



THE CITADEL  
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Blue Book

1934

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REGULATIONS

FOR THE

INTERIOR DISCIPLINE AND POLICE OF  
THE SOUTH CAROLINA CORPS  
OF CADETS



1934

HEADQUARTERS SOUTH CAROLINA CORPS OF  
CADETS, THE CITADEL

Charleston, S. C., July 1, 1934.

The following Cadet Regulations are published for the information and guidance of all concerned.

JESSE GASTON,  
Commandant of Cadets

Approved:

C. P. SUMMERALL,  
President.

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INTRODUCTORY

These regulations shall be in full force and effect from date of publication and may be amended by the Commandant of Cadets with the approval of the President.

All explanatory and informatory details have been eliminated so far as practicable.

The spirit of these regulations shall govern in all cases.

All orders and regulations in conflict with these (except the College Regulations) are hereby revoked.

This book shall be officially known as the Blue Book. Each room occupied by cadets shall be provided with: one copy of the Blue Book, one copy of the College Regulations, one copy of Customs and Courtesies, and one copy of Guard Orders.

## PRINCIPLES

1. The Citadel is essentially a Military College, and the college authorities promise parents (or guardians) of cadets strict supervision over their sons (or wards) entrusted to their care. Such supervision will be complete in so far as is possible. Cadets who by temperament or otherwise are not suited to such control should request consent of their parents to withdraw.

2. Cadets will remain on the College Campus except at certain designated periods when they will be allowed to go on leave as provided in these regulations.

3. They will not be allowed to rent cottages at nearby beaches, or rooms in the city without the express permission of the Commandant of Cadets. All such occupancy will be under the supervision of the Director of Cadet Affairs.

4. Four principles underlie all cadet duty, viz: honesty, cleanliness, punctuality, and thoroughness. Cadets will apply these principles constantly.

a. **Honesty:**—The cadet in his life at the Citadel will measure his actions by a standard of honor which will make him true to himself, to his duty and to his fellow cadets in the broadest and best sense; he must realize that it is not fair to any cadet to allow him to fail in his duty and by so doing build up habits of carelessness and disrespect for law. Similarly, with regard to himself, he must feel that evading punishment or securing anything to which he is not clearly entitled cannot compensate for a lowered standard of honor.

b. **Cleanliness:**—The cadet will be clean in the most exacting sense of the word. His hair must be short, face clean shaven, and his body and clothing meticulously clean at all times. His equipment, furniture, room and every article and place for which he is responsible will be kept clean and tidy. Articles which can be shined will be so kept.

c. **Punctuality:**—Each cadet will be punctual at every duty and appointment, whether he is summoned by a general call (steel, bugle, etc.), obliged to watch the time for himself, or otherwise.

d. **Thoroughness:**—In performance of duty, military or academic, cadets will fully inform themselves as to their duty and be thorough and painstaking, carrying such duty to completion at the time prescribed.

### ABSENCES

5. Only the President of the College, the Commandant of Cadets, the College Surgeon, or in exceptional instances, the officer-in-charge, may excuse a cadet from any duty.

6. A cadet excused from any military duty will at once notify the first sergeant of his organization, and in the case of a cadet officer he will also notify the next officer in the chain of command.

7. A cadet is "absent from a formation" if not in ranks before the report is made to the guard, and the report will be made promptly.

8. A cadet is "absent from a duty" if he does not join before the duty ends; he is "absent from a ceremony" if he does not join before adjutant's call, after which he may not join.

9. A cadet is "late" if he is not in his exact proper place at the last note of assembly, but joins before he is due to be reported absent.

10. Unless expressly so stated, no privileges granted to cadets will excuse them from any duty, confinement or punishment.

11. Cadets directed to report at any office, or to any instructor, or at the guard room will do so at the first opportunity when no duty will be interfered with; if a cadet is in conference with any officer and has any duty or formation he will inform the officer of that fact in time to be present at the duty or formation.

### ACADEMIC INSTRUCTION

12. Classes will be divided into sections and each section provided with a section-marcher and a file-closer.

13. On entering the class room, the file-closer will enter first and stand at attention near the door until the section-marcher who follows the section enters. The file-closer will then take his proper place in the section. The other members of the section will proceed directly to the seats assigned them and stand at attention facing to the front. As soon as the section-marcher has reported to the instructor he will command "Seats". Immediately thereafter any cadet who is excused from reciting will rise and report that fact to the instructor, stating the reason therefor.

14. At the first steel the section marcher will rise and take post near the class room door. When the instructor dismisses the section the section marcher will command: "1. RISE, 2. MARCH OUT," and immediately form his section just outside of and in front of the class room door, (at Bond Hall: in the hall of the building in front of the class room), and march it in a military manner to its proper class parade for dismissal. The file closer will leave the class room last and see that all members of the section join the section promptly.

15. Cadets will bring to their recitation room lead pencils and such books and equipment as directed.

16. Cadets will be permitted to leave the class room only when authorized by the instructor. Such cadets will be reported by the instructor for "leaving class by permission for ..... minutes". They will return to the class room as soon as possible

if that recitation period is still in progress. Any cadet who for any reason whatever reports late to a class room will be reported by the instructor as "Reporting to ..... M. class ..... minutes late".

17. A cadet will be excused from academic recitation only by the surgeon on account of sickness or physical disability, by the President or Commandant of Cadets on account of emergencies interfering with his regular study hour, or for certain necessary guard duty.

18. When a cadet at any recitation feels that on account of sickness he is unable to do himself justice, he will obtain permission from his instructor to leave the class room and will visit the hospital by proper authority. Should he be not excused by the surgeon he will be required to recite.

19. When a cadet has recited, and feels that he has been unable to do himself justice on account of an emergency interfering with his study, he will submit application in writing to the President thru proper channels to have his mark removed, giving reason therefor.

20. Except section supervisors the senior cadet officer or non-commissioned officer of a section will be the section-marcher. In case there are no cadet officers present in the section the order of rank will be determined alphabetically and the senior cadet present, so determined, will be section-marcher unless otherwise ordered. The second in rank will be the file-closer.

21. **Section Supervisors** will not form or march with their sections, but will on going to classes report to the officer of the day and supervise sections between barracks and Bond Hall, and observe the conduct of all cadets in and around Bond Hall.

22. The three ranking cadets of each section will carry a copy of the section roll with them so that they can act as section-marchers without advance notice.

23. Upper class sections will form on the quadrangle of Main Barracks during the period of recruit instruction, thereafter on the quadrangle of their respective barracks.

24. **Class parades** in barracks will be on the quadrangles and are assigned by classes in their barracks as follows: the senior on the northeast quarter, the junior on the southeast quarter, the sophomore on the northwest quarter and the freshman on the southwest quarter of the quadrangle; class parades at Bond Hall will be as marked. Sections going to classes will be formed on their class parades facing the officer receiving the reports.

25. Freshman sections will form on quadrangle of Murray Barracks during the period of recruit instruction, thereafter on the quadrangle of their respective barracks. These sections will be formed according to numerical order, lowest numbered section on the right.

26. All sections will be sized, the tallest man on the right, no section to have more than 11 cadets; where there are more than 11 cadets attending recitation in the same class room, the senior cadet will divide the section into approximately equal sub-sections of not to exceed 11 cadets. The senior cadet in each sub-section will be the section-marcher.

27. At formations the section-marcher will take post three paces in front of the center of his section.

28. Cadets will not use an unnecessarily loud or a frivolous tone in answering roll-call.

29. Section-marchers will require cadets to join their sections as soon as they arrive. At the first note of assembly or the waring steel the officer of the day will command "*Form your sections*". Section marchers will immediately command "*Fall In*", and check their sections as soon as assembly bugle,



steel or verbal order ceases. They will at once command "*Right Face*" and march off their sections. If delayed for any reason the section-marcher will command: 1. "*Two paces forward*", 2. *MARCH*, and when ready will join the column in the first available space. Section-marchers having lates or absentees will hand to the officer of the day report slips showing the date, hour of formation, number of section and name of absentees and lates with their company designations as they pass him, or they will report "All present".

30. In marching, section movements by the flank will not be executed; all movements will be in column of twos.

31. The sections going to Bond Hall will be marched through the east sallyport. All class rooms will be in Bond Hall except those of the military department located in Murray Barracks. Sections in the rear will take step from the sections in front. A section of an upper class will have precedence over one junior to it where there is a possibility of confusion or interference. Sections on the way to Bond Hall will have the right of way over sections returning therefrom regardless of classes.

32. Sections going from barracks to classes in Bond Hall will enter as follows:

a. Sections having classes on first floor will enter through doorways to the right and left of the front entrance. Those reciting in the west half will enter through the doorway to the right, and those reciting in the east half through doorway to the left of the front entrance.

b. Sections having classes on the second floor will enter through front entrance and use the center stairway.

c. Sections having classes on the third floor of the west half will enter through the west wing doorway. Those going

to east half, through the doorway to the left of the front entrance then proceed on first floor and up stairway in east wing.

d. Cadets in sections and individually on going to class rooms on the third floor of Bond Hall where the Library is located will *NOT* use the center stairways from the second to the third floor.

e. Cadets going to class rooms or to see instructors will *NOT* go through the Library.

33. A section marcher is responsible for the good order of his section. He will march opposite the rear of his section where he can observe and control it. He will give all commands in a military manner, and keep his section *in step, closed up, and at attention.*

34. A section-marcher, in reporting his section to the instructor, will report absentees thus: "Sir, cadets ....., already reported to the guard, are absent"; he will report any other absentees should there be any.

35. All cadets going to and returning from class will carry their books in the left hand.

36. Sections reciting in Bond Hall having the next consecutive class there, will be marched to the class parade in rear of Bond Hall and be dismissed. At the proper time they will be formed in rear of Bond Hall in a manner similar to class formations on the quadrangle and be marched to their class rooms. These section formations will be under the supervision of the commander of the guard. Those sections going to the east half of the building will use the east rear entrance, those going to the west half will use the west rear entrance. These sections will enter the building in order of seniority by class.

37. Sections and individual cadets will not use the hallway in front of the President's and Registrar's offices in Bond

Hall. This does not include individual cadets going to the President's or Registrar's offices on official business.

38. Sections returning to barracks will use the south sally-port of their respective barracks. Sections from Murray Barracks returning from their last class in Bond Hall in the morning (or afternoon) may be dismissed on Main Barracks quadrangle.

39. Sections regardless of size will be marched. If a section consist of two or more cadets it will be formed and marched as a Section.

40. Sections will be kept together until the end of the period at daily recitations. Cadets are not permitted to leave the class room individually after daily recitations, but will remain until the section is dismissed by the instructor.

41. The commander of the guard will be held responsible for the conduct of cadets outside of Bond Hall at the first steel and will not leave until all cadets have returned to the class rooms or to barracks. Section-marchers will be held responsible for the conduct of cadets in their sections in the halls and latrines inside of Bond Hall.

42. In case an instructor is absent from the class room on  
Revoke par. 42 and substitute therefor:

42. In case an instructor is not present on arrival of the section at the class-room, the section will be returned to the quadrangle and dismissed, the section marcher reporting the fact to the Officer of the Day, who will make a note of the fact in his report of tour of duty. (G.O. No. 22 series 1936-37.)

Officer of the day, who will make a note of the fact in his report of tour of duty.

43. In case of inclement weather sections in the quadrangle will be formed under the galleries; those at Bond Hall will be formed in the halls of the building in front of the class

room where the recitation is to be held. Those forming at Bond Hall and going to barracks will form in the hall of Bond Hall where the section was dismissed. Section-marchers will send reports immediately to the officer of the day.

### ARREST

44. Only the President, the Commandant of Cadets, or the professor of military science and tactics is authorized to place a cadet in arrest, except for mutiny, direct disobedience of orders, or gross disrespect to a superior officer, in which case any officer is authorized to place a cadet in arrest; and in fighting, or committing a breach of peace, the offender may be placed in arrest by an officer, cadet officer, or non-commissioned officer, even though inferior in rank. In all cases where arrest is imposed notice will be sent at once to the Commandant of Cadets. Cadets may be released from arrest only by the President and the Commandant of Cadets.

45. A cadet in arrest is confined to his room; he may leave it only to attend a duty, or visit the bulletin board, latrine, mail box and post office for a proper purpose. He may visit the orderly room to leave an official paper, but will visit a superior officer only when ordered. He makes all requests to higher authority in writing.

46. At any company formation a cadet officer or non-commissioned officer in arrest will be in the line of file closers. At a formation under arms he will wear the prescribed uniform and equipment, but no sword or rifle. Cadet officers in arrest will not attend ceremonies unless ordered to do so. A cadet private will join as usual.

47. "Extended Arrest" when prescribed is the same as "Arrest" except that the cadet is confined to "restricted limits" instead of to his room. He will report as prescribed for restricted cadets, (Par. 282).

**AUTOMOBILES**

48. Cadets may keep automobiles at The Citadel on permit issued by the Commandant of Cadets. The regulations governing the use of automobiles by cadets shall be printed on the back of each permit.

49. A charge of \$2.00 payable \$1.00 October 1st and \$1.00 February 1st for each permit will be made to defray the expense of lighting the park.

**BATHS**

50. Cadets may bathe during the following periods:

- Release from quarters.
- Afternoon study period.
- Between tattoo and taps.

**BULLETIN BOARDS**

51. Cadets are required to inform themselves daily in regard to all matter published on the official bulletin boards.

52. The first Sergeant is the custodian of the Company Bulletin Board and will see that it is kept posted up to date. No one except those having authority to do so, will place anything on, or remove anything from any of the bulletin boards, nor write upon or deface any communication posted thereon.

**CADET OFFICERS**

53. Every cadet officer except a corporal in ranks, has authority to give appropriate orders to any cadet junior to him, at any time, unless the cadet is removed from his control by some special condition (for example, sentinel on post, cadet in charge of quarters, etc.). A corporal in ranks will give necessary orders to his squad only.

54. Except within the scope of his authority when detailed on some duty involving supervision of other cadets, no cadet private has authority to give orders to any cadet.

55. All persons of whatever rank at the college are required to observe respect towards members of the guard when in the performance of their duties.

56. All cadet officers are responsible for the enforcement of regulations and orders, the maintenance of discipline, and the instruction of cadets placed under them.

57. The responsibility of a cadet officer is not lessened because a cadet senior to him is present, or because another cadet on duty is present, such as a cadet in charge of quarters, or a division inspector. It is the duty of every cadet officer of whatever grade to support the authority of others, and to assert his own authority whenever a breach of discipline makes it necessary, at any time, in any place, and under all circumstances. If he expects to be a leader he must not be afraid to require obedience from any cadet under him and to report any such cadet for a breach of regulations.

58. Within the scope of their duties, cadet privates who are acting as officers by proper authority have the same responsibilities as permanently appointed officers (Examples: section marchers, division inspectors, mess carvers, cadets in charge of quarters, officers of the guard, acting company commanders, etc.).

59. The senior cadet officer quartered in a barracks is the Barracks Commander and is responsible to the Commandant of Cadets for the interior discipline and police of his barracks. He will be established in a Cadet Barracks Headquarters and be assisted by such cadet field and staff officers as may be quartered in his barracks. The second in rank will be the Barracks Executive. In general the Cadet Barracks Commander assisted by his executive will exercise control over

order in his barracks; supervise the conduct of guard duty and make such inspections as may be necessary.

60. The cadet officers commanding companies will be responsible for the interior discipline of their companies, order in the company barracks and for the police of their company quarters.

### COMPANY OFFICERS

61. **The Captain:**—a. The captain is at all times responsible for: the training; supply; equipment; uniform; discipline; police; order in and out of his barracks; and administration and morale of his company. Whenever he is absent he will notify the next in rank in his company, but the responsibility for general results remains with him solely. He must organize his company so that each assistant will have his duties clearly defined and "*do his part*".

b. Except when a military officer is to inspect formally, the company commander assisted by his lieutenants, will inspect his company under arms before all ceremonies and before chapel.

c. He will divide his company barracks into two to four divisions, and four to eight sub-divisions, and will assign one lieutenant as division inspector, and two sergeants as sub-division inspectors in each division.

d. He will make all room assignments in his company. The assignment of cadets of the senior class will be such as will distribute them equally by grades as nearly as possible to the sub-divisions of his company.

e. He will receive the reports of the old and new non-commissioned officers in charge of quarters and will report the result to the Barracks Commander at the first opportunity.

f. He will appoint two company clerks from his non-commissioned officers.

g. He will record punishment on the carbon copy of his company delinquency sheet in accordance with the Schedule of Penalties furnished him and turn in this sheet in duplicate to the Commandant's office duly signed by 8:00 a.m. the day after he receives it from the first sergeant.

h. He will hear all verbal explanations of delinquency reports against cadets in his company and recommend appropriate action in each case. He is not authorized to remove any report against a cadet.

62. **Lieutenant:**—Has special charge of the drill, discipline and neatness of his platoon.

63. **First Sergeant:**—a. At all company formations form the company in accordance with Training Regulations U. S. Army. Assign cadets to their regular places in ranks with oldest cadet privates in front rank.

b. Secure from the Commandant's office as needed a supply of all blank forms required by cadets for official use.

c. Make details by roster for all company duties.

d. Publish and post on the company bulletin board before the last compulsory mess formation all details for the next day.

e. Before 7:00 p.m. each day post the report of delinquencies, and not later than 2:00 p.m. each day (except Sundays and holidays) turn in to the company commander the report of delinquencies posted the day before, together with all written explanations.

f. Keep in the orderly room: morning report, sick report, delinquency records, duty rosters, punishment book and files.



Supervise the work of the company clerks. Turn in morning report and all official communications to the Commandant's office before 8:00 a.m. daily. Prepare sick report and give it to cadet in charge of quarters at breakfast formation.

g. Report to the Commandant's office daily just after dinner for orders and official mail. Post on company bulletin boards all orders received and see that the official mail is distributed.

h. Prepare punishment list in quadruplicate and turn in to the Commandant immediately after dinner on Wednesdays. One copy of this punishment list will be returned to be posted on company bulletin board.

i. Sunday he will post in the orderly room a list of new orderlies, and cadet in charge of quarters for the coming week.

k. At the end of each month, take the company punishment book to the Commandant's office for check of demerits and audit.

l. Turn in with weekly punishment lists, a list of all HELD reports, to include all reports on which no action has been taken.

m. Keep posted in guard room a list of cadets of his company who are permanently authorized late lights.

n. Post in the guard room an alphabetical roster of organization with rank and room number and keep up to date, making necessary changes each Saturday morning. A copy of this roster with changes will be furnished by first sergeant to the Commandant, and a copy will be posted on company bulletin board.

o. At formations after reporting to company commander, he will take the report to the officer of the day and then rejoin his company.

p. He does no guard duty unless specially directed by the Commandant of Cadets. He may leave the mess hall after the publication of orders.

64. **Supply Sergeants:**—Company supply sergeants will inspect all rooms in their barracks each Saturday morning at inspection of barracks for the following purposes:

a. To determine if there are any shortages and overages in equipment such as swords, cartridge belts, cleaning rods, bugles, buckets, chairs, tables, mattresses, brooms, dust pans, schedule cards, name cards, College and Cadet Regulations, Customs and Courtesies, guard orders and other regulations issued and required to be in rooms. Rifles will be checked by *number*.

b. Damages to state and college property such as leaky faucets, leaks in wash bowls, damaged doors, broken chairs, broken windows and transoms, and other damages.

c. As a result of this inspection he will make an "Over, Short and Damaged (O.S.&D.)" report in triplicate and submit through the barracks supply officer to the Commandant of Cadets. This report will show cadet's name, room number, articles over, short or damaged, repairs needed and the number of times reported.

65. **Platoon Sergeant:**—He will control the formation of his platoon at formations of company and report all absentees to the first sergeant.

66. **Sergeants:**—Besides general responsibility out of ranks, to especially suppress talking while at attention, unmilitary bearing and misconduct of cadets in ranks.

67. **Corporals:**—They are responsible especially that the members of their squads are neat, clean, soldierly, and alert

at all formations. When in the file closers, duties are as indicated for sergeants. Report all absentees at company formations. In the absence of the corporal the ranking private will act in his stead.

68. **Company Clerks:**—Will assist the first sergeants in the preparation of all company records. They will do no guard duty unless ordered by the Commandant of Cadets. One company clerk from each company (or detachment) will be excused Saturday morning inspection, drill on Tuesdays and chapel on Sundays.

69. **Cadet in Charge of Quarters:**—a. The first sergeant will detail the cadet in charge of quarters from a roster of all the non-commissioned officers of the company except the first sergeant and company clerks.

b. The cadet in charge of quarters has general responsibility for the good order and police of the company, in addition to the duties especially stated. In emergencies he must take charge and act at once on his own best judgment.

c. On nights of general leave or dance leave he will have leave privileges up to 11.45 p.m. At all other times he will remain in his own room when not on duty elsewhere.

d. He will attend all classes and drills, which he is scheduled to attend except inspection on Saturdays and chapel on Sundays.

e. At the beginning of his tour he shall post his name and room number on company bulletin board.

f. Inspect *all* rooms of his company at the last steel for evening call to quarters.

g. Report the result of his inspection in writing to the officer of the day.

h. His orders for the inspection are:

Begin with the lowest numbered room in the company, taking the rooms in their numerical order.

Enter no room unnecessarily, and delay at no room; open the door of each room and ask "All Right?" and demand a prompt reply. Inspect a room only once during each inspection.

Report all cadets who are absent or visiting without authority; in case of doubt assume "no authority" for such absence or visiting. In case all occupants of a room are absent report them absent. Report all cadets outside of their rooms.

Report as "Late obeying call to quarters" any cadet who reaches his room after the last signal for call to quarters, but before the room is inspected.

i. Inspect for lost articles.

j. Give the officer of the day the list of authorized late lights showing names of cadets and room numbers of each.

k. At taps, inspect toilets and bath adjacent to company and see that showers are turned off and report cadets who have articles left in or around toilets, baths or on galleries; inspect to see that tower door leading to the roof is securely fastened; report any cadets out of their rooms without authority.

l. On nights of general leave assist the special taps-inspector of his company.

m. At sick call form, verify and report to the hospital sergeant all cadets listed on sick book, and turn the sick book over to him.

n. He will keep in his "charge of quarters" book a daily record of unusual events, and at the end of his tour note

therein any recommendations he may have to make and sign the following certificate:

"I certify that I have faithfully performed the duties with which I have been charged by orders and regulations except .....

o. This certificate means that he has reported every delinquency which a cadet in charge of quarters is ordered to report.

p. His tour of duty will be for one week and will end on Tuesday after sick call at which time he together with the new cadet in charge of quarters will report to his captain.

**70. The Division Inspector:—**a. He is responsible for the police and general good order of his division which includes the galleries. He will stop any noise, scuffling, disorderly or improper conduct which occurs in any part of his division; if the irregularity is important enough he will make an immediate report of it to the officer in charge.

b. At police inspection he will enter each room except those occupied by seniors exclusively and report the following delinquencies only:

Room not properly swept (Room orderly).

Bed frame not on edge in proper place (Responsible cadet).

Bedding not properly piled in proper place on top of press (Responsible cadet).

Gallery adjacent to room not properly swept (Room orderly).

Cadet (or cadets) not properly dressed (Guilty cadet).

Articles of clothing scattered around room (Room orderly).

Unauthorized articles in room (Room orderly).

Visiting (Room orderly and visitors).

c. He will report cadets who sweep the gallery in front of their rooms so as to place dust and trash in front of another's room.

d. Immediately after taps he will go to each room of his division and make sure either by the report "All In" of the occupants, or by a personal inspection that all present are properly in bed, and the lights out unless there is authority for the occupants to be out of bed.

e. After inspecting he reports at once to the senior division inspector of his company, either "..... division present, sir", or "Cadets so and so are absent, sir". Reports of cadets out of bed, and unauthorized lights he enters on delinquency report.

f. When the senior division inspector has received the reports of his company he dismisses the inspectors after directing one of them to go to the guard room and report in writing to the officer of the day (or the commander of the guard) the result of taps inspection for his company.

g. Immediately after recall from drill on Saturday morning each division inspector will turn in to the Commandan't office a certificate that he has made all required inspections, received all required reports, and duly reported all delinquencies noted at his inspections.

**71. The Sub-Division Inspectors** assist the division inspector in maintaining order. In the absence of the division inspector, the ranking sub-division inspector in that division will act as division inspector.

**72. Special Taps-Inspectors:**—Each company commander will detail from the cadet officers and sergeants quartered in his area, one special taps-inspector, whose duties will be to make the physical checks on No. 5 Form in accordance with instructions printed on the form. The tour of duty for the special

taps-inspector will be for one week and will begin and end on Monday at which time the old and new taps-inspectors will report to the company commander.

**73. Inspectors:**—The barracks staff, (less the Executive) shall in addition to their other duties act as inspectors for the Barracks Commander, and will be assigned such duties by him as may be approved by the Commandant of Cadets.

**74. Cadet Staffs:**—a. All the members of a barracks staff (less the Barracks Executive) will be organized and administered the same as a company with the senior cadet staff officer as detachment commander and the senior cadet non-commission staff officer as detachment first sergeant.

b. Regimental and battalion staffs attend all duties and formation unless especially exempted from them. At all formations of their organization they will be formed at assembly under the senior officer who will render a report to the guard in the same manner as do the company commanders.

c. For purposes of drill, ceremonies and other R. O. T. C. duties all cadet officers and non-commissioned officers will function in accordance with the tables of organization provided for the R.O.T.C.

d. Each member of a cadet staff is attached to a company for quarters. He handles all personal and official matters through channels.

e. **The regimental adjutant** is charged with keeping the roster of the officer in charge. He will check and consolidate the morning reports and prepare the DAILY REPORT for the President. He will procure and publish all orders as directed by the Commandant of Cadets.

f. **The Barracks Adjutant** under the Barracks Executive is charged with the supervision of the barracks staff. The

following rosters will be kept under his supervision: officer of the day; dance officer of the day; officers of the guard; non-commissioned officers of the guard; sallyport watch; corporals for duty at dances; amanuensis, and company guard details.

g. **The Barracks Supply Officer** is charged with the supervision of the work of the supply officers and non-commissioned officers of his barracks. He will receive orders from the Quartermaster and will keep such records and make such reports as are required of him. He is charged with the issue of college and cadet regulations and schedule cards to the companies. Prior to the end of the college year, he will collect all of these regulations and turn them in to the Commandant's office.

### CALL TO QUARTERS

#### 75. Periods of Call to Quarters:

- (a) Daily except Saturday and Sunday:

From assembly for first class formation in the morning until first steel at end of last class period before dinner and from assembly for first class formation in the afternoon until first steel at end of last class period of the day.

During drill for those excused drill.

From 7:00 p.m. until first call for reveille.

(recess periods during E.S.P. excepted).

- (b) Fridays: Evening call to quarters same as on Saturday.

- (c) Saturdays: For those excused drill, from assembly for drill until recall.

From midnight until first call for reveille.

- (d) Sundays: From return of corps of cadets from chapel until beginning of general leave.

From evening call to quarters until first call for reveille (recess periods during E.S.P. excepted).

- (e) Holidays as announced.



76. During call to quarters cadets will remain in their rooms unless authorized to be elsewhere. They will refrain from loud talking, playing of musical instruments, and any undue noise or disturbance.

77. Cadets may leave their rooms during call to quarters for the following purposes:

To go to class or other duty.

To go to the cadet barber shop for barber work.

To visit bulletin boards between reveille and evening call to quarters.

To visit hospital by authority or in an emergency.

To visit toilet for proper purposes between reveille and evening call to quarters.

For specially authorized occasions and purposes.

To visit the post office (day time only).

To visit in barracks during morning to study.

To visit the library as authorized.

78. The above authority for cadets to leave their rooms will not be used as an excuse to loiter anywhere outside their rooms during call to quarters.

79. With the exception of the members of the guard on duty, cadets will keep off the quadrangle during study periods unless attending class formations.

80. **EVENING STUDY PERIODS (E.S.P.)** will be announced in the list of SERVICE CALLS published in general orders. There will be a short recess between all study periods to afford cadets time to visit the latrine and in nearby rooms for necessary purposes. The period from tattoo until call to quarters (just before taps) will also be a visiting period. Members of the senior class going on Sunday night leave will be required to enter or leave their rooms during the recess periods only.

81. **Release from Quarters:**—During the hours not specified as "Call to Quarters" cadets not otherwise restricted are free to go anywhere within cadet limits, except that during the recess periods between the evening study periods cadets will not leave their own barracks.

82. **Annual and Bull Dog Staffs:**—Members of the Annual and Bull Dog staffs will work under such regulations as may be published in orders by the Commandant of Cadets.

83. **The Forum and Round Table:**—The meetings of The Forum and The Round Table will be at such time and place, and under such regulations as the Commandant of Cadets may approve.

### CANTEEN

84. The canteen is operated for the benefit of the Corps of Cadets, the profits being applied to cadet activities. All cadets are therefore urged to give their patronage to it rather than to other places.

The canteen will be open daily as follows:

- a. From immediately after breakfast until 7:45 a.m.
- b. From immediately after dinner until afternoon call to quarters.
- c. During afternoon release from quarters until first call for retreat.

- d. From tattoo until 10:00 p.m. on week days.
- e. On Fridays, Saturdays, Sundays and holidays during general leave as ordered by the Director of Cadet Affairs.

85. Cadets visiting the canteen will at all times be properly dressed.

86. The senior cadet in charge of the canteen is responsible that no unauthorized articles are sold or stored in the canteen. He is also responsible for the enforcement of such regulations as pertain to the canteen and will see that order is maintained at all times. He is responsible for the police of the canteen and will provide receptacles for trash and refuse. Cadets will put all trash and refuse in these receptacles.

87. See paragraph 67, College Regulations.

#### CHAPEL AND RELIGIOUS SERVICES

88. All cadets unless specially excused will attend chapel on Sunday with the corps. After chapel cadets may leave barracks up to 10:45 a.m. to attend church services in the city by reporting their departure at the guard room providing it does not interfere with any duty.

89. The senior cadet of the Roman Catholic and Jewish faiths respectively will submit written applications for special church leave for all members of said faiths.

90. All cadets will attend some form of religious service. Jewish cadets will be excused the regular services provided they report to their first sergeant on Saturday or Sunday before chapel formation that they have attended Jewish services on the same week end.

91. The companies will attend services on Sunday morning in the chapel at such times as may be designated in orders.

92. A physical check on No. 5 Form will be made for chapel as per instructions on the back of the form.

### COURTESIES

93. Courtesy among military men is indispensable to discipline. All cadets will salute all officers of the faculty, the officers of the day and officers of the guard on meeting, passing and on reporting.

94. Cadets on leave off the Citadel grounds will salute each other, the member of the lower class saluting first. If two cadets of the same class meet it is immaterial which salutes first.

95. Courtesy demands that the person saluted return the salute promptly.

### DELINQUENCIES

96. A delinquency report is a report entered against a cadet for failure (or neglect) of a duty or for violation of the regulations. Such reports shall as far as practicable be confined to a simple and plain recital of facts. Time and place are important factors.

97. Delinquency reports will be entered (on proper form) by cadets only in their official capacity. Spite reports are prohibited and cadets entering such reports will be punished for "Assumption of Authority".

98. The discipline of a cadet company is the responsibility of its captain assisted by his company officers. A cadet officer who notices the delinquency of a cadet in another company should normally report it to the captain of the delinquent cadet.

99. Cadets will not argue with a reporting officer or attempt to discuss the report with him except by his special and affirmative permission. Authority to accept as satisfactory a cadet's explanation for a reportable delinquency is the function of the Commandant of Cadets only.

DEMERITS

100. Demerits are not punishment, but a means of rating cadets in conduct. They will be awarded for every report which is not marked satisfactory or removed.

101. One half of the demerits for recruits will be cancelled each academic month after any merits earned during the month are deducted.

102. **Deficiency in Conduct:**—A cadet will be reported deficient in conduct if his demerits exceed 130 for his senior year, 150 for his junior year, 170 for his sophomore year and 200 for his freshman year.

103. A cadet officer or non-commissioned officer who shall be awarded one-fourth of the limit of demerits prescribed for his class in par. 102, during any two successive academic months, shall immediately be reduced to the ranks.

104. A list of the total demerits (or merits) awarded each cadet during the academic year will be furnished the president at the end of each academic month. A statement of this record will be shown on the monthly report mailed to parents.

105. Any cadet who receives no demerits for a period of one week will receive one merit. In the computation of demerits one merit will cancel one demerit.

DENTIST

106. Permission to visit a dentist in the city will be granted on written application only. If such visits involve

absence from any duty the application must first be indorsed by the surgeon.

107. Application for dental permit will contain the name of the dentist and hour of appointment. It will be approved "for the necessary time only". Cadets using dental leave are not authorized to go anywhere else.

### DISCHARGE OR SEPARATION

108. A cadet intending to leave The Citadel during the term by discharge or resignation will first obtain a clearance card from the president's office, turn in his rifle and equipment and clear the following accounts: Library, Armory, Quartermaster Storeroom, Quartermaster Account, Commandant's office. The clearance card after being duly accomplished will be returned to the president's office for the necessary action.

### EXPLANATIONS

109. Every report against a cadet will be posted on the company bulletin board on a "Report of Delinquencies". A cadet will be required to explain all reports stamped E-R-W or E-R-V on the delinquency sheet (D/L).

110. If a written explanation is made it will be submitted to the first sergeant before dinner on the day following the date of posting the report of delinquencies; if submitted late the cause will be stated. A verbal explanation will be made within one day after the posting of the report of delinquencies.

111. An explanation will consist of a straight-forward, clear and complete recital of facts. It will not contain criticism, complaint, argument, opinion, or an irrelevant remark; or quibbling or denial of a report when a matter of opinion is involved.

112. If an explanation places responsibility on another cadet, he will be named.

113. **Verbal Explanations:**—Where no explanation is required a cadet if he so desires may “*star*” his report and explain it verbally to his company commander. If the explanation is considered satisfactory the company commander will make appropriate recommendation on the delinquency sheet (D/L), but the action will not be final until approved by the Commandant of Cadets.

114. If a cadet feels that any punishment is unjust he may submit written request for reconsideration of the report thru his company commander within forty-eight hours after the posting of the delinquency sheet showing punishment awarded. Cadets are expected to guard carefully their conduct records, but they cannot expect “changed action” on reports after they have reached the “danger zone” in demerits.

115. **Written Explanations:**—The following offenses will be explained in writing and will be stamped E-R-W on the delinquency sheet:

- a. All offenses of a serious nature involving special punishment.
- b. Breach of confinement—stating intent.
- c. All absences.
- d. Leaving mess hall without authority.
- e. All disorders in barracks or mess hall.
- f. When desired by reporting officer.

116. In explaining absences a cadet will state:

- a. Where he was at the time reported absent.
- b. If the absence was authorized. If not, was it intentional?
- c. If he reported for the duty, and how late.
- d. If the officer of the day sent for him.

117. All written explanations will state:

- a. Whether the report is correct or incorrect.
- b. A brief recital of facts in detail.

118. If detained at the hospital so late that he missed a formation he will state at what time he was released at the hospital and at what time he arrived at the place of duty.

119. If reported for leaving a recitation or examination room, he will state if any undue advantage was taken during the absence.

120. Written explanations will be addressed to the Commandant of Cadets. Both the date of the report and the date of the offense will be shown thus:

Subject: Explanation of report "Absent at taps, May 3".  
D/L, May 4.

## FIRE

121. In case of fire the officer of the day will notify the officer in charge. If the fire be serious he will immediately cause the fire-call to be sounded by the bugler or strike the steel and yell "Fire". If the danger be immediate and serious he will after sounding fire-call turn in the alarm at the nearest fire alarm box, otherwise this will be the responsibility of the officer in charge.

122. In case of fire in a barracks the cadet barracks commander will be responsible that the barracks is cleared of all cadets.

123. On the sounding of a general fire alarm all sections will immediately be dismissed by instructors, and marched in an orderly manner to the quadrangle and dismissed. The guard will be formed at the respective guard rooms and the com-



panies will be formed on the quadrangles with the exception of any special detachments detailed for fire which will proceed to their designated stations. Strict order will be observed and all running or unnecessary noise will be promptly checked by any officer or non-commissioned officer observing it.

124. The senior faculty officer present will assume command and give such orders as may be necessary. In the absence of any faculty officer the ranking cadet officer present will assume command.

125. Upon its arrival the city fire department will take charge.

126. On the sounding of recall, companies not already there will be marched to the quadrangles and dismissed, and the usual routine duties resumed.

127. Upon sounding the general fire alarm cadets on leave will report to their organizations as soon as possible.

## GATES

128. The sallyport gates will be kept constantly locked, from evening call to quarters until first call for breakfast. When general leave is granted to the corps the east gates only will be left open. When gates are locked the keys will be kept in the possession of the Officer of the Day or the Commander of the Guard.

## GENERAL RULES

129. **Correction of injustice:**—Any cadet who feels himself wronged by an officer or another cadet may state his case in writing to the President of The Citadel. All such communications will be sent through channels.

130. All combinations or joint actions of cadets, for the purpose of violating or evading regulations, orders or instructions issued by competent authority, or for the purpose of expressing disapprobation or censure of any person connected with the college, are prohibited.

131. Whenever a section, detail or other detachment is formed for a duty, the ranking cadet is responsible for the roll-call and the report of absentees and lates.

132. The result of every roll-call or check will be reported to the officer of the day.

133. At company formations, squad leaders and platoon sergeants will report all absentees; company commanders will report only unauthorized absentees; report of all lates will be made by any officer or non-commissioned officer observing them. The commander of any organization or detachment will report absentees from his command as above stated, whether senior to him or not.

134. Cadets absent from any formation on account of attendance at some other duty will, upon completion of the latter duty, join their proper command regardless of the length of time remaining.

135. **Special physical checks** will be made as directed.

136. **Duty Rosters:**—Duty rosters will be kept in accordance with the rule "the longest off the duty is the next due". Cadets will not exchange any duty assigned by roster except on written application approved by the Commandant of Cadets.

137. **Necessary violation of orders:**—Whenever circumstances over which he has no control make it necessary for any cadet to violate orders or regulations in order to do the obviously right thing, he will report the fact to the Commandant of Cadets as soon as possible.

138. Cadets are expected to conduct themselves with dignity at all times and on all occasions.

139. The title "Cadet" will be used in referring to any member of the Corps of Cadets in writing or in formal oral communications or reports. The title "Mister" may be used in informal oral communications.

140. Any regulation contained in College Regulations which is not specifically covered in Cadet Regulations is nevertheless binding upon cadets.

141. Cadets will not gamble in any way for stakes however small. Card playing is prohibited except in recreation rooms.

142. The presence of food in cadet rooms is prohibited, oranges and apples excepted.

143. Trash buckets are placed in cadets' rooms and trash cans are placed at convenient points on and under the galleries. Cadets will use these receptacles for depositing trash and will not throw or sweep trash or dirt on the galleries or on the quadrangles.

144. Every cadet must scrupulously respect the property of others. The borrowing or lending of equipment, uniform, wearing apparel or other article of property public or private is prohibited.

145. No cadet will visit another cadet's room in the absence of all the occupants except in an official capacity. Cadet officers will report such violators for "off limits in room number ..... when all occupants were absent".

**GUARD**

146. The guard will consist of an officer in charge, one cadet officer of the day in each barracks and such other cadets as the Commandant of Cadets may deem necessary and proper.

The detailed orders for the guard will be published in GUARD ORDERS.

**Hazing**

Add to par. 147.

Requiring a freshman cadet to perform any personal service whatever for a member of the Senior, Junior or Sophomore class is hazing. (G. O. No. 22 series 1936-37)

is considered hazing.

**LAUNDRY**

148. Each cadet will supply himself with two laundry bags about 24 x 36 inches. One laundry bag will be used as a container for soiled clothing sent to the laundry and the other will be used for keeping soiled clothing during the week. Sheets and pillow cases or containers other than laundry bags will not be used. Clean laundry will be returned in laundry bag.

149. There will be only one delivery of laundry weekly (Friday afternoon). At other times cadets will not be allowed at the laundry. Any laundry not returned on Friday will be returned on the following Friday.

150. Soiled laundry will be brought to the quadrangle by cadets before 8:00 a.m. on Monday and deposited under the gallery at south sallyports.

151. Each cadet will be given a laundry number when he first reports at The Citadel and he will retain this number during his entire stay at The Citadel.

152. Clothing sent to the laundry will be marked by the cadet with his name, initials and laundry number as follows: Laundry bags in large letters and figures; sheets, towels and handkerchiefs in corner; pillow cases in corner at open end; collars and cuffs on inside near center; shirts on inside of back of neckband; undershirts, night shirts and pajamas on the piece of cloth containing buttonholes inside and near upper buttonholes; drawers on inside of band, left side near front; socks on a white name tag attached near top of leg.

### LEAVES AND FURLOUGHS

153. A leave is permission to go beyond the limits of The Citadel campus not to exceed twenty-five miles and not involving an over night stay. All other authorized absences are furloughs.

154. There shall be a suspension of the exercises of the college from Commencement Day to the following opening day in September; for a period of at least ten (10) days at Christmas to include Christmas Day and New Year's Day, and for a period designated by the president at Easter. At these times there shall be a general furlough of the cadets.

155. **General Leave:** All cadets eligible for leave are authorized general leave as follows:

- a. Friday—from 4:00 p.m. (or after the last drill or parade) until 12:00 midnight.
- b. Saturday—from 12:00 noon until 12:00 midnight.
- c. Sunday—from the beginning of general leave until Retreat.
- d. Holidays—as announced in orders.

156. **Class Leave:** All cadets eligible for leave are authorized an extension of general leave until 2:00 a.m. when invited to functions requiring such extension as follows:

- a. Seniors twice a month Friday or Saturday.

- b. Juniors once a month on Friday.
- c. Sophomores once a month on Friday if not on the academic unsatisfactory list.
- d. Recruits once a month on Friday, after the Christmas holidays, if not on the academic unsatisfactory list.

157. Members of the senior class not on the academic unsatisfactory list, and/or not having any confinements remaining unserved at retreat Sunday are authorized an extension of general leave on Sunday until 12:00 midnight. Cadets using this leave may put their beds down before tattoo, but otherwise their rooms must be in order. They will report departure and return at the guard room. In addition they will report their return to the officer in charge in person. Seniors not entitled to Sunday night leave will observe the evening study periods the same as other cadets.

158. **Cadet Officers Leave:** a. Cadet Field Officers will be authorized "Field Officers Leave" on week-days between 1:00 p.m. and 8:00 p.m.; on Friday and Saturday until 2:00 a.m.; on Sunday until 1:00 a.m, provided one field officer is present in barracks during call to quarters on week days. This leave does not authorize a cadet to spend the night out of barracks, or to miss any duty.

b. Cadets with the rank of captain will have "Captain's Leave" one afternoon each week from after their last class (or duty) until evening call to quarters.

c. The duties and responsibilities of cadets of command rank extend above and beyond those expressly stipulated in the regulations and these special privileges are granted in the full confidence that these cadets will not use them to the neglect of their commands or other duties.

159. **Dance Leave:** Cadets escorting ladies to a Citadel dance will be allowed one hour after the termination of the dance in which to escort their ladies home and return to The Citadel. Cadets not escorting ladies to a Citadel dance will be

allowed fifteen minutes after the termination of such dance if it be at The Citadel and thirty minutes if the dance is held elsewhere.

160. Dance leave is granted with the following provisions:

- a. The cadet must actually attend the dance.
- b. He must conform to the known requirements of the hop managers as to the hour of attendance.
- c. He must in any event be at the dance before the end of general leave and remain there until the end of the dance, or, if it is necessary for him to leave the dance before the end, he must return to The Citadel either within one hour if he is escorting a lady, or within fifteen or thirty minutes as indicated above.

161. No cadet will be allowed to remain at The Citadel while on furlough or leave except by authority of the president or the Commandant of Cadets.

162. Any cadet returning early from furlough or special leave will report his return as prescribed and will be taken up for duty on the morning report.

163. Any cadet going on furlough for more than one week will turn in his rifle and equipment at the armory.

164. Any cadet going on special leave or furlough will see that his room is in order before departing. If all the occupants of the room are to be absent the light will be turned off and the transoms, window and door closed.

165. Any cadet on leave or furlough and requiring an extension thereof will make application for such extension in ample time to permit of his return at the end of leave or furlough in case the extension be not approved.

166. During the session furloughs will be granted to cadets only in case of urgent necessity, such as death or extreme illness of some member of the cadet's immediate family, marriages of near relatives when the presence of cadets is requested by parents, and in case of business which cannot be arranged by correspondence, but necessarily requires the personal presence of the cadet. In the last case application must be in writing from the parents of cadets setting forth the reasons and the necessity for the furlough.

167. Parents applying for admission of their sons to The Citadel relinquish control over them to the authorities of the college, and it is expected that they will not ask for furloughs for their sons except in extreme cases. In every case the reason for the furlough should be stated and the decision left to the Citadel authorities whether the circumstances warrant the approval of the application. This must be done before furloughs will be approved.

168. Dental work, special examination of eyes, etc., should be looked after during the summer or Christmas furloughs. Leaves should not be requested for this purpose during the session. In cases of emergency there are competent specialists and ample facilities in Charleston for taking care of any temporary needs of cadets. In matters of health, the regular surgeon of the college will advise the proper course to be taken.

169. In case while a cadet is on leave or furlough it becomes apparent that sickness or other unavoidable cause will prevent his returning on time, he will report the fact at once to the Commandant of Cadets and either at the same time or on his return to duty will submit a written statement from a doctor and from his parent, setting forth the facts in the case.

170. Leaves of absence and furloughs are granted only for the purposes stated in the applications and a cadet taking advantage of any special leave or furlough signifies by his



reporting thereon that he goes for that purpose only and will return to The Citadel as soon as this purpose is accomplished.

171. **Class Furloughs:** Cadets of the senior class not on the academic unsatisfactory list will be authorized to make application for one week-end furlough each academic month from after the last class (or military duty) on Friday until midnight Sunday, if entitled to Sunday night leave, otherwise until 7:00 p.m.—provided:

a. Cadet has not received more than 7 demerits during the preceding academic month.

b. Written authority of parent (or guardian) is furnished to the Commandant of Cadets. This authority must be in writing and will include permission to travel via automobile at night with other cadets.

c. Cadet has dependable transportation, has sufficient funds for the trip, and no duties to perform or punishment to serve. He must also pledge himself not to hitch-hike.

172. Cadets of the junior class who have not received more than 7 demerits for the preceding academic month will be authorized to make application for one week-end furlough every two academic months from after the last class (or military duty) on Friday until 7:00 p.m. on Sunday under the same provisions as for the senior class authorized in par. 171.

173. Week-end furloughs for seniors when earned are due at the end of the academic month and good until the end of the next academic month. For juniors they are due at the end of the two month period and good for one academic month thereafter.

174. Applications for week-end furlough must be on the regular form and reach the commandant's office by noon Thursday.

175. **Eligibility for leave:** All cadets are eligible for general and class leave privileges except the following:

a. A cadet on duty, excused from any military duty, on sick report, or due to serve punishment.

b. Those restricted by special order or in arrest.

176. **Applications** for special leave or furlough will be submitted in writing through the company commander to the Commandant of Cadets not less than 24 hours in advance of the time of the desired leave, except in case of emergency. If an application is submitted directly to the commandant or to the officer in charge a statement will be made therein by the cadet giving the reasons therefor.

177. **Applications** for leave will show: Extent of leave or furlough desired stating hour of beginning and ending; purpose of leave; detailed statement of duties to be missed; in case no duty will be missed a statement to that effect will be made; a statement that "no undue advantage will be taken of the leave if granted".

178. In case a group of cadets desire leave for the same purpose (or activity) a single application for those living in the same barracks may be submitted by the cadet in charge of the activity. The same regulations apply to these leaves that apply to individual leaves. In general, however, applications will contain only one name.

179. All applications must be single spaced, double space between paragraphs; upper third of application will contain the heading only; paragraph 1 will be the middle third; first line of heading one inch from top of paper; left margin one inch; right margin one-half inch; bottom margin one inch. Regardless of where the communication ends, the signature will not be more than three quarters of an inch below the last line of the body of the communication.

180. **Applications for special furlough will show:** Length of time desired, stating hour of beginning and ending; the emergency in detail; inclosure of parents' request, and address while on furlough.

181. **Departure and return:** A cadet taking advantage of a leave of absence or furlough will report his departure and return at the guard room as follows:

a. General leave or general furlough, no report necessary unless time of departure or return is extended by special authority, in which case same as for special leave or special furlough.

b. Special leave, special furlough, class leave, church leave or dance leave, will report departure and return. At the time of reporting at the guard room the cadet will turn in his approved application to the officer of the day.

182. Hitch-hiking or asking for rides on leave is forbidden.

## LEAVE BOOK

183. A leave book of approved form will be supplied each guard room, and kept in accordance with the rules posted therein.

184. Visits on the campus, such as visits to the hospital, library, work-rooms and other authorized places will be recorded on separate sheet and turned in when the guard marches off.

185. A list of property in the guard room will be kept posted in back of the leave book. This property will be checked by the officer of the day when he marches on and report of discrepancies made without delay.

186. Time of departure and return as required in par. 181 a. and b. will be recorded in the leave book.

### LIBRARY

187. The Librarian is an AGENT of the PRESIDENT in so far as the library is concerned. Notices to students that books are overdue or are to be returned have the force of orders. Books will be returned to the library within the time limit.

188. Cadets who desire to visit the library at vacant study periods during library hours will report departure and return at their guard room and their names will be reported to the Commandant of Cadets.

189. Cadets who desire to visit the library during vacant period after reciting in Bond Hall may do so by reporting to the commander of the guard in rear of Bond Hall and he will report their names to the officer of the day.

190. Cadets who have section formations to meet on the quadrangle will meet such section formations on the quadrangle. Being at the library is no excuse for being absent from formation.

191. Cadets may visit the library during evening call to quarters as authorized in orders.

192. Cadets working in the library by proper authority will report departure and return at the Guard Room.

### LIGHTS

193. Lights will not be kept burning while the occupants of a room are absent. On nights of study, lights will in general be put out at taps.

194. Lights until 11:00 p.m. are authorized for the following:

- a. All members of the senior class.
- b. The non-commissioned officers of the regimental and battalion staffs.
- c. First sergeants.
- d. Cadets in charge of quarters.
- e. Company clerks not to exceed two per company.
- f. Cadets who are deficient and studying for an examination (or quiz) may obtain permission from the officer in charge to use late lights; he may require them to study in the Literary Society Hall. Cadets authorized to have such lights will report that fact to the cadet in charge of quarters.

195. Roommates of any cadet authorized to have late lights may remain out of bed and use the lights, if the privileged cadet is actually present.

196. A cadet returning from any leave whatever may burn lights for ten minutes after his return to barracks.

197. Late lights for those cadets deficient in studies may be authorized by the Commandant of Cadets on written application containing a pledge that the applicant will devote one hour of his recreation period (naming the hours) each day, except Friday and Saturday, to study.

198. Late lights are a privilege not to be abused on penalty of forfeiture of late lights for a stated period in addition to the regular punishment. Receiving or entertaining visitors after taps in a room having authorized late lights is an "abuse of late lights privileges".

## LIMITS

199. The Citadel limits in general may be defined as the area of the Citadel property inclosed by the following boundaries: on the east by the wire fence; on the north by the south edge of the Seaboard Air Line Railway right of way but includes the athletic field. (The regular crossing of the railroad will be used in going to and from the athletic field); on the west by the near edge of the marsh; on the south by the near edge of the marsh, and by the fence south of the academic buildings.

200. **Off Limits:** The following places are off limits for cadets:

- a. Administration and academic buildings except for classes and official business during regular office hours.
- b. Class rooms in barracks, except for classes.
- c. Mess hall, except for meals.
- d. Kitchen at all times.
- e. Laundry, except as authorized elsewhere.
- f. Faculty officers quarters and surrounding premises, except on official business or when paying social calls.
- g. Boiler room, carpenter shop and machine shop.
- h. Artillery garage and material, except during drills.
- i. Roofs of buildings.
- k. Tower stairways, except on official business.

## LOST ARTICLES

201. Lost articles when found will be turned in to the guard. A list of lost articles turned in, with identifying marks, will be published in the mess hall with instructions for the owner to call for them. Officers of the day, on marching off guard, will turn in to the Quartermaster all lost articles which have not been called for.

202. Any cadet who has lost an article will have a notice published in the mess hall by obtaining permission to do so from the commandant of the mess hall. After two notices have been published without result a cadet may submit to the Commandant of Cadets a permit for inspection stating the identifying marks or features.

203. Unless otherwise directed the cadet in charge of quarters will make all inspections for lost articles. He will turn in to the guard the articles located. He will report the result of every inspection to the officer of the day stating in what rooms were found any recovered property; in case of a general inspection he will report in writing to the Commandant of Cadets next morning.

204. At such an inspection the cadet making the inspection will go to each room and ask: "Has anyone in this room an overcoat marked Jones?" or whatever the articles and markings may be. One general answer suffices for all occupants of the room; and any negative answer, whatever its form, means that all occupants of that room have searched carefully, inspecting similar articles of their own, and that they know nothing about the article, or of anyone who knows about it. If all occupants of the room are absent he will report the fact to the company commander who will have an officer inspect this room.

**MAIL, PACKAGES, TELEGRAMS, TELEPHONE**

205. **Incoming Mail:** Incoming mail will be placed in individual P. O. boxes assigned to cadets. Cadets may visit the mail boxes and post office during release from quarters and during study period (day time only).

206. **Outgoing Mail:** Outgoing mail will be collected at the hours indicated on the mail boxes and in the post office. Cadets may post outgoing mail during the times stated in the preceding paragraph.

207. **Packages:** Express packages, special delivery letters, and telegrams will be delivered by the Guard.

208. **Telegrams:** Cadets may arrange with the postmaster for the sending of telegrams.

209. **Telephone:** In the use of telephones at The Citadel, cadets will confine themselves to the pay and recreation room telephones. The guard room telephone will not be used by cadets except on official business.

210. Cadets will not receive or send local telephone calls during call to quarters except by permission of the Commandant of Cadets or of the officer in charge, and then only for urgent reasons. Telephone conversations will be limited to three minutes duration. Members of the guard will not use the telephone while on duty except for official business.

211. **Incoming Long Distance:** Cadets who are not on duty may receive long distance calls during call to quarters. When the cadet is at recitation or other duty the calling party will be informed at what hour the cadet will be available.

212. **Outgoing Long Distance:** Cadets will use only the pay telephones in making long distance calls.



## MESS HALL

213. **Responsibility of Officers:** a. The senior cadet officer present for duty is the commandant of the mess hall and is responsible for good order.

b. Battalion and company commanders are responsible for good order in their respective areas.

c. The athletic training tables will be placed in one area; the senior cadet officer in that area has charge of the training tables.

d. Unless otherwise directed the cadet of the highest military rank at each table is the "Carver", and will sit at the head of his table. He is responsible for the gentlemanly and orderly conduct and obedience to mess regulations at his table.

214. All organizations will be formed on their parades under the battalion commanders and be marched to all meals except as provided for in par. 232. On entering company commanders will follow their companies into the mess hall. A cadet excused from marching will enter with his company. Each cadet will go directly to his seat and stand at attention until the command "take Seats" is given by the company commander. All cadets will sit at attention until "Rest" is given by the commandant of the mess hall.

215. **Seating:** Except during general leave all cadets of a company will sit in their respective company areas unless at a training table. Each cadet will be assigned a permanent seat by his company commander unless assigned by higher authority.

216. **Time allowed:** From the time the corps enters, 30 minutes will be allowed for breakfast and supper, and 35 minutes for dinner. The officer in charge may change this time when necessary.

217. **Food:** If any article of food is considered unfit to eat the carver may take it to the commandant of the mess hall. If the commandant of the mess hall considers the complaint just he will take it to the mess steward, and if he considers it of sufficient importance, to the officer in charge. The officer in charge will report in writing to the Commandant of Cadets each such report reaching him and will add his own comments or recommendations. The Commandant of Cadets will communicate the complaint to the Quartermaster. This avenue of complaint will not be made use of by cadets for trivial or carping criticism.

218. **Visiting in the Mess Hall:** A cadet may visit in the mess hall on official business only. No cadet will leave his table without the permission of his carver. In order to visit another table he will first obtain the permission of the commandant of the mess hall; except that company and battalion commanders may visit on official business within their own areas. Members of the guard will secure the permission of the commandant of the mess hall before visiting for any reason.

219. No cadets will leave the mess hall before the orders are published.

220. Battalion and company commanders will report to the commandant of the mess hall any cadet from their commands who leave the mess hall without authority.

221. Any cadet leaving the mess hall ahead of the corps will first salute his respective commander and then pass by the Guard Mess and report to the officer of the day (or commander of the guard) of his barracks.

222. The following are authorized to leave the mess hall individually after the publication of orders: at breakfast and dinner, adjutants, supply officers, staff non-commissioned officers, first sergeant; at supper, first sergeants, one company clerk from each company.

223. The commandant of the mess hall will have the first company of each battalion rise first, followed by the other companies in order as the doorways are cleared. He will leave the mess hall after the regiment.

224. Immediately before giving the command "A and..... companies, Rise", the commandant of the mess hall will inspect the entire mess hall. Battalion and company commanders will rise with the commandant of the mess hall and remain in their areas until the command for the first company to rise, when they will precede their organization out of the mess hall to their regular parades.

225. Companies upon leaving the mess hall will march in regular order at attention to their company parades and form with all cadets at their posts and there be dismissed by the company commanders. Battalion commanders will supervise these formations.

226. Books and reading matter are prohibited in the mess hall.

227. Cadets will sign for mess property which they break. The waiter will give a damage slip to the carver who will require the responsible cadet to sign it.

228. No cadet will touch any article belonging to a table other than his own.

229. The wasting, or taking of food or any mess hall property from the mess hall, is prohibited.

230. The throwing of food or missiles, or any disorderly or improper conduct in the mess hall, is prohibited.

231. Unofficial announcements will in general be made at supper.

232. Meals during general leave are optional, but cadets attending such meals will be present and on time at the formation with their own organization, in the uniform prescribed therefor, and will march out with their company. At such meals and at other times when directed, messes will be formed before marching into the mess hall.

233. **Visiting Athletic Teams:** Visiting athletic teams may eat in the cadet mess hall.

### MILITARY EXERCISES

234. The Citadel is a Military College with the corps of cadets organized and functioning as a senior R.O.T.C. unit under the War Department. The Professor of Military Science and Tactics is head of the military department. All drills and ceremonies will be in accordance with a schedule of training published by the professor of military science and tactics.

235. Except on Fridays when there is no parade, and Saturdays, the battalions will be formed on their respective quadrangles daily and the ceremony of retreat conducted in accordance with the Training Regulations U. S. Army. At this ceremony the barracks commander and his staff will form on sidewalk in front of his barracks. The bugle corps will form just north-east of the main barracks and sound "Retreat" and "To the Colors". The band will form on its own parade.

### OFFICIAL BUSINESS

236. Business with an officer should be transacted in his office; he will not be called by phone at his quarters or visited there on business which can wait until office hours.

237. The President will transact business with cadets only by appointment made through the Commandant of Cadets.

238. The Commandant of Cadets will transact business with cadets during vacant class periods from 10:00 a.m. to 12:00 noon and from 3:00 p.m. to 5:00 p.m. daily, Saturday and Sunday excepted.

239. The Quartermaster will transact business with cadets during his office hours.

240. The Surgeon will transact business with cadets daily at sick call.

241. The official time for all calls, signals, etc. will be that indicated by the electric clocks in the guard rooms. When these clocks are out of order the time will be controlled from the main guard room.

242. All official communications from an officer to the President or the Board of Visitors shall be addressed to the Adjutant of the College. All official communications from cadets to the Commandant of Cadets or higher authority shall be addressed to the Commandant of Cadets. The official channel for all cadets is through cadet company headquarters to the Commandant of Cadets.

## PUBLIC PROPERTY

243. Cadets will not mark public property unless directed to do so. They will not alter or deface public property or use it for any unauthorized purpose. They will not take arms, equipment or other public property from the barracks except when authorized, and will not lend such articles to another cadet, nor use articles issued to another cadet without permission from the Commandant of Cadets.

244. Rifles left on the quadrangle, gallery, or at other unauthorized places will be considered as an act of gross carelessness and punished accordingly.

245. **Charges for damages:** Cadets will be charged for all damage to public property which is not the result of fair wear and tear while in service.

## PUNISHMENT

246. To all recorded delinquencies of cadets shall be fixed a number of demerits which without the approval of the President shall not exceed ten corresponding to the degree of delinquency. The degree of punishment for the various offenses shall be fixed by the Commandant of the Cadets with the approval of the president. A system of merits may be established by the president. (Par. 47 College Regulations).

247. The punishments to which a cadet shall be liable, in addition to the number of demerits awarded for the offense, are comprised in the following two classes, viz:

a. **First Class:** Confinement to restricted limits; punishment tours; reprimand; reduction of officers and non-commissioned officers.

b. **Second Class:** Dismissal and expulsion.

248. Punishment of the first class may be inflicted by the Commandant of Cadets with the approval of the President. Cadet officers and non-commissioned officers may be reduced by the Commandant of Cadets with the concurrence of the P. M. S. & T.

249. Punishment of the second class may be inflicted by the Board of Visitors, and includes the following offenses:

- a. Insubordinate, disrespectful, or refractory conduct.
- b. The drinking of intoxicating liquor, or having it in possession, or being in the presence of liquor.
- c. Making a false official statement.

- d. Receiving or giving assistance on examinations.
- e. Hazing.
- f. Breaking barracks after call to quarters.
- g. Insulting a sentinel by word or gesture, or disobeying a lawful order of a sentinel, or interfering in any way with a sentinel in the proper discharge of his duty.
- h. Combining under any pretext whatever with other cadets, or entering into any agreement with other cadets, either in writing or verbally, with a view of procuring a redress of grievances, or violating or evading any regulation of the college, or joining with other cadets in disapprobation or censure of an officer or cadet, or in doing any act contrary to the rules of good order and discipline.
- i. The commission of any act of a vicious or immoral nature unbecoming an officer and a gentleman.
- k. Disobedience to a command of the president or any superior officer or professor.
- l. Calling another cadet to personal account for having, while in the discharge of his duty, corrected or reported him.
- m. Going beyond cadet limits without leave.
- n. Breach of arrest or confinement.
- o. Overstaying furlough.
- p. Habitual neglect of studies or of other duties.

250. A list of **first class** offenses will be published in a Schedule of Penalties and punishment awarded in accordance therewith.

251. When any question shall arise as to the **suitability of a cadet to remain at The Citadel**, the president may appoint a board, consisting of two cadets and three members of the faculty to inquire into the circumstances. If the finding of the board is unfavorable to the cadet, the president will communicate appropriately with the parent or guardian, with a view to authorizing the cadet to resign. **The president may take such action without appointing a board.** Should an appeal

be made to the Board of Visitors, it will be considered upon the original record of the case. (par. 30 College Regulations.)

252. A cadet awarded special punishment may be removed from all athletic squads.

253. A cadet on an athletic squad will serve punishments at all the prescribed times. When the coach desires the entire squad out for practice or when there is a regularly scheduled game at such times, cadets on the squad will attend the practice or the game and will receive credit for ordinary confinements actually assessed which could have been served during that time. Credit will not be given in this way for special punishment, but this punishment will be deferred.

254. Credit for punishment as in paragraph 253 will be given cadets of the athletic squads while with the teams away from The Citadel.

255. Punishment tours and special confinements deferred during the season of the particular athletic activity will be served immediately after the cadet ceases to be a member of that squad or at the end of the season.

256. When a game is scheduled in Charleston on Saturday, members of the athletic squad will be permitted to put their beds down after 10:00 p.m. confinement formation on Friday night and will not be required to attend any other confinement formations that night. They will retire to their rooms and the officer of the day will inspect for them in their rooms.

257. **Held Reports:** When the action on a report is delayed it will be marked "Held". When the report is finally settled it will again be posted on the delinquency list, thus: "Absent from parade. (Held D/L May 10)".

258. **Special Punishments:** Punishments awarded by authority of the president and published in orders are "special punishments".



259. **Ordinary Punishments:** Confinements and punishment tours awarded by the Commandant of Cadets, and for excess demerits, are ordinary punishments.

260. **Excess Demerits:** A cadet will receive the following ordinary confinements on the 10th of each month for excess demerits during the preceding academic month:

- a. One for each demerit from 12 to 20 inclusive.
- b. Two for each demerit over 20.

Demerits awarded in special orders will not be considered in computing excess demerits.

261. **Effective Date:** Special punishments will take precedence over ordinary punishments and become effective when published in orders. Ordinary punishments become effective the week-end of posting and may be served during restriction. Punishment lists will be posted Friday.

262. **Punishment Tours:** Regular tours will be served Saturdays from 12:00 noon to 12:50 p.m., and from 2:00 p.m., until 5:50 p.m. Special tours will be served as specified in orders. Each tour will be fifty (50) minutes marching with ten (10) minutes rest between consecutive tours. Tours take precedence over confinements.

263. **Punishment tour squads:** The officer in charge will have general charge of the punishment tour squads.

264. The sergeant of the guard and one corporal will be directly in charge of the punishment squad in each barracks. They will both remain in continual observation of the squad and with the officer of the day are responsible for its proper conduct. The officer of the day will verify the squad at least once during each tour.

265. At assembly the sergeant of the guard will form the punishment tour squad and have it call off in the same manner as for a relief of the guard. The corporal of the guard will form in the file closers. The officer of the day will receive the report and direct the sergeant of the guard to post the squad. The latter will assign posts by number corresponding to the number called off; the sequence of such posts will start from the north end of the quadrangle. In the same manner that a relief of the guard is marched and posted, the sergeant of the guard will march and post the punishment squad. Posts are perpendicular to and extend from two concrete squares from the inner edge of the east gallery to the same distance from the inner edge of the west gallery.

266. In relieving the punishment squad at end of each tour the sergeant and the corporal will begin at post number one, the sergeant directing number one to fall in. Then marching the squad he will direct other members of the squad to fall in as he approaches their post. The squad will then be marched to a point in front of the guard room and halted. A report will be made to the officer of the day who will then order relieved those who have served their required number of tours; at the same time he will record on the punishment lists the tour which each cadet has just served. He will then direct the sergeant of the guard to dismiss the squad.

267. The following orders are prescribed for cadets walking punishment tours:

To walk my post in a military manner.

To receive and obey all orders from persons authorized to issue orders to privates of the guard.

To quit my post only when properly relieved.

To salute officers only when addressed by them.

Not to walk abreast of cadet on adjoining post.

To talk to no one except officially.

268. In inclement weather the officer in charge may authorize the punishment squad to be posted under the galleries in single file with five (5) pace distance between cadets, to walk counter-clockwise. At the end of each tour number one will be halted in front of the guard room and the remaining numbers required to close on number one after which the squad will be dismissed.

269. In extremely cold weather the officer in charge may authorize the punishment squad to be posted in the gymnasium. In this case cadets will be posted, relieved, will march and rest at the gymnasium and will not be returned to barracks until the tour period is over. The supervision and checks will be the same as required in barracks.

270. As soon as the punishment squad is first posted in the afternoon period the officer of the day will report to the officer in charge how many are serving and if any are absent without authority.

271. Duty of any kind will take precedence over tours unless especially excepted and credit will be given for tours as though actually served. A cadet whose duties interfere with his serving tours will report individually to the commander of the guard ten minutes after completion of his duty to serve as many tours as the time permits. The officer of the day will note the facts of all such cases on the punishment list.

272. A cadet excused by the surgeon from any military duty will not walk tours that day, but will be in sick confinement unless marked "non-restricted". No credit in this case will be given.

273. A cadet walking tours will be excused only upon urgent necessity. To ask for relief he will halt and call "Corporal of the Guard No..... Relief". The corporal of the guard will report him for tours relieved, and he will not

be given credit for the tour or tours from which relieved, even though the period of relief is of short duration.

274. **Confinements:** Each ordinary confinement is of fifty minutes duration. A confinement period consists of from one to five confinements as follows:

Fridays:	(1)	7:00 p.m. to 12:00 M.N. ....	5
		(1 period)	
Saturdays:	(1)	12:10 p.m. to 1:00 p.m. (as confinements)....	1
		(4 periods)	
	(2)	2:00 p.m. to 3:00 p.m. (as confinements)....	1
	(3)	3:00 p.m. to 6:00 p.m. (as tours).....	3
		(Exceptions: Cadets of the senior class and cadets with the rank of corporal or above)	
	(4)	7:00 p.m. to 12:00 M.N. (as confinements)....	5
Sundays:	(1)	2:00 p.m. to 6:00 p.m. (as confinements)....	4
		(1 period)	—
		Total.....	19

275. Cadets having confinements to serve will begin serving them Friday night and will continue as in par. 274 until completed.

276. Cadets of sophomore class on the academic unsatisfactory list and not having confinements to serve will be charged on the Saturday punishment sheet with two (2) academic confinements (A.C's) which will be served as ordinary confinements during the first two periods.

277. A cadet in confinement is restricted to his room which he may leave only for the following purposes by reporting departure and return to the officer of the day:

- a. To visit the hospital by authority or in emergency, no credit being given while absent.
- b. To visit toilet for proper purpose.
- c. To take a bath.

- d. To visit the barber for proper purpose.
- e. In obedience to orders from an officer.
- f. To visit the library as authorized.

278. At the beginning and at the end of each confinement, cadets in confinement will be formed by company on the quadrangle by the officer of the day and the roll called. At this time the officer of the day will relieve by name those cadets who have no more confinements to serve and direct those having further confinements to fall out and report to their rooms, except that at the end of each confinement period he will not dismiss the confinement squad until the beginning of the next confinement period.

279. Inspection for confinements will be made by the officer of the day once during each confinement.

280. Cadets in ordinary or special confinement will not be permitted to put their beds down.

281. "Restricted Limits" include the barracks and quadrangle, and include Citadel limits for exercise only. Cadets deprived of leave privileges are restricted.

282. Cadets restricted will report to the officer of the day at the guard room as follows:

Week-days—between 4:45 and 5:15 p.m.

Fridays —between 4:45 and 5:15 p.m.—when there is no parade.

between 8:00 and 8:30 p.m.

between 9:30 and 10:00 p.m.

Saturdays —between 2:30 and 3:00 p.m.

thereafter as prescribed for Fridays.

Sundays —Afternoons as prescribed for Saturday afternoon.

The above requirements will not interfere with any official duty.

**PUNISHMENT RECORDS**

283. **Report of Delinquencies (abbreviated D/L):** The first sergeant will prepare a report of delinquencies in duplicate daily on the form furnished and post the duplicate on the company bulletin board before 7:00 p.m. Cadets whose names appear thereon will initial each of their reports in the first column. Both copies of the D/L will be turned in to the commandant by 8 a.m. on the second day after being posted.

284. **Company Punishment Book:** The first sergeant will keep the company punishment book posted. At the end of each punishment week he will total the confinements and tours bringing forward any confinements and tours left over.

285. **Company Punishment List:** The first sergeant will prepare his company punishment list in quadruplicate for the previous week and submit to commandant's office by 2:00 p.m. Wednesday. This list will show all cadets who have confinements and tours to serve and all cadets restricted.

**RADIOS.**

286. Cadets will be authorized to have radios in their rooms under the following conditions:

- a. Must have parent's consent in writing.
- b. Must pay a fee of 50c each month for electric current used. This fee is due and payable in advance before the 5th of each month.

287. Radio permit will be issued on written application only accompanied by evidence that the first month's fee has been paid. Radio permit will be kept posted on end of press near orderly-board, and receipt for fees kept posted on the permit.

288. Radios will not be operated during call to quarters. They will be kept disconnected when not in use. Radios in the guard room are prohibited except on leave days.

## RECRUITS

289. A recruit is a cadet who is in his first year of attendance at The Citadel, except that cadets entering any class other than the freshman will cease to be recruits after the Christmas holidays.

290. All upperclassmen will maintain an attitude of dignity toward recruits.

291. Instructions for observance by recruits and by upperclassmen with regard to recruits will be published annually.

292. A committee to be known as the "Cadet Committee" will be appointed by the Commandant of Cadets to assist in requiring the observance of the instructions referred to in par. 291 above.

## REPORTS "ALL RIGHT", "ALL IN"

293. **All Right:** The report "All Right" means:

a. From a cadet outside of his own room: That he is going to or returning from an authorized place, and nowhere else, and for an authorized purpose only.

b. From the occupant of a room at any inspection: That all absentees and all visitors are authorized.

c. From a Division-Inspector: That he has carried out his orders fully at the time and in the manner prescribed, reporting all exceptions.

d. From an occupant of room at inspection for lights: That the lights are authorized, and that no unauthorized person is in the room.

e. From a cadet entering the mess hall individually: That he has authority to enter individually by that door and at that time.

294. A cadet is required to report "All Right" on the gallery during Call to Quarters.

295. A cadet is "visiting" when, after going to a room other than his own he opens the door or enters the room, or talks with its occupants. The act of going to another room is essential, the act of entering the other room is not. In case of doubt the report may be entered as "loitering".

296. "All In": a. At regular taps inspection the inspector will open each door, turn on the lights and ask "All In?". In case no reply is received he will identify each occupant thereof or enter appropriate report against any other cadet or cadets present and against the room orderly in case any person present is not a cadet; he will also report any cadet who is out of bed or whose light is on without authority.

b. The report "All In" from any regularly assigned occupant of a room at taps means that all the occupants are present in the room and that no other persons are in the room, and that all occupants are **undressed and properly in bed**.

297. Loud yelling in making these reports is prohibited.

298. At PHYSICAL CHECKS the reports "All right" and "All in" are not required.

## ROOMS

299. **Morning Police:** Before police call each cadet will arrange his bedding, furniture and equipment as prescribed below. He will also dust his own furniture. The room orderly will sweep the floor of his room and that portion of the gallery



adjacent thereto, being careful to pick up and deposit in the trash can all trash and dirt. He will also dust and clean all woodwork and common property (table, mirror, basin, etc.).

300. **Room orderly:** The general police of the room, the care of all common property and the good order of the room devolve upon the room orderly, who is to that extent an acting cadet officer. Each cadet is responsible for his own bed, press, wall hooks, and other purely personal furniture and articles.

301. Each occupant present for duty will become room orderly in turn. No cadet is exempt. The tour will last one week, beginning at noon meal formation on Saturday. When the room orderly is sick in hospital or otherwise absent the cadet next in turn becomes room orderly at once.

302. **Floors, Walls, Woodwork:** Keep the floors, walls, and woodwork clean and free from stains, spots, dirt, scratches and nails.

303. **Ventilation:** Rooms will be kept well ventilated at all times. Minimum requirements: door transom always open. Taps to reveille: door open except on very cold nights.

304. **Unauthorized Articles:** Articles not authorized by regulations or on an approved permit are forbidden in barracks.

305. The following arrangement of articles in cadet rooms is prescribed, this arrangement to be maintained from police call until tattoo daily, except during release from quarters:

**Bedding:** To be folded the size of the pillow and neatly piled on the shelf directly over hanging space next to press, single fold to the front flush with the edge of shelf, double fold to center. To be piled in order from the bottom as follows: Sheets, pillows, blankets, and comforts. Fresh bed linen will be displayed for Saturday inspection.

**Bookcases:** Shelves will be arranged as follows:

a. Two cadets in room: Top shelf in common for large books. Remaining shelves by pairs in same order as schedule cards, lower of each pair for owner's stationery. If four-shelf bookcase, upper two in common for books, lower two for stationery.

b. Three cadets in room: Upper two shelves in common for large books. Remaining shelves in same order as schedule cards for owners' smaller books and stationery, books at wall end of shelf. If four-shelf case, top shelf in common for large books, lower three one for each for smaller books and stationery.

**Books:** In bookcase, books upright and flush with outer edge of shelves, titles facing up and out, placed in order of size with tallest books at wall end of shelf.

**Field Belts:** Hanging full length, pockets out, by receiving buckle on hooks at rifle rack end of press.

**Cleaning Rod:** Standing, handle down on wall end of rifle rack.

**Hanging Space:**

Full dress coat	On coat hangers on clothes pole, in order
White uniform coat	shown from owner's press, front of coats
Blouse	towards center unbuttoned. Trousers may
Sweater	be placed on hanger with coat or on separate
*Shirt, white	hanger. *Shirt, white, in use for
Shirt, gray	evening study hour wear, may be so placed
Trousers	except for formal inspections.

**Headgear:** Caps hung on owner's hooks, starting with overcoat hook; shako with pompon in place, centered on top of owner's press, upright, visor 1" from edge of shelf; white caps on top of press back of shako.

**Mattresses:** In mattress presses, inside mattress covers, flush with front edge of press, and against door end, mattress covers with open end towards window.

**Name Cards:** Posted as follows:

1—On outside of screen door over schedule card.

1—In orderly board.

1—On end of mattress press facing door.

1—Inside hanging space facing center.

1—On top part of rifle rack, facing out.

1—On next-to-top shelf.

1—Over laundry bag hook.

1—To mark hooks for towels.

The above list is for two cadets in a room. Where there are three (or more) cadets in one room, name cards will be so placed as to mark each cadet's belongings.

**Rifles:** In rifle rack, toe of butt towards press.

**Schedule Cards:** Completely filled in (Printed) and posted on center cross bar on the outside of screen door.

**Shelves:** Clean clothing neatly piled and folded with single fold to the front, and flush with edge of shelf, to be arranged with first articles mentioned nearest the door.

a. Top Shelf: Handkerchiefs, socks, white cross belts folded around cartridge box. In rear: collars, gloves, plumes, sashes and brasses; extra waist belts, suspenders and ties neatly rolled.

b. Next-to-Top Shelf: Toilet articles; scissors and mending equipment; small personal articles; photographs against wall of press.

c. Next-to-Bottom Shelf: White shirts, pajamas.

d. Bottom Shelf: Sheets (pillow cases on top); underwear; bath towels (hand towels on top); extra mattress cover.

**Swords:** In gun racks, hanging from top.

**Leather Sword Belts:** Hanging full length from hooks on gun rack end of press.

**Typewriters:** In center of shelf under clothes pole.

**Clothing Hooks:** Four wall clothing hooks will be assigned to each cadet. These hooks will be utilized for the hanging of articles in the following order from door toward window (exceptions as ordered):

Overcoat and blue cap (on same hook).

Raincoat and extra cap if present.

Bathrobe.

Laundry bag.

Overcoat, raincoat and bathrobe on hangers, back to the wall, unbuttoned. Sweat shirts and other authorized athletic clothing will be hung on laundry bag hook. For Saturday morning and other formal inspections, fresh pajamas will be displayed.

306. **MISCELLANEOUS: Bed frames:** On long edge—legs folded in, bottom of bed out—against side wall of room.

**Broom:** In corner of room behind the door.

**Bucket:** At end of press nearest door, in corner made by press and wall.

**College and Cadet Regulations, Customs and Courtesies, and Guard Orders** on hook provided on back of door.

**Drawing Boards and T-Squares** lying flat in center of hanging space with T-square and triangles on top.

**Drawing Instruments** on stationary shelf.

**Dust Pan** in corner behind broom.

**Mirror** hung over wash basin.

**Radios** in center of hanging space, or as authorized.

**Shoes** placed heels against baseboard perpendicular to wall, and kept polished and free from dust, centered under clothing hooks of owner, in order from door: High shoes, Low black shoes, Athletic shoes, slippers.

**Strong Box** on stationary shelf. At Saturday inspection to be open on table when owner is in room—contents neatly arranged.

**Table** long side against wall, under window. When in use during evening study hours, placed so as to receive the best light.

**Tennis Rackets, Golf Clubs, etc.,** against wall at window end of press; baseball gloves on hook along molding between press and window.

**Towel Hooks** in sets of three from door towards press. On first hook, a wash cloth; on second hook, a face towel (or bath towel used as face towel); on third hook, a bath towel. Fresh wash cloths and towels will be displayed for Saturday and other formal inspections.

307. Where there are three (or more) cadets in a room the company commander will prescribe the individual spaces for the occupants,

308. The electric wiring in rooms or on galleries or elsewhere will not be tampered with or changed by cadets. No electric attachments will be used in cadet rooms and no light bulbs of higher power than those issued by the Quartermaster will be used without authority from the Commandant of Cadets.

309. All rooms occupied by cadets will be kept prepared for formal inspections from 9:00 a.m. to 12:00 Noon daily except Saturday, Sunday and holidays. Regular Saturday Morning Inspection (S.M.I.) will be made each Saturday. All trunk and suitcase rooms and all orderly rooms will be open and prepared for this inspection. On Sundays the officer of the day will inspect all rooms in his barracks during the absence of the corps at chapel and report all cadets whose rooms are not in order.

#### SELECTION OF CADET OFFICERS

310. The selection of cadet officers and non-commissioned officers for the new college year will be based on a computation in which the factors of character, military efficiency, class standing and military bearing will be considered. Reappointments will be based on military efficiency principally.

Cadet officers are normally selected from the senior class; sergeants from the junior class; and corporals from the sophomore class.

#### SEQUENCE OF COMMAND

311. The military rank of cadet officers and non-commissioned officers will be determined by number in grade as published in orders. The military rank of cadet privates will be determined by class standing within classes in the order, senior - junior - sophomore.

312. For all military duties the R.O.T.C. tables of organization will obtain.

313. For **administrative purposes** the set-up will be as organized by the Commandant of Cadets.

314. A cadet officer or non-commissioned officer is required to "pass his command (or duty)" to the next in rank before he is relieved of the responsibilities thereof. This is very important. Any cadet having a command or duty fall upon him has a right to know the exact time when he is to assume such responsibilities. A salute and a simple report like "Sir, I release command of the battalion (company, platoon, mess hall, or such office) to you" is sufficient. The command or duty passes only when the cadet assuming it returns the salute, indicating that he understands. No command will be "passed" except by proper authority.

#### SICK

315. Cadets requiring medical attention will, except in case of emergency, attend the sick call formation and be marched to the hospital. In emergencies cadets will be permitted to go to the hospital at any time.

316. All cadets who desire to visit the hospital at sick call will notify their first sergeants of the fact immediately after reveille. The first sergeants will then enter the names of such cadets on the company sick report.

317. **Hospital Sergeants:** The barracks adjutant will detail a hospital sergeant for his barracks whose tour of duty will be for a period of one week, commencing at sick call: The Main Barracks, Mondays; Murray Barracks, Wednesdays.

318. **The duties of the hospital sergeant are:** a. Take sick reports from the company cadet in charge of quarters and march the company sick squads to the hospital.

b. Assist the surgeon in all clerical work pertaining to the detachment.

c. Immediately after the surgeon has made a disposition of all the members of the squad, report to the officer of the day of his barracks, submitting surgeon's book and other papers at the time. Hospital sergeants will be given ten minutes to go to their rooms, if they have a class during that period. The officer of the day will record the time of return of hospital sergeant in surgeon's report book opposite name of hospital sergeant and will turn over to the commandant all papers received from the hospital sergeant.

d. There will be no exchange of tours of hospital sergeant without an approved application from the commandant.

e. The barracks adjutant will submit to the commandant weekly in advance the names of the hospital sergeant detailed.

319. All cadets whose names appear on the daily sick report will form at sick call under the cadets in charge of quarters who will turn over the company sick report to the hospital sergeant. The formation at sick call is a strictly military one, and all regulations pertaining to military formations will apply. First sergeants are responsible that their sick reports are delivered to the cadets in charge of quarters before sick call is sounded.

320. Cadets who have classes the first hour will be called before the surgeon ahead of others. Cadets returning from the hospital after sick call, or at any other time after the formation of their sections or companies are not excused from that duty, but will report without delay to the officer of the day and then to their class rooms or companies, regardless of the time remaining for such duty.

321. In case it is necessary for a cadet to go to his room for equipment before going to class, drill or duty, he will be allowed five minutes to go to his room and report back to the guard room,



322. Cadets excused from any military duty by the surgeon will remain in their rooms while such duty is in progress, and in addition will be in sick restriction and subject to the same restrictions laid down for cadets in ordinary restriction until marked "Duty" or "Non-restricted" by the surgeon. The names of such cadets although not undergoing punishment, will be entered on their names.

323. Any exemption from duty or any privileges which the surgeon authorizes for a cadet must be shown on the company sick book and on the surgeon's sick report each day, and the cadet will attend each sick call until marked "duty" by the surgeon.

324. Cadets who visit the hospital in cases of emergency other than at sick call will report their departure and return to the officer of the day who will enter in the surgeon's report book the name of such cadet, with the hour of departure in the column of names. The cadet will be given a memorandum by the surgeon's assistant at the hospital showing the hour of reporting at the hospital, the complaint for which the cadet seeks treatment, the disposition of his case and the hour of departure from the hospital. On return of the cadet from the hospital he will give this memorandum to the officer of the day. The officer of the day will, from the information contained in the memorandum, complete the surgeon's report book, the columns headed "Disease" and "Disposition", and enter the hour of return in the column "Left". If the cadet is excused any duty or granted any privilege the memorandum brought by him from the hospital will be transmitted by the officer of the day to the first sergeant of the cadet's company for entry in the company sick report. When there is a difference of more than five minutes time between the hour of leaving the hospital and the hour of reporting at the guard room, the cadet will be reported by the officer of the day for "loitering on returning from the hospital."

325. Cadets marked "Excused military duty" will not be required to perform military duty, or attend formations or church but will attend all other duties. They will not be per-

mitted to serve confinements or punishment tours unless marked "non-restricted" in which case they will be eligible for punishment or leave as though they were not on the sick report.

326. Cadets in the hospital will obtain permission of the surgeon or his assistant before leaving that building for any purpose, and will report their departure and return to the nurse; in case of entering barracks or of leaving the Citadel grounds, they will also report their departure and return to the officer of the day.

327. Except in case of emergency occurring on leave and requiring immediate medical attention, cadets will not arrange for or receive professional treatment from doctors or specialists without permission from the surgeon. Applications for any special leaves required for such treatment will be submitted to the commandant and referred to the surgeon.

### SMOKING

328. Smoking by cadets within certain limits will be authorized as follows:

a. In barracks except on the quadrangle, in (or near) the sallyports, under the first gallery, or in the guard room: For all cadets.

b. Under first gallery of barracks except the east side: For all cadets except freshmen.

c. In the mess hall during meals: For all cadets except freshmen.

d. In the guard room: For members of the guard only.

e. At dances in Alumni Hall: For all cadets in accordance with the dance regulations.

f. On the quadrangle after dark only: For all cadets except freshmen.

g. In such other buildings on the campus as may be authorized.

h. Within the confines of a private home in which a cadet is a guest: For all cadets when the occasion permits.

329. Smoking is prohibited in public at any time and will be severely punished.

### TRUNKS AND SUITCASES

330. A trunk room is provided in each barracks in which trunks and suitcases of cadets will habitually be kept. A suitcase room will be provided in each company area.

331. Cadets will take from their trunks the articles required until the next general furlough.

332. At the beginning of the school year and after the Christmas holidays cadets will place on their trunks and suitcases a tag furnished by the Quartermaster showing their name and company and will place the trunks on the gallery to be removed to the trunk room by the janitors. Suitcases will be kept in the company suitcase rooms.

333. Access to trunk rooms will be authorized by special application to the Commandant of Cadets.

334. When a cadet is transferred from one barracks to another he will report to the officer of the day of the barracks he is leaving and arrange to get his trunk and transfer it to the barracks to which he is going.

### UNIFORMS

335. The following are the cadet uniforms and the occasions to be worn. Regulation clothing only of the type issued by the Quartermaster will be worn. Hard heel shoes are prohibited.

a. **Field Uniform:** Gray overseas cap, gray shirt, black four-in-hand tie, gray trousers with loops, black web belt, black shoes, black socks held up by garters. Note: The ends of the tie will be tucked in the shirt front between the second and third button from the top. When under arms the field belt will be worn.

b. **Dress Uniform:** Blue cap, plain white shirt, gray blouse, white cuffs, uniform white collar clipped in place, gray trousers, (or white if ordered), black shoes, black socks held up by garters. When under arms full dress belts and white gloves will be worn.

c. **Full Dress Uniform:** Blue cap, plain white shirt, full dress coat, white cuffs, uniform white collar clipped in place, gray trousers (or white if ordered) supported by suspenders, black shoes, black socks held up by garters. When under arms full dress belts and white gloves will be worn.

d. **Full dress uniform with equipment:** For all cadets except members of the band and cadet officers, the same as full dress, except that the shako with black pompon will be worn in place of the cap. A white waist belt, white cross belts, breast plate, black leather cartridge box and white gloves will also be worn. The cartridge box to be attached to the ends of the belts two inches below the waist in the back.

336. **Members of the Band:** The same as full dress uniform with the addition of white waist and cross belts. The drum major will wear the shako with white plume (in place of cap), white belt, breast plate and white gloves.

337. **Cadet Officers:** The same as full dress uniform, except that the shako with green plume will be worn in place of cap. White gloves, white saber belt and breast plate with sword, and a red sash will be worn. Cadet sergeants major and first sergeants are authorized to wear the red sash.

338. Overcoats of the regulation type issued by the Quartermaster are authorized but not required. Raincoats of the approved type required to be purchased from the Quartermaster.

339. White uniform of approved pattern authorized but not required.

340. **Occasions to be worn:** a. **Field Uniform:** To classes drills, meals, recreation and other daily routine on the campus. Not to be worn on leave except by recruits not provided with gray blouse.

b. **Dress Uniform:** With side arms to chapel and on visits to the president's office; on leave; at mess hall dances; at ceremonies, and on other occasions when ordered.

c. **Full Dress Uniform:** On leave; at formal dances; at ceremonies, and on other occasions when ordered.

d. **Overcoats or raincoats:** As the weather requires, and when ordered.

e. **White Uniform:** On leave and at social functions in season.

341. **Side Arms:** a. For field uniform: Cadets armed with sword will wear belt and sword with white gloves. Cadets armed with rifle will wear field belt.

b. For dress uniform: Cadets armed with sword will wear white belts, (sashes if authorized for the grade), sword and white gloves. Cadets armed with rifle will wear white waist belt and white gloves.

c. For full dress uniform: The side arms will be the same as for dress.

342. During the college year cadets on furlough who attend hops, balls, dances, or other social functions given by or for the Corps of Cadets whether formal or informal, whether at or away from The Citadel, will wear the uniform of the occasion.

343. Cadets leaving The Citadel on special leave or special furlough will depart and return in the prescribed leave uniform.

344. All cadets attending meals during leave hours will wear the uniform prescribed for the daily routine work.

345. Cadets will keep their uniforms repaired, pressed, neat and free from stains and spots. They will have all buttons and hooks securely sewed on and fastened. Coats will be worn buttoned throughout; caps will not be worn at an angle on the side or back of the head.

346. The Quartermaster or the Commandant of Cadets will decide when any article of a cadet's uniform is unserviceable, and when so decided the cadet will be required to purchase another such article. Uniforms or parts of uniform, may be declared unserviceable as a result of unauthorized or improper alterations or of having uniforms made which do not comply with the required specifications.

347. All cadets will wear the appropriate service stripes and insignia for their class and rank. Members of the prize company of the preceding year may wear the prize company badge on left sleeve of full dress coat.

348. During study hours a cadet may, while in his room, remove his uniform and shoes, but will be required to wear a bathrobe and bedroom slippers, to replace the uniform and shoes; or he may wear white trousers, and white shirt or sweater, and bedroom slippers.

349. No cadet will expose himself to public view by appearing on the gallery or by standing in the doorway or in front of windows while in improper uniform.

350. The gray overcoat is a prescribed uniform. The proper class numeral will be worn in the middle of the collar one inch from the front of the left lapel.

351. Cadets participating in athletic activities, including horseback riding, will wear the costume appropriate to that activity. There will be no exposure of any part of the person beyond that required in that particular sport. Bathing suits and track uniform will not be worn at other sports, such as baseball or tennis.

352. Athletic clothing in cadet's rooms will be limited to sweater, sweat shirt, tennis shoes. Team athletic uniform will be kept in the gymnasium. Riding clothes will be kept in room provided for that purpose.

### VISITING

353. Visiting is authorized in barracks during release from quarters except for cadets in arrest or serving confinements.

354. Except on official duty no cadet shall at any time visit in a room when any of the occupants are in arrest or are serving confinements.

355. When his room is being scrubbed by the janitors a cadet may visit another room or remain on the gallery until his room is dry. If in arrest or serving confinement he will first obtain permission for such visit from the officer of the day.

### Y.M.C.A.

356. The Y.M.C.A. Secretary is in general charge of the Y.M.C.A. activities. He is also the Citadel Postmaster.

357. The Y.M.C.A. meetings may be held at any time and place which will not conflict with College or Cadet Regulations.

358. Any Y.M.C.A. meetings, visits, trips, or other arrangements which cause any conflict with regulations will not be allowed without special authority; requests for authority will either be submitted by the secretary, or through him to the Commandant of Cadets.

359. On Sunday evening Y.M.C.A. meetings will be closed so that cadets will be in their rooms by 7:45 p.m.

360. The recreation rooms in barracks are a Y.M.C.A. activity and will be operated under such regulations as may be approved by the Commandant of Cadets,

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