

UNIVERSITY CIRCLE, RECORDS OF THE, 1915-1984

Series 0/3/1

Boxes 1-15

HISTORY

The University Circle was established in 1915 by Mrs. James Alton James to "...promote fellowship and to advance the interests of Northwestern University." It was originally open to any woman who held, or whose spouse held, an official connection with the University. Later, the group extended membership to women similarly affiliated with the Garrett-Evangelical and Seabury-Western Theological Seminaries.

The Circle holds regular meetings and several social functions each year. It was instrumental in the founding of the University Dames Club (1925), and has also been involved with other groups and concerns of the University and the Chicago area, including Scott Hall, the YWCA, the Community Council for International Students, and various World War II service groups.

DESCRIPTION OF THE RECORDS

This series includes seven boxes, spanning the years 1915 through 1984, with the bulk of the materials dating from the mid-1930's through the late 1970's. It is arranged in nine categories, including minutes; annual reports; President's files; officers' records and reports; committee materials; special interest group materials; financial records; publicity materials; and membership cards. Two folders at the beginning of the series contain copies of Circle Constitutions, By-laws, and Standing Rules (1932-1982); and lists of suggested changes in policy submitted by committee chairs and other Circle members (1941-49, 1958-60, 1969).

Minutes occupy six folders, including three of, Executive Board minutes (1934-77) and three of general meeting minutes (1923-75). Annual reports, summarizing the Circle's activities for the preceding year, are filed in two folders. The first contains the reports for the years 1938-75, arranged chronologically; the second contains a radio-broadcast skit version of the reports for 1941-42. The President's files, comprising thirteen folders, include correspondence, reports, announcements, clippings and notes. These files date from 1960-61 and 1965-77 and are arranged chronologically.

Officers' records and reports occupy eleven folders. The first contains lists of officers and committee members (1916-1981), while ten others contain reports submitted by Circle officers from 1915 through 1984, including the President; Vice President; Recording Secretary; Corresponding Secretary; Treasurer; Auditor/Archivist; and Dames Club Sponsors. The President's report file also includes several sheets of "unwritten laws" (ca. 1938).

Committee reports and documents comprise fourteen folders and include annual reports submitted by chairs of Circle committees (e.g., Hospitality, Membership, Social) and occasional announcements, correspondence, and clippings, covering the period from 1934 to 1981. These folders are arranged alphabetically by committee name.

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An additional thirteen folders including reports, correspondence, announcements, and other documents relate to a variety of special interest groups and projects (1922-77). The first three document the University Circle Newcomers Group (1935-76); the remaining ten pertain to such concerns as foreign students, the building of Scott Hall, and World War II activities.

Financial records occupying three folders include budgets, check stubs, bills, and receipts (1943-78). Publicity materials filling four folders and one scrapbook include calendars of activities, newsletters, clippings and announcements (1934-81). Membership cards, filling the last box of the series, are arranged in two alphabetical sequences. The first includes members active as of the 1977-78 academic year; the second includes members no longer active at that time.

Provenance: The bulk of this series was donated to the University Archives by Peggy Miller, on behalf of the University Circle, on January 21, 1983 (Accession #83-5). Small accretions were donated by the University Circle (#84-58), Professor J. Lyndon Shanley (#82-100), and Mrs. Reba Fucilla (#83-68).

Separations: Materials relating to the Dames Club and the Wives Club were separated to form the Dames Club Records (0/21/2). Photographs of Presidents were removed to the subject photo file (University Circle--Presidents), as were other photographs.

Restrictions: None.

Processor: James G. Carson, November 7, 1984.

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Container List

Box 1	Folder 1	Constitutions and By-Laws	1932-82
	Folder 2	Policy Suggestions	1941-49, 1958-60, 1969

Minutes

	Folder 3	Board Meetings	1934-50
	Folder 4	Board Meetings	1950-62
	Folder 5	Board Meetings	1963-77
	Folder 6	General Meetings	1923-33
	Folder 7	General Meetings	1933-47
	Folder 8	General Meetings	1947-75
Box 2	Folder 1	Annual Reports	1938-77
	Folder 2	Annual Report (Broadcast Skit)	1941-42

President's Files

	Folder 3		1960-61
	Folder 4		1965-66
	Folder 5		1966-67
	Folder 6		1967-68
	Folder 7		1968-69
	Folder 8		1969-70
	Folder 9		1970-71
	Folder 10		1971-72
	Folder 11		1972-73
	Folder 12		1973-74
	Folder 13		1974-75
	Folder 14		1975-76
	Folder 15		1976-77

Box 3	Folder 1	Officer and Committee Lists	1916-81
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Officers' Reports

	Folder 2	President	1931-45
	Folder 3	Vice President	1965-76, 1983-84
	Folder 4	Recording Secretary	1915-69
	Folder 5	Corresponding Secretary	1937, 1951-75
	Folder 6	Treasurer's Book	1916-20
	Folder 7	Treasurer's Book	1920-36

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Container List

Box 3	Folder 8	Treasurer's Book	1946-53, 1955-59
	Folder 9	Treasurer's Report	1921, 1937-77
	Folder 10	Auditor/Archivist	1970-79
	Folder 11	Dames Club Sponsors	1946-76

Committee Reports

Box 4	Folder 1	Directory	1957-77
	Folder 2	Friendship	1946-77
	Folder 3	Hospitality	1958-77
	Folder 4	Luncheon	1947-75
	Folder 5	Membership	1945-76
	Folder 6	Nominating	1946-78
	Folder 7	Party	1941-77
	Folder 8	Program	1934-75
	Folder 9	Publicity	1933-41
	Folder 10	Publicity	1943-77
	Folder 11	Revisions	1941-74
	Folder 12	Rooms	1951-81
	Folder 13	Social	1972-75
	Folder 14	Social/Tea	1938-76

Newcomers

Box 5	Folder 1	Correspondence, Reports	1935-57, 1946-76
	Folder 2	Agendas, Minutes	1947-69
	Folder 3	Financial Records	1949-73

Special Projects

	Folder 4	Interest Groups	1945-75
	Folder 5	Social Service (Sewing) Groups	1923-58
	Folder 6	Social Service (Sewing) Groups	1937-77
	Folder 7	Special Recognitions	1938-64
	Folder 8	Donations	1940, 1951-60
	Folder 9	Foreign Students	1966-73
	Folder 10	Student Relations	1937-59
	Folder 11	Scott Hall ("Woman's Building")	1922-48
	Folder 12	Summer Session Activities	1938, 1950-51
	Folder 13	War Activities	1942-46

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Container List

Financial Records

Box 6 Folder 1	Budgets	1943-78
Folder 2	Check Stubs	1962-66
Folder 3	Bills & Receipts	1966-67
Folder 4	Calendars	1936-47
Folder 5	Newsletters & Announcements	1947-61, 1968-81
Folder 6	Clippings	1934-44, n.d.
Folder 7	Scrapbook	1942-43
Folder 8	Scrapbook	1935-44
Box 7 Folder 1	Membership Cards	1957-78

ADDITION

Series 0/3/1

1 folder

Description of the Addition

The addition, comprising one folder, consists of minutes, clippings, and reports, 1973-1975.

Provenance: Given to the University Archives September 12, 1985 as Accession #85-200.

Restrictions: None.

Container List

Box 6 Folder 9 Minutes, clippings, reports, 1973-75.

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ADDITION, 1972-1986

Box 6

Description of the Addition

The addition, comprising seven folders, includes reports (1975-85), and announcements (1978, 1980, 1985, 1986), files of the Book and Drama meetings (1972-80), the Thursday Social Service Group (1977-78), Saturday Night Dance Club (1971-77), and one folder on the Northwestern University Student Wives Club (1975-77). Also included is one folder on the "Circle Folly" of 1977.

Provenance: Donated to the University Archives by an officer of the university Circle (Accession #86-233) on November 18, 1986.

Separations: Approximately .6 cubic feet of publications were filed with the University Archives serials file; a small number of photographs were removed to the University Archives photograph file.

Restrictions: None.

Processor: Patricia Cloud, November 20, 1986

Container list

Box 6	Folder 10	Announcements, 1978, 1980, 1985-86
	Folder 11	Reports, 1975-85
	Folder 12	NU Student Wives, 1975-77
	Folder 13	Book and Drama meetings, 1972-80
	Folder 14	Circle Folly, 1977
	Folder 15	Saturday Night Dance Club, 1976-77
	Folder 16	Thursday Social Service Group, 1977-78

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ADDITION, 1970-1974

Box 6: 1 folder

Description of the Addition

The Addition comprises one folder of minutes, correspondence, and reports of the Book and Drama Group of the University Circle.

Provenance: The Addition was donated to the University Archives on August 6, 1987, by Fannia Weingartner and accessioned as Accession #87-168.

Separations: None.

Restrictions: None.

Container list:

Box 6	Folder 17	Book and Drama group	1970-74
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Processor: Patricia Cloud, October 6, 1987

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UNIVERSITY CIRCLE, RECORDS OF THE, 1915-1984

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Boxes 1-15

ADDITION, 1966-1988

Box 8 (One-half size box)

Description of the Addition

The addition mainly documents the University Circle from 1985-1988. A few other items are dated earlier. Comprising nine folders, the material includes a revised constitution (1987), Executive Board meeting minutes (1985-1988), Committee and Officer reports (1985-1988), Budgets and related financial records (1978-1987), a membership directory (1986-1987) and telephone tree, listing current members (1983-1984), activities announcements (1985-1988), newcomer guides (1978-1985), newspaper clippings (1986-1988), and a few items of correspondence (1966-1986).

The Committee and Officer reports include the Archives, Directory, Fall Tea, Luncheon, Hospitality, Interest Groups, Membership, Newcomer, Party, President, Program, Publicity, Revision, Corresponding Secretary, Recording Secretary, Social Service, and Treasurer. They are contained in once folder and filed alphabetically.

The small amount of correspondence is virtually concerning insurance policy purchases from 1966-1986. Only a few letters on other topics are included.

Provenance: The University Circle Records were donated by Ms. Mary Ellen Van Ness on January 20, 1989 and accessioned as #89-14.

Separations: Approximately four newsletters were transferred to the University Archives serials collection.

Restrictions: None.

Processor: Tyler O. Walters, January 23, 1989.

Container List

Box 8	Folder 1	Constitution	1987
	2	Executive Board Minutes	1985-1988
	3	Committee & Officer Reports	1985-1988
	4	Budget & Financial Records	1978-1987
	5	Membership Directory & Related Materials	1983-1987
	6	Activities Announcements	1985-1988
	7	Newcomers' Guides	1978-1985
	8	Newspaper Clippings	1986-1988
	9	Correspondence	1966-1986

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Boxes 1-15

ADDITION. 1975-1991

Box 8

Description of the Addition

The addition to the University Circle records fills one-half box and dates from 1975 to 1991. The folders are arranged chronologically by year. The first three folders contain annual presidential comments and records relating to the University Circle's gift to the Block Gallery (1981) and its silver collection. Folders 4-6 contain the organization's records for each fiscal year from 1988 to 1991. These files typically contain board meeting minutes, committee and officer reports, activities announcements, membership directories, and newspaper clippings. The last folder contains records relating to activities for the University Circle's 75th anniversary in 1991.

Provenance: The addition to the University Circle records were donated by Ms. Mary Ellen Van Ness on June 14, 1991 (Accession #91-86).

Separations: Issues of The Courier, the newsletter of the University Circle were transferred to the University Archives serials collection.

Restrictions: None.

Processor: Tyler O. Walters, June. 1991.

Container List

Box 8 Folder 10	Annual Presidential Comments	1975-1989
Folder 11	Gifts to the Block Gallery	1981
Folder 12	Silver Collection	1981
Folder 13	General Records	1988-1989
Folder 14	General	1989-1990
Folder 15	General	1990-1991
Folder 16	75th Anniversary	1991

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Boxes 1-15

ADDITION. 1979-1985

Box 9 (one half-size box)

Description of the Addition

The addition to the University Circle records fills one half-size archival box and dates from 1979 to 1985. It consists of President's Reports which include Executive Board minutes, Treasurer's and officer reports, committee reports, financial and budgetary records, records documenting annual activities such as luncheons, and correspondence.

Provenance: The addition to the University Circle records were donated by Ms. Mary Ellen Van Ness on September 11, 1991 (Accession #91-168).

Restrictions: None.

Processor: Tyler O. Walters. September 13, 1991.

Container List

Box 9	Folder 1	Presidential Report	1979-1980	
	Folder 2			1981-1982
	Folder 3			1983-1984
	Folder 4			1984-1985

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ADDITION, 1982-1991

Box 10

Description of the Addition

This addition mainly documents the activities of the University Circle from 1986-1990 with a few items from 1991. Filed in twenty-one folders, the material includes a history of the University Circle, handbooks dated 1985-86 and 1988-89 revised constitutions (1982 and 1987), lists of the officers and committee heads, correspondence (both general and from the President's office), board and general meeting minutes, committee material, committee and officer reports, financial records, activities announcements, and information on the Big 10 Women's Organization. There is also a folder containing correspondence and information related to the Courier, and three other folders covering special projects, the Waa-Mu Show, and the Saks Benefit respectively.

The committee reports cover the Directory, Party, and Social/Tea committees. There is only one officer's report, that of the Treasurer. The financial records include only the Budget Reports.

Provenance: This addition to the University Circle Records was donated to the University Archives by Phyllis Ellis on January 24, 1994 as Accession #94-13.

Separations: Issues of the Courier, the newsletter of the University Circle, were transferred to the University Archives serials collection.

Restrictions: None

Processor: Tawnya Mulder, January, 1994.

Container List

Box 10	Folder 1	History	1985-86, 1988-89
	Folder 2	Handbook	1982 & 1987
	Folder 3	Constitution (revised)	1989
	Folder 4	Changes in Term of Office	1989
	Folder 5	Officer & Committee List	1986-1990
	Folder 6	General Correspondence	1986-1991
	Folder 7	President's Files - Correspondence	1986-1989
	Folder 8	Board Meetings	1986-1990
	Folder 9	General Meetings	1987-1990
	Folder 10	Newcomer Committee	1987-1988
	Folder 11	Revisions Committee	1986 & 1989
	Folder 12	Committee Reports	1985-1990
	Folder 13	Officer's Reports - Treasurer	1986-1990
	Folder 14	Financial Records - Budget Reports	1986-1991
	Folder 15	Activities Announcements	1986-1990
	Folder 16	Big 10 Women's Organization	1986-1990

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Box 10

Folder 17	<u>Courier</u>	1986-1990
Folder 18	Special Projects	1986-1989
Folder 19	Waa-Mu Show	1988-89
Folder 20	Saks Benefit	1989-1991

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Addition, 1923-1999

Boxes 11-15 (including one card-file box)

Description of the Addition

This addition to the Records of the University Circle fills four boxes and one 3"x5" card-file box and spans the years 1923-1999, with the bulk of the records in groups dating in the 1960s, 1980s and 1990s. These records fall into ten categories: Historical and General Materials; Minutes; President's Files; Officers Reports; Committee Reports; Newcomer's; Special Projects; Gifts; Financial Records; and Membership.

Within each category, folders are arranged in chronological order, and within the folders, materials are arranged chronologically.

Historical and General Material is contained in ten folders which include the Constitution, By-Laws and Standing Rules; Executive Board and Officers Lists; Historical Materials, Insurance, past policies, photographs and record of silver service, fine linen, and miscellaneous items, owned by the University Circle; Calendars for events and meetings 1950-1969, 1985-86, 1997-99; Newspaper Clippings; Flyers, Announcements, and Programs dating from 1923 through 1999. The most notable being the Program for the 1923 University Circle presentation of *The Pirates of Penzance*; Memorabilia (1961); and Correspondence.

Minutes occupy three folders and include minutes of the board meetings for 1961-62; 1983-1990; 1991-95; and 1996-99.

President's Files are contained in three folders, most of which relate to the presidency of Jane Corrie, 1991-93.

Officer's Reports are contained in eleven folders, with reports from the President, Vice-President, Recording Secretary, Corresponding and Assistant Corresponding Secretary, Treasurer, *Courier* Editor, Publicity Chairperson, and University Dames from 1959-1999.

Committee Reports contain reports from the individual committee chairs. These folders are arranged alphabetically by committee name.

Newcomers records are contained in six folders which include President's Reports, Chairman's Reports, Calling Committee Information, Records (Procedures, Minutes, Correspondence), *Newcomers Guide* Publication original hard copy as well as 8x8" floppy; and (2) 3x3 computer disks.

Special Projects consists of four folders including Interest Groups, Social Service Groups, Student Relations, and Big Ten Women's Organization. Most notable here is the Student Relations Committee Report of 1963, in which is documented the decision of the University YWCA board to disband, due to lack of student interest.

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The **Gifts** category consists of five folders. Most notable in this category is the *Circle of Gifts* information, including original Artwork and Logo, designed in 1977. *Circle of Gifts* began in 1977 as an annual benefit with Handicraft and Heritage Boutique, Garden Shop, Book Nook, Country Kitchen and Luncheon, with proceeds going to support the Northwestern University Library, as well as to purchase art for the Northwestern University Fine Arts Complex in 1978. The *Circle of Gifts* records date from 1977 through 1980.

Financial Records are in three folders. These records are generally in letter form, containing correspondence between the treasurer and various committee chairs. Paid receipts, budgets, and detailed financial information are also documented.

The last category, **Membership**, is contained in six folders of paid and unpaid members records, membership analysis, correspondence, directories, forms, and lists, and in one 3"x5" box that contains membership cards from 1927 through 1999.

Provenance: This addition to the University Circle Records was donated to the University Archives by Mary Paula Bauman and Dorothy Murphy on 11/18/92, 11/10/95, 7/29/99, and 9/2/99 as Accessions # 92-145, 95-190, 99-119, and 99-159 respectively.

Restrictions: None

Separations: Approximately 1 cubic foot of duplicate and extraneous materials was discarded. In addition, information in relation to former Band Director, John D. Paynter's Obituary and Memorial Service were separated and added to the Archives' Biographical Files. Issues of the *Courier* newsletter and duplicate Membership Directories were transferred to the Archives' Serials Files.

Processor: Vanessa L. Smith; February 28 – March 30, 2000

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Addition, 1923-1999

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Container List

<u>Box</u>	<u>Folder</u>	<u>Title</u>	<u>Dates</u>
Historical and General Material			
11	1	Constitution, By-Laws, and Standing Rules	1948; 1962; 1976; 1982
	2	Executive Board and Officers Lists	1950-67; 1975-76; 1983-86; 1989-91; 1993-95
	3	Historical Material	1943-46
	4	Insurance	1960-95
	5	Calendars	1959-99
	6	Newspaper Clippings	1939, 1951, 1960-98
	7	Flyers, Announcements, Programs	1923-99
	8	Memorabilia	1961
	9	Correspondence	1961-98
Minutes			
	10	Board Meetings	1961-62
	11	Board Meetings	1983-90
	12	Board Meetings	1991-95
	13	Board Meetings	1996-99
President's Files			
	14	President's Records	1959-63
	15	President's Records	1964
	16	President's Records	1991-93
Officers Reports			
12	1	President	1963-66; 1981-82; 1985-87; 1995-96
	2	Vice-President	1963; 1965-66; 1968-69
	3	Recording Secretary	1968-69; 1985-86; 1991
	4	Corresponding and Assistant Corresponding Secretary	1963-66; 1985-87; 1989-91; 1998-99
	5	Treasurer's Book	1959-78
	6	Treasurer's Reports	1963-80
	7	Treasurer's Reports	1981-90
	8	Treasurer's Reports	1991-99
	9	Assistant Treasurer	1998-99
	10	<i>Courier</i> Editor	1990-98
	11	Publicity Chairman	1959-86
	12	University Dames	1959-66

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<u>Box</u>	<u>Folder</u>	<u>Title</u>	<u>Dates</u>
Committee Reports			
12	13	Archives	1990-99
	14	Directory	1959-89; 1995-99
	15	Finance	1981; 1995
	16	Friendship	1960-66
	17	Hospitality	1959-60; 1963; 1965-66; 1985-86
	18	Membership	1959-60; 1963-66; 1996-99
	19	Nominating	1995
	20	Party	1959-69; 1985-86; 1993-98
	21	Program	1959; 1969-70; 1985-86; 1990-91; 1997-99
	22	Revisions	1966; 1982; 1984; 1986; 1995-99
	23	Rooms	1959-60; 1966
	24	Social Service	1959-60; 1963-64; 1965-66; 1969-70; 1985-86
	25	Teas	1959-66; 1985
Newcomers			
13	1	President's Reports	1959-60; 1966-67
	2	Chairman's Report	1964-66; 1985-87; 1990-93; 1997-98
	3	Calling Committee Information	1958-63
	4	Records (Procedures, Minutes, Correspondence)	1958-62; 1978; 1980
	5	Guide Publication (Original Hard Copy; 8x8" Floppy; (2) 3x3 Disks)	1984-85; 1987-89
	6	Members Lists	1958-61; 1984-85
Special Projects			
	7	Interest Groups	1959-61; 1964; 1968-69; 1971-73; 1986-89; 1991-99
	8	Social Service Groups	1959-62
	9	Student Relations	1963
	10	Big 10 Women's Organization	1991-97
Gifts			
	11	Gifts	1968
	12	<i>Circle of Gifts</i> (Original Artwork and Logo)	1977
	13	<i>Circle of Gifts</i> Guest Book	1977
	14	<i>Circle of Gifts</i> Records and Reports	1977-78
	15	<i>Circle of Gifts</i> Records and Reports	1980

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Container List

<u>Box</u>	<u>Folder</u>	<u>Title</u>	<u>Dates</u>
		Financial Records	
14	1	Financial Records	1960-79
	2	Financial Records	1980-89
	3	Financial Records	1990-99
		Membership	
	4	Membership Analysis	1959-60; 1997-98
	5	Membership Correspondence, Info.	1945-46; 1957-58; 1984-93
	6	Membership Directories	1947-48; 1976-1977; 1980-95
	7	Membership Forms	1976-88
	8	Membership Lists	1986-89
	9	Membership Lists	1990-95
15	1	Membership Cards (3"x5" index cards)	1927-1999