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PREFACE

Red Tape, a guidebook published by the Women's Student Government at Dickinson, contains a general summary of dormitory and campus procedures for women students. The campus has four dormitories for women students: Adams Hall, Drayer Hall, Sellers House, McIntire House. Each dorm has its own rules as well as those common to the campus. It is the responsibility of each girl to know and uphold the regulations of the college and of her dormitory. A test will be given to all women students in the Fall covering the contents of this book.

OFFICERS

President of Presidents' Council	Charlotte Renshaw
Vice President of Presidents' Council	Carol Raskopf CH 3-5141
Secretary of Presidents' Council	Karen Almstead CH 3-5141

Adams Hall

President	Sally Phillips
Secretary	Betsy Jones
Vice President	Susie Teller

Drayer Hall

President	CH 3-5141 Prill Hinebauch
Secretary	Maureen Newton
Vice President	Dudley Dickinson

McIntire House

President	
Secretary	Macy Potamkin

Sellers House

President	Emilie Young
Secretary	Cheryl Livingston

HOUSE DIRECTORS

Adams Hall	Mrs. Emma Grubb Mrs. Beulah Thomas	
Drayer Hall	Mrs. Austra Treicis Mrs. Amelia Anderson	CH 9-4618
McIntire House	Mrs. Blanche Moore	CH 9-3417
Sellers House	Mrs. Anne Stover	CH 9-2357
Assistant House Director at McIntire and Sellers Houses	Mrs. Anna Robert	

WOMEN'S STUDENT GOVERNMENT

THE HOUSE COUNCILS

The dormitory regulations will be found in the pages that follow, but first let us explain how these rules are made and enforced. Each dormitory wing will elect a person from its group to represent these girls on the House Council. This council becomes the group of girls who, along with the House Director, keeps the dormitory running smoothly. The dormitory officers shall be elected in the previous May for the following year. Freshman officers will be elected in October of their freshman year. The House Council meets once a week to discuss suggestions and policies for their particular dormitory and for all women students and to act upon cases of infringement of regulations in the dormitory. These groups are the core of women's student government at Dickinson. Each girl is represented and given a voice through her representative.

PRESIDENTS' COUNCIL

The organization which joins the individual House Councils is known as Presidents' Council.

CONSTITUTION OF THE PRESIDENTS' COUNCIL

Article I. NAME

The women's governing body of Dickinson College shall be called Presidents' Council.

Article II. PURPOSE

The object of Presidents' Council shall be to foster good relationships among all women students, to formulate rules governing women students, to enforce all rules made by Presidents' Council, and to act as a judicial body enforcing all-college dormitory rules.

Article III. MEMBERSHIP

In addition to the officers, the membership shall consist of the President of each Honor Dormitory, the three officers of the two regular dormitories, and one freshman delegate, elected by the freshmen, from each of the regular dormitories.

Article IV. ELECTIONS

Section I.

The officers of the regular dormitories will be elected by a majority vote in the Spring from the girls elected as House Council members and from nominations from the floor. New wing representatives will be elected to replace the positions vacated by these officers.

Section II.

The officers of the Honor Dormitories will be elected by a majority vote in the Spring from the girls living in those dormitories.

Section III.

The President, Vice President, and Secretary of Presidents' Council will be elected by all the women dormitory students. One nomination will be made by each wing; their nominee does not necessarily have to come from that wing. A list of the nominees will be compiled by Presidents' Council and sent back to each dormitory resident. The dorm residents will then vote on the names on the list. The officers of Presidents' Council will be elected from the candidates receiving the most votes on this ballot.

Article V. OFFICERS

The officers of Presidents' Council shall consist of a President, a Vice President, and a Secretary.

Section I.

The duties of the President of Presidents' Council shall be as follows:

1. to conduct meetings of Presidents' Council;
2. to coordinate student government in all women's dormitories;
3. to attend Student Senate in the absence of the Vice President.

The qualifications of the President of Presidents' Council shall be as follows:

1. dormitory resident;
2. past officer of Presidents' Council or of a dormitory;
3. member of the senior class;
4. minimum of 2.2 cumulative average.

Section II.

The duties of the Vice President of Presidents' Council shall be as follows:

1. to edit the handbook of dormitory regulations;
2. to take over for the President in her absence;
3. to be a non-voting representative to Student Senate;
4. to supervise elections of the Dining Room Committee and oversee its work.

The qualifications of the Vice President of Presidents' Council shall be as follows:

1. dormitory resident;
2. member of the junior class;
3. minimum of 2.2 cumulative average.

Section III.

The duties of the Secretary of Presidents'

Council shall be as follows:

1. to write the minutes of Presidents' Council;
2. to send out reports of action taken and notices to be posted.

The qualifications of the Secretary of Presidents' Council shall be as follows:

1. dormitory resident;
2. member of the junior class;
3. minimum of 2.2 cumulative average.

Article VI. MEETINGS

Section I.

Presidents' Council shall meet regularly once a week at a time and place agreed upon by its members.

Section II.

Any woman resident student may observe a meeting of Presidents' Council.

Section III.

The President of the Council shall call a special meeting at the request of any Council member.

Section IV.

A quorum of two-thirds of the voting members must be present to conduct business.

Section V.

Every Council member shall have one vote except the President who shall vote only when one is lacking to make the two-thirds majority.

Section VI.

Any action of Presidents' Council must have the support of two-thirds of the members present.

Section VII.

In any situation deemed necessary by Presidents' Council, the opinion of each woman student shall be determined and considered in their final decision.

Article VII. COMMITTEES

Section I.

Presidents' Council shall organize and assist the Dining Room Committee, whose duties shall be:

1. to meet with Slater management to discuss Dining Room problems;
2. to report to each House Council immediately following any meeting of the committee;
3. to decorate the Dining Room for special occasions;
4. to generally create a pleasant atmosphere in the Dining Room.

The chairman of the Dining Room Committee shall be elected by all women students following nominations from Presidents' Council. Presidents' Council shall nominate from those girls elected as committee representatives from each dormitory.

Section II.

Presidents' Council shall appoint other committees as needed.

Article VIII. RESPONSIBILITIES

Section I.

Presidents' Council shall act upon disciplinary cases of an accumulation of twenty or more demerits at one time and refer their decision to the proper House Council, which will in turn notify the person involved in the case of Presidents' Council's ruling. The representative of the dormitory involved usually

presents the case and the recommendation of the House Council, while each girl has the right to present her case personally.

Section II.

Presidents' Council will consider the case of any girl who, within 15 weeks of her first campus accumulation of enough demerits for her second campus.

Section III.

Cases involving violations of all-college rules concerning women's dormitories will be referred to Presidents' Council. Recommendations for each case will normally be made by the House Council concerned. Cases may be appealed to SFJC. Presidents' Council will review cases for which new evidence is found. Appeals must be made within 48 hours. Such cases involve:

1. false signing out;
2. staying overnight without permission (this includes not signing out for a weekend or overnight);
3. having men illegally in the dormitory;
4. leaving the dormitory after hours;
5. breaking the Honor Dormitory pledge;
6. possession of alcoholic beverages in the dormitory;
7. any situation deemed necessary by Presidents' Council.

Section IV.

Presidents' Council shall regulate the punishment to be given for infraction of dormitory rules.

Section V.

Presidents' Council shall consider recommendations from any House Council.

Section VI.

Presidents' Council shall make recommendations to the proper college officials concerning dormitory regulations and equipment.

Section VII.

Presidents' Council shall approve the signing-out procedures for all houses except the Honor Dormitories. Honor Dormitories shall report their procedures to Presidents' Council.

Section VIII.

Presidents' Council shall set standards of conduct and dress.

Section IX.

Presidents' Council shall guide inter-dormitory social activities.

Section X.

Presidents' Council shall determine the qualifications of dormitory officers.

Section XI.

Presidents' Council shall direct the selection of rooms.

Article IX. AMENDMENT

An amendment to the said Constitution may be made upon ratification by all the Council members and two-thirds of the women students.

Article X. RATIFICATION

The said Constitution of Presidents' Council must be ratified by two-thirds of the resident women students.

DORMITORY RULES

The following are the rules which apply to all women's dormitories; they are enforced by a House Council aided by the House Director. In addition to these rules, Honor Dormitories follow particular rules which are found in a subsequent section.

SIGNING OUT

Since emergencies occasionally arise which require contacting a student immediately, each dormitory resident must sign out accurately and specifically at the desk when she leaves the dorm and sign in when she returns. Residents will sign out after 7:30 P.M., or before that time if they do not intend to return to the dorm until after 7:30 P.M. Sign out at all times when you are leaving Carlisle.

CHECK YOUR WATCH WITH YOUR DORM CLOCK WHEN YOU LEAVE
IT IS YOUR OFFICIAL TIME.

REGULAR DORMITORY CLOSING HOURS

Freshmen:

Sunday through Thursday	10:30 P.M.
Friday	11:30 P.M.
Saturday	1:00 A.M.

Upperclassmen:

Sunday through Thursday	11:00 P.M.
Friday	12:00 P.M.
Saturday	1:00 A.M.

HONOR DORMITORY CLOSING HOURS

Sunday through through Thursday . . .	11:30 P.M.
Friday	12:00 P.M.
Saturday	1:00 A.M.

Women students may not leave the dormitory before 6:30 A.M. unless permission is given by the House Director.

A woman student is strongly urged not to be outside her dormitory unaccompanied after dark. She may, of course, be accompanied by another woman student.

HOURS FOR MEN GUESTS

Regular Dormitories:

Men guests may be entertained only in the parlors and recreation rooms of the women's dormitories from 12:00 noon until the hostesses curfew. Good judgment should be used by all Dickinson students in the lounges. There is to be lady-like conduct at all times.

Honor Dormitories:

The hours for men guests will be left to the discretion of the House Council.

MEAL HOURS

	<u>Drayer</u>	<u>Morgan</u>
Breakfast	7-8:15	7-8:15
Lunch	11:15-1:15	11:15-1:15
Dinner	6:00	5:00,6:15
Sunday Breakfast.	8:00-9:15	8:00-9:15
Sunday Dinner	12:30	12:00,1:00
Sunday Supper	5:30-6:30	5:30-6:30

COLLEGE INFIRMARY HOURS

Monday through Friday	7:30-11:15 A.M. 1:00- 4:30 P.M. 7:00- 9:45 P.M.
Saturday.	7:30-11:15 A.M. 7:00- 9:45 P.M.
Sunday.	7:00- 9:45 P.M.

The infirmary is open at anytime for emergencies.

Infirmary visiting hours will be from 2:30 to 4:30PM. daily for patients whom the physician designates as able to receive visitors. Only two persons may visit the patient at one time.

EXCEPTIONS TO DORM HOURS

1. Deans' List Women (any night) . . . 12:00 PM.

(Must make arrangements with the House Director before leaving the dormitory and indicate late permission on sign-out sheet.)

2. Girls attending Mermaid Player's Productions, Dickinson Follies, and Cultural Affairs may have 11:15 permissions.

SPECIAL PERMISSIONS

Special permissions for individuals are granted by the Dean of Women. Group permissions are granted by the Dean of Women through the House Director. However, immediate return is required when individual and group permissions have been granted even if the function ends before the expected time of return.

HOURS FOR ALL-COLLEGE DANCES

All women have 2:15 A.M. permissions on Friday nights when there is an All-College Dance.

LATE HOURS

NO LATE HOURS MAY BE CALLED INTO THE DORM. YOU MUST SIGN OUT FOR THEM AT THE DESK.

Late hours and late half-hours may be taken only on Friday and Sunday nights and can never exceed 1:00 A.M. Late hours will be signed out with the House Director before dorm closing hours.

When signing out the girl must also remember to state on the sign-out sheet the hour she expects to return.

Upperclassmen may take late hours on week nights, the total not to exceed 5 hours each semester, regardless of the number carried over to second semester.

A late hour may be cancelled if you return to the dorm before that hour begins. A girl who has taken a late hour and arrives back at the dormitory 19 minutes or less after that hour has begun, may take the minutes as late minutes or take the late hour.

LATE HOUR ALLOTMENTS

Freshmen who do not pass the Red Tape test with a 90 or attain a 1.75 will not be granted late hours second semester. Upperclassmen who do not pass the Red Tape test with a 90 first semester will not be granted late hours first semester. A re-test will be given second semester for all new residents and for upperclassmen who failed to pass the test first semester.

	<u>1st semester</u>	<u>2nd semester</u>
Seniors	13	13
Juniors	10	10
Sophomores	8	8
Freshmen	0	6

Late hours not used first semester are carried over to second semester.

OVERNIGHTS

Taking overnights: Overnights will be signed out for with the approval of the House Director during her office hours. When returning from an overnight, you must sign your hour of return on your overnight slip at the desk.

If the overnight permission sheet signed by your parents does not give permission for the address signed out for, the House Director must receive special permission either by mail or a phone call confirmed by a letter at the same time as the overnight slip.

The House Director must receive notice before the dorm closing hour in the event of an emergency preventing a student from returning on the expected night of return from an overnight or college vacation.

Overnights in Carlisle: Resident women may not take overnights in public facilities unless accompanied by their parents.

Freshman Overnights: Overnight sign-outs for nights other than Friday or Saturday for freshmen require special permission from the Dean of Women before 5:00 PM. that day.

Correct Sign-Outs: Not staying in the place signed out for is a serious breach of college regulations.

VACATIONS

When leaving for an All-College vacation to go home, sign only the vacation sign-out sheet just before leaving. If you are not going home, an overnight slip must be signed (in addition to the book) and approved by the House Director.

FRESHMEN: If you plan to return after the last night of a College vacation, you must receive permission from the Dean of Women before you leave the College.

The dormitories will close and open at 2:00 P.M. on the first and last days of a College vacation. If you must wait for your transportation, you may leave your luggage in West College which will be open the entire day.

INFRACTION OF RULES

Lateness: Call in to the dorm as soon as you realize you will be unable to return before closing hours. Although a call does not automatically excuse a lateness, it is necessary before an excuse can be considered. The secretary of the dorm will deduct 5 minutes for each phone call. Call even if you are in Carlisle. If there is no knowledge of your whereabouts one half hour after closing hours, the administration will be notified. If the student has not returned within one hour, her parents will be called by the Dean of Women.

DEMERITS

Demerits are given for the following infractions of dormitory rules:

- a. 1 demerit: 1 demerit per late minute
- b. 2 demerits: infraction of Dining Room regulations see page 23
- c. 3 demerits:
 - 1) not signing out on the special weekend, vacation and overnight sign-out sheet;
 - 2) not signing in or out;
 - 3) persistent noise in the dormitory;
 - 4) use of any door other than the front door after 7:30 P.M.

- d. 5 demerits: not leaving the dormitory during a fire drill.
- e. Cases referred directly to Presidents' Council:
 - 1) Cases which do not involve All-College rules
 - a) a girl receiving her second campus within a 15 week period;
 - 2) Cases involving All-College rules;
 - a) false signing out;
 - b) staying overnight without permission (this includes not signing out for a weekend or overnight);
 - c) having men illegally in the dorm;
 - d) leaving the dorm after hours;
 - e) breaking of the Honor Dormitory pledge;
 - f) possession of alcoholic beverages in the dormitory;
 - g) any situation deemed necessary by Presidents' Council;

The House Council and the House Director have the power to activate the following latent rules if necessary and to give demerits for the infraction of them.

- a. Neatness of rooms
- b. Parlor behavior
- c. Other rules deemed necessary

The House Director and the House Council will have the minimum penalty for the first offense, but will recommend any demerits beyond these to the House Council in the case of second or special circumstances.

CAMPUSES

A girl who has accumulated a total of 20 demerits will receive a Saturday night campus automatically. With permission of the President of the dorm or the House Director a girl may postpone her campus to the Friday and Saturday of the following weekend or to the

following two consecutive Saturday nights. A girl wishing to postpone her campus must do so within 24 hours of receiving notification of the campus. There will be no more than one postponement, unless an emergency arises, in which case the House Council must act as the situation demands.

Campuses are given by the House Councils. If a girl accumulates 20 demerits or more in one night, her case must be referred to Presidents' Council with a recommendation from House Council. Any girl accumulating her second campus in a 15 week period will have her case referred to Presidents' Council with a recommendation from House Council.

The secretary should have campuses out by Wednesday, and if not the girl should be allowed, without penalty, to take the campus that weekend or the following weekend.

A campus means confinement to your room from 7:00 PM. to dorm closing hour. Girls who are campused may not use the lounges, parlors, or telephones, except in the case of incoming long distance calls. The facilities of the washrooms may be used except for laundry purposes.

OVERNIGHT GUESTS

Girls may have guests of student age in the dormitory if there is an unoccupied bed available for them.

Procedure

1. Any girl staying overnight must have a sponsor in the dormitory.
2. The sponsor and the girl whose bed is to be used must sign a guest slip with the House Director before the guest arrives.
3. At this time college linens can be obtained for \$1.00.
4. A sponsor must introduce her guest to the House

Director as soon as the guest arrives at the dorm. At this time the guest will receive a list of basic dormitory rules which the sponsor should carefully explain to her. If the sponsor fails to carry out these responsibilities, she will receive any demerits obtained by her guest.

5. If a guest wishes to take late hours, she and her sponsor will report to the House Director. The guest will receive late permission if other girls in the dormitory have signed up for late hours that night. The guest's late hours will not come out of the allotment of her sponsor's late hours.
6. Charge for meals is given under the Dining Room regulations.
7. The length of time guests may stay in the dormitory is limited to two nights in succession.

Residents of one dormitory may stay overnight in another dormitory only after permission is secured from the two House Directors involved.

ILLNESS

Report any illness immediately to the House Director

This is important for two reasons:

1. If you need to see a doctor, the House Director will give you an appointment card.
2. If you want the House Director to write a note of explanation, she must be notified before you miss the class. Her note cannot be retroactive.

A girl having an illness excuse is expected to stay in that night. If she goes out and her recovery is not understandable, the House Director will call the Dean of Women to recall the illness excuse.

Before you return to class after an illness, take the note from the House Director or school nurse to the

Dean of Women's office and pick up an illness card. This is to be presented to your professors. It explains but does not excuse your absence.

Sick trays should be requested during the House Director's office hours. A friend will then pick up the tray at the kitchen after the regular meal.

FIRE DRILLS

Fire drills are conducted each month in every dorm. When the fire alarm sounds:

1. close windows;
2. turn on lights in the room;
3. leave your door open;
4. wear warm shoes and coat and carry a towel;
5. leave dormitory by your assigned exit;
6. fire lieutenants will check each room in their area and shut the doors.

Everyone must leave the building for fire drills. There is a penalty of 5 demerits minimum for refusing to leave the dorm during a drill. **THIS IS FOR YOUR SAFETY.**

Fire escapes are to be used only in case of emergency fires, and fire drills. They are never to be used as exits, entrances, for the purpose of watching serenades, or for any other purposes.

STUDY HOURS

Quiet hours are observed in the dormitories from 7:00 to 10:00 P.M. Always keep radios and record players low and doors closed. Remember to be considerate.

TELEPHONES

Limit your telephone calls to approximately 5 minutes in order not to tie up the lines.

Long distance telephone calls are to be made only through coin box telephones.

LAUNDRY AND APPLIANCES

Laundromats in Drayer, Adams, and Sellers are available to all women resident students. Irons and ironing boards are provided in each dormitory by the college.

Electric blankets, hair dryers, electric razors (and anything approved by the House Director) may be used in the rooms. Extreme caution should be taken when using coils.

HOUSEKEEPING

Maid service is maintained in all dormitories. Beds must be made and rooms straightened by 10:00 A.M. so that the maids will be able to clean efficiently.

Please do not paste or tape anything to the walls as it causes paint to chip.

Furniture shall be kept within the respective rooms.

No pets (feather or fur) are allowed in a dormitory room at any time.

PROPER DRESS FOR CLASSES

Acceptable dress for classes and for visits or appointments with administration or faculty should be campus clothes (skirt, sweater, blouse, casual dress). Exceptions include labs and final exams when sports clothes (bermudas, slacks) may be worn.

BAGGAGE

Tag all trunks and suitcases with name and room number and put it in the place designated by the House Director.

At the opening and closing of the school year, and at the time of All-College vacations, men may help in transporting luggage to or from the student's room.

KEYS

Keys to your dormitory rooms in Drayer and Adams can be obtained in the College Business Office.

SERENADES

No serenades will take place after midnight. The girl being serenaded may go outside with the permission of the House Director.

ROOM ASSIGNMENTS AND CHANGES

Drawing for rooms will take place in the Spring. Change of rooms may be made only with permission of the Dean of Women after agreement of all parties concerned.

BALCONIES

Sunbathing is allowed on Drayer's, Adams', and Sellers's sun porches. Nonresidents may sunbathe at Drayer and Adams. Behavior when sunbathing should be decorous so that attention is not drawn to the sunbathers. Yelling from the sun porches is not permitted.

Conversations with men may not be carried on through residence hall windows, or from the fire escapes.

HONOR DORMITORY RULES

HONOR CODE

Sellers and McIntire Houses are Honor Dormitories. Girls living in these houses will abide by the following code:

"I, the undersigned resident of Sellers/McIntire House, do promise and am on my honor to abide by all rules and procedures pertaining to the residence hall. I am also on my honor to warn a resident of the Honor Dormitory who has violated a dormitory rule to report herself to the House Council. If she does not comply within 24 hours, I promise to make the report to the House Council myself."

Date _____ Signed _____

OTHER RULES

HONOR DORMITORIES MAY MAKE RULES WHICH THEY FEEL ARE IMPORTANT TO GROUP LIVING. THESE RULES WILL BE ENFORCED BY THE HOUSE COUNCIL. EACH RESIDENT IS RESPONSIBLE FOR KNOWING THE SPECIAL RULES AND PROCEDURES OF HER DORMITORY AS WELL AS THE RULES FOR ALL WOMEN DORMITORY STUDENTS.

DUTIES OF THE PRESIDENT

The Presidents of Sellers and McIntire assume many of the duties of the House Director. Their duties are as follows:

1. to be the ultimate governing officer of the dorm;
2. to attend Presidents' Council meetings;
3. to give permission for the following;
 - a. overnights
 - b. late hours
 - c. overnight guests
4. to receive calls from the residents who are returning to the dormitory late;

5. to keep the dorm supplied with overnight slips, late hour cards, post cards, campus blanks, sign out sheets, guest slips, and parents' permission letters;
6. to post important notices concerning women's dormitory rules or meetings, and other pertinent information.

DUTIES OF THE HOUSE RESIDENT

House Residents in the Honor Dormitories are accessible for counseling, emergencies, and illness, and are responsible for the physical house. They have no definite office hours, but are readily available.

HONOR DORM PROCEDURES

The front door will be locked at the closing hour, regardless of special permissions. For the safety of everyone, the next to the last girl to come in will wait up until the last girl is in. At this time the last two girls will make sure that the doors are locked and the parlor lights are out.

If a girl is late she will immediately record on a minute slip the number of minutes she was late and the reason.

If the last girl is not in one-half hour after the closing hour, it will be the next to the last girl's responsibility to notify the President, who will try to locate her. In the absence of the President, the House Resident, or the Dean of Women shall be called.

ILLNESS

Report any illness immediately to the House Resident.

Sick trays: Sick trays should be requested from the House Resident. In case of her absence, requests may be made to the President.

DINING ROOM REGULATIONS

DINING ROOM COMMITTEE

Suggestions for any improvement in food services should be given to the Dining Room Committee.

DRESS

Breakfast	skirts, sports clothes*
Lunch (Monday-Friday)	skirts
Saturday Lunch	skirts, sport clothes*
Dinner (Monday-Thursday)	skirts
Supper (Friday-Sunday)	skirts, sports clothes*
Sunday noon	skirts, hose, heels (except in bad weather)

During final exam period sports clothes* may be worn to lunch.

Kilts are considered skirts; bermudas, slacks, and jeans are considered sports clothes.*

Short shorts and bedroom slippers are never permitted in the Dining Room.

Kerchiefs are allowed only at Friday and Saturday night supper.

* - Sweatshirts are permitted only at breakfast.

SMOKING

Smoking is permitted only at dinner.

GRACE

Grace is said or sung before Sunday dinner.

DEMERITS

Demerits will be given in the Dining Room for:

1. improper dress..... 2
2. removal of china, glass, or silver 2
3. smoking (when not permitted)..... 2

Demerits will be given by a member of the Dining Room Committee, Presidents' Council, or any House Council.

GUESTS

Notify the Dining Room manager or dietician of any guest which you are having. The charge for meals is:

Breakfast.....	\$.60
Lunch.....	\$.75
Dinner.....	\$1.10
Sunday Dinner.....	\$1.25

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