

stating its terms and conditions and signed by the vendor and vendee, shall be filed in the auditor's office of the county wherein, at the date of the vendee's taking possession of the property, the vendee resides.

County auditor to index all conditional sales.

SEC. 2. It shall be the duty of the county auditor of the county wherein any such memorandum is presented to him for that purpose, to mark thereon the time of its reception, and he shall index the same in the general index of instruments in his office by stating the name of the vendor and vendee, and the words "conditional sale" and the volume and page in which it is recorded. And he shall cause the same to be recorded in a book to be kept by him for that purpose and styled "Conditional sales," "Volume, " and the auditor shall charge the same rates for the recording of such instruments as are allowed for the recording of deeds of real property, and shall allow a cancellation or satisfaction thereof in the same manner as mortgages of real property are cancelled or satisfied.

Approved March 10, 1893.

CHAPTER CVII.

[S. B. No. 83.]

MANAGEMENT AND CONTROL OF STATE NORMAL SCHOOLS.

AN ACT to provide for the management and control of state normal schools in the State of Washington.

Be it enacted by the Legislature of the State of Washington:

SECTION 1. That the state normal school at Cheney, the state normal school at Ellensburg, and such other state normal schools as may hereafter be established, unless otherwise expressly provided by law, shall each be under the management and control of a board of three trustees to be known as the "local board of trustees for the state normal school at" At least two members of each local board of normal school trustees shall be residents of

Local board of trustees.

the county in which the school of which they are trustees is situated, said trustees to be appointed by the governor, How appointed. by and with the advice and consent of the senate.

SEC. 2. All trustees of the state normal school at Cheney that may be serving as such at the time this act shall go into effect and all trustees for the state normal school at Ellensburg that may be so serving, except *ex officio* members, shall continue to hold their respective offices as such trustees for the full term for which they were appointed; and thereafter all trustees shall be appointed for six years, Terms of office. except in cases of appointments to fill vacancies, in which case the appointment shall be made for the unexpired term of the trustees whose office has become vacant. In case of the establishment of any additional state normal schools, unless otherwise expressly provided by law, the governor shall appoint one trustee for two years, one for four years, and one for six years.

SEC. 3. Each local board of normal school trustees shall elect one of its members chairman, and it shall elect a clerk, who may or may not be a member of the board. Each local board shall have power to adopt by-laws for its government and for the government of the school, which by-laws shall not be inconsistent with the provisions of this act, and to prescribe the duties of its officers, committees and employés. A majority of the board shall constitute a quorum for the transaction of all business. Organization of local board.

SEC. 4. Each local board of trustees shall have power, Powers of local board. and it shall be its duty—*First:* To elect a principal for such period as it may determine, not to exceed two years, and to elect such other teachers and assistants as the necessities of the school may require. *Second:* To provide a librarian for the school, who shall have charge of all books, maps, charts and apparatus thereof, under such regulations as may be provided by law or by the by-laws of the board of trustees; also to choose a janitor and such other employés as may become necessary, and for good and lawful reasons to discharge any or all such teachers and employés. *Third:* To adopt and provide the necessary text books and provide books of reference for the use of students and teachers, and to provide for the proper care of the same. *Fourth:* To

have charge of the erection of all buildings pertaining to the school, unless otherwise expressly provided, and to have the care and management of all buildings and other property belonging to the school. *Fifth:* To audit all accounts against the school, and to certify all bills which may be allowed, to the state auditor, who shall draw warrants on the state treasurer for such amounts as he shall find to have been properly or legally allowed. *Sixth:* To purchase all supplies for the use of the school, to provide a library suited to its wants, to provide for lectures on subjects pertaining to education and the art of [or] science of teaching, and to do such other things, not forbidden by law, as may become necessary for the good of the school.

Boarding
house.

SEC. 5. Each local board of normal school trustees shall have power to establish and maintain a boarding house or houses for the accommodation of students, to employ a matron and such other assistance as may become necessary to conduct the same, to make such rules for its government and management as they may deem necessary, and to charge such rates for board and entertainment as will make such boarding house or houses self-sustaining.

Meetings of
local board.

SEC. 6. Each local board of normal school trustees shall hold two regular or stated meetings each year, at such times as may be provided in its by-laws, and such special meetings may be held as shall be deemed necessary, such special meetings to be called by the chairman or by a majority of the local board; all meetings of the local boards shall be held in the city or town wherein their respective schools are.

Duties of
principals.

SEC. 7. The principal of each state normal school shall have general supervision of the school, shall see that all laws and all rules of the general and local boards of trustees are observed and obeyed by teachers and students, that the course or courses of study prescribed are faithfully pursued, shall assign students to their proper classes or grades, and unless otherwise specially provided he shall designate the work to be performed by each teacher. He shall at the close of each school year make a detailed annual report to the board of trustees, containing a classified catalogue of all students that have been enrolled during the year, and such other information as he may deem advisable

or as the board may require, and it shall be his duty to superintend the printing of the same. It shall also be his duty when required by the local board of trustees to attend county institutes and other educational gatherings, and to lecture upon educational topics that are calculated to enhance the interests of popular education or of his school. The local board of trustees shall audit and allow all his necessary expenses incurred in traveling. Traveling expenses.

SEC. 8. Two members of each of the local boards of normal school trustees, to be selected by said board herein provided for, shall constitute a general board of normal school trustees, of which the superintendent of public instruction shall be secretary. Within thirty days after this act shall take effect the superintendent of public instruction shall call a meeting of said general board of trustees, designating the time and place of holding the same, of which meeting at least ten days' notice shall be given to each member in writing. At the first meeting held by said general board of trustees it shall proceed to organize by electing one of its members president, but no president shall be elected for a longer term than two years. Said general board shall have power, and it shall be its duty, to adopt such by-laws, rules and regulations for its government, and for the general government of the schools under its control, as it may deem proper, which shall not be inconsistent with the provisions of this act, and it shall provide for the appointment of such officers and committees as will best subserve its interests and the interests of the several schools under its control. A majority of said board shall constitute a quorum for the transaction of all business, and each trustee shall be entitled to one vote. General board of normal school trustees.

SEC. 9. The annual meeting of the general board of normal school trustees shall commence on the fourth Wednesday of June each year, at such place as the board may determine. Such special meetings may be held as shall be deemed necessary, special meetings to be called by the president or by a majority of the board, the time and place of any special meeting to be stated in the call. Organization.

SEC. 10. The general board of normal school trustees

Powers of general board.

shall have power and it shall be its duty — *First*, to prescribe the course or courses of study that shall be pursued in all state normal schools under its control: *Provided*, That the course or courses of study shall be the same for all such schools, and shall not be inconsistent with any of the provisions of this act; *second*, it may provide for a uniform system of examinations for admission to and graduation from said schools, and may prepare or cause to be prepared uniform sets of examination questions for said examinations; *third*, it shall be the duty of said board to grant diplomas to the graduates of all normal schools contemplated by this act, and for good and sufficient reasons to revoke the same; and it may grant diplomas in accordance with the provisions of this act to such students as shall have graduated from either the state normal school at Cheney or the state normal school at Ellensburg prior to the time at which this act shall take effect, in lieu of the diplomas already granted to such graduates by the trustees of said schools: *Provided*, That all teachers holding county certificates may be admitted to any of said schools from the state at large.

General board to prescribe two courses of study.

SEC. 11. The general board of normal school trustees may, in its discretion, prescribe two courses of study for the schools under its control, one of which shall be known as the elementary course and the other as the advanced course; but no elementary course shall cover a shorter period of time than two years, and no advanced course shall cover a longer period than four years; or, it may establish for said schools a single course of study, which shall not cover a shorter period of time than three years nor a longer period than four years. The course or courses of study which may be prescribed for said schools shall embrace all branches in which applicants for state certificates and life diplomas are required to be examined, and such other branches as the board of trustees may determine.

Model school for training.

SEC. 12. A model school or training department shall be provided for each state normal school contemplated by this act, in which all senior grade students shall have actual practice in teaching for not less than twenty weeks under

the supervision and observation of a model school training teacher; and the general board of normal school trustees may provide a manual training department for each school under its control, and may employ a suitable instructor for each. The course of training in such department shall be such as to enable students to acquire skill in the handling of tools and in the manufacturing of apparatus and appliances for use in school work in the public schools of the state.

SEC. 13. Diplomas granted to students who have completed the elementary course provided for in this act, shall qualify the holders to teach in the common schools of this state for a period of two years, at the expiration of which time they may be renewed by the general board of trustees for a period of three years, upon the filing of satisfactory evidence that the holders have taught successfully at least twelve months subsequent to the time of graduation. Diplomas granted to the graduates of the advanced course, or of a course embracing not less than three years, shall qualify the holders to teach in any of the public schools of this state for a period of five years, and at the expiration of that time, upon the filing of satisfactory evidence that the holder of such a diploma has taught successfully at least thirty-six months, the board shall grant to him or her a diploma which shall qualify him or her to teach in the public schools of this state during his or her natural life. Every diploma shall be signed by the president and secretary of the general board of trustees, by order of the board, and by the principal of the normal school at which the holder graduated, and all diplomas shall be stamped with the seal of the board. No student shall be entitled to a diploma from any state normal school contemplated by this act who has not been in regular attendance thereat at least forty weeks, and who does not show proficiency in all branches included in the course of study from which he proposes to graduate. Every diploma shall specifically state what course of study the holder has taken, and for what length of time said diploma is valid as a certificate.

SEC. 14. No charge shall be made against any student, for tuition, in any of the normal schools contemplated by

Manual
training
department.

Diplomas.

Terms of
admission
of students.

this act: *Provided*, That said student is a *bona fide* resident of this state; but such student shall be required, upon entrance into any of said schools, to certify upon honor that it is his intention to pursue the vocation of teaching. Students from other states or territories may be granted scholarships which shall entitle them to complete any course of study prescribed by the general board of trustees, in any state normal school contemplated by this act, upon the payment of one hundred dollars each, which sum shall be placed to the credit of the normal school which such student shall attend, and shall be expended in the purchase of books or apparatus for the benefit of such school. All students shall be required to furnish satisfactory evidence of good moral character, and any student may be suspended or expelled from any state normal school contemplated by this act, who is found to be immoral or who refuses to comply with the rules and regulations for its government.

Library.

SEC. 15. No student shall be required to pay for the use of any book or books belonging to the library of any school contemplated by this act, but the local board of trustees may require the deposit of a sum not exceeding ten dollars, by each student, as indemnity for the loss of any book or books, or for damage done to any book or books by such student, and such sum as may be required to be deposited, or such part thereof as shall not be due the school, for loss of, or damage to, any book or books shall be returned to such student upon his retirement from the school. All sums retained for loss of or damage to books belonging to the library shall be expended in the purchase of other books for the use of the school.

County superintendent to hold competitive examinations.

SEC. 16. It shall be the duty of each county superintendent in this state to hold a competitive examination, commencing on the second Thursday of May, each year, of all persons desiring to attend any state normal school contemplated by this act, except legally qualified teachers, notice of said examination to be given in the same manner as notice is required to be given of examinations of teachers. Such persons shall be examined in reading, orthography, writing, geography, arithmetic, English grammar,

history of the United States and physiology and hygiene. The examination shall be conducted, as far as practicable, according to the rules prescribed by the state board of education for the examination of teachers, and no questions shall be used except such as shall be provided by the superintendent of public instruction. Each person taking said examination shall designate the state normal school which he desires to attend, and the county superintendent shall make a list of such persons and shall mark the grade or standing of each thereon in each branch, according to his best judgment, as such standing is shown by the results of the examination. He shall recommend such persons as are examined in accordance with their standing: *Provided*, That he may discriminate in favor of those whose age and experience specially fit them to become students in such schools. Proviso. The county superintendent shall hold the manuscripts of each person taking the competitive examination for a period of six months, subject to the order of the local board of trustees of the normal school which such person desires to attend. At the expiration of the year a new list shall be prepared, and those not recommended and those who have failed to enter the normal school after being recommended must be re-examined or forfeit all rights acquired by virtue of the former examination. On or before the first day of June next succeeding any competitive examination the county superintendent shall forward to the clerk of each local board of normal school trustees the names and addresses of all persons whom he desires to recommend as students for such school not exceeding the number to which his county is entitled in said school according to the last apportionment made by the general board of trustees, and he shall also give the standing of each student recommended, in each of the several branches in which he has been examined.

SEC. 17. It shall be the duty of the superintendent of public instruction to prepare and forward to each county superintendent, on or before the first day of May each year, suitable lists of questions to be used in the competitive examinations provided for in the preceding section, which questions shall be uniform throughout the state, and

Superintendent of public instruction to prepare lists for competitive examinations.

which shall be upon all branches enumerated in the preceding section. He shall also furnish all blank forms for the use of county superintendents in conducting said competitive examinations and in making their reports of the same.

Age required
for admission.

SEC. 18. No person shall be admitted to any state normal school as a student who has not attained the age of sixteen years, if a male, or of fifteen years if a female, nor until by an entrance examination or otherwise he or she shall have established the fact that he or she is qualified to enter some one of the grades or courses provided for in the course of study.

Meetings of
principals.

SEC. 19. It shall be the duty of the principals of the several state normal schools contemplated by this act to meet at the time and place of the annual meeting of the general board of normal school trustees to consult with each other relative to matters concerning their school work, to discuss methods of teaching and plans of management, and to make such recommendations to the general board of trustees as they may deem proper; and each shall at such meeting report to the board the names of all students that are entitled to diplomas.

General board
to make biennial
report.

SEC. 20. The general board of normal school trustees shall, biennially, on or before the first day of October next preceding each regular session of the legislature of this state, make, through its secretary, a report to the governor of the state, which report shall be included with and constitute a part of the biennial report of the superintendent of public instruction. Said normal school report shall embrace a statement of the receipts and expenditures of the several schools contemplated by this act, and the purpose for which all moneys have been expended; a classified catalogue of all students enrolled in each of said schools, a directory of all graduates of each school properly classified; the course or courses of study pursued in the several schools, and such other information as may be deemed advisable. And it shall be the duty of each local board of trustees, through its clerk and chairman, on or before the first day of September, to make a report to the secretary of the general board, embracing such facts as are required to be

embraced in the biennial report of the general board, and such other facts as the general board may require.

SEC. 21. Each normal school trustee shall receive three dollars per day for the time actually and necessarily spent in attending the meetings of the general and local boards, and he shall be allowed five cents per mile for each mile actually traveled, such amounts to be audited by the local boards and certified to the state auditor as other accounts are required to be certified: *Provided*, That no trustee shall receive more than one hundred dollars as per diem in any one year.

Per diem of trustees.

Proviso.

SEC. 22. No normal school trustee shall be awarded any contract for the erection, repair or furnishing of any building belonging to any state normal school contemplated by this act, nor for the furnishing of supplies or materials for the same, and no such trustee shall act as agent for any publishing house proposing to furnish books for such school; and any trustee who shall violate any of the above named provisions shall, upon conviction thereof, be fined in any sum not exceeding five hundred dollars, and his office as such trustee shall be declared vacant.

No trustee to be interested in any contract.

SEC. 23. All acts and parts of acts in conflict with the provisions of this act are hereby repealed.

Approved March 10, 1893.