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# STUDENT HANDBOOK

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"LET LIGHT SHINE OUT"

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Northwest College of the Assemblies of  
God - Student handbook 1967-68

## Preface

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

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

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

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

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

Christian education embraces the whole personality—

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

Please preserve this handbook for reference throughout the school year.

Campus regulations are in effect during holidays unless stated otherwise.

## Alma Mater

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

### Chorus

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

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

—Words by Maxine Williams

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

—Saint Paul

## 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 Fellow Student:

Welcome to Northwest College for the year 1967-68. I trust your time spent at Northwest will prove to be a time of personal spiritual growth and fulfillment in addition to your academic preparation.

As a student you will find that the Associated Student Body offers many opportunities for service and leadership. Realizing that our student government is only as strong as each individual member, I encourage your support and participation in all student affairs. Your suggestions are welcome as we seek to improve student life, to increase the student-faculty relationships, and to provide opportunities for Christian fellowship on campus.

Spiritual objectives for this year include a deeper personal experience in God for each student. Let us determine with Paul, "That I may know him, in the power of his resurrection and the fellowship of his sufferings, being made conformable unto his death." In addition, let us reach out to the oppressed through the many opportunities of ministry available to us as Christian youth who have a solution to the problems of the world today.

May God's richest blessing be yours as you join us this year at Northwest College.

Yours in Christ,

Jerry D. Snyder  
A.S.B. President



## **Spiritual Life**

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

# Worship

## PRAYER

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

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

## CHAPEL ATTENDANCE

**Chapel Attendance**—Chapel constitutes a vital feature in college life at Northwest College. Therefore, students are expected to attend chapel each morning and to sit in the areas assigned to them. Off-campus students who carry part-time loads and who may be unable to attend chapel for various reasons may be excused from chapel attendance at the discretion of the Dean of Students. Such an excuse, however, will be granted only if the student's schedule is such as to make chapel attendance impossible. A form can be secured from the office of the Dean of Students.

A student may be excused from chapel in case of illness, but a note from the respective Residence Supervisors or the College Nurse to that effect must be presented to the Dean of Students.

A maximum of seven unexcused absences will be allowed each quarter. Three times tardy to chapel will count as one absence. 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 four. If a student exceeds the maximum of absences he will consult with the Dean of Students.



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

Dr. Henry M. Wriston, a president of two colleges for 29 years, writes these words concerning college chapel: "The difficulty with college chapel has been a stupid confusion about what is "compulsory" and what is not. Though the curriculum has many requirements they are never called 'compulsory.' Every student at Brown whether he liked it or not had to learn to swim before he could be graduated. There was plenty of dislike of the requirement among those who did not enjoy water, but no protest at 'compulsory' swimming. The central fact is that students are not assigned to colleges, they choose them for reasons as various as could possibly be imagined. When they select a college which has published its requirements they elect to do what it prescribes for the attainment of a degree—and, perchance, an education. That includes chapel if attendance is an announced feature of its life."

### **CHURCH ATTENDANCE**

Within three Sundays after enrollment students are to make a choice of a church home they will attend while in college. A change from one assigned church to another is not permitted except by permission of the Dean of Students.

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 churches of their choice, and are encouraged to participate whenever possible. A church attendance report must be handed in each Monday morning, or if the student is absent, the first day of classes thereafter.

### **OBSERVANCE OF THE LORD'S DAY**

Proper observance of this most important day of the week is essential to a well-rounded Christian life. Students are therefore urged to put aside all study, business or other obligations, using typewriters for purposes other than letter writing, and other weekday occupations. All use of musical instruments should be restricted to quiet,

reverent music in keeping with the Lord's Day. Ping-pong equipment, the ball diamond, tennis court, and gymnasium are not for Sunday use.

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

## Christian Witness

### **STUDENT OUTREACH**

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

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

Dating is not permitted on team assignments.

### **CHRISTIAN STANDARDS**

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

## Citizenship

### **CITIZENSHIP RECORD**

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

## **COUNSELING**

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

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

## **GRIEVANCES**

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

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

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

## **AWARDS ASSEMBLY**

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

## **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 administra-

tion to apply in any one case the principles contained in the handbook though they may not be specifically stated.

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

A student may be campused for various infractions of all the regulations. A "campus" includes the withdrawal of all dating privileges, the withdrawal of fraternization privileges with members of the opposite sex, the limitation of the student to the campus except for employment and Sunday services at his assigned church, and the use of afternoons and evenings for study. Different degrees of the "campus" will be given according to the seriousness of the infractions. These may include the assignment of special projects and the restriction of other privileges.



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

God and man. The following suggestions will help the student get started on this road.

## Class Regulations

### **ENROLLMENT**

Students may not register for credit 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

There are no excused absences. Each teacher determines the policy of absences for his own classes. He may penalize the student's grade in a course in which any absence is considered unwarranted. When absences accrue in excess of twice the number of times the class meets per week, the student is immediately dropped from the class and given an unofficial withdrawal (UW or UWF.) For reinstatement to class the student must submit a written petition for reinstatement to the Dean of Education on the appropriate form and action will be taken by the Academic Affairs Committee. In its decision the committee will be guided by a consideration of the reasons for the previous absences prior to the forfeiture as well as the circumstances at the time the excessive absences occurred.

Three times tardy will be counted the same as one absence. Any tardiness beyond ten minutes shall be counted as an absence. In case of tardy arrival to class it is the student's responsibility to notify the teacher of it at the conclusion of that class period. Should it be necessary for the student to leave class early, arrangements must be made with the instructor before the class period begins. Leaving a class early will be calculated on the same basis as lateness in arriving.

Any student who absents himself for eleven consecutive school days without notice will be automatically dropped from school.

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

### **Attendance at Closing Exercises and Special Occasions**

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

## WITHDRAWAL

**From Class**—Students wishing to withdraw from a class should secure a drop slip from the Registrar's office, have the form signed by the respective advisor and the instructor of the class being dropped, and then return the form to the Registrar's office. Withdrawal is not official until the form has been returned to the Registrar.

**From College**—Official withdrawal from College is secured through the office of the Dean of Education. The appropriate form should be secured from that office. Withdrawal is not official until the completed form has been returned to the Registrar. Charges continue until a withdrawal has been completed.

## Probation and Low Scholarship Warning

Any student whose grade point average for any quarter drops below 1.5 will be placed on academic probation for the following quarter. If during the ensuing quarter, he does not raise his grade to at least 1.5, he will not be permitted to register for the following quarter but may continue in school only as an auditor, by special permission of the Dean of Education. If such a student enrolls as an auditor for one quarter or stays out of college for at least one quarter, he may then apply to the Dean of Education for reinstatement to the College as a regular student.

If a student is placed on probation at two different times during his college career, he will jeopardize his continuance in the College.

A student whose grade point average for any quarter is 1.5 to 1.8 will be placed on the low scholarship warning list. If a student remains on low scholarship for such a period of time as to make graduation doubtful, he may be asked to withdraw.

## Late Tests

Unit tests may be made up for two reasons: emergencies or illnesses. Judgment as to whether or not an emergency existed is the responsibility of the teacher. Verification of an illness must be made in writing by the dormitory supervisor or college nurse. A student who has been absent must make arrangements with the teacher of his class to make up a test at the next class meeting. Following the teacher's permission, a \$1.00 late test fee must be paid at the Business Office before the test is taken.

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

## Library

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

Monday through Thursday.....	7:10 a.m. to 9:45 p.m.
Friday .....	7:15 a.m. to 6:00 p.m.
Saturday .....	9:00 a.m. to 4:30 p.m.

## Graduation

### GRADUATION

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

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

**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.



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

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

## **Social Regulations**

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



## Dating

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

Freshmen and sophomore dating will be confined to weekends (Friday night to Sunday night) except by permission from the respective Deans. Freshman students may not date for the first three weeks of the quarter they enroll.

## 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.

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

## Hazing

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

## Social Gatherings

Students will consult with the Dean of Students before arranging for any social gathering, party, or outing. All parties and picnics must be supervised by persons approved by the Dean of Students. Reservations for the use of the College facilities for all social gatherings will be arranged through the Dean of Students.

An official College reservation calendar is maintained by the Dean of Students. Those wishing to arrange any social function should first consult this calendar and have the same recorded thereon.

## Dormitory Meetings

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

## Housing Regulations

All single students, except those living at home or having "live in" positions, will be housed in the residence

halls on campus as much as space will permit. In every case the housing arrangements of all single students must be approved by the College. The College will assist married students in finding suitable housing.

## ROOMS

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

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

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

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

In cleaning rooms, occupants are not to shake dusters or mops out of windows. The facilities that are provided should be used, and rugs should be taken out of doors for shaking. Roommates are expected to cooperate and share responsibility in keeping rooms clean and tidy. Each is responsible for his own bed. When being vacated, rooms must be cleaned, then checked by the Residence Supervisor. This rule also applies should a student move from one room to another during a quarter. On vacating the residence, the signature of the Residence Supervisor must be obtained on the departure card. If there is failure to clean the room properly a charge of \$5.00 will be made. Students are chargeable, also, for breakage.

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

When students leave their rooms they should turn off electric lights and close the windows (during the winter

season) unless the heat is turned off. Windows should be closed while absent on overnight leave or for a vacation period. Special care should be exercised to see that windows are closed when leaving a room so that the drapes will not be damaged by moisture or wind.

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

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

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

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

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

### **“IN AND OUT” OF THE RESIDENCES**

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

Closing hours:

Men—all nights.....12:00 a.m.

Women—

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

Friday and Saturday .....12:00 a.m.

Sunday .....11:00 p.m.

Since the “in” hours for the men and women are different during the week, men students will be held re-

sponsible for the tardiness of the ladies when they are dependent on the men for their transportation back to the campus.

“In” time for students attending any school games or other special school function will be fixed according to reasonable driving time from the time of the conclusion of that function.

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

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

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

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

### **OVERNIGHT LEAVE**

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

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

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

### **OFF-CAMPUS STUDENTS**

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

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

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

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

### LOUNGES

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

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

Typewriters may be used in the lounge only after closing.

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

Monday through Thursday—5:00 - 7:00 p.m. only.

Friday, Saturday and Sunday—3:00 p.m. to closing time (except during church services on Sunday)

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

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

### PETS

No pets are allowed in either residence.

## **QUIETNESS**

Quietness must prevail in the residence proper from 7:00 p.m. to 6:00 a.m. This means that there must not be any unnecessary noise in rooms and halls such as loud talking and laughing, singing, or playing of musical instruments.

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

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

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

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

## **APPLIANCES**

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

## **ROOM KEYS**

Each student will receive a key to his room when he first comes into the residence, which is to be returned to the Residence Supervisor when he leaves the College. If the room key is not returned \$5.00 will be withheld from a student's room deposit. Students are requested to keep their rooms locked at all times, for the College cannot assume responsibility for any loss of personal property.

## **FOOD**

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



The cafeteria hours are as follows:

**Monday-Friday:**

Breakfast .....	6:30 - 7:30 a.m.
Lunch .....	11:30 a.m. - 1:15 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.

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

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

### **GUESTS**

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

A charge of \$1.00 per person per night is made for all guests payable to the Residence Supervisor, whether occupying a student's room or other accommodations. No guest may visit more than three consecutive nights. Neither students nor guests may share a single bed. All guests must sign the guest register upon entering and abide by the residence regulations.

### **LAUNDRY ROOMS**

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

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

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

Laundry facilities are not to be used on Sundays.

### **TELEPHONES**

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

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

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

### **TRUNK ROOMS**

Limited storage space is provided for the use of resident students. Any luggage stored here must be clearly marked with the student's name and room number. The College will not be responsible for any loss or damage. Arrangements may be made to leave trunks in the storage rooms during the summer months. The student will be responsible for any packing or shipping of the same should he not return.

### **WASHROOMS**

Washrooms must be kept clean and tidy at all times. Paper, cloth, hair, sweepings, etc., clog the plumbing. These **MUST** be thrown into special receptacles provided for them. One should be sure to clean out the drain after washing hair. The bottom of the shower curtain should

be placed inside the shower when the water is running. Shower shoes must be worn. Bath tubs must be cleaned by the students after each use. No showers or bath should be taken between 12:00 p.m. and 6:00 a.m.

### **FIREARMS**

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

## Fire Regulations

### **FIRE DRILLS**

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

General instructions include the following:

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

### **FIREWORKS**

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

## Mail

Mail, as far as possible, should be received at the place where the student is residing. All mail sent to the College address must be received at the mail boxes in the

Student Union Building and not at the administration desk. Mail boxes, given at the time of registration, should be checked regularly for announcements, telephone messages, and examination papers, as well as for mail.

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

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

## Dress

### MEN

Men students should have at least one dark suit for wearing on assignments and special occasions. Suits or conservative sport jackets (not sweaters) with slacks, shirts, and ties must be worn for church attendance and by those taking part in chapel services. For class wear, men will be required to wear suits, jackets, sport shirts, or coat sweaters and to be attired and groomed in a manner becoming to Christian college students. The "beatnik" look is not condoned by the College. The wearing knee-length shorts or cut-offs is permitted for recreational activity. The wearing of levis, work clothes, or T-shirts in the classroom or dining room is not permitted. Some type of shirt covering should always be worn by the men.

## WOMEN

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. Extremes in fashion are to be avoided. Here are some suggestions to help you:

A Northwest College woman takes pride in being neat and wearing clothes which are appropriate. Pants type of apparel such as pedal pushers, jeans, slacks, shorts and cut-offs, are not appropriate dress for public places on or off campus. However, culottes, pedal pushers or slacks may be worn for recreational activities. Slacks or cut-offs are allowed only in the dormitory rooms or residence hallways; not in the lounge.

Women students should have suits or appropriate dresses for wearing on assignments and other special occasions. Sleeveless dresses or blouses may not be worn to class, chapel, or in church attendance.

The use of make-up or excessive jewelry, including ear-ring, is not in keeping with Northwest College standards.

### Physical Information

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

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



## Personal Health

### **ILLNESS**

Illness should be reported to the Residence Supervisor on the day of illness. No excuses for chapel absence, missing tests, or exceeding absences in classes will be given if not reported.

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

## **HEALTH SERVICES**

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

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

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

## Financial

### **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 and student sponsored recreational and athletic activities, and class dues.

### **STUDENT FINANCES**

Through the Associated Student Body and the Missionary Council many projects are undertaken at Northwest College. Each Monday morning during chapel an A.S.B. offering is received and each Friday a missionary offering. It has been recommended that the students pay their tithes into these two funds while attending college here. If each student is conscientious in this respect much can be accomplished during the year.

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

- Room and Board
- Scholarships
- Student Loans
- Tuition

## **EMPLOYMENT**

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

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

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

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

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

## Personal Property

### **PERSONAL EFFECTS**

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

### **AUTOMOBILES**

All motorized vehicles owned or operated by students must be registered with the College at the time of registration. A parking fee of \$2.50 for resident students and \$1.00 for all others will be charged each quarter. If a vehicle is brought on campus later in the term it must be registered within 48 hours. When a vehicle is first registered a parking-permit sticker will be issued which is to be placed on the lower left-hand corner of the windshield. On motor bikes it must be in a conspicuous place. If the parking sticker is lost it will be replaced by the repayment of the original fee. (A student bringing his



employer's vehicle on to the campus must make special arrangements with the Dean of Students.)

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

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

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

2. THERE WILL BE NO ON-STREET PARKING FOR STUDENT VEHICLES

3. At the time of the registration of the vehicle the student will be assigned a parking area. He will be permitted to park only in that place and nowhere else on the campus except in the chapel and SUB parking areas between the hours of 2:00 p.m. and 10:00 p.m. Monday through Friday and all day Saturday and Sunday.

**B. Use of Cars.**

1. Maximum speed is 20 miles per hour.
2. Racing of motors and sounding of horns on campus is prohibited.
3. There will be no unnecessary driving of vehicles on campus.
4. Couples will not be permitted to sit in parked cars.
5. Students should be courteous in the use of cars both on and off campus.
6. 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.

7. 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.

## College Properties

### **USE OF COLLEGE BUILDINGS**

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

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

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

### **USE OF COLLEGE KEYS**

It sometimes becomes necessary for students to possess keys to College buildings or rooms. Every on-campus student will be given a key to his residence room. Each student should regard the possession of such keys in a responsible manner. It is a matter of important consequence to the College Administration. Therefore, upon receipt of any key, the student will assure the College by his signature that he will neither loan or attempt duplication of that key or any other key to College buildings or rooms. The student understands that if he

duplicates any college key he will be asked to surrender it immediately to the Business Office and will be asked to appear before the Student Life Committee. This action on the part of the student will be considered grounds for dismissal from the College.

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

If a key is lost or stolen it should be reported immediately to the Business Office which alone is authorized to have another key made. A minimum charge of \$1.00 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, Vice President, and Secretary-treasurer, who shall constitute the Executive Committee of the Student Council.

#### 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 vice president
    - c. Student body secretary-treasurer
    - d. The presidents, vice presidents, and secretary-treasurers of the freshman, sophomore, junior and senior classes.
    - e. President of the Missionary Society
    - f. President of the Associated Women Students
    - g. President of the Men's Dormitory Council

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 Missionary Society
  - c. Secretary-treasurer of the Missionary Society
  - d. Editor of the KarismaHonorary members shall have no voting privileges.

## Section 2: **Class Organizations**

### A. Name:

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

### B. Membership:

All regular and social members of a class shall constitute membership.

### C. Officers

The officers of these organizations shall be president, vice president, and secretary-treasurer chosen from the membership of the class.

## Section 3: **Misionary Society**

### A. Name:

The name of the organization shall be the Northwest College Missionary Society.

### B. Purpose:

1. To promote among the students a missionary spirit which will encourage financial support, giving, praying, and consecration for service on the mission fields.
2. To familiarize each student with the mission field of his interest and the particular problems of that field.
3. To support designated missionary projects.

### C. Membership:

The student body of the Northwest College shall constitute the membership of this organization.

### D. Officers:

The officers of this organization shall be president, vice president and secretary-treasurer.

### E. Missionary Council:

This council shall consist of:

#### 1. Active membership

- a. The officers of the Missionary Society
- b. The officers of the Missionary Bands
- c. The Associated Student Body President

#### 2. Honorary membership

- a. Vice president of the A.S.B.
- b. Secretary-treasurer of the A.S.B.
- c. That member of the faculty chosen by the faculty or administration to serve as advisor.

Honorary members shall have no voting privileges.

## **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 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 elections of the president and secretary-treasurer shall be held simultaneously. The election of the vice president 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 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 vice president shall succeed to the office of president immediately upon determination of vacancy, assuming the title and duties thereof.
- (b) He shall be publicly installed in a meeting of the Associated Student Body at the first opportunity.

**(2) Other A.S.B. officers**

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

**C. Prerogatives of the Executive Committee**

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

**D. Duties of Officers:**

**1. President**

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

**2. Vice President**

- a. To assist the President and preside in his absence or upon his request.



- b. To perform duties assigned to 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 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 keep complete and accurate minutes of all business meetings.
- d. To carry on all authorized A.S.B. correspondence.
- e. 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.
- f. 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.
- g. To assist in A.S.B. elections by posting appropriate lists where required.

### 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.
- 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 and secretary-treasurer of both the A.S.B. and the Missionary Society shall be provided service scholarships which shall be applied to their college accounts as follows:
  - a. The president shall receive  $\frac{1}{2}$  of his tuition each quarter.
  - b. The secretary-treasurer shall receive  $\frac{1}{3}$  of his or her tuition tuition each quarter.

### F. Meetings

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

### 3. Attendance

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

### 4. Quorum

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

## Article III: CLASS ORGANIZATIONS

### A. Qualifications of Class Officers

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

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

### B. Class Elections

1. Sophomore, junior and senior class elections shall be held during the first two weeks of the school year. A faculty member will act as chairman of the meeting.
2. Freshman class elections shall be held at the beginning of the fourth week of the fall quarter with an appointed faculty member in charge.

### C. Term of Office

All class officers shall be elected for a term of one school year.

### D. Duties of Class Officers

#### 1. President

- a. To preside at all class meetings.
- b. To call class executive committee meetings.
- c. To call special class meetings.
- d. To represent the class in the Student Council.
- e. To be ex-officio member of all class committees.
- f. To conduct all other business of the class, as may be required of his office.

#### 2. Vice President

- a. To assist the president and preside on his absence or upon his request.
- b. To perform duties assigned him by the president.
- c. To fill any unexpired term of the president, should a vacancy occur.

### 3. Secretary-treasurer

- a. To be custodian of the class funds, depositing them with the ASB secretary-treasurer.
- b. To cooperate with the president in the disbursing of the class funds.
- c. To keep complete and accurate minutes of all business meetings.
- d. To carry on authorized class correspondence.
- e. To see to the completion of all vouchers issued to the class by the A.S.B. secretary for the issuance of checks on the account of the class.
- f. To keep record of and report on the class treasury.

### E. Class Membership

1. The membership of a class shall be composed of the following persons:
  - a. **Regular members:** students who for two or more quarters of the school year, have the same class credit and qualify point standing as determined by college academic regulations.
  - b. **Social members:** special students and auditors whose interests are in that class by reason of association with it upon their initial enrollment in the College.
2. Social members shall have the same responsibilities as do regular members of the class, except that they will be ineligible to hold a class office.

### F. Class Finances (dues)

1. Class dues are paid as part of the student fees and are transferred to the class treasurers by the A.S.B. treasurer and the Business Office of the College.
2. Special assessments may be levied at any time by a two-thirds vote of the members present at any regular or special meeting.
3. Each student is responsible to pay dues assessed by the class of which he is a member.

### G. Class Meetings

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

## Article IV. MISSIONARY SOCIETY

### A. Qualifications of Officers

1. Executive officers  
They shall meet the same qualifications as student body officers in Section II A of the By-laws.

## 2. Prayer Band officers

- a. All band officers must be established in the Lord, must maintain a high standard of Christian living, and must be filled with the Holy Ghost according to Acts 2:4. They must also have a grade point average of at least 2.0 and an acceptable citizenship record during their previous year at Northwest College.
- b. The officers shall be chosen from the sophomore, junior, or senior classes. (The assistant officers may be members of any class.)
- c. Any member serving on the faculty shall not be eligible to hold an office.

## B. Election of Officers

### 1. Executive officers

The same procedure shall be used as at the A.S.B. election with three exceptions:

- a. The nominating committee shall consist of the Missionary Society executives, A.S.B. president, Dean of Students, Dean of Women, and five students-at-large, at least one from each class, appointed by the Student Council.
- b. Nominations and elections shall not take place until the A.S.B. elections have been completed.
- c. Final elections shall not be later than the end of the third week before the end of the school year (or earlier if A.S.B. elections are completed and the schedule of procedures will not overlap the former).

### 2. Band officers

- a. All voting shall be done by secret ballot and a majority vote shall constitute an election. If on the second ballot no candidate receives a majority a third ballot shall be cast for the two candidates receiving the highest number of votes.
- b. Elections of prayer band officers shall be held after the formation of the bands but not until class elections among the classes sophomore level and above have taken place.

### 3. Vacancies

#### a. President of Executive Committee

- (1) In the event that the president shall fail to enroll for his year of office or should withdraw during said term, the vice president shall succeed to the office immediately upon determination of vacancy.
- (2) He shall be publicly installed in a meeting of the Missionary Society at the first opportunity.

#### b. Other Members of the Executive Committee

- (1) If a vacancy occurs in either manner as above, the Missionary Council shall make two nominations and present them to the Missionary Society for election of a successor.

(2) The same qualifications for office shall be observed as are outlined in Section A above.

c. Prayer band officers

(1) If the office of president becomes vacant, the vice president shall succeed to the office of president and an election shall be held for a new vice president.

(2) If either of the other offices becomes vacant, an election shall be held in a prayer band meeting at the first opportunity. All such elections shall observe the specifications outlined in Sections A-2 and B-2 above.

C. Term of Office:

All missionary society officers shall be elected for a period of one school year.

D. Prerogatives of the Executive Committee

The newly elected Missionary Society 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 Missionary Council meeting of the next year.

E. Duties of Officers

1. Executive officers

a. President

(1) He shall preside at Missionary Society meetings.

(2) He shall preside at Missionary Council meetings.

(3) He shall call special meetings, if necessary.

(4) He shall co-sign all vouchers drawn on the Missionary Society fund.

(5) He shall be an ex-officio member of all committees of the Missionary Society.

b. Vice president

(1) He shall assist the president and preside at all meetings in his absence or upon his request.

(2) He shall succeed to the office of president if a vacancy should occur.

(3) He shall perform whatever other duties are assigned to him by the president.

c. Secretary-treasurer

(1) He shall keep the minutes of all business meetings.

(2) He shall be responsible for all correspondence of the Missionary Council.

(3) He shall be the custodian of all Society funds and shall deposit all funds with the College Business Office to the account of the Northwest College Missionary Society.

(4) He shall be responsible for drawing all vouchers and checks on the Missionary Society fund. All vouchers must be co-signed by the president of the Council and the faculty advisor.

## 2. Mission Band officers

### a. President

- (1) He shall preside over his band.
- (2) He shall represent his band on the Missionary Council.
- (3) He shall do his best to promote a true missionary spirit within the band.
- (4) He shall be an ex-officio member of all committees within his band.

### b. Vice president

- (1) He shall assist the president and preside in his absence or upon his request.
- (2) He shall succeed to the office of president in the event that it becomes vacant.
- (3) He also shall represent his band on the Missionary Council.
- (4) He shall perform whatever other duties are assigned him by the president.

### c. Secretary-treasurer

- (1) He shall record attendance of band members.
- (2) He shall carry on all the necessary correspondence of his band.
- (3) He shall keep accurate and complete minutes of all the business of the band.
- (4) He shall keep a careful record of the finances of the band, and shall deposit all monies with the secretary of the Missionary Council.

## F. Meetings

### 1. Missionary Council

#### a. Regular meetings

Missionary Council meetings shall be held on one designated morning at a time determined by the Council.

#### b. Special meetings

A special Council meeting may be called by the president at any time.

#### c. Attendance at meetings

In view of the importance of the representation of mission bands by band officers on the Missionary Council, and in regard to the importance of its decisions to the students represented, only three absences shall be permitted per quarter, with three tardies equalling one absence. Violations shall be reviewed by the executive committee. Violators shall be subject to the possibility of recall by the band which they represent.

#### d. Visitors

Missionary Council meetings will be open to all members of the society, but the visiting members will not be allowed to vote.

## 2. Missionary Bands

- a. The meetings of the Missionary Society Bands shall be held regularly at a time determined by the faculty and/or Administration of the College.
- b. A special missionary service may be called by the Society president with the approval of the College President, or Dean, or their representative.

## G. Finances

### Section 1: Offerings

The activities of this organization shall be financed by a weekly offering.

### Section 2: Projects

- a. All projects over \$100.00 shall be for persons or projects approved by the National Missions Department of the Assemblies of God.
- b. The Missionary Council may predetermine an amount of money to be sent on any one project and may then request the Missions Department to send it to the most needy project in that price range.
- c. No funds shall be appropriated in favor of any privately initiated activity of any student or group of students currently in school. Funds can be appropriated in favor of students only when they are applying for missionary activity under a recognized religious body and endorsed by the Missionary Council and satisfied by the Student Council.
- d. All projects initiated by individual bands must be passed by the respective bands before being brought before the Missionary Council.
- e. The Missionary Council may also consider projects initiated by the administration of the College.

### Section 3: Reserve Fund

- a. The Missionary Council shall keep at all times a reserve fund of \$150.00 in the treasury.
- b. The reserve fund shall be used for:
  - (1) All current society and council expenses.
  - (2) Expense offering for missionary speakers.
  - (3) Band Christmas projects.
  - (4) Band correspondence and shipping expenses.

## 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: STUDENT BODY PUBLICATIONS

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

1. Qualifications of editor, assistant editor and business manager:
  - a. They shall have an accumulative academic grade point average of at least 2.0, and an acceptable citizenship record.
  - b. They shall be approved by the faculty.
2. Appointment of staff
  - a. Before the end of the winter quarter, the Student Council shall select an editor. Other qualifications being equal, an upper classman will be given preference.
  - b. Before the end of the winter quarter the Student Council shall also select an assistant editor and a business manager. The assistant editor shall be appointed with the recommendation that he serve as editor for the year following his service as assistant editor.
  - c. The editor shall choose the other members of his staff.
3. Duties of Karisma officials
  - a. Editor
    - (1) He shall supervise all phases of work in the production of the Karisma.
    - (2) He shall preside over any meetings of the staff.
    - (3) He shall secure the approval of the faculty and the Administration on all material used in the Karisma.
    - (4) He shall negotiate for the publishing company and photographer that are to assist in the publishing of the Karisma.
  - b. Assistant Editor
    - (1) He shall assist the editor in the editing of the Karisma.
    - (2) He shall assume the duties of the editor whenever the editor is absent for any reason.
    - (3) He shall assist the editor in negotiating for the publishing company and photographer that are to assist in the publishing of the Karisma.
    - (4) He shall become editor in the event that that office is vacated.
  - c. Business Manager
    - (1) He shall conduct the business of the Karisma under the direction of the editor.
    - (2) He shall keep records of all expenses and income, and be prepared to produce them or give a report from them whenever needed.
    - (3) He shall keep copies of all correspondence received and sent.
    - (4) He shall aid the editor in the preparation of a budget for the Karisma.



(5) He also shall assist the editor in negotiating for the publishing company and photographer that are to assist in the publishing of the Karisma.

4. Finances

- a. The Karisma staff shall prepare a budget of proposed income and expenditures and present to the Council for approval at the first Council meeting of the year.
- b. Financial reports shall be given to the Council at least once once per quarter.
- c. The staff shall not make expenditures over and above those amounts approved in the budget except by amendment to the budget by the Council.
- d. The following scholarships shall be awarded, which shall be provided for in the budget of the Karisma as allowed under 4-a of this article and section. One-half of each scholarship shall be paid at the beginning of the winter quarter, and one-half at the beginning of the spring quarter.
  - (1) The Editor shall receive \$150.00.
  - (2) The Assistant Editor shall receive \$75.00.
  - (3) The Business Manager shall receive \$75.00.

**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.

## CONTACT REGISTER

Academic load.....	Dean of Education
Academic records, grade computations.....	Registrar
Applications	}.....Registrar
Committee actions	
Transcripts	
Automobile permits (campus).....	Dean of Students
Business accounts:	
Payment schedules, spec. problems.....	Asst. Bus. Mgr.
Payments on account .....	Receptionist
Questions on accounts.....	Accountant
Tuition discounts.....	Financial Aids Officer
Calendar of activities.....	Dean of Students
Changes in courses, registration.....	Receptionist (routine) Registrar (special)
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
Record of excessive absences.....	Registrar
Counseling:	
Academic.....	Adviser, Dean of Education Registrar (general)
Employment counseling.....	Dean of Women
Financial problems.....	Assistant Business Manager Financial Aids Officer Dean of Students
Graduation requirements.....	Adviser, Registrar
Personal problems.....	Adviser, Dean of Women Dean of Students
Vocational and Educational.....	Dean of Education
Credit forfeiture for excessive absences.....	Registrar
Employment:	
Off campus.....	Dean of Women
On campus .....	Business Manager
Work-Study Program .....	Business Manager

Equipment and facilities use.....	Dean of Students (in cooperation with Business Manager)
Graduation application.....	Registrar
Graduation requirements.....	Adviser, Registrar
Health:	
Referrals for medical attention.....	Dean of Women Dean of Students College Nurse
Insurance claims.....	Dean of Students
Housing:	
Off campus.....	Dean of Women
On campus (men) .....	Dean of Students
On campus (women).....	Dean of Women
Loans .....	Financial Aids Officer 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 .....	Adviser
Special, involving structure of schedule.....	Dean of Education
Student Body Activities.....	Student Body President
Student Outreach Ministries....	Student Outreach Director

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## 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 not later than the fifth class day of the first quarter 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.....

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