

Elizabeth Miller

The Co-Pilot



State Teachers College
Bloomsburg, Pennsylvania

1957

At the time she was giving this publication to BSC Archives (05/10/77), Mrs. Elizabeth Miller Williams, Dean of Women emerita, said she thought this particular edition was the first ever "printed," (bound?) earlier editions having been merely mimeographed sheets of paper."

1917



THE UNIVERSITY OF CALIFORNIA

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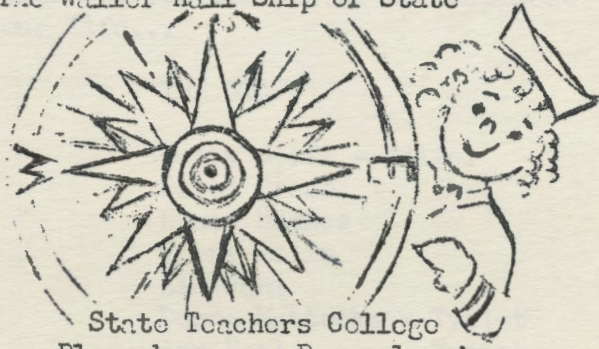
The time was...
to 197...
Miller...
she thought...
first...
edition...
about...

THE CO-PILOT

Your Guide to Successful Living

on

The Waller Hall Ship of State



State Teachers College
Bloomsburg Pennsylvania

1957-58

THE CO-PLANET

Your Guide to Successful Living

ON

The Union Hall Ship of State



1937-38

Hi Frosh,

The 1957-1958 staff of The Co-Pilot hopes that this handbook will help you to become better acquainted with the Waller Ship.

As members of a crew, you must know the responsibilities, duties, and activities of the Waller Ship of State.

This handbook is designed so that you can find important information quickly and easily. We hope that most of your questions will be answered by the Co-Pilot

Best wishes to you for one of the happiest years of your life...

THE STAFF

Betty Stiff - Editor

Carol Greene

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Terry Julio

Kim Wahl

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Ann Peal - Typist

Linda Ruggieri - Typist

Barb Hockenberry - Art

Miss Edith Zinn - Advisor

WELCOME ABOARD FROSH

We would like to welcome you aboard our
Ship of State,

To take your place among our crew as a
fellow working mate.

You've volunteered to sail with us for
just about four years,

And before you can get seasick we would
like to calm your fears.

We'll tell you first how safe it is to
ride the waves with us,

For our ship is kept upon its course with
very little fuss.

Our Admiral is a fine one who steers us
clear of trouble:

Her staff is always close at hand and
ready on the double.

In order to safeguard your health we have
a nurse aboard,

And lots and lots of proctors around when
order needs restored.

But smooth sailing will not come until we
have co-operation,

With every member of the crew in friendly
participation.

Courtesy and good conduct make the code by
which we live,

Which means to our community our very best
we give.

We try to keep our cabin just as clean as
our own home,

And see that we ourselves are neat no matter
where we roam.

All new recruits must learn the signs di-
recting our big boat;

Signs that are important if our ship's to
stay afloat.

You need to know "all hands on deck" means
there will be a meeting,

With either the captain or his staff present
to give the greeting.

And when your sailing days are through and
you leave Waller Hall,

We hope you can look through your log and
happy days recall.

—Carol Greene

GREETINGS

Every ship that has sailed through a happy and successful voyage has of necessity been sea-worthy. This condition has been maintained by an alert and responsible staff of officers. Some of you, who will serve on that staff, accept a major responsibility for the voyage.

To keep the ship a-float, it is manned by an energetic, alert crew. Most of you will serve as part of ours.

Passengers, happy, eager of purpose, help make a voyage delightful. Some of you may be passengers only.

When every person aboard is aware of mutual responsibility, with determination to arrive in port safe, happy and better for having made the venture, that voyage will be successful.

May your voyage aboard the Waller Hall be a delightful one, full of experiences and memories that will give you a travelogue that will be cherished always.

Elizabeth Miller
Dean of Women

1950

Use our Directory for quick access to valuable information.

The following information is found in this section of your Co-Plan:

NOTIFICATION INFORMATION
WALLER HALL TOP BRASS
WALLER HALL MEMBERS
WALLER HALL OFFICERS

GREETINGS

Once again Waller Hall is extending a "Welcome Aboard" to old and new friends.

The Hall represents a Ship of State and to keep it in good condition and sea-worthy, the co-operation of everyone is necessary.

To most of us, resident living represents a new way of life. It strives to teach us responsibility, self-control, and the ability to get along with other people. If everyone does her best to achieve these aims, there will be smooth sailing throughout the year's voyage.

May your days in Waller Hall be pleasant and rewarding.

Janice Kunes, President
Waller Hall Association

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DIRECTORY

Use our Directory for quick access to valuable information.

The following information is found in this section of your Co-Pilot:

FINDING INFORMATION
LOCATING TOP BRASS
OTHER TELEPHONE NUMBERS
REPAIRS
LAUNDRY
BED LINEN
MAIL COLLECTIONS
LOCATING FIRE TOWERS
CLIPPING SERVICE



FINDING INFORMATION

If information cannot be found in The Co-Pilot, consult The Pilot, the student handbook. For current information, it is most important to consult the bulletin boards--those in the Dean's office and those on the floors.

LOCATING TOP BRASS

This is where you may locate people you may need to see:

1. Mrs. Elizabeth Miller, Dean of Women, (Admiral) lives in rooms 200, 201, 202. To reach Mrs. Miller's apartment call ST 4-9862.
2. Miss Edith Zinn, Assistant Dean of Women, (Vice-Admiral) can be found in rooms 400, 401; her telephone number is ST 4-2897.
3. Miss Beatrice Mettler, resident nurse, lives in room 276; her telephone number is ST 4-4660, Ext. 9
4. Mrs. Helen Loreman, Housekeeper, (Lieutenant) can be located in room 232.
5. Dietitian, (Commissur) occupies rooms 300, 301.
6. Miss Janice Kunes, President of Governing Board, lives in room 282
7. Mr. Jennings Knoebel, Superintendent of Grounds and Buildings, whose office is opposite the Post Office, can be reached by calling ST 4-4660, Ext 4

OTHER TELEPHONE NUMBERS

Waller Hall Dormitory

E. 2nd floor - St 4-9862
E. 3rd floor - ST 4-9882 W. 3rd floor-ST 4-9891
E. 4th floor - ST 4-9802 W. 4th floor-St 4-9811

North Hall - Men's Dormitory

1st floor - ST 4-9813
2nd floor - ST 4-9820

Dean of Women's Office - ST 4-4660, Extension 6.
Telephone outside Husky Lounge - ST 4-9916

REPAIRS

If your cabin is in need of repairs, report this in writing to the Superintendent of Grounds and Buildings, Mr. Knobel, opposite the Post Office. Emergencies can be reported to either the Dean or the Housekeeper.

Maintenance men will hang your draperies and provide ceiling light bulbs at your request. Report in writing to the Dean of Women's office any repairs needed in the floor lobby, the bathroom, and the pressroom or halls.

LAUNDRY

Soiled laundry is collected from Firetower C every Monday morning before 8 a.m. The clean laundry can be picked up at the laundry building Thursday afternoon, Friday, Saturday until noon, and Monday. Mark your laundry as follows:

- a. Sew name tapes securely to your clothes. Plain tape, marked with the owner's name in indelible ink can be substituted for name tapes.
- b. Place this identification on the waist bands or collar bands of clothing to facilitate sorting at the laundry.
- c. Mark your laundry bag.

BED LINEN

Bed linen will be changed each Wednesday morning. Leave one sheet and the pillow case outside your cabin door before 9:00 a.m.; clean linen will be left in your room. Any changes in schedule will be posted on the deck bulletin boards.

MAIL CALL

For the convenience of all shipmates, the night watchman will collect mail in the dormitory if it is placed on the telephone desk in the lobbies. This mail will leave campus at 8:45 the following morning.

Mail will be collected from the college post office at 8:45 each morning and from the mail box at the entrance to Carver Hall each afternoon at 5:15.

LOCATING FIRETOWERS

- Firetower A--The lower tower near the guest suite: the lower adjacent to Long Porch.
- Firetower B--The upper tower at the rear of the library; that which opens adjacent to upper Long Porch.
- Firetower C--The tower at the back of Waller Hall adjacent to the street behind the building, (also known as the trunk landing)
- Firetower D--The tower at the side of Waller Hall which opens near the Lounge. This is closed to women students after 10:00 p.m.

CLIPPING SERVICE

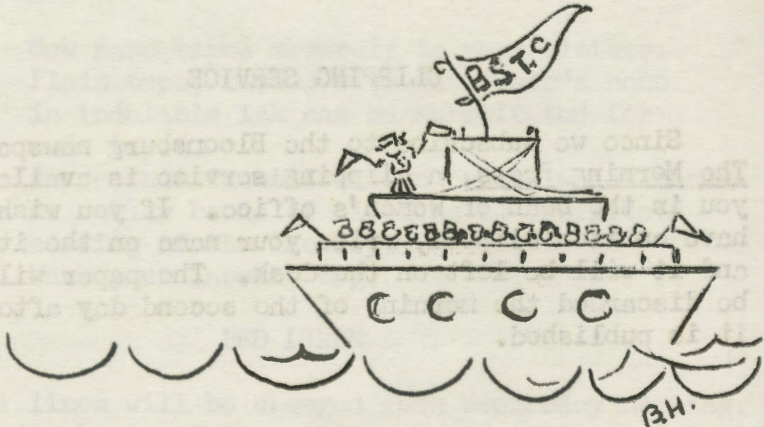
Since we subscribe to the Bloomsburg newspaper, The Morning Press, a clipping service is available to you in the Dean of Women's office. If you wish to have an item clipped, write your name on the item and it will be left on the desk. The paper will be discarded the morning of the second day after it is published.

SOCIAL CUSTOMS AND ACTIVITIES

Social functions and personal relationships are the bright spots of college life.

The following information is found in this section of your Co-Pilot:

ENTERTAINING GUESTS
HOMECOMING
CHRISTMAS SPIRITS
SIPPING AND CHATTING
CAMPUS CUSTOMS
B CLUB
SOCIAL CONDUCT
HUSKY LOUNGE
LIBRARY HOURS
DINING ROOM HOURS



On board our ship we try to develop a well-rounded personality. A transition from high school to college can be difficult, but through our social affairs, everyone becomes a member of the crew. In addition to the regular social affairs shared with the entire crew, on our ship there are added attractions. Our teas, pajama parties, and "gab fests" are not only entertaining and enjoyable, but also help to launch a better acquaintance with our shipmates.

ENTERTAINING GUESTS

Our gangplank is always down to welcome your "civilian" friends. You as their hostess will be responsible for their comfort. You will chart your plans so they will sail smoothly with you during their stay.

If they are staying overnight, you must make arrangements with Mrs. Miller, the Commanding Officer. By filling out all sections of a guest card, obtainable in the C.O.'s office, the preliminaries will be taken care of. Following approval, file one section with the C.O. and take the other section to Mrs. Loreman, who will supply clean linens for your "bunks."

If your guest will eat on board, arrangements must be made with the dietician. The fee for meals is as follows:

Breakfast	--fifty cents (50¢)
Lunch	--seventy-five cents (75¢)
Dinner	--one dollar (\$1.00)

Because of limited space on our ship, girls are asked not to bring overnight guests on board during the week.

These suggestions are designed to help you be the perfect hostess.

HOMECOMING

Homecoming week, which is fun for all, is an annual event on ship. All mates stay and open their quarters to our many friends, relatives, and alumni. To impress our visitors and room judges, our compartments are kept in ship-shape condition.

A committee of students, faculty, and prominent citizens come aboard our cruiser and sail around inspecting the quarters.

They judge the compartments on the basis of the following eight points:

1. Attractiveness (impression of whole room)
2. Suitability for dormitory life.
3. Furniture arrangement
4. Wall decorations
5. Color
6. Neatness
7. Originality
8. Livability

Prizes are given to the rooms that best meet these standards. A helpful hint: the judges are more interested in how clever you are than the amount of money you spend.

Judges and invited guests are entertained by the Waller Hall Governing Board immediately following the room judging.

THE CHRISTMAS SPIRIT

During December, the Christmas Spirit invades our ship. Each section of the crew has certain duties. The A.R.T. section decorates the portholes, while the H.O.U.S.E. section trims the trees on each deck. You may decorate your compartment if you wish. Because electric light bulbs are hazardous, we use colorful decorations that do not require the use of electricity.

The week before shore leave, the names of the shipmates on each deck are placed in a box. Each shipmate draws a name and becomes the Christmas Spirit of the person whose name she has drawn. For six days she does a kind act, such as making her bunk or leaving a snack or inexpensive gift. This is all done in secret. As the time draws near, the air of excitement increases and the fog of mystery becomes heavier.

On the seventh day, we have our annual Christmas party where we give a gift to our Christmas Spirit. It is then that we find out who had been "spiriting" us.

Christmas Spiriting has become a delightful tradition on board.

SIPPING AND CHATTING

Every shipmate wants to be a welcome member of the crew. By attending the various teas throughout the year, you will acquire added social grace.

In the autumn "big-sister" mates help their "little-sister" recruits to break the ice and are introduced to the rest of the crew.

A Governing Board tea is held in the spring to introduce the new officers, who will lay out the courses to be followed on our ship.

You, as a shipmate, will want to be present at these events. Take time out to relax and enjoy these functions. Lend a helping hand when you are needed.

CHOOSING YOUR DRESS

Perhaps you may wonder what is the uniform of the day; when you will wear your dress whites, or dress blues; when you wear your bell bottom trousers or what to wear while roaming around the deck. Here are a few suggestions:

1. For Sunday and weekday dinner, all hands dress in suits or sport dresses and stockings.
2. For classes--skirts, sweaters and socks are favorites.
3. For sport--slacks, Bermudas or gym suits are most practical.
4. Jeans or bermudas are comfortable for lounging or studying on board. When walking on the deck, dress properly in a housecoat, shore clothes, or sport clothes.
5. For sunbathing, sunsuits or bathing suits may be worn. The terrace between Waller Hall and the Grove is reserved for this purpose for women mates only. Sunbathing is permitted in no other place. This means no sunbathers on the roof!

SOCIAL CONDUCT

Regarding the public display of affection, there are no set rules, only those of good taste and courtesy.

All fire tower entrances will be locked each evening at 10 o'clock; all students will use the center front entrance after that hour. Couples will say good-night in the lobby. Long Porch and the Waller Hall Lobby are public places and all students are expected to respect the presence of others.

If there are unusual circumstances which warrant couples staying in the main lobby after 10:00 p.m. (11:00 on Friday and 11:50 on Saturday), arrangements may be made with the dean on duty who will notify the night watchman.

The campus behind Waller Hall is regarded as out-of-bounds after 8:00 p.m. This means the back entrance at the trunk landing should not be used after that time.

KEEPING FIT

Every Monday and Wednesday from 3:00 p.m. to 5:00 p.m. girls' Intramurals are held at Centennial Gymnasium. Here you can "keep in shape" with anything from volleyball and swimming to ping pong and shuffle board. During the basketball season, there is plenty of competition between rival teams. After you have earned one thousand points in individual and group sports, you are eligible for B Club. B Club is an athletic organization which tries to create an increasing interest in sports and sportsmanship.

HUSKY LOUNGE

The Crew's Lounge is provided with television sets and a beautiful Snack Bar for your convenience and diversion. The Lounge is closed each day at 11:00 p.m. except on Saturday when it remains open until 11:50 p.m.

The Snack Bar is open the following hours:

1. Monday-Friday from 7:30 a.m. to 11:00 p.m.
2. Saturday from 8:00 a.m. to 12 midnight.
3. Sunday from 9 to 11 a.m. and 5 to 11 p.m.

Paper utensils are provided for snacks that are taken to your room when you want carry-out service.

LIBRARY HOURS

1. Monday through Friday from 8:00 a.m. to 5:00 p.m. and 7:00 p.m. to 9:00 p.m., except during assembly.
2. Saturday from 8:00 a.m. to noon.

DINING ROOM HOURS

- Breakfast - Monday through Saturday 7 to 8
Sunday - 8 to 8:30
- Lunch - Monday through Saturday 11:30 to 12:30
- Dinner - Monday through Thursday - 5:45 to 6:30. Friday, Saturday, and Sunday at 5:30 to 6.

INDIVIDUAL RESPONSIBILITIES

As a member of the crew of our Waller Ship, you are eligible for certain privileges which carry with them the responsibility of living up to certain obligations.

The following information is found in this section of your Co-Pilot:

OFF-CAMPUS PROCEDURE
TELEPHONE
PRESSROOMS AND BATHROOMS
FIRE PREVENTION
FIRE DRILLS
YOUR CABIN
PERSONAL PROPERTY



Being aboard our Waller Ship is an enriching experience. A few conventions must be followed to keep harmony on shipboard. These conventions are intended not to restrict you, but to help you attain a happy course during your voyage.

OFF-CAMPUS PROCEDURES

1. Day permissions: Resident women may be off-campus until 6:00 p.m. every evening without signing their destination card. Out-of-town permission must be obtained from a Dean. If you leave the campus during the day and do not expect to return before 6:00 p.m., sign out on your card.
2. Evening permissions:
 - A. Resident women have off-campus privileges until 10:00 p.m. each evening during the week, 11:00 p.m. on Friday, 11:50 p.m. on Saturday.
 - B. For permissions later than 10:00 p.m., ask the Dean on duty for approval before 8:00 p.m. or after 10:00 p.m. No permissions are granted between 8:00 p.m. and 10:00 p.m.
 - (1) First semester freshmen may be granted one 11:00 p.m. and one 11:50 p.m. each month. During the semester one 11:00 p.m. may be substituted for a 12:30 a.m.
 - (2) Second semester freshmen may be granted two 11:00 p.m.'s and two 11:50 p.m.'s each month. During the semester one 11:00 p.m. may be substituted for a 12:30 a.m.
 - (3) Sophomores may have 11:00 p.m.'s on request. They may also have eight 11:50 p.m.'s during the semester; two of these may be until 12:30 a.m. and one other may be later than 12:30 a.m.

- (4) Juniors may have late permissions on request. They may have three as late as 12:30 a.m. and two others later than 12:30 a.m. during the semester.
- (5) Seniors may sign out for 11:50 p.m. permissions without asking permission. They may have six 12:30 permissions and four later than 12:30 a.m. during the semester.

- C. Special general permissions will be given for college events, and these permissions will be posted on the bulletin board in the Dean of Women's office.
- D. If you come in late on a later permission, you must forfeit one later permission.
- E. All special late permissions are granted for specific and special purposes only.

3. Weekend leaves: An Overnight Permission Card must be filled out and filed in the Dean of Women's office before you leave campus for a weekend or overnight.

A special permission must be given by your parents when you wish to visit a friend. The request must be mailed directly to the Dean of Women.

Women students return to campus from the weekend by 11:00 p.m. Sunday or 8:00 a.m. Monday. Under very unusual circumstances, if you cannot return by 11:00 p.m. on Sunday, please notify the Dean of Women by telephone.

4. Procedures:

- A. To sign out, fill in the necessary information on your destination card and file it under "Out." We have a policy that women students do not leave campus alone at night.
- B. To sign in, complete your destination card and place it in the proper slot above the filing cabinet. After signing in, you are expected to go to your living quarters immediately. 16

- C. After your weekend permission has been approved, sign your destination card and file it under "Overnight."
- D. Sign your own card. No student may sign in or out for another person.

- 5. Vacation: The Good Ship Waller must be in spick and span condition before vacations. These requirements are to be met before leaving:
 - a. Sign your name, means of transportation, date, and time leaving and returning on the vacation sheet provided at the desk in the Dean of Women's office.
 - b. Have your cabin clean and in inspection order:
 - (1) Close all windows
 - (2) Pull all blinds to half the lower window sash.
 - (3) Remove all food from cabin and all items from your window sills.
 - (4) Lock your door as you leave.
 - c. Immediately upon returning, check in at the office. Be sure to put the hour you returned after your name.
 - d. Regular sign-out cards are not used for college vacations.

QUIET HOURS

Between vacation sojourns, relative quiet is maintained for those who wish to sleep and study on the Waller Ship. By respecting these rules, we show courtesy and thoughtfulness to others.

- 1. Quiet for sleep:
11:00 p.m.-9:00 a.m. (10:00 a.m. on Sunday)
- Quiet for study:
7:30 p.m.-11:00 p.m. except Saturday.
2:00 p.m.-4:00 p.m. each afternoon.

During quiet hours, there should be no:

1. Loud talking and/or laughing in the room, halls, smoker, lobby, pressroom, and B.R.'s
2. Loud playing of radios.
3. Slamming doors.
4. Running in halls.
5. Playing the radio, talking, typing with the door open.

If these rules are not observed, the violator will be asked to appear before Governing Board.

2. Late Lights: Freshmen should have their lights out by 11:00 p.m. Sunday through Thursday. Freshmen may have seven late-light permissions a month. This enables them to leave their lights on one hour later. Proctors will check each night to see if this privilege is desired.
3. Lobby and Smoker: In this area phonographs and radios can be played only between the hours of 4:30 p.m. and 9:30 p.m. on the weekends. Girls are allowed in the smoker after midnight as long as they are quiet. If there is excessive noise, Governing Board members or Proctors may close the smoker and remove smoker privileges.

SHIP TO SHORE

Telephone

1. Telephone Duty: Every resident is expected to take 'phone duty for one evening a semester. The list of assigned nights will be posted on the floor bulletin boards by the Telephone Chairman. Failure to report will result in the loss of a late permission.

2. Procedure: If the telephone rings during the day, answer it by saying, quietly and pleasantly, "Waller Hall, _____ Floor." Check the bulletin board for the girl's room number. If she is not in her room, check the B.R., pressroom, or smoker; record the message in the phone book. Leave a note on her door if the message is important. In locating the girl, use your feet and not your voice!

Be sure to check the message book at regular intervals, because you may have had a call.

3. Telephone hours: The telephone should not be in use after 11:00 p.m., unless an emergency should arise. In order that everyone has an opportunity to use the telephone, calls should be limited to ten minutes.
4. Calls for resident faculty members should be recorded including the date, hour, message, the name of the person receiving the call. If the person cannot be located leave a written message on her door.

KEEPING WALLER SHIPSHAPE

A room with special outlets and equipment has been provided for the convenience of all resident women. We should handle these with the same care and consideration that we give our appliances at home.

Personal appliances; Percolators, grills, steam irons and hot plates may be used only in pressrooms where special outlets are provided. Hair dryers may be used in the pressrooms or B.R.'s. All of these appliances must be approved by the college electrician each year. Fill out two registration cards which are available in the Dean of Women's office. Take your appliance to

the Superintendent of Grounds and Buildings for approval. A duplicate registration card will be returned to the Dean of Women.

Irons: After you have finished using the iron, be sure the heat is turned off, and that the iron is replaced on the holder.

The steam irons are to be used only for special purposes: never for starched clothes. After finishing your pressing, drain all the water from the water tank and place the iron on the holder. These irons should be handled with great care.

Sewing Machine: Sewing machines, located in the pressroom on the second and third floors, are available to all women residents.

Care of the bathrooms: Since we all use the bathrooms, we must all do our part to keep them clean. Here are a few suggestions:

- a. Deposit sanitary napkins in the cans provided for them.
- b. Turn off faucets and showers completely.
- c. Use only towels for drying hands.
- d. Throw empty boxes, tissues, or paper in the provided waste cans.
- e. Keep the washbowls free from dirt and hair.
- f. Do not cut hair over basins. Be sure to clean the floor after cutting hair.
- g. Basins are not to be used for washing clothes.

Every woman should be willing to do her share in keeping the firetowers, lobbies, halls, and smoker in an attractive, livable condition.

FIRE PREVENTION

To insure the safety of all in Waller Hall, each woman has certain responsibilities which she must

accept. These regulations are for your protection and we urge you to observe them carefully.

1. Do not overload the electric circuits in your room.
2. Be certain that there are no defects in the lamps, radios, and clocks. The attached cords must also be in good condition.
3. Use hairdryers or percolators only in the bathroom or the pressroom. Use no appliances in your room.
4. Be sure the hot plate and irons are turned off before you leave the pressroom.
5. You are not allowed to smoke in your rooms at any time. Be careful with all lighted matches and cigarettes in the smokers. Never have an open flame outside the smoker.
6. Do not use an inflammable lampshade.
7. Leave no obstructions in the halls. This means no clothes dryers, umbrellas, or boots.
8. Do not remove hot plates from the pressroom.
9. Do not lock your door at night.
10. In the pressrooms, replace the hot irons in their holders.

FIRE DRILLS

Silence, speed and order are necessary during fire drills to clear the building quickly and safely. To prevent panic and confusion, know who your fire chiefs are and learn the following rules so that

you will respond automatically when the fire alarm is sounded.

1. Put on a long coat, hard-soled shoes, and take a towel.
2. Close your windows, put up your shades, leave lights on and your door open.
3. Specific instructions will be given for leaving your room and going to the proper fire tower.
4. Fourth floor will walk single file staying on the inside near the banister. Third floor will walk single file staying on the outside near the wall until the landing is reached. Then third floor will take the middle second section of the stairway. The second floor will walk single file, staying on the outside near the wall.
5. Second and third floor doors open inward toward the corridor. The first two girls reaching the doors will hold them until everyone from their floor has left. The first reaching the doors of Long Perch will push them outward and hold them until the building is empty.
6. Line up single file on Long Porch; if necessary, form two lines: Firetower A on the street side; Firetower B on the court side of the porch; other Firetowers line up single file on the walks, away from the building.
7. In case of an actual fire, the fire chiefs will direct the women to the campus between Waller Hall and Carver Auditorium, and between Waller Hall and Science Hall.
8. Each woman will be alert for further instructions from her respective fire warden.
9. During a drill remain in your assigned area until otherwise notified.

10. Fire wardens have authority to enforce the silence regulations.
11. Fire towers are safety islands if doors are kept closed.

In case of a fire alarm during the day, follow the same procedure unless you are on another floor. In this case, use the nearest fire exit. If no official is checking your floor, take this responsibility yourself.

If you should discover a fire, pull the nearest fire alarm, and then notify the Dean of Women and a fire chief.

YOUR CABIN

1. Care of Property: The use of tape, tacks, paste, or nails on the walls, woodwork, and doors is prohibited. Permanent picture hooks, drying racks, and curtain rods are provided in every room. All women residents are liable to full charge for damage to college property due to carelessness or violation of regulations.
2. Electrical equipment: The double outlet receptacle in the side wall is provided for:
 - a. A desk lamp--60 watt limit
 - b. Table radio, electric clock, or floor lamp--60 watt limit

A minimum clearance of two inches from bulb to the inside of the lampshade should be maintained. The shade is to be of fireproof material such as metal. No two or three way lamps may be used.

All electrical cords must be in excellent condition with no defects in insulation or covering. Extension cords and three-way plugs are not permitted

All electrical items are subject to inspection and if they do not conform to the standards, you will be asked to remove them from Waller Hall.

For information about repairs, consult Directory.

3. Cleaning: Every cabin should be equipped with a broom, dust mop, and dust cloth. Rugs and mops are to be shaken from the back window of Firetower C--the window at the trunk landing, and/or Firetower D. Dirt should be gathered at the door of your room and never brushed into the halls.

Empty all wastebaskets into the large trash containers in the pressrooms and firetowers. Place large boxes on the floor near these cans. All containers should be drained of liquid before being thrown into the waste cans.

4. Food: Any food kept in "the cabin" should be stored in a covered metal box. Empty soft drink bottles are to be removed from the rooms immediately.

For a good appearance from outside, it is necessary that we keep our window sills clear of such things as bottles and bags.

5. Personal Property: All personal property should be labeled. To protect against loss, lock your door. Do not keep valuables or large sums of money in your cabin. For added protection, place large amounts of money in the Business Office. The college is not responsible for loss of money or personal property.

REGULATIONS

To prevent infringing on rights of others, every community sets up its own laws.

The following information is found in this section of your Co-Pilot:

GOVERNING BOARD
GOVERNING BOARD DUTIES
SOCIAL LAWS
CONSTITUTION



GOVERNING BOARD
of the
WALLER HALL ASSOCIATION

- President.....Janice Kunes
- Vice-President.....Pat Fisher
- Secretary.....June Locke
- Treasurer.....Bernice Deitz
- Social Chairman.....Barbara Hockenberry
- Senior Representatives.....Rose Coulter
Eloise Kaminski
Nancy Ridall
Betty Stiff
- Junior Representatives.....Ann Boeson
Nancy Hane
Sara Shilling
- Sophomore Representatives.....Pan Fox
Gloria Glahn
Jo Ann Heston
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Dean of Women
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GOVERNING BOARD DUTIES

The Governing Board of Waller Hall is the student administrative unit of the Waller Hall Association, of which all women residents are members. This organization is a combination of legislative, executive, and judicial groups. Listed below are some of the duties of Governing Board members, proctors, and floor officers.

1. Responsibilities and Duties of Floor Officers:
 - a. Preside at all floor meetings.
 - b. Post list of late light checkers on floor bulletin board.
 - c. Supervise enforcement of late lights and floor quiet hours.
 - d. Assist Governing Board members and proctors in enforcing quiet hours and regulating late lights.
 - e. Proceed as follows in regard to repeated violations of quiet hours:
 - (1) Talk with violators and inform them of the seriousness of the offense, a Governing Board notice and summons to appear before the Board.
 - (2) If the violation is repeated, notify Governing Board Secretary to send notice.
 - (3) Report offenders to the Governing Board President and Deans of Women for Governing Board summons and action if the violation persists after the notice has been sent.
2. Responsibilities and Duties of Governing Board Members:
 - a. Enforce late lights and quiet hours on the floor.

- b. Assist or reinforce proctors in controlling noise and regulating late lights.
 - c. Notify floor officers of continued violations of quiet hours and advise them if a Governing Board notice is warranted.
 - d. Assist the President in enforcing regulations and in carrying on the activities of the Waller Hall Association.
3. Responsibilities and Duties of Proctors:
- a. Enforce late lights and quiet hours on the floor.
 - b. Notify floor officer of violations of quiet hours and advise if a Governing Board notice is necessary.

SOCIAL LAWS

We, as College Women, are considered adults and are expected to know and do what is socially acceptable. Therefore, the social customs of Waller Hall are based on standards of good taste and good judgment. We keep in mind courtesy and respect for ourselves and our associates.

1. Regulations about alcohol: "The possession of liquor or being under the influence of liquor either on campus or in the town of Bloomsburg will be cause for dismissal from college. It shall be unlawful:
- a. For any licensee, or his servants, agents or employees, to sell, furnish, or give any malt or brewed beverages to minors.
 - b. For any retail dispenser, his servants, agents or employees, to permit minors to frequent his licensed premises, or any premises operated in connection therewith, except minors accompanied by parents, guardians, or under supervision."

The above was quoted from Section 23 of the Pennsylvania Liquor Laws.

2. **Smoking Responsibilities:** Snokers are provided on each floor of the residence hall for those whomen who wish to make use of them.

College students may smoke only in the Waller Hall Lounge and other designated areas. It is necessary that we follow college regulations regarding smoking because of the fire hazard. Penalty for failing to observe these regulations is suspension from college.

The committees listed below have been appointed by Governing Board to expedite Waller Hall activities, business, rules and regulations, and to assist bringing about gracious social living in the residence hall.

1. The Art Committee is responsible for Homecoming Day decorations in Waller Hall, such as awards for the most attractive rooms, autograph books for visitors, and attractive designs for the doors. This group also makes the signs and posters announcing dormitory social affairs.
2. Counselors are appointed to explain rules, general customs, and regulations to new women residents.
3. The Fire Drill Committee explains the rules of fire drills and how to safeguard against fire hazards. They also enforce these rules during an actual fire drill.
4. House Committee is responsible for the attractiveness and cleanliness of the residence hall.
5. The Snoker Committee is responsible for seeing that the floor snokers are kept clean and attractive.

6. The Publicity Committee is in charge of publicizing Waller Hall activities in the Maroon and Gold and The Morning Press, the local newspaper, and Bulletin Boards.
7. The Social Committee plans all dormitory social events, with the cooperation and assistance of various other committees.
8. The Telephone Committee assigns each woman resident to telephone duty two evenings during the college year.
9. The Book Exchange Committee lists the names of secondhand books that are available for sale. Report to them if you wish to buy or sell books.
10. The Custom Committee sets up customs for freshman women living in Waller Hall.
11. Remembrance Committee sends cards and flowers to members of our association who are ill or have a death in their family.

CONSTITUTION
WALLER HALL ASSOCIATION

Article I - Name

The name of this organization shall be the Waller Hall Association of the State Teachers College, Bloomsburg, Pennsylvania.

Article II - Object

The object of this association shall be to initiate and carry on cooperative government and to encourage high standards of living among the women residents of Waller Hall

Article III - Membership

All women students living in Waller Hall are, ipso facto, members of the association.

Article IV - Officers

Section 1. The officers of this association shall be: a President, a Vice-President, a Secretary, a Treasurer, a Social Chairman, and twelve elected Representatives. Together these officers and representatives shall constitute the Governing Board.

Section 2. The President of the Association shall be a junior elected by the entire membership of the Association. She shall be President of the Governing Board and representative to the Community Government Association.

The Vice-President, Secretary, and Treasurer shall be juniors, or sophomores elected by the entire membership of the Association.

The Social Chairman of Waller Hall shall be a junior or a sophomore elected by the Association.

Section 3. Any vacancies in office shall be filled within two weeks in the manner provided by this Constitution excepting in case of Class Representatives when the vacancy shall be filled by appointment by Governing Board.

Section 4. The term of office of the President, Vice-President, Secretary, Treasurer, and Social Chairman and all members of the Governing Board shall be for one year unless re-elected for a second term of office.

Article V - Elections

Section 1. Each class shall meet for the purpose of selecting nominees. The list of nominees shall be posted one week before the elections that will be held when the particular classes vote for their representatives.

Section 2. One week before the day set for the election of the President, Vice-President, Secretary, Treasurer, and Social Chairman of the Association, the Governing Board shall post for each office a list of nominees approved by the Dean of Women and Dean of Instruction.

Section 3. Elections of President, Vice-President, Secretary, Treasurer, and Social Chairman and all members of the Governing Board shall be held not later than the last week of April.

Section 4. A majority of association members must vote, and those nominees receiving a plurality shall receive the position.

Section 5. In case a vacancy occurs in the office of President, the Vice-President shall automatically become President and a new Vice-President shall be elected by the association. Vacancies in any other office shall be filled within two weeks in the manner provided by this Constitution in Article V, Sections 1, 2, and 4.

Article VI - Amendments

This constitution may be amended by a majority vote of the association. Revision must be recommended by the Governing Board and posted not less than a week in advance of the time of voting.

BY LAWS

Article I - Meetings

Section 1. Meetings of the association may be called by the President at the request of the Dean of Women or the Governing Board.

Section 2. The Governing Board shall have a meeting twice a month.

Section 3. A majority of the Governing Board shall constitute a quorum.

Section 4. A vote of a majority of the membership of the association shall be necessary to execute any major legislation.

Article III - Duties

Section 1. The duties of the President shall be to preside over all regular meetings of the association and Governing Board and to call all special meetings. She shall be responsible for seeing that the business of the association is conducted efficiently.

Section 2. It shall be the duty of the Vice-President to preside over meetings and to conduct the business of the association in the absence of the President. She shall be responsible for supervising the functioning of committees.

Section 3. It shall be the duty of the Secretary to keep a record of all business in both the association and the board and to attend to all correspondence and notices. At the expiration of her term, she shall deliver to a college authority all books, papers, and other property belonging to the association and Governing Board.

Section 4. It shall be the duty of the Treasurer to receive funds, keep adequate accounts, disburse monies of the association, and to deliver the books of the association, properly balanced to the responsible college authority.

Section 5. It shall be the duty of the Social Chairman to plan and execute the social program of the Waller Hall Association.

Section 6. It shall be the responsibility of Governing Board to make and enforce regulations, to appoint chairmen of standing and special committees, to direct the social life of Waller Hall, and to promote the general welfare of resident women students.

Section 7. All actions of Governing Board shall be subject to the approval of the Dean of Women.

Article IV - Dues

Dormitory dues of one dollar, to be included in the Community Activities fee, shall be collected as part of the registration procedure. An additional assessment may be made by a majority vote of the Governing Board and the Waller Hall Association. Any

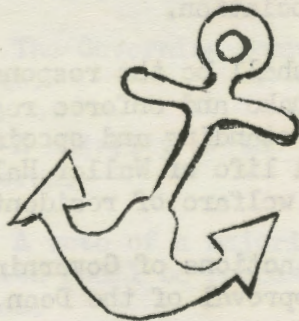
such assessment shall be collected by the Treasurer of the Waller Hall Association.

Article V - Parliamentary Authority

The rules of parliamentary procedures shall be followed when it is feasible.

Article VI - Amendments to the By Laws

These By Laws may be amended by a majority vote of the Association. Revision must be recommended by the Governing Board and posted not less than a week in advance of the time of voting.



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Литература 13 20
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MAY 10 1977