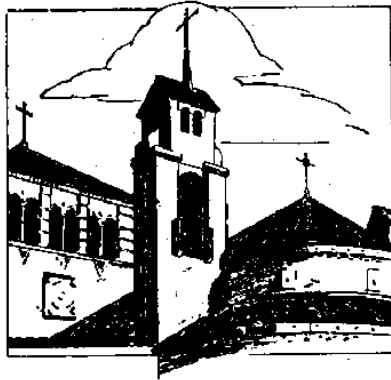


STUDENT MANUAL



MARYKNOLL JUNIOR SEMINARY
CLARKS SUMMIT, PENNSYLVANIA

STUDENT MANUAL

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Clarks Summit
Pennsylvania

1960

CONTENTS

	PAGE
Remarks, General	3
Spiritual Life	3
Permissions	4
Dormitories	4
Dormitory Procedure	4
Refectory	5
Refectory Procedure	6
Pantry Area	6
Refectory Area	6
Study Hall	7
Study Periods	7
Study Period Regulations	7
Regular Study Periods	7
Free Study Periods	8
Classes	9
Library	9
Infirmary and Dispensary	10
Recreation Room and Locker Room	10
Recreation Room Procedure	11
Locker Room Procedure	11
Music Room	12
Music Room Procedure	12
Hobby Room	13
Hobby Room Procedure	13
General Rules	13
Silence	13
Recreation	14
Morning Duties	14
Manual Labor	14
Personal Attire	14
Literature	14
Musical Instruments and Practices	15
Campus Bounds	15
Holidays	15
Visitors	15
Home Contact	16
Smoking	16
Constitutions of Maryknoll Student Academia	17
Points of Helpful Information	22
Baggage	22
Dark Room	22
Dry Cleaning	22
Hair Cuts	22
Laundry	22
Mail	22
Mass Servings	23
Money and Valuables	23
Procurator's Office	23
Radio Room	23
Seminary Store	23
Shoe Repair	23
Telephone Duty	23
Typewriters	23
Plans of the Building	25

GENERAL REMARKS

No student shall consider himself exempt from any point of the rule. Each student should, therefore, strive always to make his obedience ENTIRE, EXACT and, above all, SUPERNATURAL.

If a student foresees that, because of circumstances, he will be unable to observe a point of the rule, he must notify the Dean of Discipline beforehand. Moreover, if a student, for one reason or another, will be unable to attend an exercise he must notify the priest who presides at that exercise. Should it be that a student will be unable to carry out a task assigned for Morning Duties or Manual Labor he must notify the Business Manager of the fact so that a substitute may be appointed for that task.

When a student fails in any point of the rule, he must notify the Dean of Discipline after the evening meal.

SPIRITUAL LIFE

The spiritual and religious aspect of life is the dominating and central theme of the daily life of a student at Maryknoll Junior Seminary. The day begins and ends with community morning and evening prayers, these as well as all other community prayers must be followed by the student with the Maryknoll Prayer Book. Community Mass begins immediately after the angelus in the morning. On Monday the Dialogue Mass is said and on Wednesdays and Saturdays the Mass is sung. Each student must recite the Rosary every day. On days when this exercise is listed in the schedule the rosary shall be said in groups. Weather permitting, the exercise is held out of doors and is restricted to the path around the building. If the weather is inclement the corridors of the main floor are used for this purpose.

A public Spiritual Reading Period is held each evening immediately before supper except on days when Benediction is scheduled.

Ordinarily the first Sunday of each month is a half day of recollection.

Every student should approach the Sacrament of Penance at least once a week. A daily visit to the Blessed Sacrament is a must in the life of a seminarian and this exercise should

never be omitted. Every student must confer with the appointed Spiritual Director at stated times during the year. His visits, however, are not limited to these times—he is free to consult the Spiritual Director at any time he feels the need.

Although he must visit the official Spiritual Director at the stated times, he is not prevented from approaching any priest of his choice as a personal Spiritual Director.

PERMISSIONS

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

Extraordinary permissions, for example, being away from the seminary over night, 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. No student will ever go to the locker of another.

Dormitories may never 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 must have *explicit permission* from the dormitory prefect to enter a dormitory.

DORMITORY PROCEDURE

1. Silence is observed at all times in dormitories, adjacent wash-rooms, lavatories and corridors.
2. Beds must be made in the manner prescribed.
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 regulator.

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 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 receptacle and not thrown on floor.
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 Discipline.

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. Ordinarily there is reading during a portion of each meal; silence must be observed during this period. The priest who presides at the meal will give a signal at its end. At breakfast, all will rise immediately and stand facing the crucifix while grace after meals is said. At dinner and supper, all will remain seated in silence while a short passage from the Lives of the Saints or The Imitation of Christ is read. Then all will rise and face the crucifix for grace after meals.

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 must 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.

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. Seconds must be taken out only in the original platter or bowl.
4. Each waiter must wear his apron properly hung from the neck and tied with the strings.
5. Waiters who are returning food must not pile empty bowls on top of food as it is brought from the refectory.
6. No eating or shouting in the pantry or hallway.

Refectory Area

1. 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. Waiters will return immediately to their tables with the food given them and then line up again for the next dish.
3. *Waiters will not line up for seconds until all the food has been distributed and the heated carts removed.*
4. Aprons will be worn during the entire meal. If a table has two waiters (one to get the food and one to take the food out), as soon as the first waiter takes off the apron the second will put it on and wear it for the rest of the meal.
5. Only waiters and refectorians are allowed to be up from their tables during the main part of the meal.
6. Napkins will be used by all students during meals. When not in use they will be folded neatly and kept in a napkin ring.
7. 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. He may bring any member of his table to the Dean of Discipline if he thinks it necessary and any member of the table who feels he is unjustly treated may do the same as regards the table senior.
8. During the meal there will be no inter-table talk.
9. At the end of the main part of the meal, dishwashers and set-up squad members may leave the refectory to begin work.

10. 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.
11. When dessert is brought out, all waiters must leave the pantry area, return to the refectory and line up to receive the food.
12. 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 and that the dishes for the next meal are set up as time allows.
13. Five minutes before the end of the meal, at a signal from the refectorian, all dishwashers and set-up men will return to the refectory properly attired. The refectory doors will be closed and as soon as possible the refectorians will finish their work and take their seats.

STUDY HALL 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 the Dean of Studies. The study schedule must always be readily available should a study hall proctor ask to see it.

STUDY PERIOD REGULATIONS

I. Regular Study Periods

1. Absolute silence is to be observed in all study periods.
2. A handbell will be rung two minutes before the beginning of each study period as a warning that all are to proceed immediately to their assigned places. When the final bell rings the prayer is to be said and silence is to begin.

3. 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.
4. The reading of novels is not permitted during the regular study period.
5. Permission to go to the library during regular study periods will be granted only for class work and only in the period designed for the particular class noted in your study schedule.
6. Proctors will not answer questions about subject matter during study periods.

II. Free Study Periods

5:00—5:55 P. M.
7:55—8:20 P. M.

1. Absolute Silence

- | | | |
|---------------------|-----------------------------|---------------------|
| 2. Areas in bounds: | Study Halls | Study Hall Corridor |
| | Chapel | Study Hall Lavatory |
| | Library | Stairway to Library |
| | Spiritual Director's Office | |

3. Activities permitted:

- | | |
|--|--|
| In Study Hall | Outside Study Hall |
| Study | Private tutoring by priest of individual or groups |
| Reading of novels or other books (for assignment or recommended reading) | Visit to chapel |
| Private spiritual reading | Visit to Spiritual Director |
| Letter writing | Confession |
| | Subject-matter club meetings |
| | Use of library |
| | Use of lavatory |

4. Activities forbidden:

- Formal classes
- Non-subject-matter clubs
- Breaking silence
- Typing in a classroom
- Private study in classroom, either alone or in groups
- All other activities not directly connected with study

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 shall take steps to learn whether or not the teacher is coming. If the teacher cannot be located he should notify the Dean of Studies. If an assignment has not been completed the student *must notify the teacher* before 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 time; and according to the permission which must be requested for class work during regular study periods.
2. Silence must be observed in the library.
3. Each student must have a library number, and he is responsible for all materials charged against that number.
4. Reference books and current issues of periodicals may ordinarily never be withdrawn from the library.
5. Books may be borrowed for two weeks on the library number and are subject to renewal for two more weeks.
6. Books may be borrowed between 5 and 6 P. M. when there is a student assistant librarian at the desk. A student may never withdraw a book on his own.
7. *The librarian's office and workshop as well as the periodical room are out of bounds.*
8. Library books are not to be withdrawn to be used as textbooks.
9. Borrowers will be responsible for all damage to books, and will be charged for repairs or replacement. A fine of 5c a day will be charged for all overdue books.
10. 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. A book which is returned to the shelf in the wrong place is a lost book.

INFIRMARY AND DISPENSARY

Except for the services provided by the local infirmary, each student is responsible for the financial expenses connected with any illness he may incur. The regular period for the infirmary treatment is 7:00 P. M.-7:40 P. M. If an emergency arises, the infirmarian can 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 Discipline. Smoking is never permitted in the infirmary.
2. Reading of secular magazines and newspapers is banned in the infirmary as well as in the rest of the house.
3. The radio in the infirmary may be played only at those times designated as free time or recreation on the schedule.
4. A student confined to the infirmary is expected to follow the regular schedule of study when his illness does not prevent this.
5. Permission to visit a doctor must be obtained from the Dean of Discipline, and the special form provided for this must be filled out by each student seeking permission. On returning from the doctor, this slip must be presented to the Dean of Discipline.

RECREATION ROOM AND LOCKER ROOM

The school provides a recreation room and equipment and also 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. There will be one pool table for Freshmen and Sophomores, and one for the upper classes.
3. There will be no use of the recreation room facilities outside of the recreation period.
4. Permission to use the television set is to be obtained from the Dean of Discipline by the senior prefect. Such permission may never be presumed.
5. Chairs used while watching television shall be put back against the wall when not in use.
6. Recreational equipment which is damaged should be reported without delay.
7. All recreational activity ceases immediately when the signal is given.

LOCKER ROOM PROCEDURE

1. Never go into the locker room with dirty shoes, rubbers or overshoes on.
2. 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.
5. Locker doors are always to be carefully closed when you are finished using them. Inspect the top, bottom and sides to see that nothing is hanging out of locker.
6. Lockers are to be periodically emptied out and cleaned and dusted.
7. On the bottom of every locker there must be a piece of cardboard or paper on which shoes are placed.
8. The locker room is never to be used as a hangout or place of recreation—there can, therefore, never be any excuse for standing around talking.
9. The benches are not made to stand on.
10. One never stands on the bottom of a locker to reach something on the shelf.
11. The locker room is cleaned during morning duties—it is strictly out of bounds, except to get a coat at the 10:15 break,

until the beginning of Manual Labor. The locker room has only one purpose—IT IS A PLACE TO CHANGE CLOTHES AND WASH. These are the only activities permitted.

MUSIC ROOM

A room is set aside for those who wish to listen to more serious music. This room was established by the student academia and the rules and regulations were drawn up by the students themselves. The continued successful operation of this room is the sole responsibility of the students.

MUSIC ROOM PROCEDURE

- a) Hours of operation:
 - Wednesday P. M. 1:30-4:50
 - Saturday P. M. 3:00-4:50 and 7:30-8:45
 - Sunday P. M. 1:30-5:30
 - Freedays and holidays 1:30-4:50
- b) Music to be played:
 - Wednesdays, Sundays, Freedays and holidays P. M.
 - Classical from 1:30 to 3:30
 - Modern from 3:30 to the end
 - Saturday afternoon and evening:
 - Classical from 3:30 to 4:15
 - Modern from 4:15 to 4:50
 - Classical from 7:30 to 8:05
 - Modern from 8:05 to 8:45
- c) Smoking is permitted in the Music Room during the time allowed by the House Rule, but absolutely not while passing to and from the room via the refectory.
- d) Clean clothes will be worn at all times in the Music Room.
- e) The senior student present is responsible for the appearance of and conduct in the Music Room.
- f) On entering and leaving the students may not loiter in the refectory or touch the tables or anything on them.
- g) No food, candy, etc., will be allowed in the Music Room at any time.
- h) The senior member who operates the record player does not by his appointment to take charge of the machine get the power to choose the records to be played.

HOBBY ROOM

A room and equipment is set aside for those who wish to pursue hobbies which require working space. This room was established by the student body and its continued operation depends entirely on the way the students use it.

HOBBY ROOM PROCEDURE

TIME	Day	Time
Saturday	After Manual Labor	3:00-4:45 P. M.
	Night	7:30-8:45 P. M.
Sunday	Morning	8:30-9:30 A. M.
	Afternoon	1:30-3:45 P. M.
Wednesday	Afternoon	1:30-5:25 P. M.

Rule

1. Old clothes may be worn.
2. No smoking. Permission will not be granted.
3. Use of electrical tools only with written permission of the Business Manager.
4. You must have written permission from the owner to use another's personal equipment.
5. Chairs provided may not be removed.
6. All tools must be replaced after being used and the room must be left in orderly condition.
7. No loitering.
8. The Hobby Room is out of bounds to all outside the prescribed times.
9. Refectory equipment such as glasses, cutlery, cups, dishes, etc. are never to be brought into the hobby room.
10. Anyone found violating the above rules will lose permission to use this room.

GENERAL RULES

Silence

Silence must be observed above the main floor at all times. Necessary talking in this area 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 the end of 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 Dean of Discipline. Each one should participate in some sort of athletic competition. In season, swimming is allowed with permission of Dean of Discipline. No student is ever allowed in the pool alone. All wrestling and horseplay in this area is strictly forbidden. During this period there shall be no fewer than three students together and not habitually the same three.

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 running of electric saws, drills, etc., 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 presume this permission.

Personal Attire

Each student must see to it that his personal clothing is neat and clean. Coats, NOT jackets or sweaters, are the ordinary house dress. Neckties are to be worn and they must be black. Shoes are to be well shined at all times. Shoes with leather heels or other noisy taps are not allowed. Crew haircuts are forbidden.

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, no others are allowed.

Musical Instruments and Practices

Musical instruments belonging to the seminary may not be used unless permission has been obtained. The Director of Music will assign times of practice and also places of storage for private instruments. On free afternoons instruments are not to be played 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. The priests corridor is out of bounds. Center stair case is used for access to chapel loft, infirmary or dark room. Access to the library is by the south stairs. The convent, Brothers' House, garage and workrooms, barns, or use of the roads thereto are out of bounds except on assignment or with express permission. The administration corridor and front door are out of bounds except as a passage to and from class or assignments, or with permission. The rotunda staircase is used only in going to and from meals.

Holidays

Wednesday and Sunday afternoons are free as noted in the schedule. Off property permission is granted under the usual conditions. Saturday afternoon is free after Manual Labor. Off property permission is not granted. Clarks Summit, Chinchilla, and Scranton are out of bounds, except with permission of the Dean of Discipline. 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 1 P. M. to 5 P. M. Visitors at other times require the previous permission of the Rector. The priests' corridor, kitchen, store rooms, tower rooms, corridor and tower, Brothers' house, students' locker room and gym platform are out of bounds for

visitors. 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. Visitors may not bring food to the students. Students are not allowed to leave the property with guests.

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 a basket provided by the Dean of Discipline before 5:00 P. M. Other mail is deposited in the study hall mail box. Incoming and outgoing mail is subject to the inspection of the Rector.

Smoking

Students must have the written permission of their parents or guardians in order to smoke. Smoking is permitted on class days after breakfast until the signal for the end of recreation; after dinner and supper, until the bell ending the free period. On Sundays, Wednesdays, and Saturday afternoons and free afternoons until the signal is given; on Sunday mornings during free time; and on mornings of free days until 12 o'clock. Smoking indoors is permitted in the Recreation Room only. Smoking outdoors is permitted only on the south side of the building.

CONSTITUTIONS OF THE MARYKNOLL STUDENT ACADEMIA

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 coordination 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. Election of officers shall take place at the last meeting of the year, which is to be held before the 15th of May.
5. The term of office shall be for one year; in case of vacancy during a term of office, the office shall be filled by another election.
6. The President shall be a student of the Junior Class; the Vice-President and Treasurer shall be students of the Sophomore Class; the Secretary shall be a student of the Freshman Class.
7. The duties of the President shall be:
 - (a) To preside at meetings.
 - (b) To appoint committees in September before the first meeting.
 - (c) To approve expenditures of money in accordance with these Constitutions.
 - (d) To interpret, together with his advisory Committee, the Academia Constitutions.
8. The duties of the Vice-President shall be:
 - (a) To represent the President at General or Committee meetings at which he may be unable to appear.
 - (c) To advise the President as outlined in No. 11.

9. 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 advise the President as outlined in No. 11.
10. The duties of the Treasurer shall be:
 - (a) To keep an account of the financial books belonging to the Academia; to render an account at each meeting of the expenditures made since the last meeting.
 - (b) To advise the President as outlined in No. 11.
11. The Budget Committee shall consist of the President and the other officers of the Academia. It shall concern itself with the following matters:
 - (a) Receiving and evaluating annual budgets from the officers of the various co-curricular activities and Committees with the exception of the Mission Academia. These budgets shall be submitted at least two weeks before the final meeting in May.
 - (b) Meeting with officers of the various activities where questions of changing the submitted budgets arise.
 - (c) Submitting the budgets of the activities covering the coming year to the Rector with his Council. These are submitted together with recommendations.
 - (d) Maintaining records of their accounts.
12. The Coordinating Committee shall consist of one student from each year, appointed by the President. 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.
13. The Recreation Committee shall consist of the Master of Games, and three other members appointed by the President (from various classes.) 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 Co-

ordinating Committee and to submit an annual budget for recreational activities of the Budget Committee.

14. The Entertainment Committee shall consist of one student of each year appointed by the President. Its duties shall be to plan the various entertainments during the year, with the exception of regular class plays, and to submit an annual budget for the proposed entertainments.
15. The General Affairs Committee shall consist of one student from each year, appointed by the President. Its duties shall be to receive, evaluate and present recommendations from the student body not pertaining to any already existing committee or activity.
16. The Mission Activities Committee shall keep a separate account of funds destined for the missions. This Committee shall also take care of Christmas letters to the missionaries, the daily spiritual reminder and other mission activities which may be entrusted to them. It shall consist of one member from each class appointed by the President.
17. Each committee set up by these Constitutions shall submit a written report to the President three days before the election of new officers. This report will inform the President on the following points:
 - (a) The work accomplished during the year.
 - (b) The financial status of the Committee where this is apropos.
 - (c) An inventory of all that the Committee possesses or for which it is responsible.
 - (d) Suggestions for improvement of future activities of the Committee.
18. The President will have the power to appoint other committees.

Meetings

19. An Academia General Meeting must be held before the 15th of each May in accordance with No. 4. A meeting shall also be held in September, and during the year, at least one other meeting will be held. Should the need arise, the President may call additional meetings.

20. After each meeting, the President shall inform the Rev. Rector of the business conducted.
21. The financial sources of the Academia shall be derived from the Student Store and Activity Fund. (The Mission Academia is excluded from a participation in the Activity Fund.) These funds shall be made available in accordance with Nos. 10 and 11.
22. All funds and receipts shall be kept in the store bank account. The approved budget account shall be set aside in June. To ensure continuity and accurate accounting, the Treasurer shall work in harmony with the Rev. Storekeeper to care for the Academia Budget Account. Before each meeting, the Treasurer shall see that his books concerning this account balance with those of the Business Manager.

Expenditures:

23. The President shall be empowered to request from the Student Store Fund, amounts for extraordinary expenditures with the approval of the Student Budget Committee and the Rector and his Council.
24. All expenditures during the Summer School shall require the explicit approval of the Rev. Rector or his substitute.

Procedure:

25. Concerning the form for requesting major Academia expenditures; all projects seeking Academia funds shall submit a budget to the Budget Committee at least two weeks before the May General Meeting in accordance with No. 11. The Committee will in turn submit the budget and their recommendations to the Rector and his Council.
26. Any proposal from the floor which has been recognized by the President shall be open for discussion after a seconding 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 out-going four officers under the

direction of the President. In all cases, except the viva voce vote, the acceptance of a proposal shall require a two-thirds majority in the case of proposals having to do with the amending of these Constitutions or with the establishing or abolishing of any authorized student activity. In the case of proposals not concerned with these matters, an absolute majority shall be sufficient.

28. The Constitutions of the Maryknoll Student Academia, at Maryknoll Junior Seminary have been drawn up on April 13, 1957.
29. The President, together with his fellow officers, shall have the obligation of interpreting these Constitutions.
30. A copy of these Constitutions shall be included in the Student Manual. One copy shall be posted on the Students' Bulletin Board for the week preceding each academic year.
31. An amendment to these Constitutions shall require a favorable vote of two-thirds of the student body, as above in No. 26.

POINTS OF HELPFUL INFORMATION

1. *Baggage:* Trunks and suitcases are stored in a special baggage room which is arranged according to the Rev. Moderator and is out of bounds to the students without permission from the Dean of Discipline. 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 Rev. Moderator.
3. *Dry Cleaning:* Dry cleaning goes out on Monday but those who wish to use these services must have their clothing in and marked at the rear of the Seminary Store 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 20c 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 sheet	10 handkerchiefs
3 shorts	2 towels-large	1 pair pajamas
7 pairs of socks	3 "T" shirts	1 Pillow case
		1 towel-small

On the first and third Saturdays of the month, the Freshmen, Sophomores, and Juniors may put one pair of trousers, dungarees, levis or overalls and one sweat shirt in the laundry. On the second and fourth Saturdays the Seniors may do likewise.

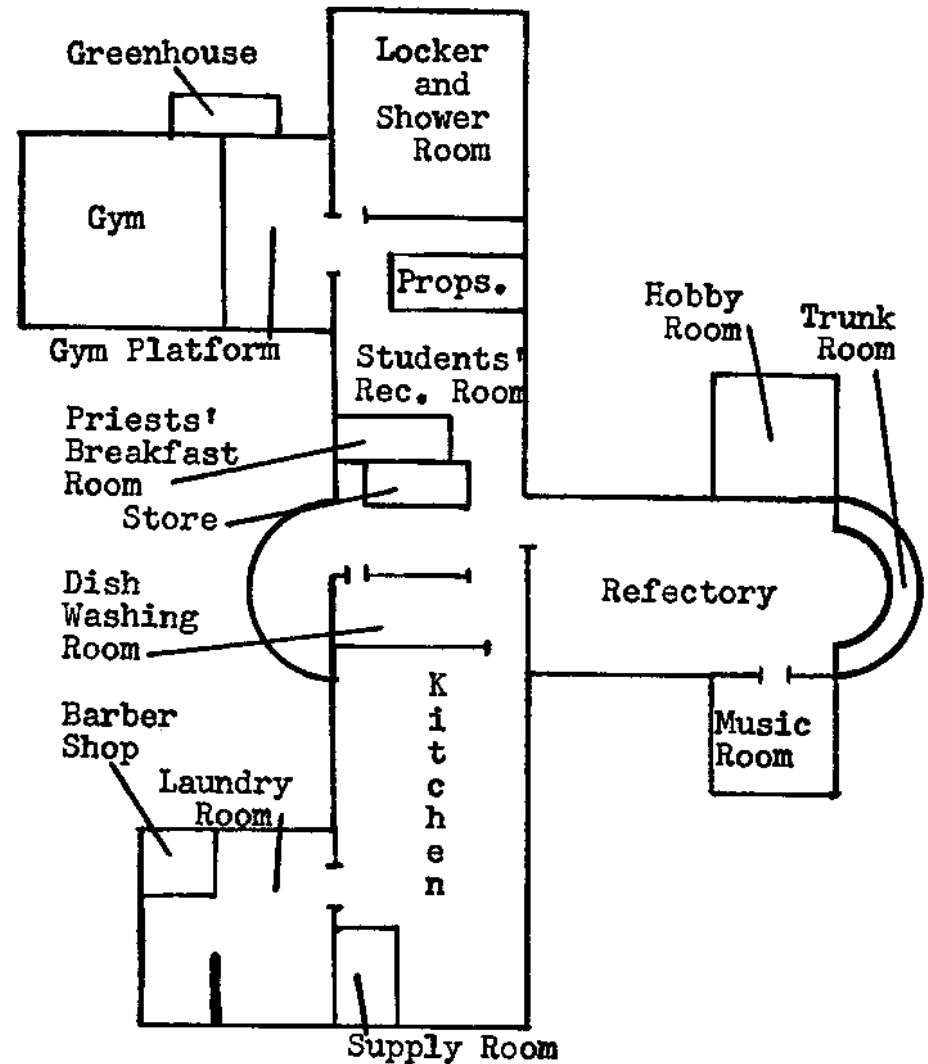
6. *Mail:* The Senior Prefect with the help of one member from each class distributes the mail every day after supper in the Recreation room. Packages are placed in the Recreation Room on Wednesdays and Saturdays. Those containing food are delivered directly to the kitchen. The students are reminded

of the out-of-bounds status of the Mail Room except for the Senior Prefect.

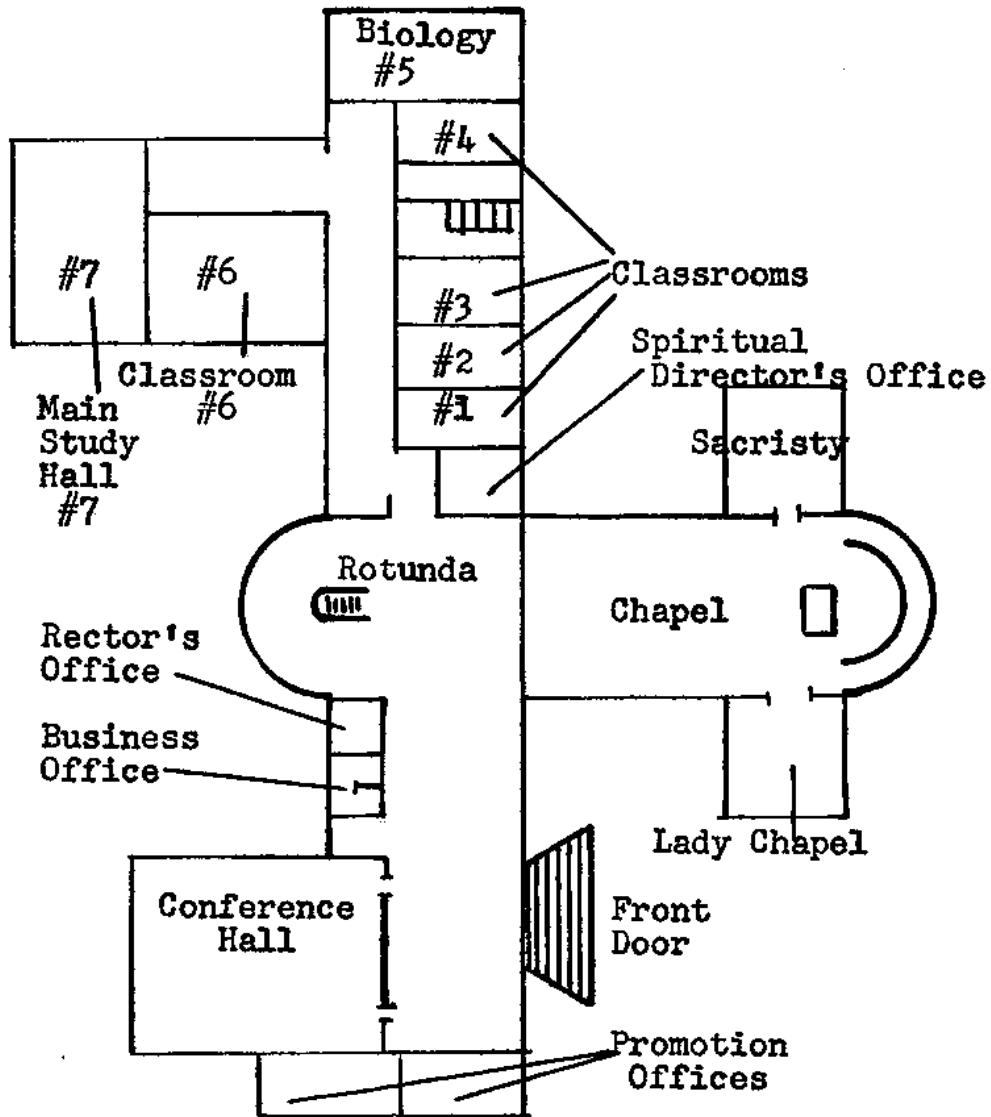
7. *Mass servings:* All the students may serve Mass as soon as they are trained and assigned according to the directions of the Rev. Master of Ceremonies. The manner of serving Mass may be obtained from the Rev. Master of Ceremonies, who will periodically test the servers on their Latin and performance. Cassocks are found in the sacristy basement. It is necessary that students who are moving around the sacristy and altars while Masses are being said should make every effort to be perfectly quiet and should stop and adore at the Consecration.
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. *Procurator's Office:* The students are reminded that the Procurator's Office is out of bounds except during business hours which are as follows:
 - Wednesday from 2:00 P. M. until 5:00 P. M.
 - Saturday from 4:00 P. M. until 5:00 P. M.
10. *Radio Room:* For those who belong to the Radio Club the Radio Room may be used with the permission and 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. Students are reminded of the rule which forbids leather heels and metal taps.

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 for Faculty members and others are transmitted accurately and completely. The telephone Room is in bounds only for 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, and 3. The Rule does not permit the students to use the House typewriters unless on specific assignment. Accidents to house typewriters must be reported to the Business Manager immediately.

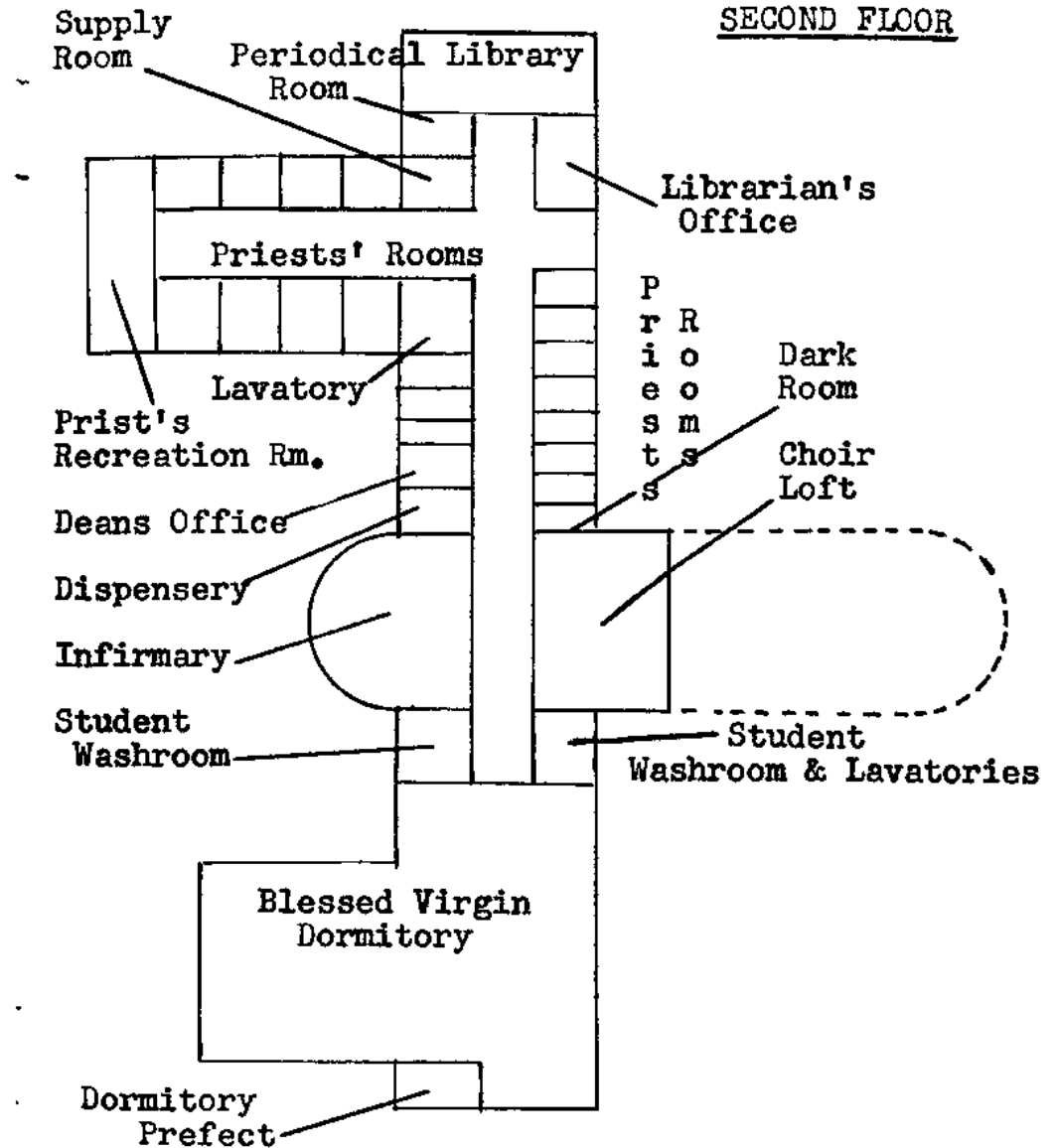
GROUND FLOOR



FIRST FLOOR



SECOND FLOOR



THIRD FLOOR

