

S T D E N T    M A N A L

MARYKNOLL JUNIOR SEMINARY

Bill Dillon

Clarks Summit    Pennsylvania

# CONTENTS

	Page
A Place To Grow .....	1
Spiritual Life .....	1
Spiritual Director .....	2
Student Formation .....	2
Remarks, General .....	2
Permissions .....	3
Dormitories .....	3
Dormitory Procedure .....	3
Refectory .....	4
Refectory Procedure .....	5
Pantry Area .....	5
Refectory Area .....	5
Study Hall.....	6
Study Periods .....	6
Study Period Regulations .....	6
Regular Study Periods .....	6
Free Study Periods .....	7
Classes .....	8
Library .....	8
Infirmary and Dispensary .....	9
Recreation Room and Locker Room .....	10
Recreation Room Procedure .....	10
Locker Room Procedure .....	10
Music Room .....	11
Music Room Procedure .....	11
Television Room Procedure .....	11
General Rules .....	11
Silence .....	11
Recreation .....	11
Morning Duties .....	12
Manual Labor .....	12
Personal Attire .....	12
Literature .....	12
Musical Instruments and Practices .....	13
Campus Bounds .....	13
Holidays .....	13
Visitors .....	13
Home Contact .....	14
Smoking .....	14
Points of Helpful Information .....	14
Baggage .....	14
Dark Room .....	14
Dry Cleaning .....	14
Hair Cuts .....	15
Laundry .....	15
Mail .....	15
Mass Servers .....	15
Money and Valuables .....	16
Business Office .....	16
Radio Room .....	16

CONTENTS - - Continued

	Page
Helpful Information Continued.	
Seminary Store.....	16
Shoe Repair .....	16
Telephone Duty .....	16
Typewriters .....	17
House Property .....	17
Constitutions of the Maryknoll Student Academia (Revised) .....	18
Name, Members, Purpose .....	18
Offices .....	18
Duties of the President .....	18
Duties of the Vice President .....	19
Duties of the Treasurer .....	19
Duties of the Secretary .....	19
Advisory Committee .....	19
Coordinating Committee .....	19
Athletic Committee .....	20
Dramatics Committee .....	20
General Affairs Committee .....	20
Mission Club Committee .....	20
Music Room Committee .....	20
Television Room Committee .....	21
Meetings .....	21
Expenditures .....	21
Procedure .....	21
Plans of the Building .....	23
Ground Floor .....	23
First Floor .....	24
Second Floor .....	25
Third Floor .....	26

## A PLACE TO GROW

A Maryknoll seminarian at Clarks Summit is a young student who has already made a commitment concerning his life's work, that of the missionary priest. In this respect, he is unique among boys of his age, most of whom will not make their decision until college years or even later. For this reason, the seminary seeks to provide spiritual, intellectual, and social situations which will help the young student to mature as an integrated person in an atmosphere proper to his commitment. No ideal can remain static to the young seminarian; and here as well as at every level of seminary training, there is a constant broadening of one's understanding of the priesthood and the missions and a corresponding shaping of oneself to meet the demands of this life.

Maryknoll Junior Seminary, therefore, provides for the young student a unique personal contact with Maryknoll priests as counselors and directors under the guidance of the Rector, Dean of Students, Spiritual Director, and a professionally trained priest-counselor. This personal contact is used to assist and direct the student's maturing process at the spiritual, social, and intellectual levels.

## SPIRITUAL LIFE

The student's first responsibility is the development of his spiritual life. All character formation and personality development look toward Christ and the development of those virtues that will be the basis for later spiritual growth and future priestly life.

Active participation in the Church's liturgy is the indispensable source of the student's growth in the divine life. Each student is also encouraged to make a daily visit to the Blessed Sacrament, to read a section of the Bible and some other spiritual book daily, to recite the rosary daily, to receive Penance weekly, and to make a yearly retreat.

## SPIRITUAL DIRECTOR

To assure the young seminarian of greater security in his first steps, and throughout his further progress in the spiritual life, a program of spiritual direction, as it is called, is in effect and will last through all his training up to ordination. Each student confers with a priest whose sole function is to guide and encourage the young student in the development of his priestly and missionary vocation. During such interviews problems and difficulties presented by the seminarian are discussed and solutions suggested.

## STUDENT FORMATION

Student formation accomplished its objectives in two ways. First there is the Seminary Rule which formulates general lines of conduct throughout the four years and encourages individual and group responsibilities in particular concrete situations. The Rule helps the student to develop a spirit of obedience and self-discipline as well as a sense of responsibility and initiative. Secondly there are twelve resident Maryknoll priests whose sole work is the formation of the students. The priests mingle with the boys socially and are always available for consultation on academic, spiritual, or personal matters.

## GENERAL REMARKS

The Student Manual is designed to acquaint all students with certain house procedures which have as their purpose the good order of the house, charity and ease in student social relations and the creation of a proper atmosphere for priestly training. Therefore, the following regulations are not to be considered an end in themselves, but a means to an end. The regulations contained herein must of necessity oblige all students. Each student should therefore strive to fulfill them entirely and exactly, and look upon them as a means of developing in his own life a spirit of self-discipline and in his social relations, a Christ-like charity.

## PERMISSIONS

All ordinary permissions, such as permission to go to Scranton or to Clarks Summit, are obtained from the Dean of Students. Various forms for these permissions are provided by the Dean of Students and these forms must be filled out before the permission is exercised.

Extraordinary permissions, for example, being away from the seminary overnight, must be secured from the Rector.

## DORMITORIES

Each student has his own assigned place in the dormitory. He alone is responsible for the area he occupies. Lockers are private property and must be respected as such. Therefore, no student should presume to go into the locker of another.

Dormitories, ordinarily, are not to be entered except after Mass in the morning to make beds; at the close of the day when retiring for the night; by those assigned there for Manual Labor and Morning Duties; on Saturday afternoons, for the purpose of taking care of personal laundry and linens. At all other times, a student will receive permission from the dormitory prefect or the Dean of Students to enter a dormitory. Permission to enter the dormitory for the purpose of sleeping at other than scheduled times must be secured from the Reverend Infirmarian or in his absence the Reverend Dean of Students.

## DORMITORY PROCEDURE

1. Silence is observed at all times in dormitories, adjacent washrooms, lavatories and corridors.
2. Beds must be made in the manner demonstrated at the beginning of the year.
3. Before leaving the dormitory in the morning the bed should be completely stripped to allow for proper airing.
4. Ventilation and the adjustment of window shades is the exclusive responsibility of the student regulator.

DORMITORY PROCEDURE continued.

5. Keep all clothes and shoes in lockers. Locker doors must be kept closed.
6. Do not drape things over locker doors, radiators or on window sills.
7. In order that towels might dry properly they may be draped evenly over the back of the chair during the morning chapel period. After Mass, they are to be replaced in the locker.
8. Soap should be placed in a container in the locker.
9. Waste paper and other refuse should be placed in the receptacles by the doors of the dormitories.
10. The chair should be placed next to the head of the bed.
11. Beds or lockers must not be moved without permission of the priest in charge of the dormitory.
12. A student is not allowed to move from one dormitory to another without permission of the Dean of Students.

REFECTORY

Each student has an assigned place in the refectory. Meals will begin at the time specified in the daily schedule. Each student must be in his place before the final bell rings. Once in his place, each student will stand until grace before meals has been recited. At the evening meal, a passage of Scripture is read: silence must be observed during this period. At the end of the morning and evening meals, the priest who presides will give a signal; all will rise immediately and stand facing the crucifix while grace after meals is said. At the noon meal, students may leave whenever they have finished.

The refectory is a dining room. Consequently each one should use as much effort in keeping it clean and presentable as one would use in the dining room of his own home. The rules of table manners used by polite society should be observed always. As a mark of respect, students will remain standing silently in their places until the priests and Brothers have left the refectory.

REFECTORY continued.

For reasons of cleanliness and health, serving rooms and kitchen are out of bounds at all times except for meals and specific assignments.

REFECTORY PROCEDURE

PANTRY AREA

1. With the exception of faculty waiters, Brothers' waiters and refectorians, no student is allowed in the pantry area before meals.

2. After the meal has begun, no one is allowed into the hallway until the heated carts have been emptied and returned to the kitchen.

3. Each waiter must wear his apron properly hung from the neck and tied with the strings. If a second waiter cleans off the table, he should wear this apron as well.

4. Waiters who are returning food must not pile empty bowls on top of the food which has been already returned to the cart.

REFECTORY AREA

1. At morning and evening meals, student waiters will line up to receive food properly attired in aprons. Food will be given out by the refectorians in the manner prescribed by the refectorians.

2. At the noon meal, food will be served buffet style.

3. Only waiters and refectorians are allowed to be up from their tables during the morning and evening meals.

4. Napkins will be used by all the students during meals. When not in use they will be folded neatly and kept in a napkin ring. Napkin and napkin ring are to be placed on the chair at the end of the meal.

5. During the meal the senior at each table appoints the waiters and primarily by example looks after the manners of the younger members of the table.

6. During the meal there will be no inter-table talk.

7. At the end of the main part of the meal, dishwashers and set-up squad members may leave the refectory to begin work.



REFECTORY AREA continued.

8. The refectorians will set up carts to receive dirty dishes and silverware according to their own plan. These carts will be watched by those appointed by the refectorians.

9. It is the duty of the table senior to see to it that his table is properly cleaned off before the end of each meal.

#### STUDY HALL AND STUDY PERIODS

The time designated in the schedule for study is listed under two headings, regular study and free study. They differ only in as much as the latter permits certain free choice pursuits. Every student should realize that time for study is brief and therefore should be utilized in the best possible manner. The study halls are not places of recreation and should never be so used. Each student has an assigned place in the study hall. He must be in his place and have the necessary materials for the period before the final bell rings. Once the period has begun no permission will be granted to obtain materials, assignments, etc. Each one must always remember to be considerate of others and not intrude on their time.

Each student will have an approved study schedule worked out with his individual counselor and signed by him. The study schedule must always be readily available should a study proctor ask to see it.

#### STUDY PERIOD REGULATIONS

##### REGULAR STUDY PERIODS

1. Absolute silence is to be observed in all study periods.
2. Permission to go to the lavatory will not be granted during the study periods. The first study in the morning is the only exception to this rule.
3. The reading of novels is not permitted during the regular study period.

REGULAR STUDY PERIODS continued.

4. Permission to go to the library during regular study periods will be granted only for class work and only in the period designated for the particular class noted in your study schedule.

5. Proctors will not answer questions about subject matter during study periods.

FREE STUDY PERIODS

1. Time: 5:00 - 5:45 P.M.  
7:30 - 8:10 P.M.

2. Only those students who maintain an average of 77% may take advantage of the privileges of the free periods.

Students with an average below 77% will be held to their study schedules during the free study periods. These students are restricted to the study hall and may leave the study hall only for confession, visit to the Blessed Sacrament, or consultation with the spiritual director or guidance counselor. They may, however, read assigned books for English class during this period.

ACTIVITIES PERMITTED DURING THE FREE STUDY PERIODS

1. Study
2. Reading of books other than text books.
3. Confession
4. Chapel visits
5. Consultation with spiritual director and guidance counselor
6. Letter writing
7. Subject-matter club meetings
8. Library visits for the following:
  - a) Research
  - b) Serious reading
9. Private tutoring by priest of individual or groups
10. Use of lavatory

## CLASSES

It is necessary, because of scheduling, for students to move from one room to another during the course of the school day. Each student should make sure that he has with him all necessary books and tools (paper, pen, ruler, etc.). No student is allowed to use or take anything from a desk other than his own.

When the teacher enters the room, all should stand. If at the time appointed for the beginning of class the teacher has not arrived, the senior student should lead the prayer and the class will study until the teacher arrives. If an assignment has not been completed the student must notify the teacher before the class begins.

## LIBRARY

The library is open at all times and is to be used as a necessary adjunct to class work. It should also be looked upon as a source of valuable materials for the profitable use of free time.

1. Students may enter the library during free time; free study periods; and according to the permission which must be requested for class work during regular study periods.

2. As far as possible, silence must be observed in the library.

3. Reference books and current issues of periodicals may ordinarily never be withdrawn from the library, but are to be used in the library itself.

4. Books may be borrowed for two weeks and are subject to renewal for two more weeks.

5. Books may be borrowed between 5:00 and 5:45 P.M. when there is a student assistant librarian at the desk. A student may never withdraw a book on his own.

6. The librarian's office and workshop as well as the periodical room are out of bounds.

LIBRARY continued.

7. Borrowers will be responsible for all damage to books, and will be charged for repairs or replacement. A fine of 5¢ a day will be charged for all overdue books.

8. Books and other materials withdrawn from the library room must be properly registered at the desk, and are not to be put back in their places by the borrowers, but are to be left on the librarian's desk so that cards may be replaced and books returned to the shelves correctly. Books used in the library are to be left on the tables.

INFIRMARY AND DISPENSARY

Except for the services provided by the local infirmary, during an illness each student is responsible for the expenses he may incur. The regular period for the infirmary treatment is 6:30 - 7:15 P.M. If an emergency arises, the infirmarian may be consulted at any time. No student is allowed to enter the infirmary or dispensary without the permission of the infirmarian.

1. Students may not visit those who are ill without the approval of the Dean of Students.

2. The radio in the infirmary may be played only at those times designated as free time or recreation on the schedule.

3. A student confined to the infirmary is expected to follow the regular schedule of study when his illness does not prevent this.

4. Permission to visit a doctor must be obtained from the Dean of Students and the special form obtained from the infirmarian must be filled out by each student seeking permission. On returning from the doctor, this slip must be presented to the Dean of Students.

5. No student is to keep drugs or medicines in his personal possession. Necessary prescriptions, filled under the supervision of the Reverend Infirmarian, will be reserved in a special cabinet in the Infirmary.

## RECREATION ROOM AND LOCKER ROOM

The school provides a recreation room and certain items of athletic equipment. Each student should feel personally responsible for the care of all such equipment. Since the care of the recreation room and locker room is the responsibility of the student body as a whole, it is expected that all will cooperate in keeping these rooms neat and presentable with a minimum of supervision.

### RECREATION ROOM PROCEDURE

1. Candy wrappers, cigarette stubs, and other waste materials are to be placed in the proper receptacles.
2. Recreational equipment which is damaged should be reported without delay.

### LOCKER ROOM PROCEDURE

1. In order to keep the tile floor clean, never go into the locker room with dirty shoes, rubbers or overshoes on.
2. Since locker doors should be closed at all times to provide proper ventilation, never hang coats or any other item on the locker door.
3. Food is never to be brought into the locker room.
4. No wet item is ever to be put in the locker, but is to be placed in the drying room.
5. Lockers are to be periodically emptied out and cleaned and dusted.
6. On the bottom of every locker there must be a piece of cardboard or paper on which shoes are placed.
7. The locker room is never to be used as a hangout or a place of recreation. Smoking is not permitted in the locker room.
8. The benches are not made to stand on.
9. One should never stand on the bottom of a locker to reach something on the shelf.

## MUSIC ROOM

A room is set aside for those who wish to listen to certain classes of music. This room was established by the Student Academia and the rules and regulations are to be drawn up by the students themselves and approved by the faculty moderator. The continued successful operation of this room is the sole responsibility of the students, under the supervision of the Dean of Students.

### MUSIC ROOM PROCEDURE

1. Clean clothes will be worn at all times in the music room.
2. The senior student present is responsible for the appearance of and conduct in the music room.
3. On entering and leaving the student may not loiter in the refectory or touch the tables or anything on them.
4. No food, candy or smoking will be allowed in the music room at any time.

### TELEVISION ROOM PROCEDURE

1. The use of the television room is permitted whenever the students are free. Smoking is not permitted in the television room.
2. Only those students who know how should manipulate the controls of the television set.

## GENERAL RULES

### SILENCE

Necessary talking above the first floor must be in a low voice and as brief as possible. Silence must be observed in the study hall and classroom areas. The Great Silence is observed from after the night study period until after the prayer at breakfast the following morning.

### RECREATION

Recreation is a time of relaxation. It is ordinarily spent out of doors; permission for indoor recreation must be obtained from the Reverend Athletic Director. Each one should participate in some sort of athletic competition.

### RECREATION continued.

In season, swimming is allowed with permission of the Reverend Athletic Director. No student is ever allowed in the pool alone. All wrestling and horseplay in this area is strictly forbidden.

### MORNING DUTIES

Each student will have an assigned task for morning duties. He shall look upon his assignment as a necessary contribution to the cleanliness and orderliness of the house and make every effort to perform his task well. These duties start promptly with the bell and are not completed until the signal for the end of the period.

### MANUAL LABOR

Manual Labor has an important place in the training of the missionary. It gives the student an opportunity not only to develop a sense of responsibility, initiative and industry, but also to learn habits of cleanliness and orderliness, the care of home and property, the importance of cooperation, and other lessons valuable for mission training. The student, therefore, should take seriously the Manual Labor assignment given him. The driving of cars or trucks and riding them are strictly forbidden to all students except those to whom permission is directly given. No one may ever ride on the back of a truck. The use of power tools is strictly forbidden.

### PERSONAL ATTIRE

Each student must see to it that his personal clothing is neat and clean. Coats are the ordinary house dress. Neckties are to be worn and they must be black. Shoes are to be well shined at all times. During warm weather, permission may be given for appropriate modifications in dress.

### LITERATURE

All books, other than textbooks, chapel books and library books, must be stamped "APPROVED BY THE RECTOR." Magazines and newspapers are provided in the library. Private student magazines will be placed in the music room.

GENERAL RULES continued.

MUSICAL INSTRUMENTS AND PRACTICES

Musical instruments belonging to the seminary may be used with permission. The Director of Music will supervize the times of practice. Personally owned instruments are to be kept behind the refectory. On free afternoons instruments are not to be played in the house before 3:00 P.M.

CAMPUS BOUNDS

No student is allowed to leave the confines of the property unless permission has been secured in writing. Refectory and kitchen areas are strictly out of bounds. Center staircase is used for access to chapel loft, infirmary or dark room. Access to the library, Spiritual Director's office, Deans' Office and Guidance Room is by the south stairs. The convent, Brothers' House, garage and workrooms, barns are out of bounds except on assignment or with express permission.

HOLIDAYS

Wednesday and Sunday afternoons are free as noted in the schedule. Off property permission is granted under the usual conditions. Clarks Summit, Chinchilla and Scranton are out of bounds, except with permission of the Dean of Students. Permission may be requested for all-day walks on other holidays. In each case it will be granted at the discretion of, and under the conditions decided on by the Rector.

VISITORS

The second Sunday of the month is visiting day during the hours of 10:00 A.M. to 5:00 P.M. Visitors at other times require the previous permission of the Rector. Permission to visit the convent must be secured from the Rector. For a student to dine with a visitor in the guest room express permission of the Rector is required. On visiting days guests may be entertained in the students' recreation room. Food brought by visitors should be brought to the refectory table for the visiting day evening meal; leftovers will be taken to the kitchen after the meal.



GENERAL RULES continued.

HOME CONTACT

Each student is required to write to his parents or guardians once a week. There is no exception to this rule. The letters are to be written on Sunday and placed in the student mail box. The Dean of Students will check the mail during the evening study period. Other mail may be deposited in the student mail box as well.

SMOKING

Students who are 16 or older may smoke at the appointed times if their parents have given them permission. Obedience to parents requires all students to observe conscientiously their parents' wishes in this regard.

Smoking is permitted indoors in the Recreation Room and outdoors only on the south side of the building.

Smoking is permitted only during free time. (Recreation period is not free time.)

POINTS OF HELPFUL INFORMATION

1. BAGGAGE:

Trunks and suitcases are stored in special baggage areas which are arranged according to the Reverend Moderator and are out of bounds to the students without permission from the Dean of Students. No baggage is kept in the dormitories.

2. DARK ROOM:

The Dark Room is conducted as a student activity. Students may have their pictures developed and printed through its facilities. The Dark Room will offer for sale pictures for those who wish to maintain an album of seminary life. Students may use the Dark Room equipment themselves by obtaining permission from the Reverend Moderator.

3. DRY CLEANING:

Dry cleaning goes out on Monday but those who wish to use these services must have their clothing properly marked and at the rear of the Seminary Store

DRY CLEANING continued.

by Sunday evening or it will be delayed a week. No clothing is brought to the Store for cleaning on Monday.

4. HAIR CUTS:

Hair cuts are obtained by filling out your name on the list in the Seminary Store some time before and making a 20¢ donation to the mission box provided.

5. LAUNDRY:

For those students who do not send their laundry home, soiled clothes, clearly marked with name tags, may be placed in the outgoing laundry hampers in the Laundry Room, Saturday afternoons and evenings. A bag for soiled clothes will be kept by each student in his locker. The week's limit is:

3 shirts	1 towel - small
3 shorts	3 "T" shirts
7 pair of socks	10 handkerchiefs
1 sheet	1 pair pajamas
2 towels - large	1 pillow case

On certain posted dates, students may put one pair of trousers, dungarees, levis or overalls and one sweat shirt in the laundry.

6. MAIL

The Senior Prefect with the help of one member from each class distributes the mail every day after supper in the Recreation Room. Packages are placed in the Refectory at the noon meal. Out-going mail is removed from the student mail box each morning before breakfast.

7. MASS SERVERS:

All the students may serve Mass as soon as they are trained and assigned according to the directions of the Reverend Master of Ceremonies. The manner of serving Mass may be obtained from the Reverend Master of Ceremonies, who will periodically test the servers on their Latin and performance. It is necessary that students who are moving around the sacristy and altars while Masses are being celebrated should make every effort to be perfectly quiet and should stop and adore at the Consecration.

POINTS OF HELPFUL INFORMATION continued.

8. MONEY AND VALUABLES:

Students are advised to keep valuables and excess money in their personal account in the Business Office. Ten dollars would be considered too much money for one student to be carrying around in his pocket or wallet if he did not plan to use it immediately. The same would be true of money left in lockers.

9. BUSINESS OFFICE:

The students are reminded that the Business Office is out of bounds except during business hours which are as follows:

Wednesday: 1:00 - 4:00 P.M.

Saturday: 3:00 - 4:00 P.M.

10. RADIO ROOM:

The Radio Room may be used by members of the Radio Club with the permission and under the supervision of the Reverend Moderator.

11. THE SEMINARY STORE:

The Seminary Store is established for the convenience of the students, and all ordinary purchases are to be made through it. This avoids unnecessary trips to town. Articles not found on the shelves can be ordered readily and at a lower price. The store is open ordinarily after dinner and supper seven days a week.

12. SHOE REPAIR:

This service is obtained by filling out cards provided at the store and attaching them to the shoes. The shoes should be left in the box provided at the store.

13. TELEPHONE DUTY:

Certain students will be assigned to the task of telephone duty. They will be instructed by the Telephone Prefect in the procedure to be followed. Students assigned to this work should be conscious of their responsibility as the representatives of Maryknoll to all callers, and should take care that all messages

TELEPHONE DUTY continued.

for faculty members and others are transmitted accurately and completely. The telephone alcove is to be used only by the one on duty.

14. TYPEWRITERS:

The rule allows the students to use their own personal typewriters only during free time in class rooms No. 1, 2, 3 and 4. Students are not permitted to use the house typewriters unless on specific assignment. Accidents to house typewriters must be reported to the Reverend Business Manager as soon as possible.

15. HOUSE PROPERTY:

The care and maintenance of seminary property is the responsibility of all students. Students should take care to turn off lights and close windows when leaving a room, in order to economize electricity and heat. Damage, breakage and requests for repairs should be reported in writing to the Reverend Business Manager without delay.

CONSTITUTIONS OF THE MARYKNOLL STUDENT ACADEMIA

R E V I S E D

NAME, MEMBERS, AND PURPOSE:

1. "The Maryknoll Student Academia," is a free student organization, comprised of all the seminarians at Maryknoll Junior Seminary, Clarks Summit, Penna.
2. The PURPOSE of this Academia is to contribute to the general education of its members by promoting student participation in the co-ordination and evaluation of co-curricular activities by encouraging initiative, personal and group responsibility and mutual helpfulness, and by being the general vehicle of student expression.

OFFICES:

3. The OFFICES OF THIS ACADEMIA shall be President, Vice President, Secretary, and Treasurer.
4. Elections of officers shall take place on any Saturday night in the month of May.
5. After the elections of the new officers the new President, if he so desires, may call a meeting of the Academia any time he wishes.
6. The term of the office shall be for one year; in case of vacancy during a term of office, the office shall be filled by another election.
7. The candidates for the Presidency shall be students of the Junior class; for the posts of Vice President and Treasurer, students of the Sophomore class; for the post of Secretary, students of the Freshman class.
8. The duties of the President shall be:
  - a) To preside at meetings
  - b) To appoint committees in May and to have them approved by the Rector before the end of the new President's Junior year.
  - c) To approve expenditures of money according to these Constitutions.
  - d) To interpret together with the Advisory Committee the Academia Constitutions.

OFFICES continued.

9. The duties of the Vice President shall be:

- a) To represent the President at General or Committee meetings which he may be unable to attend.
- b) To preside at and call periodical Advisory Committee meetings.
- c) To advise the President.

10. The duties of the Treasurer shall be:

- a) To keep the financial books of the Academia and to render an account at each meeting of the expenditures made since the last meeting.
- b) To advise the President.

11. The duties of the Secretary shall be:

- a) To keep a record of the proceedings of the Academia meetings and to supply the President with the minutes of each meeting.
- b) To read these minutes at the Academia meetings.
- c) To advise the President.

12. The Advisory Committee shall consist of the heads of the following

Committees: General Affairs, Mission Club, Music Room, Co-ordinating Committee, Athletics, and Dramatics. Also the class Presidents and a representative of each class shall be present. The House Senior and any other senior elected can also attend if the President allows.

The Advisory Committee shall:

- a) be run by the Vice President.
- b) have meetings at the Vice President's discretion.
- c) discuss new ideas for the betterment of the Academia presented by its members and submit them to the President who will in turn submit them to the Rector for approval.
- d) interpret these Constitutions along with the President.

13. The Coordinating Committee shall consist of two students of the senior class appointed by the President and one student from each other year appointed by the Committee Heads. Its duties shall be:

- a) To receive from all activities by the 15th of each month a calendar of events for the following month.
- b) To coordinate these activities so as to prevent overlapping of events and unbalanced crowding of the calendar.
- c) To provide by the 25th of each month a printed calendar of activities and events for the following month.

14. The Athletic Committee shall consist of two students of the senior class appointed by the President and one student from each other year appointed by the Committee Heads. Its duties shall be to plan, suggest and organize indoor and outdoor recreation activities, to submit a schedule of planned activities each month to the Coordinating Committee and to submit an annual budget for the recreational activities to the Treasurer.
15. The Dramatics Committee shall consist of one member of the senior class appointed by the President and one student from each other year appointed by the Committee Heads. Its duties shall be to plan various entertainments during the year and to submit an annual budget to the Treasurer for the proposed entertainments.
16. The General Affairs Committee shall consist of two students of the senior class appointed by the President and a student from each of the other years appointed by the Committee Heads. Its duties shall be to receive, evaluate and present recommendations from the student body not pertaining to any already existing committee or activity.
17. The Mission Club shall consist of two members of the senior class appointed by the President and two members of each of the other classes chosen by the Committee Heads. All students are members. The purpose of the Mission Club is twofold:
  - a) To stimulate and direct the mission interest of the students.
  - b) To organize and direct student activities which have as their purpose the spiritual and material aid of the missions.Both goals shall be accomplished by various programs initiated by the officers in conjunction with the Reverend Moderator and subject to the approval of the Rector.
18. The Music Room Committee shall consist of two members of the senior class appointed by the President and a student from each of the other years

MUSIC ROOM COMMITTEE continued.

appointed by the Committee Heads. Its duty shall be to enforce the rules of the music room approved by the Rector and to care for the general appearance of the music room.

19. The T.V. Room Committee shall consist of one student from the senior class appointed by the President and one student from the other classes appointed by the Committee Heads. Its duty shall be to enforce the rules of the T.V. Room and care for its general appearance.
20. The President can appoint other committees if needed.

MEETINGS

21. An Academia General Meeting shall be held in September and others may be called periodically during the year at the President's discretion.
22. After each meeting the President shall inform the Rector of the business conducted.
23. The financial sources of the Academia shall be derived from the Student Store and from various academia activities. All funds shall be kept in the Academia Account at the school business office.

EXPENDITURES

24. The President shall be empowered to request from the Student Store fund amounts for expenditures with the approval of the Rector and his Council.

PROCEDURE

25. Concerning the form for requesting expenditures the Committee Heads shall submit a request to their Moderators or to the Procurator and a duplicate of the request to the Treasurer.



PROCEDURE continued.

26. Any proposal from the floor which has been recognized by the President shall be open for discussion after a secondary vote. The President shall be free to ask that proposals from the floor which should first be processed through one of the Committees be submitted to the Committee concerned before coming up for open discussion.
27. Election of officers shall be by secret ballot. Election ballots shall be tabulated by the four outgoing officers under the direction of the President.
28. The Constitutions of the Maryknoll Student Academia at Maryknoll Junior Seminary were drawn up on April 13, 1957. First Revision: April 15, 1964.
29. The President together with his fellow officers shall have the obligation of interpreting these Constitutions.
30. An amendment of these Constitutions shall require a two-thirds majority vote of the student body.
31. All students at Maryknoll Junior Seminary may vote in the Academia elections in May.







