

Tech

WOMEN'S HALL
HANDBOOK

1936-37



TEXAS TECHNOLOGICAL
COLLEGE

Lubbock, Texas

WOMEN'S HALL RULES

MANAGEMENT

The Halls of Residence are under the business management of Miss Mozelle Craddock, Business Manager and Dietitian. The social direction of the Women's Hall is under Mrs. Elizabeth H. Young as Social Director.

FOREWORD

The Women's Self-Governing Association is composed of all women residing in the Women's Hall. The Association is governed by the House Senate. The Counsellors assist the members in living according to the rules adopted by the organization and approved by the faculty.

The success of student self-government lies in cooperation. Each girl must feel it her personal duty to show the consideration toward others which she would expect of them.

CONSTITUTION OF WOMEN'S SELF-GOVERNING ASSOCIATION

ARTICLE I

Name

The name of the organization shall be the Self-Governing Association of the Women's Hall.

ARTICLE II

Purpose

The purpose of the organization shall be to promote fellowship among the women and to govern the conduct of the women in

the Hall with respect to matters not within the jurisdiction of the Dean of Women.

ARTICLE III

Membership

All residents of the Women's Hall shall be members of the Association.

ARTICLE IV

Officers

SECTION I

OFFICERS

1. The officers of the Self-Governing Association shall be President, Vice-President, Secretary, and Reporter.

2. The House Senate shall consist of the Social Director, ex-officio, the President, Vice-President, Secretary, one representative each from the Senior, Junior, Sophomore, and Freshman classes.

3. The Advisory Committee shall consist of the Dean of Women, Dean of the Division of Home Economics, President of the Association of Women Students, Vice-President of Association of Women Students, Secretary of Association of Women Students, and the President of the Junior Council.

4. There shall be two counsellors from each wing on each of the three floors. Counsellors shall hold office six weeks.

SECTION II

ELECTION

1. The officers and members of the House Senate shall be elected for one year.

2. The president, vice-president, and sec-

retary shall have completed three semesters of work in Texas Technological College at the time of election. The reporter shall have completed one semester of work in Texas Technological College. Members of the House Senate shall have completed one semester of work in Texas Technological College.

3. Not more than three nominations shall be made for each office.

4. Voting shall be by means of the secret ballot.

5. The polls shall be open from one o'clock p. m. to six o'clock p. m. The polls shall be located at some convenient place in the Women's Hall. The polls shall be presided over by one member of the House Senate and one counsellor.

6. Members of the House Senate shall be elected by their respective classes at the regular election on the first Tuesday in April. The freshman representative shall be elected immediately after the beginning of the spring semester.

7. Counsellors shall be appointed at the beginning of the fall semester by the House Senate and shall be elected by the girls on their respective wings by informal ballot thereafter.

8. The officers and members of the House Senate shall become active at the beginning of the fall semester.

SECTION III

DUTIES

1. President

It shall be the duty of the President to

call and preside at all meetings of the Association and of the House Senate, and to perform all duties which pertain to the office of President of the Association. The President of the Association shall appoint all committees and shall be an ex-officio member of all committees.

2. Vice-President

It shall be the duty of the Vice-President to perform the duties of the president in her absence.

3. Secretary

It shall be the duty of the secretary to record all the meetings of the association and the House Senate and to keep a permanent record of all the meetings of the Association and the House Senate and to notify members of the Senate of meetings, and to perform such other duties as pertain to that office.

4. Reporter

It shall be the duty of the reporter to report all social activities of the association, as well as to attend all meetings of the association and to report the proceedings.

5. Counsellors

Counsellors shall maintain quiet in the hall, advise with the women, and report repeated infractions of the rules to the House Senate.

ARTICLE V

Meetings

SECTION I

ASSOCIATION MEETINGS

1. The first meeting shall be held within

the first two weeks of the college year.

2. There shall be one meeting each month thereafter and special meetings may be called by the president at the request of the Council.

3. A plurality shall constitute a quorum.

SECTION II

HOUSE SENATE MEETINGS

1. Regular meetings of the House Senate shall be held once each week at a time to be decided upon by the Senate.

2. Special meetings may be called by the president.

3. In the event that disciplinary matters are to be considered a quorum shall consist of six members; at other meetings, four members shall constitute a quorum.

ARTICLE VI

Amendments

This constitution may be amended by a two-thirds vote of the association.

ARTICLE VII

By-Laws

1. The House rules as issued by the office of the Dean of Women shall be incorporated in this constitution and shall be called the by-laws.

2. To amend the rules, a motion may be made at a mass meeting of the residents of the Hall. If passed by a two-thirds majority, the rules as amended will be presented to the Administration for approval.

REGULATIONS

OF THE WOMEN'S HALL SENATE

Women residing in the Women's Hall shall be called before the House Senate when they have broken rules as listed in the following paragraphs. There shall be two counsellors on each wing to report infractions of rules and to maintain quiet in the hall. After three major offenses a student shall be summoned to appear before the House Senate.

One Major Offense:

1. Three "call-downs" for noise in the hall, such as running in the hall, talking loudly in the halls, loud talking in rooms, and any other conduct which causes confusion.
2. Smoking in the halls, baths, lounge, or dining room.
3. Failure to sign out for dinner—a student must sign out by 5:30 p. m. on week days and 12:30 p. m. on Sundays.
4. Latenesses—15 minutes or over shall constitute three major offenses, rather than one. To be late on 1 o'clock dance nights also shall constitute three major offenses.
5. Continuously keeping a disorderly room, as reported by the one who checks rooms.
6. Absence from house meetings.
7. Bringing escort in the dormitory immediately before the time at which the student is supposed to sign in from her engagement.

8. Standing in the halls with escort.
9. Failure to sign in from an engagement, or after a week-end absence.
10. Failure to sign out for an engagement, or for a week-end.

FINANCIAL REGULATIONS

1. There may be no electrical appliances kept in the dormitory rooms except radios, for which a fee of 50 cents a month will be charged. Irons will be furnished in the laundry room; no girl will be allowed to keep an iron in her room.

2. Any delinquent property loss or damage will be charged against the "uniform breakage deposit" of \$7.50 which is required of all students at registration. In the event that light globes are burned out, return them to the management and they will be replaced. In case light globes are missing in rooms they will be charged against the breakage deposit.

3. Lost and found articles should be taken to the Social Director's office at once. The college will not be responsible for articles lost or stolen.

4. No food, silver, glassware, china, or linen may be taken from the dining room without the permission of the Dietitian of the hall.

5. No pictures or other hangings are to be tacked, pasted, or hung in any way so as to damage the wall. Pictures may be hung from the molding only. No pictures, pennants, etc., should be pinned or pasted to the window shades.

6. No fees will be charged for the use

of the laundry rooms or candy kitchen unless the privilege is abused.

7. The Social Director's office must be notified promptly when students have guests. For overnight guests, a fee of 75 cents must be paid. A fee of 35 cents will be charged for guests for each meal, except Sunday dinners for which a charge of 50 cents will be made.

8. Students must be prompt in paying for room and board. Room and board will be paid in advance at the college business office.

9. A student who engages room in the dormitory may not change her place of residence during the semester except by special permission from the Dean of Women. For adequate reasons a student may change her room in the dormitory at the end of the first three weeks of each semester. No room changes will be made at other times during the year.

10. Orders for trays for girls who need them must be in at the Social Director's office by 11 a. m. for lunch and by 5 p. m. for dinner. Breakfast tray orders should be given either the night before or immediately after the rising bell.

11. If a key is lost a charge of 50 cents is made to replace it. If a key is misplaced, a charge of 25 cents is made for unlocking a room or locking one. Each girl who has to have the front door opened either before or after regular hours for opening and closing will be charged 25 cents for key service.

12. Each girl is expected to keep her own rooms, and dust and lint are not to be swept into the halls. Care should be taken not to confuse the trash chute with the laundry chute. The telephone switchboard will be in operation from 8 a. m. to 8 p. m. After 8 p. m. no social calls will be received. Important messages will be handled through the office of the Social Director. Both outgoing and incoming long distance calls must be made and received over the pay telephone. No calls may be charged to the dormitory. All packages deliveries are to be made to the Social Director's office.

13. Needed repairs in rooms should be reported by the occupants to the office of the Business Manager of the hall.

SOCIAL DIRECTIONS

1. No student may leave town without permission from the Dean of Women. Written requests for such permission must be sent to the Dean of Women by the parents.

2. The Social Director is expected to notify the Dean of Women when a student is called home suddenly, and to report all cases of illness to the Dean's office.

3. No call is to be made for a doctor except through the Social Director's office.

4. No smoking will be allowed in the baths, halls, lounge, or dining room.

5. Students must be prompt in attending meals. At breakfast students may leave individually; at noon, students may leave the dining room by table groups; in the evening they will leave when the Social Director leaves. Students must be fully

dressed for each meal. They are not required to attend meals but are encouraged to do so. Those who do not wish to attend the meal at the dinner hour are required to sign the regular data sheet in the Social Director's office before dinner. The following schedule for meals has been arranged.

Week Days

Rising bell at 6:45 a. m.
Warning bell at 7:10 a. m.
Breakfast bell at 7:15 a. m.
Warning bell at 12:10 p. m.
Lunch bell at 12:15 p. m.
Warning bell at 6:10 p. m.
Dinner bell at 6:15 p. m.

Sundays

Rising bell at 7:30 a. m.
Warning bell at 7:55 a. m.
Breakfast bell at 8 a. m.
Warning bell at 12:55 p. m.
Dinner bell at 1 p. m.
Warning bell at 5:40 p. m.
Supper bell at 5:45 p. m.

6. Quiet must be maintained after 8 p. m. each night. No practice on musical instruments is allowed before 8 a. m. or after 8 p. m. No tapping or clogging is allowed in the rooms or halls at any time.

7. Women students may use the lounge any time that it is open and men may call in the afternoons and in the evening until 10 p. m. on week nights, until 11 p. m. on Friday, Saturday, and Sunday nights, and at any time during the day on Sun-

days. Magazines stamped for use in the lounge are not to be removed from it.

8. Women students residing in the dormitory must spend the night in their rooms in order that they may be located in case of emergency.

9. Women students planning to be away from the Hall in the evenings after 8 o'clock are expected to fill in the items requested on the "Data Sheet." All engagements are subject to the approval of the Social Director. Each girl must "sign out" for herself, and only for herself.

10. Freshmen women must be in the dormitory by 10 p. m. except on Friday, Saturday, and Sunday nights and on these nights by 11 p. m. A student who has not completed the equivalent of thirty semester hours is regarded as a freshman.

11. Sophomores, Juniors, and Seniors who do not have a "B" average must be in the dormitory by 10 p. m. except on Friday, Saturday, and Sunday nights and on these nights by 11 p. m.

12. Women students of Sophomore and Junior standing maintaining a "B" average may have one additional date during the week until 11 p. m. Seniors maintaining a "B" average will not be restricted as to the number of dates until 11 p. m. Women students may use the lounge until 11 p. m. on the nights they use these privileges.

13. Students are expected to be in the dormitory by 11 p. m. on date nights except in the case of college dances. Those

students who attend these dances are expected to be in by 1 a. m. Women students may attend only those dances that are approved by the College. Notice of these dances is given on the College Social Calendar.

14. Women students are not permitted to go to the dormitories and boarding houses of men except upon special invitation and after arrangement with the Social Director or with the Dean of Women.

ACCEPTED SOCIAL USAGE AT THE TABLE

1. Come to the table neatly attired and clean. Slovenly attire is not permissible at any meal.

2. Students should stand behind the chair until grace has been said. Do not touch anything on the table until every one is seated.

3. In seating one's self do so from the left as it is natural to place the right hand on the back of the chair.

4. One is correctly seated at table when the body is erect but not stiff and when the feet are placed squarely on the floor in front of the chair, not wrapped around the legs of the chair, nor the heels hitched over the rounds. Sit well back in the seat of the chair, not on the edge. It is better not to put elbows on the table.

5. The napkin is completely unfolded if it is small or of medium size, only half unfolded if it is large. Unfold the napkin below the level, never above the level, of the table. When through eating, lay napkin

at left of table.

6. Anticipate the needs of others at the table. You should observe when any one wants the butter or sugar and cream near you.

7. Food is always passed around, never across, the table.

8. While eating keep the elbows close to the sides. Use a wrist motion in using silver. "Bowing to the plate" as the fork is raised is an involuntary habit and a common mistake, which may be remedied by taking thought of it.

9. Do not employ both hands in eating. Keep one hand or the other in the lap a good part of the time.

10. Do not cut all the meat on the plate at one time.

11. Do not gesticulate with the silver.

12. Never tip a plate or a glass to obtain the last atom of its contents.

13. Do not blow in the cup to cool a beverage or on food to cool it.

14. Avoid looking over the top or rim of cup or glass while drinking, and do not gulp a beverage down as though famished. The lips should be carefully wiped before drinking to avoid leaving the marks of greasy lips on the rim of glass or goblet. Wipe the lips after drinking milk, cocoa, or chocolate.

15. Never attempt to put another bite into the mouth until the last is gone. Eat slowly. Chew with mouth closed.

16. Do not talk until what is in your mouth has been swallowed, and the amount

taken at a time should not be so large that the delay will be noticeable. Avoid all noise in eating, especially smacking of lips.

17. Avoid loud talking and laughing or anything that attracts undue attention to one's self or a group at the table.

18. If an accident occurs at the table and there is service, ignore the accident and let the waitress take care of it. If there is no service and the accident necessitates attention, do what is necessary as unobtrusively as possible. As a guest, do not make excessive apologies to your host or hostess if an accident occurs. Wait until the other guests have left the table and an opportunity comes later, then make your apologies quietly, except for very brief ones made at the table.

19. Salt from the salt shaker may be sprinkled over or placed on the rim of the plate, not on the tablecloth.

20. Do not reach for anything normally out of reach. Ask to have things passed if your wants are not otherwise attended to.

21. Never use your own silver to remove food from the platter or serving plate. Always use the serving silver provided.

22. Never pick up and hold a dish while eating.

23. In passing food at the table, in a glass or other dish without a handle, be careful not to allow the fingers to rest within it. If the dish has a handle, turn the handle toward the person who is about to take it from you.

24. Do not put the hands to face or hair

at table, or when serving.

25. If it is necessary to remove seeds, skins, or bones from the mouth, do so unobtrusively as possible, using thumb and forefinger. The use of a napkin to hide the procedure usually calls more attention to it than otherwise.

26. If fruit contains large pits (example-prunes) remove pits from fruit while in the dish, before taking it to the mouth.

27. If it is necessary to use a handkerchief at the table, turn the head and use it as unobjectionably as possible.

28. If asked to pass food, place the serving silver in the dish, if there is any, and pass the dish to the one next to you. Have the handle convenient for him to take it. The host may say, "Help yourself to the _____ and pass it." In that case only, help yourself first.

29. A relish, jelly, or pickle that is a meat accompaniment is placed on the dinner plate. If honey, jam, or conserve is served with hot breads, it may be placed on the bread-and-butter plate or the dinner plate. This may be eaten with a fork, as the relishes, or one may use the knife to spread the jam on one bite of bread just before eating it. Never spread a whole biscuit or slice of bread at one time. Do not use the biscuit to wipe up all the jam.

30. All the food and table utensils should be handled as inconspicuously as possible. It is considered impolite to toy with silver, salt cellars, napkin ring, or other small objects during a meal or between courses.

31. The silver is usually laid from the

outside in order of use. If you are uncertain at any point as to which piece to use, watch the hostess.

32. The silver should be left in place until needed and should be in the hand only while cutting or conveying food to the mouth. Never hold a fork or spoon in mid-air with a morsel of food on it.

33. During the course of a meal a knife, fork or spoon that has been used should not be placed on the table-cloth, nor should it be placed "gang-plank" fashion from the edge of plate to the table.

34. A knife should be used only for cutting or for buttering bread. The knife is held in the right hand (Unless one is left handed). You should hold the handle of a knife just as you would a screw driver. To steady it, place the forefinger along the back of the blade near the handle. One should never hold a knife or a fork as a spear. When the knife is not in use it should be placed across the rim of the plate with the handle and blade resting on the rim and the cutting edge of the blade toward the user.

35. When knife and fork are used together the fork is held in left hand exactly as the knife is held in the right hand. The tines are turned down. It is customary to lay the knife across the top of plate well towards the right after the food has been cut and then to transfer the fork to the right hand, conveying the food to the mouth with tines up.

36. Tender food, such as lettuce, should be cut with the fork. In such cases use the fork in the right hand, prongs up and then press down the left edge of the fork.

If it proves quite impossible to get the food safely on the fork without assistance of some sort, a small piece of bread or roll or cracker may be used in left hand as a pusher.

37. One eats with a spoon or a fork. When in doubt it is usually safe to choose the fork. Vegetables, salads, pie, and soft cake call for a fork. Most desserts are eaten with a spoon but often a spoon or fork may be used according to preference.

38. When not in use spoons should be placed on the plate or saucer.

39. Spoons are supplied for tea, coffee and chocolate but are used largely to test temperatures; after that the spoon is laid on the saucer and the beverage is drunk from the cup.

40. There is just one correct way to eat from a spoon and that is from the side. The spoon from cocktail, sherbet glass, beverage cup or anything with saucer or service plate underneath should be placed on saucer or service plate and never left standing in glass or cup when not in use.

41. In eating soup from a plate or cup, fill the spoon by dipping away from you. Sip from the side, not from the tip. Do not tip soup plate to get the last drop. In all other cases fill the spoon by dipping it toward you.

42. The following are "finger foods": bonbons, salted nuts, candied fruits, bread, and rolls, bacon if cooked very crisp, cookies, crackers, crackers with soft "spreads", hard cheese, celery, olives, radishes, small pickles, corn on cob, potato chips, all raw fruit except melons, grape fruit. Small berries may be eaten from fingers.

Duties of A Table Hostess

1. The hostess should consider each one at her table as a personal guest.
2. She should serve the main dish of each meal and pass it to the left as far as her co-hostess and then to the right to her remaining guests.
3. The hostess should eat until all the others finish.
4. The group should watch the hostess and not keep her waiting.
5. The hostess should keep the conversation going and confine it to appropriate subjects.
6. The hostess and not the others at the table should ask for the refills.
7. She asks to serve her guests and does not make them have to ask for what they need.
8. She passes things around the table and sees that they are not passed across the table.
9. She offers to allow girls who have finished early at breakfast to leave the table before the others.
10. She indicates by a move when to be

seated and when to rise when leaving the table.

11. She should help her guest get seated properly at the table. Chairs are numbered to the left, beginning with the hostess (1) to (5) for the co-hostess and to (8) for the person to the right of the hostess.

12. The hostess should arrange with the co-hostess to take her place when she plans to be absent from the noon and evening meals.



