 p.m.
Friday7:30 a.m. to 5:00 p.m.
Saturday9:00 a.m. to 4:30 p.m.

All reserved books must be checked out 20 minutes prior to closing time.

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 academic matters, consult the catalog.



Social Regulations

The purpose of Northwest College is to minister to the whole man, and therefore, 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 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. **LOVE should be the guiding principle for a student in all of his relationships.**

Dating

It goes without saying that on-campus or off-campus relationships with members of the opposite sex are to be conducted in a manner which causes no offence or embarrassment to anyone.

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

Hazings for initiations and engagements, that cause personal injury, damage to personal or college property, or detracts from the testimony of the College is prohibited.

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. The cultural-social committee is chaired by the ASB Second Vice-President who is in charge of all student social-cultural events on campus.

Housing Regulations

Housing Policy

All single students, except those living at home or having "live-in" positions, will be housed in the residence halls on campus. Any exceptions to this policy must be approved by the housing committee. Petitions are filed with the Office of the Dean of Students.

Students will not be allowed to move off campus to reserve summer housing before May 15. No room and/or board will be refunded.

PERSONNEL

Assistant Deans

An Assistant Dean of Men and an Assistant Dean of Women reside in each respective residence hall. It is their responsibility to supervise residence personnel and assist students in achieving satisfactory adjustment to college life and residence hall living. They are available for counseling.

Resident Counselors

Resident Counselors are appointed by the Administration to assist the Assistant Dean of Men or Dean of Women in the residence halls. They live in the respective residences and are available to assist and counsel students as needed.

Resident Assistants

Resident Assistants are appointed by the Administration to live on each residence hall floor. It is the responsibility of the R.A.'s to assist the Resident Counselors and Assistant Deans as needed.

ROOMS

Appearance of Rooms

All students are expected to keep their rooms clean and orderly. It is understood that the Assistant Dean, Resident Counselor or others may inspect the rooms at any time.

Care of Rooms

Walls must not be defaced by nails, pins, paste, or any markings. Floors must be vacuumed frequently. Cleaning equipment is kept in the closet on each floor; it should be returned after use. Rooms should be aired thoroughly and frequently. Beds are to be made by chapel time each morning.

When students leave their rooms they should turn off electric lights. The windows should be closed unless the heat is turned off. Special care should be taken so that the room or drapes will not be damaged by moisture or wind. Window screens are not to be removed.

Breakage

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

Use of Room

Resident students must occupy their own beds except by special permission of the Resident Counselor. The burning of incense and cooking is not permitted in residence rooms.

Resident Hall furniture must not be removed from lounges or rooms without the express permission of the Resident Counselor.

Prolonged conversations that are disruptive are not allowed through residence hall windows. The privacy of

rooms must be respected at all times.

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

The decor of rooms should always be in good Christian taste.

Vacating a Room

When being vacated, rooms must be cleaned and then checked by the Resident Counselor. Refunds will be mailed to the student after the close of the quarter if he is not returning and the room condition is satisfactory. If there is failure to clean the room properly a charge of \$5.00 will be made.

Food in Residence

Because the rooms are not equipped for excessive use of electrical appliances, cooking in rooms cannot be permitted. Food must be stored in appropriate containers. Empty pop bottles must be disposed of promptly.

GUESTS

Students may entertain one guest each quarter without charge if arrangements are made with the Assistant Dean or Resident Counselor in advance. (Additional visitors will be charged \$1.50 per night and a double charge will be assessed for unregistered persons.) A guest is a person who has not visited campus previously during the quarter and who is visiting in the city and is invited to campus by the student with whom he stays. No guest or visitors will be allowed to remain for more than three nights. All entertainment of guests should be confined to weekends. (Guests are not allowed in the resident halls after the closing hours without special permission from the Assistant Dean or Resident Counselor.)

"IN AND OUT" OF THE RESIDENCES

In order to be aware of their whereabouts in case of emergency it is required that all students use the "courtesy card" procedure when leaving or returning to the campus. It should be noted that the College is responsible for students. If a student is unable to check "in" on time because of an emergency he should telephone his

Resident Counselor as to his whereabouts.

Closing hours:

Men—all nights.....12:00 a.m.

Women—

Monday through Thursday.....10:30 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 **social late-ins privileges** are allowed each quarter. They are prearranged with the Assistant Dean or Resident Counselors. “Check-in” time for both men and women is no later than 1:00 a.m.

Freshmen are allowed two social late-ins per quarter, Sophomores and Juniors three, and Seniors four.

Social late-ins are restricted to week-ends.

Church late-ins of one hour for women are issued occasionally when church services require that a student be out after the “In” time. They are given at the discretion of Assistant Deans or Resident Counselors.

Employment late-ins are issued upon request and verification of working hours by the Assistant Deans or Resident Counselors.

Upon the accrual of thirty (30) late minutes, the student may 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 prohibited.

OVERNIGHT LEAVE

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 make application with the respective Resident Counselors before 7:00 p.m. of the day of departure.

LOUNGES

Except during residence 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 Resident Counselor; otherwise, food is not to be brought into the lounge.

Typewriters may be used in the lounge only after closing.

Ladies' Lounge — Men students may visit in the ladies lounge during the stated hours.

Ladies' lounge will be closed at:

10:15 p.m. Monday through Thursday (except for Wednesday when it closes at 9:30 p.m. for a Residence Hall prayer meeting)

11:45 p.m. Friday

11:45 p.m. Saturday 10:45 p.m. Sunday

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

Men's Lounge—Ladies (other than parents or relatives) are not allowed in the lounge except for college sponsored meetings.

Lounge Meetings

The AWS or AMS Lounge meetings as well as the brief nightly floor meetings are for inspiration, encouragement, sharing of pertinent information and for discussing important matters. Students are expected to attend regularly.

PETS

No pets are allowed in either residence.

QUIETNESS

Quietness must prevail in the residence proper. There must not be any unnecessary noise in rooms and halls such as loud talking and laughing, singing, or playing of musical instruments.

Students are requested to listen to radio programs and recordings which are in harmony with Christian standards.

It is the responsibility of the Resident Hall Council to establish and regulate the Residence Hall quiet hours.

T.V.

A T.V. may be used only in the respective residence 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.
4. Television sets are not permitted in student quarters on or off campus.

APPLIANCES

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

ROOM KEYS

Each student residing on campus will receive a key upon admission to the residence hall. The \$5.00 key deposit is refundable when the key is returned to the Resident Counselor. 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 apply for contract meals if they eat at least two meals a day on campus or three meals five days a week at two-thirds of the cash price.

The cafeteria meal ticket is issued on a contract basis at \$170.00 fall quarter and \$155.00 winter and spring, or \$1.87 per day. A student who eats in the cafeteria on a cash basis pays \$3.30 per day. (65c—breakfast; \$1.05—lunch; \$1.60—dinner.) He is, therefore, saving approximately \$1.43 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 ticket.
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 in writing must be made to the Dean of Students and becomes effective on the date submitted.
2. Verification from your employer stating that you are receiving a meal at work is required for a "two-meal" ticket.

Refund Procedure

1. To receive a refund, a meal ticket must be returned to the Business Office within 30 days after the end of the quarter for which it is issued; with the exception of the spring quarter when it must be submitted to the Business Office within 5 days after the cafeteria closes for the 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.

Removal of Food

Food or utensils are not to be taken from the cafeteria without permission.

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.

Molly J. Perks Hall—

West Wing: 100-109	First Floor	VA 2-9981
200-220	Second Floor	VA 2-9945
300-320	Third Floor.....	VA 2-9940
North Wing: 402-416	First Floor	VA 2-9981
500-519	Second Floor	VA 2-9907
600-619	Third Floor.....	VA 2-9920
	Annex	VA 2-9985

C. C. Beatty Hall

102-117	First Floor	VA 2-9915
200-217	Second Floor	VA 2-9965

Gray Hall

400-414	First Floor	VA 2-9991
500-514	Second Floor	No Phone
600-618	Third Floor.....	VA 2-9937

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 at all times.

FIREARMS

Firearms should not be brought to campus. However, if they are brought they must be checked in and out with the Resident Counselor.

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 boxes are assigned at registration and should be checked regularly for announcements, telephone messages, and examination papers, as well as for mail. The following form should be used for all your mail if you live on campus.

<p>STUDENT JOHN DOE Northwest College P. O. Box 579 Kirkland, Wash. 98033</p> <p>Box No. 000</p>
--

Dress

Northwest College students are Christian and collegiate in their appearance and dress. While it is appropriate to be "in-style," modesty, neatness, and good taste should not be sacrificed for the "latest."

Dress or appearance that identifies with attitudes, philosophies, or segments of society that are in opposition to Christian principles is not acceptable. Clothes that draw undue attention to the body, such as short skirts and tight, form-fitting pants or dresses, are not permitted.

In general, the two guiding principles for Northwest College dress are moderation and avoiding the appearance of evil.

A. **WOMEN:** Guidelines for 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 and lady like appearance at all times. (Dresses must not be shorter than two inches above the top of the knee.) Make-up and jewelry may not be used in excess.

Public and Campus: Appropriate public or on-campus wear is skirts, blouses, sweaters, cottons and woolens.

Church: For church services or certain programs, suits or (appropriate) dresses should be worn.

Recreation: Recreational wear may be worn only while participating in recreational activities, or in the residence rooms or hallways, or in accordance with the Saturday provision.

Acceptable recreational wear is slacks or culottes, Bermuda shorts, pant dresses, and cut-offs that fall within two inches above the top of the knee. Swim suits and shorts are not permitted for public wear on or off-campus.

Work: When it is necessary, slacks are acceptable work clothes.

Cafeteria: Work clothes are allowed in the cafeteria if a student works too late to change for dining. Such students must eat in the staff area.

Saturday: On Saturday, recreational wear is acceptable campus wear except for the library.

B. **MEN:** Guidelines for Appropriate Dress

Public and Campus: For public or campus wear, slacks and sports shirts or dress T-shirts are acceptable. Some type of shirt covering must always be worn.

Church: A coat and tie is appropriate wear for church attendance or when participating in a chapel service.

Recreation: Recreational wear may be worn only while participating in recreational activities, in the residence rooms or hallways, or in accordance with the Saturday provision.

Acceptable recreational wear is Bermudas or cut-offs that fall within two inches above the top of the knee. Swim suits and shorts are not permitted for public wear on or off-campus.

Cafeteria: Work clothes are allowed in the cafeteria if a student works too late to change for dining. Such students must eat in the staff area.

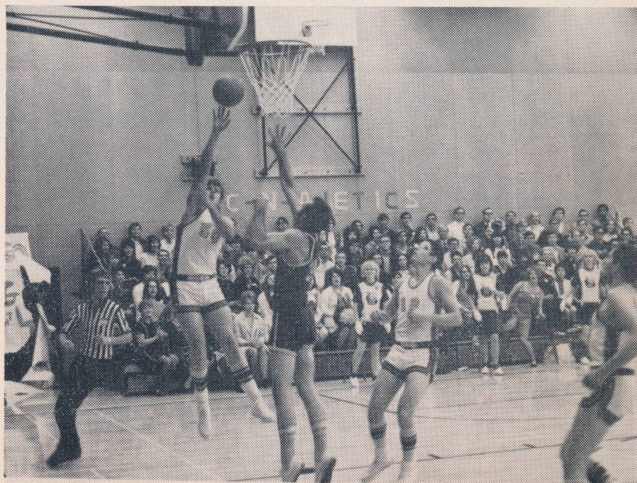
Saturday: On a Saturday, recreational wear is acceptable campus wear except for the library.

The faculty reserves the right to dismiss from class a student appearing in inappropriate dress. Students may be summoned no more than once (on dress) before the respective Residence Councils and/or be referred to the College Administration for appropriate action.

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's 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 Resident Counselor or nurse on the day of illness.

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

INSURANCE

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.

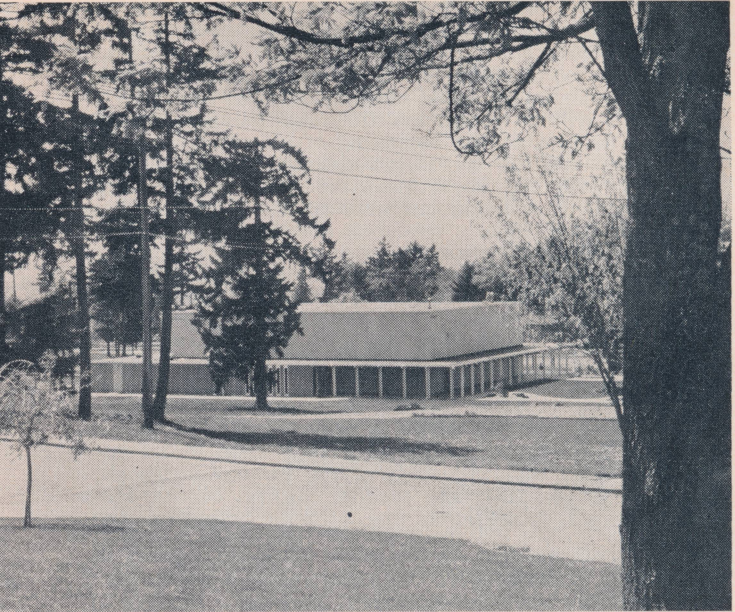
HEALTH SERVICES

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.

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.



Finances

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 6% carrying charge shall be added to unpaid balances immediately after enrollment. However a 3% discount will be granted if the total balance is paid within 30 days of the beginning of classes.
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, cultural events, student-sponsored recreational and athletic activities, and class dues.

STUDENT OFFERINGS

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 is 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.

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 Resident Counselor. 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 Assistant Dean. 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 co-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 students will be charged each quarter.

A \$5.00 parking fee will be charged for trucks that are brought on campus by students and they will be required to park in the gym parking lot.

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. 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. If a vehicle is brought on campus later in the term it must be registered within 48 hours.

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 WILL BE NO ON-STREET PARKING FOR STUDENT VEHICLES

2. 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, library, and SUB parking areas between the hours of 12:00 p.m. and 10:00 p.m. Monday through Friday and all day Saturday and Sunday.

B. Use of Motorized Vehicles.

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 automobiles or motor cycles 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.

POSTING OF BULLETINS AND ADVERTISING

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 Resident Counselor 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 Student 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 Karisma
- Honorary 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 advisor, 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.

Sophomore, Junior and Senior class elections shall be held during the class meeting following the election of A.B.B. and W.O.M. officers.

A. Class advisor shall be present and the present Class President shall act as chairman of the meeting.

B. The newly-elected officers shall assume the duties of their office during and following the final class meeting of the school year.

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 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 Mgr. 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.

Article 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.

Constitution
of the
ASSOCIATED MEN STUDENTS
of
GRAY-BEATTY RESIDENCE HALL

I.—Preamble

We, the residents of Gray-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 Gray-Beatty Halls.

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. Secretary-Treasurer
4. Resident Counselor
5. Floor Representatives
6. Resident Assistants
7. Assistant Dean of Men

V.—Residence Hall Council

1. Purpose

The AMS shall maintain a Residence Hall Council to provide a necessary communication link for residence affairs between men residents, the Associated Student Body, and the Administration; to see that all regulations pertaining to Residence life are observed and to initiate and carry out disciplinary actions.

2. Membership

The members of the Residence Hall Council shall be the president as chairman, vice-president, secretary-treasurer, the elected floor representative, one resident assistant from each floor, the Resident Counselor, and the Assistant Dean of Men.

VI.—Business

All matters of the association shall be presented to floor representatives or resident assistants to be presented to Residence Hall Council.

VII.—Amendments

1. A suggested amendment from any individual or group must be presented to the Residence Hall 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 Residence Hall 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 Resident Council, it must then be ratified by a two-thirds vote of the quorum of the Associated Men Students of Gray-Beatty Halls, 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 resided in the Residence Hall 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 resided in the Residence Hall for the past two quarters. He must be an upper classman (junior or senior) during his term of office.
3. The Secretary-Treasurer 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 resided in the residence hall for the past two quarters. He must be an upper classman (sophomore, junior or senior) during his term of office.
4. The Floor Representative must have resided in the Residence Hall 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 Residence 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 resident assistant.
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 a 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 majority. If there is no election after the first ballot, the two highest names shall be voted on.
- C. Election of the secretary-treasurer shall follow the election of the vice-president and shall be by secret ballot, no later than the second to the last week of school, and must have a majority. If there is no election after the first ballot, the two highest names shall be voted on.
- D. 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.
- E. The AMS Chaplain shall be chosen as outlined in the Christian Service Handbook.
- F. A quorum is two-thirds of the voting members.
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, E.)

III.—Duties of President

The duties of the president shall be:

1. To preside over all Residence Hall meetings and Council.
2. To call special meetings of residents with permission of the Assistant Dean of Men.
3. To call special meetings of the Residence Hall 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 Residence Hall Council meetings.

V.—Duties of Secretary-Treasurer

The duties of the Secretary-Treasurer shall be:

1. To keep accurate minutes of all committee meetings and business meetings of the AMS and the Residence Hall Council.
2. To be responsible for all AMS correspondence.
3. To be a member of Residence Hall Council.

VI.—Duties of Floor Representatives

The duties of the Floor Representatives shall be:

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

VII.—Duties of the Council

The duties of the Residence Hall Council shall be:

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

VIII.—Procedure of Discipline

1. Anyone committing an infraction of the regulations shall be called before the Residence Hall 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 Dean of Students.
3. All those who have committed infractions will be notified by the Residence Hall Council, which is responsible to initiate and carry out penalties.

IX.—Finances

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

X.—Meetings

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

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
5. Treasurer
6. Chaplain
7. Floor Representatives

Section 2. Executive Officers

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

ARTICLE IV.—Residence Hall Council

Section 1. Purpose

The AWS shall maintain a Residence Hall Council purposed to provide a necessary communication link for residence hall affairs between women residents, the Associated Student Body, and the Administration; to see that all regulations pertaining to residence hall life are observed and to initiate and carry out disciplinary action.

Section 2. Membership

The members of the Residence Hall Council shall be first vice-president as chairman, the elected floor representatives, the resident assistants, the Resident Counselors, and the Assistant Dean of Women.

Section 3. Meetings

Regular meetings of the Residence Hall 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 Residence Hall 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 Residence Hall 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 Residence Hall 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.

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 on campus 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 on campus 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.p.a. and be in good citizenship standing .

Section 3. The chaplain must be at least a second quarter freshman, must be resident on campus at least one quarter. Further qualifications are listed in the Christian Service Handbook.

ARTICLE II. Nominations and Elections

Section 1.

- 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 residence floor at which time election shall be held. The meeting shall be conducted by the resident assistant.

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 two weeks of each quarter. An election shall be by simple majority.
- C. The AWS Chaplain shall be appointed as outlined in the Northwest College Christian Service Handbook.
- D. Floor Chaplains shall be chosen as outlined in the Christian Service Handbook.
- E. A quorum is two-thirds of the voting membership.

Section 3. Term of Office

- A. The term of office for the executive officers shall be one year.
- B. The term of office for the floor representative and floor 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 Residence Hall Council as elected by that Council. The election shall be by simple majority.

- C. If the office of second vice-president, secretary or treasurer 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 resident assistant. 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.
- F. A vacancy in the office of chaplain shall be filled as outlined in the Northwest College Christian Service Handbook.

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 residence hall.
- 3. To conduct all meetings as may be required by her office.
- 4. To be member ex-officio of the Residence Hall 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 Residence Hall Council.
- 2. To call special meetings of the Residence Hall 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 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 a member of the executive committee.

Section 5. Duties of the treasurer shall be:

- 1. To be responsible for all receiving and discharging of AWS funds..
- 2. To be a member of the executive committee.

Section 6. Duties of the floor representative shall be:

- 1. To attend all Residence Hall 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 7. Duties of the Chaplain shall be:

- 1. To plan and conduct the AWS residence hall devotions with the assistance of the executive committee.
- 2. Other duties of this office are outlined in the Northwest College Christian Service Handbook.

ARTICLE IV.—Residence Hall Council

Section 1. Responsibilities of the Council shall be:

1. To provide a necessary link of communications of residence hall affairs between the women students and the Administration.
2. To see that all regulations pertaining to Residence Hall 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 Residence Hall 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 Residence Hall 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.—Committees

The Executive Committee shall appoint such committee chairmen as required for efficient operation. The standing committees shall be: Publicity, Pep Club, and Little Sister committees.

ARTICLE VIII.—Advisors

The Dean of Women shall be advisor to AWS. The Assistant Dean of Women shall be an ex-officio member of the AWS Executive Committee and advisor to the Residence Hall Council.

ARTICLE IX.—Amendments

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

CONSTITUTION

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 and operate 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.

BY - LAWS 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 minutes 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.

CONSTITUTION AND BY-LAWS OF THE ORGANIZATION OF WORLD OUTREACH MINISTRIES NORTHWEST COLLEGE

Preamble

We, the students of Northwest College of the Assemblies of God, in order to function effectively as an organization of World Outreach Ministries, in properly conducting business, in reaching people with the Gospel of Christ at home and abroad, and in encouraging the spiritual maturity of students, do hereby establish and ordain this constitution.

Article I Name

The name of this organization shall be: World Outreach Ministries (W.O.M.) of Northwest College.

Article II Membership

The membership of this organization shall consist of all students enrolled at Northwest College.

Article III Officers

The officers of this organization shall be Chairman (First Vice President of the Associated Student Body), Vice-Chairman, Secretary, and Treasurer who, with the Faculty Advisor, shall constitute the Executive committee for the World Outreach Ministries.

Article IV Departments

Section I. World Outreach Ministries Council.

- A. The name of the organization which represents the Student Body shall be the World Outreach Ministries Council.
- B. Membership of the W.O.M. Council shall be as follows:
 - 1. Chairman: The Chairman of W.O.M. (1st Vice-President of A.S.B.) shall act as Chairman of the W.O.M. Council.
 - 2. Active membership of the W.O.M. Council shall include:
 - a. Chairman of W.O.M.
 - b. Vice-chairman of W.O.M.
 - c. Secretary of W.O.M.
 - d. Treasurer of W.O.M.
 - e. The leaders of the Ministry Interest Groups of World Missions, Gospel Teams, Children and Youth, Intern, Campus, Evangelism and Servicemen.
 - 3. Ex-officio membership shall include:
 - a. That member of the faculty appointed by the Administration to serve as advisor of the W.O.M.
 - b. All faculty members appointed by the Administration to advise each Ministry Interest Group.Ex-officio members shall have no voting privileges.

Section 2. Ministry Interest Groups (hereafter called MIG's)

- A. Name: There shall be MIG's designated by the names: World Missions, Gospel Teams, Children and Youth, Intern, Campus, Servicemen, and Evangelism MIG's.
- B. Membership: All members of the Student Body who are interested in the MIG shall be considered members of that MIG.
- C. Officers: The officers of the MIG's shall consist of the appointed leaders and any other organizational officers they find necessary within each respective MIG.
- D. Duties: the duties of the MIG leadership are outlined in the Northwest College Christian Service Handbook.

Article V Right of Initiative

All matters of W.O.M. business which an individual or group wants to submit for action should be presented in writing to any executive member of W.O.M. for presentation to the W.O.M. Council.

Article VI Amendments

- A. A suggested amendment coming from any individual or group must be presented in writing to the W.O.M. 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 W.O.M. 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 W.O.M. Council, it must then be ratified by a two-thirds vote of the total membership of the A.S.B., 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 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 World Outreach Ministries 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 life and fellowship under the guidance of the Holy Spirit.

Article II: W.O.M. 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 W.O.M. Chairman become disqualified, the vice-chairman 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. Nominating Committee
 - (1) 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.
 - (2) The committee may receive nominations from the student body, but will act as the nominating body.
 - (3) A slate of three candidates for each office shall be posted at least five days before the elections.
 - (4) Serving on the committee does not disqualify a student from being nominated.
 - b. Nominations may be made from the floor at the time of elections.
 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 W.O.M. chairman and secretary shall be held simultaneously. The election of the vice-chairman and the treasurer shall follow.
 - (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 majority vote.
 - d. The W.O.M. Chairman shall preside at the elections.
 - e. The new-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 for which elected.
 - (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 Student Life Committee.
 - b. Manner of filling vacancies
 - (1) W.O.M. Chairman
 - (a) The vice-chairman shall succeed to the office of chairman 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 W.O.M. Executive Officers: The Associated Student Body Council shall elect a successor to the vacated office.
 - (a) Nominations and voting shall be by secret ballot until one person shall receive a majority of the votes cast.
 - (b) The qualifications for office shall be the same as those appearing in Article II, Letter A of these By-laws.
- C. Upon the consenting vote of the W.O.M. Council a MIG leader could be removed from his office for failure to fulfill his duties as a MIG officer.
- D. Prerogatives of the Executive Committee
The newly elected W.O.M. executive committee which includes a faculty advisor, shall be given the power to transact business during the interim period between the close of the school year and the first regular council meeting of the next year.

E. Duties of Officers:

1. W.O.M. Chairman
 - a. To preside over all W.O.M. Council meetings.
 - b. To coordinate and promote all spiritual life activities sponsored by Student Body.
 - c. To be a member of the Finance-Projects Committee.
 - d. To be a member of the Student Chapel Committee.
 - e. To serve as a member of the Summer Internship Committee.
2. Vice-Chairman
 - a. To assist the Chairman and preside in his absence or upon his request.
 - b. To perform duties assigned to him by the Chairman.
 - c. To chair the Student Chapel Committee.
 - d. To fill any unexpired term of the Chairman should a vacancy occur.
 - e. To coordinate and represent the Spiritual Life Calendar to the A.S.B. Social-Cultural Committee.
3. Secretary
 - a. To keep accurate and complete minutes of all business meetings.
 - b. To carry on all authorized W.O.M. correspondence.
 - c. To perform other duties assigned by the chairman.
 - d. To serve as a member of the Summer Internship Committee.
4. Treasurer
 - a. To be custodian of the W.O.M. funds, depositing them with College Business Office for banking.
 - b. To coordinate the disbursing of W.O.M. monies.
 - c. To issue payment vouchers for issuance of checks on the account of W.O.M., all vouchers being co-signed by the Chairman and the Dean of Students.
 - d. To present an itemized report of all W.O.M. funds received at the end of each quarter. This report, when approved by the W.O.M. Council will be posted on the bulletin board for three days.
 - e. To chair the Finance-Projects Committee.
 - f. To perform other duties assigned him by the Chairman.

F. Finances

1. The executive officers of the W.O.M. shall be provided with service scholarships which shall be applied to their college accounts as authorized in the Associated Student Body Constitution and By-Laws, Article II, Section E, Paragraph 5a, b.
2. The Ministry Interest Group leaders shall be provided with service scholarships of \$25.00 per quarter which shall be applied to their college accounts.
3. Other service scholarships may be provided by the Council to those appointed to specific duties; these shall be designated at discretion of the Council.

G. Meetings

1. Regular meetings: A minimum of five regular Council meetings shall be held each quarter.
2. Special meetings:
 - a. Special meetings may be called at any time by the chairman.
 - b. The Chairman must call a special meeting upon the written request of three active members.

3. Attendance:

In view of the importance of the representation of MIG leaders to the W.O.M. Council, and in regard to the importance of its decisions to the total W.O.M. program, only three absences will be permitted per quarter. Violations of this rule shall be reviewed by the executive committee, and violators may be subject to the possibility of recall by the Council.

Article III. MIG Organization

A. Authorization

The WOM Council has the power to authorize the existence and operation of all MIG's functioning on the campus of Northwest College.

B. Procedure

In order for a MIG to be established, a written statement of its guidelines including its purpose, membership, and activities must be submitted to the WOM Council.

A two-thirds majority of the WOM Council is required for the establishment of a MIG.

Article IV. Committees

Committees may be appointed to facilitate efficiency in carrying out functions and purposes of the WOM. Such committees will be appointed at the discretion of the WOM Chairman and Council.

Article V. Policies and Procedures

The policies and procedures of the WOM shall be in keeping with the stated policies of the Christian Service Department of Northwest College. These are outlined in the Christian Service Handbook.

Article VI. 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.

Proposed Constitution
of the
MARRIED STUDENTS ASSOCIATION
of
NORTHWEST COLLEGE

I. Preamble

We, the married students of Northwest College, in order to promote our Spiritual, social, physical, and academic well being, and to constructively participate in student affairs of Northwest College, do hereby establish and ordain this constitution.

II. Name

The name of this organization shall be THE MARRIED STUDENTS ASSOCIATION of Northwest College, hereafter referred to as the M.S.A.

III. Membership

The membership of this association shall consist of all married students attending Northwest College.

IV. Officers

The elected officers of the M.S.A. shall be:

1. President
2. Vice-president
3. Secretary-treasurer

V. Business

All matters of the association shall be presented either verbally at designated assemblies or in writing to the president.

VI. Amendments

1. A suggested amendment from any individual must be presented to the executive committee 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 executive committee, notice having been given one week before the amendment is to be voted on.
 - B. If the amendment is passed by the executive committee, it must then be ratified by a two-thirds vote of the total membership of the Married Students Association of Northwest College, notice having been given one week before the amendment is to be voted on.

BY-LAWS

I. Qualifications of Elected Officers

The elected officers of this organization 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 attended Northwest College for the previous 2 quarters as a full-time student.

II. Nominations and Election of Officers

1. Nominations for president, vice-president, and secretary-treasurer shall be from the floor in a regularly scheduled meeting at the beginning of the school term. An eligibility list will be prepared one week before elections by the executive committee and the Dean of Students.
2. Elections
 - A. Election of the executive officers shall be by secret ballot, no later than the fourth week of the fall quarter, and must have a majority. If there is no election after the first ballot, the two highest names shall be voted on.
 - B. A quorum is two-thirds of the voting membership.
3. Term of Office
The term of office for the executive officers shall consist of the entire school year and until elections the following year.
4. Vacancies
 - A. If the office of president is vacated the vice-president shall fill the office.
 - B. If the office of vice-president or secretary-treasurer is vacated a new vice-president or secretary-treasurer shall be elected from the qualified members of the Married Students Association of Northwest College.

III. Duties of President

The duties of the president shall be:

1. To be generally responsible for the activities of the M.S.A.
2. To preside over all meetings of the M.S.A. and executive committee.
3. To call meetings of the M.S.A. as authorized by the Dean of Students.
4. To call meetings of the executive committee.
5. To conduct all meetings as may be required by his office.
6. To be member ex-officio of all committees.
7. To be a member of the A.S.B. Council by virtue of office.

IV. Duties of Vice-President

The duties of vice-president shall be:

1. To preside over all meetings at which the president is absent.
2. To be a member of the executive committee.
3. To attend all M.S.A. meetings.
4. To perform duties assigned by the president.

V. Duties of Secretary-Treasurer

Duties of the secretary-treasurer shall be:

1. To keep accurate minutes of committee meetings and business meetings of the M.S.A. and the executive committee.
2. To be responsible for M.S.A. correspondence.
3. To be responsible for receiving and disbursing of M.S.A. funds.
4. To be a member of the executive committee.

VI. Finances

The finances for the Married Students Association shall be allotted from the Associated Student Body fund and special projects.

VII. Meetings

Regular meetings of the Married Students Association will be held, regularly as called by the executive committee and/or upon written request of 3 married students.

VIII. Committees

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

IV. 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.

STUDENT LEADERSHIP ROSTER

Associated Student Body

President	Carl Gibbs
First Vice-President (Chmn. W.O.M.).....	Doug Shaw
Second Vice-President	Dennis LaMance
Secretary	Bonnie Ballenger
Treasurer	Birdie Ballenger

World Outreach Ministries

Chairman	Doug Shaw
Vice-Chairman	Warren Erickson
Secretary	Linda Pray
Treasurer	Ann Selstad
Campus MIG	Margaret Rueck, Fred Anderson
Children/Youth MIG.....	Rosemary Swank
Evangelism MIG	Don Smith
Gospel Team MIG.....	Dave Hinshaw
Intern MIG	Steve Hamilton
Servicemen's MIG.....	John Barnes
World Missions MIG.....	Dan Cook

Associated Women Students

President	Karen Casper
First Vice-President	Becky Olsen
Second Vice-President.....	Fran Cruson
Secretary	Judi Emerson
Treasurer	Linda Pearson

Associated Men Students

President	Terry Valnes
Vice-President	Vern Anderson
Secretary-Treasurer	Jim Conn

Senior Class

President	Dave Sjostrom
Vice-President	Ken Burns
Secretary-Treasurer	Peggy Fouts

Junior Class

President	Steve Hamilton
Vice-President	Ron Schaler
Secretary-Treasurer	Bev Dorsing

Sophomore Class

PresidentBill Day
Vice-PresidentRoy Owings
Secretary-TreasurerDawn McPherson

Resident Assistants

Perks Hall

Sue Beaman
Rosemary Swank
Kathy Cochran
Peggy Fouts
Diane Hagglund
Judi Jackson
Becky Olsen
Linda Pray
Diana Savage
Sallee Schroeder
Ann Selstad

Beatty-Gray Hall

Darrell Elliott
Warren Erickson
Steve Fagerstrom
Paul Hamar
Weldyn Houger
Marc Pearson
Doug Shaw
Ron Tollefson

CONTACT REGISTER

Academic load.....Dean of Education
Academic records, grade computations.....Registrar
Applications }
Committee actions }.....Registrar
Transcripts }
Automobile permits (campus).....Dean of Students
Business accounts:
 Payment schedules, spec. problems.....Asst. Bus. Mgr.
 Payments on accountReceptionist
 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.....	Advisor, Dean of Education Registrar (general)
Employment counseling.....	Dean of Women
Financial problems.....	Business Manager Financial Aids Officer Dean of Students
Graduation requirements.....	Advisor, Registrar
Personal problems.....	Advisor, 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.....	Advisor, Registrar
Health:	
Referrals for medical attention.....	Dean of Women Dean of Students College Nurse
Insurance claims.....	Dean of Students Business Manager
Housing:	
Off campus.....	Dean of Women
On campus (men)	Dean of Students
On campus (women).....	Assistant Dean of Women
Immigration (foreign students).....	Registrar
Loans	Financial Aids Officer
Meal Ticket Refunds.....	Dean of Students Business Manager
Musical Groups (traveling), Gospel Teams	Public Relations Representative
Music Lessons	Miss Amundsen
Overnight leaves: (See Student Handbook for regulations)	
Probation and low scholarship	
Warning	Dean of Education

Publicity:	
Bulletin boards, announcements.....	Dean of Students
Publications and promotions.....	Promotions Director
Refunds	Accountant
Registration matters	Registrar
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:	
Routine	Advisor
Special, involving structure of schedule.....	Dean of Education
Selective Service	Registrar
Student Body Activities.....	Student Body President
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