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Mailing Address: 135 North Oakland Avenue  
Pasadena, California 91101

Telephone: 796-8108  
681-9481
ORGANIZATIONS AND ACTIVITIES

STUDENT COUNCIL: elected annually by the entire student body. Officers are: President, Vice-President, Secretary, Treasurer, Co-ordinator of Missions and Co-ordinator of Evangelism.

FULLER MISSIONS FELLOWSHIP: under the direction of the Co-ordinator of Missions. Provides fellowship for those going to the field and seeks to encourage and stimulate interest in missions throughout the whole student body.

ANNUAL MISSIONARY CONFERENCE: sponsored by F.M.F. Consists of four chapel messages and afternoon and evening discussions for single and married students. Scheduled for November.

PRACTICAL EVANGELISM COMMITTEE: under direction of the Co-ordinator of Evangelism. Provides incentive and opportunities for evangelistic service by the students, through evangelistic seminars, tract ministry, and Gospel teams.

PRACTICAL EVANGELISM CONFERENCE: sponsored by the Practical Evangelism Committee. Consists of four chapel messages and afternoon and evening discussions for single and married students. Scheduled for January.

PHILOTHEAN FELLOWSHIP: an organization of students' wives and women students, meeting twice a month on Mondays through the school year for inspiration and fellowship, designed as an aid for future Christian service. This Fellowship also has class prayer meetings weekly.

SPORTS: The Pasadena Y.M.C.A. (located 2 blocks west of the Seminary) is available for a varied sports program. The Student Activities fee includes membership at the YMCA for the school year. The facilities of the YMCA are available for women students on Friday evenings and whenever the YMCA is open for co-ed activities. The YWCA may be used by the women students for a nominal fee. Contact the Women's Representative.

IT'S GOOD TO KNOW

1. Chapel is held each morning Tuesday through Friday. All students are expected to attend every chapel and assembly.

2. Grade point system: A=4  B=3  C=2  D=1  Failure=0.

3. You will have a prayer mother assigned to you. The name and address of your prayer mother will be left in your box early in the fall. Your prayer mother will contact you to find out your needs and problems and ways she can pray for you. If you do not receive notice of your prayer mother or if she does not contact you shortly after the assignment, get in touch with Mrs. Smith or Mrs. Carnell.

4. You will have a faculty member assigned to you as counselor. Do not hesitate to contact him. He can save you much trouble.

5. Limited funds are available for loans to students. You may pick up the forms at the Business Office and see Mr. Curley.
MEDICAL AND DENTAL COVERAGE

The Seminary has made arrangements with physicians in the Pasadena area to assure Seminary students, their wives and families good professional and specialized medical care. The co-operating physicians and dentists usually grant discounts to the Seminary family as a Christian service. This contribution on the part of these professional men is appreciated and should not be abused. Any student needing medical or dental attention of any kind for himself or family should consult the Medical and Dental Coverage Schedule at the Information Desk in the Seminary Lobby. The Seminary can neither guarantee satisfaction nor can it always vouch for its price lists being current.

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STUDENT MANUAL

Students are to familiarize themselves with the information and regulations contained in the current Seminary catalog. Students will also be responsible for regulations set forth below.

COURSES

1. A curriculum sheet is available from the Registrar. It is the responsibility of the student himself to see that he properly completes the courses listed for graduation.

2. Any student who seeks to be excused from any required course on the ground of course work previously taken on a collegiate level is to take a qualifying examination upon the passing of which he will be entitled to take an equivalent number of elective hours in the same department (unless under special circumstances the head of the department may see fit to reduce a portion of the elective hours so required).

3. Students must present a validated class card to the instructor in order to be admitted to any course whether they take the course for credit or audit.

4. Any student taking less than 12 units will be charged for subjects he audits.

5. When a student repeats a course he has previously failed, the new grade will be recorded without penalties, but the units from both his original attempt of the course and his repeat of the course will be computed in figuring his grade point average.

6. No student shall be permitted to repeat any course in which he has not previously failed, except that a senior deficient in grade points for graduation may be permitted, under the direction of the Dean of Students, to repeat a sufficient number of courses (other than language courses) to obtain the supplemental grade points necessary.

7. A student on academic probation may be asked to withdraw from the institution after three quarters of deficiency.

8. The accumulation of a grade point deficiency of fifteen points or more will make mandatory the withdrawal of a probationary student from classes at the Seminary.

9. Courses are added or dropped through the Registrar's Office. No course has been added or dropped until officially placed on your permanent record in
the Registrar's Office. Students are permitted to add subjects during the first calendar week of classes only. (A calendar week ends in the Registrar's Office at 4:00 p.m. Friday.) A Program Change Fee of $1.00 is made for each transaction.

10. No student will be permitted to register after 4:00 p.m. Friday of the first week of classes of any quarter. Late Registration Fee is assessed at the rate of $5.00 the first day, $6.00 the second, $7.00 the third, etc.

11. A course may be dropped without grade penalty through the fifth week of the quarter. Any course dropped thereafter will be entered as a failure on the student's permanent record. (See Rule 20.)

12. Seniors will not be permitted to take residence work in other institutions so as to accumulate credit toward their B.D. degree, unless they have maintained an average of B in their Seminary work. In no case may students carrying a full academic load take more than four hours per term in outside institutions.

13. No student having less than a C average is permitted to take Senior required courses without special faculty action.

14. Students who have already had sufficient English Bible Survey and Book Studies to permit them to be excused from the required English Bible Survey Course here will be required to substitute, in place of the 12 units of Survey, 4 units of English Bible electives, and in place of either 4 or 8 units of Survey, 2 units of English Bible electives.

15. Students taking required Systematic Theology course may not take required language courses at the same time without express permission from the Systematic Theology professor.

AUDITING COURSES

16. A fee of $4.25 per quarter hour is charged for auditing classes. Auditors register at the Registrar's Office.

17. Wives of Seminary students are permitted to audit classes without charge, provided they register properly as an auditor with the Registrar.

FEES

18. Deferred Payment Plan: Inquire at Business Office

19. Students delinquent in their payments to the Business Office are automatically suspended from classes until they have concluded a satisfactory arrangement with the Business Manager.

REFUND POLICY

20. For courses dropped prior to the end of the second week of classes, the refund is 75 per cent; for those dropped the third week of classes, the refund is 50 per cent; for those dropped the fourth week of classes the refund is 25 per cent. There is no refund for classes dropped after the end of the fourth week.

21. There is no refund of audit charges. However, when a student drops a course which he was taking for credit and requests the privilege of auditing it, no auditor's fee is chargeable to him unless he drops the course so early that the amount of his refund would leave a balance less than the amount of the auditor's fee itself. In that event, the amount of the auditor's fee would be retained by the bursar.
ABSENCES

22. Students are expected to report in advance to the Dean of Students' Office any contemplated absence of an unusual nature. (All absences of more than 24 hours should be noted on the dormitory sign-out pads together with information as to where the student may be reached in an emergency.)

EXAMINATIONS

23. Students must take final examinations at the scheduled hour. In the case of serious illness or emergency the professor should be consulted in advance where possible. A $2.00 fee will be charged for an examination taken at a time other than that regularly scheduled; the student should bring his receipt to the make-up examination. (Participation in outside activities of a Christian character, however worthy, shall not be deemed a sufficient reason for a student to take final examinations at times other than those regularly scheduled.)

24. Examinations are conducted on the honor system. Each student must accept the responsibility of reporting any violation he observes to the Student Honor Committee. (See section entitled "Discipline" and Article VII of Student By-Laws.)

FAILURES

25. Professors in the required language courses are permitted to grant conditional failures to students whose work for a given term is near a passing grade. Conditional failures for a first or second quarter (but not for a third quarter) will automatically become a D, upon successful completion of that course during the subsequent quarter.

26. A student who has received an outright failure in a course is not permitted to take a make-up examination in order to remove the failure. (See Rule 5.)

INCOMPLETES

27. Students are required to make up work left unfinished at the end of the term within 4 weeks AFTER THE CONCLUSION OF THE TERM. A charge of $2.00 is made for recording a grade which the professor reports to the Registrar's Office as incomplete.

28. Students who fail to complete work by the end of the term shall suffer the deduction of one letter-grade if the work is made up within the required time limits; otherwise they will receive a failure in the course.

ADMISSION TO SENIOR CLASS

29. Every Middler is required to submit to the Registrar's Office a request form for admission to the Senior Class at the end of the second quarter of the year immediately preceding his anticipated graduation. Applications submitted at a later date will incur a $5.00 late fee.

30. A student will not be considered for admission to the Senior Class until he has completed at least ninety hours of course work toward the B.D. degree or 42 hours toward the M.R.E. degree with a minimum of 2.0 over-all average.

WITHDRAWALS

31. Students who expect to discontinue their work at the Seminary during the school year must complete the withdrawal forms in the Registrar's Office and see personally the Dean of Students.
32. Seniors who do not meet fully the requirements for graduation may participate in normal Senior activities except the one at Commencement which involves the conferring of degrees. In order to march in the academic procession, etc., the student must notify the Registrar of his intention. Students who have practically completed their work may be photographed with the graduating class if they wish.

GRADUATE STUDENTS

33. Applicants must ordinarily have a minimum of a 3.0 (B) average for their total B.D. program. Exceptions will be made only rarely and only by special action of the Graduate Committee. Every application, regardless of grade average, must be considered and approved by the Graduate Committee. Students with a B.D. from schools other than Fuller, and Fuller graduates who have been out of school during the year preceding their application, must apply for admission through the Faculty Admissions Committee.

34. Th.M. candidates are required to submit five copies—on regular forms procured from the Registrar—of a list of proposed courses to be taken in their major and minor fields in satisfaction of the minimal requirements for the degree. This list must be approved and signed by the professors supervising such fields, then returned to the Registrar.

35. All students, whether graduate or undergraduate, are to be graded by the same standard, but graduate students in such courses may be expected to do work beyond that required of the undergraduates.

OUTSIDE AND PRACTICAL WORK

36. A maximum of 68 hours combined study and work schedule is allowed per week. (If you carry 16 hours of classes, that means 32 hours of homework per week. Therefore you may not be employed in other than Seminary studies more than 20 hours per week.) Any exception to this rule must be by permission of the Dean of Students.

37. No student is to be given an official report of his academic grades in any given quarter until his Field Work reports have been received by the Field Work office.

BOARD AND ROOM

38. Unmarried students are required to eat in the Seminary dining room, and to live in Seminary dormitories, except by special permission of the Dean of Students and the Business Manager.

39. Students are not permitted to occupy a Seminary student apartment when carrying less than twelve hours of academic work.

STUDENTS CONTEMPLATING MARRIAGE

40. Students planning marriage during the academic year are required to discuss this in advance with the Dean of Students.

RELIGIOUS SERVICES

41. Chapel speakers are invited and scheduled by the Chapel Committee. Student requests for speakers are to be submitted to the Chapel Committee and it is hoped students will feel free to make their wishes known.
42. Students are not to conduct gospel teams or deputation teams except under the supervision of the Professor of Evangelism and the Student Deputation Chairman.

DISCIPLINE

43. The Student Honor Committee is authorized to deal with any Seminary student whose conduct violates the honor code. If the offender continues unrepentant, the Committee will report the case to the Faculty for action. If, however, such matters come directly to the attention of the Faculty, they will then assume jurisdiction.

SOLICITATION OF FUNDS

44. Direct student solicitation of funds for Christian projects or personal expenses must be cleared with the Seminary Administrative Committee and the Student Council.

DORMITORY HOUSE RULES

THE COOPERATION OF ALL STUDENTS RESIDING IN SEMINARY DORMITORIES IS INVITED IN OBSERVING THE FOLLOWING HOUSE RULES:

1. Clean and neat rooms are expected. Beds are to be made prior to classes, clothes kept in orderly fashion during the day, floors swept, and general cleanliness maintained.

2. There will be announced periodic room inspections conducted by members of the House Board.

3. Pay phones are available in the various dormitories. Private phones for individuals or groups within a dormitory are not permitted except by permission of the Business Manager. Privileges of a private phone are for the current school year and do not carry forward to succeeding years.

4. Wise and economical use of lights and gas in rooms is urged.

5. Appropriate containers for combustible and non-combustible trash are located in the vicinity of the various dorms. Please use these containers.

6. Students should familiarize themselves with the building exits in the event of fire or other emergency that would necessitate speedy evacuation.

7. For your own welfare the front and side doors are designed to remain locked at all times. Students should come to the Business Office, 135 N. Oakland, for a key. A one-dollar deposit is required.

8. Luggage and other belongings which a student does not wish to keep in the room may be stored in the basement at 145 N. Oakland at his own risk.

9. The State Health Code forbids the preparation or cooking of meals of any sort in dormitory rooms.

10. Please report immediately all facilities in need of repair on the form provided at the Switchboard or notify the Business Office.

11. At the end of the school year, or upon graduation, students are requested to pack and dispose of all clothes, books, and other personal belongings prior to leaving for the summer.
12. Dormitory furniture is to remain in the room. Double-decking of bunks is not in compliance with the California State Health Codes.

13. Please do not use scotch tape or other adhesive materials to fasten maps, pictures, etc., to the dormitory walls. Map tacks are available free at the reception desk for materials you wish to pin to the walls.

14. The Seminary assumes no liability for loss by any means of any items and at any time.

15. Where unassigned bed space is available, your overnight or weekend guests may be accommodated at $1.50 per night. Hotel type rooms with linens and maid service are generally available through the Business Office for extended visits by friends or relatives.

16. The multiplication of duplex convenience wall outlets by extension cords with additional plugs introduces a definite fire hazard from potential overloading of electrical circuits. Unauthorized extension cords may result in a request that they be removed.

PARKING

1. Off-street parking is provided for students in the Seminary parking lot at the southwest corner of Madison and Walnut Streets, and to the rear of 120-130 and 180-190 North Oakland.

2. Students are not to park in any of the parking spaces on the Seminary grounds (135 N. Oakland, Payton Hall and McAlister Library) at any time, including after hours, weekends, holidays, summer vacations, etc.

3. No cars are to be parked in the driveways of the dormitories at 180 and 190 N. Oakland or in the center aisle of the student parking lot at the southwest corner of Madison and Walnut Streets.

4. Cars may be washed in the areas to the rear of 180 N. Oakland or to the north of the garages at 200 N. Oakland.

REFECTORY REGULATIONS

1. No credit is given for meals not eaten.

2. Meal tickets are not transferable.

3. Meal tickets must bear the name of the individual owning same.

4. Meal tickets on either a 5-day or weekly basis are required of all single students living in the Seminary dormitories.

5. Current prices for meal tickets are as follows:

   - Weekly: $12.25
   - Weekly, except Saturday and Sunday: 11.00
   - Noon meals only, Monday through Friday: 4.50

6. Individual meals can be secured by anyone in the Seminary family on a cash basis at the refectory at the following current prices:

   - Breakfast: $ .65
   - Dinner: 1.00
   - Supper: .90
   - Children 9 years and under: $ .50

   - 8 -
7. Meal tickets will be required to be presented at each meal at the beginning of each quarter.

8. Food supplied at the Refectory is to be eaten at that location. Exception to this rule is allowed for those noon meals when students may take their trays to Room 301 to listen to records played for the Lunchtime Record Club.

9. Students holding meal tickets who are unable to eat in the Refectory owing to illness will be provided with the necessary regular or special food at no extra cost.

10. Students withdrawing from the Seminary will be given a refund on a pro rata basis for the unused portion of the ticket.

11. Credit to individuals contemplating absence from meals is given on the basis of $1.25 per day (approximate food cost) for no less than seven consecutive days and only when application is made to the Business Office in advance of the absence.

12. Credit to students attending a Seminary-sponsored retreat will be made on the basis of food costs as outlined above provided a written request for credit is received by the Business Office 24 hours in advance of the first meal to be missed.

13. Bag meals are provided to students holding meal tickets when absence from the Refectory is necessitated by off-campus trips on Christian service assignments or for purposes of regular employment. Advance reservations must be made with the chef for the bag meals desired.

14. Conditions arising not covered by the above outlined regulations can be discussed with the Business Manager.

LIBRARY REGULATIONS

Be sure to obtain and read the Library Manual.

HOURS: Monday—Friday 7:30 a.m. to 10:00 p.m.
         Saturday 8:00 a.m. to 12:00 noon

1. Books may be kept 2 weeks and renewed once, unless otherwise restricted.

2. Books are not to be transferred or re-loaned to someone else. Books must not be loaned to non-Fuller students, Sunday school class or youth group members. Encourage them to acquire library membership cards.

3. Reference and Reserve books must be used in the Reading Room. Reserve books may be checked out at 9:00 p.m. for overnight and are due at 9:00 a.m. the following day. During the day they are checked out for 2 hours, but must be used in the Library building.

4. Fines—on overdue 2-week books:
   1-2 days overdue ..... $ .25
   4-6 days overdue ..... .50
   7-13 days overdue ..... 1.00
   14-20 days overdue ..... 2.00
   21 or more days overdue ..... 3.00

   Fines—on overdue reserve books
   Overnight ..... 25% increases to $1.00 per volume at noon of same day, and increases 50% for each half-day thereafter.
   2-hour ..... 10% each hour or fraction of hour

Lost book ..... $5.00 plus cost of replacement.
5. Current periodicals may be checked out the same as reserve books and are subject to the same fines. Back periodicals are the same as 2-week books.

6. Exceptions to the rules can be made only by the Librarian and must be applied for in advance.

7. Typing space and typewriters (English, Greek, and Hebrew) are provided on each level of the stack area.

8. Study tables and carrels are available in the stack area. Sign up with the Librarian if you wish a carrel.

BOOKSTORE POLICY REGARDING DISCOUNTS AND MERCHANDISE SOLD ON AN ACCOUNT BASIS

The following discounts are applicable to our students, and books and supplies will be sold to them for cash or on an account basis. All members of the Alumni will be entitled to the same discounts as enrolled students. To all others who wish to use the facilities of the bookstore, terms will be cash.

1. 10% on most textbooks.

2. 15% on most books from American publishers (not including textbooks).

3. 20% on purchases of $20.00 or more at one time (not including textbooks).
   20% on most Bibles.

4. 25% on books written by our Faculty members (except "short" discount items).
   25% on purchases of $50.00 or more at one time (not including textbooks).

5. No discount allowed on books (new or used) ordered from abroad.

6. No student is permitted to engage in selling of new or second-hand books within the confines of the Seminary except by special permission of the Administration and Faculty.

CHARGE ACCOUNTS: Bookstore accounts not paid within 10 days after the bills have been sent out will be charged with 10% of the past due balance. This represents the forfeiting of 10% discount given at the time of purchase. (Discounts range from 10% to 25% as stated above.)

The CHARGE PRIVILEGE will be suspended and discounts will not be allowed on books purchased by cash until the Bookstore account is paid in full and your credit has been re-established in the Business Office.

NOTE: The above DISCOUNT policy was adopted by the Seminary to aid the student in building his own library, and to be helpful in making purchases for gifts. Please do not abuse this privilege by making purchases at a discount for your friends. Your co-operation is appreciated.

PADLOCKS FOR STUDENT LOCKERS

No padlocks are to be used on lockers except those furnished by the Business Office. These locks are master key controlled. The price of the lock and one key is $2.25. A refund of $2.25 will be given when the lock and key are returned in good condition to the Business Office. Locker assignments are made in the Registrar's Office.
Article I
NAME
This organization shall be known as the Associated Students of Fuller Theological Seminary.

Article II
PURPOSE
The purpose of this organization shall be to encourage spiritual growth in its members and to foster such activities in cooperation with the Administration of the Seminary as will tend to benefit and unify the student body.

Article III
MEMBERSHIP
The membership of this organization shall include all students enrolled in the Seminary on a regular or special basis.

Article IV
OFFICERS
Section 1. The officers of the Associated Students shall be a President, a Vice-President, a Secretary, a Treasurer, a Co-ordinator of Missions, and a Co-ordinator of Evangelism, to be elected from the regular members. Officers shall be elected for a period of one year.

Section 2. The above named officers will compose a steering committee which will be responsible for the agenda of the Student Council meetings and will have the power to act on emergency measures that come up before Student Council and shall compose the student portion of the Student-Faculty Liaison Committee.

Article V
STUDENT COUNCIL
The Student Council shall be composed of the officers of the Associated Students, the officers of the Senior, Middler, and Junior classes, a representative from the women students, a representative from the International students, and the chairman of the Dormitory Council.

Article VI
REPRESENTATIVES AT LARGE
Section 1. Each class shall elect three officers: a President, a Vice-President, and a Secretary-Treasurer. These officers shall be elected for one year or the portion thereof remaining.

Section 2. The Dormitory Council shall elect a representative to the Student Council. The Dormitory Council shall be composed of the presidents of the various dormitories.

Section 3. The women students shall elect a representative to the Student Council.
Section 4. The International students shall elect a representative to the Student Council.

Article VII
COMMITTEE CHAIRMEN

The President shall appoint, with the approval of a majority of the Student Council members, such committee chairmen as are considered necessary.

Article VIII
ADOPTIONS AND AMENDMENTS

Section 1. This constitution and the by-laws shall be adopted when ratified by a majority of the membership.

Section 2. This constitution and the by-laws may be amended by a two-thirds majority of the members voting, due notice of such amendment having been given to the membership one week in advance.

BY-LAWS OF THE ASSOCIATED STUDENTS OF FULLER THEOLOGICAL SEMINARY

Article I
NOMINATIONS AND ELECTIONS

Section 1. The Nominating Committee shall consist of the President and four members whom he shall appoint. This committee shall post nominations for officers during the second week prior to the scheduled election. All such nominations must be approved by a majority vote of the Student Council. Further nominations shall be accepted from the floor at the meeting designated for the official presentations of nominees held during the week prior to the scheduled election.

Section 2. The officers shall be elected each year on or about the first of April in a secret ballot election by a majority of the members voting.

Section 3. The President and Vice-President shall be elected from the prospective Senior Class.

Section 4. Within a week following the election of Associated officers, class officers for the prospective Middler and Senior classes shall be nominated and elected by a majority vote of membership present in an open election at a class meeting called and moderated by the incumbent class officers. (Middlers who will remain such for another year shall meet with the Junior Class; first year M.R.E. students shall meet with the Middler Class.)

Section 5. Within a week following the election of class officers, a representative from the women students and a representative from the International students shall be nominated and elected by a majority vote of membership present in an open election at separate meetings called and moderated by the incumbent representative.

Section 6. Associated officers and class officers for the prospective Middler and Senior classes shall assume office immediately following the elections. The official installation, under the direction of the retiring Student Council, shall normally take place at the Annual Spring Banquet.

Section 7. Within the third week after the first day of classes in the Fall quarter, officers for the Junior Class shall be nominated and elected by a majority vote of
the membership present in an open election at a class meeting called and moderated by a representative appointed by the Association President. These officers shall assume office immediately after election.

Section 8. Each dormitory shall elect a President and such other officers as each dormitory considers necessary within the third week after the first day of classes in the Fall quarter. These presidents shall form a Dormitory Council and shall elect a chairman by a majority vote of membership present to represent them on the Student Council. The Association President shall appoint a representative or representatives to call and moderate these elections.

Article II
DUTIES AND RESPONSIBILITIES

Section 1. The duties of the officers shall be those which normally fall to each office and in addition those delegated by the Student Council.

Section 2. The responsibilities of the Student Council are:
(a) To carry out the purpose and general policies of this organization.
(b) To handle the business of this organization as efficiently as possible.
(c) To be responsible for the continuance of this organization from year to year.

Article III
SUCCESSION AND RECALL OF OFFICERS AND REPRESENTATIVES

Section 1. In the event that the President of the Association or any of the class presidents is unable to serve, the Vice-President of the Association or class shall automatically succeed to the office, and an election shall be held to fill the vacated office of Vice-President before four weeks of regular class session have passed. In the event that other offices of the Association or a class are vacated, special elections shall be held to fill the vacancies before four weeks of regular class session have passed. Interim officers may be appointed by the appropriate President.

Section 2. Any officer of the Association or classes may be recalled upon approval of seventy-five percent of the membership of the Association or affected class, in secret ballot.

Article IV
STUDENT FUND

A student activities fee, payable by each student to the Business Office upon registration each quarter, shall be administered by the Student Council, subject to the approval of the Dean of Students.

Article V
MEETINGS

Section 1. Meetings of the membership shall be called at the discretion of the President.

Section 2. A quorum shall consist of a majority of the membership.

Article VI
GENERAL COLLECTIONS

General collections from the membership shall be subject to approval of the Student Council.

Article VII
DISCIPLINE

Action on disciplinary cases which properly fall within the jurisdiction of Associated Students shall be initiated by the officers of the Associated Students.