

Coed's Code

Colorado State College of Education

GREELEY



1953-54

Published by
**Women's Residence Hall
Council**

Coed's Code

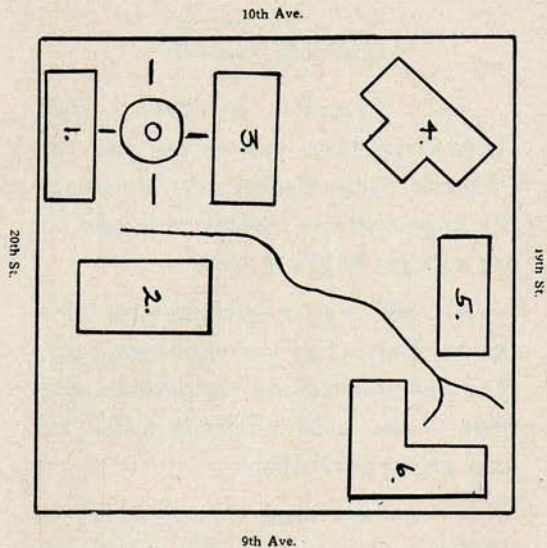
The Women's Residence Hall Council welcomes you to the halls of Colorado State College of Education. We hope that the coming year will be one of your happiest ones.

We will try to acquaint you with the background of our residence halls, their government and regulations, and some of the social affairs in which we as a group participate.

We do not want you to think it drudgery to read this. We want you to enjoy it.

OFFICERS

President	Rae-Ann Travis
Secretary	Carolyn Keeller
Treasurer	Barbara Smith
Social Chairman	Keala Victor
A.W.S.	Mary Mills
Publicity	



1. Sabin Hall
2. Snyder Hall
3. Gordon Hall
4. Belford Hall
5. Decker Hall
6. Tobey-Kendel Hall

Map of
Girls' Dormitories

WOMEN'S RESIDENCE HALLS Colorado State College of Education

The first women's residence halls on the campus of Colorado State College of Education were built in 1921. The Colorado State Federation of Women's Clubs was given the privilege of naming them, and the names of three women who had contributed to the life of the state were chosen.

Belford Hall was named for Frances Belford who, with her husband, was prominent in the early political life of the state. She served on various state boards and was at one time a member of the Board of Trustees of this College.

Decker Hall was named for Sarah Platte Decker who was the first president of the Colorado Federation of Women's Clubs and as president of the General Federation of Women's Clubs became nationally known for her constructive work.

Gordon Hall was named for Sophia Gordon who, because of her interest in education, was instrumental in establishment by the Colorado Federation of Women's Clubs, of a scholarship fund for girls, which has enabled hundreds of girls to go to college.

The other four women's residence halls were named by faculty-student committees from names suggested by the students of the college.

Sabin Hall was named for Dr. Florence Sabin, eminent for her achievement in the field of science. She was born in Central City, Colorado. As a member of the Rockefeller Institution of Medical Research she has made an outstanding contribution to the body of knowledge on tuberculosis, receiving world recognition for her work.

The name of Margaret Snyder Hall honors the wife of Dr. Z. X. Snyder, President of the College for twenty-five years. Mrs. Snyder's charming personality and interest in young people was an inspiration to all who knew her.

Tobey-Kendel Hall was named for Frances Tobey and Elizabeth Kendel, who were for many years beloved members of the faculty of this college. The lives of countless numbers of men, women and children have been enriched through the influence of these two great teachers.

SOCIAL FUNCTIONS

"Your manners are the printed page on which people read of what you are inside."

—Dr. Frank Crane

When We Enter

If you are entering a residence hall for the first time, you will have many new and exciting experiences. One of the first persons you will encounter will be your house director. She will be willing to help you at all times. Besides a director, there will be one or more student directors in each hall. The directors and student directors are here to help you. Ask their advice as you would your mother or big sister.

Meeting your roommate for the first time is a very important moment. If this is her first experience in a residence hall, remember to make her feel as much at ease as possible. The assurance that you have a friend and understanding companion is a great comfort in new surroundings. Don't be her friend just in public! By being courteous, thoughtful and considerate of her and her possessions, you will find that being roommates is just lots of fun.

Very soon you will be meeting a great many new people and introducing them to others. You may find it helpful to remember each person's name in order that you may be a closer part of our friendly campus.

When We Dine

All the girls in the residence halls eat in the dining rooms in Tobey-Kendel Hall.

Breakfast, lunch, and Saturday evening meals are served cafeteria style. Lines are formed outside the door to the smaller dining room. Each girl should wait her turn and not crowd in line. After the food is taken from the tray and put on the table, the tray is handed to a waitress.

Before the evening meal is eaten, each girl stands quietly behind her chair as grace is sung—

"We thank thee, Lord, for our daily bread,
As by Thy grave our souls are fed.
Grant us to grow more like to Thee
This day and through eternity."

Amen



There is a short pause after the last note is sung and a girl does not seat herself until a bell is rung twice.

At the evening meal, each table has a girl who serves as a hostess. Her first duty is to see that everyone at the table has been introduced. She then serves the meat and passes the plate to her left around the table to the person seated at her right. Then the others are served in turn, the hostess being served last. An upper classman will be hostess for your first few meals at the dormitory.

The girl at the table should be courteous and wait for the hostess' signal to start eating (the signal being when she picks up her fork).

The hostess should inquire if anyone wishes second helpings and if so, see that the waitress brings more food.

Ample time is provided for eating the main course before the waitress removes the dishes. Do not stack the dishes.

If a girl does not care for some of the food that is served, she should not discuss it at the table and spoil its appeal to the other girls. It is most impolite to leave the table until all the girls are through eating and the hostess gives the signal to rise. No table may leave before the head table leaves.

On Sunday mornings, breakfast is prepared and served in the individual halls. Each week a committee is appointed from each hall and this committee is responsible for getting the breakfast from Tobey-Kendel on Saturday after the evening meal, and for preparing it on Sunday morning. Pajamas and house coats may be worn to Sunday morning breakfast.

Dinner is served at 1:00 P.M. on Sunday. For this meal you should wear heels, hose and dressy dresses. This meal is served and eaten in the same manner as the usual evening meals. There is no evening meal served on Sunday.

Slacks may be worn at all meals on Saturday and at breakfast each morning. If some Physical Education class demands your presence until 6:00, it is much better to be



a little late to dinner than to wear slacks to the meal. Shorts are not to be worn to meals at any time.

Meals are served at the following hours:

Cafeteria Service—

Breakfast 7:15-7:45

Lunch 11:45-12:30

Saturday Dinner 5:30-6:15

Table Service

Dinner 6:00 Week days except Saturday;

1:00 Sunday

You may take guests to dinner if you sign a slip in

the dining hall office stating the number of guests you are having and the meal or meals he or she will be there. You should see that these meals are paid for as soon as possible at the business office in Cranford. It is preferred that we have no guests to meals on Saturdays.

Each girl is entitled to a free guest once each quarter on Friday night providing the reservation is made in advance. Male guests are requested to wear ties and jackets to the dining hall.

Tables should be reserved for Friday night dinner providing the reservation is made at noon Friday. Table reservations for Sunday Dinner may be made by calling the dining hall Sunday mornings between 10 and 12 A.M.



RESIDENCE HALL REGULATIONS

I—Student Social Standards

The college has no fixed set of rules of conduct and penalties for breaking them. A student is expected to be a good citizen of his college community and of the town, state and nation. When a student shows that he lacks the essential qualities of scholarship, health, and character, his relationship with the college automatically ceases.

II—Closing of Halls

The halls are closed every night except Friday and Saturday at ten-thirty. On Friday and Saturday nights the closing hour is one o'clock. During vacation the hours will be the same as when college is open, except on Friday night. Friday will be a 10:30 night, Saturday a one o'clock night. The night on which college closes for the vacation will be a one o'clock night only if there is an organized party, sponsored by the Associated Students.

III—Signing Out

Any girl leaving the hall after seven in the evening is asked to sign her name on a sign-out card, giving her exact destination and the approximate time of her return. This is necessary so that the director can find where you are in case you have a call or a caller while you are out. For instance, if you have a long distance telephone call while you are out, the director can tell the operator the time you will be back so the call can be placed again. When a girl returns she must see that she removes her card from the file.

The director's permission must be obtained when a girl wishes to leave town at anytime. Any student leaving town for the week-end is asked to write her name and destination on a card and have this card signed by the director. It is advisable to have the out-of-town telephone number on this card in case some emergency should arise during your absence.

There will be no late leaves without permission of the director, and she will give this permission only for very special event.

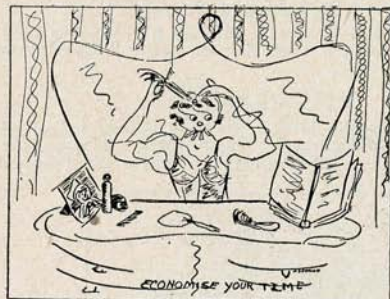
When it is necessary to obtain over-night leave, permission must be obtained from the director. A sign-out card should be filled out by the student.

IV—Quiet Hours

Week Day	8:00 a.m. until 11 a.m. 1:00 p.m. until 4:00 p.m. After 8:00 p.m.
Friday	8:00 a.m. until 11:00 a.m. After 11:30 p.m.
Saturday	After 11:30 p.m.
Sunday	3:30 p.m. until 5:00 p.m. After 8:00 p.m.
Final Week	Continuous quiet hours.

V—Baths

Baths may be taken between the hours of 6:30 a.m. and 11:15 p.m. These hours may be modified by each hall.



VI—Typewriters

Typewriters should not be used in the halls before 7:00 a.m. or after 10:30 p.m. If it is absolutely necessary to use a typewriter after 10:30 p.m., the basement of the various halls may be used.

VII—Musical Instruments

The hours from 4:00 p.m. until 6:00 p.m. are the only hours set aside for the practicing of musical instruments in the halls.

VIII—Radios

If you have a radio in your room, it should be turned low so that it will not disturb anyone else. Be especially careful to have your radio turned low during quiet hours.



IX—Men Callers

Men callers may be received in the halls from 4:00 p.m. until 6:00 p.m. and from 7:00 p.m. until closing hours. On Friday and Saturday afternoon male guests may be received after 1:00 p.m. and on Sunday after 11:00 a.m.

X—Over Night Guests

Hall residents may not have overnight guests unless there are vacant beds in the hall. No girl may use another girl's bed for a guest without previous arrangements with the girl to whom the bed belongs and with the director of the hall. All linen on the bed must be changed by the girl who has the guest. A charge of \$1.00 must be paid to the director for each night a hall bed is occupied by a guest. This fee goes to the Business Office of the College and the charge is made to limit the number of guests in

the halls. If no charges were made, the halls would likely be overrun with guests.

A hall girl may spend the night in another hall, providing there is an empty bed, free of charge. No permission for girls to sleep together in single beds will be given.



XI—Telephone Calls

No long distance calls may be placed over local telephones. There is a special pay telephone provided in each hall for this purpose. The college switch board opens at 7 a.m. and closes at 10:30 p.m. No telephone calls may be made or received on the college telephones except in emergencies, before or after these hours. When you are using the telephone, please limit your conversation.

XII—Care of Rooms

In order to maintain attractive halls we request that you do not use tacks or nails in the walls. All pictures and other wall decorations must be hung from the moulding. There should be no stickers, adhesive tape, or pictures

XV—Illness

An illness should be reported to the director before eight o'clock in the morning if possible. The director should notify the health office as to what classes a girl will miss. Hence she should have a schedule of each girl's classes at the beginning of each quarter.

STUDENT GOVERNMENT OF THE RESIDENCE HALLS

ARTICLE I

Name

The organization that governs the residence halls shall be known as the Women's Residence Hall Council.

ARTICLE II

The Women's Residence Hall Council works for the benefit of each and every girl living in the halls on the campus. The girls serving on this council strive to satisfy the wishes of the women residents. If any difficulty should arise in any hall the difficulty should be brought to the attention of the Women's Residence Hall Council and the members on the council will deal with the problem. This organization regulates the activities of the girls living in the halls. It initiates and directs the social activities and keeps up the high standards and morale of resident hall life. This organization is advised by the Dean of Women.

ARTICLE III

Administration

Section I—Officers of the Women's Residence Hall Council

A. The officers shall be a president, vice-president, secretary, treasurer, publicity chairman, social chairman and an Associated Women Students representative. These officers are elected each year by the women living in the residence halls and are known as the executive committee of the Women's Residence Hall Council.

Section II—Members of Women's Residence Hall Council

A. The members of the Women's Residence Hall Council, in addition to the executive committee, shall be the presidents and the vice-presidents of each hall and as many other representatives as are allowed. There shall be one representative for every thirty girls. The vice-president shall be considered as one representative.

B. Each member of the Women's Residence Hall Council shall maintain at 3. average during her term of service.

C. Any member unable to attend a meeting shall give a written excuse to the president of the council and this excuse shall be read and approved or disapproved in council meeting. Three disapproved excuses disqualify a member.

D. The Roberts Rules of Order shall be used as authoritative parliamentary procedure.

Section III—Duties of the Officers of Women's Residence Hall Council

A. The duties of the president shall be:

1. To call and preside at all meetings of the council.
2. To act as official representative of the council.
3. To sit as ex-officio member on any committee of the council.

B. The duties of the vice-president shall be:

1. To perform all the duties of the president in her absence.
2. To act as chairman of the dining room committee for the entire year.

C. The duties of the secretary shall be:

1. To record and preserve all the minutes of the Women's Residence Hall Council.
2. To file all reports of the officers and committees.
3. To attend to all correspondence of the Women's Residence Hall Council.
4. To post all notices of the Women's Residence Hall Council.

D. The duties of the treasurer shall be:

1. To take charge of all financial affairs of the Women's Residence Hall Council.
2. To issue an approval slip, signed by her and the president, for all council expenditures.
3. To present a written report at the end of each quarter to the Women's Residence Hall Council.
4. To be chairman of the Budget Committee.
5. To submit the treasurer's books to an auditor to be checked at the end of her term of office.

E. The duty of the social chairman shall be:

1. To be chairman of a committee on social affairs of the Women's Residence Hall Council.

F. The duty of the publicity chairman shall be:

1. To take charge of all advertising for the entire year.

G. The duty of the Associated Women Students representative shall be:

1. To attend all Associated Women Students meetings and report back to the Women's Residence Hall Council.

Section IV—Duties of the other members of Women's Residence Hall Council

A. The duties of the hall president shall be:

1. To represent her hall on the Women's Residence Hall Council and to be representative of the Council to her hall.

B. The duties of the representative shall be:

1. To attend all the meetings of the Council and to carry group opinions from the halls to Women's Residence Hall Council.

Section V—Permanent Committees of Women's Residence Hall Council

A. Dining Hall Committee

1. The vice-president of the Women's Residence Hall Council shall be chairman of a committee composed of the vice-presidents from each hall. This committee shall meet with the chief dietitian to discuss dining etiquette and problems.

B. Budget Committee

1. The treasurer of Women's Residence Hall Council shall be chairman of a committee composed of the treasurer from each hall. This committee shall meet to discuss the financial conditions of the council. They shall submit a budget for the entire year to the Women's Residence Hall Council as soon as possible after the installation of the council. When the budget is adopted by the Women's Residence Hall Council all expenditures should be checked against the budget.

C. Social Committee

1. The Social Chairman of Women's Residence Hall Council shall be chairman of a committee composed of the social chairman from each hall. This committee shall meet to plan any formal dinners or other entertainment that the women in the halls may have.

Section VI—Dues of the Women's Residence Hall Council

- A. A sum of fifty cents shall be paid quarterly by each student living in the residence halls to Women's Residence Hall Council. The dues are to be used as the council votes and shall be collected by the third week of each quarter.

ARTICLE IV

Qualification and Nomination of Officers of Women's Residence Hall Council

Section I—Qualifications

- A. The president shall be a Junior or Senior girl who has previously served on Women's Residence Hall Council.

Section II—Nominations

- A. The president shall select a nominating committee of three seniors from the Women's Residence Hall Council. If there are not three senior girls on the council, any Senior girl living in the halls may be chosen.
- B. The other members of the Women's Residence Hall Council shall be nominated in the individual halls at the beginning of each quarter.

ARTICLE V Elections

Section I

- A. The president, vice-president, social chairman, publicity chairman, secretary, treasurer and Associated Women Students representative shall be elected at the end of the Winter Quarter and shall take office at the beginning of the Spring Quarter. These officers shall meet with the old Council from the time of their election to the time of installation.
- B. The term of office of the president, vice-president, social chairman, publicity chairman, secretary, treasurer and Associated Women Students representative shall be for three quarters.
- C. Whenever a vacancy occurs in the executive committee of Women's Residence Hall Council the girl who had the next greatest number of votes for that office at the time of election shall take over the office.
- D. The other members of Women's Residence Hall Council shall be elected in the individual halls at the beginning of each quarter.
- E. The term of office of the other members shall be for one quarter unless re-elected.

ARTICLE VI

Meetings of Women's Residence Hall Council

Section I

- A. The Women's Residence Hall Council shall meet twice a month, the time to be decided by the members of the Council.
- B. The Women's Residence Hall Council shall meet with the directors of the residence hall and the Dean of Women at least once during the year.

ARTICLE VII Hall Councils

Section I

- A. Each residence hall on the campus shall have a governing body called the hall council.

Section II

- A. The purpose of this hall council shall be to direct and manage the business and social affairs of each hall.
- B. The hall council shall be directly responsible to the Women's Residence Hall Council.

Section III—Administration

- A. The membership of the hall council shall consist of a president, vice-president, secretary, treasurer, social chairman, assistant directors, director, and Associated Women Student representative.
- B. Duties
 1. The duties of the president of the hall shall be to call and preside at all meetings of the hall and the

hall council, to represent the hall on the Women's Residence Hall Council.

2. The duties of the vice-president shall be to perform all the duties of the president in her absence and to meet with the Dining Hall Committee.
 3. The duties of the secretary shall be to record and preserve the minutes of the hall meetings.
 4. The duties of the treasurer shall be to take charge of all financial matters of the hall and to submit a financial report upon request of the president.
 5. The duties of the social chairman shall be to manage all of the social functions in her hall and to meet with the Social Committee.
 6. The duties of the Associated Women Students representative shall be to attend all meetings of the Associated Women Students and report back to the hall.
- C. Qualifications, Nominations and Election of Hall Officers
1. Nominations for officers for the Hall Council shall be presented by a nominating committee or shall be given from the floor at the first meeting of the quarter. Officers of the preceding quarter may be re-elected into the hall council or into Women's Residence Hall Council.

Section IV—Meetings of the Hall Council

- A. Hall meetings shall be held whenever there is need of one. Each hall may decide the most convenient time for its meetings.

Section V—Hall Dues

- A. The amount needed for hall dues shall be left up to the girls living in the hall. Said dues shall be collected by the third week of each quarter.

ARTICLE VIII

- A. A majority vote of all the residents in the halls is required to pass an amendment.



