

Procedure of the Central Committee and its officers, as of 1940

A. Individual students

Whenever possible, the Central Committee should discuss with the house chairman any problems involving students in her house. The student's counselor should always be notified of any discussion about or with the student, unless the Committee feels that the incident is too trivial. The counselor should be consulted if the problem is a difficult one.

Any problems involving the men in the Bennington Theater Studio should be referred to their student representative before the boy is dealt with by the Central Committee.

B. Entertaining men in the living rooms

When students entertain men in the living-room late at night, the Central Committee will work with the house chairman of the students involved, using one or all of the following suggestions, depending on the individual case:

1. The house chairman will speak to the girl and discuss the standard with her. (It may not be necessary to speak to a student the first time her name is reported.)
2. A letter will be sent to the student.
3. The Committee will interview the girl.

C. College driving licenses

The student fills out and returns an application form to the Records Office. The Central Committee passes upon her name. The student may drive before being tested, as long as her application is in.

The Committee, or the chairman and secretary of it, meets at least once a month to interview all applicants, at which time the driving folder is distributed.

If the student has a satisfactory interview, her name is recommended to the Community Council, which votes and reports to the Records Office all students who have been granted permission to drive.

The Central Committee and the Community Council reserve the right to revoke or suspend a student license upon evidence of the student's irresponsibility as a driver.

D. Procedure for the office of secretary

Two typewritten copies of the minutes are made, one for the secretary's book and one for the office.

All extra meetings are organized by the secretary, who writes notes to students who are to meet with the Committee and notifies the counselors and house chairmen of such meetings.

All notices from the Committee are written and posted by the secretary.

Reports are written by the secretary, who types the chairman's annual report in triplicate, one copy for the secretary's book, one for the office and one for the secretary of the Community Council.

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Letters to students should be written in triplicate, with copies for the Committee secretary, the office and the student.

The secretary reviews the off-campus record every morning and speaks to every girl who fails to sign in or out.

The names of driving applicants who have successfully passed their test are presented by the secretary to the Community Council for its vote.

A record is kept of parking offenders. The secretary speaks to girls who have been reported more than once.

Applications for early leave or late return at holidays are signed by the secretary, who reports the Committee's decision to the counselor and to the girl herself.

The secretary reminds the Chairman of any unfinished business; she keeps the by-laws and procedures up to date and has all necessary material on hand at meetings.

When a secretary goes out of office, she turns over all the Committee material, with full explanations, to the new secretary.

E. Procedure for office of Chairman

The chairman conducts all meetings and consults with the chairman of the Community Council whenever necessary.

At 10:00 every night the chairman calls the switchboard to check on the students who have signed out and investigates any instance out of the ordinary.

The annual report is made by the chairman, who also reports, on request, to the Community Council.