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Public Opinion Survey among Tokyo's
Working Girls; "Working Until Marriage"

Tokyo Times, February 19

The "public opinion survey" section of the Prime Minister's Office recently conducted a survey among the working girls in the metropolitan area to find out what these women were thinking about their work, relations to home life and marriage, labor unions, and other questions. In all, 1,705 women were questioned, and replies in tabulated form were made public yesterday.

Among other things, the survey revealed the followings.

1. How long will you work?
 - Until marriage 34.9%
 - All my life..... 13.5%
 - Until I get a baby..... 4.7%
 - Until something better turns up Remainder

2. Why are you working?
 - To help the family budget 37.6%
 - To earn pocket money 16.2%
 - To support parents and others of family 15.8%
 - Others Various economic reasons

3. Are you a member of a labor union?
 - Yes..... 54.7%
 - No..... 45.3%

4. Do you know the Labor Standard Law?
 - Yes..... 85.4%
 - No..... 15.6%

5. Do you think you can hold the same position as the men?
 - Yes..... 34.1%
 - No 42.9%
 - Don't know 27.0%

6. Do you know that a Women's Bureau exists in the Labor Ministry?
 - Yes 32.8%
 - No 67.2%

Other replies

16.7% did not know the name of the Japanese Prime Minister.
22.4% that of the American President.
70% that of the governor of Tokyo
70% that of the President of the House of Councillors.
while 61 out of the 292 girls thought General of the Army MacArthur was the President of the United States.

Enclosure 3

See the form C. List dtd 14 Mar 49

Tokai Hokuwika
Region CE

DRAMA
"An Awakening Home"

by
Hishikari Women's Association
Isa Gun, Kagoshima Ken
1949

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Drama: "Awakening Home" -- Home democratization drama.
Written by Tomekichi Nakayama, teacher of a primary school, Hishikari
Cho, Isa Gun; played by members of Women's Association, Chikuji, Hishi-
kari Cho, Isa Gun.

PREFACE

Let me explain the drama "Awakening Home" before it is presented. While the democratization of home should have already reached the stage of its practice, the persisting old custom and tradition seem to retard the process for making our home democratic. Therefore, we are trying to show our idea of how we ought to democratize our homes through this drama.

Now, this drama is composed of three acts. The first act shows how the freedom of the women was shackled and why the women became the slave of the men in the feudalistic homes. It is our wishes to reflect on ourselves through the drama. The second act shows a comedy of family life in which freedom or democracy is mistaken. The third act shows the pattern of a democratic family which we wish to follow.

Don't you think the democratization of home is the products of respect of individual liberty and fulfilment of our own responsibility? we have 365 days in a year. We wish to have such peaceful and harmonious evening as this once at least in a year.

In conclusion, I tell you this drama and its included songs are our creation and the players all are the agrarian women who lead a life of busy work on the farm. Therefore, we think that many points to be criticized lie in this drama. We hope that you may see our drama with full appreciation and critique.

ACT I
Feudalistic Home

Characters:

Mother-in-law: Kijima
Son: Nagano
Wife of the son: Yoshidome

Wife: Will you do me a favor, mother?

Mother: What? (Patching up 'Mompe')

Wife: May I go to the beauty shop, please? For a meeting of our women's association is held tomorrow.

Mother: What's that? Do you mean a wedding is celebrated somewhere? (Her lack of cognition of new age)

Wife: No. I mean that I wish to have a permanent wave.

Mother: Dear me! what on earth does the permanent wave mean? Is it one similar to the popular 'Mompe' (a sort of clothes)?If so, I am sure it will be much warmer than 'Mompe'.

Wife: No, it is not so. It means that the hair is frizzled with a sizzling sound at a beauty shop where only women go.

Mother: well, do you mean the beauty shop which is said to have appeared lately and where the women are said to have their hairs bobbed and to have heads covered with mortar.... Oh, I see. Well, you mean to say you want to have your hair bobbed and to have it like palm-hair like the others, don't you? I have heard that lately there is prevailing the so-called "sickness" that many persons, though only a girl each, thrust their noses into everything having the strange words such as democracy, freedom or sex equality on their lips. I am afraid lest you should also be infected by the sickness. Take care! Oh, how terrible! There was the women's association in former times, too, to be sure, but the president and officers had only to attend its meeting. Such busy person as you had no need of attending its meeting. We had only to follow blindly the superiors, even though the decision of the association was not practised. That must be the same now as in old time. My husband loathed such women as poked their noses into something or walked about. He was a very strict man and always said, the woman should keep silence. If you behave like a ridiculous person that way, I don't know how I can apologize adequately to my forefathers. Alas! I feel wretched!

Say, Shinkichi!

Son: Yes, what do you want? (Coming out of an inner room)

Mother: Say, Shinkichi, don't indulge your wife. She says to have a permanent wave to attend the meeting of women's association. What a thing to say! Your father always said a woman is a tool of a man. He would have been in a bad temper when a woman did not follow his will. Whenever I was trying to meddle in his affair even a little, he thundered: 'Mind your own business. You're only a woman'. Therefore, I served blindly to your father. Thus, I was awarded even a reward as mirror of women in feudal ages. Every doing and speaking of the young men and women of today hurt my feelings. Say, Shinkichi, go to the farm at once and make your wife work on the farm as a beast. Alas! I feel wretched! (She quit rudely in anger.)

Son: Say, Omitsu. You should do your utmost lest you should affect the honor of my mother who was awarded the certificate, following the suit of her speech. (Shinkichi reads out the following certificate.)

Certificate

- (1) You are the best leader of the women's gossip group.
- (2) You are good at finding fault with your daughter-in-law.
- (3) You acknowledge that you are a fool.
- (4) You consider it as a virtue that you blindly obey your husband.
- (5) You force moral culture and ambition on others.

The above person is truly a mirror or feudalistic womanhood. Thus you are worth honorable mention.

Son: Let's go out to work. Come on, no dallying! You fool! Come, come, hold these. (He gets his wife carry hoe, basket for fertilizer, and everything, and then he walks ahead with his 'kiseru' (Tobacco pipe) in his mouth.) (Omitsu changes her clothes for 'Mompe', and she follows her husband with too many farming tools on the shoulders.)

Chorus (parody):

I guess you bride will feel painful today, too,
Under the severe family tradition,
You have only to put up with it,
Before the unrestricted and happy day comes to you.

- End of Act I -

Act II

(A home of extra-predominance of the fair sex)

Characters:

Husband: Nagano
Wife: Sako
Woman visitor: Kawanabe

(husband fans the fire before 'shichirin' and prepares the vegetable with a baby on his back. On the contrary, his wife sits at the desk reading a book.)

Visitor (next door woman): Isn't anyone in?

Wife: Oh, are you Mrs. Yamashita? You are welcome. Come in, please.

Visitor: I find you at the desk whenever I visit you. I admire you for your hard studying. On what are you studying now?

Wife: I am studying on 'How to breeches.' Men had their own way for many years in the past, and they made fun of us, didn't they? They called us 'come', or 'I say', not 'our darlings'. In case they were drunk, they used to call us 'moonfaced woman' or 'fool', never calling our names. Fool was indeed a pronoun of us 'women.'

Visitor: That's it. As for ourselves, my husband would often call me with honey words such as 'my precious Miss Mitsuko in his letter, before getting married. He also would send me a letter so often that I hardly knew the place where I should put the letters away. And as soon as he married with me, he changed his attitude towards me. How provoking this is!

Wife: Now that we are in the period of equality of both sexes, we need not obey our husbands any more.

Visitor: That's the way we take under the democratic regime.

Wife: That's right. You can easily find how we are leading a democratic life when you look over there.

Visitor: Indeed! You are the first to observe democracy among the neighbors. Good for you!

Wife: I want my husband to take care of our little thing, wash clothes, cook meals and to do everything for me.

Husband: No more work. That would be more than I can bear. (Surprised at her talk.)

Visitor: I envy you for your making your husband obey you. We'll also follow suit.

Wife: In case it is impracticable at your house, you'd better threaten your husband for another. Madam, we modern ladies should speak in English, should we not? Then let's try to speak English hereafter.

Visitor: That's a good idea. Then can you teach me some English? What is the English for 'Is there anyone in?'

Wife: Good-bye.

Visitor: What is the English for 'good-bye?'

Wife: That's quite simple. You have only to say 'good morning'.

Visitor: Now let's rehearse it once.

Wife & Visitor (together): Good-bye! Good-bye! Good morning! Good morning!

Husband: (In soliloquy) Under the democratic regime, English also goes in the wrong way.

Visitor: What is the English for 'husband?'

Wife: You'd better call him by his first name saying, 'My dear little thing.'

Visitor: What is the English for 'child?'

Wife: It takes rice at every meal causing the shortage of the rationed rice recently. It persistently asks us for 'mama' (it is the same word we call rice) and so you'd better call it 'mama.'

Visitor: How about an old woman?

Wife: You'd better call her 'go to hell at once,' for she is a bore.

Husband: English was easily thrown into confusion. I don't know what's what.
(To himself)

Wife: Come! Come! My dear little thing.

Husband: Yes, Okay.

Wife: Can you treat Mrs. Yamashita to anything nice? I've got it. We have something nice in that box.

Husband: Why! This is an ear (min' is the Nagoshima dialect for 'ear') of a pig ('buta' is for 'pig'), isn't it? Nobody can eat it.

Wife: It's vitamin which is good for health.

Husband: Democracy's driven my grey mare mad at last, ha ha ha ha

Chorus (parody)

There's made an appearance of the right of the soft sex,
Beyond a rough man,
When she looks too big, he must be greatly amused at it.

- End of Act II -

ACT III Democratic Family

Characters:

Husband: Kobayashi

Wife: Shiriya

Son: Kijima

Daughter: Nakayama

(Husband and his wife are coming home after their farm work. The husband shoulders a heavy farming tool, and his wife has a farming tool of less weight on her left hand. Immediately after getting home the wife is boiling water.)

Husband: What are you doing?

Wife: I am going to present you a cup of tea.

Husband: Oh, a cup of tea! I have no work on hand just now. I will do it instead of you. You feed the baby.

Wife: Sorry to trouble you, but I shall avail myself of your kindness.

Husband: Please take a cup of tea. (Drinking a cup of tea, he is presenting a cup of tea to his wife)

Wife: SUMIMASEN: I will accept it with thanks.

Husband: I feel refreshed after our work. Do you feel so, too? You worked fully today.

Wife: Don't mention it. I must say my thanks to your great effort. You are tired from working, I suppose. After immediately taking it, give your body a rest.

Husband: I wonder what can be keeping my children.

Wife: Taro told me he will do a free study at school today..... Toshiko notified me before hand that she will be late coming back because of her drill for literary exercise.

Husband: I realize the recent method of school education considerably changed when compared with the past times.

Wife: I think so, too. A few days ago the school master explained us that the democratization of families is essential to new education, I call to mind.

Husband:The democratization of family.....?To be sure!

Son: Mami, I just got home. Due to a free study at school, I was late coming back. But I enjoyed a good interesting time by it.

Wife: That's good!

Daughter: Mami, I just got home. Papa! Because of my drill for our literary exercise, I was a long time gone. To my joy, my teacher praised me of the good advance of my acting.

Husband: Oh! That's nice! It is creditable of you to have become capable of the performance before the mass. For women hence forward it is a very important thing to be capable of freely expressing their own view before others, I think.

Wife: It is time to take evening meal. Let us prepare evening meal at once.

Daughter: Mama, I will shoulder your baby. Also I will do sweeping rooms.

Son: I will take care of our horse and sweep garden.

Husband: Excellent! Are you all helping your mother?Then, I will do wood-chopping and drawing water. This is just the democratization of family.

Wife: Supper is ready. Come on, bow before the family Buddhist alter.

Son & daughter: Good evening, papa. Good evening mama.

Husband & wife: Good evening.

Wife: Taro, Switch on the radio.

Son: Yes, mama.

All: ITADAKIMASU. (Let us take supper)

Radio: JOAK. This is the Yunoo Women Association Radio Station. A lecture titled the "democratization of family" will be made from now. Who is the owner of family? Should family be under the ownership of father alone? Needless to say, the property of family should be under the ownership of father. However, family should never be under the ownership of father alone. Namely, it should be for its all members. Mother, sons or daughters and even baby should have equally the right to share in home life. In home life it should not be admitted for one member alone to exercise his power over other members as he pleases. And all members

of family are responsible for keeping their family in cheerful and harmonious atmosphere. The responsibility does not rest upon father alone, but all members of family. Hence, it is an essential point for all members of family to do the task of family in co-operation with one another and in proportion to their respective capacity. Without depending upon father alone or mother alone, all members should combine their respective strength to make their family peaceful. Another important thing is to mutually respect the liberty of respective member in family. But doing so does never mean admitting careless freedom. It must not be forgotten that there is no liberty which is unaccompanied by responsibility. So long as all members of family mutually respect each liberty and concentrate their respective capacity to the welfare and prosperity of their family, they will be able to always enjoy cheerful home life. The very democratization of family will thus become the groundwork for the establishment of peaceful Japan and also a hot-bed for the creation of new education. In conclusion I offer you the following word as a motto.

"New Education springs out of the democratization of family."

Husband: Indeed, that's right. Well, what do you say to holding a home amusement party this evening?

Wife: It is a happy thought.

Son & daughter: All right.

Wife: Let us put this room in order, at once.

All: I have enjoyed my dinner very much.

Husband: Well, how is it done? Let us take over this.

Wife: That's right.

Son: Can we leave our performances to mama's request?

Husband: All right! It is good.

Daughter: Then, Mama. Say us your request toward our performances, please.

Wife: Then I will do so. Taro-san! I request you to talk about a thing by which you have been most deeply touched. Toshiko-san! Do a play, please. What is papa at his best in? Ah, I remember. Recite a Chinese poem, please.

Husband: What a go! Ha, ha.....

Wife: Taro-san, play first of all, please.

Son: We established a KODOMO bank (bank for children) in our school. And because of the most excellence of the bank, we were praised. My friends are rapidly saving money which their parents give them. Now we have come to compete with one another in the sum of savings. We thus make a great to-do, saying "The sum of my savings has already amounted to ¥1,000" or "I had saved ¥800." But I know there is an admirable friend among many friends. It is learned that he saves money which he has earned through his side-job and does never ask his parents to give him money. The sum of his savings now amounts to ¥150. He saves slowly and steadily. I believe he will surely occupy in the goal the first place in the sum of savings. Dear papa! I thought that the saving of ¥150 of money obtained by own work is far more valuable than that of ¥1,000 of money parents give. I highly admire his action.

Husband: I admire the pupil's action, too. He will win a victory in the final, I am sure. All pupils have to learn from him.

Wife: The pupil is indeed commendable, I declare.....Next,.....Toshiko-san, Sing a song, please.

Daughter: The unrestricted time has come
But when we have our own way,
We shall have to suffer from inequality and disorder,
And our cheerful living will be destroyed.

Our duty is to secure freedom
The observation of rules and the spirit to serve for community
Are the true expression of freedom.
And we shall be able to enjoy cheerful living.

Wife: You became very skillful!

Husband: Well, now it is my turn to play something....Let me see.

(Poem) He left his parental roof to seek his fortune.
As long as his learning is not completed,
He will never return to his home.

Looking at the moon which a year ago tonight he has looked at from
his home,
He feels himself as if he were in an ocean.

Son: Papa, it is tactful! Is it a Chinese Poem? It is quite manly!

Husband: Yes, it is. When we were young, we have very often sung it.

Wife: Well then, I will sing a lullaby with my baby in my hands.

Sleep well, sleep well, my beloved child!
Where had my darling's amulet gone?
Crossing that hill, it had gone to that country.
What gift did you receive from that country?
It was a drum and a flute.

Daughter: Mama, very skillful! I felt myself as if I were embraced in mama's
breast.

Husband: With this lullaby you have gradually grown up, you know.

Son: Mama, you must have undergone great hardships to bring us up to now. I
determine to become a man servicable for the public good.....Make your
mind easy, mama.

Husband: You must be surely so.

Wife: I am very delightful and happy. For you are all growing up vigorously
and we can enjoy a cheerful home life.

Husband: We had indeed a good time tonight! The democratization of family must
be first of all started from mutually respecting liberty and discharging
each duty. Come, let us always keep our life cheerful with this
intention.

(All characters appear on the stage, saying "MEDETAI! MEDETAI!")

Chorus:

From where will freedom come here?
Maybe it comes here across that sky and cloud.
From the country of sunshine far away.
No, it is not so.
Certainly from our duty
It will come before us.
Oh, delightful!

From where will peace come here?

Maybe it comes here across that mountain and field.

From the country of slumber.

No, it is not so.

Surely from democratized family

It will come before us.

Oh, happy!

.....

-- Happy End --

Oregon State College
Home Economics Extension Unit

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STANDARD UNIT REQUIREMENTS

The State Home Extension Council and the County Home Extension Committee have set up a group of "goals" for home extension units to work toward who hope to be designated as "standard home units".

To become standard, each unit tries to accomplish specific goals. These are listed on the blank, "Requirements for Standard Home Extension Units". (see next page). In addition to the first eight goals which all units try to achieve, newly organized units are to choose one from the second group, making nine goals altogether. Units judged standard for the year are to choose a new elective goal each year. Each year the new elective goal will be added as a challenge to growth and will be a requirement in addition to all goals (required and elective) accomplished in the previous year.

That the goals be set up on a five-year basis.

That the county committee be allowed to add electives to meet local needs.

It is suggested that the new counties and new units can proceed only as rapidly as their membership, interest, and understanding of extension work permits. Therefore, elective goals that are easier to accomplish should be selected until the organization and required goals are well established. This may take 1 to 3 years. For counties and units of long standing and thorough organization, many of the electives suggested have long been a part of regular unit routine (e.g. installing officers or adopting the constitution and by-laws). These counties and units should select an elective that will offer opportunity for development and growth and is not now being worked on by the unit. County committees may make suggestions from which this choice may be made. Also, it is suggested that electives chosen for these counties should in no way impede activities of the units now in progress, (e.g., if unit sponsors 4-H club work now - continue to do so and add another elective).

Such a method of progressive achievement challenges a unit to greater and greater effort and growth.

Should a unit fail to achieve the goal set for any given year it is recommended that they continue to work on that goal for the 2nd or 3rd year or until it is accomplished.

That the units be rewarded in achievement of these goals with a certificate the first year, after which seals will be awarded to be attached to that certificate for each succeeding year of accomplishment.

See Section VII - 5 for (requirements for standard Home Extension units and electives) - form for keeping a record.

Final 2

It is the duty of the chairman to see that these requirements are presented to the group at the September or October business meeting and that the members have an opportunity to discuss the goals which they wish to adopt. It is also her duty to see that they are carried out throughout the year.

The unit secretary should keep a record of the progress of the unit in carrying out these requirements. This may be done by placing a check or numeral in the space provided on the blank. In the spring of each year the secretary makes her annual report of these accomplishments on the "Annual Report Form".

Part I - Requirements to be adopted.

Our unit will:

1. Have five standing committees. Luncheon, Membership Hospitality, Recreation, Publicity, 4-H Club.
2. Maintain an average attendance of 60% of the membership.
3. Set and adhere to a definite starting and closing time at each meeting.
4. Conduct unit meetings according to the officer's manual.
5. Have project leaders attend leader training meetings in their projects.
6. Have a representative present at Program Planning Day and other county meetings.
7. Serve well-balanced luncheons, when meals are served, and include food suitable for children. (If present)
8. Secure project reports from 75% of the unit members (those attending 3 or more meetings per year). Vice-chairman or other designated person is to be responsible for collecting these reports.

Part II - Electives from which choices may be made: (Select one each year - county committee may make additions to meet local needs.)

1. Adopt State Constitution and by-laws for Home Extension Units.
2. Provide for care of children at meeting.
3. Have a 20% increase in membership.
4. Include recreation at each meeting.
5. Sponsor community service work maintaining unit identity.
6. Sponsor 4-H Club work or other youth work.
7. Sponsor some type of family relationship meetings or study clubs.
8. Install unit officers.
9. Have at least 3 additional standing committees selected from A.C.W.W., Research, Legislative, Azalea House, Finance.

HOME EXTENSION UNIT CONSTITUTION

ARTICLE I. NAME. The name of this group shall be the _____ Home Extension Unit.

ARTICLE II. OBJECT. The object shall be to cooperate with the Extension Service of Oregon State College in a Home Economics program of education, recreation, and community improvement.

ARTICLE III. MEMBERSHIP. The membership shall be unlimited.

ARTICLE IV. OFFICERS. The officers shall be a chairman, vice-chairman, secretary and treasurer, who shall be elected at an adjourned meeting succeeding the adoption of the constitution, and shall hold office until the annual meeting, when their successors shall be elected as prescribed in Article VII of this constitution.

ARTICLE V. EXECUTIVE COMMITTEE.

ARTICLE VI. PROJECT LEADERS AND STANDING COMMITTEES.

In counties having home demonstration agents, project leaders may be appointed annually for each project included in the program, if the project is organized on a local leader basis. These may be appointed by the chairman from volunteers in conference with the county home demonstration agent; or a nominating committee be appointed by the chairman to nominate project leaders after conference with home demonstration agent. The project leaders to be elected as other officers. Standing committee shall be appointed by the chairman at the first regular meeting after the annual meeting, to serve for the term of one year.

ARTICLE VII. PROGRAMS. Program and project material to be used by the groups is provided by the Home Economics Division of the Extension Service at Oregon State College. In counties having home demonstration agents the organization and supervision of home extension units are in their charge.

Section 1. The annual meeting shall be held each year at the last regular meeting before Program Planning Day, for the election of officers and receiving of annual reports, and any other business that may come regularly before the group. The term of office shall be one year, or until the successors are elected and installed. Officers elected shall enter on the discharge of their duties immediately preceding the adjournment of the annual meeting.

No officer may be elected to a given office for more than three consecutive years.

Section 2. Nominations shall be by a nominating committee selected by the members.

Section 3. Election shall be by personal ballot. A majority of those present and voting shall constitute an election.

ARTICLE VIII. AMENDMENTS.

This constitution may be amended at any regular meeting by a two-thirds vote of those present and voting, provided the amendments have been submitted in writing at the previous meeting, and with the approval of the county Home Economics Extension committee in those counties having home demonstration agents, and of the State Leader of Home Economics Extension in other counties.

BY-LAWS

ARTICLE I. DUTIES OF OFFICERS.

Section 1. It shall be the duty of the Chairman to preside at all meetings, regular and special, of the group and of the executive committee. She shall be ex officio member of all committees, but shall not be required to attend committee meetings.

Section 2. It shall be the duty of the Vice-chairman to perform all the duties of the Chairman in her absence or her inability to serve.

Section 3. It shall be the duty of the Secretary to keep the minutes of all regular and special meetings, and to attend to the correspondence of the group, and to make out and send reports to the home demonstration agent after the meetings.

Section 4. It shall be the duty of the Treasurer to take charge of all moneys of the group. She shall pay all bills upon order of the group. She shall keep a full and accurate account of moneys received and expended, and shall report at each regular meeting.

ARTICLE II. DUES. Dues may be _____ per annum for each member, payable during the month of the annual meeting; or necessary funds shall be raised for expenses as determined by the Unit.

ARTICLE III. REGULAR AND SPECIAL MEETINGS:

Section 1. The regular meeting of the group shall be held the _____ week of each month, or as necessary for carrying out the Unit program, unless otherwise ordered by the executive committee.

Section 2. Special meetings of the group may be called at the discretion of the Chairman.

Section 3. Meetings of the executive committee shall be called at the discretion of the chairmen.

ARTICLE IV. PARLIAMENTARY RULE

Roberts' Rules of Order, revised, shall be authority on all questions of parliamentary law not covered by the Constitution and By-laws.

ARTICLE V. AMENDMENTS.

These by-laws may be amended at any regular meeting of the group by a two-thirds vote of those members present and voting, providing the proposed amendment has been submitted in writing at the previous meeting, and with the approval of the county Home Economics Extension Committee in those counties having home demonstration agents, and of the State Leader of Home Economics Extension in other counties.

UNIT CHAIRMAN

General Duties

1. Arrange for local meetings.
2. Preside at all meetings (unless incapacitated for duty or one yearly meeting is granted Vice-Chairmen).
3. Open and close meetings at appointed time.
4. Call meetings to order, announce order of business, present all business not presented by members.
5. Preserve order.
6. See that all members are notified of any change of meeting dates or places. The secretary may be given this responsibility but the chairman is responsible for seeing that it is done.
7. Appoint special committee and standing committees.
8. While presiding as chairman never participate in debate.
9. Follow parliamentary procedure.
10. To represent unit at Program Planning.

Responsibilities

1. Cooperate with county and state extension workers.
2. See that project leaders have sufficient time for presenting their demonstration.
3. Be responsible for appointing substitute project leaders if regular project leaders cannot attend training meetings or, allocate the responsibility to project leaders.
4. See that arrangements are made for taking care of children at meeting.
5. Encourage song and recreation leaders to function at every meeting.
6. See that group sponsors 4-H work.
7. Welcome new women in community to membership.
8. Encourage unit participation in community and county affairs.

UNIT VICE-CHAIRMEN

Duties and obligations:

1. Preside in absence of chairman.
2. In case of resignation of chairman, succeed her in office.
3. Check cooperators reports. Check blanks will be provided the vice-chairman who will check in April or May. Individual check forms have been dispensed with as greater response was achieved by vice-chairmen reading questions and counting hands.

4. Chairman of one standing committee.

UNIT TREASURERS

(Since the work of the treasurer is not heavy, many units combine the secretary's and treasurer's office).

Duties:

1. Has charge of all funds of organization.
2. Present statement at every business meeting, unless only given quarterly, and make annual report.
3. Pay all bills authorized by organization.
4. Be prepared to furnish evidence of receipt or disbursement of funds.
5. Always have specific authorization from organization to spend money.
6. In case of a community project where the treasurer is handling sums of money, for her own protection she should ask for a periodic audit of the books.

UNIT SECRETARIES

Your job as secretary is an important one. On you falls the responsibility for keeping accurate records of the work of your group as well as sending necessary reports to the H.D.A.'s office.

General duties and information

1. Report of meetings: These reports should be filled out immediately after each meeting and sent in to the H.D.A.'s office. This is important, as the H.D.A. needs the information for her monthly report, publicity, (for newspapers and radio), and in order to know where to go if the H.D.A. is scheduled to give the demonstration.

Use franked envelopes to mail in the reports. Under "Comments" record requests for material, reports of special appointments, such as representative to program planning, etc.

2. Membership lists: Enter names, addresses, and telephone numbers on Membership List and send one copy to the county office. The list should be sent in to our office after the October meeting and new members reported on the monthly report.
3. Standard Unit requirements: Keep a record of the progress of your group toward their certificate of achievement. This is easily done by keeping a monthly record. A sample record sheet is included in the handbook entitled "Requirements for Standard Unit Requirements."

4. Send out notices of meetings if necessary. (The county office will send notices for the first fall meeting only.)

MEMBERS RESPONSIBILITIES AND OPPORTUNITIES

Suggestions for getting the most out of your home economics extension work.

1. Attend all regular meetings of the unit and take an active part in the business meeting and program.
2. Assist in the planning for the year's program ahead by giving suggestions and ideas to the chairman.
3. Pass on to others the information received and invite them to participate in the unit.
4. Cooperate in the program by applying the teachings in own home.
5. Fill out the cooperator's report.
6. Be a project leader when asked to serve or volunteer. Project leadership is a privilege and opportunity.
7. Strive to grow mentally and spiritually.
8. Be loyal to self and fellow members and discourage destructive criticism.
9. Be considerate of others. Show officers and project leaders an appreciation of their efforts.
10. Refrain from whispering and talking during business meeting or program.
11. Attend county meetings whenever possible.
12. Learn to know the members of the county committee and offer any assistance to them in promoting the county program.
13. Interest new communities in the work.

STANDING COMMITTEE ACTIVITIES

MEMBERSHIP COMMITTEE

The Membership Committee of the Home Extension Unit has a responsibility both to the Extension Service and to the Community. Since the Home Economics Extension Service is available to every homemaker, it is up to the Membership Committee to see that each homemaker is invited and made welcome. Often if a member of a unit will accompany a stranger to a meeting she is much more likely to attend than if she is just told about the meeting and is left to get there by herself. Each unit should have an increase in membership of 20% each year.

How can this be done?

It is suggested that the membership committee meet and outline a program for increasing the enrollment of the unit. Unless a definite plan is made and assigned to a particular person it is sometimes neglected. The following are suggestions which might be worked into the plan for increasing membership.

1. Each member of the committee take a certain number of new homemakers in the community or old ones, who do not attend unit meetings to visit and tell about Home Extension work.
2. Plan a meeting where each old member is asked to bring a new member with her to the demonstration.
3. Sponsor a contest within the unit to see which member can get the most new members during the year.
4. See that home extension meetings are announced at community gatherings such as Grange meetings, Farmers Union, Farm Bureau, Community Clubs, etc.
5. Sponsor a "get acquainted tea" in September before the regular unit meetings in order to tell homemakers in the community about home extension work.
6. See that visitors become acquainted with group.
7. Help arrange transportation, so that 5 or 6 members can come in one car.

HOSPITALITY COMMITTEE

The job of the Hospitality Committee is to greet the members as they come, and to tell them where they might put their coats and food, and in general, assist the hostess.

As the Hospitality Committee, see that everyone is introduced to everyone else, and you can do a great deal in helping the meeting to start on time by setting a good example by being prompt yourself.

Plan to assist the hostess in arranging the demonstration room, and providing seating arrangements.

LUNCHEON COMMITTEE

The luncheon committee has a responsibility in guiding the planning of luncheons for the Home Extension Unit because there we are putting into practice information that has been studied through participation in Home Extension Units.

There are two things to bear in mind in planning a luncheon:

1. A well-balanced luncheon.
2. A luncheon that will include foods suitable for children.

Let us plan meals that are attractive, palatable, and not too heavy. We all find it difficult to keep awake after eating too much.

Units may use different methods in planning luncheons:

- *1. A committee of three to five plans and prepares luncheon for the group. This is all that they need to do for the year. This method encourages well-balanced meals. The luncheon usually includes a hot dish, salad and beverage, or a salad, roll, dessert and beverage.
2. A planned covered dish luncheon where the committee plans the luncheon and assigns the dishes to each person.
- *3. One person or group prepares and serves the luncheon and each person pays a small fee for their lunch.

Here are a few things that the luncheon committee can help to avoid by careful planning.

1. The potluck that is usually heavy in starches and has such a variety that one tends to overeat.
2. The tremendous loss of time that is involved in preparation, eating, and dish washing. Oftentimes the leader does not have sufficient time to present the material because of food preparation and this is not fair to the group or to the leader.
3. Where children are present, let us have food that is suitable for children.

As a suggestion to the luncheon committee will you:

1. So delegate responsibilities that everyone in the unit participates in the planning and preparation and cleaning up of the luncheon.
 2. Let us put the milk pitcher back on the table and include milk to drink for our luncheons.
 3. Appoint a flower arrangement committee so that a centerpiece will be provided for each table. See that napkins are provided for each member of the group.
- * Persons responsible for preparing these luncheons will want to plan to visit another unit during the month in order to see the demonstration.

PUBLICITY COMMITTEE

The publicity chairman is appointed by the unit chairman. This is a very important job and much of the success of the unit will depend upon the publicity given to its activities. The following suggestions are offered as possible means of publicizing extension meetings:

1. Write news articles for the local papers before each meeting, giving the time, place, and subject to be presented. Also mention that new members are always welcome.
2. Following a meeting, give a brief review of it in a news article to local papers.
3. Write newspaper stories about any special activities carried on by the unit, such as sponsoring a 4-H Club, helping with Red Cross drives, etc.
4. Keep a publicity book of all publicity given to the unit. Publicity books from all the units will be on display at Homemakers Festival and special recognition will be given to the outstanding ones. County winners will be sent to State Council.

Information regarding meetings can always be obtained from the unit chairman. The Home Demonstration Agent will be glad to help with this, too, whenever additional information is needed.

See Section VIII - for more complete information for publicity chairmen.

FINANCE COMMITTEE

No one should ever be made to feel that she must pay dues in order to attend home extension unit meetings. Anyone is welcome to attend any of the meetings, even though she has contributed nothing to the group. However, most organized groups do find that they have certain financial obligations, most of which are taken on because the members want to. Some units take on a great deal more financial responsibility than others. The amount should always be discussed with all of the members in order to determine the budget which is agreeable with everyone.

Home Extension Units need funds to:

- (a) Send Project Leaders to training meetings
- (b) Purchase supplies for some demonstrations
- (c) Pay State dues of \$2.00 to the State Extension Council
- (d) Pay county dues of \$_____ to the County Extension Committee

It is the duty of the finance committee to work out a plan for raising the amount of money needed by the budget.

Here are a few methods which have been found workable in extension units:

1. Each member pays regular monthly dues of 5¢ or 10¢ a meeting.
2. Each member pays yearly dues of 50¢.
3. Members make voluntary contributions each month, as in a penny drill.
4. The group sponsors some money-raising activity such as a one-act play, a pie social or cake walk.

4-H CLUB COMMITTEE

Sponsoring 4-H Club work is one of the "choices" given units toward meeting "Standard Unit" Requirements. 4-H Clubs are junior Extension groups, and whenever possible it is desirable for a unit to sponsor 4-H Club work.

The 4-H Club committee may help:

1. To provide 4-H Club leaders from unit membership.
2. To assist the county Extension agent in finding leaders in organizing clubs or at community fairs and exhibits.
3. By reporting the progress of 4-H clubs at Extension Unit Meetings.

STANDARD UNIT COMMITTEE

The State Home Demonstration Council suggests a certain group of requirements for Home Extension Units that wish to be designated as "Standard Home Extension Units."

To become "standard" each unit is required to adopt eight specific goals, and in addition to select one additional goal each year from a list of eight choices.

Any group who meets their goals will be awarded a certificate of achievement **By** the State Home Demonstration Council.

The duty of the standard unit committee is to see that those requirements which the unit chose at its first meeting are carried out throughout the year. The secretary of the unit will keep a record of the progress of the group toward achieving its goals, but the members of this committee will keep her informed as to what's been done. The members of this committee will need to become familiar with the requirements of the unit and to work out their own system for checking on them. Refer to Section VII - 2 for Standard Unit Requirements form.

A. C. W. W. Committee

The Associated Country Women of the World is an international organization whose purpose is to further friendship among the nations of the world. Extension units have been affiliated with this organization for some time, and any unit member may belong to A.C.W.W. by paying two cents a year. One of the main projects carried on by this group is the exchange of names for letter friends in foreign countries. A small magazine called "The Country Woman" is also published by this organization.

It is the duty of the A.C.W.W. Committee to do the following things:

1. Have a jar for Pennies for Friendship at each unit meeting, to be turned in to county chairman at _____
2. Take requests for letter friends in other countries (send requests to County A.C.W.W. Chairman)
3. Tell unit members about "The Country Woman" and send any subscriptions for it to the county A.C.W.W. chairman. Suggest that unit subscribe to "The Country Woman".
4. Occasionally read an interesting letter which has been received from a foreign country during the unit business meeting.
5. Before April 1, report to the county A.C.W.W. chairman any special A.C.W.W. activity carried on in her unit, and send the Pennies for Friendship to her, also.

Penny For Friendship

One of the most fundamental projects is the "Penny for Friendship", "a personal contribution to international friendship and good will--one which every member, however poor, can afford." It is also called the "Million Member Plan" and both names are significant. The plan suggests a contribution from members of Constituent Societies all over the world, small enough to be within the reach of all, yet when combined, large enough, as the plan develops in the future to permit the organization to carry on its work of building up world friendship and understanding. A Million Members Makes a Million Friends. So we have the two names, Penny For Friendship and Million Members. Once a year at local meetings, some time is set aside for an explanation of the aims of A.C.W.W. or a phase of its work and the collection

of pennies is made. The unit may decide to have an International Day or if time is lacking, ten or fifteen minutes at a regular meeting will be sufficient. Thus any member of a Constituent Society, anywhere in the world in giving her penny has taken an active part in A.C.W.W. work. This in turn broadens her horizon and makes her conscious of being a "World Citizen." Thus Penny For Friendship is definitely a part of building up of world consciousness and of our responsibility for the world of tomorrow. In this way the woman on the farm joins hands in the chain of country women encircling the globe.

Letter Friends

Women applying for a Letter Friend specify what sort of a correspondent they want--as to age, occupation, tastes, etc. "The variety is astonishing". "I would like a friend in Scotland or Wales, interested in art and literature. Mostly I am painting landscape and flowers", came from Sweden. This is an interesting project and it is an international correspondence scheme proposed by Mrs. Moseley, an Illinois woman and now involves several thousand country women in various lands. Letter Friends all around the world are exchanging ideas and invitations to visit each other. Oregon writes to Africa, Australia to New York State, Canada to New Zealand, Scotland to Wisconsin, Kansas to Sweden and all to England. Women on the prairies, women in the countryside, women in the little towns of rural areas, women with common interests--the care of the home, the love of children and family life.

LEGISLATIVE

(May combine chairmanship with Research)

The chairman of the legislative committee makes frequent reports at unit meetings regarding legislation of special interest to homemakers. The state legislative chairman will send her material for these reports from time to time. She may also use material from other sources if she cares to. The purpose of this committee is to draw attention to legislation, but not to present any opinion regarding it. Both sides of all legislative matters discussed should be presented.

It is the duty of the legislative committee to:

1. Keep units informed of important legislation (county, state, and national).
2. Give pertinent information pertaining to bills (give both sides of issue) of people running for office.
3. Following publications recommended by State Legislative Committee:
 - a. United States News
 - b. Voice of the American Woman
 - c. Consumers Guide
 - d. Journal of Home Economics

RESEARCH COMMITTEE

This committee may be combined with the Legislative Committee.

The chairman of this committee reports at unit meetings on research that is in progress or is planned.

At present there are four research projects underway:

1. The relation of nutrition to tooth decay.
2. The survey of electric ranges.
3. Work simplification applied to ironing processes.
4. Quality and Palatability of meat as affected by freezing storage.

Two projects recommended by State Council in 1948 were:

1. Designing of garments for the mature woman with emphasis on the development of functional work dresses.
2. That research be done on breast feeding in relation to personality development of children in the home.

LIBRARIAN

Some units appoint a librarian to assist in keeping unit members informed on new bulletins and materials available. Her general duties are:

1. To briefly report at unit meetings on new bulletins available.
2. To bring most recent additions to library collection to unit meetings for display.
3. Has charge of loaning material; keeping records of same.
4. If organization has cooperative library project, has charge of books from county library, reporting on new books at meetings, keeping records of books loaned; obtains and returns books either to home demonstration agent or county library.

AZALEA HOUSE COMMITTEE

The State Home Economics Extension Council launched a project in 1947 to build a girls cooperative house at Oregon State College.

The goal was to provide attractive, suitable, and comfortable housing for girls that would also be economical.

In cooperative houses the students are able to achieve desirable group and social life at a cost of about \$15.00 a month less than in other types of group housing.

The building will be designed to house about 50 girls.

The building site will be provided by Oregon State College and will be located on the campus. The house will be built, operated, and maintained, by the college when sufficient money is raised to start building, it will be turned over to the O. S. C. Foundation. Girls who live in the house will be selected by the county committees. Each county may have one or more students in the house.

In June 1948, over \$15,900 had been raised through voluntary contributions, money raising activities, and gifts.

State Chairman of Azalea House Project - Mrs. Norman Lunde, Rt. 2, Troutdale

County Chairman of Azalea House _____

Unit Chairman of Azalea House _____

Duties of Unit Chairman:

1. To attend all meetings called by County Chairman.
2. To develop a plan with the unit members for their participation in this project.
3. To direct the activities for carrying out these plans.
4. To report to County Chairman and send any money collected to her.

RECREATION

Much enjoyment is added to unit meetings by having a short period of recreation, especially at the beginning and close of the meeting and for longer meetings during the middle of the session.

To open the meeting with group singing is a worthy goal. Suggestions for games and stunts for unit meetings will be included in the miscellaneous section of this handbook. The Home Demonstration Agent has recreation material available on games, stunts, etc.

COOPERATORS' REPORTS

Each individual cooperator who takes part in the home extension program is given an opportunity to report on the use made of information given at some time during the year. These reports are made on simple checking blanks about twice during the year, always following the completion of a project. The purpose for obtaining these reports from the cooperators is three-fold:

- (1) It assists the extension staff in planning projects for the coming year, and gives the delegates at Program Planning day some idea as to the practicality of projects.
- (2) It gives an opportunity for cooperators to make suggestions for additional projects and for the improvement of any given project.
- (3) It is required that a report of projects be made to the State College and the U. S. Department of Agriculture annually. A summary of the use made of projects, as reported by the cooperators on the checking blanks, is a part of this annual report.

HEADQUARTERS
KANTO CIVIL AFFAIRS REGION
APO 500

Miss J.

F
581

C.E. OFFICER

SUGGESTIONS FOR ORAL ENGLISH INSTRUCTION

This booklet, published by the Civil Education Section of the Kanto Civil Affairs Region, was prepared by a group of American women who have taught English in Japanese schools for a year or more. Based on their experiences, the suggestions in this booklet are presented for general guidance and consideration by Occupation Personnel and Dependents instructing in oral English in Japanese schools. This program of informal instruction develops not only a better understanding of the English language, but also helps to acquaint the young Japanese student with Western manners and customs.

Tips for Teachers

This booklet was written to provide an exchange of ideas and material and to serve as a guide post for new volunteers. It contains samples of work that have been tested and proved worthy by the many American women volunteers to whom it is respectfully dedicated.

The newcomer should understand that a program which works well in one school under one teacher may be a failure in another due to the different personalities of the instructors and the varied backgrounds of the schools. Some teachers have asked for new ways to tackle diction problems and others feel no need for help in that field. Some classes respond to song sessions and others prefer proverbs or tongue twisters. As too great rigidity can be as discouraging to the new teacher as no plan at all, we present this booklet aware that only a part may prove valuable to an individual. However, listed below are observations that should be applicable in any school.

1. Use of interpreters should be limited as much as possible to encourage students to think in English.
2. The instructor should synchronize her lessons with the school's English grammar teacher's lessons. Informal meetings to discuss needs and interests of students will help develop future programs.
3. The instructor should plan each lesson in advance, announcing plan at the end of each period. Periods should follow a routine pattern but variety should be developed in the material used.

4. Words should not be dictated unless students are familiar with meaning. Try not to use strange words in speech without explanation.
5. Repetition and drill will be found necessary. Progress will be slow and it may take several periods to cover a small amount of material.
6. Encourage each student to keep a notebook of all new words, phrases, songs, etc. used in each period. This simplifies review lessons and helps absentees to catch up with class.
7. The instructor should bear in mind that it is better for the class to understand a few words and phrases and use them correctly than it is to build up a large but useless vocabulary.
8. It is advised that instructors avoid controversial subjects and abstract ideas (politics, religion, etc). Experience has demonstrated that confusion rather than clarification is the inevitable result. This is due to the limited background of the students in such fields, and their lack of facility in and comprehension of the English language.
9. Students should be encouraged in initiative and self-expression.
10. In some schools, English conversation clubs, meeting outside of class time with volunteer guidance has proven most advantageous.

Planning the Lesson

(Suggested outline for a period)

Routine introduction. Each class period may be opened with a simple salutation, reference to the day of the month, the weather or other common American greeting and conversational forms. Response from the class should be encouraged.

Review. A quick review of the material covered in the previous lesson.

Relaxation. A game, round or song.

Dialogue, story or presentation of new material.

Announcement of the next lesson.

Suggested Program Material

1. Telling time. The instructor may find an alarm clock and a calendar useful in instructing the students.
2. Rounds and Songs. Rounds such as "Row, Row, Row Your Boat", "Three Blind Mice", "Are You Sleeping, Are You Sleeping, Brother John, Brother John?" are quickly learned by the students and aid in correcting pronunciation faults. Hymns and songs by Stephen Foster are frequently familiar to them and much enjoyed.
3. Poetry and Drama. Brief well known verses such as Stevenson's children's verses serve to illustrate cadence and rhythm of English phrasing.
4. Dialogue. Everyday occurrences using vocabulary with which the student is familiar can be developed into brief dialogue between two characters which the students enjoy. Such as:

- a. Good morning, Dorothy. How are you?
- b. Thank you, Evelyn. I am fine.

- a. Where are you going?
- b. I am going to the store to buy a pencil box.

- a. May I go with you, please?
- b. Yes, of course you may.

- a. I need a pencil, too, and a rubber eraser and some blotting paper.
- b. I saw a beautiful pencil box for fifty-five cents.

- a. Oh, that is too expensive. I shall buy a pencil for five cents.
- b. We must hurry, for school begins in fifteen minutes.

Many of the sounds which are difficult for the Japanese tongue have been incorporated in the above dialogue.

5. Dictation. Short dictation of sentences, brief letters or paragraph from books may be used by the instructor, particularly early in the course, to determine the extent of the students' vocabulary. Papers should be reviewed at once. The instructor can use the papers later to develop lists of words on which drill is needed.
6. Records. If a portable phonograph is available, records of nursery songs and other children's records such as "Genie, the Magic Record" are useful. Those with stories are preferable and if copies of the story are distributed to the class, they will be able to follow the spoken words. Classes in the same school can be combined to share the music session.

7. Books. As this is Oral English instruction, books should be used as little as possible. If used, those of about the third grade reader level seem most suitable.
8. "Props". The instructor may find such objects as sewing baskets, packaged foods, pictures from magazines, crayons or paints illustrative of colors, weekend suitcases, doll houses and clothing, etc. helpful.
9. Western Etiquette and Customs.

Manners

1. Introductions
 2. Greetings
 3. Boy and Girl Conduct
 - a. Home
 - b. In public
 4. Eating
 - a. Table setting
 - b. Menu
 - c. Table manners
 5. Invitations
 - a. Formal - informal
 - b. Acceptances - regrets
10. Holidays and Significance of:
- | | |
|--------------------------|-------------------|
| a. Christmas | i. Memorial Day |
| b. New Year's Day | j. May Day |
| c. Easter | k. Fourth of July |
| d. Valentine's Day | l. Labor Day |
| e. Washington's Birthday | m. Halloween |
| f. Lincoln's Birthday | n. Armistice Day |
| g. April Fool's Day | o. Thanksgiving |
| h. Arbor Day | |

Note: Students should be encouraged to give oral talks on their customs and holidays such as the Doll Festivals, Boys' Day, birthdays, weddings, etc.

11. Safety
 - a. Home
 - b. Community
 1. Traffic rules
 2. Street and sidewalk hazards.

12. Fire Prevention

13. Public Health and Welfare

Sanitation

1. Personal cleanliness
2. Cleanliness in and around home
3. Public streets and buildings

Note: Newspapers are good sources for basic material in above fields. Large posters also prove helpful, and in many schools the art classes can be asked to draw illustrations. Card-board is available in the Marunouchi Building.

Sample Classroom Work

Stepping Stones for Conversation

A. Weather Words

beautiful	icy	windy
clear	cold	sunny
cool	rainy	warm
snowy	hot	slippery

Dictation

1. The roads are slippery on icy days.
2. December is a snowy cold month.
3. In the summer, it is very hot.
4. The wind is cool on my face.
5. We cannot see Mt. Fuji on rainy days, but she is beautiful on days that are clear.

B. Travel Program

Bring suitcase to class if possible with articles used in word list. Doll's clothes are good and pictures can be substituted if necessary.

1. I am going to take a trip.
2. My trip will be by train.
3. I shall take a trip to Kyoto.
4. It will be an overnight trip.

What shall I put in my suitcase?

tooth brush	mirror
hair brush	comb
dress	under clothing
sweater	trousers (or shirt)
pyjamas (or nightgown)	socks

Song

Down by the station
Early in the morning
See the little train cars
All in a row.
See the engine driver
Pull the little handle
Choo, choo, puff puff, off we go!

Dictation

1. There are seven days in a week.
2. Today is Tuesday and take the train on Friday.
3. I will have a good time on my trip.

C. Shopping Program

Use reviews, games and drills to teach the following subjects: colors, numbers, objects in classroom, comparison of sizes and position (in front of, behind, left, under, etc.)

When class is prepared, announce a future lesson in playing store, with teacher as storekeeper and students as shoppers. They are to ask for goods, prices, etc. and try to shop wisely. Discussion on how to buy food, clothes, books, etc. will follow and with help, replies can be given as to size, quality, etc. A vocabulary of useful words can be copied in their notebooks for home study.

A partial list might include:

- | | |
|----------------|----------|
| 1. expensive | 5. thick |
| too expensive | thin |
| less expensive | 6. big |
| 2. cheap | bigger |
| cheaper | biggest |
| 3. fresh | 7. plain |
| stale | 8. ruled |
| 4. good | 9. fine |
| better | 10. old |
| best | new |

A book and stationery store is convenient since such supplies are available in class.

Ask pupils to write out five questions to ask the shopkeeper.

On the day of the lesson, mark the goods with price tags, ¥10, ¥50, or ¥100. Bring 500 yen to be used by each purchaser in turn.

The "store" opens and a sample conversation follows:

- Shopkeeper: May I help you?
Shopper : I want to buy a notebook, please.
Shopkeeper: Is this one large enough?
Shopper : No, it is too small.
Shopkeeper: Will this one do?
Shopper : Yes. How much is it?
Shopkeeper: It is ¥50.
Shopper : I will take that one.

To interest the class, the shopkeeper may record purchases on blackboard. The shopper then may ask a student "How much must I pay?" or "How much change will I receive?" The shopper pays her bill and another takes her place.

D. American Home Program

Distribute magazine pictures of American rooms and ask students to prepare short talks on each and

tell whether they like or dislike room using vocabulary below.

(un)-attractive	quaint
(un)-pleasant	gracious
practical	harmonious
colorful	charming

Explain prefix un equals not. Examples unhappy, unwilling.

E. Direction Program

1. Is this the right road to Yokohama?
Yes it is. Follow the street car line south and you will be in the city.
2. Where do you live?
I live in Bunkyo-ku. The nearest station is Suidobashi. Walk north until you reach the baseball field. My house is on top of the hill on your right.
3. Will you please tell me where to find a post office?
With pleasure. Go to the end of this block and turn right. The post office is next to the white house on the corner.

Review

right	} turn	streetcar tracks
left		block
north		bus stop
south		go straight
east		go back
west		train station

Ask students to pair off in twos and prepare direction questions and answers for next class.

words That Mean the Same

- | | | |
|-----------|---------------------|------------|
| 1. circle | 5. enemies | 9. boy |
| ring | foes | lad |
| 2. angry | 6. noise | 10. weak |
| mad | racket, commotion | feeble |
| 3. dog | 7. whole | 11. castle |
| cur | entire | palace |
| 4. sentry | 8. terrible | 12. rage |
| guard | frightful, dreadful | fury |

Examples

1. The children made a circle (ring) around the story teller.
2. Mother was angry (mad) when she saw him.
3. There is a sentry (guard) by the palace (castle) gate.

4. Flies are the enemies (foes) of people.
5. There was too much noise (commotion) in the street.
6. The whole (entire) world is round.
7. It was a terrible (dreadful) fire.
8. The lad (boy) went fishing.
9. The baby was feeble (weak).
10. The woman was in a great rage (fury).

Word Opposites

Explain "opposite" as: black-white; hot-cold.
Write the following words on board and ask for opposites.

large (small) big (little) tall (short)

Give following list.

Word opposites

- | | | | |
|-------------|-----------|-----------|----------|
| 1. straight | - crooked | 7. wide | - narrow |
| 2. deep | - shallow | 8. enemy | - friend |
| 3. silly | - wise | 9. lost | - found |
| 4. near | - far | 10. sorry | - glad |
| 5. weak | - strong | 11. giant | - dwarf |
| 6. quiet | - noisy | 12. here | - there |

Games

Simple games such as "Twenty Questions" help to draw out the students and encourage participation. The teacher may also direct "Comments" such as "Be seated!", "Put your hands on your head!", "Stand up!", the "Winner" being the student who most quickly comprehends the direction.

Word game (like spelling bee).

Ask class to choose two captains who take turns choosing sides until class is either on Red or Blue team. Rotate between teams giving word and asking for its opposite. Last man up wins for his team.

Do this for "words that mean the same" - but always give students a chance to review words first.

Tongue Twisters

Proverbs and tongue twisters such as "She sells sea shells" assist in drilling difficult English sounds. A list of proverbs with their Japanese counterparts is included in the book, "We Japanese" and might be useful.

Proverbs

A watched pot never boils
Too many cooks spoil the broth
A burned child dreads the fire
Haste makes waste
Early to bed, early to rise
 Makes a man healthy, wealthy and wise
Fools rush in where angels fear to tread
A word to the wise is sufficient
Little ventured, nothing gained
Wisdom is better than wealth
Misfortunes never come singly
Better late than never
Anger is a brief for madness
To err is human; to forgive, divine
Actions (deeds) speak louder than words
Borrowing makes sorrowing
He gives twice who gives promptly
Birds of a feather flock together
To thine own self be true
Two heads are better than one
Misery loves company
Great oaks from little acorns grow
A stitch in time saves nine
Don't count your chickens before they are hatched
Time and tide wait for no man
Waste not, want not.

Note: Use these proverbs to teach proper pronunciation. Japanese students enjoy them and are familiar with many. Ask for oral or written explanations of these proverbs. Do they know others? Can they tell you some similar Japanese saying?

Light Verse

Light verse provide excellent way of getting across ideas and pronunciation. (Examples follow)

Steps used:

1. Read aloud to class explaining the thought and meaning contained.
2. Dictate for class to write which develops ability to hear and write in English.
3. Write verse on blackboard and permit students to correct their papers.
4. Read aloud then have class join you in reading aloud two or three times.
5. Have students read individually one line as they are seated, giving each one a chance; go around class 2 or 3 times.
6. Select a number to read the entire verse, always watching for pronunciation.

Examples of verses used. (Taken from the Cheerful Cherub, by Rebecca McCann)

Duty

Now duty is a horrid word
Right-doing should be glad-
If you do good because you should
You might as well be bad.

Friends

We're here so short a time before
We go to unknown ends.
We may not meet in other worlds, --
Let's hurry and be friends.

Certainty

Though life is most uncertain
I'm sure of this one thing --
That when I'm in the bath tub
The telephone will ring.

Pirates

Conversational pirates
Have caused me many a groan --
They hear a witticism
And use it as their own.

Meals

The meals that stretch all down my life
Appall me when I look ahead --
The lakes of soup and hills of meat
I'll have to eat before I'm dead!

More Stepping Stones for a Better Vocabulary

Suffixes (added after)

We know the suffix ful as in colorful, means full of color. Here are some other aids to help you divide your words and clarify their meaning.

less - without, as careless (without care)

fy - make, as pacify (make peace)

ous - full of, as dangerous (full of danger)

er - one who, as leader (one who leads)

ward - in the direction of, as homeward (towards home)

et, let - small, as piglet (little pig)

Prefixes (coming before)

We know the prefix un equals not, as unhappy means not happy. Here are other prefixes.

post - after, as postscript (after writing)

trans - across or beyond as Trans Atlantic

semi - half, as semicircle (half circle)

sub - under, as submarine (under water)

super - above or over, as super fine (over, or more than fine)

English Speech Sounds

The six most difficult speech sounds for the average Japanese to pronounce correctly are l, th, w, f, h and r. Their faulty enunciation often completely distorts the word being spoken resulting in "lice" for "rice", "runch" for "lunch", "behore" for "before". The following suggestions and exercises may help to improve these speech sounds.

When teaching a speech sound, remember it is the sound you are teaching and not the letter or symbol. It is better not to refer to it in a word until the correct sound has been attained. Then put it with other letters and so make the word.

"l"

Students saying "rike" for "like" need speech sound drill. Use the music for a familiar song, substituting la for the words, i.e., la-la-la-la-etc. Demonstrate the fact that the tip of the tongue should touch the roof of the mouth directly behind the upper teeth.

When a correct l is enunciated, a good exercise is a repetition of la, le, li, lo, lod. From this lead to the next step. La-lake, le-leak, li-like, lo-load, loo-loot.

"th"

When teaching the "th" sound found in "thank you", and "thing", it is wise to have the students lightly bite their tongues. Next, have them blow through the teeth so they can feel the wind on their hands raised in front of their mouths.

"w"

The "w" sound is easy. Have the students say "oo" as in "boo". Next add a vowel, i.e. "oo-a" and you have "way", "oo-e", and you have "we", etc.

"f"

To teach the "f" sound as in "for", ask the students to place the upper teeth gently on the lower lip and blow. The Japanese are apt to confuse the words beginning with "f" and "h" saying "foo" for "who" and "hor" for "four".

"h"

The "h" sound is merely an expelling of breath. For example, say "ha", "he", "hi", "ho", "hoo".

"r"

The "r" sound causes much trouble and unlike good children should be heard and not seen. Students watching the teacher often contort their mouths in futile grimaces. Sometimes these visual attempts result in an "oo" sound which is a hard fault to change. Imitation of the sound seems the wisest policy.

Let the students imitate a siren r-r-r-r-r. Imitate a growling dog gr-r-r-r. If this fails, carefully enunciate a good "r" sound next to the ear of each student having difficulty, cautioning him to avert his eyes so as to concentrate on the sound alone.

It is suggested that the teacher practice these exercises many times before meeting the class. They can be fun for the students, and when exercise is fun, it is learned more quickly.

It is further suggested that the teacher not to become over-meticulous about pronunciation at first and to intersperse these drills with other material to avoid creating tension or shyness. Continually stress the fact that speech is used for communication only, and if the students' speech can be understood by their listeners, they have won their main objective. Frequent praise builds up greater confidence and a will to do even better.

Class work in speech sounds

1. Drill class in one speech sound.
2. Write word list on board and drill.
3. Ask class to use dictionaries for word list.
4. In next session, review sound and dictate sentences.
5. Correct sentences on board for visual appreciation.
6. Ask individuals to read sound words and sentences for pronunciation drill.

Diffieult word sounds

face	fat	<u>f</u>	fork	fence
feeble	friend		five	Fred
feather	fought			

Exercises

Five fat friends fought for food.
Fred thought the fence too feeble.

voice
violent
very

vote
vicious
valley

v

vase
vacant

violet
vain

Exercises

A very vain girl lives in the valley.
Please put violets in this vase.

p

paint
pony
poet

poem
pond
pet

pave
piano

pot
penny

Exercises

Put a penny in the pot.
The poet's pet pony jumped the pond.

p - at end

hop
peep
type

pipe
wipe
shape

map
lamp

slap
soap

Exercises

Please wipe the lamp with soap.
The pipe lay under the map.

s and sh

sea
sailed
six

seven
sister
ship

share
she

shadow
shirt

Exercises

Six ships sailed the seven seas.
Sister said to share the tea.

th

think
thistle
thrush

thin
thirsty
thick

threw
throat

thunder
three

Exercises

The thin man threw the thick stick at the dog's throat.
I think the thrush is thirsty.

br

brave
bridge

brought
Bruce

brain
brisk

brilliant
brim

Exercises

Bruce had a brilliant brain and a brave heart.

ur ir or

ur }
ir } - or sound as in term
or }

ir - er as in:	girl	skirt	dirty
	firm	bird	
ur - er as in:	curl	purse	surf
	burn	hurt	
or - er as in:	world	work	worry
	word	worm	

Drill: pearly, heard, early

Proverb drill

The early bird catches the worm.

like	line	<u>l</u>	lift	little
lunch	limp		love	lit
lemon	lid			

Exercises

The little love bird lit on the line.

Do you like lemon in tea at lunch?

reach	ran	<u>r</u>	rope	repent
rice	rose		roll	red
ring	rule			

Exercises

Roll the rope in a ring out of reach.

Do you like red rice or red roses.

Review

Explain that many words in English are rounded like a ball. Say them as a singer breathes; taking the word from the chest up to the top or roof of mouth.

Examples

How now, brown cow!

Turn around, hop and stop.

These sounds are round as a mound.

Very questionable procedure

E.G. M. Taggart
C.E. OFFICER

HOW TO FORM A DEMOCRATIC ORGANIZATION

8th Army

- INTRODUCTION -

The following demonstration will show you how proper procedures and principles of organization are actually applied in practice.

Please observe closely, for you will see many differences between correct democratic procedures and the procedures you have been using, or are accustomed to.

note
note
In order to form a democratic organization, it is first necessary to have an interested nucleus of persons with a common desire. When they assemble for their first meeting, usually arranged by the sponsors or initiators of the organization, the first thing to do is to elect a temporary chairman and secretary, who will conduct the proceedings and formation of the organization until the permanent officer personnel can be elected. Following the election of the temporary chairman and secretary, the second item of business will be to determine the PURPOSE of the organization. This must be determined by discussion among all of the interested members present, and is finally drafted into the phraseology which will be entered into the constitution. The third matter of business will be to determine the name of the organization. Following the settlement of the purpose and the name, an organization needs rules and regulations by which to operate, so a committee is elected or approved by the membership, for the purpose of drafting a proposed Constitution and By-laws. Following the election of this committee, they may be given suggestions as to important points to be included in the constitution and by-laws draft.

When these five matters have been accomplished, nothing further can be done until the second or subsequent meeting, since all following matters will depend upon the constitution and by-laws. We are now going to demonstrate to you the correct methods and parliamentary procedures for conducting such an initial meeting of a new organization. Remember that, at all times, the people rule by majority decision.

Note especially the following things: individual participation; discussion developments; importance of reasoning and logic; expression of opinion; proper function of the chairman; vote on all motions, following adequate discussion; non-participation by the chairman; and the methods of election and vote-counting.

This demonstration-group is working from a script. This script was written by themselves, following a number of days of practice discussion on this particular subject. Because the time for this demonstration is limited, they are forced to use a script in order to be sure to complete the entire meeting and to include all of the points which it is desirable for you to see, know, and understand.

In all

Actually, a meeting would take somewhat longer time in order to achieve the agreement which this meeting comes to. This script omits many of the extraneous discussions which were held in the original meetings. However, all important arguments have been retained, and the thought of the demonstration is complete as presented here.

The group will now assemble for its first meeting. You will notice that the two members who have been promoting the establishment of this organization will get up in turn, and speaking from the central position of the group, introduce the organization and propose the matter of electing a temporary chairman.

* ----- *

DEMONSTRATION-

(NOTE: All stage directions are placed in parenthesis in the script.)

1st PROMOTER: Good morning. Miss Uchida and I have been talking with each other about the necessity of organizing a women's club in Mito. In order to let you know what we were considering, we have talked with each of you personally. Finally, feeling that you were interested in the same project, we have asked you to attend this meeting today in order to make a final decision as to whether or not we should organize a club. We wish to express our gratitude to you for your interest and for taking the time to attend this meeting.

2nd PROMOTER: I join with Miss Kurumada in thanking you for participating in this meeting. Let me recall to you the reasons we have previously talked over in connection with the necessity for forming a women's club. Through this club we hope not only to elevate the social status of women, but also to improve every aspect of our lives. First, let us look at the past history of women in Japan. Japan's society has been based on the principle of male superiority and force. Democratic principles of equality or rights and equal respect for the individual were not known. Due to this fact, women were pushed into the background and relegated to a life of household tasks and routines. We can point out several major reasons for this condition. One reason is that the men had no understanding of human rights, believed in the superiority of the male being, and gave women no opportunity to improve their position. Through strict masculine control of education, girls were taught that they were not as good as men, and thus were led to believe that their only place was in the home as

inferior beings whose only purpose in life was to serve the hungers and wants of the superior male. But women are also responsible for their sad condition. They resigned themselves to their fate under the old feudalistic state, and apparently lacked the courage to stand up and break the bonds which the men had so unfairly imposed upon them. All of us are familiar with the names of a few leaders who in the past fought for the emancipation of women. However, their fight was in vain, partly because the so-called weaker sex would not support these leaders. On the contrary, the majority of women actually insisted that women should stay at home; and they treated these leaders who claimed women's rights as being some sort of abnormal individuals.

Today we are fortunate enough to have been given the same opportunity as men. The new constitution of our country proclaims the equality of humans. It declares Japan to be a democratic society. However, since a democratic society depends upon the participation and effort of all of its citizens equally, and since 50% of the population is made up of women, the women must be re-educated to be able to take their part in all affairs of society. They must develop themselves so as to be able to participate in social activities with confidence. If they do not accomplish this development, our society will be only 50% efficient. Not only that, but it will be found that, regardless of the equality granted us by the constitution, we will continue to be nothing more than servants who share the home.

Based upon what has just been said, I believe that it can be seen that it behooves us to set about developing a social environment favorable to women, and to improve social practices so as to enable women to perform their share in the works of the community.

We are here today to decide whether or not a woman's organization will be an adequate tool for the objectives I have just outlined.

1st PROMOTER: Now that we have briefly given you our ideas of the need for a women's organization in this community, are there any of you who do not agree with us? (Wait — no one speaks — go on) If there are none, then before we definitely fix the purpose of our organization, or go further with our organizational procedure, let us elect a temporary chairman and secretary to conduct our meetings until regular

No recognition
before speaking -

Sansei! officers can be elected at a later date. Agreed?
(All indicate their agreement) I then declare no-
minations open for the position of temporary chair-
men.

2nd PROMOTER: I have in mind a person who is very active, a capable executive, and who has a very strong sense of responsibility. Also, she has had much experience in women's problems and has contributed much to the movement. She is Miss Iino. I nominate Miss Iino as temporary chairman.

1st PROMOTER: Miss Iino has been nominated. Are there any further nominations?

Miss IINO: I nominate Miss Kurahashi, who has had previous experience in conducting meetings of this type.

1st PROMOTER: Miss Kurahashi has been nominated. Are there any further nominations?

Miss HATORI: I would like to nominate Miss Koizumi, who has taken an active part in many different community affairs.

1st PROMOTER: Miss Koizumi has been nominated. Are there any further nominations?

Miss SEKI: I nominate Miss Uchida. She has been very active in politics and has been one woman who has led the way in showing the men of Japan that women are capable of doing just as good a job and making just as wise decisions as men.

1st PROMOTER: Miss Uchida has been nominated. Are there any further nominations?

Miss AKIYAMA: Gicho!

1st PROMOTER: Miss Akiyama...

Miss AKIYAMA: I believe that we have a sufficient number of candidates to enable us to select a good temporary chairman. I move that the nominations be closed and a vote be taken.

Miss AOKI: Sansei!

1st PROMOTER: It has been moved and seconded that nominations be closed and the candidates voted upon. Is there any discussion?

Cannot be
debated

MISS HIRAMATSU: I believe that the motion should be stated in two parts. If the motion is accepted as it now stands, there will be no opportunity for introducing the candidates or letting them speak before they are voted upon. This would violate a basic principle of democratic organization.

Miss ONIZAWA: I agree with Miss Hiramatsu. Some of us do not know all of the candidates, and each of them should be given an opportunity to speak, in order that we might vote more intelligently upon them, from such indications of their abilities and personality.

1st PROMOTER: There has been some disagreement with the motion as originally stated. Miss Akiyama, would you care to simplify and re-state your motion?

Miss AKIYAMA: Logically, the last speakers are correct. I will withdraw the original motion, and re-state my motion. I move that nominations be closed.

1st PROMOTER: The motion has been re-stated. It has been moved that nominations be closed. Is there a second?

Miss AOKI: Sansei!

1st PROMOTER: The motion to close nominations has been made and seconded. Is there any discussion of the motion?

(No discussion or questions)

1st PROMOTER: There being no discussion, all those in favor of closing nominations please raise your right hand.

(Nos. 1 through 8 raise their hands)

1st PROMOTER: Those opposed signify by the same sign.

(Nos. 9, 10, and 11 raise their hands)

1st PROMOTER: The motion is carried, 8 to 4, and nominations are closed.

Before holding the election, it is appropriate that each of the candidates make any remarks she desires concerning her qualifications, desires to serve, or plans for the club. Will each of you please speak in the order in which your names appear on the blackboard?

No. 1: Miss IINO: Judging by my past experience, I would feel that women's organizations often attempt projects which

are too large, and beyond their ability to carry to a successful conclusion. Therefore, it would be an effort to encourage the organization to be careful in selecting projects and to embark upon only such projects as they could be reasonably sure of bringing to a successful conclusion.

Miss KURAHASHI: My principal concern with women's organizations is that their membership shall be voluntary. I would do everything in my power to keep this organization from taking on any of the dictatorial and compulsory aspects so often found in women's organizations of the past.

(Polite applause between speakers)

Miss KOIZUMI: If I am elected it will be my endeavor to guard the rights of the members to see that every member has the opportunity to express herself, and that no decisions are made or actions taken except those approved by the majority of the members.

(Vigorous applause)

Miss UCHIDA: My principal interest in women's organizations is to utilize them as a means of improving the social status of women and of finding ways and means to free women from some of the drudgery of the home.

(Polite applause)

1st PROMOTOR: We shall now proceed with the election. It is necessary that we have two tellers to count the ballots. Will two people please volunteer?

(Several volunteers, and chairman names two of them to act)

Miss NAKAZAKI: Let us conduct the election by a showing of hands. It takes too much time to write and count ballots.

1st PROMOTOR: (rising) It is standard practice in democratic organization that all elections of personnel, or decisions on important controversial issues be made by secret ballot. This is necessary in order to keep inviolate the right of the individual to make his own decisions. Using a secret ballot protects the individual in many ways: you may vote against an individual who is your friend, yet whom you know to be incompetent to hold the position for which he has been nominated; if he knew how you voted, he might become your enemy; actually, you have done him a favor by keeping him out of a position in which he

would make a bad record; at the same time, since no one knows how you voted, they cannot take any action against you. One more thing - no one can force you to vote differently than you desire, for they don't know how you vote.

Is there any other question on this matter? Is there any discussion concerning the method of voting? Miss Nakazaki, are you satisfied with that last explanation?

Miss NAKAZAKI: Yes, thank you. I had not understood how beneficial the secret ballot was. Now I understand why the time it takes is worthwhile and well-spent.

1st PROMOTOR: Miss Uchida, will you please distribute the ballots?

(Miss Uchida passes out the ballots)

1st PROMOTOR: The ballot will now be cast for the position of temporary chairman. Each member will vote for one of the four candidates.

(Iino --- 2	Kurahashi --- 2	Koizumi --- 5	Uchida --- 4
Uchida	Iino	Hattori	Seki
Takeda	Koizumi	Akiyama	Aoki
		Hiramatsu	Onizawa
		Nakazaki	Kurumada
		Kurahashi)

1st PROMOTOR: Miss Onizawa, will you please collect the ballots? Will the two volunteers please come forward to witness the counting of the ballots?

this is improper.
(Onizawa takes ballot box and collects ballots. The two who previously volunteered will come forward to witness the counting of the ballots by Miss Onizawa.)

Chairman cannot do this!
1st PROMOTOR: As you can see, no candidate has received a majority. However, it is evident that two, Miss Iino and Miss Kurahashi, will not receive a majority vote. Therefore, we will drop their names from the ballot and vote on the two highest candidates. Miss Uchida, will you please distribute the ballots again?

(Uchida distributes ballots)

1st PROMOTOR: Miss Onizawa, please collect the ballots again, and will the two volunteers please come forward again?

(as before: Koizumi --- 8	Uchida --- 5
Hattori, Akiyama, Hiramatsu,	Seki, Aoki, Koizumi, Takeda
Nakazaki, Kurahashi, Uchida,	Onizawa
Kurumada, Iino	

1st PROMOTOR: Miss Koizumi has been elected to the position of temporary chairman. Miss Kurumada, please accept my congratulations, and if you will please step forward, I shall relinquish the chair to you immediately.

(Applause. Koizumi comes forward. The usual bows between Koizumi and 1st Promotor. Koizumi takes the chair.)

Miss KOIZUMI: I feel honored to have been elected to this position, and I shall do my best to conduct our meetings as well as Miss Kurumada has conducted them.

(Applause)

Miss KOIZUMI: Nominations are now in order for the position of temporary secretary.

Miss HATTORI: I nominate Miss Hiramatsu.

Miss Koizumi: Miss Hiramatsu has been nominated.

Miss KURUMADA: I nominate Miss Iino. She is a very conscientious person and will keep accurate records of our meetings.

Miss KOIZUMI: Miss Iino has been nominated.

Miss ONIZAWA: I nominate Miss Kurahashi. She is strongly interested in this work and would be a good secretary.

Miss KOIZUMI: Miss Kurahashi has been nominated.

Miss TAKEDA: I move that the nominations be closed.

Miss AKIYAMA: Sansei!

Miss KOIZUMI: It has been moved and seconded that the nominations be closed. All those in favor of this move will please signify by raising their right hand.

(Unanimous vote in favor)

Miss KOIZUMI: The motion is carried and nominations are closed. Miss Uchida, will you please pass the ballots? Miss Hattori and Miss Seki, will you please act as witnesses when the vote is counted? Miss Takeda, will you please collect and count the ballots?

(Ballots are passed; ballots are marked; Takeda collects ballots; Hattori and Seki come forward and witness as Takeda reads the results)

(Akiyama -- 5	Iino -- 3	Kurahashi -- 3	Hiramatsu -- 2
Seki	Kurumada	Onizawa	Hattori
Iino	Takeda	Nakazaki	Akiyama
Kurahashi	Uchida	Aoki	
Hiramatsu			
Koizumi)

Miss KOIZUMI: This vote is very close, Miss Akiyama having the only appreciable lead. Since the three lesser candidates have such a close vote, it would be unfair to drop any of them. Therefore, we will have to cast two more ballots. First, we will vote on Miss Iino, Kurahashi, and Hiramatsu in order to eliminate one or two of them. Then we will vote again in order to choose between the winners of this ballot and Miss Akiyama. Miss Uchida, please pass the ballots for two votes. Will the same people who assisted before please act again?

*In this
context?
drops lowest
number*

(Same mechanics as in previous vote)

(Iino -- 7	Kurahashi -- 3	Hiramatsu -- 3
Seki	Onizawa	Hattori
Kurahashi	Nakazaki	Akiyama
Hiramatsu	Aoki	Iino
Koizumi		
Kurumada		
Takeda		
Uchida)

Miss KOIZUMI: Since Miss Iino has a majority and it is now evident that Miss Kurahashi and Miss Hiramatsu could not win, we will ballot on Miss Akiyama and Miss Iino.

*Such a
decision
maker!*

(Same mechanics as in previous vote)

(Akiyama -- 8	Iino -- 5)
Seki	Akiyama
Iino	Kurumada
Kurahashi	Takeda
Hiramatsu	Uchida
Koizumi	Hattori
Onizawa	
Nakazaki	
Aoki)

Miss KOIZUMI: Miss Akiyama wins by a majority vote. (Applause) Will you please come forward and take over your position?

(Akiyama comes forward. She and Uchida exchange courtesies, and she takes the secretary's chair.)

Miss AKIYAMA: Thank you very much. I shall do my best to do this work efficiently.

(Applause)

Miss KOIZUMI: Madame Secretary, you will please make a list of the names of all of those who are attending this meeting; also make an accurate record of the events which have occurred up to the present time, including a statement of the manner in which it was agreed to form this organization, and a record of the final ballots in the election of the temporary officers. You will also keep an accurate account of all business that transpires from this time on. All of these things will be entered in the official minutes of this organization.

The first item of business will be to determine the objectives and purposes of this organization. In order to get the discussion started, I am going to call on Miss Kurumada and Miss Uchida to express their opinions. Miss Kurumada, will you please present your ideas to the organization?

Miss KURUMADA: In Japan, we have long had women's clubs, flower arrangement groups, cultural organization, literary clubs, etc. which have aimed at raising the so-called "cultural level" of women. However, these have been relatively ineffectual in elevating the social position or social consciousness of women. Their activities have not been of general social value and have largely been impractical in nature. Now that the new constitution has guaranteed greater freedom, equality and liberty to women, it becomes necessary for the women to be made to realize these things. They must be made to participate more actively in constructive social activities which will be of practical value to the community as a whole, and thus to all of the families of the community. It is my hope that we will establish an organization which will be of value to all of the community, and which will be recognized and supported in its objectives by the community.

Miss KOIZUMI: Thank you, Miss Kurumada; and now, Miss Uchida, will you present your ideas?

Miss UCHIDA: The new constitution should be understood and supported by women. It is important that they should be encouraged to study and apply the principles that underlie its provisions. It is equally important that men be made to realize that they also have the responsibility to be tolerant, co-operative, kind and helpful toward women, giving them the opportunity to develop the equality they are

These long speeches are bad precedents

Very good precedent

↓

guaranteed. Effort should be made to apply democratic principles to home life and conditions as well as to social life. Democracy starts at home, and an actual equality of status within the family will be the greatest step to attaining such equality in society. Therefore, families should be operated as an equally responsible partnership, thus modifying the old-style patriarchal system which is even yet pre-dominant, especially in rural areas. The whole community should be encouraged to provide opportunities and support for the emancipation of women. This should be a purpose of our organization.

Miss KOIZUMI: Thank you very much, Miss Uchida. And now that we have started thinking along these lines, let us each contribute ideas to this discussion.

↓

Miss HATTORI: We must consider why we must improve the conditions of women in order to improve ourselves and our society. Consider the faults and merits of the family system in Japan. Japanese women were formerly brought up only in their homes, without any community contacts or consciousness. They were even segregated from boys in school. They knew nothing of the social or business world. They were even proud of this backwardness and ignorance. This has been a fault of the Japanese system of education, and it should be one of our objectives to work toward the democratization and improvement of our education system. I mean, for example, that women should know that they are entitled to equal wages for the same job men perform; that they may be employed in any capacity or business for which they are trained or capable; that they are not dependent upon their parents' decision for marriages; that they have their own choice of partners and husbands. They should be taught enough about such things so that they would take an interest in economics, politics, current events, social progress, and development, and similar topics which affect their lives.

↓

Miss SEKI: I agree with Miss Hattori. However, in order to achieve these objectives, women must be given more free time in their home life. So I think that one of our objectives should be to find ways and means of simplifying and distributing home tasks so that women may have time in which to study and to participate in community affairs. For instance, we must work to make the men understand that women are not inferior to them and were not born into this world to be their slaves or to become a piece of property just like a cow or horse or other beast of burden. The men must be brought to realize that they have been

greatly at fault in their oppression and exploitation of women. They must be brought to respect and understand women and to co-operate with them so that they may attain full equality.

Miss ONIZAWA: Much of the reason for the conditions Miss Saki mentioned is to be found in old customs and traditions. They have been the way of life of our people for many centuries. I am afraid that women who oppose these old traditions will be considered bold and not the best type of woman.

Miss HIRAMATSU: That is the trouble with us. We have lived by tradition for generations. Because of this, we have made no progress whatever. Look at the most advanced nations of the world. How have they attained their advanced state? I can tell you. They have refused to be bound by traditions or customs which someone started for their own selfish motives. They have dared to question old ideas whenever the light of new ideas caused the old to appear questionable. Women must be brave and forceful enough to do what they know is right and good, even when contrary to old opinions. We must realize that customs and traditions must change if we are to make any progress.

Miss KURAHASHI: If we are to make this club popular with its own members, we must make it afford them some recreation. People get tired of nothing but work and seriousness. So I think that one of our objectives should be to provide ways and means for the wise use of our leisure time for recreation and enjoyment.

(Pause for just a few seconds, no one speaking)

Miss KOIZUMI: Is there any further discussion on this subject?
(Wait a few seconds -- no one speaks) Then I shall appoint a committee to draw up a "Statement of Purpose" for this organization. Miss Uchida, Miss Hatori, and Miss Hiramatsu shall be the members of this committee. It will be your task to draw up this "Statement of Purpose" on the basis of the discussion which we have just had. You will have it ready to present at the next meeting, when it will be further discussed and, in its final approved form, become a part of our constitution. Please meet with me after the close of this meeting so that we may arrange a time and place for you to meet.

The next matter to be considered is that of a name for our organization. This matter is now opened for discussion. Are there any names or suggestions?

Miss IINO: I think it would be well to name the club according to its geographical location. Therefore, I suggest "Mito-shi Fujin Renmei Kai".

(Secretary writes this name and all others that are suggested on the blackboard.)

Miss AKIYAMA: Since we expect our club to be a shining light to our community, I suggest "Hikaru Fujin-kai".

Miss TAKEDA: I suggest "Shinsei Fujin-kai". By that name I mean newly-born women's club.

Miss HIRAMATSU: I suggest "Minshuteki Fujin Renmei-kai".

Miss AOKI: I move that we close this discussion and vote on the names which have been recommended.

Miss KURUMADA: I object. I should like first to discuss the possibility of making a few changes in the names that have already been suggested.

Miss AOKI: Gicho! I will withdraw my motion, in deference to Miss Kurumada's suggestion.

Miss KOIZUMI: Thank you. Now what is your suggestion, Miss Kurumada?

Miss KURUMADA: I wish to change "Hikaru" to "Hikari", because it sounds better; and for the same reason, I would like to eliminate "teki" from "minshuteki".

Miss KOIZUMI: Do the people who originally suggested these names agree or differ with Miss Kurumada's suggestions?

Miss HIRAMATSU: As far as "Minshuteki" is concerned, I think Miss Kurumada has a good suggestion. I agree to changing it to "Minshu Fujin Renmei-kai".

Miss AKIYAMA: I also agree to change "Hikaru" to "Hikari".

(Secretary makes these changes on the board)

Miss KOIZUMI: Is there any further discussion?

Miss UCHIDA: I should like to propose "Mito Fujin-kai".

(Secretary writes it on the board)

Miss KOIZUMI: Is there any further discussion or are there any more names to be suggested?

(Wait several seconds. No one speaks)

Miss KOIZUMI: If there is nothing further to be added, the chair will entertain a suitable motion.

Miss AOKI: Again I move that we close this discussion and vote on the names which have been recommended.

Miss KURUMADA: Sansei!

Miss KOIZUMI: You have heard the motion and its second. Is there any discussion? (Wait a few seconds. No one speaks). Since there is no further discussion, all those in favor of this motion will signify by raising their right hand. (All vote). The vote is unanimous and the discussion is closed. We will vote on these names in the order in which they were suggested.

(The following vote is carried out by raising hands as each suggested name is read by the chairman:

Mito-shi Fujin Renmei-kai: 3	Iino, Aoki, Seki
Hikari Fujin-kai: 2	Onizawa, Akiyama
Shinsei Fujin-kai: 2	Takeda, Kurahashi
Minshu Fujin Renmei-kai: 1	Hiramatsu
Mito Fujin-kai: 2	Uchida, Kurumada)

Miss KOIZUMI: There is no majority, so we must vote again. I am very sorry to see that several people did not vote. We must remember that it is a responsibility and duty of every member to vote on every question. That is one means by which you express your opinion and make your own ideas felt. When you do not vote you do just as much to defeat your own ideas as if you had voted against them.

No!
It seems quite evident that the fourth name has no support, so we will eliminate that from the balloting, and now vote on the remaining four names.

(Procedure as before with the following results:

Mito-shi Fujin Renmei-kai: 6	Iino, Aoki, Seki, Hattori, Hiramatsu, Nakazaki
Hikari Fujin-kai: 3	Onizawa, Akiyama, Kurahashi
Shinsei Fujin-kai: 1	Takeda
Mito Fujin-kai	Uchida, Kurumada)

How can she!
Miss KOIZUMI: I am very happy to see that all of you voted this time. I also notice that we still have no majority vote. In order to be sure to develop a majority, I am going to ask you to vote on only the three lowest names this time. Then we will vote on the highest of

of those and on the highest one now.

(Procedures as before with the following results:

Hikari Fujin-kai: 8	Iino, Aoki, Seki, Hattori, Nakazaki, Hiramatsu, Onizawa, Akiyama,
Shinsei Fujin-kai: 2	Kurahashi, Takeda
Mito Fujin-kai: 2	Uchida, Kurumada)

Again! Miss KOIZUMI: Since "Hikari Fujin-kai" has an obvious majority of this group, we will now vote on just the two high names.

(Procedures as before with the following results:

Mito-shi Fujin Renmei-kai: 6	Iino, Aoki, Seki, Hattori, Takeda, Hiramatsu
Hikari Fujin-kai: 6	Onizawa, Akiyama, Kurahashi, Uchida, Nakazaki, Kurumada)

Miss KOIZUMI: Since it is a tie vote, it is the duty of the presiding officer to cast the vote which will break the tie. I therefore vote for "Hikari Fujin-kai". A majority vote has been cast and that name will be entered in our constitution as the official name of this club.

The next matter of business is consideration of the development of a constitution and by-laws. Our organization must have a sound democratic constitution to furnish the rules upon which we shall operate. It is urgent that the constitution and by-laws be made thoroughly with correct democratic provisions in order to guarantee that our organization will be truly governed by the majority of the members, and will not fall into any minority group or individual control. Are there any suggestions?

Miss IINO: I move that a committee be formed to study and draft a constitution and by-laws to be presented at the next meeting.

(Several say "Sansai!")

Miss KOIZUMI: It has been moved and seconded that a committee be formed to draft a constitution and by-laws to be presented at the next meeting. Is there any discussion?

Miss TAKEDA: I suggest that the chairman appoint a committee.

Miss HIRAMATSU: No. She might appoint just people who have the same ideas that she has. I think that the committee should be nominated and elected.

Bad! (Several say "Sansai!")

Miss KOIZUMI: I believe that this discussion does not affect the motion that is before the house. The motion in its present form provides that a committee shall be formed to study and draft a constitution and by-laws. The motion does not specify the manner in which it shall be formed. Miss Iino, would you care to re-state your motion so as to include the method by which the committee shall be formed?

Miss IINO: Madame Chairman, I will amend my motion to read as follows: "I move that a committee of three be named by the chairman and approved by the body for the purpose of studying and drafting a constitution and by-laws to be presented to the next meeting".

Miss KOIZUMI: Does the person who seconded the original move agree to this amendment?

(Several say Sansai!)

Miss KOIZUMI: It has been moved and seconded that a committee of three be named by the chairman and approved by the body for the purpose of studying and drafting a constitution and by-laws to be presented at the next meeting. All those in favor of this motion raise their right hand.

(Takeda, Iino, Akijama, Kurahada, Onizawa, Nakazaki, Uchida, Hattori, vote in favor of the motion.)

Miss KOIZUMI: All those opposed vote by the same sign.

(Hiramatsu, Seki, Aoki, and Kurahashi vote against it.)

Miss KOIZUMI: The motion is carried by a vote of 8 to 4. I will announce the names of the committee in a few minutes. In the meantime, let us decide what day, hour, and place we shall hold our next meeting.

Miss KURAHASHI: I would prefer the hour to be 9 in the morning.

Miss ONIZAWA: Morning meetings are not convenient for me. I must stay home and do the housework. I would rather that we meet at 3 in the afternoon.

Miss NAKAZAKI: Since most of us have morning housework, and since 3 in the afternoon is a bad time for those of us who work, I move that we meet here at 6 in the evening one week from today.

(Several say "Sansai!")

Miss KOIZUMI: You have heard the motion as made and seconded. Is there any discussion? (No one speaks) All those in favor signify by raising their right hand. (All votes in favor) The vote is unanimous and the motion is carried.

Onizawa changed her mind!

Ijirashii

I wish to name the following people as members of the constitutional drafting committee: Miss Hiramatsu, Miss Uchida, and Miss Takeda. Are there any objections to the membership of this committee? (No objection of this type is made) All those who approve this committee will so signify by raising their right hand. (All vote) The vote is unanimous and the committee stands as named. The committee will remain for a short meeting after this meeting is adjourned. They will elect their own chairman and decide on the manner in which they will complete their business. At this time, I wish to direct the committee to prepare sufficient copies of their draft in time to distribute copies to all of you two days before the next meeting. This will allow you to study the draft and come prepared to make intelligent objections and suggestions. If there is no further business to come before this meeting, the chair will entertain a motion for adjournment.

Miss SEKI: This has been a very fine meeting and I would enjoy continuing it. However, if I am too late getting home I am afraid my father will spank me. Therefore, I move that the meeting adjourn.

Miss IINO: Miss Seki is only 20 years old, so of course we all realize that she is not old enough to use good judgment. Of course, she is old enough to get married, or to work, or to keep house, or to vote, or to teach school. But we can't blame her father for feeling that she hasn't good enough judgment to know how late she should stay at a meeting of this kind. Therefore, out of deference to her charming father's good judgment, I second the motion!

Miss KOIZUMI: You have heard this despairing motion and its gallant second. All those in favor of saving this lady from such dire fate will say "Hai".

(Everyone yells "Hai!")

Miss KOIZUMI: Those opposed signify by the same sign.

Miss AOKI: (Just waving up "Hai")

END OF FIRST MEETING

SECOND MEETING

Miss KOIZUMI: The meeting will please come to order. Madame Secretary, you will please read the minutes of the previous meeting.

(Miss Akiyama reads the minutes which she has prepared)

Miss KOIZUMI: You have heard the reading of the minutes of our last meeting. Are there any corrections, additions, or deletions?

(No one makes any comment)

Miss KOIZUMI: There being no corrections, additions, or deletions, the minutes stand approved as read.

(Miss Akiyama presents the minutes to Koizumi, who signs them. Akiyama also signs them.)

Miss KOIZUMI: We will now receive the report from the committee on "Statement of Purposes" for our organization.

Miss Uchida: After careful consideration of the suggestions made at our last meeting, and having studied purposes of other similar women's organizations, we, the committee, submit the following "Statement of Purposes" for your consideration:

"The purpose of this organization shall be to elevate and improve the condition and position of women in the home and society, particularly in this community, by means of -

1. Conducting this organization in such a manner as to set an example to the community in ways of democracy.
2. Working to improve ourselves so as to elevate our position both at home and in the community.
3. Eliminating feudalistic and patriarchal family tendencies, democratizing the family on a basis of equality of rights and respect for the individual in the home.
4. Finding ways and means of improving the home working conditions and lessening the household tasks of our women.
5. Developing tolerance, consideration, and respect for women and their abilities among all our citizens, both male and female.
6. Developing better and equal opportunities for wo-

Would this be done right here?

Too much

men in education and in business.

7. Remedying, modifying, or abolishing old impractical customs and traditions which hinder the progress of our society and the attainment of the above-named objectives.

(Chairman of the committee now takes a copy of this draft to the secretary and says:)

I move that this statement of purpose be adopted as read and be made a part of our constitution.

Miss NAKAZAKI: In this statement of purpose, all of the best points which we discussed at our last meeting seem to have been included. This document seems to me to be well-stated for our purpose. I second the motion.

Miss KOIZUMI: It has been moved and seconded that this statement of purposes be adopted as read and be made a part of our constitution. Is there any question or discussion?

Miss AOKI: I believe we should also include in the purpose a project for the establishment of a nursery school. This would help the women to save much time in accomplishing their household tasks.

Miss KOIZUMI: (Rising) That would not be a purpose, but a project which would be undertaken in order to accomplish the purpose which we have stated in item 4 of this statement of purpose. We must not confuse limited projects or activities with the overall purpose of our organization. Keep that in mind, Miss Aoki, and remind us of it when we begin to work out the projects which we will undertake in order to accomplish our purposes. It is a very fine suggestion. Is there any further question or discussion?

(No one speaks)

Miss KOIZUMI: Then we will vote upon the motion. All in favor of adopting this proposal as our purpose will raise their right hand.

(Unanimous vote in favor)

Miss KOIZUMI: The motion is carried. (Sits down) The next item of business is the report from the committee appointed to study and draft a constitution and by-laws. Will the committee chairman please present the report?

Miss HIRAMATSU: After several meetings and much study, our committee
(Committee
Chairman)

has drawn up the draft of the constitution of which all of you received a copy several days ago. Articles I and II are concerned respectively with the name of the organization and with the purposes of the organization. For these we made no draft, since they were either already decided or in the hands of another committee. However, you have already voted and approved the content of these two articles and know what they will be. Therefore, in presenting this constitution, I shall begin by reading Article III:

"Article III - Membership:

1. Any woman eighteen years old or more and having an interest in the objectives of this club shall be eligible for membership.
2. Any person who resigns his membership may not join the club again.

ARTICLE IV - Officers:

1. The officers of this organization shall be a president, a vice-president, a secretary, and a treasurer.
2. The officers shall be elected by secret ballot and by a two-thirds majority at each annual meeting, and shall hold office for a term of one year.
3. No individual shall hold the same office for more than two terms in succession.

ARTICLE V - Annual Meeting:

1. The annual meeting will be held on the 10th day of April each year and shall be for the purpose of electing officers and for any other business that may arise.
2. 80% of the membership will constitute a quorum at the annual meeting.

ARTICLE VI - Amendments to the Constitution:

1. The constitution may be amended only if the amendment is submitted in writing and read at the previous regular meeting and a copy of it sent out with the notice of the meeting at which it will be voted on. A two-thirds vote will be required for adoption.

BY - LAWS

ARTICLE I - Dues:

1. The dues of this organization shall be \$20 per month per member.
2. The dues will be payable in advance for the entire year on or before the 10th day of April of each year.

NOTICE: At this point, interpreter makes following speech:

There is much additional information that might be included in this constitution and by-laws; however, this demonstration takes up so much time that we will stop at this point, taking it for granted that everyone understands that in a real situation there would be much more to include.

Miss UCHIDA: (finishes reading the constitution and by-laws to this point, and after interpreter speaks she says) Madame chairman, I move that this document and its contents, as read, be adopted as the Constitution and By-laws of this organization.

(Committee members: Sansei!)

Miss KOIZUMI: It has been moved and seconded that this document and its contents, as have just been read, be adopted as the Constitution and By-Laws of this organization. Is there any question of discussion?

Miss IINO: I would like to hear a discussion on each article. There is too much to remember to vote intelligently on the entire document.

Miss KOIZUMI: (Rising) That is the correct procedure and we will follow it. Thank you, Miss Iino. Miss Akiyama, will you read ARTICLE III?

Miss AKIYAMA: ARTICLE III -- Membership:
Section 1. Any woman eighteen years old or more, and having an interest in the objectives of this club shall be eligible for membership.
Section 2.

Miss KOIZUMI: Excuse me, Miss Akiyama. Since the article has several sections, we will consider just one section at a time. You have heard ARTICLE III, Section 1. Is there any question or discussion?

Miss NAKAZAKI: I would like to restrict the membership to only those living in Mito-shi.

Miss KURAHASHI: Is there to be no limit to the number of members we have?

Miss NAKAZAKI: It is all right to limit the club geographically, but it would be undemocratic to limit the numbers.

Miss Kurahashi: I am told that, among other things, democracy means

equal rights and equal opportunities. If the club is too large these rights will not exist, for everyone will not have an opportunity to express himself or to take an active part in the club.

Miss KURUMADA: I agree with Miss Hiramatsu. Also, I do not think it is undemocratic to limit the membership. If that were true, you have already been undemocratic because you have limited it only to those people who are interested.

Miss ONIZAWA: I agree with Miss Hiramatsu and Miss Kurumada. In addition to what they have said, I think that there are natural limitations which we should consider. Distance should be considered, because if people have to come too far they will not attend meetings regularly. And we must consider the size of the meeting places that are available. We do not want more members than we can seat in a regular meeting place.

Miss UCHIDA: I think that we should keep the club small enough so that every member of the club can take an active part in it. It is very tiresome to just sit and listen to a few people do all the talking. And one becomes tired of just attending meetings and listening to reports on projects in which he has taken no part.

Miss TAKEDA: I think that our organization should be small enough so that we can meet frequently and so that everyone can attend all of the meetings and also be actively busy with some of the projects of the club. Therefore, in view of the discussions we have just had, I move that we amend ARTICLE III, Section 1, to read as follows: "The membership of this club shall be limited to 50 women, 18 years or more, and having an interest in the objectives of the club."

Miss KOIZUMI: (rising) Is there any second to this motion?

Miss HIRAMATSU: Sansai!

Miss KOIZUMI: It has been moved and seconded that we amend ARTICLE III, Section 1, to read as follows: "The membership of this club shall be limited to 50 women, 18 years old or more, and having an interest in the objectives of this club." Is there any further discussion? (No one speaks) There being no further discussion, all those who favor this amendment will signify by raising their right hand.

(Iino, Hiramatsu, Akiyama, Kurumada, Onizawa, Nakazaki, Uchida, Takeda vote.

Miss KOIZUMI: There are 8 votes in favor. The majority is evident and

*negative
vote?*

the motion is carried. Miss Akiyama, will you please read Section 2 of ARTICLE III?

Miss AKIYAMA: ARTICLE III, Section 2. "Any person who resigns his membership may not join the club again."

Can she do this??

Miss KOIZUMI: (rising) This section does not properly belong in the constitution. The constitution contains only the general regulations -- specific rules and regulations which supplement these general regulations and keep them in effect are to be placed in the by-laws. Miss Akiyama, will you make a note to the effect that we will consider this regulation in its proper place in the by-laws? Is there any further discussion concerning ARTICLE III? (No one speaks) Then we will move on to ARTICLE IV. Miss Akiyama, will you please read ARTICLE IV, one section at a time?

Miss AKIYAMA: ARTICLE IV: Officers, Section 1. The officers of this organization shall be a president, a vice-president, a secretary, and a treasurer.

Miss KOIZUMI: You have heard Section 1 of ARTICLE IV. Is there any question or discussion?

Miss HATTORI: I propose that we have two secretaries and two treasurers because if one of them is absent, the other can continue the work without interrupting the meeting.

Miss KURAHASHI: I suggest two secretaries and three treasurers.

Miss HATTORI: Two treasurers are enough for an organization of only 50 members.

Miss KURAHASHI: Two are necessary for collecting money and one for keeping books. So we should have three.

Don't need two!

Miss SEKI: I think that any member of the Finance Committee could easily substitute for the treasurer in case she were absent. I move that ARTICLE IV, Section 1, be amended to read "two secretaries."

Miss UCHIDA: Sansei!

negative vote?

Miss KOIZUMI: It has been moved and seconded that ARTICLE IV, Section 1, be amended to read "two secretaries". Is there any discussion? (No one speaks) All those in favor will signify by raising their right hand. (All but two or three vote): There is an evident majority and the motion is carried. Will you please read Section 2.

Miss AKIYAMA: ARTICLE IV, Section 2: "The officers shall be elected by secret ballot and by a two-thirds majority at each annual meeting, and shall hold office for a term of one year."

Miss KOIZUMI: You have heard Section 2. Is there any question or discussion?

(No one speaks)

Wrong procedure - Since there seems to be no discussion, will someone move that this section be approved as it now stands?

Miss AOKI: I so move.

Miss KURAHASHI: Sansei!

Miss KOIZUMI: It has been moved and seconded that Section 2 of ARTICLE IV be approved as it now stands. All those in favor will signify by raising their right hand. (Unanimous vote) The motion is carried. We will now listen to a reading of Section 3.

Miss AKIYAMA: ARTICLE IV, Section 3: "No individual shall hold the same office for more than two terms in succession."

Miss KOIZUMI: You have heard Section 3. Is there any discussion?

Miss AOKI: If we have a good officer, I do not see why she should not be kept in office as long as we want her.

Miss HIRAHASHI: The committee discussed this matter a long time before making its recommendation. There were two main reasons for limiting an officer to two terms. One was that those who hold office carry the heaviest burdens of any of the members. So we felt that it is unfair to make them carry it for too long. The second reason is that as many members as possible should have the opportunity to experience the duties of an officer. To have been an officer in a good organization is in itself an education. If we keep an individual in office too long, we are depriving other members of their right to share that experience.

Wrong
Miss AOKI: Thank you. Now I understand, and I move that Section 3, ARTICLE IV, be approved as it now stands.

Miss SEKI: Sansei!

Miss KOIZUMI: You have heard the motion and its second. Is there any further discussion? (No one speaks) Those in favor will signify in the usual manner. (Unanimous vote) The motion is carried and Section 3 stands approved as it now

reads. Is there any further discussion concerning ARTICLE IV?

Miss AKIYAMA: I would like to add a fourth section. This section would state that any officer who is not satisfactory can be recalled by a majority vote, and his successor will be elected as specified in Section 2, of this ARTICLE.

Miss KOIZUMI: Your suggestion is a very good one, but it belongs in the by-laws, as a specific means of regulating the offices. Usually the matter you have suggested is found in the by-laws as one section of an article named "Referendum and Recall".

Miss AKIYAMA: Thank you for your explanation. I will make suggestions again when we consider the by-laws.

Miss KOIZUMI: Is there any further discussion concerning ARTICLE IV? (No one speaks) Miss Akiyama, please read ARTICLE V, Section 1.

Miss AKIYAMA: ARTICLE V, Section 1: "The annual meeting will be held on the 10th day of April of each year and shall be for the purpose of electing officers and for any other business that may arise."

Miss KOIZUMI: Is there any discussion concerning this article?

Miss HATTORI: Why do you have April 10th as the date of the meeting?

Miss TAKEDA: April is usually the beginning of the new fiscal year in Japan, and since the first part of the month is usually very busy, we decided that the 10th would be convenient.

Miss KURUMADA: Week days are often very inconvenient for workers to attend meetings.

Miss AOKI: I agree that April, as the beginning of the fiscal year, is a good time; but I think that there should be no definite date. Instead the date should be decided each year.

Miss NAKAZAKI: An indefinite date is bad. It makes it possible for many of the provisions of the constitution to be voided merely by failing to set a date for the annual meeting. I believe that we should name a date such as the first or second Sunday in April.

Miss TAKEDA: I move as follows: "The annual meeting shall be held on the second Sunday in April each year."

Miss HATTORI: Sansei!

Miss KOIZUMI: It has been moved and seconded that Section 1 of ARTICLE V shall read as follows: "The annual meeting shall be held on the second Sunday in April each year." Is there any further discussion? (No one speaks) All those in favor will vote by raising their right hand. (All but three or four vote) The motion is carried and Section 1 of ARTICLE V is amended accordingly. Miss Akiyama, please read Section 2.

Miss AKIYAMA: ARTICLE V, Section 2: "80% of the membership will constitute a quorum at the annual meeting."

Miss KOIZUMI: Is there any discussion?

Miss NAKAZAKI: 80% is too high. I think that 60% is enough.

Miss ONIZAWA: This quorum is set so high only for the annual meeting. Surely 80% of the members ought to be able to get out once a year.

Miss NAKAZAKI: I withdrew my objection. You are correct.

Miss IINO: According to the present condition of Japan, Japanese women are too busy in daily routines, so that if we set the quorum at 80%, it is quite possible that the meeting will not constitute a quorum and it would be impossible to enact any business.

Miss KURUMADA: I think I can show you why 80% is the smallest quorum we should agree upon. One of our stated objectives is that we shall set an example to the entire community for the way in which a good organization operates democratically. At the annual meeting the most vital business of the organization is enacted. To be democratic every decision of this meeting should be made only by a majority of the entire membership. (Goes to the blackboard) In order to make it easy to figure, let us pretend that we have 100 members. Now let us say that we set the quorum at 75%. 75% of 100 members is 75 members. Now we require a two-thirds vote to enact our most important business. $2/3$ of 75 is 50. So 50 members would control our organization. 50 is not a majority. It is only half. Now we all know that it is undemocratic for less than a majority to control the organization, so I am sure that no one would want that. Now let us see what happens when we set the quorum at 80%. 80% of 100 members is 80 members. Again we require a two-thirds vote to enact our most important business. $2/3$ of 80 is approximately 54. 54 is a majority and we have conducted our business democratically.

(The blackboard should look something like this

Membership of 100

75% quorum equals 75% of 100 equals 75 members.

$\frac{2}{3}$ vote equals $\frac{2}{3} \times 75$ equals 50.

50 members is not a majority of 100. It is only $\frac{1}{2}$.

80% quorum equals 80% of 100 equals 80 members.

$\frac{2}{3}$ vote equals $\frac{2}{3} \times 80$ equals $\frac{160}{3}$ equals $53 \frac{1}{3}$ or about 54.

54 is more than half of the entire membership, and is a majority.)

Miss HIRAMATSU: That explanation is very clear. I move that we approve Section 2 of ARTICLE V as it is already written.

Miss KURUMADA: Sansei!

Miss KOIZUMI: You have heard the motion. Is there any further discussion? (No one speaks) Those in favor will signify by the usual sign. (Unanimous vote) The motion is carried. Is there any further discussion of ARTICLE V? (None) Miss Akiyama will please read ARTICLE VI which has only one part.

Miss AKIYAMA: ARTICLE VI: Amendments to the Constitution.

The constitution may be amended only if the amendment is submitted in writing and read at the previous regular meeting and a copy of it sent out with the notice of the meeting at which it will be voted on. A $\frac{2}{3}$ vote will be required for adoption.

Miss KOIZUMI: Is there any discussion?

Miss IINO: This is a very important article. An amendment to the Constitution can change the entire character of an organization. It is one of the most important pieces of business transacted in an organization. Since that is true, I move that this article be amended in the last sentence to read as follows: "At any meeting at which an amendment is to be voted on, a quorum will consist of 80% of the entire membership and a two-thirds vote will be required for adoption."

Miss ONIZAWA: Sansei!

Miss KOIZUMI: You have heard the motion. Is there any further discussion?

Miss NAKAZAKI: Why must this be sent in a notice? Why can't we pro-

pose an amendment and vote on it at the same meeting?

Miss HIRAMATSU: An amendment, as Miss Iino just told us, is a very important piece of business. We should take time to reflect on it very seriously before making our decision. By sending a copy of it to all the members they have time to consider it carefully before they are called upon to vote.

Miss IINO: My same argument applies to your question, Miss Nakazaki. If an amendment could be proposed and voted upon at the same meeting, it might be passed by far less than a majority of the entire membership.

Miss KOIZUMI: Is there any further discussion? (None) Miss Iino, will you please repeat your motion?

Miss IINO: I move that the article be amended in the last sentence to read as follows: "At any meeting at which an amendment is to be voted on, a quorum will consist of 80% of the entire membership and a two-thirds vote will be required for adoption."

Miss KOIZUMI: You have heard the motion, which has been seconded. All those in favor of this amendment will vote by raising their right hand. (All but two or three vote) The motion is carried and the article will be amended accordingly. Is there any further discussion of this article? (None) That completes the discussion of the constitution. Next we will consider the by-laws. Miss Akiyama, will you please read the first section of ARTICLE I of the By-laws?

Miss AKIYAMA: ARTICLE I: Dues.
Section 1. The dues of this organization shall be ¥20 per month per member.

Miss KOIZUMI: Is there any question or discussion?

Miss ONIZAWA: Why did the committee decide upon ¥20 as the correct amount?

Miss HIRAMATSU: We first considered the purpose of dues. It was decided that dues should be only enough to pay for the actual operating expenses of the club, such as stationery, postage, rent, and so forth. We felt that any further expenses should be considered separately and assessments voted. We have provided for this in another part of the by-laws. We figured that we would have twelve regular meetings and one annual meeting. It will cost us ¥300 per rent for each meeting. Then

we allowed for two special meetings. That made 15 meetings at ¥300 each, or ¥4500. Then we figured a postcard notice to each member for each meeting. That means 50 postcards at ¥2 each for 15 meetings, which came to ¥1500. Then we figured ¥1000 for accounting books, record books, and stationery. Then we allowed an extra ¥3000 to cover incidental and unexpected running expenses. That came to ¥10,000. ¥20 per member would give us ¥12,000 per year which is a little in excess of our figures, but it is an amount which is easy to record in the accounts and it seems not to be too expensive.

Wrong
Miss ONIZAWA: Thank you for that explanation. It sounds very reasonable and very businesslike to me. I move that this section be approved as it is now written.

Miss IINO: Sansei!

negative
Miss KOIZUMI: It has been moved and seconded that Section 1 of ARTICLE I of the By-laws be approved as written. Is there any further discussion? (None) All those in favor signify by the usual sign. (All but two or three vote) The motion is carried and the section stands approved as written. Miss Akiyama, please read Section 2.

Miss Akiyama: ARTICLE I: Section 2:
The dues are to be payable in advance on or before the 10th day of April of each year.

Miss KOIZUMI: Is there any discussion?

Miss SEKI: It might be difficult for some members to pay the entire ¥240 at one time. I move that this section be amended to read that the dues will be payable at each monthly meeting.

Miss NAKAZAKI: Sansei!

Miss KOIZUMI: You have heard the motion. Is there any further discussion?

Miss HATTORI: If everyone had to pay her dues each month at the meeting, the treasurer would be very busy, and the meeting would be slowed up greatly. I move that it be optional that the dues be paid in yearly, semi-annual, or quarterly installments.

Miss KOIZUMI: (Rising) I am sorry, Miss Hattori, but there is already a motion before the house, so your move is out of order and cannot be considered now.

Miss SEKI: Let us elect the officers right away.

Miss AOKI: I think we should take more time. We have worked very hard to develop fine rules and regulations for our club. I think we should be especially careful in selecting our first officers to be sure that we get the ones most capable of conducting our organization according to the constitution we have just adopted.

Miss KURAHASHI: I move that the chairman appoint a committee to select the best possible candidates for the offices; and that this committee present this list of names to be voted on at our next meeting.

Miss AOKI: Sansei!

Miss KOIZUMI: You have heard the motion. Is there any discussion?

Miss KURUMADA: That would not be quite fair. The people who were on the committee could not nominate themselves. Maybe one of them would be the best possible choice.

Miss KOIZUMI: As chairman, I cannot take part in this debate, so I will ask Miss Akiyama to take the chair, as I would like to express an opinion.

(Koizumi steps down to a seat in the group. Akiyama steps over to the chairman's seat.)

Miss KOIZUMI: Gicho! (Akiyama says: "Miss Koizumi") I think that Miss Kurumada is correct. In addition, if we have the committee make the selection of candidates, they will actually be dictating who the officers of the organization will be, for their candidates will be the only ones we can vote for. I think that we should have the committee, but in addition, I think that we should be able to make other nominations if we so desire. Miss Kurahashi, do you think you might agree with me?

Miss Kurahashi: I think that is an excellent idea. I would like to amend my motion so as to include your idea.

Miss AKIYAMA: Miss Aoki, you seconded the original motion. Do you agree to this change?

Miss AOKI: Sansei!

Miss AKIYAMA: Miss Kurahashi, would you please restate the motion for us? I am not sure that all of us quite understand the entire meaning of this.

Miss KURAHASHI: I would appreciate it if Miss Kurumada and Miss

Koizumi would help me to put it into the proper words.

Miss AKIYAMA: (Rising) This meeting will recess for five minutes while the three ladies consult. The members will reconvene in exactly five minutes.

(Koizumi, Kurahashi, and Kurumada come together and appear to work out the wording. The rest of the members talk among themselves. After two or three minutes:)

Miss AKIYAMA: The meeting will please come to order. Miss Kurahashi, will you please state your motion?

Miss KURAHASHI: I make the following move: "That the chairman appoint a committee to select the best possible candidates for the offices; that the committee report its list of candidates at the next meeting, when they will be voted upon; and that, following the committee report any member of the organization be allowed to propose any other member he desires as a candidate for any office".

Miss KOIZUMI & Miss KURUMADA: Sansai!

Miss AKIYAMA: You have heard the motion. Is there any further discussion? (None) All those in favor will raise their right hand. (Unanimous) The vote in favor is unanimous and the motion is carried. Miss Koizumi, since this discussion is closed, will you please resume the chair?

(Koizumi returns to the chair.)

Miss KOIZUMI: Is there any further business to come before the club before we close this meeting?

Miss HIRAMATSU: Since we are going to elect officers at our next meeting, it is really the same as the annual meeting. I move that it be called as a special meeting and be conducted in accordance with the provisions of ARTICLE V of the constitution.

Miss KOIZUMI: Do I hear a second to this move?

Miss IINO: I think I want to second the move; but I would like to ask Miss Hiramatsu to explain why she made the move, in order to be sure that I understand it.

Miss HIRAMATSU: ARTICLE V specifies that the election of officers requires an 80% quorum and a 2/3 vote. If we are going

Must vote for recess

to elect officers at the next meeting it seems to me that the reasons for having an 80% quorum and a 2/3 vote are just as important and valid as they are for an annual meeting.

Miss IINO: Thank you, Miss Hiramatsu. I understand and agree with you. I second your motion.

Miss KOIZUMI: It has been moved and seconded that the next meeting be called as a special meeting and be conducted in accordance with the provisions of ARTICLE V of the constitution. Is there any further discussion? (None) All those in favor signify by the usual sign. (Unanimous) The motion is carried. Is there any further business?

Miss UCHIDA: Let us decide now when this special meeting will be called.

Miss KOIZUMI: Of course. I should have thought of that. Thank you, Miss Uchida. Are there any suggestions?

Miss IKEDA: I move that a special meeting for the purpose of electing officers be called for a week from today. At the same time and same place.

Miss HATTORI: Sansei!

Miss KOIZUMI: You have heard the motion. Is there any discussion? (None) All those in favor signify by raising their right hand. (All vote) The motion is carried. Is there any further business to be discussed? (None) Since there is no further business, the chair will entertain a motion to close this meeting.

Miss HATTORI: I move that this meeting be closed.

Miss SEKI: Sansei!

Miss KOIZUMI: All those in favor will say "Hai!". (Unanimous) Before we dismiss, I wish to take this opportunity to thank you for the fine manner in which you have cooperated to form this organization. I want to assure you that I shall try my best to co-operate with our new officers as well as you have co-operated with me. (Vigorous applause) Thank you. And now the meeting is dismissed.