HOUSE RULES

The
Ohio State University
Faculty Club

Board of Control
D. S. WHITE, President
A. H. NICHOLS, Vice-President
C. H. E. STEERS, Secretary-Treasurer
TOMAS E. FRENCH
J. L. LUMLEY
MOND C. OSBURNE
FAITH LANMAN
HAROLD E. BURTT

House Committee
WM. McPHERSON
E. S. DRAKE
M. B. EVANS

1924
HOUSE RULES

Ohio State University Faculty Club

1. The club rooms shall be regularly open from 8 a.m. to 11 p.m. on week days, and from 11 a.m. to 8 p.m. on Sundays. On special occasions, the time for opening and closing may be extended, but permission must be obtained from the House Committee.

2. Minor children of active members of the club shall not be admitted except when accompanied by a member of the club, or when special entertainment is provided for them.

3. Members will be permitted to bring guests to the club rooms. All guests shall be registered in a book provided for that purpose.

4. Persons who are eligible for membership in the club shall not be entertained in the club rooms more than twice during any one month. This rule does not apply to departmental or committee meetings called by a member of the club.

5. The giving of gratuitous rewards to employees by members, guests, or visitors of the club is strictly prohibited under penalty of suspension for the member and dismissal of the employee.

6. Club service of every kind, for which charge is made, will be rendered only upon signature of slips provided for that purpose. No cash payments will be accepted by the employees. Bills will be rendered on the first day of each month and payment must be made to the Manager of the club not later than the 10th.

7. Suggestions for the betterment of the club should be made to the Chairman of the House Committee on blanks provided for that purpose.

8. No food shall be served in the club rooms except such as is provided and prepared by the Manager of the club.

9. No property of the club shall be taken from the rooms except upon the permission of the Manager.

10. No canvassing or circulation of subscription papers of any kind, except such as concern club matters, will be permitted in the club rooms. It is the duty of the House Committee to notify members of any violation of the Club Regulations or House Rules.
Constitution and House Rules
of
The Ohio State University
Faculty Club

OHIO STATE UNIVERSITY
JUL 9 1971
LIBRARIES

1929
CONSTITUTION OF FACULTY CLUB

ARTICLE I

NAME

The name of this association shall be The Ohio State University Faculty Club.

ARTICLE II

PURPOSE

The purpose of this organization shall be the promotion of social intercourse and good fellowship among its members.

ARTICLE III

MEMBERSHIP

1. There shall be six classes of membership: active, associate, temporary, nonresident, special and honorary.

2. Active membership shall comprise the following groups:

   A. Members of the instructional force with the rank of full professor, and administrative heads.

   B. Members of the instructional force with the rank of associate professor.

   C. Members of the instructional force with the rank of assistant professor, and other administrative officers not included in Class I.
D. Members of the instructional force having the rank of instructor.

Only active members shall be eligible to vote, hold office, and serve on standing committees.

3. Associate membership at the discretion of the Board of Control may be open to other members of the teaching force or to administrative officers holding academic or professional degrees.

4. Temporary membership shall be open to members of the teaching staff or administrative officers employed temporarily for twelve months or less.

5. Nonresident membership may be extended to alumni and other persons not immediately connected with the University as hereinafter provided.

6. Special membership shall be extended to members of the Board of Trustees of the University.

7. Honorary membership may be extended to distinguished scholars and to others meriting such consideration on recommendation of the membership committee and subject to the approval of the Board of Control.

8. Election of Members. Members shall be elected as follows: A candidate may be proposed to the Membership Committee by any active member. If the committee finds the candidate eligible and the Board of Control approves, his name shall be posted. If within two weeks no objection is made, he shall automatically become a member. Any objection to a candidate shall be made in writing or by appearing personally before the committee. In such instances the committee shall take whatever action it deems fit.

9. Where a husband and wife are both eligible to active membership in the club, they shall each take out such membership to enjoy the privileges of the club.

ARTICLE IV

OFFICERS

1. The officers of this club shall be a president, a vice-president, and a secretary-treasurer. These officers, together with the retiring president, four other members elected by the club as hereinafter provided, and an additional member to be appointed by the Board of Trustees of the University, shall constitute a Board of Control. At the first election, five members shall be elected, two for one year, one for two years, one for three years, and one for four years.

2. Election of Officers. The Board of Control shall appoint a Nominating Committee which shall present at the annual meeting two candidates for each office that is to be vacated.
The officers shall serve for one year (except as provided in Section 3) from the adjournment of the meeting at which they are elected.

3. **Election of Board of Control.** At each annual meeting of the club, one member of the Board of Control shall be elected by a majority of the members voting. A member so elected shall serve for four years from the date of his election, or until his successor is chosen.

4. **Vacancies occurring in the Board shall be filled by the Board until the next annual election.**

5. **Duties of Officers.** The duties of the president, vice-president, and secretary-treasurer shall be the customary duties of such officers. The president and secretary shall sign all written contracts and obligations which have been duly authorized by the Board of Control.

6. **Duties of Board of Control.** The Board of Control shall have general supervision and management of the funds and properties of the club. In carrying out the purposes of the club, the Board may exercise all the powers of the club, subject to this Constitution and to such action as the club may take at any meeting. It shall adopt necessary rules for the management of the club. A majority of the Board shall constitute a quorum for the transaction of business. All rules made by the Board under authority of this article shall be reported to the club.

**ARTICLE V**

**COMMITTEES**

1. **Standing Committees.** The following Standing Committees shall be appointed annually by the incoming president with the approval of the Board of Control at the first meeting of the Board following the annual meeting of the club: House Committee, Membership Committee, Publicity Committee and Entertainment Committee. The members of these committees shall hold office until their successors are appointed.

2. **House Committee.** The House Committee shall consist of three members. It shall have general charge of the club rooms, and shall with the approval of the Board of Control select and employ a manager. The manager shall appoint, direct, and dismiss employees, purchase supplies, approve bills, receive complaints, and enforce such rules and regulations as may be made by the Board of Control. He shall also have charge of the assigning of any portion of the club's premises for social functions. Between meetings of the Board of Control, the House Committee may make such special and temporary rules and regulations concerning the conduct of the club rooms as the preservation of comfort and order may require. The names of the members of the House Committee shall remain posted on the club bulletin board.

3. **Membership Committee.** The Membership Committee shall consist of six members who
shall serve for three years, two members being appointed each year. Five affirmative votes are required for approval of a candidate.

4. **Entertainment Committee.** The Entertainment Committee shall consist of five members. This committee shall, subject to the consent of the Board of Control, provide special entertainment for the members of the club and their guests.

**ARTICLE VI**

**MEETINGS**

1. **Annual Meetings.** The annual meeting of the club shall be held in January, the date to be fixed by the Board of Control.

2. **Special Meetings.** The Board of Control may, and, upon the written request of fifteen active members, shall call a special meeting of the club at any time.

3. **Notice of Meetings.** Notice of all meetings shall be posted on the bulletin board, and published in three consecutive issues of the *Daily Bulletin*.

**ARTICLE VII**

**MEMBERSHIP FEES**

1. Active members shall pay a membership fee as follows:
   
   (A) Members of the instructional force with the rank of full professor, and administrative heads, $100; (B) Members of the instructional staff with the rank of associate professor, $75; (C) Members of the instructional staff with the rank of assistant professor, and other administrative officers not included under (A), $50; (D) Members of the instructional force having the rank of instructor, $25.

2. In the event of a member's withdrawal from active connection with the University, this fee shall be refunded without interest on 60 days' notice. In the event of his death this fee shall be returned to his estate. In the case of change in academic rank, the membership fee shall automatically change to that of the class into which the member comes, and a new certificate of membership shall be issued and the old certificate shall be returned to the club files.

**ARTICLE VIII**

**DUES**

1. The Dues for active members shall be $20.00 per year, payable $5.00 quarterly.

2. The Dues for associate members shall be $15.00 per year, payable $5.00 quarterly.

3. The Dues for nonresident members shall be as follows: (a) nonresident members, resident in Franklin County, $20.00 per year payable annually; (b) nonresident members stationed on campus, the same as the dues for active members; (c) nonresident members outside Franklin County, $10.00 per year, payable annually.
4. Temporary members shall pay dues of $5.00 per quarter during their term of membership.

5. Special or honorary membership entails no fees or dues.

6. All dues are payable in advance.

ARTICLE IX
DELIQUENTS

Bills for house accounts and dues will be mailed on the first of the month and payment must be made not later than the tenth. Names of delinquents will be posted on the twelfth, and if accounts are not paid by the twentieth, credit will be suspended. When credit has been suspended for any member, the house manager will automatically add a charge of $2.00 to the delinquent account, which penalty and account must be paid before credit can be restored.

If accounts are not paid within 30 days after credit has been suspended, membership in the club will be forfeited. When membership has been forfeited by any members the house manager will automatically add a charge of $5.00 to the delinquent account, which penalty and account must be paid before member can be reinstated.

Delinquent members may be reinstated by the Board of Control after such members have paid their entire indebtedness, including penalties.

ARTICLE X
RESIGNATIONS

Resignation of members shall be sent to the secretary in writing, and shall be submitted to the Board of Control for action. No resignation shall be accepted until the member presenting the same shall have paid all his current indebtedness to the club. Members resigning more than fifteen days after dues are payable shall be liable for such dues.

ARTICLE XI
LEAVES OF ABSENCE

Any member of the Club intending to be absent from Columbus for a period of two consecutive quarters or more may file with the secretary, before departure, a written notice of his intended absence, together with a request for exemption from the payment of dues during the period specified. With the approval of this request by the Board of Control, he shall be exempt from all dues for the period of his absence, and during such time he shall not be entitled to any of the privileges of the club.

ARTICLE XII (Now)

The Board of Control shall engage the services of a certified public accountant to audit the accounts periodically. A report of this audit shall be presented to the Board at its final meeting each year.
ARTICLE XII
AMENDMENTS
The Board of Control or any ten active members, may propose amendments to the Constitution. The proposed amendments shall be posted by the secretary upon the bulletin board and shall remain so posted for a period of two weeks. After the expiration of such period, the proposed amendments may be voted upon at any regular or special meeting of the club. A two-thirds vote of the members present shall be necessary for adoption.

THE OHIO STATE UNIVERSITY
FACULTY CLUB
HOUSE RULES
1. The club rooms will be open regularly from 9 a.m. to 11 p.m. on weekdays, and from 11 a.m. to 8 p.m. on Sundays. On special occasions the time for opening and closing may be extended, but permission must be obtained from the House Committee.

2. Minor children of members of the club will not be admitted except when accompanied by a member of the club, or when special entertainment is provided for them.

3. Members are expected to register their guests in a book provided for that purpose.

4. Persons who are eligible for membership in the club may not be entertained in the club rooms more than twice during any one month. This rule does not apply to departmental or committee meetings called by members of the club.

Members may bring to the club not more than two undergraduate students, other than their own children, for dinner in the evening, but not at other times because of the limited accommodations.

5. The Faculty Club is not open to:
(a) Organizations which have undergraduate members.
(b) Meetings for which admission is charged or tickets sold, except as the club itself may provide.
(c) Regular meetings of organizations in which a majority of the members are not members of the club; such groups are not permitted the use of the club rooms, either as organizations or as guests of individuals.
(d) Undergraduates or High School students, except children of members of the club and except as noted in the second paragraph of Rule 4 above.

6. Club service for which a charge is made, will be furnished only upon signature of a member including his number, or upon signature of a member of his immediate family.
on slips provided for that purpose. No cash payments will be accepted by the employees.

7. Guest cards will be available to members for the use of visitors upon written application to the secretary, the member to be responsible for any indebtedness incurred by such guest. Such guest cards shall be good for a maximum of two weeks. Guest cards may also be issued similarly for prospective new active members of the club pending action on their applications for membership.

8. No property of the club may be taken from the rooms except with the permission of the Manager.

9. Only food provided by the Manager may be served in the club rooms and none may be served in the Grand Lounge.

10. Not more than one-third of the dining room space may be reserved at any time; for affairs of interest to the whole club, this rule may be waived by the House Committee. Individual tables will not be reserved at noon, Sundays included.

11. Only one lounge may be reserved at one time.

12. The giving of gratuities to employees by members or guests is strictly prohibited under penalty of suspension of the member and dismissal of the employee.

13. No canvassing or circulation of subscription papers of any kind, except such as concern club matters, will be permitted in the club rooms.

14. Suggestions for the betterment of the club should be made to the Chairman of the House Committee on blanks provided for that purpose. It is the duty of the House Committee to notify members of any violation of the club regulations or house rules.

15. In these house rules the expression "member of the club" is intended to include the wives or husbands of members of the Faculty Club.
Constitution and House Rules
of
The Ohio State University
FACULTY CLUB

May 1, 1936
CONSTITUTION OF FACULTY CLUB

ARTICLE I

NAME

The name of this association shall be The Ohio State University Faculty Club.

ARTICLE II

PURPOSE

The purpose of this organization shall be to facilitate University, College, and Departmental interests and to promote fellowship among its members.

ARTICLE III

MEMBERSHIP

1. There shall be six classes of membership: Active, associate, temporary, nonresident, special, and honorary.

Class I. Active Membership shall comprise the following groups:

IA. Members of the instructional force with the rank of full professor, and administrative heads.
IB. Members of the instructional force with the rank of associate professor.
IC. Members of the instructional force with the rank of assistant professor.

II. Members of the instructional force having the rank of instructor.

Only active members shall be eligible to vote, hold office, and serve on standing committees.

Class II. Associate Membership upon the recommendation of the membership committee and at the discretion of the Board of Control may be open to other administrative officers holding academic or professional degrees, to part-time teachers of the grade of instructor or above whose major service or employment is without the University, and to administrative officers of all University, state, or governmental agencies and professional societies housed on the campus. This provision shall not be retroactive in individual cases except upon the desire of the member affected. The number of such memberships shall be fixed from year to year by the Board.

Class III. Temporary Membership shall be open to members of the teaching staff or administrative officers employed temporarily for twelve months or less and to other teachers at the discretion of the Board.

Class IV. Nonresident Membership may be extended to alumni and other persons not immediately connected with the University as hereinafter provided.

Class V. Special Membership shall be extended to:

(a) Trustees of the University.
(b) Widows of former active members and widows of former members of the Board of Trustees.

Class VI. Honorary Membership may be extended to distinguished scholars and to others meritit such consideration on recommendation of the membership committee and subject to the approval of the Board of Control.

2. Election of Members. Members shall be elected as follows: A candidate may be proposed to the Membership Committee by any active member. His application shall be accompanied by the proper membership deposit. The applicant may have the option, however, of paying one-fourth down and the remainder in three equal quarterly installments within the year. If the committee finds the candidate eligible and the Board of Control approves, his name shall be posted. If within two weeks no objection is made, he shall automatically become a member. Any objection to a candidate shall be made in writing or by appearing personally before the committee. In such instances the committee shall take whatever action it deems fit.

3. Where a husband and wife are both eligible to active membership in the club, they shall each take out such membership to enjoy the privileges of the club.
ARTICLE IV

OFFICERS

1. The officers of this club shall be a president, a vice-president, and a secretary-treasurer. These officers, together with the retiring president, four other members elected by the club as hereinafter provided, and an additional member to be appointed by the Board of Trustees of the University, shall constitute a Board of Control.

2. Election of Officers. The president, subject to the approval of the Board of Control shall appoint a Nominating Committee which shall present at the annual meeting two candidates for each office that is to be vacated. The officers shall serve for one year (except as provided in Section 3) from the adjournment of the meeting at which they are elected.

3. Election of Board of Control. At each annual meeting of the club, one member of the Board of Control shall be elected by a majority of the members voting. A member so elected shall serve for four years from the date of his election, or until his successor is chosen.

4. Vacancies occurring in the Board shall be filled by the Board until the next annual election.

5. Duties of Officers. The duties of the president, vice-president, and secretary-treasurer shall be the customary duties of such officers. The president and secretary shall sign all written contracts and obligations which have been duly authorized by the Board of Control. The secretary-treasurer shall be bonded for not less than $25,000, the annual premium therefor to be paid by the club.

6. Duties of Board of Control. The Board of Control shall have general supervision and management of the funds and properties of the club. In carrying out the purposes of the club, the Board may exercise all the powers of the club, subject to this Constitution and to such action as the club may take at any meeting. It shall adopt necessary rules for the management of the club. A majority of the Board shall constitute a quorum for the transaction of business. All rules made by the Board under authority of this article shall be reported to the club.

ARTICLE V

COMMITTEES

1. Standing Committees. The following Standing Committees shall be appointed annually by the incoming president with the approval of the Board of Control at the first meeting of the Board following the annual meeting of the club: House Committee, Membership Committee, Publication Committee, Reorganization Committee, and Entertainment Committee. The members of these committees shall hold office until their successors are appointed. The president, the immediate past president, the chairman of the Membership
Committee, and the secretary-treasurer shall constitute the Reclassification Committee.

2. House Committee. The House Committee shall consist of three members and the secretary-treasurer, ex-officio. It shall have general charge of the club rooms, and shall with the approval of the Board of Control select and employ a manager. The manager shall appoint, direct, and dismiss employees, purchase supplies, approve bills, receive complaints, and enforce such rules and regulations as may be made by the Board of Control. He shall also have charge of the assigning of any portion of the club's premises for approved social functions. Between meetings of the Board of Control, the House Committee may make such special and temporary rules and regulations concerning the conduct of the club rooms as the preservation of comfort and order may require. The names of the members of the House Committee shall remain posted on the club bulletin board.

Budget. The manager shall submit for approval a budget of estimated income and expenditures for the ensuing year at the regular June meeting of the Board of Control.

3. Membership Committee. The Membership Committee shall consist of six members who shall serve for three years, two members being appointed each year. Five affirmative votes are required for approval of a candidate.

4. Entertainment Committee. The Entertainment Committee shall consist of five members and the chairman of the Publication Committee. This committee shall, subject to the consent of the Board of Control, provide special entertainment for the members of the club and their guests.

ARTICLE VI
MEETINGS

1. Annual Meetings. The annual meeting of the club shall be held in January, the date to be fixed by the Board of Control.

2. Special Meetings. The Board of Control may, and, upon the written request of fifteen active members, shall call a special meeting of the club at any time.

3. Quorum. Ten per cent of the active members shall constitute a quorum.


ARTICLE VII
MEMBERSHIP DEPOSITS

1. Active members shall pay a membership deposit as follows:

(A) Members of the instructional force with the rank of full professor, and administrative heads, $100; (B) Members of the instructional staff with the rank of as-
associate professor, §75; (C) Members of the instructional staff with the rank of assistant professor, and other administrative officers not included under (A), §50; (D) Members of the instructional force having the rank of instructor, §25.

In the case of change in academic rank, the membership deposit shall automatically change to that of the class into which the member comes, and a new certificate of membership shall be issued and the old certificate shall be returned to the club files. Bills for the additional deposit shall be rendered quarterly. Deposits of new members or additional deposits of old members shall be paid within a year.

2. In the event of a member's withdrawal from active connection with the University, or upon his withdrawal from the club, this deposit shall be returned without interest on 60 days' notice. In the event of his death this deposit shall be returned to his estate. If a member withdraws from the club he may be reinstated after one year from the time of his withdrawal.

ARTICLE VIII
DUES
1. The dues for all classes of membership except nonresident outside of Franklin County shall be at the rate of not more than $20 per year, payable quarterly. The dues shall be fixed from time to time by the Board of Control.

2. The dues for nonresident members outside of Franklin County shall be $10 per year, payable annually.

3. Special or honorary membership entails no fees or dues.

4. All dues are payable in advance. Dues for new members shall be pro rated for the quarter in which they are elected.

ARTICLE IX
DELINQUENTS

Bills for house accounts, quarterly dues, and installments on deferred or additional membership deposits will be mailed during the first week of the month in which they fall due and payment must be made on or before the fifteenth.

Names of delinquents will be posted on the sixteenth, and, if any such accounts are not paid on or before the last day of the month, credit will be suspended. Credit may again be established by payment of the account.

If accounts are not paid within 30 days after
credit has been suspended, membership in the Club will be forfeited.
Members who have forfeited membership may be reinstated by the Board of Control after such members have paid their entire indebtedness.

ARTICLE X
RESIGNATIONS
Resignation of members shall be sent to the secretary in writing, and shall be submitted to the Board of Control for action. No resignation shall be accepted until the member presenting the same shall have paid all his current indebtedness to the club. Members resigning more than fifteen days after dues are payable shall be liable for such dues.

ARTICLE XI
LEAVES OF ABSENCE
Any member of the Club intending to be absent from Columbus for a period of two consecutive quarters or more may file with the secretary, before departure, a written notice of his intended absence, together with a request for exemption from the payment of dues during the period specified. With the approval of this request by the Board of Control, he shall be exempt from all dues for the period of his absence, and during such time he shall not be entitled to any of the privileges of the Club.

ARTICLE XII
The Board of Control shall engage the services of a certified public accountant to audit the accounts periodically. A report of this audit shall be presented to the Board at its final meeting each year.

ARTICLE XIII
AMENDMENTS
The Board of Control or any ten active members, may propose amendments to the Constitution. The proposed amendments shall be posted by the secretary upon the bulletin board and shall remain so posted for a period of two weeks. After the expiration of such period, the proposed amendments may be voted upon at any regular or special meeting of the Club. A two-thirds vote of the members present shall be necessary for adoption.
THE OHIO STATE UNIVERSITY
FACULTY CLUB

HOUSE RULES

1. The club rooms will be open regularly from 9 a.m. to 11 p.m. on week days, and from 11 a.m. to 6 p.m. on Sundays. On special occasions the time for opening and closing may be extended, but permission must be obtained from the House Committee.

2. Minor children of members of the club will not be admitted except when accompanied by a member of the club, or when special entertainment is provided for them.

3. Persons who are eligible for membership in the club may not be entertained in the club rooms more than twice during any one month. This rule does not apply to departmental or committee meetings called by members of the club.

Members may bring to the club not more than two undergraduate students, other than their own children, for dinner in the evening. Because of limited accommodations, children of members will be served in the dining room on week days only after 1 p.m.

4. The Faculty Club is not open to:
   (a) Organizations which have undergraduate members except recognized honorary scholastic societies.
   (b) Meetings for which admission is charged or tickets sold, except as the club itself may provide.
   (c) Regular meetings of organizations in which a majority of the members are not members of the club; such groups are not permitted the use of the club rooms, either as organizations or as guests of individuals.
   (d) Undergraduates or High School students, except children of members of the club as noted in the second paragraph of Rule 2 above.

5. Club service for which a charge is made will be furnished only upon signature of a member including his number, or upon signature of a member of his immediate family, on slips provided for that purpose. No cash payments will be accepted by the employees.

6. Guest cards will be available to members for the use of visitors upon written application to the secretary, the member to be responsible for any indebtedness incurred by such guests. Such guest cards shall be good for a maximum of two weeks. Guest cards may also be issued similarly for prospective new active members of the club pending action on their applications for membership.

7. No property of the club may be taken from the rooms except with the permission of the manager.

8. Only food provided by the manager may be served in the club rooms and none may be
served in the Grand Lounge, except upon au-
theticity of the House Committee.

9. Not more than one-third of the dining
room space may be reserved at any time; for
affairs of interest to the whole club, this rule
may be waived by the House Committee. Table
reservations at noon, Sunday included, will be
restricted to committee meetings and similar
special purposes.

10. Only one lounge may be reserved at one
time.

11. The giving of gratuities to employees by
members or guests is strictly prohibited under
penalty of suspension of the member and dis-
missal of the employee.

12. No canvassing or circulation of sub-
scription papers of any kind, except such as
concern club matters, will be permitted in the
club rooms.

13. Suggestions for the betterment of the
club should be made to the Chairman of the
House Committee on blanks provided for that
purpose. It is the duty of the House Commit-
tee to notify members of any violation of the
club regulations or house rules.

14. In these house rules the expression
“member of the club” is intended to include
the wives or husbands of members of the
Faculty Club.
FACULTY CLUB (028)

Specifications for this building are in 169A - Shelf 91.

6/7/15 (054-50-7)
Prof. W. W. Boyd in October 1904 sent out a letter in relation to a Faculty Club. Club shares to be $50.00 each.

The Board was to meet October 19, 1904 to open bids for the new Chemistry Building. There being no quorum present, President Thompson consulted Attorney General Ellis and was instructed to proceed with the opening of the bids for the new Chemistry Building according to advertisement, to tabulate the said bids, but to postpone the awarding of the contract until such time as a quorum could be secured.

Mr. John T. Mack was made Chairman of the meeting and the bids were opened and found to be as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Total Bid</th>
<th>Plumbing</th>
<th>Heating-Vent.</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>D. W. McGrath</td>
<td>77,733.00</td>
<td>1,613.00</td>
<td>10,356.00</td>
<td>90,702.00</td>
</tr>
<tr>
<td>John H. Lina</td>
<td>81,425.00</td>
<td>4,000.00</td>
<td>10,000.00</td>
<td>95,205.00</td>
</tr>
<tr>
<td>Nichol &amp; Carr</td>
<td>70,490.00</td>
<td>1,500.00</td>
<td>10,500.00</td>
<td>82,590.00</td>
</tr>
<tr>
<td>James Westwater &amp; Co.</td>
<td>77,581.00</td>
<td>1,767.00</td>
<td>9,150.00</td>
<td>88,508.00</td>
</tr>
<tr>
<td>Chas. J. Close</td>
<td>82,213.00</td>
<td>1,950.00</td>
<td>10,000.00</td>
<td>94,163.00</td>
</tr>
<tr>
<td>V. Y. Heber</td>
<td>1,767.00</td>
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<td></td>
<td></td>
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<tr>
<td>N. G. McNamara</td>
<td>1,799.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Andrews-Johnson Co.</td>
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<tr>
<td>Mathias Bros. Co.</td>
<td>10,250.00</td>
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<tr>
<td>Wittenmair Stone Co.</td>
<td>7,796.50</td>
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<td></td>
</tr>
<tr>
<td>Lamneck-Ward Co.</td>
<td>16,015.00</td>
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<td></td>
</tr>
</tbody>
</table>

The bids were referred to the Architects to examine and report to the Board their findings.

There was a quorum of the Board October 20, 1904 and Mr. S. R. Burns, Architect presented his report.

"To the Honorable Board of Trustees
Ohio State University: October 19, 1904

Gentlemen:

In compliance with your instructions we have examined the various bids submitted at noon today for the erection of the proposed Chemistry Building, for the Ohio State University, a tabulated list of which we send herewith.

The lowest bids we find are as follows:

Nichols and Carr, Columbus, Ohio, General Contract including the following branches of work: excavation, stone masonry, cut stone, brick masonry,
The following interesting communication was presented to the Board by the Secretary:

January 17, 1922

Mr. Carl E. Steeb, Secretary
Board of Trustees.

My dear Mr. Steeb:—At a meeting of the University Faculty held on January 12, (1922), the following motions were unanimously adopted:

1. That the Trustees be notified that the Faculty heartily endorses the Trustees’ plan for Faculty Union Rooms in the New Administration Building.

2. That a committee of five be appointed from the University Faculty to act with the Trustees in completing the plans for these Club rooms.

Very truly yours,

(signed) E. D. Cockins,
Secretary, University Faculty.
AN EVENING WITH DOLLY MADISON

THE UNIVERSITY FACULTY CLUB
PRESENTS
MRS. LUCY ALLEN SMART
IN THE LOUNGE OF THE CLUB
SATURDAY EVENING
NOVEMBER 1, 1924
8:15 O'CLOCK

PART I
THE COMPANY GATHERS
Sally in Our Alley ............................ Mrs. Raymond Osburn
Old Ballad
My Mother Bids Me Bind My Hair .............. Mrs. Raymond Osburn
Song by Haydn
O'er the Hills ................................ Milton N. Nelson
Song by Francis Hopkinson
Miss Grace Chandler at the Piano

A MINUET
Pauline Deardorff  Esther Headley
Angeline Glenn  Leota Wheeler

PART II
PROLOGUE ................................. Mrs. Frederick E. Lumley
(Written for Mrs. Smart by John C. Mendenhall of the Department of English,
University of Pennsylvania)
"Forget awhile the raucous noise of town,
The never-ending running up and down,
The thousand trivial worries of the day—
Forget all these . . .
Let music with each soft appealing note
Draw memories nearer, nearer, till they float
Once more embodied in sublunar air,
And bring, while in Time's hour-glass backward run
The sands, an hour with Dolly Madison."

PART III
DOLLY MADISON ........................... LUCY ALLEN SMART
Constitution of
The Ohio State University
Faculty Club
CONSTITUTION OF FACULTY CLUB

ARTICLE I
NAME
The name of this association shall be The Ohio State University Faculty Club.

ARTICLE II
PURPOSE
The purpose of this organization shall be the promotion of social intercourse and good fellowship among its members.

ARTICLE III
MEMBERSHIP
1. There shall be three classes of membership: resident, temporary, and nonresident. Resident membership shall include active and associate.

2. Active membership shall comprise the three following subclasses:
   Class I—Members of the Board of Trustees, members of the instructional force with the rank of full professor, and administrative heads.
   Class II—Members of the instructional force with the rank of assistant professor, and other administrative officers not included in Class I.
   Class III—Members of the instructional force having the rank of instructor.
Only active members shall be eligible to vote, hold office, and serve on standing committees.

3. Associate membership shall be open to all other members of the teaching force or administrative officers holding academic or professional degrees.

4. Temporary membership shall be open to members of the teaching staff or administrative officers employed temporarily for twelve months or less.

5. Nonresident membership may be extended to alumni and other persons not immediately connected with the University as hereinafter provided.

6. Election of Members. Resident and temporary members shall be elected as follows: A candidate may be proposed to the membership committee by any active member. If the committee finds the candidate eligible, his name shall be posted. If within two weeks no objection is made, he shall automatically become a member. Any objection to a candidate shall be made in writing or by appearing personally before the committee. In such instances the committee shall take whatever action it deems fit.

Nonresident members shall be elected upon recommendation of the membership committee and approval by two-thirds of the active members of the club present at any meeting.

*Throughout this constitution the pronouns "he, his, him" shall connote both sexes.

ARTICLE IV

OFFICERS

1. The officers of this club shall be a president, a vice-president, and a secretary-treasurer. These officers, together with the retiring president, four other members elected by the club as hereinafter provided, and an additional member to be appointed by the Board of Trustees of the University, shall constitute a Board of Control. At the first election, five members shall be elected, two for one year, one for two years, one for three years, and one for four years.

2. Election of Officers. The Board of Control shall constitute a nominating committee and present at the annual meeting two candidates for each office that is to be vacated. The officers shall serve for one year (except as provided in Section 3) from the adjournment of the meeting at which they are elected.

3. Election of Board of Control. At each annual meeting of the club, one member of the Board of Control shall be elected by a majority of the members present. A member so elected shall serve for four years from the date of his election, or until his successor is chosen.

4. Vacancies occurring in the Board shall be filled by the Board until the next annual election.

5. Duties of Officers. The duties of the president, vice-president, and secretary-treas-
urer, shall be the customary duties of such officers. The president and secretary shall sign all written contracts and obligations which have been duly authorized by the Board of Control.

6. Duties of Board of Control. The Board of Control shall have general supervision and management of the funds and properties of the club. In carrying out the purposes of the club, the Board may exercise all the powers of the club, subject to this Constitution and to such action as the club may take at any meeting. It shall adopt necessary rules for the management of the club. A majority of the Board shall constitute a quorum for the transaction of business. All rules made by the Board under authority of this article shall be reported to the club.

ARTICLE V
COMMITTEES

1. Standing Committees. The following standing committees shall be appointed annually by the Board of Control at the first meeting of the Board following the annual meeting of the club: House committee, membership committee, and entertainment committee. The members of these committees shall hold office until their successors are appointed. The Board of Control shall designate the chairman of each standing committee, and may appoint any of its own members as chairman of such committees.

2. House Committee. The house committee shall consist of three members. It shall have general charge of the club rooms, and shall with the approval of the Board of Directors select and employ a manager. The manager shall appoint, direct, and dismiss employees, purchase supplies, approve bills, receive complaints, and enforce such rules and regulations as may be made by the Board of Control. He shall also have charge of the assigning of any portion of the club's premises for social functions. Between meetings of the Board of Control, the house committee may make such special and temporary rules and regulations concerning the conduct of the club rooms as the preservation of comfort and order may require. The names of the members of the house committee shall remain posted on the club bulletin.

3. Membership Committee. The membership committee shall consist of six members who shall serve for three years, two members being appointed each year. Five affirmative votes are required for approval of a candidate.

4. Entertainment Committee. The entertainment committee shall consist of five members. This committee shall, subject to the consent of the Board of Control, provide special entertainment for the members of the club and their guests.

5. Auditing Committee. An auditing committee of three members shall be appointed by the president at least one month before the annual meeting. The duty of this committee
shall be to audit the accounts for the preceding year of the treasurer and the house committee, and to certify as to the correctness of such accounts at the annual meeting of the club.

ARTICLE VI

MEETINGS

1. Annual Meetings. The annual meeting of the club shall be held in January, the date to be fixed by the Board of Control.

2. Special Meetings. The Board of Control may, and, upon the written request of fifteen active members, shall call a special meeting of the club at any time.

3. Quorum. Twenty-five active members shall constitute a quorum.


ARTICLE VII

MEMBERSHIP FEES

1. Active members shall pay a membership fee as follows:
   Class I—$100; Class II—$50; Class III—$25.

2. In the event of a member's withdrawal from active connection with the University, this fee shall be refunded without interest on 60 days' notice. In the event of his death this fee shall be returned to his estate. In the case of change in academic rank, the membership fee shall automatically change to that of the class into which the member comes, and a new certificate of membership shall be issued and the old certificate shall be returned to the club files.

ARTICLE VIII

DUES

1. The Dues for active members shall be $20.00 per year, payable $5.00 quarterly.

2. The Dues for Associate members shall be $15.00 per year, payable $5.00 quarterly.

3. The Dues for nonresident members shall be $10.00 per year, payable annually, except that the dues for such members stationed on the campus shall be the same as the dues for active members.

4. Temporary members shall pay dues of $5.00 per quarter during their term of membership.

5. All dues are payable in advance.

ARTICLE IX

DELINQUENTS

Any member whose dues or other indebtedness to the club remain unpaid for one month, shall be notified of the fact by the treasurer, and his name shall be posted on the bulletin board. If the said dues or other indebtedness be not paid within one month after such post-
ing, the member shall no longer be entitled to the privileges of the club while the account remains unpaid. If the account be not paid within two months after such posting, the member shall forfeit his membership in the club. Delinquent members may be reinstated by the Board of Control after such members have paid their entire indebtedness.

ARTICLE X

REIGNATIONS

Resignation of members shall be sent to the secretary in writing, and shall be submitted to the Board of Control for action. No resignation shall be accepted until the member presenting the same shall have paid all his current indebtedness to the club. Members resigning more than fifteen days after dues are payable, shall be liable for such dues.

ARTICLE XI

LEAVES OF ABSENCE

Any member of the club intending to be absent from Columbus for a period of two consecutive quarters or more may file with the secretary before departure, a written notice of his intended absence, together with a request for exemption from the payment of dues during the period specified. With the approval of this request by the Board of Control, he shall be exempt from all dues for the period of his absence, and during such time he shall not be entitled to any of the privileges of the club.

ARTICLE XII

AMENDMENTS

The Board of Control or any ten active members, may propose amendments to the constitution. The proposed amendments shall be posted by the secretary upon the bulletin board and shall remain so posted for a period of two weeks. After the expiration of such period, the proposed amendments may be voted upon at any regular or special meeting of the club. A two-thirds vote of the members present shall be necessary for adoption.
CONSTITUTION OF THE OHIO STATE UNIVERSITY FACULTY CLUB

ARTICLE I
NAME
The name of this association shall be The Ohio State University Faculty Club.

ARTICLE II
PURPOSE
The purpose of this organization shall be to facilitate University, College and Departmental interests through the establishment and operation of a faculty commons for the use of its members as prescribed by the House Rules and By-Laws.

ARTICLE III
MEMBERSHIP
Sec. I. Classes of Membership. There shall be six classes of membership: I Active, II Associate, III Temporary, IV Affiliate, V Special and VI Honorary.

Class I. Active Membership, shall comprise the four following groups:

IA. Members of the staff with the rank of full professor, and university administrative heads.
IB. Members of the staff with the rank of associate professor.

IC. Members of the staff with the rank of assistant professor.

ID. Members of the staff with the rank of instructor.

Where a husband and wife are both eligible to active membership in the Club they shall, in order to enjoy the privileges of the Club, each take out membership.

Class II. Associate Membership shall comprise part-time teachers of the rank of instructor or above and administrative officers of University, State and Federal agencies and of professional and other societies, when such agencies and other societies are housed on the Ohio State University campus. This provision shall not, however, have retroactive effect except upon the desire of any member affected. The number of associate memberships shall be fixed from year to year by the Board of Control.

Class III. Temporary Membership shall include members of the teaching staff and administrative officers employed temporarily for twelve months or less, and other visitors at the discretion of the Membership Committee.

Class IV. Affiliate Membership shall comprise alumni and other persons not immediately connected with the University in any of the above capacities. The number of affiliate members shall be fixed from year to year by the Board of Control. There shall be two sub-classes:

IVA. Those resident in Franklin County.

IVB. Those resident outside Franklin County.

Class V. Special Membership shall be composed of: (a) Trustees and former Trustees of the University; (b) widows of former active members and widows of former members of the Board of Trustees.

Class VI. Honorary Membership may be extended to distinguished scholars and other persons meriting such honorary consideration.

Sec. 2 Election of Members. Special Membership shall be extended automatically to those who come within that class as above defined.

Honorary Membership shall be extended on unanimous recommendation of the Membership Committee, subject to the approval of the Board of Control.

Prospective members falling within the other classes shall be elected under the following procedure: An applicant for membership in Classes I to III, inclusive, must be proposed to the Membership Committee by one active member; for Class IV membership, by two such members. If the Membership Committee acts favorably upon the petition and the Board of Control approves, the applicant’s name shall
be posted on the Club's bulletin board. If within two weeks no objection is made, he shall automatically become a member. Any objections to an applicant shall be made in writing or by appearing personally before the Membership Committee. If the Membership Committee acts unfavorably upon an application and the Board of Control approves such action, the applicant's sponsor or sponsors or any other interested active member may, by letter or personal appearance before the Membership Committee, ask reconsideration of the action taken. In either of the above situations, the action of the Membership Committee on rehearing shall be final, subject to the judgment of the Board of Control. Provided, however, that all elections to membership shall be subject to the provisions of Article V, Section 3.

Sec. 3. Change in Class of Membership. In the event of a change in the status of any member of the Club, the membership classification shall, without action under Section 2, automatically change to that into which the member falls. Such action shall be reported by the Secretary-Treasurer to the Board of Control, and shall be subject to the provisions of Article V, Section 2. Following compliance with these provisions, the old certificate of membership shall be surrendered to the Club and an appropriate new certificate issued in its place.

Sec. 4. Eligibility to Vote. Only active members shall be eligible to vote, hold office, and serve on standing committees.

ARTICLE IV
WITHDRAWAL, FORFEITURE AND REINSTATEMENT

Sec. 1. Withdrawal. Every resignation from the Club shall be submitted in writing to the Secretary-Treasurer who shall place the request before the Board of Control for action. No resignation shall be accepted until the member presenting the same shall have satisfied in full his current indebtedness to the Club. Members resigning more than fifteen days after dues are payable shall be liable for the same.

Sec. 2. Forfeiture. Membership shall be subject to forfeiture for failure to comply with any and all By-Laws (including House Rules) of the Club. All decisions as to non-compliance shall be made by the Board of Control but no decision shall be made without written notice to the member involved and an opportunity provided to appear for explanation.

Sec. 3. Reinstatement. One whose membership has been terminated either by resignation or by forfeiture may seek reinstatement under Article III, Section 2 after one year from the effective date of his resignation or forfeiture.

ARTICLE V
MEMBERSHIP DEPOSITS

Sec. 1. Requirement of Deposit.

Active Members. Active membership shall entail a membership deposit according to the
following scale: Class IA, $100; Class IB, $75; Class IC, $50; Class ID, $25.

Associate Members. Associate membership shall entail a deposit of $50.

Affiliate Members. Class IVA membership shall entail a deposit of $50. Class IVB membership shall entail no deposit.

Other Classes of Membership. The remaining classes of membership shall carry no membership deposit.

Sec. 2. Change of Status. Any change of status as between classes or sub-classes of membership shall be accompanied by the appropriate adjustment in the member’s deposit. Any refunds shall be handled on the same basis as employed in Section 4 of this article.

Sec. 3. Time of Payment. Deposits of new members must accompany applications for membership; provided, however, that the applicant may have the option of advancing one-fourth of the deposit and paying the remainder in three equal quarterly installments. Additional deposits required by Section 2 of this article shall be met in like manner.

Sec. 4. Repayment of Deposit. In the event of the resignation of a member from the Club or forfeiture of membership under the provisions of Article IV, any net deposit after deducting current indebtedness shall be returned to him, without interest, within sixty days after final action. In the event of his death this deposit shall be returned to his estate.

ARTICLE VI
DUES

Sec. 1. Scale of Dues. Class V and Class VI membership shall not entail the payment of dues. The dues for Class IVB members shall be $10 per year, payable annually. All other classes (including Class IVA) of membership shall pay dues quarterly at the rate of not more than $20 per year, the Board of Control to have the power to fix the amounts required; provided, however, the dues for Class IVA shall never be less than for Class IA.

Sec. 2. Time Payable. All dues shall be payable in advance. Dues of new members shall be pro rated for the quarter in which they are elected.

Sec. 3. Exemptions. Any active or associate member of the Club who intends to be absent from Columbus for a period of two or more consecutive academic quarters may, before departure, file with the Secretary-Treasurer a written notice of his intended absence, indicating its duration and requesting an exemption from the payment of dues during the period specified. Action upon such request shall be by the Board of Control, which shall also be empowered to extend exemptions at its discretion. During the period of exemption for any such member, he shall not be entitled to any privileges of the Club.

ARTICLE VII
MEETINGS

Sec. 1. Annual Meetings. The annual meet-
ing and election of the Club shall be held in February, the date to be fixed by the Board of Control.

Sec. 2. Special Meetings. The Board of Control may, and upon the written requests of fifteen active members, shall, call a special meeting of the Club at any time.

Sec. 3. Quorum. Ten per cent of the active members shall constitute a quorum.

Sec. 4. Notice of Meetings. Notice of all meetings shall be posted on the Club’s bulletin board for one week in advance of the time set; notice shall also be published in three issues of the Daily Bulletin, the first of which shall appear one week in advance.

ARTICLE VIII
OFFICERS

Sec. 1. Designation and Tenure. The officers of this Club shall be a president, a president-elect, and a secretary-treasurer. Each shall serve for one year or until a successor is chosen.

Sec. 2. Mode of Incumbency. At the first annual election after this Constitution becomes effective, all three offices specified in Section I of this article shall be filled as provided hereinafter; in subsequent years only the presidency-elect and the secretary-treasurer shall be thus filled, the presidency being automatically assumed by the president-elect of the preceding year. Vacancies occurring in the Presidency or Secretary-Treasur-ership shall be filled through appointment by the Board of Control, the appointment to run for the duration of the unexpired term. In the event of a vacancy in the Presidency-elect before November of any year, the office shall be filled at a special election. Otherwise, the vacancy shall not be filled but a President chosen at the annual election next following.

Sec. 3. Nominations. The president shall appoint, from among the active membership, a Nominating Committee of three, which shall present two candidates for each office to be filled at the annual election. Nomination may also be made by petitions bearing the signatures of at least thirty-five active members.

The Nominating Committee shall place its nominations in the hands of the secretary-treasurer at least twenty days prior to the date fixed for the annual election; whereupon the officer shall immediately post on the Club bulletin board, the candidates named. All nominations by petition must be in the hands of the secretary-treasurer ten days preceding the election date, and that officer shall immediately post any such nominations in like manner as for those made by the Nominating Committee.

Sec. 4. Election Procedure. Prior to the annual election the president shall name three tellers whose duties it shall be to conduct the annual election and to certify both to the outgoing secretary-treasurer and to the Board of Control at its first meeting next following, the results of that election. The method of
voting in any year shall be by mail, by ballot, or by a combination of the two, at the discretion of the Board of Control. A plurality vote of those exercising the franchise shall control. The right to vote shall be governed by Article III, Sec. 4.

Sec. 5. Special Election. Special elections, when necessary, shall be conducted in the same manner as provided in Sections 3 and 4 of this article; provided, further, that as to notice all special elections shall be controlled by the provisions of Article VII, Sec. 4.

Sec. 6. Powers and Duties. The powers and duties of the president, the president-elect, and the secretary-treasurer shall be those generally pertaining to such offices and those specifically set out in this constitution. The duties of the president-elect shall include assumption of the office of president in case of absence or incapacity on the part of the incumbent of that office. The duties of the secretary-treasurer shall include the keeping of the minutes of all annual and special meetings and the recording, in the same minute book, of all election results as certified under Section 4 of this article and of all constitutional amendments adopted and certified as provided in Article XII, Sec. 3. The president and the secretary-treasurer shall sign all contracts and general obligations which have been duly authorized by the Board of Control or the Club Membership. The secretary-treasurer shall pay only those bills approved as provided in the Club by-laws, and shall be bonded in such sum as shall be determined by the Board of Control.

ARTICLE IX
BOARD OF CONTROL

Sec. 1. Composition and Tenure. The officers designated in Section 1 of Article VIII, together with the retiring president, an appointee of the Board of Trustees of the University, and four active members elected by the Club as hereinafter provided, shall constitute a Board of Control. An elected member shall serve for four years or until a successor is chosen. The member named by the Board of Trustees shall serve at the pleasure of that Board; the retiring president shall serve for one year only. Remaining members shall serve during their incumbency in office.

Sec. 2. Mode of Election of Elected Members. Election of the four members named directly by the Club’s active membership shall be so staggered as to require the election of one member at each annual election. The nomination and election procedure provided for in Article VIII, Sections 3 and 4, shall be applicable to elections to the Board of Control to the same extent as though such provisions were expressly incorporated herein. Unexpired terms created by resignation or other causes shall be filled by the Board of Control; provided, that such appointment shall run only to the next annual election at which time a successor shall be named, under the procedure above provided, to serve the unexpired term.

Sec. 3. Meetings. The Board of Control shall meet once per month during the academic year and at the call of the President.
Sec. 4. Organization. The president of the Club shall act as chairman of the Board of Control. The secretary-treasurer of the Club shall act as secretary of the Board, recording in a separate minute book all meetings and transactions of said Board.

Sec. 5. Duties and Powers. The Board of Control shall have those powers and duties specifically enumerated in other parts of this Constitution together with the following: It shall have the general supervision and management of the funds and properties of the Club. It shall adopt necessary house rules and by-laws for the management of the Club; provided, however, that house rules and by-laws so adopted shall be reported to the Club membership through posting or other suitable means. In carrying out the purpose of the Club, the Board may exercise all of the powers of the Club, subject to this Constitution and to the action of the Club’s voting membership at any annual or special meeting. The Board of Control shall employ a manager whose term shall continue at the discretion of the Board. The manager shall appoint, direct and dismiss all employees, purchase supplies, approve bills, receive and adjust complaints and enforce such regulations and rules as may be in force.

ARTICLE X
STANDING COMMITTEES

Sec. 1. Number, Mode of Appointment, and Term. Each incoming president shall appoint, as standing committees, a House Com-

mittee, a Publicity Committee, and an Entertainment Committee, the members of which shall serve for one year or until their successors are appointed. He shall also name two members to a Membership Committee, those members to serve for three years or until their successors are appointed. These appointments shall be made known at the first meeting of the Board of Control following the election of new officers, after which they shall be posted on the Club’s bulletin board for the duration of the year.

Sec. 2. Composition, Powers and Duties.

(a) The Publicity Committee shall consist of one member whose task shall be, in addition to serving on the Entertainment Committee, the suitable publicizing of the Club’s functions and activities.

(b) The Entertainment Committee shall consist of six members, with the Publicity Committee member ex officio. This committee, subject to the supervision of the Board of Control, shall be charged with providing entertainment on suitable occasions.

(c) The Membership Committee shall consist of six members, two to be appointed each year. Its duties shall consist of the general administration of Article III, subject to the action of the Board of Control there provided for.

(d) The House Committee shall consist of three appointed members, the President-Elect and the Secretary-Treasurer of the
Club. It shall act in an advisory capacity to the manager and shall have regular meetings at stated times and a detailed report of each meeting shall be made by the Chairman at each regular meeting of the Board of Control.

It shall have general charge of the Club rooms, subject to the powers of the Board of Control under Article IX, Section 5, and, between meetings of the Board, may make such special and temporary regulations as may be required. It shall also fulfill duties prescribed by Article XI, Section 2.

ARTICLE XI
FISCAL CONTROL

Sec. 1. Fiscal Year. The Club's fiscal year shall run from Sept. 1st to August 31st.

Sec. 2. Budget. The House Committee, in cooperation with the Manager, shall each year submit to the Board of Control at its May or June meeting a budget of estimated income and expenditures. This budget shall be subject to revision and correction at the hands of the Board. In its final approved form it shall be posted for the information of members.

Sec. 3. Audits. The Board of Control shall engage the services of a certified public accountant to audit the Club's accounts annually at the end of the Club's fiscal year, or upon request of the Board. A report of any audit shall be presented to the Board at its next succeeding meeting, after which it shall be available to any member upon request.

ARTICLE XII
AMENDMENTS

Sec. 1. Method of Proposing. The Board of Control or any thirty-five active members, may propose amendments to the Constitution. The proposed amendments shall be posted by the Secretary upon the bulletin board and shall remain so posted for a period of two weeks. After the expiration of such period, the proposed amendments may be voted upon at any meeting or election of the Club.

Sec. 2. Voting. A two-thirds vote of those balloting shall be necessary for adoption. The method of voting shall be controlled by Article VIII, Section 4.

Sec. 3. Certification. Where voting on amendments to the Constitution occurs at any regular or special election, it shall be the duty of the tellers named in Article VIII, Section 4, to certify the results of the balloting in the manner there provided for elections. Where such voting occurs at a special meeting of the Club, the president or other presiding officer shall name from among those present three tellers who shall carry out the duties afore mentioned.
SCHEDULE

This Constitution shall take effect immediately upon its adoption. Provided, however, that all members of the Board of Control, officers and committeemen then serving shall fill out the terms for which they were elected or appointed under the superceded Constitution. And provided further, that any and all adjustments in class of membership, deposits, dues and like matters required by this Constitution or which may result from powers delegated by this instrument shall take place as of the beginning of the academic quarter immediately next following its adoption.

NOTE

The House rules and By-laws will be posted upon the club's bulletin board permanently as soon as revised by a special committee and approved by the Board of Control.
CONSTITUTION
of
The Ohio State University
FACULTY CLUB

OHIO STATE UNIVERSITY
JUL 9 1971
LIBRARIES
September 24, 1942
CONSTITUTION OF THE OHIO STATE UNIVERSITY FACULTY CLUB

ARTICLE I
NAME
The name of this association shall be The Ohio State University Faculty Club.

ARTICLE II
PURPOSE
The purpose of this organization shall be to facilitate University, College and Departmental interests through the establishment and operation of a faculty commons for the use of its members as prescribed by the House Rules and By-Laws.

ARTICLE III
MEMBERSHIP
Sec. I. Classes of Membership. There shall be six classes of membership: I Active, II Associate, III Temporary, IV Affiliate, V Special and VI Honorary.

Class I. Active Membership, shall comprise the four following groups:

IA. Members of the staff with the rank of full professor, and university administrative heads.
IB. Members of the staff with the rank of associate professor.

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ID. Members of the staff with the rank of instructor.

Where a husband and wife are both eligible to active membership in the Club they shall, in order to enjoy the privileges of the Club, each take out membership.

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Class III. Temporary Membership shall include members of the teaching staff and administrative officers employed temporarily for twelve months or less, and other visitors at the discretion of the Membership Committee.

Class IV. Affiliate Membership shall comprise alumni and other persons not immediately connected with the University in any of the above capacities. The number of affiliate members shall be fixed from year to year by the Board of Control. There shall be two sub-classes:

IVA. Those resident in Franklin County.

IVB. Those resident outside Franklin County.

Class V. Special Membership shall be composed of: (a) Trustees and former Trustees of the University; (b) widows of former active members and widows of former members of the Board of Trustees.

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Sec. 2. Election of Members. Special Membership shall be extended automatically to those who come within that class as above defined.

Honorary Membership shall be extended on unanimous recommendation of the Membership Committee, subject to the approval of the Board of Control.

Prospective members falling within the other classes shall be elected under the following procedure: An applicant for membership in Classes I to III, inclusive, must be proposed to the Membership Committee by one active member; for Class IV membership, by two such members. If the Membership Committee acts favorably upon the petition and the Board of Control approves, the applicant's name shall
be posted on the Club’s bulletin board. If within two weeks no objection is made, he shall automatically become a member. Any objections to an applicant shall be made in writing or by appearing personally before the Membership Committee. If the Membership Committee acts unfavorably upon an application and the Board of Control approves such action, the applicant’s sponsor or sponsors or any other interested active member may, by letter or personal appearance before the Membership Committee, ask reconsideration of the action taken. In either of the above situations, the action of the Membership Committee on rehearing shall be final, subject to the judgment of the Board of Control. Provided, however, that all elections to membership shall be subject to the provisions of Article V, Section 3.

Sec. 3. Change in Class of Membership. In the event of a change in the status of any member of the Club, the membership classification shall, without action under Section 2, automatically change to that into which the member falls. Such action shall be reported by the Secretary-Treasurer to the Board of Control, and shall be subject to the provisions of Article V, Section 2. Following compliance with these provisions, the old certificate of membership shall be surrendered to the Club and an appropriate new certificate issued in its place.

Sec. 4. Eligibility to Vote. Only active members shall be eligible to vote, hold office, and serve on standing committees.

ARTICLE IV
WITHDRAWAL, FORFEITURE AND REINSTATEMENT

Sec. 1. Withdrawal. Every resignation from the Club shall be submitted in writing to the Secretary-Treasurer who shall place the request before the Board of Control for action. No resignation shall be accepted until the member presenting the same shall have satisfied in full his current indebtedness to the Club. Members resigning more than fifteen days after dues are payable shall be liable for the same.

Sec. 2. Forfeiture. Membership shall be subject to forfeiture for failure to comply with any and all By-Laws (including House Rules) of the Club. All decisions as to non-compliance shall be made by the Board of Control but no decision shall be made without written notice to the member involved and an opportunity provided to appear for explanation.

Sec. 3. Reinstatement. One whose membership has been terminated either by resignation or by forfeiture may seek reinstatement under Article III, Section 2 after one year from the effective date of his resignation or forfeiture.

ARTICLE V
MEMBERSHIP DEPOSITS

Sec. 1. Requirement of Deposit.

Active Members. Active membership shall entail a membership deposit according to the
following scale: Class IA, $100; Class IB, $75; Class IC, $50; Class ID, $25.

\checkmark \textit{Associate Members.} Associate membership shall entail a deposit of $50.

\textit{Affiliate Members.} Class IVA membership shall entail a deposit of $50. Class IVB membership shall entail no deposit.

\textit{Other Classes of Membership.} The remaining classes of membership shall carry no membership deposit.

Sec. 2. \textit{Change of Status.} Any change of status as between classes or sub-classes of membership shall be accompanied by the appropriate adjustment in the member's deposit. Any refunds shall be handled on the same basis as employed in Section 4 of this article.

Sec. 2. \textit{Time of Payment.} Deposits of new members must accompany applications for membership; provided, however, that the applicant may have the option of advancing one-fourths of the deposit and paying the remainder in three equal quarterly installments. Additional deposits required by Section 2 of this article shall be met in like manner.

Sec. 4. \textit{Repayment of Deposit.} In the event of a member's withdrawal from active connection with the University, this deposit, less any current indebtedness, shall be returned without interest on sixty days notice. In the event of his death, this deposit shall be returned to his estate. In the event of forfeiture of membership under the provision of Article IV, this deposit, less any current indebtedness, shall be returned immediately.

\textbf{ARTICLE VI}

\textbf{DUES}

Sec. 1. \textit{Scale of Dues.} Class V and Class VI membership shall not entail the payment of dues. The dues for Class IVB members shall be $10 per year, payable annually. All other classes (including Class IVA) of membership shall pay dues quarterly at the rate of not more than $20 per year, the Board of Control to have the power to fix the amounts required; provided, however, the dues for Class IVA shall never be less than for Class IA.

Sec. 2. \textit{Time Payable.} All dues shall be payable in advance. Dues of new members shall be prorated for the quarter in which they are elected.

Sec. 3. \textit{Exemptions.} Any active or associate member of the Club who intends to be absent from Columbus for a period of two or more consecutive academic quarters may, before departure, file with the Secretary-Treasurer a written notice of his intended absence, indicating its duration and requesting an exemption from the payment of dues during the period specified. Action upon such request shall be by the Board of Control, which shall also be empowered to extend exemptions at its discretion. During the period of exemption for any such member, he shall not be entitled to any privileges of the Club.

\textbf{ARTICLE VII}

\textbf{MEETINGS}

Sec. 1. \textit{Annual Meetings.} The annual meet-
ing and election of the Club shall be held in February, the date to be fixed by the Board of Control.

Sec. 2. Special Meetings. The Board of Control may, and upon the written request of fifteen active members, shall, call a special meeting of the Club at any time.

Sec. 3. Quorum. Ten per cent of the active members shall constitute a quorum.

Sec. 4. Notice of Meetings. Notice of all meetings shall be posted on the Club’s bulletin board for one week in advance of the time set; notice shall also be published in three issues of the Daily Bulletin, the first of which shall appear one week in advance.

ARTICLE VIII
OFFICERS
Sec. 1. Designation and Tenure. The officers of this Club shall be a president, a president-elect, and a secretary-treasurer. Each shall serve for one year or until a successor is chosen.

Sec. 2. Mode of Incumbency. At the first annual election after this Constitution becomes effective, all three offices specified in Section 1 of this article shall be filled as provided hereinafter; in subsequent years only the presidency-elect and the secretary-treasurer shall be thus filled, the presidency being automatically assumed by the president-elect of the preceding year. Vacancies occurring in the Presidency or Secretary-Treasurership shall be filled through appointment by the Board of Control, the appointment to run for the duration of the unexpired term. In the event of a vacancy in the Presidency-elect before November of any year, the office shall be filled at a special election. Otherwise, the vacancy shall not be filled but a President chosen at the annual election next following.

Sec. 3. Nominations. The president shall appoint, from among the active membership, a Nominating Committee of three, which shall present two candidates for each office to be filled at the annual election. Nomination may also be made by petitions bearing the signatures of at least thirty-five active members.

The Nominating Committee shall place its nominations in the hands of the secretary-treasurer at least twenty days prior to the date fixed for the annual election; whereupon that officer shall immediately post on the Club bulletin board, the candidates named. All nominations by petition must be in the hands of the secretary-treasurer ten days preceding the election date, and that officer shall immediately post any such nominations in like manner as for those made by the Nominating Committee.

Sec. 4. Election Procedure. Prior to the annual election the president shall name three tellers whose duties it shall be to conduct the annual election and to certify both to the outgoing secretary-treasurer and to the Board of Control at its first meeting next following, the results of that election. The method of
voting in any year shall be by mail, by ballot, or by a combination of the two, at the discretion of the Board of Control. A plurality vote of those exercising the franchise shall control. The right to vote shall be governed by Article III, Sec. 4.

Sec. 5. Special Election. Special elections, when necessary, shall be conducted in the same manner as provided in Sections 3 and 4 of this article; provided, further, that as to notice all special elections shall be controlled by the provisions of Article VII, Sec. 4.

Sec. 6. Powers and Duties. The powers and duties of the president, the president-elect, and the secretary-treasurer shall be those generally pertaining to such offices and those specifically set out in this constitution. The duties of the president-elect shall include assumption of the office of president in case of extended absence or incapacity on the part of the incumbent of that office. The duties of the secretary-treasurer shall include the keeping of the minutes of all annual and special meetings and the recordation, in the same minute book, of all election results as certified under Section 4 of this article and of all constitutional amendments adopted and certified as provided in Article XII, Sec. 3. The president and the secretary-treasurer shall sign all contracts and general obligations which have been duly authorized by the Board of Control or the Club Membership. The secretary-treasurer shall pay only those bills approved as provided in the Club by-laws, and shall be bonded in such sum as shall be determined by the Board of Control.

ARTICLE IX
BOARD OF CONTROL

Sec. 1. Composition and Tenure. The officers designated in Section 1 of Article VIII, together with the retiring president, an appointee of the Board of Trustees, and four active members elected by the Club as hereinafter provided, shall constitute a Board of Control. An elected member shall serve for four years or until a successor is chosen. The member named by the Board of Trustees shall serve at the pleasure of that Board; the retiring president shall serve for one year only. Remaining members shall serve during their incumbency in office.

Sec. 2. Mode of Election of Elected Members. Election of the four members named directly by the Club's active membership shall be so staggered as to require the election of one member at each annual election. The nomination and election procedure provided for in Article VIII, Sections 3 and 4, shall be applicable to elections to the Board of Control to the same extent as though such provisions were expressly incorporated herein. Unexpired terms created by resignation or other causes shall be filled by the Board of Control; provided, that such appointment shall run only to the next annual election at which time a successor shall be named, under the procedure above provided, to serve the unexpired term.

Sec. 3. Meetings. The Board of Control shall meet once per month during the academic year and at the call of the President.
Sec. 4. Organization. The president of the Club shall act as chairman of the Board of Control. The secretary-treasurer of the Club shall act as secretary of the Board, recording in a separate minute book all meetings and transactions of said Board.

Sec. 5. Duties and Powers. The Board of Control shall have those powers and duties specifically enumerated in other parts of this Constitution together with the following: It shall have the general supervision and management of the funds and properties of the Club. It shall adopt necessary house rules and by-laws for the management of the Club; provided, however, that house rules and by-laws so adopted shall be reported to the Club membership through posting or other suitable means. In carrying out the purpose of the Club, the Board may exercise all of the powers of the Club, subject to this Constitution and to the action of the Club's voting membership at any annual or special meeting. The Board of Control shall employ a manager whose term shall continue at the discretion of the Board. The manager shall appoint, direct and dismiss all employees, purchase supplies, approve bills, receive and adjust complaints and enforce such regulations and rules as may be in force.

ARTICLE X
STANDING COMMITTEES

Sec. 1. Number, Mode of Appointment, and Tenure. Each incoming president shall appoint, as standing committees, a House Committee, a Publicity Committee, and an Entertainment Committee, the members of which shall serve for one year or until their successors are appointed. He shall also name two members to a Membership Committee, those members to serve for three years or until their successors are appointed. These appointments shall be made known at the first meeting of the Board of Control following the election of new officers, after which they shall be posted on the Club's bulletin board for the duration of the year.

Sec. 2. Composition, Powers and Duties.

(a) The Publicity Committee shall consist of one member whose task shall be, in addition to serving on the Entertainment Committee, the suitable publicizing of the Club's functions and activities.

(b) The Entertainment Committee shall consist of six members, with the Publicity Committeeman ex officio. This committee, subject to the supervision of the Board of Control, shall be charged with providing entertainment on suitable occasions.

(c) The Membership Committee shall consist of six members, two to be appointed each year. Its duties shall consist of the general administration of Article III, subject to the action of the Board of Control there provided for.

(d) The House Committee shall consist of three appointed members, the President-Elect and the Secretary-Treasurer of the Club. It shall act in an advisory capacity to
the manager and shall have regular meetings at stated times and a detailed report of each meeting shall be made by the Chairman at each regular meeting of the Board of Control.

It shall have general charge of the Club rooms, subject to the powers of the Board of Control under Article IX, Section 5, and, between meetings of the Board, may make such special and temporary regulations as may be required. It shall also fulfill duties prescribed by Article XI, Section 2.

ARTICLE XI
FISCAL CONTROL

Sec. 1. Fiscal Year. The Club's fiscal year shall run from Sept. 1st to August 31st.

Sec. 2. Budget. The House Committee, in cooperation with the Manager, shall each year submit to the Board of Control at its May or June meeting a budget of estimated income and expenditures. This budget shall be subject to revision and correction at the hands of the Board. In its final approved form it shall be posted for the information of members.

Sec. 3. Audits. The Board of Control shall engage the services of a certified public accountant to audit the Club's accounts annually at the end of the Club's fiscal year, or upon request of the Board. A report of any audit shall be presented to the Board at its next succeeding meeting, after which it shall be available to any member upon request.

ARTICLE XII
AMENDMENTS

Sec. 1. Method of Proposing. The Board of Control or any thirty-five active members, may propose amendments to the Constitution. The proposed amendments shall be posted by the Secretary upon the bulletin board and shall remain so posted for a period of two weeks. After the expiration of such period, the proposed amendments may be voted upon at any meeting or election of the Club.

Sec. 2. Voting. A two-thirds vote of those balloting shall be necessary for adoption. The method of voting shall be controlled by Article VIII, Section 4.

Sec. 3. Certification. Where voting on amendments to the Constitution occurs at any regular or special election, it shall be the duty of the tellers named in Article VIII, Section 4, to certify the results of the balloting in the manner there provided for elections. Where such voting occurs at a special meeting of the Club, the president or other presiding officer shall name from among those present three tellers who shall carry out the duties aforesaid mentioned.

SCHEDULE

This Constitution shall take effect immediately upon its adoption. Provided, however, that all members of the Board of Control, officers and committee members then serving shall fill out the terms for which they were elected or appointed under the superseded Constitu-
tion. And provided further, that any and all adjustments in class membership, deposits, dues and like matters required by this Constitution or which may result from powers delegated by this instrument shall take place as of the beginning of the academic quarter immediately next following its adoption.

HOUSE RULES

1. The club rooms will be open regularly from 9 a. m. to 11 p. m. on week days, and from 11 a. m. to 4 p. m. on Sundays. On special occasions the time for opening and closing may be extended, but permission must be obtained from the manager.

2. Minor children of members of the club will not be admitted except when accompanied by a member of the club or when previous arrangement has been made with the Manager by the parents or when special entertainment is provided for them.

3. Persons who are eligible for membership in the club may not be entertained in the club rooms more than twice during any one month. This rule does not apply to departmental or committee meetings called by members of the club.

Members may bring to the club not more than four undergraduate students, other than their own children, for dinner in the evening.

4. The Faculty Club is not open to:
   (a) Organizations which have undergraduate members except honorary scholastic societies. This shall include only such organizations as those in which the faculty participates in election to membership.
   (b) Meetings for which admission is charged or tickets sold, except as the club itself may provide.
   (c) Meetings of organizations in which a majority of the members are not members of the club; such groups are not permitted the use of the club rooms as organizations.
   (d) Undergraduates or high school students, except children of members of the club as noted in the second paragraph of Rule 3 above.

5. Club service for which a charge is made will be furnished only upon signature of a member including his number, or upon signature of a member of his immediate family, or slips provided for that purpose. No member may assign the right to use his signature for club service. All cash payments must be made at the club office.

6. Guest cards will be available to members for the use of visitors upon written application to the Manager, the member to be responsible for any indebtedness incurred by such
guests. Such guest cards shall be good for a maximum of two weeks. Guest cards may also be issued similarly for prospective new active members of the Club pending action on their applications for membership.

7. The President shall be the principal administrative officer of the Club and the Manager shall report through the President to the Board of Control. The Manager shall be responsible for the details of club management as provided in the constitution.

8. No property of the Club may be taken from the rooms except with the permission of the Manager.

9. Only food prepared by the Club may be served in the club rooms and none may be served in the Grand Lounge except on authority of the Manager.

10. Individual reservations shall not exceed one-third of the dining room space at any one time except on approval of the House Committee.

(a) Table reservations at noon except on Saturday and Sunday will be restricted to committee meetings and similar special purposes.

(b) On week days, reservations in the main dining room shall not be held later than 12:10 p.m.

(c) Reservations at noon Sunday shall not be held more than 15 minutes after the time for which the reservation was made.

11. The west end of the Grand Lounge shall be reserved for the general membership at all times.

12. The reading room shall at no time be used for any other purpose.

13. No exhibition shall be placed on display except such as are authorized by the Board of Control.

14. Acceptance of gifts of furniture or equipment shall be at the discretion of the Board of Control.

15. The giving of gratuities to employees by members or guests is strictly prohibited under penalty of suspension of the member and dismissal of the employee.

16. No canvassing or circulation of subscription papers of any kind, except such as concern club matters, will be permitted in the club rooms.

17. Suggestions for the betterment of the club should be made to the Chairman of the House Committee on blanks provided for that purpose. It is the duty of the House Committee to notify members of any violation of the club regulations or house rules.

18. In these house rules the expression "member of the club" is intended to include the wives or husbands of members of the Faculty Club.

19. Exceptions to these House Rules may
be made only by the Board of Control on application made through the Manager.

20. Recreational facilities during the noon period shall be available to the members daily and the Manager shall not make reservations involving the use of the recreation room unless suitable substitute arrangements are made in other quarters of the building.

21. Bills for house accounts and dues will be mailed on or before the fifth day of the month and payment is due upon receipt of bill.

If accounts are not paid on or before the last day of the month, credit will be suspended and names of delinquents will be posted. Credit may again be established by payment of the account.

If accounts are not paid within 30 days after credit has been suspended, membership in the Club will be forfeited. (as provided Article IV, Section 2 of Constitution.)

Members who have forfeited membership may be reinstated by the Board of Control after such members have paid their entire indebtedness.
PROPOSED AMENDMENTS TO THE CONSTITUTION

Aug. 14, 1945

The Board of Control has proposed amendments to the constitution which if adopted would create a new class of membership for club members who hold the title of Emeritus.

The proposed amendments are set forth below:

Article III Section I shall be amended by the addition of the following paragraph to the enumeration of active membership classifications.

"IE. Members of the staff who have the title of Emeritus conferred upon them while holding active membership in the club."

Article V Section I shall be amended by the addition of the following at the end of the paragraph relating to the deposits of active members.

"IE. The amount of deposit at the time of transfer to this classification."
THE OHIO STATE UNIVERSITY FACULTY CLUB

HOUSE RULES

REVISED JUNE, 1945

1. The club rooms will be open regularly from 9 a.m. to 11 p.m. on week days, and from 11 a.m. to 4 p.m. on Sundays. On special occasions the time for opening and closing may be extended, but permission must be obtained from the manager.

2. Minor children of members of the club will not be admitted except when accompanied by a member of the club or when previous arrangement has been made with the Manager by the parents or when special entertainment is provided for them.

3. Persons who are eligible for membership in the club may not be entertained in the club rooms more than twice during any one month. This rule does not apply to departmental or committee meetings called by members of the club.

Members may bring to the club not more than four undergraduate students, other than their own children, for dinner in the evening. Because of limited accommodations, children and wives of members, unaccompanied by a member of the club, will be served in the dining room on week days only after 1 p.m.

4. The Faculty Club is not open to:

   (a) Organizations which have undergraduate members except honorary scholastic societies. This shall include only such organizations as those in which the faculty participates in election to membership.

   (b) Meetings for which admission is charged or tickets sold, except as the club itself may provide.

   (c) Meetings of organizations in which a majority of the members are not members of the club; such groups are not permitted the use of the club rooms as organizations.

   (d) Undergraduates or high school students, except children of members of the club as noted in the second paragraph of Rule 3 above.

5. Club service for which a charge is made will be furnished only upon signature of a member including his number, or upon signature of a member of his immediate family, on slips provided for that purpose. No member may assign the right to use his signature for club service. All cash payments must be made at the club office.

6. Guest cards will be available to members for the use of visitors upon written application to the Manager, the member to be responsible for any indebtedness incurred by such guests. Such guest cards shall be good for a maximum of two weeks. Guest cards may also be issued similarly for prospective new active members of the Club pending action on their applications for membership.

7. The President shall be the principal administrative officer of the Club and the Manager shall report through the President to the Board of Control. The Manager shall be responsible for the details of club management as provided in the constitution.

8. No property of the Club may be taken from the rooms except with the permission of the Manager. This includes books and magazines from the library.

(Over)
9. Only food prepared by the Club may be served in the club rooms and none may be served in the Grand Lounge except on authority of the Manager.

10. Individual reservations shall not exceed one-third of the dining room space at any one time except on approval of the House Committee. Table reservations at noon except on Saturday and Sunday will be restricted to committee meetings and similar special purposes.

11. The west end of the Grand Lounge shall be reserved for the general membership at all times.

12. The reading room shall at no time be used for any other purpose. Quiet must be maintained at all times.

13. No exhibition shall be placed on display except such as are authorized by the Board of Control.

14. Acceptance of gifts of furniture or equipment shall be at the discretion of the Board of Control.

15. The giving of gratuities to employees by members or guests is strictly prohibited.

16. No canvassing or circulation of subscription papers of any kind, except such as concern club matters, will be permitted in the club rooms.

17. Suggestions for the betterment of the club should be made to the Chairman of the House Committee in writing. It is the duty of the House Committee to notify members of any violation of the club regulations or house rules.

18. In these house rules the expression "member of the club" is intended to include the wives or husbands of members of the Faculty Club.

19. Exceptions to these House Rules may be made only by the Board of Control on application made through the Manager.

20. Recreational facilities during the noon period shall be available to the members daily and the Manager shall not make reservations involving the use of the recreation room unless suitable substitute arrangements are made in other quarters of the building.

21. Bills for house accounts and dues will be mailed on or before the fifth day of the month and payment is due upon receipt of bill.

If accounts are not paid on or before the last day of the month, credit will be suspended and names of delinquents will be posted. Credit may again be established by payment of the account. If accounts are not paid within 30 days after credit has been suspended, membership in the Club will be forfeited. (as provided Article IV, Section 2 of Constitution.)

Members who have forfeited membership may be reinstated by the Board of Control after such members have paid their entire indebtedness.
FACULTY CLUB

FINANCIAL STATEMENT

as of

October 1, 1935
November 1, 1935

The following statement of the Faculty Club for the year ending September 24, 1935, has been condensed from the annual report prepared by the auditor and presented to the Board of Control at its October meeting. The Board authorized its distribution to the active membership.

The comparisons with previous years are both revealing and significant. These points stand out:

1. Despite the fact that the dining room did some $12,000 more business last year over the average for the three previous years, it lost $1300 on the year. This was due to the fact that food costs increased approximately 15% during the year over the average for the three previous years without any increase in the prices charged in the dining room.

2. Because of the loss in the dining room and the decreased revenue from dues, the Club ended the year with a net loss of $2574.75.

3. Chiefly because of the reduction authorized some time ago, the annual income from dues has declined some $2600, the average for the three years, 1932-34 inclusive, being $14,072.34 as against $11,463.50 last year.

A slight adjustment has been made in the dining room prices to help offset the still mounting costs of food and additional management economies are being effected. There has also been an unusually large number of new members this fall.

The Club is still in a sound financial condition. With the changes indicated and barring unforeseen circumstances, your officers feel that the end of the current year should show the Club once more in the black.

Charles St. J. Clibb, president
James E. Pollard, secretary-treasurer
Thomas E. French, chairman, house committee.
### COMPARATIVE STATEMENT OF PROFIT AND LOSS
Year Ending 1935 Compared with Average of the Three Years Previous

<table>
<thead>
<tr>
<th></th>
<th>Average</th>
<th>Last Year</th>
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<tbody>
<tr>
<td>Dining Room Sales</td>
<td>$41,267.18</td>
<td>$55,521.60</td>
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<tr>
<td>Food Supplies</td>
<td>$20,799.90</td>
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<td>Expenses</td>
<td>4,166.49</td>
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<td>Wages</td>
<td>17,151.99</td>
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<td>Total Cost</td>
<td>$42,714.38</td>
<td>$58,621.86</td>
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<td>Gross Profit or (Loss)</td>
<td>111.00</td>
<td>(1,100.26)</td>
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#### CIGAR STAND:

<table>
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<tr>
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<tbody>
<tr>
<td>Cigar Stand Sales</td>
<td>$2,102.03</td>
<td>$2,970.71</td>
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<tr>
<td>Supplies and Expenses</td>
<td>2,722.97</td>
<td>2,643.35</td>
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<td>Gross Profit, Cigar Stand</td>
<td>279.06</td>
<td>241.18</td>
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<td>OPERATION PROFIT or (LOSS)</td>
<td>592.66</td>
<td>(1,014.88)</td>
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#### GENERAL:

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<tr>
<td>Membership Dues</td>
<td>14,072.84</td>
<td>11,461.50</td>
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<tr>
<td>New Interest Collected</td>
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<td>Discount Taken</td>
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<td>Salaries and Wages</td>
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<td>Depreciation</td>
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<td>1,100.00</td>
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<td>PROFIT ON GENERAL ITEMS</td>
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<td>NET PROFIT or (LOSS)</td>
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# Balance Sheet
as of
April 30, 1935

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<td>House Accounts</td>
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<td>Fees Receivable</td>
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<td>Dining Room Inventory</td>
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<td>Cigar Stand Inventory</td>
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<td>Dining Room Deferred Expense</td>
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<td>General Club Deferred Expense</td>
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<td>Sales Tax Stamps</td>
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<td>Equipment</td>
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<td>Reserve for Depreciation</td>
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<td>$ 8,720.33</td>
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<td>Total Assets</td>
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<table>
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<th>Liabilities</th>
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<td>Accounts Payable</td>
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<td>Membership Loans</td>
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<td>Memberships Permanent</td>
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<tr>
<td>Surplus</td>
<td>17,415.13</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>$ 67,366.00</td>
</tr>
</tbody>
</table>

---

**FACULTY CLUB**

**FINANCIAL STATEMENT**
as of
May 1, 1935
A condensed statement of the financial condition of the Faculty Club as of April 30, 1935, is presented herewith for the information of active members of the Club.

The report shows that the Club is in sound financial condition, but that due to current economic conditions certain changes are taking place. These might be summarized as follows:

1. Due to sharply rising food costs, the dining room has been operated this year at a slight deficit, which is apt to increase during the summer when business is light. So far the Club has maintained its old dining room prices. On the principle that the dining room should pay its own way, it will probably be necessary by next fall to make some revision of prices.

2. The Club surplus as shown in the report was built up over a period of years from the quarterly dues. The general reduction in dues authorized two years ago reduced the Club income about $4000 a year so that since then the surplus has been at about a standstill except for income on the Club investments.

3. The surplus is held, in effect, (a) as a reserve; (b) to meet replacement of and additions to Club furnishings and equipment from time to time; and (c) against the possibility of the Club having to provide its own quarters elsewhere sometime.

The statement that follows is for within about six weeks of the end of the regular School year. The Club fiscal year begins in September, and each new administration takes office in January.

Officers of the Club are making a special effort to keep delinquent accounts at a minimum so that bills can be paid promptly out of current income, discounts taken, and the assets of the Club conserved. Members are asked to cooperate by settling their accounts when they become due.

BOARD OF CONTROL
Charles St. John Chubb, president
James E. Pollard, secretary-treasurer

Profit and Loss Statement
Year to Date
April 30, 1935

<table>
<thead>
<tr>
<th>Dining Room</th>
<th>$37,416.02</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales</td>
<td></td>
</tr>
<tr>
<td>Food Expense</td>
<td></td>
</tr>
<tr>
<td>Wages</td>
<td>37,522.48</td>
</tr>
<tr>
<td>Loss</td>
<td>$166.46</td>
</tr>
<tr>
<td>Cigar Stand</td>
<td></td>
</tr>
<tr>
<td>Sales</td>
<td>$2,061.74</td>
</tr>
<tr>
<td>Supplies</td>
<td>1,868.90</td>
</tr>
<tr>
<td>Expense</td>
<td></td>
</tr>
<tr>
<td>Profit</td>
<td>$192.84</td>
</tr>
<tr>
<td>Operating Profit</td>
<td>$86.38</td>
</tr>
</tbody>
</table>

General Club

| Dues Earned          |            |
| Discounts Taken      |            |
| Interest             |            |
| Total General Income | $7,479.37  |
| Expense              |            |
| Salaries             |            |
| Depreciation         |            |
| Total General Expense| $7,766.53  |

General Club Loss $297.28
Net Loss $210.90

Surplus Account

| Surplus Balance September 26, 1934 | $17,882.20 |
| Loss Year to Date                  | $210.90    |
| Less, special Appropriation and Equipment Repairs | $17,671.30 |
| Surplus Balance April 30, 1935     | $17,415.13 |
The working capital, $12,864.97, is necessary for the orderly operation of the club and as a safeguard against the necessity of absorbing possible future losses. It will also furnish the basis for the replacement of furniture and equipment as needed in the future.

3. During the year ended September 21, 1937, the price increases which were later reflected were not in force and the dining room loss is attributable to this fact. The changes in the schedule of prices which were made at the beginning of the Autumn Quarter, 1937 will reduce the dining room loss to a negligible figure, if indeed, it is not eliminated entirely.

4. Extraordinary repairs to the club rooms and equipment in the amount of $2,929.15 were made during the year and absorbed in the current year’s statement of profit and loss. In addition, social security taxes in the amount of $318.69 were paid during the year under review. The statement of profit and loss may be summarized as follows:

Net profit (before repairs and social security taxes) Deduct
Social security taxes $318.69
Extraordinary repairs 2,929.15
Total 3,248.84

Net loss, per audit report $ 84.48

The net income in the year ended September 21, 1936 was $5,376.19 without the necessity of providing for repairs and social security taxes. Therefore, it must be considered that the net results for the year ended September 21, 1937 are equally as satisfactory as those of the previous year.

5. Social security taxes for the year ended September 21, 1938 are estimated to be $1,840.

In conclusion, it can be fairly said that the club is in excellent financial condition and that due thought and consideration are being given to the problems which face the club in the immediate future to the end that the current year should produce a favorable showing.

Respectfully submitted,

Faculty Club Board of Control

Thos. E. French, President
Jacob B. Taylor, Secretary-Treasurer

January 11, 1938

FACULTY CLUB
FINANCIAL STATEMENT
as of
September 21, 1937

To members of the Faculty Club:

In accordance with the custom followed in recent years, the Board of Control is submitting the following report of the financial activities of the Faculty Club for the year ended September 21, 1937. The information contained in this statement is taken from the audit report of Mr. A. L. Peters, C.P.A., of Columbus. The complete audit report is on file in the offices of the Faculty Club and may be examined upon request.

The comparative balance sheet of the Faculty Club for the past five years is reproduced on page 2 and 3. In addition, there is presented the comparative statement of profit and loss for the years ended September 21, 1936 and September 21, 1937. Your attention is directed to the following pertinent facts which will assist you in interpreting the statements presented:

1. The investments of $43,105.68 are almost entirely equivalent to the funds which have been paid into the treasury by members of the club in the form of membership deposits ($44,100.00). Inasmuch as these deposits are returnable to the members upon termination of membership in the manner provided in the constitution, the investments are considered to be permanent and not available for current purposes.

2. The balance of the net worth at September 21, 1937 represents the net investment in equipment $7,999.02 and working capital $12,864.97. The net worth may be summarized then as follows:

Represented by assets necessary to be retained for returnable deposits:
Investments $49,105.64
Cash (to balance) 904.44

Total returnable deposits $44,100.00

Represented by net investment in equipment 7,999.02

Represented by net working assets
(Excess of cash, receivables, inventories and prepaid expenses over accounts payable) 12,864.97

Total net worth $64,959.99
<table>
<thead>
<tr>
<th></th>
<th>9/30/36</th>
<th>9/30/37</th>
<th>9/30/38</th>
<th>9/30/39</th>
<th>9/30/40</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>1,139.45</td>
<td>2,720.05</td>
<td>3,071.60</td>
<td>3,228.75</td>
<td>2,920.13</td>
</tr>
<tr>
<td>Investments</td>
<td>41,962.65</td>
<td>41,856.87</td>
<td>41,170.19</td>
<td>42,196.16</td>
<td>43,196.16</td>
</tr>
<tr>
<td>House Accounts</td>
<td>1,889.00</td>
<td>2,874.53</td>
<td>2,842.19</td>
<td>2,628.74</td>
<td>1,929.34</td>
</tr>
<tr>
<td>Dues Receivable</td>
<td>307.45</td>
<td>369.00</td>
<td>249.00</td>
<td>129.50</td>
<td>144.50</td>
</tr>
<tr>
<td>Notes Receivable</td>
<td>1,782.45</td>
<td>7,786.50</td>
<td>2,232.78</td>
<td>1,823.45</td>
<td>763.27</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>44,005.55</td>
<td>50,537.80</td>
<td>49,792.68</td>
<td>44,666.76</td>
<td>28,861.35</td>
</tr>
<tr>
<td><strong>Dining Room Supplies</strong></td>
<td>651.87</td>
<td>1,006.58</td>
<td>859.13</td>
<td>775.29</td>
<td>678.92</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>668.30</td>
<td>2,003.65</td>
<td>1,912.60</td>
<td>851.04</td>
<td>768.63</td>
</tr>
<tr>
<td><strong>Liabilities and Net Worth:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>97.50</td>
<td>95.87</td>
<td>426.32</td>
<td>415.90</td>
<td>1,326.50</td>
</tr>
<tr>
<td>Memberships (Loans)</td>
<td>24,850.50</td>
<td>40,000.00</td>
<td>40,875.00</td>
<td>42,269.09</td>
<td>43,680.09</td>
</tr>
<tr>
<td>Memberships (Permanent)</td>
<td>690.00</td>
<td>690.00</td>
<td>690.00</td>
<td>689.00</td>
<td>688.00</td>
</tr>
<tr>
<td>Surplus</td>
<td>17,240.50</td>
<td>17,882.90</td>
<td>17,624.73</td>
<td>20,949.42</td>
<td>20,833.93</td>
</tr>
<tr>
<td><strong>Total Net Worth</strong></td>
<td>52,790.50</td>
<td>60,282.59</td>
<td>60,099.73</td>
<td>63,648.47</td>
<td>64,065.89</td>
</tr>
<tr>
<td><strong>LIABILITIES AND NET WORTH:</strong></td>
<td>52,887.80</td>
<td>60,378.62</td>
<td>60,526.00</td>
<td>63,720.15</td>
<td>63,383.42</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>1935-1936</th>
<th>1936-1937</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dining Room Sales</td>
<td>$68,209.69</td>
<td>$71,866.95</td>
</tr>
<tr>
<td>Food Supplies</td>
<td>34,806.12</td>
<td>39,452.00</td>
</tr>
<tr>
<td>Expenses</td>
<td>8,450.85</td>
<td>8,483.51</td>
</tr>
<tr>
<td>Salaries and Wages</td>
<td>24,382.65</td>
<td>28,047.74</td>
</tr>
<tr>
<td>Depreciation</td>
<td>882.50</td>
<td>1,515.90</td>
</tr>
<tr>
<td><strong>Total Costs</strong></td>
<td>68,635.12</td>
<td>76,883.28</td>
</tr>
<tr>
<td>Dining Room Loss</td>
<td>(3,852.44)</td>
<td>(5,919.23)</td>
</tr>
<tr>
<td>Cigar Stand Sales</td>
<td>3,181.44</td>
<td>3,648.39</td>
</tr>
<tr>
<td>Supplies and Expenses</td>
<td>2,561.10</td>
<td>3,516.46</td>
</tr>
<tr>
<td>Gross Profit, Cigar Stand</td>
<td>320.34</td>
<td>390.26</td>
</tr>
</tbody>
</table>

| OPERATING LOSS           | (3,305.10)| (4,688.97)|

<table>
<thead>
<tr>
<th>GENERAL:</th>
<th>1935-1936</th>
<th>1936-1937</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership Dues</td>
<td>12,530.00</td>
<td>13,614.59</td>
</tr>
<tr>
<td>Interest</td>
<td>1,415.54</td>
<td>1,563.85</td>
</tr>
<tr>
<td>Discount Taken</td>
<td>262.97</td>
<td>248.43</td>
</tr>
<tr>
<td><strong>Total General Income</strong></td>
<td>14,217.41</td>
<td>15,511.87</td>
</tr>
<tr>
<td>General Expenses</td>
<td>3,101.13</td>
<td>5,735.48</td>
</tr>
<tr>
<td>Salaries and Wages</td>
<td>2,824.90</td>
<td>4,513.82</td>
</tr>
<tr>
<td>Depreciation</td>
<td>610.00</td>
<td>600.00</td>
</tr>
<tr>
<td><strong>Total General Expenses</strong></td>
<td>7,516.13</td>
<td>10,847.35</td>
</tr>
<tr>
<td><strong>NET GENERAL INCOME</strong></td>
<td>6,661.28</td>
<td>4,664.52</td>
</tr>
<tr>
<td><strong>NET INCOME or (LOSS)</strong></td>
<td>5,376.18</td>
<td>(94.48)</td>
</tr>
</tbody>
</table>
OHIO STATE UNIVERSITY'S
FACULTY CLUB
WHERE PROFESSORS 'TALK SHOP'

This is the entrance to the new Faculty club building, overlooking Mirror Lake on the Ohio State university campus.

Prof. George W. Eckeberry, department of accounting, is president of the Faculty club.

Dr. Frederick E. Lamley—his letter to the Ohio State Eastern originated the Faculty club in 1923.

Champion chess player of the club, Hans Sperka, of the German department, challenges Olm Moore, of the romance language department.

Prof. Hermann Miller, department of accounting, shown left, has held the post of secretary-treasurer for many years. With him is Prof. Clyde T. Morris, department of civil engineering, president-actor of the club.
By Gwendolyn Riggles

It's a very far cry from the earliest social organization, the Ohio State University to the present Faculty club and its elaborate Assembly building overlooking Mirror lake. But the aims have been the same over 67 years—provide a place where faculty members may get together to get them "help," over their lunches, to spend a few minutes with a magazine, or to snatch a game of chess between classes.

It is here that the great minds of the university congregate, giving and gaining opinions which later foster the birth of new theories and developments. Many an innovation in classroom procedure owes its origin to the ideas dropped by those learned men at such a time. The new faculty building, occupied for the first time last summer, is simple in its general design of modern Italian or Georganian style. Architectural interest is centered on the center entrance and in the interior on the grand stairway extending through all three floors. Over the main entrance is a carved shield bearing the new university.

On the first floor are the lounge, the library and office and club room, beneath the first floor, the recreation room, service room, and kitchen. The main dining room, private dining room, and kitchen occupy the second floor. Of the 600 faculty members, 200 are members of the Faculty Club. As its name implies, the Faculty Club is a social club where students may go to eat and meet face-to-face. The club's facilities are reserved for meetings of the faculty, but the main room is open to students during the day. The club has an important role in the life of the university, being a place where students can meet and discuss their work.

The club also serves as a center for the social life of the university, providing a place for the faculty to gather after classes and during breaks.

**MEETING again on Jan. 19, 1924, members elected the following officers: Dean David Stuart White, president; John H. Nicholas, vice president; Carl E. Streh, secretary-treasurer; Prof. Frederick E. Lambo, Prof. Harold E. Burt, members of the board of control.**

The meeting was well attended, and the business was transacted in a business-like manner. The officers were elected by acclamation, and the club's activities for the year were reviewed.

The Faculty Club is proud of its long history and tradition of excellence. It continues to be a vital part of the university community, providing a space for faculty members to come together and engage in intellectual and social pursuits.
A Report of the Sub-Committee

On

THE OPERATING ORGANIZATION OF THE FACULTY CLUB

Ohio State University, Columbus
May 27, 1940

The House Committee
The Faculty Club
The Ohio State University

Gentlemen:

Your sub-committee for the study of the Club's operating organization has completed its work, and submits its report herewith.

When the Committee first considered its assignment, the problem appeared to divide itself naturally into two parts: one dealing with the office and club service functions, and the other dealing with the kitchen and diningroom functions. The work of the Committee was divided accordingly. As a result, our report appears in two parts, which are presented in the order indicated above.

The principal organizational changes that have been suggested are:

1. The lines of administrative responsibility and authority should be indicated more clearly. While the principal operating executive should be the Club Manager, the principal administrative executive should be the Club President. The Club Manager should report through him to the Board of Control.

2. The Manager's span of executive control is too great for an effective exercise of executive leadership. It is suggested that it be reduced greatly in accordance with the changes in organization structure that have been recommended in the attached report.

3. Lines of authority and responsibility in the operating organization are not clear cut. It is recommended that the Club Management develop an organization manual in which functions, positions, responsibilities, authorities, functional relationships and similar matters are clearly defined.

4. It is felt that operating control is centralized too highly in the hands of the Club Manager. In consequence, the organization has some potential weaknesses that are serious. It is recommended that the Club Manager be encouraged to delegate responsibility and authority more generously to his subordinates.

5. It is felt that the primary operating functions of a club of this kind are (a) the food service functions, (b) the club service functions, and (c) the entertainment functions. It is recommended that this grouping of functions be used as a basis for a primary division of responsibility and authority, as suggested by Chart 2, which is attached.

6. If the above recommendations are accepted, it will be possible to make certain organization changes that are considered to be desirable: (a) The position of Club Steward should be created to permit better development and coordination of the food service functions; (b) The position of Assistant Club Manager should be created to relieve the Club Manager of as many of the details of operating management as possible. (c) The club service functions should be brought together in a major division, and placed under a responsible head who may be called the Club Service Manager. Of the present personnel, Miss Ramson appears to be the most promising candidate for the position of Club Steward, Miss Gallon for the position of Assistant Club Manager, and Miss Lovessy for the position of Club Service Manager.

In addition to the above organizational problems, the Committee encountered certain operating problems. They had to do with the hours of work of supervisory employees, the simplification of accounting procedures, the problem of food cost-estimating, interference with office operations by club members, petty pilfering, lack of advance planning of menus to permit better purchasing, methods for controlling the receipt and delivery of club stores, the location of the bakery, the provision of dining facilities for student labor, and others. Recommendations concerning them have been included in the attached report.
The increase in floor space to be serviced, and the greater physical dispersion of activities will make necessary some increase in operating personnel. Following is our estimate of the number of additional persons who will be required, and the additional labor expense that will result.

<table>
<thead>
<tr>
<th>Increases in Club Service Expenses</th>
<th>Annual Labor Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receptionist</td>
<td>845.00</td>
</tr>
<tr>
<td>Floor boy (part time)</td>
<td>458.00</td>
</tr>
<tr>
<td>Day janitor, (One additional)</td>
<td>1,040.00</td>
</tr>
<tr>
<td>Maid (women's room and miscellaneous service)</td>
<td>760.00</td>
</tr>
<tr>
<td>Window washing (additional expense)</td>
<td>210.00</td>
</tr>
<tr>
<td>additional club service expenses</td>
<td>$ 3,333.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Increases in Food Service Expenses</th>
<th>375.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waitresses and bus boys</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Increased Office Expense</td>
<td>-</td>
</tr>
<tr>
<td>Increased Entertainment Expense</td>
<td>-</td>
</tr>
<tr>
<td>Additional Expenses</td>
<td>3,708.00</td>
</tr>
<tr>
<td>Contingencies 3 10 per cent</td>
<td>371.00</td>
</tr>
<tr>
<td>Total Estimated Increase in Labor Expense</td>
<td>$ 4,079.00</td>
</tr>
</tbody>
</table>

The minimum gross income of the club has been stated to be $60,000.00. On this basis, the percentage increase in labor expense is 6.8 per cent. In her report Miss Bancroft has indicated the possibility of some further increases of minor proportions. There may be other unexpected service requirements that absorb the contingency allowance of $371.00. However, it is a conservative statement that the increased labor costs resulting from the expansion of the Club's facilities will be less than 10 per cent of the Club's gross operating income.

No direct check of organization morale was made, because of time limitations. Nevertheless, our job analyses produced information that throw some light on this problem. In our opinion, the morale of the operating organization is satisfactory.

Respectfully submitted,

The Sub-Committee on Club Organization
Clara M. Bancroft
Paul N. Lehoczky
Ralph C. Davis, Chairman
THE REPORT ON THE
ORGANIZATION STRUCTURES AND CLUB SERVICE FUNCTIONS
OF THE FACULTY CLUB
THE FACULTY CLUB
A Study of Its Operating Organization

In order to obtain the necessary data concerning the duties and difficulties of the operating organization, brief job analyses of the principal positions in the organization were made. A considerable fund of information was obtained concerning functions, responsibilities, and the relations between them. The various operating problems of the Club were discussed with the Manager and her principal assistants. Our investigations disclosed certain difficulties that are discussed below. Some of them relate to the new building. However, some of them are inherent in the structural form of the Faculty Club organization:

Organizational Problems

(1) Direction and Supervision of the Club Manager

Under the constitution of the Faculty Club, the Board of Control appoints and employs the Club Manager. A strict interpretation of the constitution indicates that the Club Manager reports directly to the Board, and is accountable solely to it. This appears to be the point of view of the Manager, and she is quite justified in holding it. Concerning the powers and duties of the President, we find only the following ambiguous statement: The powers and duties of the president "shall be those generally pertaining to such offices and those specifically set out in this constitution." Excepting the right to sign contracts and ex-officio membership in certain standing committees, no other powers and duties are specified elsewhere. It appears, therefore, that the president acts chiefly as chairman of the Board of Control. In our opinion, the principal operating officer should be the Club Manager, as provided in the constitution. However, the principal administrative officer of the organization should be the President. The Club Manager should report through the President to the Board of Control, so that the President may exercise the Board’s rights of decision and command in the interim between its meetings, subject to its approval. This appears to be the situation that actually exists. A formal state-
ment of the relationships of responsibility and authority would merely confirm it. No change in the constitution is required. Such a statement would clarify organiza-
tional relationships, and remove possibilities of misunderstanding and friction.

(a) The Manager's Span of Executive Control

A chart of the present Faculty Club Organization has been appended. It shows that at least nine employees report directly to the Club Manager. If the pres-
ent form of organization is retained, this will be increased in the new building to thirteen or more, depending on the extent to which the Manager directs and super-
vises activities personally. While it is true that many of these employees are op-
eratives, nevertheless this number greatly exceeds any span of executive control that is regarded as good practice.

Under present conditions, the Club Manager is working an excessive number of hours. Yet she does not have the time to consider matters of policy, improve-
ments in operating methods, and similar problems that are the important phases of her work. It is believed that her excessive span of executive control is an impor-
tant cause of this difficulty. Accordingly, it is recommended that the operating structure of the Club be changed in accordance with Chart 2, which is appended.

(3) Definition of Responsibility and Authority

Inasmuch as the organization is very small, and its members must neces-
sarily work closely together, a certain division of labor appears to have developed naturally. It is well understood that certain people normally perform certain func-
tions, while other people help them. However, there are no definite, written state-
ments of the responsibilities and relationships involved, or what rights of decision and direction constitute the authorities of the people performing these functions. The morale of the Manager's principal subordinates appears to be very good. How-
ever, our job analyses indicated that a lack of functional definition, accompanied by a proper definition and division of responsibility, is occasionally a cause of friction. It is obviously an invitation to duplication of effort, working at cross
purposes and other difficulties. With an increase in the size of the Club, these difficulties may become serious. It is suggested that the Club management should develop an organization manual in which the various positions in the Club organization are designated clearly, and their responsibilities, authorities, and relationships are clearly defined.

(4) The Delegation of Authority and Responsibility

Our observations lead us to believe that the Club Manager does not delegate authority to her subordinates that is commensurate with her delegations of responsibility. Certain statements that were made on our job analysis sheets seemed to confirm this opinion. The Faculty Club operating organization is too much a one-man affair. As a result of this failure to delegate authority, control is too highly centralized in the hands of the Club Manager. In consequence, the organization appears to have several serious weaknesses. It is potentially unstable. While the Club Manager has some able subordinates, there seems to be no one who could take over, if she were to leave tomorrow, and direct the operations of the Club effectively. Having little or no recognized authority, these subordinates are distinctly limited in their ability to exercise initiative, and in consequence their development is hampered. Furthermore, this centralization of control is another reason why the Club Manager is over-burdened with detail, and must work long hours. Because of this situation, it is surprising that the morale of the Manager's principal subordinates is quite good. If a person is reprimanded for failure to discharge a responsibility properly, and has not been given sufficient authority for its discharge, the effect usually is to break down the morale of the particular individual. There are, of course, other difficulties that may develop from a situation of this kind. It is not recommended that the authority of the Club Manager should be curtailed or weakened in any way. It is suggested, however, that she should be encouraged to delegate as much authority and responsibility as possible to her prin-
principal subordinates, and that those delegations should be made in writing, in the form of an organization manual, insofar as they relate to job assignments.

(5) The Basis for a Division of Responsibility and Authority

The failure to make a proper delegation of responsibility and authority is not entirely the fault of the Club Manager. No one has made an analysis of the service objectives of the Club with a view to determining what are its organic operating functions. In consequence, there is no recognized basis for determining what are primary line functions, what are staff functions, or for making many other decisions that have to do with functional definition, and a division of responsibility and authority. The determination of a sound, fundamental basis of organization is an administrative responsibility. It appears therefore that such a decision should be made by the Club President, with the approval of the Board of Control, on the recommendation of the Club Manager.

Those functions whose performance results directly and immediately in those values for which the club member pays his money may be regarded as primary line functions. Any other functions necessarily are staff functions of some kind, because they produce only secondary values; those needed by the organization for the creation of those primary values that are the Club's excuse for existence. In the case of the Faculty Club, our principal service objectives appear to be the following: (a) A convenient place in which to meet with one's associates for the conduct of business, (b) good food at reasonable prices, (c) opportunities for relaxation in pleasant, congenial surroundings, and (d) certain social and recreational values that result from such organized activities as dances, bridge and chess tournaments, etc. If this is the case, then the primary operating functions of the Club appear to be (1) the food service functions, which include the work of the kitchens and diningrooms, (2) the club service functions, which include the floor service and maintenance services, and (3) the entertainment services, which include the social and recreational functions that are now organized quite infor-
mally. The office functions, with the possible exception of the cigar counter, are staff functions, as are the functions of the various standing committees. Organization Chart 2 has been set up on this basis. It is recommended as a possible basis for a reorganization of the Club's operating organization. It will be noted that the Manager's span of control has been reduced greatly, which should free her for more important duties. Of course, her ultimate responsibility and authority are not reduced in any way.

The principal food service functions are those of the kitchens and dining rooms. Their integration in a food service division under a Club Steward is felt to be a logical development. There is, of course, a food storage function. In an organization the size of the Maramor, which has a payroll of 275 people approximately, this function would be completely differentiated. In the Faculty Club, however, it is likely to remain a minor function that can be treated as a phase of kitchen service. The advantages of this development would be the following: There are certain fundamental similarities between the kitchen and diningroom functions. In consequence, they should be headed by people having the same type of background and training in restaurant management, but not necessarily the same type of experience. If this were done, the food service organization would be more flexible, and would have greater stability. The hostess would be available for relief supervision in the kitchen, where the executive load seems to be too heavy at times. (It is likely to be heavier in the new building because there will be a greater physical dispersion of food storage and production functions.) At the same time, the resignation or extended absence of either the kitchen manager or the hostess would not lower the quality of the service seriously. Furthermore, the two functions complement one another. Their integration under a Club Steward should make possible better coordination of the food services. It is our opinion that both the hostess and the kitchen manager should have a good professional training, as well as practical
experience, in restaurant management. The present hostess, Miss Kay, does not appear to have had any formal training for her job. On the other hand, she has had six years of experience with the Club, and is doing a satisfactory job. She should be retained. However, when she leaves she should be replaced by some one who is capable of assuming responsibility for both the kitchen and diningroom services, if necessary. Miss Remsen, the Kitchen Manager, appears to be a capable person. How good an executive she is cannot be determined at this time. She has had some formal training in restaurant management. Our brief job analysis did not enable us to determine how much. She has been with the Club only 6½ months. It is recommended that the two heads of the food service functions continue to report directly to the Club Manager. However, those functions should be integrated in a food service division, as shown in Chart 2, which should be headed by a club steward. It is suggested that Miss Remsen is the logical candidate for the latter job, when, as and if she demonstrates her ability to handle it.

In order to relieve the Club Manager, Mrs. Fisher, of as much managerial detail as possible, and to provide greater stability for the Club's organization, it seems desirable that she have a second in command. Of the present personnel, Miss Gallen seems to be the most promising candidate. She has had a good training in accounting and business management. She has an excellent personality and is highly intelligent. She has had 7½ years of experience with the Club. Just how much of a study of club management she has made we are unable to say. She is not as forceful as perhaps she should be, and impresses one as being somewhat lacking in self-confidence and initiative. This may be due more to the fact that she has had no opportunity to exercise command. We suggest the advisability of creating the position of Assistant Club Manager, and of giving Miss Gallen a temporary rating of "Acting Assistant Club Manager." In this position she would have the general responsibility for club service, as well as the office functions. She would continue to serve as Office Manager.
For reasons noted previously, it is advisable to differentiate completely the various club service functions, and place them under a responsible head. The principal phases of club service are club maintenance and floor service. It is recommended that Miss Levesay be placed in charge of these functions, under the general supervision of Miss Galen. This would relieve the Club Manager of much supervisory detail that she is carrying at present. If the office clerical work is mechanized, as proposed later, she should be able to carry this responsibility, and still assist Miss Galen in the handling of office work.

We have also noted that club entertainment is a principal function of the organization. At present, there is no definite responsibility for it in the operating organization, except that the Club Manager has the ultimate responsibility for all operating functions. We have recognized definitely the existence of the entertainment function in Chart 2. Inasmuch as there is no one, at the present time, to whom this responsibility can be delegated, we have indicated that it falls immediately on the Club Manager. She can, of course, delegate responsibility and authority in some degree in connection with specific entertainment projects. In this connection, it should be remembered that the Entertainment Committee is a staff committee of the Board of Control. As such, its functions are to plan entertainment programs for the Club, and to present them to the Board for approval. These plans should then be executed by the operating organization. The Entertainment Committee should follow-up its plans and cooperate in their execution, but it must work through the Club Manager, who is accountable for results. It can have no authority to direct the execution of entertainment plans.

(6) Probable Increases in Organization for Club Service

In its new building, the Faculty Club will occupy three floors, and will be required to service a much larger total floor space. Conversations with the Club Manager, together with a study of floor plans, indicate that the following additional
employees will be needed, exclusive of any additional requirements of the food service divisions; (1) a receptionist who will be located at a desk on the first floor in the hall. Her duties will include watching the floor and the cloakrooms to prevent the entrance of undesirable persons and any petty pilfering. She will direct strangers who have legitimate business, give information to guests, and perform other duties of a receptionist. In her spare time, she will perform such clerical work as may be assigned to her; (2) a part-time floor boy who will service the game rooms, handle telephone calls, carry messages, and perform similar duties; (3) a day janitor, who will act as an elevator operator in addition to his work of servicing the basement floor, and will perform such other janitorial duties as may be assigned to him; (4) a maid who will serve in the ladies cloakroom, acting as a watchman as well as an attendant, and will perform such other duties as may be assigned. The additional operating cost involved has been estimated elsewhere.

The Manager has suggested the possibility of placing the hostess at a desk in the second floor hall, when she is not serving in the diningroom. This would enable her to serve as a watchman and receptionist for the second floor. This is not recommended. It appears to be an unnecessary interference with other duties of the hostess that are more important.

(7) The Morale of the Present Organization

No effort was made to check thoroughly the morale of the operative organization. However, the job analysis questionnaires gave some check, insofar as the principal subordinates of the Club Manager were concerned. Their morale appears to be quite good. The Manager's comments indicate that she is well aware of the importance of good morale in her organization. To the extent that these indications are accurate, they show evidences of good leadership ability. However, in other areas of the field of organization, the evidences are not as clear.

Operating Problems, Except Those Concerning Food Service

Our study disclosed a number of operating problems that cause difficulties
for the organization. Some of them are minor, while others probably will be over-
come in the new building. The following are the more important difficulties that
were encountered:

(1) **Excessive Hours of Work of Supervisory Employees**

As noted previously, this is in part an organization problem. However, it
is increased undoubtedly by certain operating difficulties that were noted. If the
work of the Club were planned and scheduled farther in advance, and in relation to
available supervisory and service capacity, some of the overtime and strain on the
organization probably could be eliminated. An important cause is the complicated
method of handling food cards that has been employed.

(2) **Simplification of Accounting Procedures**

The Committee checked the number of times that food cards are handled be-
tween the point of their origination in the diningroom and the point of final fill-
ing in the Club office. It estimated that they were handled at least 13 times. This
excessive handling has placed additional clerical burdens on Miss Quay, who helps
when the load of clerical work is too heavy. Both Miss Gellen and Miss Lovcsey find
it necessary to work overtime frequently. It is estimated that Miss Gellen averages
two or more hours overtime for at least six nights out of the month. This is due to
the peak loads of work that result from monthly and quarterly reports, as well as
from the work of handling, extending, and posting food cards. The Committee under-
stands that the Club Management is considering the purchase of calculating machines
for the work of checking, extending, posting and accounting for food cards. It
recommends that this equipment be purchased. While it will not reduce office pay-
roll expenditures, probably, it will reduce the amount of overtime work that is re-
quired, and should release some of the time of the office personnel for other pur-
poses.
(3) **Food Costs**

There appears to be no food cost estimating function that is properly tied in with budgetary control of operations. It is suggested that the total cost of each menu should be estimated when it is made up, and that a cumulative total of estimated food costs should be compared with budget standards from week to week throughout the month. This, together with the existing classification of food service expenses and types of food services, would aid the Management in controlling its food costs and maintaining profitable operations in its diningrooms and kitchens.

(4) **Interference With Office Operations by Club Members**

Under present conditions, the office staff is being interrupted constantly by requests for service from club members. Much of it appears to be unnecessary, and will be eliminated in the new building. It is recommended that club members should not be permitted to enter the new offices, unless they have business with the Club Manager. Requests for information concerning personal accounts can be handled at the cashier counter by the attendant, who in most instances can secure the required information from the member's account without interrupting the work of the Office Manager, Miss Gallen. This will give her more time to act as assistant to the Club Manager, which as we have suggested, is desirable.

(5) **Petty Pilfering**

We have been informed that petty pilfering in the game rooms and the women's cloakroom is a troublesome problem. While it is an operating problem, it is not one that can be handled by any operating procedure. We feel, however, that the organizational changes that have been suggested previously will help this situation.

**Increases in Club Operating Expenses**

Due to greater floor space and in consequence of a greater dispersion of activities, there will be an increase in the operating expenses of club service
functions. It is not anticipated that there will be any increase in office operating expenses. Insofar as club service is concerned, the following increases are expected:

<table>
<thead>
<tr>
<th>Position</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receptionist</td>
<td>845.00</td>
</tr>
<tr>
<td>Floor boy (part time)</td>
<td>458.00</td>
</tr>
<tr>
<td>Day janitor (one additional)</td>
<td>1,040.00</td>
</tr>
<tr>
<td>Maid (women's room and miscellaneous service)</td>
<td>780.00</td>
</tr>
<tr>
<td>Window washing (additional expense)</td>
<td>210.00</td>
</tr>
<tr>
<td>Additional Expense</td>
<td>3,333.00</td>
</tr>
<tr>
<td>Contingencies @ 10 per cent</td>
<td>333.00</td>
</tr>
</tbody>
</table>

Total additional expense for club service functions: $3,666.00

The minimum income of the Club is estimated to be $60,000 per year. Therefore, the additional club service required will cost approximately 6 per cent of the Club's gross operating income. In addition, there will be an increase in the expense of diningroom operations.

A summary of the duties of the additional personnel has been given previously. The additional window-washing expense has been estimated on the basis of the additional square-footage of window glass that must be maintained.
THE REPORT ON THE FOOD SERVICE

FUNCTIONS OF THE FACULTY CLUB
A Study of the Kitchen and Dining Room Organization

It has been stated that one of the service objectives of the Faculty Club is to provide good food at reasonable prices, however the problem is more complex than it would seem from that statement. The membership of the Club is made up of critical, discriminating individuals who expect and demand a high standard for service as well as for food preparation. They want a quiet attractive environment in which to eat. They want table linen and they appreciate flowers on the tables. The waitress who serves them must appear in an attractive uniform. The members want food to be attractively served as well as to taste good. The less expensive foods cannot appear too frequently on the menu. In addition to all this, many of the members demand special service. Their personal likes and dislikes must be catered to. Some want no ice in their drinking water, some must always have two pats of butter, others must always have whole wheat bread, and there are many other idiosyncrasies the hostess and waitresses try to remember. Persons make these requests because they feel that the Club belongs to them, they look upon it as a second home. It has been the policy of the present Club Management to give this type of service and it is thought that it would continue to do so because this is one of the things that has given to the Club the pleasant, homelike atmosphere it has always had. The management must give this standard in service, well prepared food at moderate prices and operate at a profit. It should be recognized that the serving of food at the Faculty Club is not a simple problem.

Management

In the present plan of organization, Miss Remson is in charge of the Kitchen. She plans the regular menus, places orders, checks food preparation and service, checks requisitions, posts bills, calculates food costs and keeps recipe file up to date.

Miss Quay is in charge of the dining room. She serves as hostess, is responsible for flower arrangements and the setting up of all the dining rooms and arranges the working schedules for all the students employed in the dining room.
Mrs. Fisher, the Club manager, plans refreshments for all entertainments provided by the Club for the members, plans menus and refreshments for all special parties and personally supervises the work of Miss Remsen and Miss Quay. Not only does she supervise them, but she also supervises persons working under them. To have responsibility without authority tends to decrease efficiency of management, to lower morale of workers and in the present organization, the time of a high salaried employee is given to minor details that could well be taken care of by other persons. Also such supervision sometimes results in embarrassment to guests and to employees.

The responsibility of managing the food service division could be carried by two persons, a club steward and a hostess. Considering the present personnel, it would seem advisable to place Miss Remsen in the more responsible position of Club Steward. She is a graduate in home economics from the University of Wisconsin with a major in Institution Management. She has had additional work at Iowa University and while there worked in the Ames Union. She has had commercial experience as a supervisor of the Kitchen of the Colonial Room at the Harding Restaurant in Chicago. Her training and experience should have prepared her for such a position as is being suggested. As Club Steward, she would be in charge of the food service function of the Club and would be responsible to the manager. She would be responsible for planning the refreshments for all entertainments provided by the Club for the members, for planning menus and refreshments for all special parties in addition to being in full charge of the kitchen. At present, Miss Remsen spends all her time in the kitchen and seldom meets members of the Club. In her capacity as Steward she should get out of the kitchen more and meet the members and guests. It is only by observations and by talking with the people that she can be aware of what they want in foods and in service. To make this possible it would be necessary for her to allocate some of her present responsibilities in the kitchen to a competent cook or to an assistant.
In the suggested plan the hostess would be in complete charge of the dining room with all the responsibilities that would entail. She would be responsible to the Club Steward. Miss Quay has had five years of experience in the Club dining room, starting as a student waiting on tables and working her way up to her present position as hostess. She has a pleasing personality, is well liked by the members of the Club and under the present plan is doing her work in a capable manner. There is, however, a question as to how competent she would be, working without direct supervision, but until she proves incompetent it is recommended that she be retained. However, when another hostess is employed, it is recommended that some one who is specially qualified either through training or experience be considered. The better prepared this person is for her work, the more help and cooperation she can give the Club Steward. Of necessity these two persons must work together very closely.

Planning and Purchasing

One of the serious problems of the Club is to make the dining room operate at a profit and sell food at a price satisfactory to members. In making this study members were asked why they did not eat more often at the Club, particularly in the evening. Most of those asked, said they would like to eat there more often because they enjoyed the pleasant environment, but they give two significant reasons for not doing so (1) the prices are too high and (2) there is too little choice in the dinner menu. Members of the faculty in the lower income group said they could not afford to pay $0.65 to $0.90 for dinner. And members with families said they could not afford to take the family to the Club for dinner. Some persons said they prefer a light evening meal and that such a choice is not possible on the evening menu.

To have the dining room operate at a profit, a larger volume of business is necessary. To make the service more elaborate and to raise prices will not solve the problem. And there is evidence that if prices were lower a larger number of the members would eat at the Club. To lower prices is not a simple matter, but planning efficiently is one important step in the process.
At present the regular menus are planned from day to day. The reasons given for this are, that by doing so, the problems of each day can better be met and left-overs can be used to better advantage. It is difficult to comprehend this reasoning, most well-managed eating places block out menus for a week in advance. If menus are planned in advance, roughly, for the week, work in the kitchen can be better organized, food can be purchased to better advantage, time spent in planning menus will be reduced, better balance between expensive and inexpensive foods can be worked out and in general, better menu planning will result. To suggest that the menus be planned roughly, gives enough flexibility to provide for the use of left-overs. It was found that the ordering of all fresh fruits and vegetables is being done by telephone because no one has the time to go to market. Two or three trips to market each week by the person in charge of the kitchen would seem highly desirable. By going to market, the buyer can keep informed on the availability of foods, can see the quality of food purchased, can take advantage of market conditions and can take advantage of competitive pricing. With the increased refrigeration facilities in the new building, fruits and vegetables can be bought on market a day or so in advance of the time they are to be used. Planning by the week and trips to market will work together to reduce food costs.

**Storage of food and supplies**

The storage of foods and supplies in the new building needs consideration. All deliveries will be made at the rear entrance on the first floor and will be taken directly either to the kitchen or to the storeroom on the ground floor. It is assumed that in a private club this door will be kept locked at all times and a door bell will be used. Someone must be available to answer this bell and to direct the delivery of goods. Also supplies will need to be taken from the storeroom on the ground floor to the kitchen. Because much of the goods handled is heavy and bulky it seems advisable that a man have this duty. As it is expected that the services of an
additional janitor will be needed in the new building, it is recommended that he be made responsible for answering the bell, for directing the delivery of goods and for taking goods from the store room on the ground floor to the kitchen. To use his time and energy efficiently a requisition should be made out by the person in charge of the store room, for all the supplies needed for the day. In this way most of the supplies could be taken to the kitchen at one time. At present, one woman is in charge of receiving goods, is responsible for the store room and linen supply and assists in the preparation and serving of food. She is a capable person, and it would seem logical that she continue to be in charge of the store rooms.

Present conditions in the storeroom just off the kitchen are bad. The room is never locked except at night and it is accessible to all the kitchen help. Students eat their lunch there, so it is not surprising if the number of apples in the basket decreases gradually. In the new building this condition must be remedied. The storeroom on the ground floor should be kept locked and only a few designated persons have keys to it. Students should not be permitted in either storeroom. If a closer check is kept on the storeroom, losses through petty pilfering can be eliminated or at least cut down.

The supply of linens will have to be kept in cupboards on the ground floor. Because of the division of storage space, it can be expected that more of the woman's time will be taken by her responsibility in the storeroom. It is estimated that at present she is giving about three hours a day to assisting in the preparation and serving of food and the rest of the day to her duties in the storeroom. If the work she does in food preparation and serving cannot be divided among other cooks, it may be necessary to have a part-time employee or have some additional hours of student help. There is another factor which complicates the problem. This woman is skilled in making dainty tea sandwiches. In order that the Club have the benefit of her skill, it might be desirable to give her assistance in her work in the storeroom in order that she can continue to make sandwiches.
Use of Space and Equipment

When the committee was working on plans for the Club, certain considerations in relation to the kitchen and dining space were kept in mind. Three of them are:

1. to provide maximum dining facilities for members of the club.
2. to have all food preparation on one floor.
3. to provide dining facilities for student help.

The majority of the members of the committee thought it essential to provide maximum dining facilities for Club members. In doing so, space in the food preparation area had to be sacrificed. As a result the kitchen is going to be more crowded than is desirable. To make adjustment to this condition, it has been suggested that vegetables be prepared in the storeroom on the ground floor. This would seem most undesirable from the standpoint of efficient organization of work. In planning for the placement of equipment, space was allowed for this work to be done in the kitchen. It has been suggested that the baking unit be placed in the small room off the kitchen. When the equipment is placed in the kitchen it may be found that the bake shop is too crowded and that light and ventilation are not good. If this is so, consideration should be given to the suggestion of putting the bakery in the small room. This would complicate the problem of storage space but, weighing values, this may be less important than having more space for the bakery.

When seven private dining rooms were made available to members the room wanted as a dining room for student help was sacrificed. It was, however, decided that the small room nearest the kitchen, at the east end of the corridor, would be used by students when it was not needed by members. When that room was not available, students would eat in the room on the ground floor where the dumbwaiters are located. An effort should be made to have the private dining room available for students as much as possible. Because, sometimes, it will be necessary for them to eat in the room on the ground floor, tables and chairs should be available there for students.
Unless attention is given to the matter of where students eat, the same conditions will soon prevail in the new situation as at present where the students eat wherever they can find a place to put a tray.

Need for Studies and Experimentation

In making this study an interesting situation was disclosed. Potatoes are being pared by hand and an electric potato parer is not used. The reasons given are that potatoes pared in the mechanical device turn dark upon standing, the eyes have to be removed by hand and that it wastes the potatoes. There seems to be no evidence to substantiate the first argument and as to the other two points, the electric potato parer has been universally accepted as an efficient piece of equipment when large quantities of potatoes are to be pared. This discovery causes one to question if efficient methods of work are being used, but there was no time to go further in the investigation.

Under the present management, there seems to be tendency to do things as they have been done in the past. The open-minded, experimental attitude essential to progress appears to be lacking. Now, when the club is moving to its new location it seems highly desirable that studies be made to determine the most efficient way of doing various things. To illustrate -- a plan for filling orders in the kitchen is being used because at one time in the past, it was found to work better than others. Many modern kitchens are using another method. When serving is begun in the new kitchen, a study should be made of this problem to determine the best plan for that set-up. The potato-parer situation reveals a need for study of the use of equipment and organization of work. Also, it may be if more time is given to the study of food costs, ways of reducing food prices will be revealed. Miss Ransan should be freed from the responsibility for small details in order that she have time to work on some of these really important problems.
Labor

The average length of the working day at the Club is approximately 15 hours and there are many days much longer. Wage-hour legislation protects the cooks and waitresses but there is no such protection for those in positions of responsibility. In their concern to give the Club the best possible service, these women are giving most generously of their time. More provision should be made for them to have time off. The need for having more of Miss Remsen's time given to management has been stressed in this report. If this is done it is obvious that some of her responsibilities will have to be assumed by another person. Also it is essential to the smooth running of the Club that there be persons capable of assuming responsibility for carrying on when Miss Remsen and Miss Quay are not on duty. This does not mean necessarily the employment of more help but it should mean an increase in the wages of at least two persons. The woman in the kitchen who is given supervisory responsibility and the waitress in the dining room who serves as assistant hostess should be paid more money. It has also been stated that some of one janitor's time will be needed and that approximately 3 hours of labor in the kitchen will have to be either absorbed by the women already employed or someone employed for that time. Unless there is a large increase in the number of persons eating regularly at the Club, other than those mentioned, there would seem to be no need for increase in the numbers of cooks, dishwashers, student assistants or in the hours of labor.

In the dining area there is a condition which will call for an increase in the number of waitresses and bus boys needed at the rush hour between 12 and 1 o'clock. In the present dining room 142 persons can be seated at one time. Ten waitresses and 5 bus boys serve this number. Around the atrium, 38 persons can be seated and 3 waitresses and 2 bus boys serve them. Three waitresses and 1 bus boy are needed to serve parties in the private dining rooms. This means that on days when there are no large parties, 16 or possibly 17 waitresses and 8 bus boys are working at the noon hour. In the new dining room, if approximately 14 sq. ft. of floor space is allowed per person,
43 more persons can be seated than at present. To maintain the same ratio of waitress to guest, the services of 13 or 14 waitresses and 6 or 7 bus boys will be needed, making an increase of 3 or 4 waitresses and 1 or 2 bus boys. Because, at the present time all the requests for private dining rooms can not be met, it is assumed that at least six of the private dining rooms will be in use each noon. To take care of these rooms will require 6 waitresses and 3 bus boys. This makes a total of 19 or 20 waitresses and 9 or 10 bus boys who will be needed in the new Club each noon five days of the week. This is an increase of 3 or 4 waitresses and 1 or 2 bus boys. Because these students would be needed for only one hour each day, five days a week, the additional cost may be estimated approximately as 30 hours of student labor per week at 35¢ per hour. It is not probable that this additional labor would be needed during the Summer Quarter so the annual cost would be approximately $378.00. With the increase in number of students employed, there will be a slight increase in cost of laundering uniforms. If more tables are used the additional table cloths will add slightly to the laundry bill.

It is not expected that there will be any increase in the cost of labor for evenings and for special parties unless the patronage of the club increases greatly, but in that case, increased receipts should take care of the increased cost of labor.

Maintaining Standards

To consistently maintain high standards in food preparation and service is a problem for all eating places, but where the clientele is discriminating and critical the problem becomes even greater. The Faculty Club dining room has long been recognized, both on and off the campus, as a place where exceedingly high standards are maintained. It is possibly because of this that the members are so discriminating and critical. The management is responsible for setting standards but it takes the cooperation of everyone concerned in the preparation and serving of food to maintain such standards. Each person must be instructed as to what the standard is and then
must be inspired to do his or her part to maintain it. With this there must be supervision by someone in authority. This plan seems to be well developed by the present management and it may be superfluous to say anything about standards in this report. It has been included in appreciation of the splendid service the management has given rather than as criticism. However, now when it is being recommended that the responsibility for the food service function of the Club be given to another person, it may be timely to emphasize again the importance of maintaining the same high standards that have given the dining room of the Faculty Club its fine reputation.
Chart #1

Present Operating Organization of the Faculty Club

Board of Control

- House Committee
- Sec.-Treas.
- Publicity Committee
- Entertainment Committee
- Membership Committee

Club Manager

- Manager Kitchen Remsen
- Hostess Dining Room Quay
- Part-Time Clerk
- Office Manager Gillen
- Office Clerk Lewesay
- Day Janitor
- Part-Time Clerk
- Part-Time Clerk
- Night Janitor
CHART 2
PROPOSED OPERATING ORGANIZATION FOR THE FACULTY CLUB

BOARD OF CONTROL

- House Committee
- Sec.-Treas.
- President
- Publicity Committee
- Entertainment Committee
- Membership Committee

CLUB MANAGER

- Club Steward
  Miss Remsen
- Assistant Club Manager
  Miss Gallen
- Entertainment
  Mrs. Fisher

- Club Service
  Levesay
- Office Manager
  Gallen

- Dining Room Service
  Quay

- Maintenance Service
  - Day Janitor
  - Day Janitor (N)
  - Night Janitor

- Floor Service
  - Receptionist (N)
  - Maid (N)
  - Floor Boy (N)

- Office Clerk
  Levesay
- Part-Time Clerks (3)
A Summary of Research Findings Related to the Faculty Club of The Ohio State University as Recorded in the Minutes of the Board of Trustees

The first reference to a Faculty Club recorded in the minutes of the Board of Trustees is dated April 24, 1915. It reads as follows:

The President presented a request from certain members of the Faculty, asking permission to erect a Faculty Club House on the campus.

On motion, this request was referred with favorable presumption to a committee, consisting of the President, Mr. Stone and Mr. Mallon, for further consideration and report.

The chronological order of additional actions of the Board is as follows:

April 4, 1916

On motion of Mr. Pomerene, the Faculty Club was given permission to erect a Faculty Club House upon the University campus, the plans for the building and the final site to be approved by the Board of Trustees.

May 2, 1916

The President presented the plans for financing the proposed Faculty Club House, and also the Architect’s sketches for the proposed building.

September 12, 1916

The President presented the preliminary plans for a Faculty Club House, with the request from the Faculty Club that said plans be approved and that the Club be authorized to erect said building on the south side of the Observatory Road, between Oxley Hall and the Ohio Union.

On motion, the preliminary plans were approved and permission was granted to erect the building as requested.
At the January 10, 1922 meeting of the Board, the Board of Trustees approved plans for an Administration Building which included space for a Faculty Club.

At the February 8, 1922 meeting, the Secretary presented the following report from the Secretary of the University Faculty.

January 17, 1922

Mr. Carl E. Steeb, Secretary,
Board of Trustees.

My dear Mr. Steeb--

At a meeting of the University Faculty held on Thursday, January 12, the following motions were unanimously adopted:

1. That the Trustees be notified that the Faculty heartily endorses the Trustees' plan for Faculty Union Rooms in the new Administration Building.

2. That a committee of five be appointed from the University Faculty to act with the Trustees in completing the plans for these club rooms.

Very truly yours,

(Signed) E. D. Cockins,
Secretary, University Faculty

At the March 8, 1922 meeting the following report was made:

The University Architect reported that, acting upon the suggestion of the Trustees at their meeting of January 11, 1922, he had completed the preliminary estimates and sketches for the proposed Administration Building including the third story, to be used for Faculty Union rooms. The estimated cost of this building will be $330,000.00, or $80,000.00 more than has been set aside for this purpose.

Upon motion, it was ordered that the $81,000.00 cancelled from the Power House building fund be added to the allotment made for the Administration Building, and the Architect was directed to proceed with the preparation of the plans for the complete building.
On October 2, 1926, the Board of Trustees approved a petition submitted by the Board of Control of the University Faculty Club which formally recognized the Faculty Club as an accredited agency of the University subject to the control of the Board of Trustees. (See Appendix A)

On May 20, 1931, the Board of Trustees approved certain changes in the constitution of the Faculty Club dealing with types of membership and membership fees for such memberships. (See Appendix B)

On July 11, 1938, the Board of Trustees approved the request of the Board of Control of the Faculty Club to submit a request for federal funding to support the expansion of the Faculty Club facilities and authorized a committee to select a site for the Faculty Club building. (See Appendix C)

On August 11, 1938, the Board of Trustees heard a proposal from the Board of Control of the Faculty Club for the funding for the construction of a Faculty Club facility. Action was deferred until a later meeting. (See Appendix D)

On August 12, 1938, the Board of Trustees approved the resolution from the Board of Control of the Faculty Club to pay over to the Board of Trustees $90,750.00 as a partial contribution to the cost of the construction of a new Faculty Assembly Building. (See Appendix E)

On October 10, 1938, the Board of Trustees by unanimous vote approved the site for the construction of a new Faculty Assembly Building. (See Appendix F)

On October 10, 1938, the Board of Trustees approved the communication submitted to the Federal Emergency Administrator of Public Works requesting WPA funds. (See Appendix G)

On May 26, 1941, the Board of Trustees authorized the Secretary to refer the question of the taxability of the Faculty Club receipts to the Attorney General of Ohio.

To the best of my knowledge there is no action recorded in the Board of Trustees' minutes which reports the findings on the question of taxability raised at the May 26, 1941 meeting of the Board. However Appendix H apparently answers the question regarding taxability.

September 4, 1946, the Board of Trustees approved the request to have salaried employees of the Faculty Club included in the State Retirement System. (Rohde now included in the State Retirement System.)

During the period 1950-1952, there were various actions taken by the Board of Trustees approving plans for and funding of air conditioning and other physical plant improvements of the Faculty Assembly Building. Since 1952 no actions have been recorded in the Board of Trustees' minutes reflecting approval of such physical plant improvements to the Faculty Assembly Building.
October 2, 1926

Meeting

OF THE BOARD OF TRUSTEES

The President presented the following petition from the Board of Control of the Faculty Club:

President Rightmire,

Campus.

DEAR PRESIDENT RIGHTMIRE—At the regular meeting of the Board of Control of the Ohio State University Faculty Club held on Tuesday, September 28th, the following resolution was adopted and the President and Secretary were requested to present it to the President and the Board of Trustees for their consideration:

Whereas, in 1922 the Trustees of Ohio State University authorized the members of the University Faculty and Administrative Officers to organize and operate a Faculty Club in quarters provided by said Board of Trustees in the Administration Building, and

Whereas, the Ohio State University Faculty Club was organized and has been in continuous operation since October 1st, 1922, in said quarters, and

Whereas, said Faculty Club has been financially successful and self-sustaining and incurs no obligation in excess of available receipts, and

Whereas, the said Faculty Club has been in operation long enough to justify itself as an integral part of the Ohio State University in providing necessary facilities for members of the University Faculty and Administrative Officers in the performance of their respective duties and is also providing suitable quarters for Agricultural, Scientific, and other educational conferences, alumni gatherings, Commencement receptions, and other University functions;

Therefore, the Board of Control of the Faculty Club respectfully petition the Board of Trustees of Ohio State University to become formally recognized as an accredited agency of the University, subject to the control of said Board of Trustees, and, in order to secure such recognition, request that the Board of Trustees:

1. Adopt a resolution recognizing said Faculty Club as an agency of the University.
2. Approve Constitution and By-Laws of said Faculty Club and provide for the approval of all amendments thereto.
3. Provide for the approval of Annual Budgets adopted by the Board of Control of said Faculty Club.
4. Provide that Annual Financial Statements of said Faculty Club be submitted to the Board of Trustees through the President of the University.

Respectfully submitted,

Board of Control of the Ohio State University Faculty Club,

By (Signed) JAMES R. HOPKINS, President.
(Signed) CARL E. STEELE, Secretary.

Mr. Stone, the representative of the Board of Trustees on the Board of Control of the Faculty Club, presented the following resolution:

Whereas, the Board of Trustees has recognized the Faculty Club from its beginning as an agency of the University, the above petition from the Faculty Club Board of Control is hereby granted, and to effect the closer supervision of the activities of said Faculty Club it is ordered that—

1. The Annual Budgets as adopted by the Faculty Club Board of Control be presented to the Board of Trustees through the President for approval.
2. The Annual Financial Statements of the Faculty Club be presented to the Board of Trustees through the President for approval.

Mr. Stone also presented the following resolution:

That the Constitution and By-Laws of the Faculty Club now in existence be approved and that all such amendments as adopted by the Faculty Club be submitted to the Board of Trustees through the President for approval.

Upon motion, the above resolution as presented by Mr. Stone was unanimously adopted.
May 20, 1931

Meeting

OF THE BOARD OF TRUSTEES

The following changes in the Constitution of the Faculty Club, having regularly been approved by the Board of Control of the Faculty Club, are presented herewith:

Change Article III (Membership), Section 2, to read as follows:

2. Active Membership shall comprise the following groups: (1) Members of the Board of Trustees, members of the instructional force with the rank of full professor, and administrative heads; (1-a) Members of the Instructional Force with the Rank of Associate Professor; (2) Members of the instructional force with the rank of assistant professor and other administrative officers not included under (1); (3) members of the instructional force having the rank of instructor.

The remainder of this section to remain as it is.

Change Article VII, Section 1, to read as follows:

1. Active members shall pay a membership fee as follows: (1) Members of the Board of Trustees, members of the instructional force with the rank of full professor, and administrative heads, $100; (1-a) Members of Instructional Staff with the Rank of Associate Professor, $75; (2) members of the instructional staff with the rank of assistant professor, and other administrative officers not included under (1), $50; (3) members of the instructional force having the rank of instructor, $25.

(The amendments proposed are printed in capital letters.)

Change Article III, Section 6, to read as follows:

6. (a) Special Membership shall be extended to the Board of Trustees of the University.

(b) On recommendation of the Membership Committee and subject to the approval of the Board of Control, Special Membership may be extended to the following persons: widows of former members of the faculty, widows of former members of the Board of Trustees, and widows of former administrative heads.

Change Article IX to read as follows:

Bills for house accounts and dues will be mailed on the first day of the month and payment must be made on or before the fifteenth.

Names of delinquents will be posted on the sixteenth, and, if accounts are not paid on or before the last day of the month, credit will be suspended. Credit may again be established by payment of the account.

If accounts are not paid within 30 days after credit has been suspended, membership in the Club will be forfeited.

Members who have forfeited membership may be reinstated by the Board of Control after such members have paid their entire indebtedness.

Upon motion of Mrs. Paterson, seconded by Mr. Mack, the above amendments to the Constitution of the Faculty Club were upon roll call unanimously approved.
THE OHIO STATE UNIVERSITY
COPY OF OFFICIAL PROCEEDINGS OF THE

July 11, 1938
Meeting

OF THE BOARD OF TRUSTEES

* * * * * * * * * * *

At this time, Messrs. George W. Eckelberry, Vice President, and J. B. Taylor, Secretary-Treasurer, representing the Board of Control of the Faculty Club, appeared before the Board of Trustees and explained the urgent need for additional space for Faculty Club purposes, stating that the Board of Control after having given this matter serious consideration respectfully requests the Board of Trustees to give approval to the securing of additional space for the use of the Faculty Club and to allocate a site on the campus where such a building may be constructed in case it is found undesirable to add more stories to the present Administration Building. This new construction would be financed from funds provided by the Club itself, plus a grant from the Federal Emergency Administration of Public Works.

Mr. Taylor stated that the Faculty Club has available at this time $60,750 and that the Board of Control proposes to borrow $30,000 which will make available a total of $90,750. Added to this, a grant of $74,500 from the Federal Emergency Administration of Public Works would make available the sum of $165,000 for the construction of the first unit of such a building.

Mr. Thompson now offered the following motion:

That the Board of Trustees recognizes the need of additional facilities for the Faculty Club and therefore directs the Board of Control of the Faculty Club to present formal application to the Board of Trustees for such project, giving assurance of its financial ability to furnish to the Trustees the $90,750 suggested by the Committee.

Further, that the site for such building be determined at the next meeting of the Board, based upon a careful study of the campus.

The above motion was seconded by Mr. Dargusch and upon roll call was unanimously approved.

Mr. Thompson offered the following resolution and moved its adoption:

Be It Resolved by the Board of Trustees:

Section 1. That the Secretary of the Board of Trustees be and he is authorized to execute and file an application on behalf of the Ohio State University to the United States of America for a grant to aid in financing the construction of a Faculty Assembly Unit.

Section 2. That Carl E. Steeb, Secretary of the Board of Trustees, Howard Dwight Smith, University Architect, and Herbert S. Duffy, Attorney General, be and they are hereby authorized and directed to furnish such information as the United States of America through the Federal Emergency Administration of Public Works may reasonably request in connection with the application which is herein authorized to be filed.

The above motion was seconded by Mr. Dargusch and was upon roll call unanimously approved.

* * * * * * * * * * *
Dr. Carl W. Gay and Mr. George W. Eckelberry, President and Vice President, respectively, of the Board of Control of the Faculty Club, appeared before the Board and presented a report covering the actions of the Board of Control of the Faculty Club with reference to the proposed new Faculty Assembly Unit. They stated that in accordance with the action taken by the Board of Trustees on July 11, 1938, the active members of the Faculty Club at a meeting held July 26, 1938, authorized the Board of Control of the Faculty Club to present a formal application for the above project, and to request the Board of Trustees to take the following steps:

(a) to appropriate a site on the campus for the construction of a new Faculty Club Building, to be referred to as “The Faculty Assembly Unit,” which site shall be one of the following, named in order of the preference of the Board of Control: the site now temporarily occupied by the State Board of Health, at the northeast end of and overlooking Mirror Lake, or the northeast corner of Seventeenth Avenue and College Road;

(b) to institute negotiations with the Public Works Administration of the United States Government for a construction project for a new Faculty Club Building on the site chosen and to make application therefor at the earliest convenient date prior to September 30, 1938.

The officers of the Faculty Club gave assurance to the Board that, pursuant to the above stated authority, the Board of Control has authorized its Treasurer to pay to the Treasurer of the University the sum of $60,000 (representing the amount of cash and the value of securities now in the hands of the Treasurer of the Faculty Club), as a partial contribution from the Faculty Club toward the cost of said project. The Board of Control has also secured the assurance of the willingness of two banks in the city of Columbus to lend to the Board of Control the sum of $30,750 which the Treasurer of the Faculty Club will pay to the Treasurer of the University when such sum may be needed, thus making a total contribution of $90,750 from the Faculty Club toward the construction costs of this project.
THE OHIO STATE UNIVERSITY
COPY OF OFFICIAL PROCEEDINGS OF THE

Meeting
August 11, 1938

OF THE BOARD OF TRUSTEES

* * * * * * * * *

The Board now gave consideration to the request of the officers of the Faculty Club as presented at yesterday's session; whereupon Mr. Dargusch offered the following resolution and moved its adoption:

RESOLVED, that the report of the Board of Control of the Faculty Club be received and filed;

RESOLVED, that the proposal of the Board of Control of the Faculty Club to pay over to the Board of Trustees of the Ohio State University $90,750 as a partial contribution to the cost of a new Faculty Assembly Unit be accepted;

RESOLVED FURTHER, that any building ultimately constructed, in whole or in part from the funds contributed by the Faculty Club, shall be set aside by the Board of Trustees for the use of the Faculty Club; and that the Board of Trustees shall furnish to the Faculty Club, free of charge, the services now supplied to it in the club quarters in the Administration Building, namely, water, heat, electricity, and gas.

Mr. Thompson seconded the above motion and upon roll call it was unanimously adopted.

* * * * * * * * *

Mr. Dargusch now offered the following motion which was seconded by Dr. Russell and was, upon roll call, unanimously approved:

In the event the Board of Trustees desires to put the proposed Faculty Assembly Unit to any other use, the Board will compensate the Faculty Club by cash in an amount equal to the present contribution of the Faculty Club of $90,750 and any additions thereto which may be made by the Faculty Club, less such amount to reduce the total sum so contributed by the Faculty Club, to the then present value of the portion of the cost borne by the Faculty Club, as the Board of Trustees may then determine.

This minute and the above resolution are subject, however, to the approval of the Attorney General.

* * * * * * * * *

The Board of Trustees agreed to defer action on the selection of a site for the proposed Faculty Assembly Unit until its next meeting on the University campus.

* * * * * * * * *
Acting President McPherson now presented the following communication from Dr. Carl W. Gay, President of the Faculty Club:

Dr. William McPherson,
Acting President,
Administration Building.

Dear Dr. McPherson:

In order that the Board of Trustees of the University may clearly understand the request of the Board of Control of the Faculty Club for the allocation of the building site adjacent to the old building now occupied by the laboratory of the State Department of Health, I submit the following statement to supplement the minutes of the special meeting of September 19th, copy of which you already have.

The advantages of the site designated are so outstanding (central location, beautiful outlook, architectural possibilities, and special adaptability to a three-floor plan) that the Board of Control, supported by the members consulted, feels justified in declining another site. The old building, removal of which would be necessary by the time the Club building would be occupied, is so inadequate for its present use, and seems so likely to be vacated in a comparatively short time, that the Club prefers to forego the proposed building program, for the present, if the Board of Trustees is not in a position to assure the Club that the old building will be razed within a reasonable time after the completion and occupancy of the new Club House or Faculty Assembly Building.

It is especially fortunate that the site permits of the construction of the proposed building without interference with the Health Laboratory, except the small wing. Since work on the new building will not begin until January 1, 1939, and will require at least a year for completion, the Health Department could have fifteen months or more in which to arrange to vacate the old building.

If the Board of Trustees approves this site and gives assurance that it will be vacated in about a year and a half, the Board of Control of the Faculty Club recommends the acceptance of the government grant of $74,250 and is prepared to invest $90,000 of its own funds in this project.

Respectfully submitted,

(Signed) CARL W. GAY,
President, Faculty Club.

Upon motion of Dr. Altmair, seconded by Dr. Russell, the Board of Trustees, by unanimous vote, designated the site above referred to as the location for the construction of the new Faculty Assembly Unit, and directed that the State Department of Health be advised that the University would like to have the building now occupied by the State Department of Health Laboratory vacated by January 1, 1940.
October 10, 1938

Meeting of the Board of Trustees

After discussion of the offer of the United States of America to aid by way of grant in financing the construction of a Faculty Assembly Unit, including service tunnels, the following resolution was proposed by Dr. Altmair, and read in full:

RESOLUTION ACCEPTING THE OFFER OF THE UNITED STATES TO THE BOARD OF TRUSTEES OF THE OHIO STATE UNIVERSITY TO AID BY WAY OF GRANT IN FINANCING THE CONSTRUCTION OF A FACULTY ASSEMBLY UNIT, INCLUDING SERVICE TUNNELS.

Be It Resolved by the Board of Trustees of the Ohio State University:

Section 1. That the offer of the United States of America to the Board of Trustees of the Ohio State University to aid by way of grant in financing the construction of a Faculty Assembly Unit, including service tunnels, a copy of which offer reads as follows:

FEDERAL EMERGENCY ADMINISTRATION OF PUBLIC WORKS
Washington, D. C.
Dated: October 1, 1938
Docket No. Ohio 2158-F

Board of Trustees of the
Ohio State University
Columbus, Ohio

1. Subject to the terms and Conditions (PWA Form No. 230, as amended to the date of this Offer), which are made a part hereof, the United States of America hereby offers to aid in financing the construction of a university building, including service tunnels (herein called the “Project”), by making a grant to the Board of Trustees of the Ohio State University (herein called the “Applicant”) in the amount of 45 percent of the cost of the Project upon completion, as determined by the Federal Emergency Administrator of Public Works (herein called the “Administrator”), but not to exceed, in any event, the sum of $74,250.

2. By acceptance of this Offer the Applicant covenants to begin work on the Project as early as possible but in no event later than 12 weeks from the date of this Offer and to complete such Project with all practicable dispatch, and in any event within 18 months from the commencement of construction.

3. This Offer is made subject to the express condition that, if the Administrator shall determine at any time that the Applicant has paid or agreed to pay, whether directly or indirectly, a bonus, commission or fee to any person, firm or corporation for attempting to procure an approval of the Applicant’s application, or for alleged services in procuring or in attempting to procure such approval, or for activities of the nature commonly known as lobbying performed or agreed to be performed in connection with the application, then the Administrator shall have the right, in his discretion, to rescind this Offer and any agreements resulting therefrom, and, in the event of such rescission, the United States of America shall be under no further obligation hereunder.

UNITED STATES OF AMERICA
Federal Emergency Administrator of Public Works

By (Signed) H. A. Gray,
Assistant Administrator.

be and the same is hereby in all respects accepted.

Section 2. That said Board of Trustees of the Ohio State University agrees to abide by all the Terms and Conditions relating to such grant, a copy of which Terms and Conditions were annexed to the Government’s Offer and made a part thereof.

Section 3. That the Secretary of the Board of Trustees of the Ohio State University be and he is hereby authorized and directed forthwith to send to the Federal Emergency Administration of Public Works three certified extracts from the minutes of this meeting showing the adoption and containing the full text of this resolution, and such further documents or proofs in connection with the acceptance of the Government’s Offer as may be requested by the Federal Emergency Administration of Public Works.

The above resolution was seconded by Dr. Russell and was adopted, with the following voting ayes: Messrs. Caton, Altmair, Atkinson, Dorries, Russell, Thompson and Miss Campbell; and the following nays: none.

The Chairman thereupon declared said resolution carried and the Chairman thereupon signed said resolution in approval thereof.

The Chairman therupon signed said resolution in approval thereof.
FACULTY CLUB REQUEST  (PART #2)

1. Under the statute defining "club." (R. C. No. 4301.01 (14)), the Faculty Club would qualify as a voluntary association of individuals (it is not incorporated) occupying by agreement a permanent building and having a bona fide dues-paying membership.

   a. The Club does have a tax-exempt status.

   b. It further has a current Constitution.

2. Under procedures outlined earlier, the Club could apply on its own as a qualified entity for a D-4 permit under R. C. 4303.17.

   4301.01 (14) defines "club."

   Club means a corporation or association of individuals organized in good faith for social, recreational, benevolent, charitable, fraternal, political, paternal or athletic purposes which is the owner, lessor, or occupant of a permanent building or part thereof operated solely for such purposes membership in which entails the prepayment of regular dues, and includes the place so operated.
CONSTITUTION
of
The Ohio State University
FACULTY
CLUB

January 5, 1940
CONSTITUTION OF THE OHIO STATE UNIVERSITY FACULTY CLUB

ARTICLE I
NAME
The name of this association shall be The Ohio State University Faculty Club.

ARTICLE II
PURPOSE
The purpose of this organization shall be to facilitate University, College and Departmental interests through the establishment and operation of a faculty commons for the use of its members as prescribed by the House Rules and By-Laws.

ARTICLE III
MEMBERSHIP
Sec. I. Classes of Membership. There shall be six classes of membership: I Active, II Associate, III Temporary, IV Affiliate, V Special and VI Honorary.

Class I. Active Membership, shall comprise the four following groups:

I A. Members of the staff with the rank of full professor, and university administrative heads.
IB. Members of the staff with the rank of associate professor.

IC. Members of the staff with the rank of assistant professor.

ID. Members of the staff with the rank of instructor.

Where a husband and wife are both eligible to active membership in the Club they shall, in order to enjoy the privileges of the Club, each take out membership.

Class II. Associate Membership shall comprise part-time teachers of the rank of instructor or above and administrative officers of University, State and Federal agencies and of professional and other societies, when such agencies and other societies are housed on the Ohio State University campus. This provision shall not, however, have retroactive effect except upon the desire of any member affected. The number of associate memberships shall be fixed from year to year by the Board of Control.

Class III. Temporary Membership shall include members of the teaching staff and administrative officers employed temporarily for twelve months or less, and other visitors at the discretion of the Membership Committee.

Class IV. Affiliate Membership shall comprise alumni and other persons not immediately connected with the University in any of the above capacities. The number of affiliate members shall be fixed from year to year by the Board of Control. There shall be two sub-classes:

IVA. Those resident in Franklin County.

IVB. Those resident outside Franklin County.

Class V. Special Membership shall be composed of: (a) Trustees and former Trustees of the University; (b) widows of former active members and widows of former members of the Board of Trustees.

Class VI. Honorary Membership may be extended to distinguished scholars and other persons meriting such honorary consideration.

Sec. 2 Election of Members. Special Membership shall be extended automatically to those who come within that class as above defined.

Honorary Membership shall be extended on unanimous recommendation of the Membership Committee, subject to the approval of the Board of Control.

Prospective members falling within the other classes shall be elected under the following procedure: An applicant for membership in Classes I to III, inclusive, must be proposed to the Membership Committee by one active member; for Class IV membership, by two such members. If the Membership Committee acts favorably upon the petition and the Board of Control approves, the applicant’s name shall
be posted on the Club's bulletin board. If within two weeks no objection is made, he shall automatically become a member. Any objections to an applicant shall be made in writing or by appearing personally before the Membership Committee. If the Membership Committee acts unfavorably upon an application and the Board of Control approves such action, the applicant's sponsor or sponsors or any other interested active member may, by letter or personal appearance before the Membership Committee, ask reconsideration of the action taken. In either of the above situations, the action of the Membership Committee on rehearing shall be final, subject to the judgment of the Board of Control. Provided, however, that all elections to membership shall be subject to the provisions of Article V, Section 6.

Sec. 3. Change in Class of Membership. In the event of a change in the status of any member of the Club, the membership classification shall, without action under Section 2, automatically change to that into which the member falls. Such action shall be reported by the Secretary-Treasurer to the Board of Control, and shall be subject to the provisions of Article V, Section 2. Following compliance with these provisions, the old certificate of membership shall be surrendered to the Club and an appropriate new certificate issued in its place.

Sec. 4. Eligibility to Vote. Only active members shall be eligible to vote, hold office, and serve on standing committees.

ARTICLE IV
WITHDRAWAL, FORFEITURE AND REINSTATEMENT

Sec. 1. Withdrawal. Every resignation from the Club shall be submitted in writing to the Secretary-Treasurer who shall place the request before the Board of Control for action. No resignation shall be accepted until the member presenting the same shall have satisfied in full his current indebtedness to the Club. Members resigning more than fifteen days after dues are payable shall be liable for the same.

Sec. 2. Forfeiture. Membership shall be subject to forfeiture for failure to comply with any and all By-Laws (including House Rules) of the Club. All decisions as to non-compliance shall be made by the Board of Control but no decision shall be made without written notice to the member involved and an opportunity provided to appear for explanation.

Sec. 3. Reinstatement. One whose membership has been terminated either by resignation or by forfeiture may seek reinstatement under Article III, Section 2 after one year from the effective date of his resignation or forfeiture.

ARTICLE V
MEMBERSHIP DEPOSITS

Sec. 1. Requirement of Deposit.

Active Members. Active membership shall entail a membership deposit according to the
following scale: Class IA, $100; Class IB, $75; Class IC, $50; Class ID, $25.

Associate Members. Associate membership shall entail a deposit of $50.

Affiliate Members. Class IVA membership shall entail a deposit of $50. Class IVB membership shall entail no deposit.

Other Classes of Membership. The remaining classes of membership shall carry no membership deposit.

Sec. 2. Change of Status. Any change of status as between classes or sub-classes of membership shall be accompanied by the appropriate adjustment in the member's deposit. Any refunds shall be handled on the same basis as employed in Section 4 of this article.

Sec. 3. Time of Payment. Deposits of new members must accompany applications for membership; provided, however, that the applicant may have the option of advancing one-fourth of the deposit and paying the remainder in three equal quarterly installments. Additional deposits required by Section 2 of this article shall be met in like manner.

Sec. 4. Repayment of Deposit. In the event of the resignation of a member from the Club or forfeiture of membership under the provisions of Article IV, any net deposit after deducting current indebtedness shall be returned to him, without interest, within sixty days after final action. In the event of his death this deposit shall be returned to his estate.

ARTICLE VI
DUES

Sec. 1. Scale of Dues. Class V and Class VI membership shall not entail the payment of dues. The dues for Class IVB members shall be $10 per year, payable annually. All other classes (including Class IVA) of membership shall pay dues quarterly at the rate of not more than $20 per year, the Board of Control to have the power to fix the amounts required; provided, however, the dues for Class IVA shall never be less than for Class IA.

Sec. 2. Time Payable. All dues shall be payable in advance. Dues of new members shall be pro rated for the quarter in which they are elected.

Sec. 3. Exemptions. Any active or associate member of the Club who intends to be absent from Columbus for a period of two or more consecutive academic quarters may, before departure, file with the Secretary-Treasurer a written notice of his intended absence, indicating its duration and requesting an exemption from the payment of dues during the period specified. Action upon such request shall be by the Board of Control, which shall also be empowered to extend exemptions at its discretion. During the period of exemption for any such member, he shall not be entitled to any privileges of the Club.

ARTICLE VII
MEETINGS

Sec. 1. Annual Meetings. The annual meet-
ing and election of the Club shall be held in February, the date to be fixed by the Board of Control.

Sec. 2. Special Meetings. The Board of Control may, and upon the written requests of fifteen active members, shall, call a special meeting of the Club at any time.

Sec. 3. Quorum. Ten per cent of the active members shall constitute a quorum.

Sec. 4. Notice of Meetings. Notice of all meetings shall be posted on the Club’s bulletin board for one week in advance of the time set; notice shall also be published in three issues of the Daily Bulletin, the first of which shall appear one week in advance.

ARTICLE VIII

OFFICERS

Sec. 1. Designation and Tenure. The officers of this Club shall be a president, a president-elect, and a secretary-treasurer. Each shall serve for one year or until a successor is chosen.

Sec. 2. Mode of Incumbency. At the first annual election after this Constitution becomes effective, all three offices specified in Section 1 of this article shall be filled as provided hereinafter; in subsequent years only the presidency-elect and the secretary-treasurership shall be thus filled, the presidency being automatically assumed by the president-elect of the preceding year. Vacancies occurring in the Presidency or Secretary-Treasurership shall be filled through appointment by the Board of Control, the appointment to run for the duration of the unexpired term. In the event of a vacancy in the Presidency-elect before November of any year, the office shall be filled at a special election. Otherwise, the vacancy shall not be filled but a President chosen at the annual election next following.

Sec. 3. Nominations. The president shall appoint, from among the active membership, a Nominating Committee of three, which shall present two candidates for each office to be filled at the annual election. Nomination may also be made by petitions bearing the signatures of at least thirty-five active members.

The Nominating Committee shall place its nominations in the hands of the secretary-treasurer at least twenty days prior to the date fixed for the annual election; whereupon that officer shall immediately post on the Club bulletin board, the candidates named. All nominations by petition must be in the hands of the secretary-treasurer ten days preceding the election date, and that officer shall immediately post any such nominations in like manner as for those made by the Nominating Committee.

Sec. 4. Election Procedure. Prior to the annual election the president shall name three tellers whose duties it shall be to conduct the annual election and to certify both to the outgoing secretary-treasurer and to the Board of Control at its first meeting next following, the results of that election. The method of
voting in any year shall be by mail, by ballot, or by a combination of the two, at the discretion of the Board of Control. A plurality vote of those exercising the franchise shall control. The right to vote shall be governed by Article III, Sec. 4.

Sec. 5. Special Election. Special elections, when necessary, shall be conducted in the same manner as provided in Sections 3 and 4 of this article; provided, further, that as to notice all special elections shall be controlled by the provisions of Article VII, Sec. 4.

Sec. 6. Powers and Duties. The powers and duties of the president, the president-elect, and the secretary-treasurer shall be those generally pertaining to such offices and those specifically set out in this constitution. The duties of the president-elect shall include assumption of the office of president in case of extended absence or incapacity on the part of the incumbent of that office. The duties of the secretary-treasurer shall include the keeping of the minutes of all annual and special meetings and the recording, in the same minute book, of all election results as certified under Section 4 of this article and of all constitutional amendments adopted and certified as provided in Article XII, Sec. 3. The president and the secretary-treasurer shall sign all contracts and general obligations which have been duly authorized by the Board of Control or the Club Membership. The secretary-treasurer shall pay only those bills approved as provided in the Club by-laws, and shall be bonded in such sum as shall be determined by the Board of Control.

ARTICLE IX
BOARD OF CONTROL

Sec. 1. Composition and Tenure. The officers designated in Section 1 of Article VIII, together with the retiring president, an appointee of the of Board of Trustees of the University, and four active members elected by the Club as hereinafter provided, shall constitute a Board of Control. An elected member shall serve for four years or until a successor is chosen. The member named by the Board of Trustees shall serve at the pleasure of that Board; the retiring president shall serve for one year only. Remaining members shall serve during their incumbency in office.

Sec. 2. Mode of Election of Elected Members. Election of the four members named directly by the Club’s active membership shall be so staggered as to require the election of one member at each annual election. The nomination and election procedure provided for in Article VIII, Sections 3 and 4, shall be applicable to elections to the Board of Control to the same extent as though such provisions were expressly incorporated herein. Unexpired terms created by resignation or other causes shall be filled by the Board of Control; provided, that such appointment shall run only to the next annual election at which time a successor shall be named, under the procedure above provided, to serve the unexpired term.

Sec. 3. Meetings. The Board of Control shall meet once per month during the academic year and at the call of the President.
Sec. 4. Organization. The president of the Club shall act as chairman of the Board of Control. The secretary-treasurer of the Club shall act as secretary of the Board, recording in a separate minute book all meetings and transactions of said Board.

Sec. 5. Duties and Powers. The Board of Control shall have those powers and duties specifically enumerated in other parts of this Constitution together with the following: It shall have the general supervision and management of the funds and properties of the Club. It shall adopt necessary house rules and by-laws for the management of the Club; provided, however, that house rules and by-laws so adopted shall be reported to the Club membership through posting or other suitable means. In carrying out the purpose of the Club, the Board may exercise all of the powers of the Club, subject to this Constitution and to the action of the Club’s voting membership at any annual or special meeting. The Board of Control shall employ a manager whose term shall continue at the discretion of the Board. The manager shall appoint, direct and dismiss all employees, purchase supplies, approve bills, receive and adjust complaints and enforce such regulations and rules as may be in force.

ARTICLE X
STANDING COMMITTEES

Sec. 1. Number, Mode of Appointment, and Tenure. Each incoming president shall appoint, as standing committees, a House Committee, a Publicity Committee, and an Entertainment Committee, the members of which shall serve for one year or until their successors are appointed. He shall also name two members to a Membership Committee, those members to serve for three years or until their successors are appointed. These appointments shall be made known at the first meeting of the Board of Control following the election of new officers, after which they shall be posted on the Club’s bulletin board for the duration of the year.

Sec. 2. Composition, Powers and Duties.

(a) The Publicity Committee shall consist of one member whose task shall be, in addition to serving on the Entertainment Committee, the suitable publicizing of the Club’s functions and activities.

(b) The Entertainment Committee shall consist of six members, with the Publicity Committeeman ex officio. This committee, subject to the supervision of the Board of Control, shall be charged with providing entertainment on suitable occasions.

(c) The Membership Committee shall consist of six members, two to be appointed each year. Its duties shall consist of the general administration of Article III, subject to the action of the Board of Control there provided for.

(d) The House Committee shall consist of three appointed members, the President-Elect and the Secretary-Treasurer of the
Club. It shall act in an advisory capacity to the manager and shall have regular meetings at stated times and a detailed report of each meeting shall be made by the Chairman at each regular meeting of the Board of Control.

It shall have general charge of the Club rooms, subject to the powers of the Board of Control under Article IX, Section 5, and, between meetings of the Board, may make such special and temporary regulations as may be required. It shall also fulfill duties prescribed by Article XI, Section 2.

ARTICLE XI
FISCAL CONTROL

Sec. 1. Fiscal Year. The Club's fiscal year shall run from Sept. 1st to August 31st.

Sec. 2. Budget. The House Committee, in cooperation with the Manager, shall each year submit to the Board of Control at its May or June meeting a budget of estimated income and expenditures. This budget shall be subject to revision and correction at the hands of the Board. In its final approved form it shall be posted for the information of members.

Sec. 3. Audits. The Board of Control shall engage the services of a certified public accountant to audit the Club's accounts annually at the end of the Club's fiscal year, or upon request of the Board. A report of any audit shall be presented to the Board at its next succeeding meeting, after which it shall be available to any member upon request.

ARTICLE XII
AMENDMENTS

Sec. 1. Method of Proposing. The Board of Control or any thirty-five active members, may propose amendments to the Constitution. The proposed amendments shall be posted by the Secretary upon the bulletin board and shall remain so posted for a period of two weeks. After the expiration of such period, the proposed amendments may be voted upon at any meeting or election of the Club.

Sec. 2. Voting. A two-thirds vote of those balloting shall be necessary for adoption. The method of voting shall be controlled by Article VIII, Section 4.

Sec. 3. Certification. Where voting on amendments to the Constitution occurs at any regular or special election, it shall be the duty of the tellers named in Article VIII, Section 4, to certify the results of the balloting in the manner there provided for elections. Where such voting occurs at a special meeting of the Club, the president or other presiding officer shall name from among those present three tellers who shall carry out the duties above mentioned.
SCHEDULE

This Constitution shall take effect immediately upon its adoption. Provided, however, that all members of the Board of Control, officers and committeemen then serving shall fill out the terms for which they were elected or appointed under the superceeded Constitution. And provided further, that any and all adjustments in class of membership, deposits, dues and like matters required by this Constitution or which may result from powers delegated by this instrument shall take place as of the beginning of the academic quarter immediately next following its adoption.

NOTE

The Ehouse rules and By-laws will be posted upon the club's bulletin board permanently as soon as revised by a special committee and approved by the Board of Control.
THE OHIO STATE UNIVERSITY FACULTY CLUB

HOUSE RULES

1. The club rooms will be open regularly from 9 a.m. to 11 p.m. on week days, and from 11 a.m. to 4 p.m. on Sundays. On special occasions the time for opening and closing may be extended, but permission must be obtained from the manager.

2. Minor children of members of the club will not be admitted except when accompanied by a member of the club or when previous arrangement has been made with the Manager by the parents or when special entertainment is provided for them.

3. Persons who are eligible for membership in the club may not be entertained in the club rooms more than twice during any one month. This rule does not apply to departmental or committee meetings called by members of the club.

Members may bring to the club not more than four undergraduate students, other than their own children, for dinner in the evening. Because of limited accommodations, children and wives of members, unaccompanied by a member of the club, will be served in the dining room on week days only after 1 p.m.

4. The Faculty Club is not open to:
   (a) Organizations which have undergraduate members except honorary scholastic societies. This shall include only such organizations as those in which the faculty participates in election to membership.
   (b) Meetings for which admission is charged or tickets sold, except as the club itself may provide.
   (c) Meetings of organizations in which a majority of the members are not members of the club; such groups are not permitted the use of the club rooms as organizations.
   (d) Undergraduates or high school students, except children of members of the club as noted in the second paragraph of Rule 3 above.

5. Club service for which a charge is made will be furnished only upon signature of a member including his number, or upon signature of a member of his immediate family, on slips provided for that purpose. No member may assign the right to use his signature for club service. All cash payments must be made at the club office.

6. Guest cards will be available to members for the use of visitors upon written application to the Manager, the member to be responsible for any indebtedness incurred by such guests. Such guest cards shall be good for a maximum of two weeks. Guest cards may also be issued similarly for prospective new active members of the Club pending action on their applications for membership.

7. The President shall be the principal administrative officer of the Club and the Manager shall report through the President to the Board of Control. The Manager shall be responsible for the details of club management as provided in the constitution.

8. No property of the Club may be taken from the rooms except with the permission of the Manager.

(Over)
9. Only food prepared by the Club may be served in the club rooms and none may be served in the Grand Lounge except on authority of the Manager.

10. Individual reservations shall not exceed one-third of the dining room space at any one time except on approval of the House Committee.

   (a) Table reservations at noon except on Saturday and Sunday will be restricted to committee meetings and similar special purposes.

   (b) On week days, reservations in the main dining room shall not be held later than 12:10 p.m.

   (c) Reservations at noon Sunday shall not be held more than 15 minutes after the time for which the reservation was made.

11. The west end of the Grand Lounge shall be reserved for the general membership at all times.

12. The reading room shall at no time be used for any other purpose.

13. No exhibition shall be placed on display except such as are authorized by the Board of Control.

14. Acceptance of gifts of furniture or equipment shall be at the discretion of the Board of Control.

15. The giving of gratuities to employees by members or guests is strictly prohibited under penalty of suspension of the member and dismissal of the employee.

16. No canvassing or circulation of subscription papers of any kind, except such as concern club matters, will be permitted in the club rooms.

17. Suggestions for the betterment of the club should be made to the Chairman of the House Committee on blanks provided for that purpose. It is the duty of the House Committee to notify members of any violation of the club regulations or house rules.

18. In these house rules the expression "member of the club" is intended to include the wives or husbands of members of the Faculty Club.

19. Exceptions to these House Rules may be made only by the Board of Control on application made through the Manager.

20. Recreational facilities during the noon period shall be available to the members daily and the Manager shall not make reservations involving the use of the recreation room unless suitable substitute arrangements are made in other quarters of the building.
TO THE VOTING MEMBERS OF THE FACULTY CLUB:

Last summer at the time the P.W.A. project for the construction of a new Faculty Club building was authorized by the voting members, it was contemplated that the total cost would be approximately $165,000, $75,000 of which was to come from the P.W.A. in the form of an outright grant, $60,000 to be appropriated from the cash assets of the Club and $50,000 to be obtained from loans.

It was assumed at that time by the officers of the Club that the additional financing in the form of loans would be accomplished through one of the Columbus banks. In fact, in making the application to the Federal Government, it was necessary for the University Board of Trustees to submit letters from two banking institutions to the effect that loans to the Faculty Club amounting to $30,000 would be made. The officers of the Club, as a result of negotiations with two local banks, did obtain written assurances to this effect. Since that time a third bank has indicated that it is quite desirous of participating in this project.

The fact is, therefore, that the Club is now in a position to borrow the above $30,000 or any portion of it from one of the local banking institutions at five per cent interest.

Your Finance Committee has been informed by a rather substantial number of members that a note issue of $30,000 bearing interest at five per cent would be looked upon as an attractive investment by the membership. Our inquiries disclosed a very definite sentiment in favor of such a plan. A few members of the Club have expressed a desire to purchase very substantial amounts.

The Finance Committee has, therefore, decided to give the members of the Club an opportunity to subscribe for promissory notes of $100 denomination, the total issue not to exceed $30,000. The terms of this issue are outlined in the attached subscription agreement. You will observe that the Club obligates itself to retire a minimum of $3,000 in the principal amount annually with a further provision that the Club may redeem additional notes by the payment of $101 plus accrued interest to redemption date. It is the desire of both the Board of Control and the Finance Committee that this entire issue of $30,000 be sold to three hundred subscribing members but in the event that there are fewer than three hundred subscriptions, those for larger amounts will be accepted in accordance with the plan outlined in the subscription agreement attached. It is expected that payment for the notes shall be made not later than March 1, 1939. If, however, any member will require a longer period in which to complete his payments, the Secretary-Treasurer of the Club, Professor Hermann C. Miller of the Department of Accounting, will be very glad of the opportunity to make proper arrangements.

Completion of the drawings and plans at a very early date is expected. We shall then solicit competitive bids on the construction contract. Before an award is made we must have the entire $30,000 on hand.

May we urge you, therefore, to give this matter your early consideration? Please return the signed subscription blank in the enclosed envelope, by campus mail. Please indicate the maximum number of $100 notes you desire and your choice of due date, i.e., three years, five years, ten years. Every effort will be made to issue notes to you which conform as closely as possible to your preference.

We have every reason to believe that the new building will be one of the finest structures of its kind in this country. The cooperation of the members in formulating all of the plans has been excellent. We trust that you will cooperate further to the extent of participating in the purchase of these notes.

With great appreciation,

FINANCE COMMITTEE OF THE FACULTY CLUB
THOMAS E. FRENCH
HENRY E. HOAGLAND
NORMAN D. LATTIN
CARL E. STEEB
GEORGE W. ECKELBERRY
SUBSCRIPTION TO PROMISSORY NOTE OF THE OHIO STATE UNIVERSITY
FACULTY CLUB

I hereby subscribe for the number of $100.00 promissory notes of the OHIO STATE UNIVERSITY FACULTY CLUB set out below for which I agree to pay the sum of $________________ on March 1, 1939. I have designated first, second and third choices based upon the maturity dates of these notes (1940 through 1949), at the same time agreeing that the Board of Control of the FACULTY CLUB shall have the power to place my subscription as near as is possible to the designated dates. It is agreed that subscriptions shall be accepted in the order of their receipt by the Board of Control, but that the Board shall accept so as to give to as many as can be accommodated one note. If there are fewer than 300 subscriptions the Board shall accept subscriptions to one note from all subscribers and shall accept subscriptions to the notes remaining in the order of their receipt, to the extent of a second note, and if any notes remain, the same process of acceptance shall be made for third and successive notes until the 300 notes are exhausted.

The principal provisions of the notes under this issue are: Aggregate principal sum $30,000; units of $100.00; interest—5% payable annually; redemption—at option of Club at $101 plus interest to redemption date; retirement of minimum of $3,000 in principal amount annually; no recourse against present or future members, officers, or members of the Board of Control for payment of principal or interest. A collateral contract, to be printed on the back of note, has as its major provisions a sinking fund provision, method of redemption provision, a stipulation permitting the Board of Control, under limited circumstances, to purchase notes from noteholders who have some emergency and desire to sell immediately, and also a provision requiring the noteholder to first offer his note to the Club at par with interest if he contemplates transferring it to one other than a voting member of the Club.

The closing date for the receipt of subscriptions is 12 m. February 21, 1939.

<table>
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<tr>
<th>Number of notes</th>
<th>*1st Choice</th>
<th>2nd Choice</th>
<th>3rd Choice</th>
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(Signed) ______________________________

* 30 notes mature yearly from 1940 through 1949. If you have no preference as to dates, please state this as it will materially assist the Board in the allotment of notes.

Note: If payment as set out in the above subscription agreement is not satisfactory to you, consult the Secretary-Treasurer of the Board of Control for information concerning special agreements.
STUDENT HANDBOOK
1954

FACULTY CLUB
THE OHIO STATE UNIVERSITY
COLUMBUS, OHIO
Hello There!

Welcome to the Faculty Club. Perhaps you have been wondering what the Faculty Club is and more important where and how you are to fit in. We hope that this handbook will help to answer most of your questions. We have included information concerning Club rules and regulations with which you will want to be familiar. Needless to say, if any of your questions remain unanswered please feel free to ask your supervisor.

We are looking forward to knowing you and working with you. We sincerely hope that you will enjoy your employment with us. We feel that it can contribute immeasurably to your college career.

Sincerely,

Manager
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History The Faculty Club as it now exists came into being during June of 1940. Before that time, 360 charter members had pooled their resources in sufficient amount to provide furnishings and equipment for the old Faculty Club located in the present Administration Building.

However, the continued growth of the University made new quarters necessary. It was decided to establish the Club in a separate building.

The building used today was erected at an expense of over $150,000 and includes facilities for meetings, a game room, several lounges, a Buffet luncheon service, a Main Dining Room, and a series of private Dining Rooms. These facilities are made available only to Faculty Club members, their families, and their guests.

ADMINISTRATION As you can see on the accompanying Organization Chart of the Faculty Club, Figure 1, administration is by a Board of Control. This Board
consists of the President, President-elect, Past President, Secretary-Treasurer, four Active members, all elected by the membership, and an appointee of the Board of Trustees. The Board is concerned with all phases of the Club's operation from drawing up the yearly budget to deciding on possible building alterations. The Board is assisted in these duties by one or more of the five standing committees. These committees are: House, Building, Publicity, Entertainment, and Membership.

The Club Manager is directly accountable to the President. She in turn supervises three separate departments of Club operation, each headed by its individual manager. The food service employees are supervised by the Dining Room Manager through the Dining Room Hostesses.

PURPOSE The Club exists for the purpose of facilitating "University, College, and Departmental
Interests through the establishment and operation of a faculty commons for the use of its members as prescribed by the House Rules and By-laws. You are instrumental in providing enjoyment through superior food service.

University students are employed by the food service department of the Club for two reasons: (1) in this way the Club provides financial assistance for deserving students and (2) it is felt that students are more capable than regular employees of giving the type of service desired.

There are now approximately eighteen hundred members in the Club, the majority of whom are our regular guests. We hope that your relationship with them will prove satisfying. We think that you will find the Faculty Club members a pleasant and interesting group of people.

**TERMS OF EMPLOYMENT** Students are employed on a quarterly basis. When you are employed unless otherwise specified, you are to begin work immediately and are expected to continue working up to and including the commencement day of the quarter.

The first time that you report for work you will be issued an employee number and a time card. "Punch in" on the time card when you are in uniform, have eaten, and are ready to go into the Dining Room. You are to "punch out" as soon as you are excused.

**HOURS OF SERVICE** The Main Dining Room is open for luncheon on Monday through Saturday from 11:30 a.m. to 1:30 p.m. and for dinner from 5:30 p.m. to 7:30 p.m. On Sunday, dinner only is served from 12:00 noon to 2:00 p.m. Unless otherwise specified, you are to be ready to work and at your station in the Dining Room at these times.

When entering the Club, students are requested to use the side entrance. The door will be opened when you ring the bell and identify yourself by
means of the telephone provided.

YOUR SUPERVISOR As you can see by the Organization Chart of the Food Service Department, Figure 2, you are directly responsible to both the Hostess on duty at each meal and to the Dining Room Manager. Bus boys are responsible also to the Kitchen Supervisor. You are excused by the Dining Room Manager at noon or by the Hostess on duty.

WORKING SCHEDULES The work schedules are posted on the Kitchen Board located at the top of the kitchen stairs and any irregularities are indicated. Temporary changes for a meal are noted on the Dining Room diagram by the "out" kitchen door. The Party Instruction sheets and the Tea Service sheets are posted in the Linen Room.

It is your responsibility to note the schedule and to be aware of the specific jobs to which you are assigned. Everyone is scheduled "off" for one or more meals per week.
MEALS  Meals are furnished by the Club at a nominal rate to all students. Bring your time card with you when you eat as the cost of your meal is recorded on it. Students are permitted to eat at the Club only when they are scheduled for work. If at all possible, you are expected to eat before working. Luncheon meals are served at 11:00 a.m. in the Buffet on Monday through Friday, and in the Kitchen at 11:00 a.m. on Saturday, 11:15 a.m. Sunday, and at 5:00 p.m. each evening. The Club is closed on Sunday evening.

WAGES  Students are paid twice monthly, usually on the first and sixteenth. The checks are obtained at the Office. Your meals, federal security and withholding tax are deducted from your total earnings.

UNIFORMS  Uniforms and aprons for the waitresses and white jackets for the waiters and bus boys are furnished and laundered by the Club. Waitresses change their uniforms on Sunday and Wednesday.

Waiters and bus boys change their jackets when needed.

Each waitress will be issued a uniform number by the laundress and a uniform of the correct size with that number will be available on the assigned days.

White jackets are to be placed on the hall hangers at all times. Soiled jackets will be replaced by the laundress.

APPEARANCE  Waitresses, waiters, and bus boys must present a neat clean appearance at all times. Hair is to be neatly combed. Nails and hands are to be clean and manicured. There should be no presence of body odor. Do not touch your face and hair with your hands during service. If you should sneeze or cough, cover your mouth with a handkerchief and wash your hands immediately.

Jackets are to be worn buttoned. Uniforms are to be buttoned to the neck. Sleeves are not to be
turned up. Comfortable neat shoes of black, brown, or white are recommended.

Waitresses are required to wear hairnets at all times during the meal service. Your watch and ring are the only jewelry allowed. White socks may be worn if they are clean and neat. Colored socks are not permitted.

Boys are requested to wear clean neat trousers and to be clean shaven.

**DINING ROOM CONDUCT** Remain at YOUR station while in the Dining Room. Do not gossip with fellow students. There is to be no loud talking or giggling. Stand up straight, you make a more alert appearance. You are expected to conduct yourself as a dignified adult.

**TRAFFIC** When going to and from the Dining Room, enter the kitchen through the IN door only and the Dining Room through the OUT door only. Use the wide traffic lanes when carrying trays to the stations.

**ACCIDENTS** Prevent accidents and possible injury to yourself, guests, and fellow students by wiping up any spilled food or liquid immediately.

**SUBSTITUTIONS** If unable to work for a scheduled meal notify the Dining Room Manager as far in advance as possible. You MUST fill out a substitute form naming your substitute. YOU are responsible for obtaining a substitute who is familiar with the Club’s service. Your substitute must be approved by the Dining Room Manager.

**TABLE SERVICE**

The Faculty Club has only one style of service. It is a gracious service characterized by the "extra" details which make a meal a pleasant and satisfying experience. This service, however, is adapted to three types of situations.

The important factor in the noon meal is to give good service with speed. This is because most Faculty members have only one hour for lunch.
Although the quality of service is not sacrificed, the noon service is a streamlined one.

At dinner (this includes the Sunday meal), every attempt is made for quality service in a friendly manner. Faculty members come to enjoy themselves and every attempt is made to make the meal a pleasant one. Some of the dinner extras are a selective salad tray and rolls passed from a portable roll warmer.

Party service is the most formal service at the Faculty Club. It includes all the niceties which make a party special. Each party service, regardless of the number of people or the food served, is written up on a Party Instruction sheet which constitutes a detailed set of service instructions. Much time and effort has been put into the planning and preparation for these occasions and superior service is expected.

### TABLE SEQUENCE
The tables in the Main Dining Room
Room are numbered in order. There are four rows of tables, the row farthest from the main door is row D. The row nearest the door is row A. See Figure 3. The table positions are numbered beginning with number one. The guest seated in the chair nearest the kitchen door is in chair position No. 1. The person to his right is in chair position No. 2 and on around the table regardless of size.

SERVING THE MEAL You will always be right if you remember that all food is served and cleared from the LEFT of the guest with the exception of bever-
ages which are always served and cleared from the RIGHT of the guest. Items served to the left are always served with the LEFT hand. Items served to the right are always with your RIGHT hand. This eliminates awkward reaching in front of the guest. See figure 4 for the correct placement of the salad, bread and butter plate, and beverage.

When serving the entree, the dinner plate is placed with the meat toward the lower right edge of the table.

When serving the T-bone Special the dinner plate of potatoes is placed in front of the guest and the platter is placed above this plate. If table space is inadequate, the platter is placed to the left of the dinner plate.

Desserts served on a flat plate require a fork. Desserts in a sauce dish or bowl require a spoon. Desserts are always placed on a MATCHING underliner. Dessert silver is placed from the RIGHT of the guest...
and before the dessert is served.

Coffee cups should be no more than two-thirds full in order to allow room for the guest to add cream. The cups should be placed so that the handle of the cup slants at an angle to the right.

Individual steak sauces and soy sauce are served on a glass underliner. If more than one sauce is requested, the sauce rack may be placed on the table.

**CLEARING THE COVER** When clearing, you should be able to remove the entire cover neatly and in one operation without accident. Pick up the dinner plate with your left hand and transfer it to your right hand, tucking the handles of the silver under the thumb of your right hand. Place the salad plate on top of and in the center of the dinner plate. Next place the bread and butter plate on top of the salad plate. Tuck any extra silver under your right thumb. Remember **DISHES ARE NEVER STACKED IN FRONT OF A GUEST!!**

**CHANGING THE TABLECLOTH** After the table has been cleared only the flowers, sugar bowl, salt and pepper shakers, and a clean ashtray should be on the table. These items are then placed at the far end of the table as you stand in front of the No. 1 chair position. The soiled cloth is folded away from you as far as possible. The clean cloth, which is folded in fourths, is then placed with the center fold in position, across the center of the table, the edges of the cloth facing the center fold. The fourth nearest you is then folded down over the edge of the table and the remaining fourth is folded in half away from you. The center setup is placed as shown in figure 5. The soiled cloth is...
slipped off the table and the remainder of the clean cloth is unfolded down over the edge of the table.

The table is then set with silver and napkins as shown in figure 6. The napkins are placed with the open edge toward the plate. The knife is placed with the blade facing the plate. The silver is placed with the ends of the handles in an even line with the napkin approximately one inch from the edge of the table.

**STACKING TRAYS** Proper stacking of trays in the

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**Figure 7**

Dining Room will save you and your fellow employees much time by not only facilitating unloading but by eliminating costly breakage of china and glassware. Trays should be loaded so that (1) all heavy plates are on one side, (2) glasses are centered to prevent slipping, (3) the silver is across one side with ALL handles pointing in one direction, and (4) cups and tea pots are at one end. See Figure 7.

**PRICING YOUR CARDS** Price your cards during slack times of work. Indicate the number of people included on the order card. Record any orders for extra plates as there is an additional charge of ten cents for each.

The items ordered are priced with the cost of
the first items recorded on the first line of the card. This rule is observed regardless of how the guest has written the order. BE ACCURATE. Do not total the cards.

**MISCELLANEOUS** Carry everything on a tray with the exception of the water bottles and the coffee vaculators.

Always take a tray of soiled dishes with you when going into the kitchen. Check your cards to see if there is a dessert you can get in advance. Re-stock your sidestand with silver, china, and glassware during slack times. Before you are excused your sidestand should be in the condition you would like to find it if you were assigned to work the next meal.

Cards are placed on the steamtable in a definite order. Cards with first course orders are placed in the lower slot. Cards with no first courses are placed in the top slot, at the right of the cards already in position. Cards ordering salads and sandwiches are placed in the box above the salad unit.

If it is necessary for you to leave your station for any reason not connected with your work, even for a short period of time, notify the Hostess before leaving. This will enable the Hostess to have your station covered while you are absent.

Watch your guests so that you can anticipate their needs. A good waiter or waitress has a minimum of requests from guests.

**AND NOW TO WORK** Although at first everything may seem a little overwhelming, we believe that you will discover that waiting tables and bussing trays can be pleasant work.

You will be assigned to work with a fellow student who will help to "train" you for the first few days. This handbook and the sheets of specific
instructions given to you, supplemented by this training, are intended to familiarize you with your responsibilities as an employee of the Faculty Club Food Service. We cannot overemphasize the importance of learning these instructions thoroughly and as soon as possible. Think about them while you are working. The Club has a reputation for excellent service. We expect you to make every effort to maintain this reputation.

A pleasing smile, a friendly attitude of cooperation, and the "know how" will help you to become a successful employee at The Ohio State University Faculty Club.

...............  

¹Constitution, The Faculty Club, Ohio State University.
THE OHIO STATE UNIVERSITY FACULTY CLUB
Membership in The Ohio State University Faculty Club is a privilege extended to all regular members of the faculty who seek it and to some non-faculty personnel. The Club is an organization established more than forty years ago and functions in its own building on the campus. It is a non-profit association through which past and present members have sought to provide the facilities and services identifiable with a “private” club and in keeping with the University and its position. The dining service, social events and recreation which the Club offers provide most enjoyable features for members and their families at Ohio State. In addition, the centrally located Club building offers a pleasant and convenient center for transaction of faculty business. This booklet describes the Club and its services to members.
Privilege to some is more than freedom.

It is a "private" matter of dining
adequate to the most
convenient Club
A CLUB FOR
before World
1923, Mem-
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A CLUB FOR THE FACULTY: After some attempts to obtain a faculty building before World War I, The Ohio State University Faculty Club was organized in 1923. Membership card No. 1 was issued to the late Dr. William Oxley Thompson, fifth president of the University. The Administration building, completed in 1924, provided the first Club rooms on its third floor. The present Faculty Assembly Building at 181 South Oval Drive has been Club headquarters since 1940. Its construction was financed through earned surplus, members' notes, and by the Public Works Administration. Conveniently situated in a pleasant setting near Mirror Lake, the Club building contains on the first level a cafeteria and game rooms; on the second level, a large lounge used also as a ballroom, a library, cigar counter and business office, as well as ladies' and gentlemen's lounges, and on the top floor, a large dining room with table service, six private dining-meeting rooms, and the kitchen. General supervision and management of the Faculty Club are the responsibilities of an eight-member elected Board of Control comprising four members at large and four officers — the president, past president, president-elect, and secretary-treasurer. The Board and the officers are elected by vote of the Active (faculty) membership. Five standing committees (House, Program, Building, Publicity, and Membership) and other special committees assist the Club administration.
The Board of 37 full-time faculty from the Faculty Board deposit. The Faculty Board consists of 0 committees. These latter Members of the Board. F Club Constitution serves in the main which have seating for 7:30 p.m. Members are not nec
The Board of Control employs a full-time professional manager who heads a staff of 37 full-time and 65 part-time employees. The Club operates within the provisions of its Constitution and House Rules. **MEMBERSHIP:** Members of the full-time faculty from the ranks of instructor through professor are automatically eligible to join the Faculty Club and may do so by filing an application and paying a membership deposit. These and certain other university personnel constitute Class I, Active Members. Only this membership category is eligible to hold office, vote, or serve on committees. There are five other membership groups. Applicants for each of these latter groups must be proposed to the Membership Committee by two Active Members. Full details on membership classes and procedures may be found in the Club Constitution. **DINING SERVICES:** One of the principal ways in which the Club serves its members is through its dining facilities. Table service is provided in the main dining room, which seats 160, and six nearby private dining rooms, which have a capacity of 130 for luncheon and dinner. Cafeteria service with seating for 120 is offered in the first-floor Buffet for those who prefer it. The main dining room operates from 11:30 a.m. to 1:30 p.m. and from 5:30 to 7:30 p.m. Monday through Saturday and from noon to 2 p.m. on Sunday. Reservations are not necessary for luncheon but are accepted for 12:30 p.m. or later Monday.
The Club is open to anyone throughout the year. However, it is closed on Sundays. Christmas Day and New Year’s Day are public holidays, and the Club is closed during these times. Many members enjoy dining in the Club's dining rooms, which are open to both members and the general public.

Information regarding the Club's opening hours and public holidays is available on the Club's website or by contacting the Club directly.
through Friday and for 11:30 a.m. to 1:30 p.m. on Saturdays. Dinner reservations also are not required but are taken for any evening. Because of heavy patronage, the Club cannot make reservations on the Saturday noons of home football games or Sundays. Cafeteria service in the Buffet is available from 11 a.m. to 2 p.m. Monday through Friday and on football Saturdays. Tipping is not permitted in any of the dining facilities. The Club presents a varied and attractive menu throughout the year. Foods are prepared in its own kitchens and bakery. Although the Club is a non-profit organization, no attempt is made to sacrifice quality and service in its dining facilities. A popular feature is the Buffet service offered in the main dining room each Friday evening. A reduced price is charged for children 10 and under. Many members also patronize the Club’s special holiday dinners on Thanksgiving, Easter, and Mother’s Day. A number of university departments schedule private dining rooms for weekly or monthly meetings. Additional food services of the Club include catering for banquets, picnics, social events in member’s homes, and for wedding receptions, teas, and private luncheons and dinners held at the Club. Information on these services may be obtained by calling the Club Manager. The Club remains in operation during the between-quarter periods and closes only on Christmas, New Year’s Day, Memorial Day, July 4, Labor Day, and the Sunday
following Thanksgiving. □ **THE SOCIAL PROGRAM:** Another important manner in which the Club serves its membership is through its social program. An active Program Committee plans and conducts some 15 to 20 events each year. □ Members are kept informed of the social schedule and reservation deadlines through publications sent to their homes. □ Among the Club's events are an annual fall "Ox Roast"; Christmas, Winter, and Spring formal dinner dances; a series of square dances; a Holly Dance for members' children of high school and college age and their guests; Town Guest Night, to which members invite off-campus guests; a family picnic, sports programs, "cabaret" events, foreign affairs programs, a duplicate bridge tournament, and others. The social program is especially helpful to faculty newcomers in enabling them to widen their acquaintance with other faculty outside their own departments. □ **OTHER CLUB FACILITIES:** A Club facility used by many members is the Library, where some 300 newspapers, magazines, and other publications are available whenever the Club is in operation, 8:30 a.m. to 11 p.m. daily and from 11 a.m. to 4 p.m. Sundays. □ A spacious main lounge serves as a center for committee meetings or members' conversation. Coffee is provided gratis in the main lounge during the luncheon period. Television is available here also. □ In the lounge and elsewhere throughout the building are hung a number of paintings which
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have been donated or loaned to the Club. Among these are George Bellows’ “Central Park”; several canvases by James R. Hopkins, former director of the School of Art; and watercolors by Emeritus Prof. Ralph Fanning, also of the School of Art. Small art exhibits are often displayed in the lobby, and salon prints by faculty photographers are shown on the top floor. A game room has facilities for cards and chess. The cigar counter stocks cigars, cigarettes and candies, and a limited check-cashing service is provided for members. Tickets for home basketball games are distributed at the Club during the season.

- **GUEST POLICY:** It is the policy of the Club to limit entertainment of guests who are eligible for membership. Guest cards for visitors can be obtained for a $2.50 weekly service charge. Members may bring to the Club not more than four undergraduate students at one time, other than their own children, for a luncheon or dinner.

- **FINANCIAL MATTERS:** The Faculty Club is self-supporting; its dues and prices are kept at a cost level that will provide both the quality and type of services which are in keeping with the Club’s position. A member makes purchases at the Club by signing his name and account number. House accounts and dues are billed monthly. Dues are modest, the highest being $3 per month. A membership deposit ranging from $25 to $100 is required of each member upon joining. The deposit may be paid in quarterly
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installments and is returnable upon leaving the Club. □ A number of members in the past have aided the Club’s operations or added to its facilities through gifts. These are accepted and administered through the Board of Control.

□ OTHER INFORMATION: Copies of the Club’s Constitution, House Rules, and membership application forms may be obtained from the Club office. Information on the social program and other activities is provided to the membership periodically by mail. □ Questions may be directed to: Manager, The Ohio State University Faculty Club, 181 S. Oval Dr., Columbus, Ohio 43210; telephone, 293-2262.
Dr. Thompson,

This membership card, you should keep. The certificate of membership is what you should serve as a token.

Rgts,

11/25

The Ohio State University
Faculty Club

ACTIVE MEMBER

Mr. William Oxley Thompson

No. 1

Secretary
THE FACULTY CLUB
THE OHIO STATE UNIVERSITY

House Rules

MAY 1, 1957
HOUSE RULES OF FACULTY CLUB

These rules apply to all members of the Faculty Club and to their professional and social guests.

Hours

1. The club room will be open regularly from 9 a.m. to 11 p.m. on weekdays and from 11 a.m. to 4 p.m. on Sundays. On special occasions the time for opening and closing may be extended at the discretion of the manager.

Membership Privileges

2. All services and facilities of the club are available to its members within the hours noted above except as they may be reserved for duly scheduled activities of the club or for other organizations entitled to their use.

3. Only regular members of the club and their personal guests are entitled to luncheon service in either the buffet or the dining room before the hour of 12:30 p.m. on days when classes are scheduled in both morning and afternoon. This limitation is necessitated by the fact that the luncheon facilities of the club are not adequate to serve promptly the number of members who normally require the use of its facilities between 11:30 a.m. and 12:30 p.m. In order to assist in eliminating this peak load and so make it possible to take care of staff members with classes at 11:00 a.m. and at 1:00 p.m., club members are also requested to make arrangements whenever possible to postpone their use of the luncheon facilities until after 1:00 p.m. This will be especially helpful if a member is entertaining a large number of guests or if the facilities are being used by others in the members' families.

4. Members are not entitled to consume or to supply to their guests on the club premises food or beverages other than those which are prepared and served by the club.

Guest Privileges

5. Upon written application to the Manager, guest cards will be available to members for the use of visitors. The member will be responsible for any indebtedness incurred by his guests. Such guest cards shall be subject to a service charge of $2.50 per week. Guest cards may also be issued to prospective new active members of the club pending action on their application for membership.

6. Members may bring to the club not more than four undergraduate students other than their own children for dinner in the evening or for luncheon after 1:00 p.m.

7. Persons who are eligible for membership in the club or who are employed on the campus may not be entertained in the club room more
than twice during any one month. This rule is excepted in the case of departmental or committee meetings called by a member of the club.

Privileges Not Available

8. Faculty Club facilities are not normally available to the following:
   a. Organizations which have undergraduate members, except honorary scholastic societies in which the faculty participates in election to membership.
   b. Meetings for which admission is charged or tickets sold except as the club itself may provide.
   c. Meetings of organizations in which the majority of the members are not members of the club.

Reservations

9. Individual reservations shall not exceed one-third of the dining room space at any one time except on approval of the House Committee. On weekdays table reservations at noon shall be restricted to committee meetings and similar special purposes. No reservations shall be made for tables in the main dining room. Attempts to effect unscheduled reservations during weekday lunch hours are prohibited.

10. Reservations for special club functions may be cancelled without liability before noon of the day preceding the function, after which time members will be held responsible for all charges incident to the reservation.

Gratuities

11. The giving of gratuities to employees by members or guests is prohibited.

Charges and Accounts

12. Club service for which a charge is made will be furnished only upon presentation of a slip provided for that purpose bearing the correct account number and signed by a member or one of his immediate family. No member may assign the right to use his signature for club service. All cash payments must be made at the club office.

13. Bills for house accounts and dues will be mailed on or before the fifth day of the month and payment is due upon receipt of bill. Quarterly dues will be billed in the monthly statement immediately preceding the quarter to which they apply.

14. If accounts are not paid on or before the last day of the month, credit may be suspended and names of delinquents may be posted. Credit can be reestablished by payment of the account. If accounts are not paid within thirty days after suspension of credit, membership in the club is forfeited (as provided by Article IV, Section 2 of the Constitution). Forfeited membership may be reinstated by the Board of Control after payment in full of outstanding indebtedness.
Use of Facilities and Equipment

15. No property of the club may be transferred within or removed from the premises except by permission of the Manager.

16. Only the Board of Control may authorize placing of exhibits or displays on the club premises or accept offers of gifts of furniture or equipment. Proposals concerning such matters should be addressed to the Chairman of the House Committee.

17. Recreational facilities shall be available to members daily during the noon period and the Manager shall not make reservations involving use of the recreation room or lounge unless suitable substitute arrangements are made in other quarters of the building.

Library

18. Members shall at all times observe the courtesies due their fellow members by maintaining quiet in the reading room and by refraining from removal or mutilation of the reading matter there provided.

Dress

19. While on the club premises, members and their guests shall at all times dress in a manner proper to the decorum of a professional faculty club. The wearing of a coat and tie in the dining room in the evening and at noon on Sunday shall be considered proper attire for men.

Leave

20. The constitution of the club states that members may be excused from payment of dues by action of the Board of Control. For members on leave from the University who wish to have their dues waived, application must be made at the office of the club before the quarter for which leave is to start. The dues will not be waived if the leave is for less than two quarters or if the member is to remain in Franklin County or on the campus during his leave.