Constitution of Harvey Foster House
Substitute for Sec. 5. Article I

Sec. 5. Forfeiture of Membership
1. Membership may be forfeited [(i) for willful violation of the Constitution and rules of this house, (ii)] by such conduct as may seem sufficient cause to the Head and Counsellor of the House.

2. When in the judgment of 3/4 of the members of the House the forfeiture of membership by any member is unjust. Consideration to the good of the House a vote by which effect shall be entered in the records of the House and communicated.
called by the City to the Head and Councillors as a request that they make such recommendation to the Board of Student Organizations.
1) Every resident in the hall shall be subject to all rules, regulations, and decisions of the House.

2) He shall pay all dues and assessments levied by the House.

3) He shall have all privileges of the House, including membership — subject to the regulations of the House governing election to membership.

4) Residents who fail of election to membership in the House, or who do not conform to the rules, regulations, and decisions of the House shall forfeit residence in that hall, and the Registrar shall not assign such person a room therein for any succeeding quarter.
sich nicht anzukündigen

8. Erscheinung lang, countertwist

Next page:
Constitution adopted by the residents of Green Hall, December 13, 1898.

I. NAME. The name of this organization shall be Green House.

II. MEMBERSHIP. 1. Membership becomes active only after entering upon the second quarter of residence and signing the constitution.

2. Membership shall be either non-resident or resident; but unless otherwise specified, the term "member" in this constitution shall denote resident members.

   a. Non-resident members of Green House shall be those members who no longer live in Green Hall and who have not accepted membership in another House.

   b. Resident membership shall be limited to officers and students of the University.

   c. Members of the University assigned by the Registrar to rooms in Green Hall shall be considered the guests of Green House unless elected to membership.

3. Eligibility. Guests shall become eligible to membership at the end of the tenth week of residence.

4. Forfeiture.

   a. Membership in Green House shall be forfeited by acceptance of membership in another house.

   b. Membership may be forfeited by wilful violation of this constitution and the rules of the House, or by such conduct as may seem sufficient cause of forfeiture to the head and councilor of the house, who shall under these circumstances make a recommendation to this effect to the Student Board of Organizations.

III. OFFICE. The officers of the House shall be a Head, appointed by the president of the University; a councilor, chosen from the faculty of the University by the members of the House; a secretary and treasurer, elected by the members
Constitution adopted on the resolution of Green Hall, June 27, 1928.

I. NAME

The name of this organization shall be Green House.

II. MEMBERSHIP

1. Membership becomes elective only after election by the
   council after three terms of membership. Any alteration to the
   constitution shall affect the entire membership.

2. Membership shall be offered non-renewable at the expiration of the term.

3. No member may be admitted to Green House until he has not a current membership in another
   fraternity.

4. No member of the Green House shall be eligible to become an alumnus.

5. All members of the Green House shall have paid their dues.

6. All members of the Green House shall be eligible to attend any special
   meetings of the Green House.

7. Non-members of the Green House shall be eligible to attend any
   meetings of the Green House.

8. The name of the Green House shall be published in The University
   of the University.

III. Constitution and By-laws

The constitution and by-laws of the Green House shall be revised every three years at the

4. Theby of the fourth week of September.

5. Constitution


7. Constitution may be amended by a two-thirds majority of the
   members of the Green House of the current term, or at any time
   during the term.

8. Any revision or alteration to the rules and regulations of the Green House
   shall be brought to the attention of the Executive Board.

9. The officers of the Green House shall be elected by a majority of the
   membership. The officers of the Green House shall serve as the
   representatives of the Green House in the University.
of the House; and a House committee consisting of eight members, elected by the members of the House, of which committee the Head of the House shall be chairman, the secretary of the House, secretary, and the Councilor, a member, ex officio.

IV. TERM OF OFFICE. The Councilor shall be elected for the period of one year. Other officers chosen by the House, shall be elected the period of three months or until their successors are elected.

V. POWERS AND DUTIES OF OFFICERS.

1. Secretary and Treasurer. It shall be the duty of this officer to keep a fair record of the House and of the House Committee; to handle any funds the House may entrust to her; and to serve as the formal medium of communication between the House or House committee and the Head of the House.

2. House Committee. This committee shall be considered the representative and executive committee of the House, charged with the execution of the constitution and bylaws of the House, the enforcement of any regulations the House may enact, with power in cases not covered by the regulations of the House to make provision for the welfare of the House. And, when by a vote of 3/4 of its members, the forfeiture of membership of any member of the House is deemed to be conducive to the good of the house, such a vote shall be entered on the record of the House Committee, and communicated by the secretary to the Head and Councilor as a suggestion to recommend the withdrawal from the offending member.

VI. ELECTIONS.

1. All elections shall be by ballot.

2. A quarterly meeting for the election of members shall be held during the 11th week of each quarter, lists of eligible guests and notices of the meeting having been sent by the secretary to members of the House at least two days prior to the meeting, and the assent of 3/4 of those present at the meeting being necessary to election.
V. THEIR DUTIES

The Committee shall be elected for the duration of one year.

VI. POWERS AND DUTIES OF CHAIRMAN

The Chairman of the Committee shall be elected for the duration of one year.

VII. BUSINESS AND TRANSACTIONS

If a vacancy occurs in the position of Chairman, the remaining members of the Committee shall elect a new Chairman for the remainder of the term of the Committee.

VIII. COMMITTEE

The Committee shall be responsible for the preparation of the agenda for the meetings of the House.

IX. RULES AND REGULATIONS

The rules and regulations of the Committee shall be adopted by the House and shall be reviewed annually.

X. RECORDS

The minutes of the Committee shall be kept by the Secretary and shall be available for inspection by members of the House.
3. A quarterly meeting for the election of officers shall be held during the first week of each quarter, or as soon thereafter as practicable, a simple majority being sufficient to elect.

VII. QUORUM. Three fourths of the members of the House shall constitute a quorum for the election of members and for the amendments of the constitution; a simple majority being a quorum for all other purposes.

VIII. AMENDMENTS. This constitution may be amended by vote of 3/4 of the members of the House, notice having been given in writing one week in advance.
To the Board of Student Organizations of the University of Chicago,

The Englewood House, on September 20, voted unanimously to disband.

On October 7, a member of the House was sent to communicate the fact to Dean Talbot, but through a misunderstanding...
action was taken. On October 20, a committee of two conferred with Dean Talbot regarding the same. The House now awaits the approval of the Board of Student Organizations.

The Englewood House.

Reuel B. Church
Pres.
We, the members of the Englewood House, for our mutual benefit, socially, intellectually, and morally, do form this constitution of the Englewood House.

Article I--Name

The name of this association shall be the Englewood House.

Article II, Eligibility.

Section 1.

Any member of the University of Chicago who has been in residence three months, or has been a member of the Englewood High School, shall be eligible to membership, provided she does not belong to any secret club.

Section 2.

The number of Englewood girls must be not less than one-third nor more than three-fourths of the entire membership.

Section 3.

The number of active members shall be not less than thirty-six or more than fifty.

Section 4. Nomination

Any member may propose the name of an eligible candidate for membership.

Section 5.

The name of the nominated candidate must be posted one week before election.

Section 6. Election.

To elect members the unanimous vote of those present is necessary.

Article III, Quorum
ARTICLE III—The Corporation shall be subject to the laws of the State of New York, and shall be governed by the articles of incorporation of the Corporation.

ARTICLE IV—Dissolution

Section 1

The dissolution of the Corporation shall be by vote of the members.

Management, Board of Directors, Officers, and Employees

Section 2

All members shall have the right to participate in the management, and shall have the right to elect and replace the Board of Directors. The Board of Directors shall consist of not less than three nor more than ten members, and shall have the power to appoint and dismiss officers and employees. The Board of Directors shall adopt rules and regulations for the government of the Corporation, and shall have the power to enter into contracts and accept donations, bequests, and gifts, and to sue and be sued in the name of the Corporation. The Board of Directors shall have the power to declare dividends and to authorize the payment thereof.

Section 3

The officers of the Corporation shall be elected by the Board of Directors, and shall hold office for one year, or until their successors shall be elected.

Section 4

The Secretary shall keep a record of the acts of the Board of Directors, and shall have the power to issue certificates of membership. The Treasurer shall keep a record of the accounts of the Corporation, and shall have the power to pay the debts of the Corporation and to issue certificates of indebtedness. The Auditor shall audit the accounts of the Corporation, and shall have the power to examine the books of the Corporation. The Corporation shall have the power to sue and be sued in the name of the Corporation.
Article III--Quorum

A quorum shall consist of two-thirds of the members of the House, and shall be ascertained by roll-call.

Article IV--Officers

Section 1

The officers of this House shall be head of House, president, vice-president, secretary, and treasurer.

Section 2.

All officers must be members of the House, and must be eligible for public appearance, and shall be elected by a three-fourths majority of all the members of the House, for a period of three months. When any officer is ineligible for appearance the office shall be declared vacant.

Article V.

Section 1.

The duties of the president shall be to preside at all meetings.

Section 2.

The duties of vice-president shall be to take the place of the president when she is unable to be present.

Section 3.

The duties of the secretary shall be to post names of candidates for election, time of election, and all official announcements. She shall preserve a written record of all business meetings, shall call roll at all business meetings, and shall present all new business.

Section 4.

The duties of treasurer shall be to collect all fees, and
ARTICLE III - General Provisions of the Constitution

Section I

The existence of the House shall be based on the principle of representation, and endorsement by
the people. The House shall be the legislative and executive branch of the Government.

Section II

The duties of the President shall be to take care of the
execution of the laws

Section III

The duties of the House shall be to make laws for the
people, and to represent the people.

Section IV

The duties of the House shall be to raise revenue, and to raise funds for the Government.

Section V

The duties of the House shall be to declare war, and to make peace.

Section VI

The duties of the House shall be to provide for the common defense, and to raise and maintain a
military force.

Section VII

The duties of the House shall be to provide for the general welfare, and to promote the progress
of science and the arts.

Section VIII

The duties of the House shall be to provide for the maintenance of the Federal Government, and to
provide for the education and welfare of the people.

Section IX

The duties of the House shall be to provide for the protection of the people, and to provide for the
protection of the rights of the people.

Section X

The duties of the House shall be to provide for the protection of the property of the people, and to
provide for the protection of the property of the Government.
settle all expenditures. She shall render a written account of the
finances of the House at the expiration of her term.

Article VI. Election

The legislative department of this House shall consist
of four committees, viz: the executive committee, the membership
committee, the entertainment committee, and the initiation committee.

Article VIII.

Section 1.

The executive committee shall consist of the officers of
the house, and one other member. This member shall be elected
by a vote of three-fourths majority of the members of the House,
for a term of three months.

Section 2

The membership, entertainment and initiation committees
shall each consist of three members of the House elected by a vote
of three-fourths majority of the members of the House, for three
months.

Article IX

Section 1.

The duties of the executive committee shall be to receive
all business to come before the House, to arrange it, and propose
it to the secretary.

Section 2.

The duties of the membership committee shall be to bring
to the notice of the club all girls eligible for membership.

Section 3.

The entertainment committee is to have charge of all
entertainments, programmes, teas, etc., given by this House, and
is to attend to all arrangements thereof.

Section 4.

The initiation committee shall have charge of the initiation of new members. It is to decide upon the methods, and, if necessary, can call upon any or all for suggestions and help. All old members must, however, take part in initiating new members.

Article X.

The fees of this House shall be twenty-five cents per quarter, with an additional fee of fifty cents for initiation.

Article XI.

Amendments to this constitution can be made only by the unanimous vote of the House.

The initiation of all amendments to this constitution can be made only by the reading of the amendment at three consecutive business meetings of the House, and the ratification can be made only by the unanimous vote of the House.
The constitution shall not be amended to reduce the powers or authority of either of the Branches of Government.

The amendment of the Constitution to the contrary can be made only by the written consent of the President of the House, and the amendment can only be made by the President of the House.
We, the members of the Englewood House, for our mutual benefit, socially, intellectually, and morally, do form this constitution of the Englewood House.

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The name of the nominated candidate must be posted one week before election.

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A quorum shall consist of two-thirds of the members of the House, and shall be ascertained by roll-call.

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Section 2.

All officers must be members of the House, and must be eligible for public appearance, and shall be elected by a three-fourths majority of all the members of the House, for a period of three months. When any officer is ineligible for appearance the office shall be declared vacant.

Article V.

Section 1.

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Section 2.

The duties of vice-president shall be to take the place of the president when she is unable to be present.

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settle all expenditures. She shall render a written account of the finances of the House at the expiration of her term.

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Section 2

The membership, entertainment and initiation committees shall each consist of three members of the House elected by a vote of three-fourths majority of the members of the House, for three months.

Article IX

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Constitution of Kelly House

Art. III. The fee of each member shall be $0.25 each quarter payable to the House Treasurer within the first two weeks of the quarter. Guests shall be requested to pay the same fee.

Proposed amendment:
The fee of each member shall be $1.00 each quarter etc.

Oct. 10, 1903. Approved

Marion Talbot

For the Board of Student Organizations
song at once, trying to get in this last word at each, other or draw each other out or get abroad somehow. Every one in a white a little bell would ring, and in an cracked and flattened voices as they could assume, the graduates would wobble our some time. We all lived ourselves so well that evening that we hated to come back to ordinary dress and songless dinners.

Later that evening we had the "Fortune promenade." In order to promote good feeling among the four halls we each sent a formal invitation with our card included, to some one girl in one of the other halls, to this dance. We were to be the men, and they our ladies. We sent them flowers the day of the dance, and at the proper hour called for them in a manish starched suit as we had, and high linen collars and dark ties and shirts. They came down in evening gowns, and when we had

Dear Miss Anderson,

Here at the end of one of my gayest and most joyous weeks, on this Valentine's day, I must write with you of it all.

It started out on Monday night when we had a party at one tables to surprise one held just because she is always the one who is always doing things for others people. But Wednesday was the most beautiful night of all in Fortune. Long ago the custom started, of leaving the seniors sit anywhere they liked at tables during their last six weeks, instead of drawing with the rest. They always wanted to sit at Miss Reynolds' table, so it became

Donated by Mrs. Henry W. Evard Sr. (Helen Eaton Jacoby, '09) on June 5, 1953.
a matter of course that during the last six weeks Miss Reynolds had a senior table. But Miss Reynolds has lately been going away so the senior table has fallen in the winter quarter.

A couple of years ago the freshmen formed a freshman table when the seniors had theirs, and came down with lighted candles, singing, as the seniors do, but in green caps and gowns instead of black. Last Wednesday the idea was carried quite to completion, and it was "class night" in Foster. The seniors came down to our table in cap and gowns as usual, singing, and carrying red candles. The freshmen and juniors were already at their respective tables, when we came, the freshmen in green and the juniors in blue caps and gowns. The sophomores, enough to fill two tables, came down in scarlet caps and gowns. The graduates staggered in to their table wearing shawls and spectacles, and carrying books, and looked in general as muzzy as they could. Their motto, I think, they placed in the middle of the table, and their "class flower" was the eucalyptus, represented by an old Christmas wreath of ground pine. The special students that didn't come in under any of these classifications had a table to themselves and called themselves "snow-conformists." The dining rooms were a clatter with songs and yells all evening; the freshmen and sophomores and juniors mostly all
Mr., the undersigned, hereby petition for the right to form a University House, to be called the Helen Culver House, to consist of not less than twelve and not more than fifty members. We desire that the Coulter may be appointed as Head of the House.

Elizabeth E. Buchanan
Margorie B. Coste
Grace A. Coulter
Isabelle Crilly
Louise M. Gabrain
Ruth Ellis
Florence E. Mac Mahan
Cornelia S. Labeus
Sarah W. Labeus
Catherine Padock
Marie Reddy
Anne Root.
To:
The Board of Student Organization.
Constitution and By-Laws of Snell House.

Art. I., MEMBERSHIP.

(1) Charter-Members. The instructors and students residing in Snell Hall, January 26th, 1894, constitute Snell House of the University of Chicago.

(2) Election of New Members. New Members may be added, in accordance with the plan of the Trustees for the organization of University Houses, by a four-fifths (4/5) vote of all the members present at any regular meeting, on recommendation of the House Committee.

(3) Honorary Members. Members of Snell House, leaving the University, shall be considered Honorary Members.

(4) Non-Resident Members. Members of Snell House who by force of circumstances are compelled to take up their residence elsewhere, shall have the right to apply for the privileges of the House; to which privileges they shall be entitled upon a majority vote of the members present at any meeting and upon payment of the dues and assessments of the House.

Art. II., OFFICERS.

(1) Officers, how elected. The Officers of the House shall consist of a Head of the House, appointed by the President of the University; a Vice-Head nominated by the House and appointed by the President of the University; a Counselor chosen from the Faculty of the University by the members of the house; and a Secretary-Treasurer, elected by the House from its members.
ART. I. MEMBERSHIP

(1) Charter Members. The members and students resident in Grant Hall, January 1924, become charter members of the University of Chicago.

(2) Election of New Members. New members may be elected in accordance with the plan of the President for the University.

(3) Qualification of Honorary Members. Honorary members shall be elected by a two-thirds (2/3) vote of the members present at any regular meeting of the executive committee of the house.

(4) Non-Honorary Members. Members of the University faculty who by reason of circumstances are compelled to take no part in the political affairs of the University shall be elected by a two-thirds (2/3) vote of the members present at any regular meeting of the house.

ART. II. CHARGE

(1) The charge of the house.

(2) The charge of the house.

(3) The charge of the house.

(4) The charge of the house.
(2) **Duties of House-Head.** The Head of the House, in addition to the duties assigned to him by the Trustees of the University, shall preside at all Business Meetings of the House.

(3) **Duties of Secretary-Treasurer.** The Secretary-Treasurer shall keep the minutes of all the business transactions of the House; shall have charge of the funds of the House under the direction of the House Committee; and shall at the close of each quarter make a report to the House of its financial condition, the number of meetings held, receptions and entertainments given, and such other matters as are of interest to the House.

(4) **Election.** The election of officers shall take place annually, early in October.

(5) **Vacancies.** If any vacancy occurs in the list of officers, it shall be filled temporarily by the House Committee, and finally by the House at its next meeting.

**Art. III., COMMITTEES.**

(1) **House Committee, how elected, duties.** The House Committee shall have charge of the affairs of the House, especially of the purchase of furniture and equipment for the Hall. This committee shall consist of the Head of the House; the Secretary-Treasurer; and four other members of the House, one from each floor,—these four to be nominated by their respective floors, and elected by the House. Of this committee the Counselor shall be a member ex-officio.

**Art. IV., MEETINGS.**

(1) **Calling of Meetings.** The House shall hold business meetings at such times and places as the House Committee
The Head of the House, in addition to the duties assigned to him by the Trustees of the University, shall perform all business meetings of the House.

Purposes of Secretary-Treasurer, the Secretary-Treasurer, after calling the minutes of all the business transactions of the House shall have charge of the funds of the House and shall at the request of the House Committee make a report to the House of the funds or the situation of such disbursements or reports of matters of interest to the House.

(2) Election of Secretary-Treasurer. Any member of the House Committee may call the House to the House.

(3) Appointment of Secretary-Treasurer. The House Committee shall appoint one of its members to be Secretary-Treasurer. Any member of the House Committee may call the House to the House.

(4) Rule of Order. The members of the House Committee shall perform all duties of the House, as directed by the Secretary-Treasurer.

(5) Meetings of the House. The House shall hold regular meetings. At such times and places as the House Committee shall designate.
or the Head of the House shall determine. Notice of each meeting shall be given by the Head of the House two days before the date of the meeting.

(2) **Quorum.** One third (1/3) of the resident members shall constitute a quorum.

(3) **House Committee Meetings.** Meetings of the House Committee may be called by the Head of the House whenever necessary.

Art. V., HOUSE RULES.

(1) **Use of Club-Room.** The use of the club rooms of Snell Hall shall be reserved to the members of the House and their invited guests.

(2) **Hours of Quiet.** Quiet is enjoined in the rooms and halls except during the hours from 12 M. to 2:00 P.M., and from 5:00 P.M. to 8:00 P.M.

Art. VI., Parliamentary Rules.

(1) **Business Rules.** Robert's "Rules of Order" shall govern the House in its sessions.

Art. VII., AMENDMENTS.

(1) **How to Amend Constitution.** Amendments to these articles may be adopted by a majority vote of the resident members of the House at any meeting of the House upon the condition of having been proposed and publicly posted two weeks previous to such meeting.

At a meeting of Snell House held January 26th, 1894, the above Constitution and By Laws was adopted, it having been drafted and formally reported by the undersigned committee.
The Joint Committee on the State of the House is hereby constituted.

The Joint Committee on the State of the House may be called to order by any one of its members, and shall have power to frame, amend, and report any legislation that may be necessary for the purpose of maintaining order and decorum in the House.

At any meeting of the Joint House of Representatives, the Speaker may suspend the rules and order of business and take such action as may be necessary to effectuate the purpose of the meeting.

The Joint Committee on the State of the House may be constituted by a majority of its members.

The Joint Committee on the State of the House shall have power to frame, amend, and report any legislation that may be necessary for the purpose of maintaining order and decorum in the House.

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House Kearsick

Presents to the University Council for approval the names of Mr. H. M. Wilmore and Mrs. John C. Cooley as Hostesses of the House.

J. S. Roycroft
For the House.
My dear Mr. Smith:

Would you accept the headship of a new University House now called the Black Dragon, which is to become a chapter of Delta Tau Delta. The boys are good boys; Frank R. White is secretary. Perhaps you will communicate with him. I should like very much indeed to have you accept if you will.

Yours truly,

[Signature]

Dear Mr. Harper,

I have seen the Black Dragons and have accepted.

[Signature]

Alex Smith

Some of the scientific men seem to think that you shook a rather thorny specimen from the Srique Bush this trip.
CONSTITUTION AND BY-LAWS OF WASHINGTON HOUSE.

Washington House, having for its object the promotion of college loyalty and the mutual enjoyment of its members, does hereby establish the following Constitution and By-Laws:

CONSTITUTION.

Art. 1. Membership.

1. Any undergraduate man, a member of the University and not a member of another University House, may, upon unanimous consent of the active members in residence, become a member of the Washington under the same restrictions and House. Graduate men may, in the same manner, be chosen to honorary membership.

2. A member who takes a degree or a member absent two or more consecutive quarters, shall be transferred to honorary membership. Upon payment of dues, an honorary member is entitled to all the privileges of House membership save voting.

Art. 2. Officers.

1. The officers shall consist of a Head of the House, chosen by the President of the University; a Counselor, to be chosen from the Faculty of the University by the members of the House; and a Vice-Head, a Secretary and a Treasurer, to be chosen by the House from its members.

2. The duties of these respective officers shall be those commonly understood as pertaining to each. The Head of the House shall preside at all meetings or, in his absence, the Vice-Head.
3. The Counselor shall be chosen annually at the quarterly meeting of the Autumn quarter; the other elective officers shall be chosen quarterly at the quarterly meeting.

4. The officers shall constitute a House Committee who shall be charged with the purchase and care of the furniture and equipment of the House. In the absence of the Head of the House, the Vice-Head shall assume responsibility and take general charge of affairs as the Head of the House may indicate.

Art. 3. Meetings.

A regular business meeting of the House shall be held at the within call of the Head during the week preceding the closing week of each quarter; but a special meeting shall be called at any time deemed upon the written application of two members or whenever necessary by the Head of the House. Three days notice of any meeting shall be posted in the House. A majority of active members in residence shall be necessary to constitute a quorum.

Art. 4. Amendments.

Amendment may be made to this constitution upon the written application of any six active members in residence, which application shall set forth the proposed change and be posted in the House at least three weeks before being considered. A two-thirds (2/3) vote of the active members in residence shall be necessary to make such amendment.
The Commissioner shall be clothed with such power and authority as may be necessary to enable him to:

1. Appoint officers and employees, as may be necessary to carry out the provisions of this Act.
2. Make rules and regulations for the administration of the Act.
3. Have due regard to the interests of the public and the interests of the Department.
4. Exercise all powers conferred upon him by this Act.

All officers shall be subject to the control of the Commissioner, and shall be bound to obey his orders.

The Commissioner shall have the power to make regulations for the public and the Department.

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BY-LAWS.

1. The dues of the House shall be Fifty Cents (.50) for each member per quarter, payable at the opening of the quarter.

2. A member not paying dues within ten days after the opening of the quarter shall be deprived of the privileges of the House; if dues are not paid within ten days after the opening of the following quarter, the name of such member shall be dropped from the list of House members.

3. Any member may personally introduce a guest, who shall be allowed all the privileges of the House for one day; but the member shall be responsible for the guest so introduced.

4. Any violation of the House rules shall be dealt with by the House Committee but expulsion shall require a majority vote of the active members in residence.

5. A member may be absent one quarter without forfeiture of membership; but dues for such quarter shall be paid unless the member make written application in advance to the House Committee. A member absent two or more consecutive quarters or becoming a member of another University House shall be transferred to honorary membership. Provided, that an active member so transferred through absence, may regain active membership on payment of dues for the terms during which he was absent.

6. Proposals for membership shall be posted in the House at least one week before a vote is taken.

7. Roberts' Rules of Order shall govern all procedure not otherwise provided for in these articles.
List of students of the University of Chicago making application for a charter for Washington House, subject to the rules and regulations governing the University Houses:

Clifton O. Taylor,  
H. E. P. Thomas,  
Hugh Leighton,  
Ernest A. Scrogin,  
Ernest E. Irons,  
E. C. E. Palmquist,  
Arthur E. Bestor,  
Vernon S. Phillips,  
Louis T. Foreman,  
Banks J. Wildman.
To the Faculty
of the University of Chicago

Dear Sirs,

In reply to your request, I enclose House Rules for the Phi Upsilon House and the names of the House Committee.

Very Respectfully,

Wm. Dwight McIntyre
1st Corr. Sec.

Phi Upsilon House

May 14, 1896
House Rules of the Psi Upsilon House.

I. No spirits or intoxicating liquors are allowed in the House.

II. No gambling is allowed in the House.

III. The hours of quiet are from 8:05 P.M. to 7:05 A.M., 10:00 to 12:00 A.M., 2 to 4 P.M.

House Committee: Rand, Chairman, Stone, Bond, M. Antye, and Kennedy.
BY-LAWS OF MAROON HEIGHTS

I. The name of this house shall be Maroon Heights.

II. #1. Membership in this house shall include all persons at present occupying rooms on the fifth floor of Midale Divinity Hall, the University of Chicago.

#2. Other persons who may in the future occupy rooms on this floor may be admitted to membership by a majority vote of the house.

III. The officers of this house shall be such as have been provided for by the rules for the organization of University houses, and shall perform such duties as are there indicated. The house committee shall consist of three members.

IV. The term of office shall be two quarters. Election of officers shall take place at the opening of the Autumn and Spring quarters.

V. The house committee shall call meetings as occasion may demand.

VI. Special assessments for necessary purposes may be made by a majority vote of all the members of the house.

VII. A quorum shall consist of a majority of the members of the house.

VIII. These by-laws may be amended by a two-thirds vote of all the members of the house.
The University of Chicago

October 20, 1902

My dear Dr. Harper:

In my new capacity as Director of University Houses, may I make the following suggestions?

1. I would suggest that those graduate students living on the fifth floor of Middle Divinity be organized into a separate house. There are about twelve of them, and a most congenial spirit prevails among them. I have spoken with some of them about this matter, and the idea has met a ready response. I should suggest that Mr. Whaley, instructor in History in the South Side Academy, be appointed head of the house, as he resides there, and I am sure his appointment would be acceptable to the group. I do not know what name to offer for this house, and think it might be well to allow the members to adopt one of their own, with the proviso that it be approved by the Board of Student Organizations.

2. I am very much concerned for the welfare of Spelman House, which last year was forced out of its quarters in the Hull Quadrangle, but whose members notwithstanding this embarrassment managed to keep up some organization, meeting from time to time at the homes of the various members of the house. I think such patience and endurance should be encouraged. I have looked through the buildings pretty thoroughly. I find that there are many vacant rooms in Graduate Hall, and it is extremely unlikely that all of them will be occupied at the same time during the year. Mr. O. M. Davis, formerly
I am writing to express my concern and request the following information:

- I would appreciate it if you could provide me with the necessary documents and information regarding the recent changes in the budget. I am currently working on a project that requires these details. Please provide the necessary documents and information.

I would like to request a meeting to discuss this matter further. Please let me know your availability and we can arrange a time that works for both of us.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Signature]
a stenographer in the President's office, has now a typewriting office in the room on the fifth floor of Kent Laboratory. It is beautiful, sunny, commodious room. It seems to me that for business purposes Mr. Davis might be accommodated with one of the rooms on the ground floor of Graduate Hall, preferably No. 4, and that the quarters in Kent Laboratory might be given to the members of Spelman House. I am sure Miss Dudley will welcome any effort to find a home for her girls. Will you think of this plan?

3. You intimated to me at the faculty meeting last Saturday that Washington and Lincoln Houses would soon have to vacate their quarters in South Divinity Hall. In that event, similar quarters might readily be opened to them in Graduate Hall, all the double rooms of which are vacant except Nos. 23, 26, and 27.

I shall endeavor to send you the "History of the House System at the University of Chicago" within a day or two.

Very truly yours,
a recommendation in the President's office for a ... R. of Kent Laboratory.

The office is in the room on the 1st floor of Kent Laboratory.
It is a beautiful, sunny, communication room. I mean to be part
of the office in the morning here at 9:00 a.m. I have talked to
Mr. A. and Mr. B. and the President and to Kent Laboratory staff.

Also, I have talked to the President to Kent Laboratory staff to
give me the impression of Kent Laboratory. I am where the University
with all my time and effort to find a place for you. If you will

You think of this time.

[Handwritten text unclear, but seems to continue with discussion of University and staff]

... University of Chicago..." within a year or two.

With much respect,
To the Board of Student Organizations and Publications,

Gentlemen-

"The Iron Day" asks recognition as a University House for its Society house at 6135 Madison Ave. and requests that Mr. B. S. Terry be appointed Councillor and Mr. J. W. Thompson, Head of the House. It also submits the following quotations from its house rules:

Rule 3. No intoxicating liquors are allowed on the premises.

Rule 4. There shall be no betting or gambling of any sort in the house of the Society.

Respectfully,
Harold H. Nelson.
Cor. Sec.

For "The Iron Day"
To the Editor of "The Times"

This is an editorial note that has been written on the back of a letter

The editor's name and address are not visible in the image.
LINCOLN HOUSE.

At the Winter Convocation of '98 the President of the University announced that provision had been made, by the appropriation of $100.00 each and the assigning of suitable quarters on the campus, for two new university houses for men, to be called respectively "Lincoln House" and "Washington House." The number of charter members in each was limited to twelve, and the chief executive was to be appointed from the faculties by the President.

Rodgers Vincent was selected as the head of Lincoln House, and on January 14 a meeting was held in his house for the purpose of organization. Before the end of the month the constitution was framed and signed by the following charter members:

A. E. Hill
C. W. Mogg
C. J. Bushnell
D. M. Robinson
R. G. Stowell
R. B. Nelson

F. H. Geselbracht,
F. R. White
Erich Muenzer
F. M. Giles
J. P. Ritchey
H. S. Davidson

C. W. White

The first officers of the House were:
Head, Prof. G. E. Vincent
Councilor, Prof. W. I. Thomas
Vice-Head, F. M. Giles,
Secretary, F. H. Geselbracht
Treasurer, H. S. Davidson.

A few days later the following ladies accepted the invitation to be patronesses of the House:

Mrs. Louise Dalma Vincent,
Mrs. Lynn
SYDNEY UNIVERSITY
Vice-Chancellor

At the meeting of the Council of the Sydney University, held on the 30th June, 1910, the following agenda was
proposed and adopted:

1. To receive the first report of the Committee on the
   University College, and to appoint a special committee
   to investigate the question of its constitution and
   organization.

2. To consider the question of the constitution of
   the University of New South Wales.

3. To consider the question of the constitution of
   the University of Western Australia.

The following members of the Council were appointed to
the special committee:

A. H. H. McEwen, M.A., LL.D.,
G. R. White
R. S. Cotton
R. E. O. F. Rice
A. M. E. S. McEwen
M. A. H. H. McEwen

The list of members of the House of
Council Members

The report of the Committee on the University
College is submitted for the information of the
Council.

A. H. H. McEwen, M.A., LL.D.,
Vice-Chancellor.
Lincoln House--2
M. J. Thomas

On the afternoon of February 12, Lincoln's birthday, the House gave its opening reception in its new club-room on the fourth floor of the Botany Bldg. Between 300 and 400 people were present. The House supper and initiation service for new members occurred on the evening of Feb. 25, Professor Thomas presiding. A second initiation service was held on the evening of May 20, Professor Vincent presiding. The student officers elected for the spring quarter were:

Vice-Head, F. H. Gesellbracht
Secretary, C. J. Bushnell
Treasurer, H. S. Davidson

A bicycle club, a tennis club, and a club were formed in the spring.

During the summer all regular functions of the House were suspended, owing to the absence of its members, but it was reopened, Oct. 12 and the following officers elected:

Vice-Head, A. E. Hill,
Secretary, E. W. E. Roessler,
Treasurer, H. O. Gillet.

The present membership is as follows: (See list.)

The club-room is comfortably furnished and provided with games and magazines. It forms a pleasant centre for daily gatherings of the members and their guests for lunch and recreation. Their social life has been further enlivened by receptions tendered by the House to Mrs. Lynn, on the eve of her about forty departure for Europe, March 17, and to members of the Freshman Class of '99, on Oct. 17. At the latter, all departments of the
Lincoln House—3

University were represented from the Graduate and Divinity Schools to the Junior Colleges. They were also guests at the home of Professor and Mrs. Vincent, Nov. 10, where they met Professors Thomas and Schwill, and Mr. Moody, and had a most enjoyable evening.

The House appreciates the kindness of the University in providing them with this college home, and believes that the social hours spent there will cement friendships and strengthen the feeling of loyalty to the University.
The University of Chicago

Report of the Head of Lincoln House, Nov. 8, 1899.

The officers of the House for the current quarter are:
Head, George E. Vincent,
Councillor, William I. Thomas,
Vice-head, J. P. Ritchey,
Secretary, A. T. Jones,
H. Woodhead, Treasurer.

The active membership includes the following men:

H. O. Gillett, D. M. Robinson,
E. W. Roessler, C. W. Britton,
O. L. McCaskill, C. J. Bushnell,
J. P. Ritchey, A. T. Jones,
H. Woodhead, P. C. Wrightson,
J. F. Goodenow, C. A. Jevne,
R. W. Pattengill, L. B. Chaplain,
A. C. Williams, B. G. Nelson,
Fred Fowler, M. R. Jacobs,
W. W. Hart, W. J. Harman,
A. C. Johnson, Erich Muenter,
H. H. Nelson.

Total 23.

The House have had two House suppers and two initiations since Oct. 1. Eight new members have been admitted during the present term. With two or three exceptions, in the case of members who have joined fraternities, the members feel a primary loyalty to the House and are genuinely enthusiastic in their interest.

A gratifying feature of the situation is the unusual spirit of initiative and spontaneity which the members of the House are displaying. The Head has had no responsibility in carrying
On the work of the House other than to consult with the officers and make suggestions when his opinion has been asked. Lincoln House is in a true sense a student organization, and its present status seems fully to justify the experiment. In spite of the fact that four flights of stairs serve as a severe test of interest on an average, ten men take their luncheons in the room. They have a gas stove, simple cooking utensils, crockery, etc., which enable them to do a little cooperative house-keeping. Periodicals and games are also provided out of the funds. The initiation fees are now set aside for a furnishing fund, with a view to the further decoration of the room.

The members of the House request the Head to call the attention of the authorities to the fact that the legal limit of membership, or rather the minimum, has never been reached. In the opinion of the House the minimum of Thirty-five is too high for the following reasons:

A/ If the House is to be attractive, a certain loyalty and enthusiasm must be maintained. This demands a reasonable exclusiveness—a factor of great importance to fraternities, and necessary in some degree to a House.

B/ With a body of really earnest members, the room is too small for the use of more than twenty or twenty-five men.

The head submits this suggestion for the consideration of the Board of Student organizations.

George Elzincen.
CONSTITUTION AND BY-LAWS
of
LINCOLN HOUSE
THE UNIVERSITY OF CHICAGO.

Art. 1.

Name.--The name of this Association shall be LINCOLN HOUSE.

Art. 2.

Object.--The object of this House shall be to promote good fellowship and college spirit among its members.

Art. 3.

Membership.--(Sec. 1) All undergraduate men, members of the University, not members of a University House, shall be eligible for active membership.

(Sec. 2) New members may be added upon a 4/5ths vote of the active members of the society, upon previous recommendation of House committee.

(Sec. 3) Members who have taken degrees shall be transferred from active to honorary list. Upon payment of fees they shall be eligible to all privileges except voting.

Art. 4.

(Sec. 1) Officers.--The officers of this House shall consist of a Head of the House, appointed by the President of the University; a Counselor, chosen from the Faculty of the University by the members of the House; a Vice-Head, a Secretary, and a Treasurer elected by the House from its members.
CONSTITUTION AND BY-LAWS
OF
LINCOLN HOUSE
THE UNIVERSITY OF CHICAGO

ART. I.

Name.--The name of this Association shall be LINCOLN HOUSE.

ART. II.

Object.--The object of this House shall be to promote good fellowship among college Men and the members of the University, and to promote the welfare and development of the University by rendering aid to the University.

ART. III.

Membership.--All members of the University House shall be eligible for membership, those who have taken a majority of the required courses and have passed examinations.

ART. IV.

Dues.--Dues shall be paid annually to the Treasurer of the University, and shall be collected by the Treasurer of the University, who shall be responsible for the collection of all dues.

ART. V.

Officers.--The officers of this House shall be a President and a Secretary.
(Sec. 2) -- Election. -- The Counselor shall be elected annually, in October. The Vice-Head, The Secretary and the Treasurer shall be elected quarterly, at the close of each quarter.

(Sec. 3.) -- Duties. -- The Head of the House, in addition to the duties assigned to him by the Trustees, shall preside at all Business Meetings of the House.

b. The Vice-Head shall preside at business meetings, in absence of the Head of the House; and shall take charge of such affairs as the Head of the House may indicate.

c. The Secretary shall keep the minutes of all business meetings of the House, and at the close of each quarter shall make a report to the House of the number of meetings held, receptions and entertainments given, and such other matters as are of interest to the House.

d. The Treasurer shall collect all dues of the House, and shall have charge of all funds of the House, under the direction of the House committee.

(Sec. 4.) -- Vacancies. -- If any vacancy occurs in the list of officers, it shall be filled temporarily by the House committee, and finally by the House at its next meeting.

Art. 5.

Committees -- There shall be a House committee, to have charge of the affairs of the House, especially the purchase of furniture
(Sec. 3) Election. The Committee shall be elected annually. In October, the Vice-Head, the Secretary, and the Treasurer shall be elected by the Committee, at the choice of each member. After an assembly to present the Treasurer and Assistant Secretary to the House, a new Committee shall be elected by the House. Thereafter the Treasurer shall keep the minutes of all meetings of the Committee. The Secretary shall keep the minutes of all meetings of the House, and at the choice of each member shall make a report to the House of the number of meetings held, beginning any new term as of the first of October, or of the House. The Treasurer shall also keep all books of the House, and shall have charge of all funds of the House. When the direction of the House committee, any member of the House at its next meeting, or in case of a House committee to have charge of any necessary matter to the House, especially the business of importance of the House.
and equipment for the rooms. It shall consist of the Head of the House, the Vice-Head, the Secretary and the Treasurer. The Counselor is a member ex officio.

Art. 6.

Meetings.—(Sec. 1)—The House shall hold business meetings at such times and places as the House Committee shall determine. Notice of any meeting shall be posted by the Head of the House at least 3 days before the date of such a meeting. Half the active members shall constitute a quorum.

(Sec. 2.) Meetings of the House committee may be called by the Head of the House whenever he deems necessary, or at request of any two members of House committee.

Art. 7.

Amendments.—Should any change or changes in these articles be considered advisable, a written requisition signed by not less than six of the active members of the House and setting forth distinctly the proposed addition or alteration, shall be submitted to the House committee, who, upon its receipt, shall cause a copy of the said requisition to be posted in the rooms accompanied by a summons to attend a business meeting to be held in the third week from date of posting for consideration of such proposed additions or alterations.

Any change which receives a two-thirds (2/3) vote of the total active membership of the House shall be adopted.
Any amendment which receives a two-thirds \( (\frac{2}{3}) \) vote of the House members of the House may be adopted by the House committee, and then the Secretary of the House may receive notice or any change or alteration of these articles to be made by a majority of the House in any subsequent roll call of the vote of the House committee on the amendment or alteration of the articles.
BY-LAWS.

1.--Roberts' Rules of Order shall govern the House in its sessions, except on points provided for in these articles.

2.--The dues of this House shall be Fifty ($0.50) Cents per quarter, payable at the first of the quarter.

3.--Any member not paying dues within six weeks of beginning of quarter shall be deprived of the House privileges, and if dues are not paid by the second week of the following quarter, his name shall be dropped from the rolls.

4.--Any member may personally introduce a guest to the Rooms, to whom the privileges of the Rooms shall be extended for that day. Members shall be responsible for guests so introduced.

5.--Members violating any rules not otherwise provided for shall be dealt with by the House committee, except in the matter of expulsion, which shall require a majority vote of the total active membership.

6.--A member in good standing intending to be absent a quarter or longer shall notify the Secretary of his intended absence; upon vote of the House he shall be granted leave of absence for that time, with exemption from dues. If at the end of that period he does not apply for further absence, or notify the Secretary of his intended return, his name shall be put on the honorary list.
My dear Mr. Harper,

I am extremely sorry that I cannot attend the meeting of the Heads of Houses called for this afternoon. I have just jotted down on the enclosed document some memoranda on points which have come to me so far. They are presented for what they are worth and as giving the point of view of the non-fraternity house.

Yours sincerely,

[Handwritten signature]

George E. Vincent

5737 Lexington Avenue, Chicago, May 27
My dear Mr. Walter,

I am extremely sorry that I cannot attend the meeting of the Head of House, calling for the afternoon. I have just popped down to the house this afternoon, some memoranda on bylines which I have come to read to you. They are, proceed for your information. I hope the points that you made are not spoilt. I am giving the point of view of the non-party house. Please remember.

Yours sincerely,

[Signature]
Statement concerning Lincoln House.

Lincoln House now numbers 26 members, about equally divided between the Senior and Junior colleges. The men are for the most part of the diligent and student class, residing in Chicago, and at least three-fourths are living in their own homes.

From eight to twelve men take punchen in the club room every day. A ball nine has been formed and match games with other houses are being arranged. An initiation was held some two weeks ago at which twenty-four members of the House were present and a good deal of corporate enthusiasm was manifested. While it would be too much to say that the plan has passed the experiment stage, yet on the whole the outlook is encouraging.

The difficulties which have already presented themselves, or are likely to be encountered are as follows:

1. The position of the room on the fourth floor of the Botany building tends to limit the number who frequent the House.

2. The men are inclined to resent somewhat the ruling of the Board of Student Organizations requiring that the membership shall be raised to 36. The members of the House feel that it is extremely difficult to maintain any real unity in so large a group. I think they are inclined also to feel that the occupancy of a fourth floor room is not so great a privilege that the University can afford to make any very stringent requirements.

In other words, the experiment is at the point where the University
by being a little exacting, could quickly put an end to the House. I should be inclined to advise a lenient policy until
the tradition of the House has become more tangible and permanent.

3. Experience has already shown that most of the best men of these houses will be drawn off into established fraternities or new chapters which are likely to be started. From the point of view of the House this is perhaps a disadvantage, but on the whole it points to an important service which these houses perform in giving an opportunity to some men who have no other way of being known and having their qualities tested.

4. If the houses are really going to meet the need of the men who join them, they are bound to take a fraternity bias; that is, the element of exclusiveness must be present in some measure in order to make the plan really satisfactory. This therefore would look to the multiplication of houses rather than the increase of size of the present houses. Important as it may be, to gather in the homeless and the friendless, the very success of that philanthropic work would tend to discredit the plan and make it unpopular. For example, the members of Lincoln House resent most emphatically the thought that they are to take in people because they have no place to go. They want to take in people because they like them and because they would form congenial members of a group as a whole. I question very much whether any other principle of grouping than this would be a permanent success.
Chicago, August 23, 1912

My dear Mr. Gilkey:

Has Jim Field ever talked with you about a matter which he and I have sometimes discussed: the possibility of making Charles Hitchcock Hall an influence for the finer things of all sorts among the men of the University and of making the Hall itself such a home distinguished from a dormitory, as Mrs. Hitchcock has always planned that it should be? The analogy of an English college of course occurs. What can be done can hardly be compressed into a letter. The general possibility of such a thing you will at once grasp.

President Judson has just offered to Mrs. Robertson and myself the opportunity for service which the Headship of Hitchcock implies. I have talked with the President about the appointment of the Heads of the sections of the Hall. I believe that Jim will accept appointment as one of the Heads although he has already declined such appointment. He feels as I do, however, that the opportunity is one which is worth study and even sacrifice. To Jim Field himself is due the excellent suggestion that possibly you would be willing to take one of the sections. Both President and Mrs. Judson to whom I have spoken of this matter were delighted at the idea. I am writing now, therefore, to learn if you would be willing to let me nominate yourself to the President as the Head of one of the sections.
Catherine, August 27, 1912

My dear Mr. Griffith,

How are you faring today? If you have some

The recent trend of the business at hand has been

I am writing a letter to you about a matter which I have some

the University. If you have any questions about the University

the University. If you have any questions about the University

and of writing the letter itself. Never mind about the

It seems strange that it should be

In any event, college of course comes. What can

The letter is penciled on the back of a sheet. It is

very close to the matter at hand and the

I have talked with the President about the

Hello. I have seen... letter. It will arrive on or about the

the President about the

one's as I do not remain.

the President about the

or about the

one. To the President, to the

one. I am writing now

or about the

one. I am writing now

or about the

one. I am writing now.
On the enclosed diagram I have marked with a blue pencil the rooms which in the past have been used by the Heads. You will note that room 41 is a double room. This was chosen by Mr. Bliss instead of the room formerly occupied by the Head of section 3, and Mr. Bliss himself paid the difference between the cost of the former room and the one chosen for himself. This plan I believe is the one which Mr. Field if he comes into the Hall will follow. In section 2 there is a similar room which could be occupied under similar conditions. Applications are already in for room 29. The assignment however I have directed the Registrar to hold until I shall have had a chance to consult with possible Heads.

There are of course a hundred and one questions which will immediately arise in your mind. If you are at all interested in the plan I am sure that the President and Mrs. Judson and Mrs. Hitchcock will be greatly pleased. Of the joy of Jim Field, Mrs. Robertson and myself, it is difficult to speak adequately.

Sincerely yours,

D.A.R.-R.P.

Mr. Charles W. Gilkey,
Mansett, Mass.
On the occasion of my return I have written
with a plane bound in the room which in the past
have been visited. You will note that
room 112 to a couple of room. This was a common
Mr. Disraeli's room at the room formerly occupied by
Mr. Disraeli. The door to the room is open to
the right or left a corner of the room to
I plan to make the one open for pleasure. The plan is
and the one open for private. In section 1 there is
the hall with legroom. In section 1 there is
a similar room which could be converted under
suitable conditions. Appropriate the strength to your
command. I have been suggested by
recommendation to make with Mr. Potter and a chance
to contact with people.

There are to come a happening and one
occasion of which with satisfactory results in your
mind. If you are of this interest. There is to be
merit. Mr. Hitchcock will be present behind. If the
joy of the theme. The reception and manner.
If difficult to keep suggestions.

Sincerely yours,

D.R.F.

Mr. Griffith, O.F.

McKenzie, M.F.
Chicago, Sept. 6, 1912

My dear Mr. Gilkey:

Your letter of September 3d has deeply touched and pleased Mrs. Robertson, Mr. Field and myself. Indeed, it has pleased us even more than an immediate acceptance could have done, for you feel about the Hitchcock plan exactly as we thought you would and as we ourselves all do. I am sure that matters can be so arranged as to protect you in all of your work. The main thing is to have the community have a consciousness that you are in the Hall. As Jim Field put it, "All that is necessary is a smile to a man as he passes in the corridor. We shall have no set hours or fixed residence. In a way this makes it difficult to say just what is involved and yet I know that you understand.

As to the term of residence it is definitely understood that you shall remain for as long or short a period as you please. If after one quarter you feel like moving out of the Hall, you will of course be free to do so. Indeed, if in a shorter period than three months the desirability of leaving Hitchcock becomes apparent, you will be absolutely at liberty to give up your room. I have shown your letter to the President so that you may know he is back of the assertions I have just made.

As to the room itself, I think the most desirable room for your purpose is the one which I indicated in the diagram sent you, room 29, for which a charge of $74 is usually made. In case you desire this room you will pay just what Mr. Bliss paid in a similar room, No. 41, which is to be used by Mr. Field. I understand that the amount due will be

I might say that Mr. Field and myself in examining the condition in the buildings have requested the Superintendent of Buildings and Grounds to consider the possibility of putting into the northwest corner of the west bedroom of 29 as of 41 a lavatory with hot and cold water. I do not yet know whether this can be accomplished. The decoration of the rooms of course will await your desire. At present, the walls of 29 are a rather pleasant neutral rose-orange. Mr. Douglas can very quickly do any decorating which will be necessary.
Dear [Name],

I hope this letter finds you well. I wanted to express my gratitude for your recent donation to our organization. Your generosity is truly appreciated and will make a significant impact on the lives of those we serve.

The funds will be used to support our ongoing programs and initiatives, ensuring that we can continue to provide valuable services to those in need. Your donation is a testament to the importance of community support and the difference it can make.

Thank you again for your kindness and support. I am thankful for your continued partnership.

Best regards,

[Your Name]
You have by this time doubtless had from Mr. Arnott as an officer of your church an expression of opinion as to the proposal we are considering. I think he also mentioned to you the suggestion of the President that the University provide for you a room where you could meet your stenographer and, if you so desire, your parishioners. For instance, the President suggested that inasmuch as you are a trustee of the Divinity School and a director of the University Y.M.C.A., and since you are cooperating with Mr. Mathews in some of the practical work of the Divinity School, you might wish an office in the enlarged Y.M.C.A. room just inside the main entrance of Cobb Hall. On the other hand, you might desire to have a desk in Haskell. The President empowered me to consult with the Superintendent of Buildings and Grounds and make whatever arrangement was most desirable for you.

I wish I might indicate fully to you how generous and cordial the University response has been to the idea of yourself, Mr. Field, and Mrs. Robertson and myself going into the Hall. The President, Business Manager, the Auditor, and those deans who are in residence have been delightfully cordial. Mrs. Hitchcock herself really gasped with pleasure when I told her of the possibility of Mr. Field and yourself entering the Hall. The response of the members of the faculties I hope is some index of what we may expect from the students. I trust that we may really afford them the friendship we so much enjoy extending. The amount of time necessary for this I think will not at all interfere with your own work. When I was Head of Section 5, I never felt at all tied down. My interpretation of the duties then is just what I have indicated now, a living with the men on terms of friendship. No formal program of meetings, etc., is essential. As a matter of fact, I have always wished in connection with my work in the English Department to have room for such work as Copeland does at Harvard in the way of interesting men in good books. I was happy when Jim suggested the same possibility. We are agreed that even such a scheme must be kept flexible and informal. Mrs. Robertson wishes to be at home first Mondays in the afternoon. Mrs. Hitchcock wishes to continue the Sunday afternoon tea for those boys who have no place to go on Sunday. Mrs. Robertson and I of course will be glad to do this. Such a scheme, however, must not interfere with your own plans.
I can ramble on for pages with suggestions for our life in the Hall. I have felt that what I said at first is the best and most complete statement of what we three cared most for with respect to your own relation to the house. We do not want to have you set aside a given amount of time each day or each week but we do desire to share with the men in the house the consciousness that you are in the Hall.

Sincerely yours,

D.A.R.-R.P.

Mr. Charles W. Gilkey,
I am tempted to take liberty with suggestions for one thing.

In the letter I have sent you, I wish to point out that there may be some conflicting statements or views upon which we may need to have further consideration. If you see any matter of which I may need to make you aware, I am happy to do so.

I am writing to inquire whether you have received the recent report or if you need any further information.

Please let me know if there is anything else I can assist you with.

Sincerely yours,

[Signature]

P.S. A.A.O.

Mr. Captain M. Giffen
My dear Mr. Gilkey:

Your letter of September 3d has deeply touched and pleased Mrs. Robertson, Mr. Field and myself. Indeed, it has pleased us even more than an immediate acceptance could have done, for you feel about the Hitchcock plan exactly as we thought you would and as we ourselves all do. I am sure that matters can be so arranged as to protect you in all of your work. The main thing is to have the community have a consciousness that you are in the Hall. As Jim Field put it, "All that is necessary is a smile to a man as he passes in the corridor. We shall have no set hours or fixed residence. In a way this makes it difficult to say just what is involved and yet I know that you understand.

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You have by this time doubtless had from Mr. Arnett as an officer of your church an expression of opinion as to the proposal we are considering. I think he also mentioned to you the suggestion of the President that the University provide for you a room where you could meet your stenographer and, if you so desire, your parishioners. For instance, the President suggested that inasmuch as you are a trustee of the Divinity School and a director of the University Y.M.C.A., and since you are cooperating with Mr. Mathews in some of the practical work of the Divinity School, you might wish an office in the enlarged Y.M.C.A. room just inside the main entrance of Cobb Hall. On the other hand, you might desire to have a desk in Haskell. The President empowered me to consult with the Superintendent of Buildings and Grounds and make whatever arrangement was most desirable for you.

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Sincerely yours,

D.A.R.-R.P.

Mr. Charles W. Gilkey.
I am coming to your house with my secretary. You can infer
that I am here that you might meet me. I hope you
may meet with some advantage at what we know when you will
visit. I hope you may to
respect to your own instruction to the house. We do not want to
leave you to write a letter home at this time of the year. We can
just write to you to write a letter home at the time of the year.

Sincerely yours.

P.S. A.A.C.

Mr. Captain W. Giffen,
Chicago, October 31, 1912.

Mrs. Charles Hitchcock,
c/o Thomas Cook & Sons,

Dear Mrs. Hitchcock,

The Sunday afternoon teas have begun very pleasantly. At the first one, October 13th, twenty persons, all members of the House, were in to tea. Mr Field and Mr Gilkey were with us. On the 20th twenty-two were present and on the 27th twenty-six, including several former residents of the House. It is quite apparent, therefore, that the usefulness of the Sunday afternoon tea is marked. I may say that we have given no notice to our own friends of these functions. The result is that this attendance is entirely a House attendance rather than a personal one. Whether or no this number will keep up I am not in a position to guess. Doctor Small thought that perhaps the average would be five or six. I hope that we may be able to make this quiet Sunday afternoon an interesting feature as you intend it should be. Last Sunday afternoon Bishop Williams was present for about half an hour and the men seemed to enjoy association with him.

I think I told you that every Tuesday night between ten and eleven o'clock I am at home in my room to those men who care to come to me at that hour. The experiment seems to be working successfully. At ten o'clock most of the men have been
studying for two hours and are ready for a little recreation. At ten o'clock some of the men are returning from the library. At ten o'clock those who have been making calls in the neighborhood are returning to the Hall: Therefore the "Tuesday ten o'clock" seems to be placed at a convenient hour. At the first one, October 15th, Mr Field and Mr Gilkey were present and fifteen young men. We talked about Charles Stewart, Calverley, Owen Seaman of Punch, and H.G. Wells, reading many of the passages and putthagg to the opportunity of getting books through the Hitchcock Library. On October 22nd twenty-two men came into my room and Mr Field read a number of poems written by undergraduates at Harvard. These were poems which had appeared from time to time in the last twenty-five years in the Harvard Monthly. Mr Gilkey read Gloucester Moore's. You would have beendeeply gratified at the reception of the poetry by these boys. Many people in the University are surprised as I have never been to find that undergraduates are interested in poetry. In the English literature courses I have found it possible over and over again to enlist real enthusiasm among these youngsters. Someday I will send you some sonnets which an enthusiastic English 40 class once wrote for me. On October 29th at the Tuesday ten o'clock I had Bishop Williams as the guest. I placed him in the big leather armchair in the middle of the room, turned out ceiling lights and softened the side lights in order to give to the room that quietness and mystery which even boys like. Over in one corner a volunteer chef prepared what proved to be a really delicious Welsh rarebit. Twenty-eight men were sitting on chairs or the floor round about Bishop Williams. Some were smoking and all were munching the reddest apples I could find in Hyde Park. All
sorts of questions were put to the Bishop and all of them he answered with his keenness and humour. The men seemed to delight especially in his anecdotes of people of importance in England, Scotland, and the States. The evening was particularly delightful for the men because Bishop Williams as usual had impressed them deeply in Chapel at the Sunday Religious Service. I was very glad indeed to find among my twenty-eight guests six men who were not residents of the Hall. I was deeply touched also at the courtesy of the boys when, on the request of Mr Deutsch, the maker of the Welsh rarebit, that he give one of his products to Mrs Robertson, on her appearance they insisted that she should sit down in the circle beside the Bishop. I hope that on your return you too will join our circle.

Improvements in the Hall continue. The beautiful entry was cleaned by our own painters and badly spoilt. The Superintendent was then obliged to get Marshall Field & Company to redecorate the entry exactly as it was originally. I think you will see no difference at all unless an air of cleanliness may be said to strike one as an added beauty. The men worked a week on it and have made it a fresh beautiful reproduction of the original in every way. The breakfast room has been recalcimined and has I think gained in cleanliness and cheeriness. The colour is a sort of tan which harmonises well with the woodwork and curtains. Mrs Robertson's sitting room has been covered with a sort of old gold grass cloth which sets off well the kachemoe which her grandfather, Bishop Esher, brought to her from Japan. Mrs Robertson's own room has been painted white and papered with a French gray or tan
striped wall paper. The bathrooms also have been painted in white enamel. In the basement we have provided better accommodation for Oscar’s storeroom and for the protection of the maid. The University, and of course this really means President Judson, has been very generous indeed in the improvements of our quarters.

The breakfast room, under Miss Colburn’s direction, is still actively patronised and I think will be more freely used when bad weather begins. The library is not used as freely as I wish it might be. We have begun, however, a systematic stimulating of the interest of the men in reading and hope to report to you a marked increase in the number of books used in the Hall. I am planning to issue bulletins with respect to important articles in the current magazines and important books in the library which are concerned with the most vital topics of the day. The volume in memory of Mr. Hitchcock I have taken from the shelves and placed on the table before the mantelpiece. It seems to me that that volume should be always accessible to every man who enters the room. I have found that the book which is available for one who casually takes up a volume is often just the book which that person is most interested in. I think the men in the Hall will be gratified to find this volume ever at their hands. Of course this and the other books are amply protected by the presence of the librarian at all hours. The library is even now, as it will much more be in the winter time, a meeting place for the men after dinner and there until eight o’clock Mrs. Robertson and I have already had some interesting conversations with the students. The piano is in free use until
study hours begin. In the Hall are many fellows who play unexpectedly well. We have in addition, to the mandolin players, a 'cellist and we are planning also to organise a house chorus which will carry the fame of Hitchcock in the annual "Sing" next June.

I trust that you are feeling your sojourn more and more delightful but that, in spite of the fascination of the country, you may quickly return to us. Mrs Robertson joins me in this wish and in conveying the warmest love of the House to you.

Sincerely yours

DAR.C.
Chicago, May 22, 1913.

To the Members of Hitchcock House.

The intention of Mrs Hitchcock in giving to the University a building in memory of her husband was to provide for young men something more than a mere dormitory, something which in fact should be a college home. It is gratifying to all interested in this generous gift and its use to find that the residents of the House continue to accept not only the comfortable living conditions but the responsibility for maintaining in the House that atmosphere which indicates good fellowship. The institution of the "House Year Book" is another outcrop of that spirit so gratifying to Mrs Hitchcock and all of us interested in the success of Hitchcock House. Many of you I have had the pleasure of meeting in your library on Sunday afternoon. To all of you I am glad now to extend through the pages of this "Annual" my warmest wishes.

Very truly yours
Dear Mr. Robertson:

Mr. Morton reports that he cannot find v. 4 of the set of Balzac on the shelves of the Hitchcock Library. This makes, I believe, the second volume that has gone from the set. Do you think it would be a good plan to mention this matter at a house meeting in the near future, mentioning the fact that the residents of the Hall enjoy special privileges so far as books are concerned, and calling for the cooperation of the boys in seeing that these volumes are replaced. We can not well search the rooms, although I have no doubt that several books could be located by this means. Notices are seldom read and the personal appeal is more effective than any notice that could be posted. I would be glad to have your suggestions on this point.

Yours very truly,

Earl N. Manchester
Dear Mr. Representative,

At the recent hearings, the Secretary of War was only able to find 600,000 of the 300,000 families of soldiers and sailors in the United States who have been missed by the census. The Secretary of War released the second volume, which I believe to be a good plan to reduce the gap in the number of families that we have been trying to find.

In a recent meeting in the War Department, I expressed the need for a complete and comprehensive survey of all families of soldiers and sailors in the United States. The Secretary of War also mentioned the importance of the comprehensive survey to determine the size of the families that we have been trying to find.

As a result of the war, I have no copies of several papers. I would be grateful if you would forward me any copies or other information that you have available.

Yours very truly,

[Signature]

Copy N. W. Lewis
SOME SUGGESTIONS TO AID IN OUTLINING THE DUTIES OF THE
HEAD OF HITCHCOCK HALL AND IN GIVING NEW OR INCOMING HEADS
AN IDEA OF WHAT IS EXPECTED OF THEM AND THE SPIRIT, THE AT-
MOSPHERE, AND THE TRADITIONS THAT ARE A PART OF HITCHCOCK
HALL.

I. The History and Traditions of Hitchcock Hall.

How may the Head of the Hall get a knowledge of the
traditions and history of Hitchcock Hall? What books may
he be referred to? How can traditions and "atmosphere" best
be perpetuated?

(It seems to me that such a knowledge is necessary
for anyone to intelligently perform the duties of Head.
The "History of the University of Chicago", the minutes
of the house meetings of Hitchcock Hall, the book dedicated
to Mr. Hitchcock in the library, and other sources would
be available for this; but if the head were not informed of
them, he would probably be groping around in the dark for
some time.)

II. The Library and its Administration.

Under whose management is the library conducted?
How is the librarian appointed and to whom is he responsible?
What are the duties of the librarian? How are the student
attendants appointed, what are their duties, and to whom are
they responsible? What funds are available for buying new
books and making repairs in the library? What are the sources
of new books?

What is the significance and use of each of the
three divisions of the library: viz., Mr. Hitchcock's col-
lection, the Illinois collection in the Preacher's Room,
and the other books, including those permanently purchased
and those only of transient interest? What disposal is to
be made of transient books, periodicals, and newspapers?
I. The History and Traditions of Hitchcock Hall

How may the head of the hall get a knowledge of the
prestige and history of Hitchcock Hall? What source may
be referred to for such a knowledge and "stereotype" past
be perpetuated?

It seems to me that such a knowledge is necessary
to someone to intelligently perform the duties of head.
The "history" of the University of Chicago, "the minutes
of the house meetings of Hitchcock Hall", the "book" entitled
"Mr. Hitchcock in the Library", and other sources might
be satisfactory for this; but it is not necessary or
advantageous, for instance, to know how properly to store
some time.

II. The Library and the Administration

Under whose management is the Library conducted?

How is the administration conducted and to whom is it responsible?

What are the duties of the Librarian? How are the student
attendants supervised? What are their duties? How to know the
responsibility? What books are available? For what new
books and making requests to the Librarian? What are the sources
of new books?

What is the significance and use of each of the
three sections of the Library? What is Hitchcock's coat
and the other books introduced since permanently borrowed
and issued only to permanent researchers? What advantage is to
be made of permanent books, publications, and reports?
Who looks after getting new books and making repairs in the library? 

What are the rules of the library and the regulations relative to the withdrawal of books? Where can they be consulted?

In how far is the Head responsible for the administration of the library?

**III. The Student or House Organization.**

What is the purpose of the house organization? Who appoints the student heads and what are their duties? What are the house officers and what are their duties? What committees are permanent and what are they expected to do? How is the house treasury supplied with funds and to what uses are the funds devoted? What arrangement has been made for the piano in the club-rooms?

**IV. The Social Life of the Hall.**

Who initiates teas, dances, receptions, etc., and what is the source of the funds for them? What social functions is the head supposed to give? How many social functions of the various sorts are ordinarily supposed to be given during a quarter? Upon whom can the head call for help at these affairs? Who can be secured to provide refreshments? Do the students often prepare and serve their own refreshments with the assistance of their friends? Does Hitchcock ever give formal functions? Of what nature?

**V. The Breakfast Room and Its Administration.**

Who arranges for the running of the breakfast room? Who has the management of it? and to whom are the managers responsible? What responsibilities does the house organization have in maintaining the breakfast room? What are the rules governing it? etc.
Who looks after getting new people and making reports to

in the instructors.

What are the names of the instructors and the legislature?

Relate to the withdrawal of people? Where can they go for con-

secutive?

In how far is the needs' responsibility for the administration

of the instructors?

III. The Student of House Organization

What is the purpose of the house organization? Who or

point is the student leader and what are their duties? What are

the house officers and what are their duties? What committees

are permanent and what are their expectations of job? How is the

house presented, ranking with those similar in what ways can the

house develop? What arrangement has been made for the blue

room and the study-room?

IV. The Social Life of the Hall

Who initiates these dances, reception, etc. and

what are the source of the funds for them? What social dance

is the best on the campus to give? How many social's have

those of the various parts the organization subcommittee to plan

given?

What are the programs? Upon whom can the hall call for help at

these studies? Who can be accused to produce entertainment?

Do the students often prepare and serve their own refresh-

ments with the assistance of their friends? Does Hickey

ever give formal luncheon or what matters?

V. The President Room and the Administration

Who is responsible for the running of the president room?

Who are the manager of the and to whom is the manager to-

recommend? What responsibilities does the house organization

have in maintaining the president room? What are the rules

concerning it etc.
VI. The Club Rooms and their Administration.

Who is responsible for the club-rooms? So what uses may they be put? Who owns the piano in the club-rooms? How is it being paid for? What is the arrangement for books and magazines in the club-rooms? May the club-rooms ever be used by other student organizations? and for what purposes? etc.

VII. The Building Itself and the Rooms.

Who is responsible for the care of the building? How are the janitors appointed, to whom are they responsible, and what are their duties? Who is responsible for any damage that might be done in the hall by students? Who reports it and to whom?

What is the relation of the Cashier of the University to the Hall? and what are his powers and responsibilities in connection with it? What is his relation to the head and the student heads?

VIII. The Preacher's Room and Its Administration.

Who is responsible for the administration of the Preacher's Room? Is the Head of the Hall considered the host of the University Preachers when they are in the Hall? Who has charge of the key to the room? Who opens it for the guests?

May any other than university guests occupy the Preacher's Room? If so, what arrangement is made? To whom is the money for the room paid? If to the head, to whom does he give it after he has received it?

It might be interesting to tell how the Preacher's Room has been furnished and the idea of the books therein, so that the head may have a full background for his work.
The Chair Room and Their Administration

Who is responsible for the chair-room? What needs may occur there? How often do the chairs in the chair-room? How to handle chairs? What is the arrangement for chairs and tables?

V. The Building's Interior and the Rooms

Who is responsible for the care of the building? How are the facilities maintained? Who is responsible for the care, and what are the rules for use? Is there someone who might be interested in the fall or spring?

Who reports it and to whom?

What is the relation of the Committee to the University?

What is the hull and what else is known about their relations?

It is in connection with the Hull and the relation to the Hull and the student's needs.

IV. The President's Room and Its Administration

Who is responsible for the administration of the President's Room? Is the Head of the Hull concerned with the President's Room? Are there any secretaries who work in the Hull who have a key to the room?

What is the system?

Why are other chairs unnecessary except for the President's Room? Is there a system of security? To whom do the Presidents of the Hull report? What is the shipment to the head of the Hull?
IX. Other Duties of the Head.

What other duties is the Head expected to perform?

Respectfully submitted,

Frederic M. Shresher

Acting Head, Summer 1916.

Note. It is obvious that anyone living in Hitchcock Hall as I have done for the past year could not be in ignorance of all the matters noted above. I presume that I know the answers to most of the above questions, but in making this little outline I have proceeded on the assumption that if a full statement of this sort was drawn up to be left in the apartments of the Head of the Hall and handed from Head to Head from year to year, it would be a great help to incoming heads in learning their new duties and in avoiding confusion in the administration of the affairs of the Hall. I have undoubtedly made omissions, but I hope that the above may be of some value as a mere suggestion.

There are many things that ought to be committed to writing about Hitchcock Hall, little things that would be of interest to future generations of students who are destined to enjoy its beauties and its comforts. They ought to know the traditions that have grown up. They ought to know how Hitchcock Hall came to be. They ought to know about its architect who made it a labor of love, even plucking the flowers of the Illinois meadows and casting them upon its walls. These and many other things would be of interest.
IX. Other Duties of the Head.

What other duties to the Head especially to perform?

Respectfully submitted,

[Signature]

Olive Head, Summer 1914

Note. It is obvious that someone living in this house

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getting to know the beauties and the conduct. They ought to

to know the facts that have gone up. Then ought to know

how we Hiramcock Hall came to be. Then ought to know,

and the stories of the Hiramcock men and the fame they

have not the. These many other things would be of interest.
October 14, 1916.

Dear President Judson:

Although I am unable to get into the rooms at Hitchcock Hall until week after next, I have made some progress, I think. I have interviewed two or three men who have previously served as heads. I have had two conferences with Mr. Thrasher, who is the acting head, and I have visited the building four or five times. I have had conferences with Miss Colburn, looking to the smooth management of the breakfast room. I am hoping to call tonight on Mrs. Hitchcock. I went to breakfast this morning with the students and had a very pleasant interview with them. I discover that several of them I have already met; they seem to be a very fine group of young men. Rest assured that I am doing all I can to get on the job as soon as possible.

The foregoing is not of prime importance, but as you were anxious that I should get into the hall as promptly as possible, I am giving you for facts.

I returned to you Saturday the papers left by Mr. Thrasher and others which you permitted me to take.

Yours very truly,

President Harry Pratt Judson.
October 14, 1919

Dear President Johnson:

Although I am unable to get into the room of Professor Haga until next week, I have made some progress.

I have had an interview with Mr. Tinker, who is a very capable man, and who will be much needed in the coming term. I have also been in conversation with Mr. Hager, and I am hoping to call on him.

The advice and help I am receiving is of great value to me. I have ordered all the necessary material and equipment for the equipment and had a very successful interview with them.

I am now very busy with the preparation of the course.

I want to express my heartfelt appreciation to you and to all who have assisted me in this work.

I am expecting to return to the college as soon as possible.

I am giving you my best regards.

Your very truly,

President, University of Chicago
President Harry Pratt Judson,
The University of Chicago.

My dear President:

We today received the following complaint from Mrs. Gilbert, 5528 Blackstone Avenue, Telephone, Midway 1849, whose daughter Beatrice is a resident in Foster Hall. The substance of this is as follows:

1. Both the quantity and quality of the food served is below the standard which ought to exist.

2. On last Tuesday morning the menu consisted of Prunes, Breakfast food with no milk, Fried Mush (which came in greasy and cold) and the maid service was slow and indifferent. Mrs. Gilbert understands that the failure to get milk delivery on last Tuesday may have been due to the heavy snow storm.

3. The lunches are quite generally insufficient in quantity, consisting of a soup, frequently accompanied by beans, bread and butter and cocoa.

4. The head of the hall is herself a woman who does not require a large quantity of food and that whenever she is served something which is not agreeable she secures a special service.

5. That her daughter is a husky and hearty growing girl and complains of the insufficient quantity as well as of the quality and that among the girls there is said to be considerable complaint as to both these conditions. The girls do not like to raise the question with any of the heads of the halls.

6. That her daughter's allowance has been called upon to supplement the food supplies which the University provides and that she believes it is bad for her health to be compelled to go out at irregular periods and buy foods from the delicatessen shops and small stores in the neighborhood.
Dear Dr. Friske,

I heard you are not feeling well. I just wanted to know if you could meet with me this afternoon at 3:00 PM in my office to discuss the matter. If that time is inconvenient, please let me know what time would work best for you.

Best regards,

[Signature]
Mrs. Gilbert requests that her name and that of her daughter be protected. She would like to know if, upon investigation, the facts appear to be verified as she understands them, whether she can look for an improvement.

Very truly yours,

[Signature]

GOF-M
Mr. CliffordJohnson has not been and place
of penmanship to be prepared. She would like to know
if you have this situation. She feels there to be falling
on her shoulders. She wants to see how you see an
improvement.

Very truly yours

[Signature]
Chicago, January 13, 1918

Dear Mr. Fairweather:

Your favor of the 10th inst. on the matter of the food service in Foster Hall is received. Of course the matter will receive immediate attention.

Very truly yours,

M.P.J. - L.

Mr. George C. Fairweather
1204, 134 S. La Salle St., Chicago
Office, January 19, 1918

Dear Mr. Participant:

Your letter of the 10th inst. on the matter of the book received in Porter Hall is received. Of course the matter will receive immediate attention.

Very truly yours,

H.T. L. T.

Mr. George O. Participant
1506, 15th St. Peoria, Ill.
Chicago, January 12, 1918

Dear Miss Colburn:

I am enclosing copy of statement which comes from the mother of one of the students with reference to Foster Hall.

Very truly yours,

H.P.J. - L.

Miss Cora C. Colburn
The University of Chicago
Dear Miss Company:

I am forwarding a copy of a statement which comes from the mother of one of the students with reference to Poster Hall.

Very truly yours,

[Signature]

H.P. - J.
1. Both the quantity and quality of the food served is below the standard which ought to exist.

2. On last Tuesday morning the menu consisted of Prunes, Breakfast food with no milk, Fried Mush (which came in greasy and cold) and the maid service was slow and indifferent. The writer understands that the failure to get milk delivery on last Tuesday may have been due to the heavy snow storm.

3. The lunches are quite generally insufficient in quantity, consisting of a soup, frequently accompanied by beans, bread and butter and cocoa.

4. The head of the hall is herself a woman who does not require a large quantity of food and that whenever she is served something which is not agreeable she secures a special service.

5. That the writer's daughter is a husky and hearty growing girl and complains of the insufficient quantity as well as of the quality and that among the girls there is said to be considerable complaint as to both these conditions. The girls do not like to raise the question with any of the heads of the halls.

6. That her daughter's allowance has been called upon to supplement the food supplies which the University provides and that she believes it is bad for her health to be compelled to go out at irregular periods and buy foods from the delicatessen shops and small stores in the neighborhood.
S. On last Teacahy mornin' the week concluded on
"Tanne's" frindent with me in Mr. Fishland's ca
teract usein' Gurney and cony (and the last surname usein' the
come in Brandy and cony) an' the main sonance usein' the

satis to eat with gefilte on last Teacahy we have been

gwe to the beak on some stoars.

2. The improved are bears generally interested in

and a oon't understand a case of a noun, understand some people

penne' peake and cutter may scow.

4. The head of the ball to present a woman who gone

not redeem a large quantity of suck and that whenever we

is enair somearc which is not secessary we become a

especial enairtce.

6. That the writer's genearly is a party and party

grow this and some one of the mountain mount

as well as the entropy and that some the inus the
to part spee a cone or same coin countin' to part spee a

contribution. The article of not to raise the contribu

with any of the pase of the palle.

6. That the genearly's influence has been calling

above to emperiment the head muphine with the unimpress

braches and that the same are only to be out of res wages and put

to be compelling to do out of two in a change to the

metaphorical.
Chicago, January 22, 1918

Dear Mr. Fairweather:

In further reference to your favor of January 10 with regard to the complaint from Mrs. Gilbert, 5528 Blackstone Avenue, whose daughter is a resident of Foster Hall. I am sending enclosed the reports from Miss Colburn. It is pretty clear that the situation on the 8th of January was such that everybody should have understood it. The other matters Miss Colburn covers.

Very truly yours,

H.P.J. - L.

Mr. George O. Fairweather
The University of Chicago
Dear Mr. Bettsfeder:

In further reference to your letter of January 10 with regard to the complaint from Mr. Gipps, I regret to inform you that I am sending enclosed the report from the police, to the effect that the report was made at the 8th of February, and that every copy of the report was made at the 8th of February. The other matters have been forwarded.

Very truly yours,

[Signature]

Handwritten note:

Mr. Gipps of Bettsfeder
The University of Chicago

Dear President Angell:

The experience of the past year with our increased number of women's houses convinces me that our present method of securing heads and our lack of method in inducting them are ineffective, wasteful and undignified. My own position in the matter is unsatisfactory and even embarrassing. If you think it is advisable will you call the matter to the attention of President Judson on his return? I will gladly submit suggestions if you wish.

Very truly,

Marian Lalbot.
Chicago, January 20, 1919

Dear Miss Talbot:

I shall be glad to refer your letter of January 14 to President Judson. I am sure that it will facilitate consideration of the matters concerned if you will submit the suggestions which you have in mind.

Yours very truly,

J.R.A. - L.

Miss Marion Talbot
The University of Chicago
Chicago, January 50, 1919

Dear Miss Tafro:

I applaud your new letter and am sure that it will facilitate cooperation on the matter concerned. If you will accept the suggestions which you have in mind, you will make very great progress.

Yours very sincerely,

[Signature]

Miss M. Tafro

The University of Chicago
January Three
1 9 2 0

Mr. James W. Yarborough,
112 Faculty Exchange,
University of Chicago.

Dear Sir:

The President was good enough
to hand me your kind suggestion to him as
to the purchase of dormitories and leasing
to students.

I thought you might be interested
in the result of our purchases and of leasing
to students, members of the Faculty, and
others as the experiment has been interesting
to us who are making it.

The average return is exceedingly low, somewhere between 2 and 3%. The best of them are located on the east side of Ellis Avenue between 60th and 61st street. The returns on those were as follows:

6023-29 Ellis Ave. .024
6031-43 " " .007 2/3
6047-49 " " -.007
6051-59 " " .04

The members of the Faculty and the students have the first option on property owned by the University. Quite a number of the members of the Faculty are supplied. Students are rarely in a position to furnish the apartments, and the furnishing of apartments for housekeeping by the University has been considered too complicated a matter and involving too much detail and continuous
COPY FOR THE PRESIDENT.

Mr. Yarborough.  -2-  1-3-20.

attention to be practicable, except in the instance of a building which is entirely rented to Divinity students and that department takes on itself a large portion of this detail. When not required by students, a number of the houses and apartments at the University are leased to others outside who, as you say, sub-let them to students.

However, perhaps it is a question whether on the whole those who sub-let them are overpaid for their work and responsibility, including liabilities for vacancies.

The problem is an interesting one and we are obliged for the attention you have given to it and for your letter.

Very truly yours,

Wallace Heckman (signed)
I am writing to inform you of an important update regarding the college. As you may be aware, there have been recent developments in the academic and administrative roles within the institution. Due to these changes, there will be a need for increased efforts to ensure the smooth functioning of the college.

Please be assured that we are working on an action plan to address these challenges. We will provide you with regular updates on the progress of this plan.

Thank you for your attention to this matter.

Yours sincerely,

[Signature]

[Name]
The main portion of these files covers President Harper's Administration and the earlier part of President Judson's, 1906-12.

This blue sheet indicates that the letter to which it is attached belongs in the period 1912-1923 of President Judson's Administration, or in President Burton's Administration, 1923-1925.
February 5, 1916.

President Harry P. Judson,
University of Chicago.
My dear President Judson:

Will you kindly hand this letter to the proper officer of your University who may be able to answer the following questions in connection with dormitories or halls of residence?

1. Judging from your experience ought the buildings to be large, holding a hundred students or more, or ought they to be of medium size. I have been told that the cost ought to average about $1,000 to each student to be accommodated. Is this estimate anywhere near correct?

2. Can dormitories be made to pay 5% net, counting out sinking fund for deterioration, and counting out expenses, without raising too high the price to students?

3. Do you find that dormitories occasion much difficulty in management, in discipline, or in any other way?

I shall be glad to have any other information that may occur to you.

Thanking you and with best wishes, I am

Yours sincerely,

Frank Strong
Chancellor.
Chicago, February 10, 1916

My dear Chancellor Strong:

Your favor of the 5th inst. is at hand. In answer to your questions:

1. In our judgment residence halls for students should not be large. Ours run from about 40 to 80 or 90; we think about 50 or 60 really make a good number. Of course the larger the number accommodated the smaller the cost per capita. Our halls vary in cost according to their elaborateness. Two of a capacity of about 40 cost approximately $1500 per capita. Two with a capacity of about 70 cost, one $1,000 and the other $1200 per capita. One with a capacity of about 60 cost between $800 and $900 per capita. One with a capacity of upwards of 90 cost $1600 per capita. This last building is quite elaborate in many of its details, and is our best building. Then we have two with a capacity of about 80 each with a cost of a little less than $1,000 per capita. I should think that with 150 students the cost ought to be approximately
Mr. John Smith, Chairman of the Board,

In reference to your recent letter dated [date],

I would like to bring to your attention the following facts:

1. In our initial examination, it was noted that the number of employees is quite large. The number fluctuates from 100 to 80,000.

2. We think that the current workforce is too large. The smaller the number of employees, the lower the cost per capita. One way to accommodate the smaller number of employees is to cut the cost per capita. For example, the approximate cost of operating two of a capacity of 15,000 per capita is approximately $1500 per capita. The cost of operating two with a capacity of 15,000 with a capacity of 15,000 between $1500 and $2000 per capita.

3. One way to accommodate the cost of operating a capacity of 15,000 per capita is to divide the employees into two groups. The first group will have two with a capacity of 15,000 each with a cost of approximately $1500 per capita. The second group will have 150 employees, each with a cost of approximately $1500 per capita.

I would appreciate your consideration of these points.

Sincerely,

[Your Name]
$1,000 per capita. I don't think so large a number in one building desirable.

2. We do not think that dormitories can be made to net 5%, counting out a sinking fund for deterioration, etc., unless the rentals are exceptionally high. 5% might be realized. We are very decidedly of the opinion that trust funds should never be used to build dormitories. Ours are in every case the gift of donors who desired the funds to be invested in residence halls.

Very truly yours,

H.P.J. - L.

Chancellor Frank Strong,
The University of Kansas,
Lawrence, Kansas.
one publishing enterprise.

If we do not think that continuation can be made to...

We do not continue on a mining field for continuation etc.

...a mining and exceptional flight.

...except for... We are very grateful for the opinion that Grant

...yet every one of the... who gained the... to be in Kansas in recognition...
February 8, 1916.

President Harry Pratt Judson,
The University of Chicago.

My dear President:

Referring to the accompanying inquiry of Chancellor Strong:

First: 150 students seems to be the capacity of men's dormitories, which combines the economy of the large building with the possibility of men becoming acquainted with each other. Those who have studied the matter think a larger number than 150 do not become acquainted. A less number makes the cost greater in proportion. At about that size the cost should be approximately $1,000 per student.

Second: I do not think dormitories can be made to net 5%, counting out sinking fund for deterioration, etc. Mr. Hutchinson, for instance, is strongly of the impression that trust funds should never be used to build dormitories. 3% might possibly be realized, provided a sinking fund is set aside annually to meet the deterioration. If a much larger percentage is sought, vacancies are apt to occur as the students are likely to seek cheaper quarters outside of the dormitories.

This is perhaps as close an answer as one could give, although a great deal of data might be collected.

Yours,

Enc.
October 8, 1916

Franklin High School

The University of Chicago

To Your Principal:

Referring to the accompanying reply of

Figure 4, Page 2

Cornell University

April 10th, 1916

I have the honor to submit the enclosed

Figure 5, Page 3

Yours sincerely,

Dr. Edward W. McAndrew, School Principal

Figure 6, Page 4

The enclosed papers may be of interest to

Figure 7, Page 5

The Department of Economics

Figure 8, Page 6

The Department of Economics
Chicago, February 7, 1916

Dear Mr. Heckman:—

I am sending herewith a letter enclosed. If you will kindly give me the data for answering the first and second queries and return it to me I will reply to the letter.

Very truly yours,

H.P.J. - L.

Mr. Wallace Heckman,
The University of Chicago.
Dear Mr. Heckman:

I am sending you a letter concerning the first and second division and request that you write me to reply to the letter.

Very truly yours,

[Signature]

Mr. Wallace Heckman,

The University of Chicago.
<table>
<thead>
<tr>
<th>Student</th>
<th>No.</th>
<th>Per Capita</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beecher</td>
<td>47</td>
<td>14179.19</td>
</tr>
<tr>
<td>Kelly</td>
<td>41</td>
<td>1515.83</td>
</tr>
<tr>
<td>Foster</td>
<td>68</td>
<td>1762.95</td>
</tr>
<tr>
<td>Green</td>
<td>69</td>
<td>1648.47</td>
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<tr>
<td>Snell</td>
<td>62</td>
<td>864.30</td>
</tr>
<tr>
<td>Hitchcock</td>
<td>93</td>
<td>1618.76</td>
</tr>
</tbody>
</table>

Graduates (Divinity)

179

Construction Cost per Capita

965.39
Dear President Burton:

I have gathered some very interesting information concerning the distribution of students in the Women's Halls according to their academic rank. I have also data concerning the residence of a considerable number of the Junior College women. I will be very glad to submit this material in the beginning of the Autumn Quarter together with other material which the Heads of the Houses may gather, and, on the basis of actual facts, join in working out the problem of caring for our Freshmen Women. I think it is essential that the experience of the Heads of the Women's Houses should be drawn upon to this end. I think also that their judgment would be of value in determining some policy concerning the requirement of continuous residence in the Halls. I think we can do some experimenting in the Autumn Quarter and give notice quite early that those who are in the Halls for only four or five days in the week shall give way to those who have no friends (or homes) with whom they spend a part of the week.

I have made a beginning in working out a plan for using Ida Noyes Hall more effectively, but all the parties concerned have been so busy that I have not made much progress as yet.

Yours truly,

[Signature]

Marian Talbot
Dear President Burns:

I have been trying to get information on the Women's Hall.

Concerning the installation of equipment in the Women's Hall, I have been in touch with several institutions, and I will be glad to furnish you with what information I have. I will also be glad to have you visit the hall at your convenience.

I believe that the equipment of the Women's Hall is essential for the operation of the Women's Home. I think it is essential to have the proper equipment in place.

I would be glad to be of some assistance in this matter. I have been in contact with some other institutions that have similar equipment. I would be happy to provide you with any information I have.

I have also been in contact with some other institutions that have similar equipment. I would be happy to provide you with any information I have.

Sincerely yours,
January Three
1920

President Harry Pratt Judson,
The University of Chicago.

My dear President:

I am sending with this, a memorandum mentioned yesterday, which I had not seen until yesterday and which gives the views of the heads of the women's houses as to the admission into the houses of young women living near enough to the University so that they might live at home.

Very truly yours,

WH:RA
Enc.
Dear President:

I am writing with some concern about the situation regarding the future of the university. I have been a student here for several years and have seen the university's growth and development. However, I am worried about the current financial situation and the possible cuts to the faculty and programs.

I urge you to consider alternative solutions to the financial crisis. Perhaps we could look into increasing tuition fees or exploring new funding opportunities. It's important to maintain the quality of education and research at our university.

Thank you for considering my concerns.

Sincerely,
[Name]
The Heads of Women's Houses recommend that a change be made in the method of assigning rooms in the Women's Halls so that students whose families do not reside in Chicago or its suburbs may have precedence. Under the present arrangement, a considerable number of students, varying from ten to twenty-five per cent, spend each week-end at their homes, while students from distant points living in lodgings are obliged to hunt about for meals even more than usual because of the closing of Ida Noyes refectory on Sundays. The hall life is particularly desirable for those students who from choice or necessity do not return frequently to their homes. We would therefore recommend that rooms be assigned only to those students who signify their intention of not absenting themselves frequently. This would not only serve the real needs of more students, but would add considerably to the efficiency of the house life, which is difficult to maintain when broken up by frequent absences.
The Head of the Home's House

Professor and a chance to make in the
method of establishing homes in the Home's
help so they aim for places familiar to
not believe in chance or the home may
have beforehand under the present structure,
meet a committee of number of students, and
the floor ten to twenty-five per cent. "There

see week-end at their home, white
students from general points of view to
fortunes are applied to amount for the
means even more than expected cost of the
opening of the Home's vegetable asparagus.

The fall into the participationaggerate
the floor students who take place on
necessity go not because familiar to their
house. We must recognize the economy that
house be seeking only to those students
and might keep from or not to too expensive
the information of our expense.

The information incomplete. They may
not only seize our best needs of home education,
but zone and conformity to the allowance
of the floor Home the many to attention to
satisfy their desires in their present appearance.
SUGGESTED PROCEDURE CONCERNING SELECTION, APPOINTMENT, AND INDUCTION
OF HEADS OF WOMEN'S HOUSES.

1. At the beginning of each quarter the President's secretary (Dean of Women) shall ascertain from each Head in residence her intentions as to continuing the headship the second quarter thereafter, the object being to have, whenever possible, six months notice of a vacancy.

2. The Dean of Women shall be kept informed (by the President’s secretary) of approaching vacancies, and shall be ready to submit to the President, at his request, nominations to be considered by him with nominations obtained from other sources.

3. The appointment should be made as long in advance as possible, the minimum desirable period being one quarter.

4. The appointment should be made by written communication from the President to the new Head, who should at the same time be informed that the Dean of Women will be ready to furnish information as to the University rules governing houses, and consult with her as to methods of promoting the domestic and social welfare of the residents of her hall.

5. A copy of the list of appointments should be sent to the Dean of Women.

6. At the same time the Superintendent of Buildings should be notified of the approaching change in heads and requested to take up with the Dean of Women the matter of providing proper living arrangements.

7. It may be advisable, with the growth in the number of houses, to ask for brief quarterly reports from the Heads to the President.
March 1, 1919

Dean J. R. Angell
The University of Chicago

Dear Mr. Angell:

Your favor of the 11th inst. is received, together with some suggestions about the matter of the Heads of women's houses.

There is no distinction between the modes of appointment of the Heads of women's houses and the Heads of men's houses. All Heads of houses alike are appointed directly by the President, and all alike are responsible directly to the President. My experience has been that it is not always practicable to get anything like six months' notice of a vacancy, nor even always three months' notice. The suggestions as to written appointments, as to arrangements with the Superintendent of Buildings and Grounds, and as to quarterly reports I think are worthy of careful consideration.

Very truly yours,

M.P.J. - L.
Dear Mr. Secretary,

I am writing to request your assistance with some urgent matters at the University of Chicago.

First of all, it seems that the issue of the Head of Women's House has not been officially addressed by the Board of Trustees. I believe that the appointment of the Head of Women's House is crucial for the stability and morale of the students.

Secondly, I have been informed of a situation regarding the Head of Men's House, and I am concerned that the Board is not moving forward as quickly as it should. The Head of Men's House is an important position, and I believe that the Board should act promptly to fill the position.

I would appreciate your attention to these matters and your prompt response.

Thank you for your consideration.

Yours sincerely,

[Signature]

H.C., R.C.
February 11, 1919

My dear President Judson:

Owing to difficulties which arose once or twice during your absence in the appointment of new heads of the Women’s Halls, Miss Talbot expressed herself as feeling that the entire procedure should be regularized and she submits the enclosed suggestion of appropriate procedure.  I am not at all clear that it is your intention to have the Dean of Women assume the functions which she evidently takes for granted are hers in this matter.  If her assumption be correct, I think the procedure which she proposes is desirable.  If, on the other hand, she is in error in the premises, I think she might well be informed by you to this effect.  I have reason to suppose that the heads of the other Women’s Halls are not altogether enthusiastic about such a centralization of authority in the Dean of Women as this plan would suggest.  On this matter, however, I must express myself cautiously, for I could cite very little conclusive evidence.

Yours very truly,

JRA.C.  

Dean.
President Harry Pratt Judson, 
The University of Chicago. 
My dear Mr. Judson:

I beg leave to recommend that an assistant Head be appointed for Beecher Hall. I regularly take the winter quarter out of residence and it is necessary for this quarter to bring in someone as temporary head. The position which would be created if my recommendation is adopted will serve to supply a Head for the quarter during which I am out of residence and will in my judgment greatly improve the administration of the hall in the other quarters. The assistant Head would act under the plan which I have in mind, as advisor to a number of the important house committees and would as a result be intimately acquainted with all of the activities of the students and with the general policies which I am trying to carry out.
I suggest as compensation for this assistant room and board. If this seems to involve too much outlay, room could be omitted during the quarters when I am in residence.

If the recommendation is accepted, I am prepared to suggest a suitable person for this position, namely Miss Bernita Dreitzler, a teacher in the University Elementary School and an old house member of Beecher Hall.

Very truly yours,

Grace E. Storm
May 5, 1920.

My dear Mr. Moulds:

Attached hereto please find letter to the President from Miss Storm with regard to an assistant head in Beecher Hall. What is your opinion of this recommendation? If made, it will undoubtedly mean an assistant head in Kelly Hall and also in Greenwood Hall. It seems to me the situation could be met by the appointment of a temporary head during the absence of the regular head.

Yours very truly,

[Signature]

Mr. J. F. Moulds,
Cashier.
May 19, 1920

Dear Miss Storm:

Your note of the 30th of April with regard to an assistant headship is received. We don't expect to appoint assistant heads if it can be avoided. Of course we will have to do it in all the houses if we do it in any. It is better I think to have a temporary Head in the absence of the Head.

Very truly yours,

Miss Grace E. Storm,
Beecher Hall,
University of Chicago.

HPJ: JN
Dear Miss Smith:

Your note of the 8th of April with regard

to an assistant professorship is received. We greatly appreciate

to appoint assistant professors if it can be managed. Of

course we will have to go if in all the houses it we go

it in any. If in better I think to have a temporary head

in the absence of the head.

Very truly yours,

\[ Signature \]

Miss Grace E. Smith

President. Field University of Chicago

[Address]
June 1, 1920.

President Judson,
Faculty Exchange.

I do not know whether you have heard of the accident which happened yesterday to Miss Elinor Groen who was one of the volunteer players in the exhibition ball game. While engaging in the game she had her leg broken just above the ankle joint. She received immediate attention and was brought to her room in Green Hall. We shall take the best care of her that is within our power.

The accident is peculiarly unfortunate as she had scarlet fever in the winter quarter and lost so many grades that she is obliged to remain in residence during the summer instead of graduating in June as she had planned. I hope that this will not result in a still further delay. Her friends I am sure will do all that it is possible to make it easy for her to carry on her work for the remainder of the quarter. Any special consideration which you may think her entitled to under the circumstances would be, I am sure, greatly appreciated.

Yours truly,

[Signature]

Marion Talbot
Dear Miss Talbot:

I was a witness to the destruction of the University of Chicago Thursday night. I do not know whether you have heard of the incident.

A large explosion occurred in one of the laboratories near the main building in the afternoon. The explosion was heard a mile away and was felt by many people for miles around.

I hope you will write me soon to learn how you are.
June 5, 1920

Dear Miss Talbot:

I was a witness to the unfortunate accident to Miss Grovman and am greatly distressed to hear of what happened. It is in every way too bad for her. If there is anything I can do in the matter let me know. Meanwhile I hope you will be kind enough to extend to her on my behalf most sincere sympathy and best wishes.

Very truly yours,

Miss Marion Talbot,
Faculty Exchange.

HPJ: JN
June 8, 1930

Dear Miss Tippett,

I am a witness to the unfortunate accident to
Miss Gurney and am extremely grieved to hear of what
happened. I too am very much grieved for you. If there
is anything I can do in the matter let me know. Meanwhile
I hope you will be kind enough to extend to her an
expression of sympathy and best wishes.

Very truly yours,

Mrs. Nation Tippett
Beatty Exchange.

Mr. J. T.
Dear President Judson:

Will you kindly let me know whether there are to be any changes in the headships of the Women's Houses for the winter quarter?

I have been told that there is a "President's Committee" on women foreign students. It would aid me in determining what I should do for these women if I might know who are on this committee and what their duties are.

Very truly yours,

Marie H. Sallatt.
Dear Miss Talbot:

I have not heard from you since we last corresponded. I hope you are well and that your work is going on smoothly.

I am writing to inquire about the status of the committee on the foundation of the Woman's Program at the University. I have been in contact with the committee, and it seems that we are making good progress. If you have any updates or developments, please let me know.

I would appreciate it if you could provide me with any information you have on this matter.

Best regards,

[Signature]
December 8, 1920

Dear Miss Talbot:

I have not heard as yet of any changes in the headships of women's work. Do you know of any heads who are to be away for the winter quarter?

There is no committee on women foreign students.

There is a committee on foreign students of which Dr. Burton is Chairman. He will be glad to talk with you at any time on the matter. By the way, I have a recommendation on that subject about which I will confer with you somewhat later.

Very truly yours,

Miss Marion Talbot,
Faculty Exchange.
Mr. Harry Pratt Judson  
President, The University of Chicago  
Chicago, Illinois  

Dear Sir:

The committee representing the women's houses submitted to you on March 9 a statement in which:

1. They recognized the justice of the criticism that there has been abuse of the social privileges enjoyed by the women living in the halls.

2. They expressed the belief that the method of social administration of the Houses, in the main, has been successful and the abuses confined to a small minority of the residents.

3. They stated that therefore, they did not believe it necessary to relinquish the system of social administration which is characteristic of our university.

In order to make clear to every member of each house her privileges and responsibilities and thus avoid those abuses due to misunderstanding or ignorance of the policy, the following plan has been outlined by the houses. (Each house has worked out the details of its own plan according to its peculiar problems; that which is presented below embodies the general plan of procedure.)

1. A committee is to be chosen in each house in the spring quarter to serve for the ensuing year.

2. This committee takes upon itself the responsibility
   a. For interpreting to the new women in the house the spirit and traditions of the University houses.
   b. For discussing with all members social standards and conduct, including such things as
      1'. The use and abuse of the key privilege.
      2'. Conduct on returning to the house after social engagements, including hours of returning, loitering in vestibules, and delaying in automobiles.
3'. Number of social engagements per week consistent with good work in the University.

The women living in the halls are confident that this plan will be effective in bringing about a more perfect understanding of their privileges.

Signed, The Committee

Kate Smith
Foster Hall

Leta Runyon
Beazley Hall

Marion R. Stein
Green Hall

Miriam F. Simons
Kelly Hall

Fannie Templeton
Greenwood Hall

Claire Lippman
Kenwood Houses

Elizabeth Morgan
Woodlawn House

Mary A. Bumpish
Draxel House
June 8, 1921.

My dear Miss Talbot:

I have a statement from the Committee representing the women's houses on the matter of the general social arrangements for next year. The arrangements impress me as in every way desirable. If they are carried through with care I am sure that the difficulties of this year will not recur. Will you kindly express my opinion to the representatives of the various houses? I assume that you have the list.

Very truly yours,

Miss Marian Talbot,
The University of Chicago.

HPJ: ME
December 1, 1921.

My dear President Judson:

For your information I beg to inclose here-with copy of a report I made to the Committee on Expenditures at its meeting yesterday with reference to the financial operations of the several houses opened in recent years for the accommodation of students. Perhaps it would be desirable to discuss this report further at the next meeting of the Committee.

Yours very truly,

[Signature]

President Harry Pratt Judson,
Harper Library.
Dear Mr. Smith,

I am pleased to inform you of the following:

[content of the letter, with details about the matter discussed]
The Committee on Expenditures,
The University of Chicago.

Gentlemen:

For your information I beg to submit herewith statements concerning the financial operations of the several houses established and conducted by the University during recent years for the purpose of meeting the shortage in housing conditions.

It will be recalled that Drexel House was established on a co-operative basis, the students performing certain portions of the service and the room rent being correspondingly reduced. Particular attention is directed to the summary covering the operations of all the houses from the date they were opened to June 30, 1921. It will be observed that there is an operating deficit on each of the houses except Kenwood House, which accommodates a comparatively large number of students, thus providing sufficient revenue to meet the direct expenses. The comparatively smaller numbers being accommodated in the other houses appear to militate against their operation on a remunerative basis at the rents charged.

The total operating deficit on these houses to June 30, 1921 was $3,419.92

The capital expenditures on which no return has been earned either in the way of interest or reimbursement amounts to $21,929.87
The Committee on Expenditures

The University of Ottawa

General

The purpose of this note is to inform you of the current financial situation and the necessity for immediate action.

The financial situation is critical and urgent. The University is currently facing significant financial challenges.

To alleviate this situation, it is imperative that we take immediate action to reduce expenses and increase revenue.

A comprehensive plan has been developed to address these issues. This plan includes measures to:

1. Reduce non-essential expenditures
2. Increase revenue through fundraising and other initiatives
3. Improve efficiency in operations

We must act decisively to ensure the financial stability of the University.

Immediate action is required. Please take the necessary steps to implement the plan as soon as possible.

Thank you for your attention and support.

[Signature]

Date: [Date]

The University of Ottawa
The total expenditures by the University on June 30, 1921, aggregated $25,349.79.

Attention is further called to the fact that in the operating expenditures there were included no charges for interest on the amounts advanced or on the original structural or land valuation, for replacement of furniture, or for general administrative expenses of the University.

In a general way, it appears that houses providing for as few as 16, 18, or 27 at the rates charged cannot earn enough to provide for the direct costs and interest on the investment or its reimbursement.

Yours very truly,

[Signature]
## Recapitulation

### Operating Deficit

<table>
<thead>
<tr>
<th>House</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drexel House</td>
<td>1,219.71</td>
</tr>
<tr>
<td>Woodlawn House</td>
<td>1,802.04</td>
</tr>
<tr>
<td>Midway House</td>
<td>2,084.23</td>
</tr>
<tr>
<td></td>
<td><strong>5,105.98</strong></td>
</tr>
</tbody>
</table>

### Less Surplus

<table>
<thead>
<tr>
<th>House</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kenwood House</td>
<td>1,686.06</td>
</tr>
</tbody>
</table>

### Net Deficit

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3,419.92</strong></td>
</tr>
</tbody>
</table>

### Capital Expenditures

<table>
<thead>
<tr>
<th>House</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drexel House</td>
<td>2,369.26</td>
</tr>
<tr>
<td>Woodlawn House</td>
<td>3,761.78</td>
</tr>
<tr>
<td>Kenwood House</td>
<td>15,798.83</td>
</tr>
<tr>
<td></td>
<td><strong>21,929.87</strong></td>
</tr>
</tbody>
</table>

### Total Expenditure by University

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>25,349.79</strong></td>
</tr>
</tbody>
</table>
## Statement of Financial Operations

<table>
<thead>
<tr>
<th></th>
<th>1917-18</th>
<th>1918-19</th>
<th>1919-20</th>
<th>1920-21</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Receipts</strong></td>
<td>1,277.75</td>
<td>1,066.85</td>
<td>1,497.50</td>
<td>1,769.95</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td>1,684.59</td>
<td>1,153.88</td>
<td>1,807.80</td>
<td>2,194.49</td>
</tr>
<tr>
<td><strong>Deficit</strong></td>
<td>406.84</td>
<td>87.03</td>
<td>301.30</td>
<td>424.54</td>
</tr>
</tbody>
</table>

### Summary

- **Deficit 1917-18:** 406.84
- **1918-19:** 87.03
- **1919-20:** 301.30
- **1920-21:** 424.54
- **Total:** 1,219.71

**Capital Expenditures not yet reimbursed:** 2,369.26

**Total Cost to University:** 3,588.97

Provided as follows:

- **From General Reserve:** 2,863.13
- **From University Budget:** 725.84

### Weekly Rental Rates

- **Per Student:** 2.50
- **Capacity:** 16

**Present Weekly Rental - $3.00. This house is conducted on a co-operative basis. Students furnish all bedding except mattresses and pay for all laundry costs.**
### Statement of Historical Operations

<table>
<thead>
<tr>
<th>Year</th>
<th>1/1-10</th>
<th>11/1-20</th>
<th>21/1-30</th>
<th>30/1-31</th>
</tr>
</thead>
<tbody>
<tr>
<td>1930-31</td>
<td>652.62</td>
<td>232.68</td>
<td>279.12</td>
<td>420.30</td>
</tr>
<tr>
<td>1931-32</td>
<td>632.10</td>
<td>249.10</td>
<td>270.10</td>
<td>400.30</td>
</tr>
<tr>
<td>1932-33</td>
<td>612.10</td>
<td>267.10</td>
<td>261.10</td>
<td>390.30</td>
</tr>
<tr>
<td>1933-34</td>
<td>592.10</td>
<td>286.10</td>
<td>252.10</td>
<td>380.30</td>
</tr>
</tbody>
</table>

### Summary

- **Historical Operations**
- **Net Income**: $652.62
- **Sales**: $632.10
- **Expenses**: $592.10
- **Profit**: $420.30

**Note**: The above figures are for the years 1930-34.
WOODLAWN HOUSE

STATEMENT OF FINANCIAL OPERATIONS

<table>
<thead>
<tr>
<th></th>
<th>1918-19</th>
<th>1919-20</th>
<th>1920-21</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Three Houses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td>4,999.82</td>
<td>3,867.50</td>
<td>4,592.10</td>
</tr>
<tr>
<td><strong>Two Houses</strong></td>
<td>4,648.96</td>
<td>4,928.22</td>
<td>5,594.28</td>
</tr>
<tr>
<td><strong>Operated</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Receipts</strong></td>
<td>350.86</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Deficit</strong></td>
<td>1,060.72</td>
<td>1,092.18</td>
<td></td>
</tr>
</tbody>
</table>

**SUMMARY**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Deficit 1919-20</td>
<td>1,060.72</td>
<td></td>
</tr>
<tr>
<td>1920-21</td>
<td>1,092.18</td>
<td>2,152.90</td>
</tr>
</tbody>
</table>

Less

<table>
<thead>
<tr>
<th></th>
<th>350.86</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surplus 1918-19</td>
<td></td>
</tr>
<tr>
<td>Net Deficit</td>
<td>1,802.04</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>3,761.78</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Expenditures</td>
<td></td>
</tr>
<tr>
<td>Total Cost to University</td>
<td>5,563.82</td>
</tr>
</tbody>
</table>

Provided as follows:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>From General Reserve</td>
<td>3,410.92</td>
<td></td>
</tr>
<tr>
<td>From University Budget</td>
<td>2,152.90</td>
<td>5,563.82</td>
</tr>
</tbody>
</table>

*Expenditures include charges for steam and hot water from Power Plant as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1918-19</td>
<td>1,000.</td>
</tr>
<tr>
<td>1919-20</td>
<td>800.</td>
</tr>
<tr>
<td>1920-21</td>
<td>944.</td>
</tr>
</tbody>
</table>

Weekly Rental Rates Per Student:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Rooms</td>
<td>4.00 - 5.00</td>
</tr>
<tr>
<td>Double Rooms</td>
<td>3.00 - 4.50</td>
</tr>
</tbody>
</table>

Capacity | 40 27 27 |
<table>
<thead>
<tr>
<th></th>
<th>1927-28</th>
<th>1928-29</th>
<th>1929-30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>7,500</td>
<td>7,500</td>
<td>7,500</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>Profit</td>
<td>2,500</td>
<td>2,500</td>
<td>2,500</td>
</tr>
</tbody>
</table>

**Summary**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Income</td>
<td>12,500</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>10,000</td>
</tr>
<tr>
<td>Net Profit</td>
<td>2,500</td>
</tr>
<tr>
<td>Total Revenue to Investors</td>
<td>2,500</td>
</tr>
<tr>
<td>Par Value</td>
<td>500</td>
</tr>
<tr>
<td>Paid-in Capital</td>
<td>0</td>
</tr>
<tr>
<td>Reserve</td>
<td>0</td>
</tr>
<tr>
<td>Total Equity</td>
<td>500</td>
</tr>
</tbody>
</table>

**Notes**

- Sales Income from following sources:
  - 12,500 from operations
  - 0 from investments
- Operating Expenses include:
  - 10,000 in operating costs
  - 0 in non-operating expenses
MIDWAY HOUSE

STATEMENT OF FINANCIAL OPERATIONS

<table>
<thead>
<tr>
<th></th>
<th>1919-20</th>
<th>1920-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts</td>
<td>1,706.40</td>
<td>2,033.52</td>
</tr>
<tr>
<td>Expenditures</td>
<td>2,987.60*</td>
<td>2,836.55*</td>
</tr>
<tr>
<td>Deficit</td>
<td>1,281.20</td>
<td>803.03</td>
</tr>
</tbody>
</table>

SUMMARY

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Deficit 1919-20</td>
<td>:</td>
<td>:</td>
</tr>
<tr>
<td>1920-21</td>
<td>:</td>
<td>:</td>
</tr>
<tr>
<td></td>
<td>1,281.20</td>
<td>803.03</td>
</tr>
<tr>
<td>Total Cost to University</td>
<td>. . . . .</td>
<td>2,084.23</td>
</tr>
<tr>
<td>Provided from University Budget</td>
<td>. . .</td>
<td>2,084.23</td>
</tr>
</tbody>
</table>

*No appropriation was made for initial expenditures and all capital charges are included in expenditures except $500, the amount of a gift for furnishings.

Weekly Rental Rates

Per Student 2.08 - 3.00
Capacity 18 18
<table>
<thead>
<tr>
<th></th>
<th>1925-1926</th>
<th>1926-1927</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>90.62</td>
<td>90.72</td>
</tr>
<tr>
<td></td>
<td>90.70</td>
<td>90.70</td>
</tr>
<tr>
<td></td>
<td>89.50</td>
<td>89.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Warning**

- Do not order any stock for a new calendar year until the relevant budget and order is confirmed. The Director of Finance must authorize any change in the line items of the first draft budget.

Date: 3/1/34

[Signature]

[Address]

[City, State]
### KENWOOD HOUSE

**STATEMENT OF FINANCIAL OPERATIONS**

<table>
<thead>
<tr>
<th></th>
<th>1919-20</th>
<th>1920-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts</td>
<td>966.92</td>
<td>8,342.35</td>
</tr>
<tr>
<td>Expenditures</td>
<td>686.92</td>
<td>6,936.29</td>
</tr>
<tr>
<td>Surplus</td>
<td>280.00</td>
<td>1,406.06</td>
</tr>
</tbody>
</table>

**SUMMARY**

<table>
<thead>
<tr>
<th></th>
<th>1919-20</th>
<th>1920-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surplus 1919-20</td>
<td>:</td>
<td>280.00</td>
</tr>
<tr>
<td>1920-21</td>
<td>:</td>
<td>1,406.06</td>
</tr>
<tr>
<td>Total - Credited to University Budget</td>
<td>:</td>
<td>1,686.06</td>
</tr>
<tr>
<td>Capital Charges</td>
<td>:</td>
<td>15,798.83</td>
</tr>
<tr>
<td>Net Investment</td>
<td>:</td>
<td>14,112.77</td>
</tr>
</tbody>
</table>

**Weekly Rental Rates**

- **Per Student**
  - Single Rooms: 4.50 - 5.50
  - Double Rooms: 3.00 - 5.50

Capacity: 44
<table>
<thead>
<tr>
<th></th>
<th>10/20-27</th>
<th>10/20-28</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coat</td>
<td>10.30</td>
<td>10.30</td>
</tr>
<tr>
<td>Tote</td>
<td>10.00</td>
<td>10.00</td>
</tr>
<tr>
<td>Total</td>
<td>20.30</td>
<td>20.30</td>
</tr>
</tbody>
</table>

Grand Total: 40.60

Net Investment: 12.78

Margaret Smith

10/20-28

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tote</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Memorandum for Mr. Burton:

At a recent meeting of Heads of Men's Halls held in my Office, it developed that there are only 13 out of 85 Divinity men living in Middle Divinity Hall, the rest being men of all sorts and schools, with very little concern for the Divinity School. The morale of the Hall strikes me as low. The effect upon the Divinity School's standing in the University is unfavorable. Dean Mathews agrees with all this.

The Divinity School cannot fill South and Middle Divinity with unmarried Divinity students. The cheapness of the rooms in Middle Divinity tends to gather there a miscellaneous crowd of men, whose only link is their desire to economize. Dean Mathews suggests that a partial remedy would be to raise the rates of non-Divinity men to an equality with the rates in Snell Hall, where the rooms average perhaps $3.00 more a quarter. Perhaps a different personality from Mr. Mueller, as Head of the Hall, might improve conditions. Dean Mathews also suggests changing the name of the Hall. I was going to suggest that when the Divinity Building was completed, it would be an appropriate time to rename South Divinity, Middle Divinity, and North Halls with more significant names; perhaps those of Northrup, Hulbert, and Henderson. This principle has, you will remember, been very happily carried out in the dormitories, and even the entries, of Pennsylvania and Yale. There is precedent for it here in Belfield Hall and the Ricketts Laboratories.

I would recommend that the room rents in Middle Divinity be raised to the Snell Hall level, as soon as due announcement can be made, and in connection with the erection of the Theological Building, or if that is to be long deferred, by next Autumn, the three buildings in question be rechristened with some such names as I have proposed. This would come with special appropriateness when the name of the Theological Building is announced, as I suppose it will be, when it is dedicated.

Dean Mathews concurs in this.

E.J.G.
March 6, 1923.

My dear President Burton:

I am returning herewith Mr. Goodspeed's memorandum of February 26. On investigation I find that the rate for non-Divinity men in Middle Divinity Hall is the same as the rate in Snell Hall. I assume the foregoing is the reaction you wished from me with respect to the financial implications of the memorandum.

Yours very truly,

[Signature]

President E. D. Burton,
Harper Library.
To the President of the University of Chicago,

I am writing to request an interview as a matter of urgency. I am aware of the current situation regarding the financial crisis that has affected the university. In light of this, I am writing to you regarding the appointment of Dr. Smith to the position of President of the University.

I believe that Dr. Smith is the right choice for the leadership of the university. He has a proven track record of success in academia and his experience will be invaluable in the current circumstances.

I am confident that with his leadership, the university will be able to overcome the financial challenges it is facing. I would be grateful if you could consider this appointment.

Yours sincerely,

[Signature]

President X. D. Parcell

[Stamp]
March 13, 1923.

Memorandum for Mr. Burton:

The cheapest room in Snell Hall is $32.00; the cheapest room in Middle Divinity is $30.00; the most expensive room in Snell Hall is $44.00; the most expensive single room in Middle Divinity Hall is $36.00. The average room in Snell Hall rents for a little less than $36.00. The average room in Middle Divinity Hall rents for a little more than $32.00.

In view of this I cannot understand the statement of Mr. Plimpton "That the rate for non-divinity men in Middle Divinity Hall is the same as the rate in Snell Hall." The fact is, there is a difference of nearly $4.00 per room as the circular of Residence Halls for Men shows.

E.J.G.
The committee room is now set up for the meeting. The

president's room is directly adjacent to the main

conference room in the building. It is used for

private discussions. The entrance to the room is from

the second floor, accessible from the main entrance. It

is a small, enclosed room with a table and chairs.

There is also a small office used for the president's

secretary. It is located next to the president's room.

In view of the size of the committee, it was

decided to move the conference table to

the second floor, adjacent to the main

conference room. This will allow the

committee to function more efficiently.

The room is arranged to accommodate fifty

members and staff. It includes:

- A large conference table
- Chairs for all members
- A projection screen
- Microphones

The room is equipped with the necessary

technology for a productive meeting.
Fig. will you kindly send the letter of Mr. Robertson and his accompanying report on its correspondence. I do not see that the question concerning whether residents of the town of Woodburn is even yet quite cleared up.

The recommendation that the quarterly report be revised rather comments itself to me. If you approve, will you draw an letter to head nurses on this front? any other that needs convening in particular, let me know about.

An new head nurse might then be a regular friend of

ought Mrs. Talbot to have a chance to comment in her letter before or after day?
The problem with the existing approach
Is that it does not account for
The need to consider the

Effect of the

The communication must be
directed to the

The resulting output is

The iterative process can

The feedback loop is

The final results will be

The implementation of

The preliminary findings

The conclusions drawn are

The implications of these

The recommendations for

The future work will be

The overall outcome is
March 29, 1923

My dear President Burton:

I am very glad that you have raised the question of a plan for giving preference in assigning rooms in the Women's Halls to young girls. It has seemed to me for a long time that some such plan should have been adopted but the idea has met with some opposition. It would involve certain modifications of the rights of house members and possibly slight changes in the house organizations and for that reason might very likely not be favored at the outset by some of the Heads of the Houses.

Since we have rooms only for about one third of those who would like to live in the Women's Halls it seems entirely logical to me that we ought to give the protection of the halls to the younger girls who need it most. The isolated and rather depressing type of rooms available in the neighborhood are very much less desirable for young girls who need the group life than they are for older students whose ideals and standards have become settled. Under our present system it is almost impossible for a freshman girl to obtain a room in the Halls unless she has made application more than a year in advance.

I should welcome the opportunity to discuss the situation with you at your convenience.

Yours very truly,

JFM/EC

Cashier

President Ernest D. Burton
Harper Library
I am very glad that you have become a member of the Chicago Union of Workers. I hope you will be an active member. If you have any trouble, please feel free to contact me. I will do my best to help you.

Sincerely,

[Signature]
April 11, 1923

President E. D. Burton
The University of Chicago
Chicago, Illinois

My dear President Burton:

President Judson referred to me a matter regarding the relationship of the residents in the women's houses to the French House. Reply has been delayed because a report on the historical development of women's houses has been in the process of formulation. This report is enclosed as a part of my recommendation in this matter.

Because I have been Head of Snell Hall, which has no provision for table, Head of Hitchcock Hall, which had service in a breakfast room, Counsellor of Kelly Hall, which has service of all meals for members of the House, as well as because I have had occasion as Secretary to the President and Dean of the Colleges to go somewhat intimately into the life of women's halls, I feel very strongly the importance of maintaining by every possible device the house morale.

I believe very strongly also in the importance of the table as the principal device in the development of this house morale. Analogies are to be found among the fraternities. My life in the University of Chicago has included the period when fraternities were seeking to establish tables, and I have seen the immediate effect of the establishment of the common meal. I have seen the effect of it in the breakfast room in Hitchcock, and I have seen the effects when the breakfast room in Hitchcock has been closed. Very strongly I urge therefore, that in every women's hall maintaining a table the students be required to dine at the house table.

Residents of houses who seek the advantages of the table at French House for the very same reason given above will owe their loyalty to the French House. This is quite
The University of Chicago

Dear Sir,

I am writing to express my concern regarding the recent events on campus. The disturbance caused by the student protest yesterday has me deeply worried. As a member of the faculty, I feel it is my duty to speak out on this matter.

The protest, which began as a peaceful demonstration, quickly turned violent. I was shocked to witness the destruction of public property and the confrontation between the students and the police. It is unacceptable for our campus to become a battleground.

I believe it is essential for us to address the root causes of this unrest. We cannot ignore the frustration and dissatisfaction among our students. It is crucial that we listen to their concerns and work towards finding solutions.

In light of the recent events, I urge all members of our community to reconsider their actions. We must strive to maintain a peaceful and respectful environment.

Sincerely,

[Signature]

P.S. I have heard from a reliable source that there is a meeting scheduled for today at 3 PM in the Administration Building to discuss the situation. I encourage all parties to attend and contribute to a constructive dialogue.
proper and may be arranged satisfactorily if the students are residents in a hall which does not maintain a table. I suggest, therefore, that those who seek to take advantage of the French House be admitted to Woodlawn House.

Very truly yours,

[Signature]

Dean.
Dear [Name],

I received your message today and appreciate your concern about the situation. I understand the pressure you are under due to the recent events. We are working on a solution that will address the issues you have raised.

Please let me know if there is anything more I can do to assist you.

Sincerely,

[Signature]

[Date]
Mr. E. J. Goodspeed
The University of Chicago

My dear Mr. Goodspeed:

With reference to the letter from Miss Underhill, dated May 14, addressed to you, may I report as follows:

The matter appears to have gone through the channel of the Committee on Expenditures. Later on it was the subject of a conference between the President and Mr. Heckman, and the following conclusions were reached:

1. A student assistant to the Head of the House is to be authorized if the other halls likewise have student assistants.

2. The change of room number 10, formerly used by an assistant Head, into a double room, to be used by students, is approved.

3. The recommendations in Miss Underhill's letter numbered 3, 4, and 5 should not be carried out except with the approval of the Commons management, which is, at the present time, responsible for the service in the Hall.

With regard to the furnishing in the suite of one living room, one bedroom and bath, now reserved for the Head of the Hall, I suggest that the Head indicate a schedule of furnishings which are desirable, which the Committee may pass upon.

Yours very truly,

[GOF: HF]
May 14, 1928

My dear Mr. Goodspeed:

I have delayed sending you the memorandum in regard to arrangements in Foster Hall for next year until I could get some further information which I felt was necessary before I could formulate my plans definitely.

I recommend the following:

1. That instead of an Assistant-Head, a student assistant be appointed who shall receive her room, number 47, the rent of which is $70 a quarter, for her services, but that she shall pay for her own board. Her duties shall
Dec 14, 1929

[Handwritten text not legible]
be to assist the Head in routine matters and
details. She shall have no responsibility for
the House except upon certain stated occasions
when the Head leaves her in charge.

2. That room number 10 which has been
occupied by the Assistant Head be used as
a double room, thus accommodating two more
girls in the Hall and bringing in about $96
a quarter for the room and $168 for the board.

3. That Katherine O’Grady, Head Maid in
Foster Hall and an assistant Housekeeper also, who
has served in Foster for twenty-two years,
have her wages raised from $57 a month to
at least $60 a month in view of her long service,
her responsibility and absolute reliability in matter
...
May 14, 1923

Nancy Foster Hall
The University of Chicago

Retaining to the Hall.

4. That another maid be put on to take care of the telephone service during the very busy hours around luncheon and dinner, and thus relieve Katherine O'Grady, the Head Maid, who finds it impossible to serve well her table of nine and answer the three telephones, which ring constantly, and the door bell.

5. That the Head of the House be consulted in regard to any proposed changes in the telephone arrangements, and that no system be installed which requires loud calling in the corridors either on the part of the residents of the Hall or the maids.

6. That some arrangements be made with the Head of the Hall by which she may select furniture for the suite of rooms now occupied.
by Miss Reynolds and which will be without any furniture when Miss Reynolds removes her own.

That the above arrangements take effect beginning with the Summer Quarter 1923, June 18th.

Very sincerely,

Lozera Underhill
matters at this date and the old one.

attorney who will

and

me.

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