

THE
BRICK

Alfred University
1964-65

WELCOME TO THE BRICK!

This booklet introduces the Class of '68 to the general regulations of the Brick Dormitory.

Cooperation, enthusiasm and a willingness to support the over-all residence program are primary factors for a successful and worthwhile year for all Brick residents.

September, 1964

HEAD RESIDENT

Mrs. Dorothy Hall, the Head Resident, is responsible for the welfare of the students in the residence hall. She works closely with the Counselors and the Brick Executive Council and is available to all Brick residents for counsel on many concerns.

COUNSELORS

Four capable, responsible upperclass women are the Counselors for 1964-65. They are Nancy Butzgy, Sheila Kessler, Gerry Slavik, and Pat Zielenieski. They have been appointed by the Associate Dean of Students on the basis of personal qualities, integrity, maturity of judgment, and interest in campus and residence hall activities. While they have specific duties, they are readily available to answer questions, offer advice and counsel, and as friends.

The Head Resident and Counselors work directly with the Associate Dean of Students. The residence program is directed toward providing a congenial "home away from home" and, too, an environment where the academic pursuits of all can be advanced in an atmosphere conducive to meaningful study programs.

RESIDENCE REGULATIONS

Rooms

While at Alfred University, the dormitory room is the student's home and its appearance reflects her personal and social practices. Individuality and creativity are encouraged in making the rooms attractive; however, definite regulations govern all rooms in University residence halls:

1. Pictures may be hung from the moulding and bulletin boards may be used. Nothing can be pasted, glued or affixed to the walls or woodwork. Charges are made for any damage to walls or furnishings beyond that incidental to reasonable wear.
2. Furniture may not be taken from any room without permission of the Head Resident.
3. Beds must be made and the room in neat order by one o'clock in the afternoon.
4. The only electrical appliances permitted in a room are radios, clocks, electric blankets and record players. All other appliances will be confiscated by the Housekeeping Department and returned to the student at the end of the year.
5. Food kept in the rooms must be in a glass or metal covered container.
6. Lights, radios, and record players are to be turned off when residents leave the room for any length of time.

7. THE UNIVERSITY WILL NOT COUNTENANCE THE USE OR POSSESSION OF INTOXICANTS IN THE RESIDENCE HALLS. Liquor or wine bottles, regardless of their decorative appearance, may not be kept in the rooms.

8. Students, other than graduating seniors, must vacate their rooms twenty-four hours after their last examination at the conclusion of the spring semester.

9. Rooms are subject to inspection by authorized officers of the University at any time.

10. Weekly room inspections are made by the Head Resident.

Drapes are provided for each room and residents are advised not to obtain bedspreads until they are in their assigned rooms.

Each resident should plan to bring a flashlight, dresser scarf, and wash cloths in addition to a desk lamp and blankets.

Lounge

The Lounge is for the use of all residents for relaxation and recreation. Guests may be entertained there during the following hours:

Sunday -- 12 Noon to 7:00 p.m.

Monday -- 12 Noon to 1:30 p.m.

5:00 p.m. to 7:00 p.m.

**Tuesday -- No dating in. Head Resident's day off.

Wednesday -- 12 Noon to 1:30 p.m.

5:00 p.m. to 10:00 p.m.

(extended to 11:00 p.m.

second semester)

Thursday -- 12 Noon to 1:30 p.m.

5:00 to 7:00 p.m.

Friday -- 12 Noon to 1:30 p.m.

3:00 p.m. to 1:00 a.m.

Saturday -- 12 Noon to 1:00 a.m.

**On the Head Resident's day off, residents meet guests at the front entrance.

Men are not permitted in the Lounge before noon. Only male relatives may go to a resident's room upon permission of the Head Resident.

Food, ink, and typewriters are not permitted in the Lounge at any time and furniture is returned to its proper place if moved. The piano is not used during quiet hours.

Residents do not appear on the main stairway, first floor or in the Lounge in bare feet or inappropriately attired.

Unbecoming social conduct in the Lounge is reported to the Head Resident.

General Courtesy

Residents and guests are expected to rise when the Head Resident enters a room.

Overnight Guests

Refer to W.S.G. Handbook for procedure regarding overnight guests in the residence.

Quiet Hours

Quiet Hours are established and enforced for the benefit of all residents so that the prevailing atmosphere is one in which effective study may be pursued. It is the responsibility of each resident to observe the specific Quiet Hours:

Monday thru Thursday -- 1:30 p.m. to 5:00 p.m.
 7:30 p.m. to Noon the next day.
Friday -- 1:30 p.m. --3:00 p.m.
 12 Midnight to 10:00 a.m. Saturday
Saturday -- Until 10:00 a.m.
 12 Midnight to 12 Noon Sunday
Sunday -- Until Noon.
 7:00 p.m. to Noon Monday.

Musical instruments are not played during the Quiet Hours; radios and record players in use must be used so they cannot be heard outside the room; showers are not used after midnight or before 6:30 a.m.; and there is no loud talking, door slamming, running in halls, calling down the stairs or in the corridors, or singing in the shower. Soft-soled, not floppy, slippers are recommended. Residents are expected to be in their own room by midnight.

If noise is disturbing a resident's study, she should ask the offender to cooperate with Quiet Hours. If this is ineffective, contact the Counselor. Violators spoken to twice by the Counselor are reported to the Head Resident.

Morgue Hours

"Morgue Hours" are for the benefit of all residents while studying for final examinations. They are enforced, beginning the week previous to the first day of final exams and are in effect until the last day of exams. There must be absolute quiet--no record players or musical instruments. Violators receive a spot campus.

TELEPHONE

Phone numbers to remember:

Brick First Floor.....	587-8011
Second Floor.....	587-8050
Third Floor.....	587-8012
Head Resident.....	587-5474
Assoc. Dean of Students:	
(office).....	587-2295
(home).....	587-5300

Phone calls may not be made or accepted after 11:00 p.m. or during house meetings. After 11:00 p.m., emergency calls will be received by the Head Resident,

All phone calls should be limited to ten minutes.

Phone and Hostess Duty

Dormitory residents take turns on an assigned evening duty in serving as the Lounge hostess and in answering the phones on each floor.

If unable to take this assignment, the resident arranges with the Counselor "on duty" for a substitute and an adjustment in the schedule. A "campus" is given for failure to report for duty.

LAUNDRY

There is a minimal charge for the use of the washing machines in the Laundry Rooms. Reasonable care should be exercised in using them, particularly not overloading. Instructions are posted for the use of the machines. The University is not responsible for articles left in the Laundry Rooms. The Rooms are locked at the closing hour of the residence.

Ironing must be done in the Laundry, not in student rooms. University property is not to be removed from this area.

INSURANCE

Alfred University does not carry insurance protecting the personal effects of dormitory residents against fire and similar hazards. Students are urged to consult with their parents to make certain there is proper coverage.

VALUABLES

The University assumes no responsibility for money or articles of value which may be lost, broken or stolen. Residents are urged not to keep large amounts of money or valuables in their rooms. As a precaution, residents are requested to keep room doors locked whenever not in the room. All thefts are reported immediately to the Head Resident.

KEYS

Each resident is issued a key to her room by the Head Resident. Upon moving from the room, during the semester or at the end of the year, it is returned to the Head Resident. There is a \$5.00 charge for lost keys. Only University issued keys will be accepted.

ILLNESS

It is the responsibility of the student to report to the Clawson Health Center in event of illness or injury. In case of illness during the night, the student reports to the Head Resident who will contact the Health Center. In an emergency and the Head Resident is unavailable, the Associate Dean of Students is notified.

A STUDENT MAY NOT CALL THE UNIVERSITY PHYSICIAN ON HER OWN RESPONSIBILITY.

PETS

Pets of any kind are not permitted in the University residence halls.

OUTSIDE DISTURBANCES

There is to be no conversation or calling from the windows of the residence to friends and guests outside the building.

Whenever distracting groups, or noises are on the campus or near the Brick, resident women are requested to turn off room lights or close the drapes; refrain from attracting attention to the windows, either by action or calls; keep stairways and Lounges clear; and, notify the Head Resident or the Associate Dean of Students immediately of the disturbance.

Misconduct or participation by the residents will result in major disciplinary action.

FIRE DRILLS

Fire Drills are held once a month. Specific instructions are distributed for the evacuation of each floor. Any resident failing to attend a Fire Drill or to act in accordance with the security of the residence, receives an automatic campus of one week.

FIRE REGULATIONS

Fire escapes and extinguishers are regarded as a means of fire protection for the occupants of the building. The University regards the use of this equipment for any other purpose as a major infraction of the regulations.

Smoking is not permitted in the corridors of the residence; corridors must be kept free of trunks and boxes to comply with New York State fire regulations; and no sunbathing is permitted on the roofs or fire escapes of the building.

Failure to comply with fire regulations may lead to suspension from the University.

HOUSE MEETINGS

House meetings are held regularly as defined in the Brick Constitution. There is no homework, letterwriting, magazines being read or conversation at these meetings. Residents may attend in pajamas except when notified otherwise by the House President or the Head Resident.

DINING HALL

The Head Resident, Counselors and guests precede students in entering the Dining Hall. At dinner, everyone stands until Grace is given. Students leave the Dining Hall after served meals by tables, after the Head Resident's table leaves; at other meals, students leave individually. At a served meal, those who must leave early excuse themselves to the Head Resident.

When either residence hall has invited "announced" guests, students do not leave the Dining Hall until the guests depart. These occasions are announced in advance.

General

Breakfast, lunch, Saturday and Sunday evening supper are served cafeteria style. Dinner, Monday through Friday and Sunday noon, are served by waiters.

The student seated at the end of the table opposite the kitchen is hostess for the table at "served" meals. The hostess receives requests for service and communicates them to the waiters. She takes the initiative during the meal and sets the pace; others at the table should follow her lead.

There is no knitting or reading in the Dining Hall and telephone calls may not be received.

Knee-length shorts are permitted at breakfast, lunch (daily), Saturday and Sunday supper. Skirts are worn to the evening meals

Monday through Friday. Hair curlers/rollers/kerchiefs are permitted in the Dining Hall only at breakfast, and Saturday evening. When guests are entertained by the residence, dress is more formal. All students dress for Sunday dinner; stockings are required.

Silver, dishes or food may not be taken from the Dining Hall except in case of illness when a tray slip has been obtained from the Head Resident.

The Headwaiter will report any unbecoming conduct in the Dining Hall to the Head Resident.

Observance of table manners provides the basic essentials for a relaxed, well-poised and pleasant mealtime.

Hours for meals:

Breakfast: 7:00 a.m. to 7:20 a.m.

Lunch: 12 Noon to 12:30 p.m., except on Tuesday when it is 12:30 to 1:00 p.m.

Dinner: 6:00 p.m.

Sunday Dinner: 1:00 p.m.

Saturday/Sunday Supper: 5:45 p.m. to 6:15 p.m.

PENALTIES FOR INFRACTIONS
OF RESIDENCE HALL REGULATIONS

Violations of Residence Hall Regulations are subject to the following penalties:

Quiet Hours: One lateness for each violation of Quiet Hours.

The Head Resident and Counselors reserve the right to give latenesses or to refer a violator to the Executive Council.

Forgetting to take hostess or phone duty:

Campus

Smoking in the corridor or Dining Hall:

Lateness

Untidy room/unmade beds after 1:00 p.m.:

Lateness (except on linen exchange day)

Failure to attend Executive Council Meeting:

Failure to attend the meeting of the Executive Council after being summoned: receive additional lateness.

Accumulation of five latenesses:

Weekend campus

BRICK CONSTITUTION

The governmental structure in the Brick Dormitory is headed by the Executive Council elected by the dormitory residents.

I. OFFICERS AND DUTIES

A. President

1. Presides over house meetings; and, over Executive Council when house latenesses are concerned.
2. Appoints any committees required in the functioning of the dormitory.
3. Represents the dormitory to the public and Administration and shall attend to matters in the best interests of the dormitory.
4. Represents the dormitory at W.S.G. meetings, alternating attendance with the Vice-President.

B. Vice-President-Treasurer

1. Conducts the meetings in the absence of the President. This includes all duties designated to the President.
2. Maintains an accurate record of all house expenses and pays bills promptly.
3. Represents the dormitory at W.S.G. meetings, alternating attendance with the President.

C. Secretary

1. Keeps minutes of all house meetings, and Executive Council meetings.
2. Provides a copy of these minutes to the Head Resident, Associate Dean of Students and posts one on the bulletin board.
3. Maintains master file of all house latenesses and posts the penalties.

- D. Social Chairman
 - 1. Responsible for arranging for all social functions of the dormitory.
- E. Corridor Chairman
 - 1. Presides over corridor meetings.
 - 2. Keeps minutes and provides the Brick secretary with a copy.
 - 3. Assists in maintaining order in the corridor.
- F. W.S.G. duties are explained in the Women's Student Government Handbook.

II. ELECTION PROCEDURE

- A. Nominations for the President shall be made the first week of classes in the fall semester. President shall be elected the second week.
- B. Nominations for the other officers shall be made and posted the second week and voted on the third week.
- C. Minimum of three nominations is necessary to present a slate.
- D. Elections shall be by either open or closed ballot. This is decided at the discretion of the residents.
- E. One Corridor Leader for each floor shall be elected at the first corridor meeting.
- F. Counselors shall preside over meetings until the necessary officers have been elected.
- G. Any resident of the dormitory, Counselors excluded, is eligible for any one officer.

III. HOUSE MEETINGS

- A. Either a corridor meeting or a house meeting must be held once a week to hear reports from Senate, W.S.G., W.A.G.B., etc.
- B. Attendance will be taken at all meetings.

- C. Minutes of previous meetings and the Treasurer's reports shall be given at each meeting.

IV. EXECUTIVE COUNCIL

- A. Composed of the four major officers of the house, i.e., President, Vice President, Secretary, and Social Chairman plus the W.S.G. representatives.
- B. Presided over by the President when discussing house latenesses, house rules.
- C. Presided over by a member of W.S.G. when discussing anything involving Women's Student Government regulations and infractions.
- D. Its purpose is to clarify any questions arising about the enforcement of Brick and W.S.G. regulations.

V. RULES OF ORDER

- A. All general house meetings and Executive council meetings shall be conducted according to the rules of order found in Robert's Rules of Order.

VI. AMENDMENTS

- A. All amendments must be presented in writing at a general housemeeting, be tabled for one week, at least, posted and acted upon by a quorum. Any amendment must be approved by the Associate Dean of Students before it becomes effective.