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No 2

Nov. 1948. Place was one room of Tokushima Commercial school. The minutes of the previous meeting was read and approved. Treasurer read the report of receipts and disbursements. On hand 20th Nov. ¥1890. Disbursed during month ¥80. On hand 27, Nov. ¥1810. After that, reports were made by the membership and program committee. Under the head of new business, the motion was made by Mr. Azuma and seconded by Mr. Matsuda that the members of E. S. S. should have membership cards and badges. Motion was carried. The meeting was closed at 4.10 P.M.

★The meeting was called to order by the vicepresident. Mr. Fujino at 2 P.M on 4th Dec. 1948. Place was the third floor of M. T. office.
Under the head of the old business meeting, the minutes of the previous meeting was read by each committee. Then Treasurer read a reports of receipts and disbursements. On hand

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No. 3
21 th Nov. ¥ 1810.
After this, we held the new business meeting and the motion was made by Mr. Kakumoto. and seconded by Mr. Azuma that we had better make a attendance book. Motion was carried.
Mr. yamaguch made the motion and seconded by Mr. Shitakubo that they will accept the application of making table speaches at the Xmas party.
Motion was carried.
The meeting was closed at 3 P.M.

The meeting was called to order by the president Mr. Ayuma at 2. P.M. 11th of Dec. 1948. Place was the M. D. office.
The minutes of the previous meeting was read and approved.
Report were made by membership committee and program committee.
After this, we decided by majority that we shall have the Xmas party on the 25 th of Dec.
The meeting was closed at 3. P.M.

The Xmas meeting was called to order

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No 4.

by the vicepresident. Mr. Fujino at 10.40 A.M. on 25th of Dec. place was the third floor of M. G office.

1. Opening adress by president.
2. Mr. Kiraga's speech.
3. Speeches by guests
4. Sing a Xmas song.
5 Table speeches by several members.
6. Lunch.
7. Exchange the Xmas gifts

Major and Mrs. Cubbertson came in at 1.30 P.M. and gave us a speech about a Xmas.

8. Drama, music etc.

The party was closed at 4.20 P.M.

★The meeting was called to order by the president Mr. Azuma at 2. P.M. 15th of Jan: 1949. Place was the M. G office. But, having not more than half members. we could not hold the business meeting.

★ The meeting was called to order by the president Mr. Azuma, at 2. P.M. 22nd, Jan. 1949. Place was the M. G. Offic. The minutes of the previous meeting

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No.5
was read. Treasurer read reports receipts
and disbursments. Disbursments
during month of Jan. of 2108. On hand 22.
under the head of old business,
motion was made by the president
that we print our name, school
name and adress. Motion was carried.
After that, we discussed about the Folk
Dance and decided to learn folk
dance hereafter.
The meeting was closed at 5. P.M.

★The meeting was called to order by
the president M. Azuma. at 2.10 p.M.
22 nd of Jan. 1949. Place was M.G.
The minutes of the previous meeting
was read and aproved.
Under the head of the new business
meeting, a motion was made by M.
Takahashi and seconded by M. Fujino,
to publish the journal of this Society.
Motion was carried.
After the business meeting, we
learned the folk Dance.

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No.6

★The meeting was called to order by the president M. Azuma, at 2.P.M. 5th of Feb. 1949. Place was the M.G. office. The minutes of the previous meeting was read and aproved. Then Tresurer read a reports of reciptsand disbursments. On hand 5th of ¥ 2508. Report was made by publicity committee.

★The meeting was called to order by the president, Mr. Azuma at 2.P.M. on 12th of Feb. The place wae the library of the constitution memorial hall. Under the head of the new business meeting, Miss tresurer reported us about the budge of E.S.S, and after that, a publicity committee made a report about the E.S.S Times, and then a program Committee informed us that we should have a moving picture paity hereafter. So, this day, we saw some pictures after a business meting ended. The meeting was closed at 5.

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No 7.

★The meeting was called to order by the president. Mr. Azuma at 2 P.M. on 19th, Feb. 1949. The place was the M. G office as usual.

Under the head of the new business meeting, we discussed about "How should we carry the farewell meeting of Mr. Hiraga", and we decided the following things.

(1) We shall have the farewell meeting on 12th of March from 1 oclock to 4.

(2) We shall use about 2 0 0 0 yen for the present.

(3) We shall play some dramas and folk dance at the farewell meeting.

After we decided those programs, Miss Suzue made a motion, to make a sigh book for Mr Hiraga. The motion was carried.

★The meeting was called to order by the president. Mr. Azuma at 2 P.M. on 26th, Feb. 1949. The place was M. G. office.

Under the head of the old business

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No 8

We were informed that the date of Mr. Hiraga's coming back to his home were postponed to April. So we are to decid the date of the farewell meeting, after the his leaving day would have been fixed.
After this discussion, we held the new business meeting, and the problem was made by Mr. Yamaguchi saying that whether wd could open the meeting from 1 P.M. And after discussed about this motion, we decided that we shall open the meeting from half past 1. P.M. hereafter Then, Miss Kanzaki made a motion to have the parents and member party some day.
But this motion was not carried.
Next, Mr. yamaguchi made the motion to let down the due to 20 yen, as the due at present is too dear. And this motion was carried by majority.
We closed the meeting about 5.

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No 9.

(3) Hereafter, we must mainly use English while the meeting is held.

(4) we shall use the radio text from next meeting and sure to memorize the sentence for the week.

After those decision, Mr. Azuma made the following motion, but they were not decide.

① We limit the time within 30 minutes to hold the business meeting.

② We are divided into the senior group and the junior group in learning English Conversation.

③ We limit the number of member to 50 from 30.

Then Mr. HASHIMOTO made the motion that, the members of E.S.S. have a baseball team, but this motion was not carried.

After that, Mr. Takahashi adviced us that a copy of E.S.S time must be short and the letter in it must be correct and clear.

The meeting was closed at 5.

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No 10.

★ The meeting was called to order by the president, Mr. Azuma at 2. P.M. 2nd April, 1949. Place was M.G. Under the head of the old business meeting we discussed about the picnic and after that, we fixed the date to 16 th of April when we hold the annual meeting.
The meeting was closed at 5.

★ We, 53 members including 23 girls went to Egawa park by 8. 13 train from Tokushima and left there by 16. 23 train.
There was no accident. !

★ The meeting was called to order by the president. Mr. Azuma at 2. P.M. 9th. April. Place was M.G. Under the head of the new business meeting, we discussed about the farewell meeting for Mr. Hiraga and elected 8 committees to make the plan on that day.
The committees who were elected as following.

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No 11.
(committee)
Mr. Yamaguch. Mr. Hino Miss Kigomi
Mr. Kawano. Mr. Ida. Miss Tanaka
Miss Imadani Miss Miyagawa
After these election, Mr. Smith
and Mr. Theger came in and we
learned English Conversation
under them.
. The meeting was closed at 5.

Program of E.S.S. 1948~1949

24th. Nov. 1948. The first general meeting.
1. Election of officers and commitee members.

25th, Dec. 1948. Christmas party.

15th, Feb. 1949. C.I.E films at memorial Hall.

3ed, April, 1949. Picnic at Egawa park.

9th-April 1949. Annual election

8th, April, 1949. Farewell meeting for Mr Hiraga.

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Program for 1949

21st, May. American record concert.

28th, May. Lecture by Mr Kazaburo Mori, president Teacher's English Speaking ~~Assoc~~ Association

4th, Jun. Folk dance.

18th, Jun. Recitation Contest.

25th, Jun. Discussion.

2nd, July. Moving picture.

17th, July. Swiming.

30th, July. Oratorical contest.

23th, Sep. Autumn picnic.

3ed, Nov. Athletic meeting.

25th, Dec. Christmas meeting

{the end}

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The Record of finance of E.S.S.

A). The collected dues

¥ 2100 (November) 1948
¥ 1920 (December) 1948
¥ 1680 (January) 1949
¥ 2580 (February) 1949
¥ 1860 (March) 1949
¥ 1160 (April) 1949

¥ 11300 in all.

B) The receipts.

month	day	price	name of article
12	25	¥ 300	ten note books (to the people who need not christmas present)
12	25	¥ 180	pencils (2 dozen) (to the people who need not christmas present)
3	26	¥ 250	photograph
4	3	¥ 32	Contribution (change of railway fares)

¥. 762 in all.

C) The disbursement

month	day	price	name of article
11	20	¥ 2	post card
11	20	¥ 80	(two note books for secretary and membership)
11	30	¥ 40	paper which was borrod from Tokushima normal S.
12	11	¥ 350	membership card
12	22	¥ 58	paper for Xmas party
12	23	¥ 300	ten note books for Xmas party
12	23	¥ 168	pencils (2 dozen) for Xmas party
12	23	¥ 15	(note book for program Comittee)
12	25	¥ 1950	Orange for Xmas party
12	25	¥ 18	pin (")
1	15	¥ 221	paper and stencil paper for Constitution)
1	29	¥ 200	reward of ~~the~~ folk dance.
2	5	¥ 20	note book for program Committee

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12	23	¥	300	ten note books for Xmas party
12	23	¥	168	pencils (= dozen) for Xmas party
12	23	¥	15	(note book for program Committee)
12	25	¥	1950	Orange for Xmas party
12	25	¥	18	pin (")
12	25	¥	221	paper and stencil paper for Constitution)
1	15	¥	200	reward of ~~the~~ folk dance.
1	29	¥	200	note book for program Committee
2	5	¥	20	badges of E.S.S.
2	12	¥	2500	paper and stencil paper (for Adress call)
2	25	¥	50	photograph
2	25	¥	168	E. S. S times
3	3	¥	1700	Syne book for Mr. Hiraga.
3	12	¥	180	rent of the resting place at Egawa park
4	3	¥	200	

boy's member 47
girls member 33 } 80.

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Constitution

Article 1: Name

The name of this organization shall be English speaking society.

Article 2: Object

The object of this organization shall be to practise English.

Article 3: Qualifications of membership and dues.

Section 1

Any person who is interested in the objectives of this organization and has the ability of English above that of the graduate of Junior high school shall be eligible for membership.

Section 2.

The dues of this organization shall be ~~20~~ 30 yen per month, payable during the first week of ~~Each~~ each month.

Section 3.

Those members who do not pay the dues for 3 ~~or~~ months continuously shall be expelled from this organization.

Article 4: Officers and Election of officers.

The officers of this organization shall be a president, a vice-president, a secretary, and a treasurer. These officers shall be elected annually by secret ballot and majority vote, and shall hold office for one year. No officer shall be eligible for office for more than two consecutive terms.

Article 5: Duties of Officers

Section 1.

The president shall ~~p~~preside at all meetings and perform all other duties of an executive officer.

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The dues of this organization shall be 50 yen per month, payable during the first week of ~~Eck~~ each month

Section 3.

Those members who do not pay the dues for 3 ~~th~~ months continuously shall be expelled from this organization.

Article 4: Officers and Election of officers.

The officers of this organization shall be a president, a vice-president, a secretary, and a treasurer. These officers shall be elected annually by secret ballot and majority vote, and shall hold office for one year. No officer shall be eligible for office for more than two consecutive terms.

Article 5: Duties of Officers

Section 1.

The president shall ~~pr~~preside at all meetings and perform all other duties of an executive officer.

Section 2.

The vice-president shall act as, and instead of, the president in his absence.

Section 3.

The secretary shall keep a correct record of all meetings of the organization and of the executive committee and shall perform such other duties as may be delegated to him.

Section 4 The treasurer shall keep accurate record of all receipts and disbursements and shall pay our funds only as authorized by the organization. The treasurer shall present a statement of account at every meeting of the association and shall make a yearly report at the annual meeting. The books shall be open at all times for examination by the members. The treasurer's accounts shall be examined annually by an auditing committee.

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Article 6: Meetings

Section 1.

A regular meeting of this organization shall be held on every Saturday of each month from 1:30 p.m., unless otherwise decided by the executive committee or by the organization

Section 2.

Special meetings may be called by the president, and must be called upon the request of Ten percent of the membership.

Section 3.

The regular meeting in April shall be designated as the annual meeting. At that time, a summary of the year's activities shall be given and an election of officers held.

Section 4.

A quorum shall be a majority of the members.

Article 7.: Committee

Section 1

The executive Committee shall consist of all officers, chairman of standing committees, and two members elected by secret ballot and majority vote. It shall transact necessary business in the intervals between the association's meetings and such other business as may be referred to it by the association. Regular meetings shall be held once a month and two-thirds of the committee shall constitute a quorum. The executive committee will be subordinate to the will of the association and cannot modify actiontaken or decision made by the association. Decisions of the executive committee are subject to review by the membership at regular meetings of the organization.

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Section 4.
A quorum shall be a majority of the members.

Article 7.: Committee
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The executive Committee shall consist of all officers, chairman of standing committees, and two members elected by secret ballot and majority vote. It shall transact necessary business in the intervals between the association's meetings and such other business as may be referred to it by the association. Regular meetings shall be held once a month and two-thirds of the committee shall constitute a quorum. The executive committee will be subordinate to the will of the association and cannot modify actiontaken or decision made by the association. Decisions of the executive committee are subject to review by the membership at regular meetings of the organization.
Section 2.
Special committees shall be formed after a vote of the members for such formation and may be appointed by the president subject to the approval of the members: Special committees shall be disbanded after the purpose for which they were appointed has been accomplished.
Section 3
Standing committees shall be elected by the members by ballot and by majority vote at the annual meeting and shall hold office for one year. There shall be a minimum of three members on each standing committee. The following standing committee shall be elected to perform the duties specified. Other standing committees may be elected as required to promote the objects and interests of the association.

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The membership committee shall be responsible for securing and educating new members for the organization. It shall also be responsible for ascertaining which members carried on the rolls of the organization wish to be active members and which members wish to be dropped from the rolls.

The Finance Committee shall help make decisions regarding the money transactions of the organization and shall assist the Treasurer. The Finance Committee shall prepare the annual budget and shall present it to the membership for approval.

The House Committee shall arrange for all meeting places of the organization and shall make all arrangements for such meetings.

The Program Committee shall plan the activities of the organization based upon the desires and wishes of the members. These plans shall be made yearly and shall include plans for each monthly meeting.

The Publicity Committee shall be responsible for making the work of the organization known to the members and to the general public.

Section 4.
No officers of the organization shall be members of any committee except the Executive committee

Article 8: Amendment of By-Laws

DECLASSIFIED E.O. 12065 SECTION 3-402/NNDG NO. 775013

The Program Committee shall plan the activetives of the organization based upon the desires and wishes of the members. These plans shall be made yearly and shall include plans for each monthly meeting.

The Publicity Committee shall be responsible for making the work of the organization known to the members and to the general public.

Section 4.
No officers of the organization shall be members of any committee except the Executive committee

Article 8: Amendment of By-laws
The By-laws may be amended at any regular meeting of the association by a two-thirds vote of members present, if a quorum* been submitted in writing 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.

The End, Jan. 9. 1949.

* provided the proposed amendment has (押入).

Memo:—

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F 650

徳島縣英語會會則

會則

組織

第一條 本会ハ徳島縣英語会ト命名シマス。

第二條 本会ハ会ノ目的上徳島縣奉職ノ英語教官ヲ以テ組織シマス。但其ノ他ノ英語學徒デモ会員ノ推薦ガアレバ入会出來マス。

第三條 本会ノ本部ハ徳島縣廳學務課内ニ置キマス。

第四條 本会ハ其ノ活動ヲ推進スル為、次ノ四支部ヲ設ケマス。中央支部、北支部、西支部、南支部

第五條 本会ハ会長一名、副会長一名、各支部ニ支部長一名、各校ニ幹事一名ヲ置キマス。

第六條 会長副会長ハ幹事会ニ於テ推戴シ、各支部長ハ所属支部会員ノ選挙ニヨルコトニシマス。

第七條 何レノ役員モ任期ハ二年トシ、留任スルモ差支アリマセン。

第八條 本会ハ顧問若干名ヲ推戴致シマス。

第九條 本会ノ入会金ハ五圓トシ、会費ハ徴集シマセン。

目的

第十條 本会ノ目的ハ会員相互ノ親睦ヲ篤クシ、英語國民トノ親善ノ端緒ヲ開キ且ツ民主主義ヘノ協力促進ニ努メルニアリマス。

The Tokushima-Prefecture English Speaking Association
The Regulations thereof

The Formation

Art. I. The Association shall be denominated "The Tokushima-Prefecture English Speaking Association".

Art. II. The Association, to conform to its purpose, shall be composed of all the teachers of English in Tokushima Prefecture.
A proviso: Any English scholar is eligible for membership when recommended by its member.

Art. III The Headquarters of the Association shall be established in the Educational Section of Tokushima Prefectural Government.

Art. IV. The Association shall have four branches with the intention of lending impetus to its complete activity:
The Central Branch; The Northern Branch;
The Western Branch; The Southern Branch.

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Art. IV. The Association shall have four branches with the intention of lending impetus to its complete activity:
The Central Branch; The Northern Branch;
The Western Branch; The Southern Branch.

Art. V. The Association shall have one President, one Vice-President; and Each Branch shall have one director; and the respective school shall have one secretary.

Art. VI The President and the Vice-President are to be recomended by the secretaries' meeting; and the directors proper to each branch are to be elected by the whole members attached to the branch.

Art. VII. The term of all the Officials expires at the end of two years service, though the expiration renders no restriction to their remaining in office.

Art. VIII. The Association shall have several advisers.

Art. IX The Initiative fee is ¥5., but no annual dues are imposed on any member.

The Object

Art. X. The object of the Association shall be that each member shall have the happy chance to cultivate friendship; and that he takes the first steps in the direction of rapprochement between the English Speaking Nations and Japan, and of making joint efforts to pave the way for democracy.

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Ehime Pref.
1949

Constitution of Ehime Fine Arts Association

Chapter I. General Provisions

Art. 1: The objects of this association shall be to make high-toned and refined environment of our living, to make improvement of artistic level and to make a mutual friendship of artist and those who have a interests in arts, by carrying out the following activities.

1. To build Ehime Fine Arts Hall
2. To open exhibition of fine arts.
3. To design industrial arts and to propllent of its production.
4. To improve and cooperate for artistic education.
5. Common purchase and sale of arts' materials.
6. To make mutual friendship of artists.
7. To cooperate with business of sightseeing.

Art. 2: The name of this association shall be the Ehime Fine Arts Association.

Art. 3: This association shall consist of those who agree to the objections in Article 1.

Art. 4: The office of this association shall be located at 865, Dogo-cho, Matsuyama city.

Chapter II. Officers

Art. 5: The following officers shall be put over this association.

President	1	Chief of riji	1
Riji	some	Director	some

Art. 6: The president shall represent and perform all duties of this

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association.

Chief of riji shall assist and act as, and instead of, the president in his absence.

Riji shall decide important matters and shall have responsible to carry them out.

Some of riji shall be the standing.

Directors shall supervise accounting and other important matters.

Art. 7: Method of electing officers shall be public selection by members and their term of office shall be two years. The term of supplementary officer shall be the remaining one of his predecessor.

Art. 8: Appointment and dismissal of officers shall be made by the president.

Chapter III. Gemeral Meeting

Art. 9: This association shall have general meeting twice a year, in spring and autumn. At that time, important matters shall be discussed and decided, and the president shall be the chairman of the meeting.

Chapter IV. Accounts

Art. 10: Expenditure of this association shall be appropriated by dues and donations.

Art. 11: The fiscal year of this association shall be from 1 April to 31 March of next year.

Chapter V. By-law

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Art. 12: This association shall decide regulations of secretary and exhibition separately.

Name list of officers as of 1 April 1949. (omited)

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Kagawa Pref.

F
650

Resolutions at the General Meeting of Marugame Music Doko-kai

Date: 26 October 1949

Subject: On the preparations for the preliminary contest at Marugame of the music concours of pupils of primary and middle schools in Kagawa.

Resolutions:

1. The order of performance is decided by the lottery.

2. Examination method - Winners are decided by a majority by a secret balloting of the officers of this association and or teacher in charge of music education of each school concerned.

3. Prizes for winners are supplied by the Marugame Teachers' Union.

4. Officers and performers are required to gather at the appointed place by the noon of 28 October.

5. Parents of performers are allowed to enter the performance hall.

* * * * *

Date: 28 October 1949

Urgency general meeting

Director Sugiyama of the association made a proposal to hold an urgency general meeting to reconsider the examination method for the music concours.

1. Proposal - I think it would be better to suspend the projected examination of the music concours and to decide the performers who take part in the final contest, by recommendation or the order of each school.

2. A voting was taken for a question as to whether or not to cancel the resolutions made on the 26th and to reconsider the examination method.

3. As a result of reconsideration, it was decided by a secret balloting to apply the examination method made on the 16th.

4. The preliminary contest at Marugame was held from 1 p.m. on the 28th. As a result of the examination, the winners were decided as follows:

Chorus: Zosei Primary School
First Lower Secondary School
Second Lower Secondary School

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Piano: Fujii Lower Secondary School - Miss Suzuki Takako

* * * * *

Activities Program for the 1947 - 1949 Fiscal Year

Exercise of chorus group: From 6 p.m. on every Sunday
37 times already exercised

Music concours: Once in the autumn every year

Training course: By this society or under the joint anspices of this society and the Prefectural Musical Education Federation

Music concert:

Broadcast: Twice

The activities program for the current fiscal year is being planned.

* * * * *

Constitution of Marugame Music Doko-kai

Article 1: The purpose of this association is to spread and improve a pure music.

Article 2: In order to attain the abovementioned purpose, the association performs the following activities.

a. Formation of chorus group
b. Music concert
c. Training course
d. Society for the study of music
e. Broadcasting

Article 3: The following officers are placed at this association.

Several secretaries
One chief secretary

The term of service of officer is one year.

Article 4: The activities program of this association is drafted by the secretaries conference, and it is put into practice after getting approval of the whole members at the general meeting. In order to enforce the program, some special committee members may be temporarily set up.

Article 5: The expenditure of this association is supplied by each member, after getting approval of the general meeting.

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Kagawa Pref.

Minutes of the First General Meeting of Kagawa Research Association of Biology

Attendance: Member - 18
Others - 14

Date: From 10 a.m., 13 June 1948

Place: Kagawa Agricultural College, Hirai-cho Kita-gun

Reports:

1. On increasing the preservable nature of chestnut through cnntrolling the germination - By Dr. Kurokami Taiji, Director of Kita Agricultural College.

2. On rigidity of instinctive actions of insects - By Dr. Iwata Kunio, professor of the Agricultural College

Consideration:

It was proposed that:-

1. In case of the second regular meeting an inspection should be made at the National Leper-house -- By Dr. Iriyama

2. Air inspection of the test of fruit-trees at the prefectural experimental farm at Hashioka -- By the College authorities

It was resolved that the first motion should be carried, but the second motion should not be carried. Also it was decided to draft a constitution.

* * * * *

Minutes of the Second Regular Meeting

Attendance: Members - 18
Others - 14

Date: 11 July 1948

Place: At Oshima Seisho-en (A leper-house)

Reports: On lepra bacilli and tuberculous bacilli -- By Director of the Seisho-en

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After the report questions and answers were exchanged.

Inspection:

1. Inspection within the Seishō-En
2. Inspection of the research room
3. Inspection of the sample room

* * * * *

Program in 1948 - 1949

Kagawa-ken Research Association of Biology

1. Program in 1948:

a. Regular meeting was planned to be held once a month on the second Sunday. Regular meeting was executed for times.

b. General meeting-once.

c. Sample collecting meeting was planned to be held four times a year.

2. Program in 1949:

The program shall be drafted at the general meeting to be held on 15 May.

* * * * *

Constitution of Kagawa-ken Research Association of Biology

Article 1. This organization shall be named Kagawa-ken Research Association of Biology.

Article 2: The purpose of this organization be the search and publicity.

Article 3: This organization shall have the following officers. The tenure of officers shall be one year. They are eligible for two or more consecutive terms :

President -- 1
Vice-president -- 1
Director -- 2

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Article 4: The projected events of this organization shall be as follows:

a. Regular meeting shall be held on the second Sunday every month.

b. Sample collecting meeting shall be held being separated from the regular meeting.

c. This organizations organ and a magazine for the general public shall be published.

Article 5: The dues shall be collected every half year. Those who applied to enter this organization paying the dues shall be the member.

Article 6: The office of this organization shall be placed in the primary school attached to the Boys Department of Kagawa Normal School.

Article 7: This constitution shall be enforced on and after 9 May 1948.

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Kagawa Pref.

Report of Activities Carried Out So Far

Kawanishi, Hiroshi
Chairman

1 Nov. 1948: Nigatsukai was established. The Community Chest Collecting Committee was also established.

3 Nov. 1948: A dance party was held at Rainbow Garden for the purpose of collecting money for the Community Chest.

4 Nov. 1948: The Community Chest Collecting Committee held its first meeting.

24 Nov. 1948: Regular meeting was held. The Community Chest Collecting Committee was dissolved.

5 Dec. 1948: Officers' meeting was held.

26 Dec. 1948: Regular meeting was held.

4 Jan. 1948: Congratulation ceremony was held. The Election Enlightenment Committee was established.

12 Jan. 1949: Chapters of political parties were visited.

13 Jan. 1949: Candidates were called on.

15 Jan. 1949: Election enlightenment campaign was carried out on the streets.

23 Jan. 1949: A round-table talk was held regarding the municipal administration.

28 Jan. 1949: Consultation meeting was held with a cultural organization --Seikokai.

30 Jan. 1949: Regular meeting was held. The Election Enlightenment Committee was dissolved. The Children Welfare Campaign Committee was established.

20 Feb. 1949: Officers' meeting was held.

26 Feb. 1949: A dance party was held for the purpose of contributing to the Children Welfare Campaign.

28 Feb. 1949: Regular meeting was held.

13 Mar. 1949: Officers' meeting was held.

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17 Mar. 1949: A round-table talk was held at Bunka Building centering around the representatives of youth organizations in Takamatsu-shi.

27 Mar. 1949: Regular meeting was held.

8 Apr. 1949: New pupils of the school for the Blind and Dumb were encouraged. Note-books were contributed to them. Extraordinary general meeting was held.

12 Apr. 1949: Note-books were contributed to all the students of Sanuki Gakuen.

14 Apr. 1949: Note-books were contributed to the new pupils of the proper municipal district.

14 Apr. 1949: Officers' meeting was held.

29 Apr. 1949: Regular meeting was held. Officers were elected anew.

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Kagawa Pref.

Constitution of Nigatsu-kai

Article 1: This organization is named Nigatsu-kai.

Article 2: The purpose of this organization is to make efforts to publicize the democratic thought and improve the social evils in order to establish a higher cultured country.

Article 3: a. This organization is composed of those who agree in the organization's purpose.

b. The dues of this organization are 50 yen a month and should be paid at a regular meeting.

Article 4: The office of this organization is located at No.80, Uchimachi, Takamatsu-shi.

Article 5: a. This organization has the following officers:
Chairman
Vice-chairman
Secretary
Treasurer (Each one)

b. The officers are elected by majority votes through secret balloting at the regular meetings in February and August. Their tenure is half a year. They can reassume their post.

Article 6: a. The chairman preside all meetings and carries out all other duties as an executive committee-man.

b. The vice-chairman acts for the chairman if he is absent.

c. The secretary keeps the minutes of all meetings including executive committee meetings and carries out those duties with which he is entrusted.

d. The treasurer describes exactly all expenditures and revenues. He pays only when approved by the executive committee. He represent a written report to each general meeting. The accounts are inspected by auditors every half a year.

Article 7: a. The regular meeting of this organization is convoked on the third Sunday at 1 p.m. every month. If necessary an extraordinary general meeting can be held.

b. This organization hold a grand meeting in February every year.

c. Quorum of the meetings of this organization is majority of the membership.

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Article 8: a. This organization has an executive committee, members of which are elected by a majority voting of secret ballotting. The committee carries out the affairs with which it is entrusted by this organization. The committee meets **twice** a month (on the first and fourth Sundays).

b. The two standing committee-men are elected by the executive committee.

c. The special committee is established, if necessary, by the executive committee. When the purpose of the special committee is done, it dissolve itself.

Article 9: The officers must put on voting those problems which are presented to the officers by a part of members provided that the problems are connected with the business of the organization.

Article 10: This constitution cannot be amended without being decided on at the regular meeting. Insertion to the first section of Article 8. The executive committee depends upon the will of this organization and cannot change or revise the resolutions and activities of this organization. The resolutions of the executive committee must be considered by the members at the regular meeting of this organization. The executive organization is composed of four members.

Additional regulation

This constitution is enforced on and after 1 November 1948.

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Kagawa Pref.

A Copy of Accounts-Book - Nigatsu-kai

	Date		Revenue ¥	Expenditure ¥	Balance ¥
1948	3 Nov.	Dues 18 x 50	900.00		
	4 Nov.	Earnings from dance party for the Community Chest	2,050.00		
	5 Nov.	Contribution by the members to the Community Chest	2,210.00		
	12 Nov.	Donation to the Community Chest		2,000.00	
	20 Nov.	Borrowed from Vice-chairman Oka	1,000.00		
	20 Nov.	General meeting at Kanko Hotel (It was adjourned)		800.00	
	24 Nov.	Extraordinary general meeting at Kanko Hotel		600.00	
	30 Nov.	Dues 17 x 50	850.00		610.00
1949	5 Dec.	Dues 6 x 50	300.00		
	5 Dec.	Officers' meeting (Yotsume?)		250.00	660.00
	26 Dec.	Dues 28 x 50 (For January)	1,400.00		
1949	4 Jan.	Returned to Vice-chairman Oka		1,000.00	
	4 Jan.	Contributed by Mr. Oka	1,000.00		
	4 Jan.	Charge for hire of speaker for the purpose of Election Enlightenment campaign		1,000.00	
		Expenses for printing and miscellaneous in case of the campaign		520.00	

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23 Jan.	Consultation meeting regarding municipal administration		450.00	
25 Jan.	Expenses for supplies		300.00	
30 Jan.	Dues (for Feb.) 24 x 50	1,200.00		
20 Feb.	Expenses for the Dance Party Committee in case of the Children Welfare Campaign		200.00	1,440.00
26 Feb.	Dues (for Jan. & Feb. of additional payment)	300.00		
26 Feb.	Earnings from a dance party for the purpose of the Children Welfare Campaign	5,045.00		
26 Feb.	Donation to the campaign by the members	950.00		
27 Feb.	General meeting (at Yotsume)		500.00	
27 Feb.	Dues (for March) 28 x 50	1,400.00		
20 Mar.	Note-books for congratulation		8,500.00	
1 Apr.	General meeting (At Tadokoro)		200.00	
1 Apr.	Dues 32 x 50	1,600.00		
10 Apr.	Officers' meeting (At Yotsume)		300.00	
29 Apr.	General meeting (At Zenfukuji)		500.00	735.00

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EDUCATION ASSOCIATIONS

教育會

関東地区民事本部教育課長
ロリン. シ. フオックス 提供

1949年 9月6日

全

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教育会

EDUCATION ASSOCIATIONS No-1

関東地区民事本部 教育課長
ロリン. シ. フオックス 提供

1949年. 9月6日

1. **教育会は必要である** — 日本に於ては多くの校長や教員達が 彼等の職能上の緊急な必要は効果的な教育会を持つ事であると信ずるに至っている 現在は日本には極く少数の教育会があるのみである

2. **教員組合の目的と教育会とは違う** 教員組合は教育会の代りにはならない以上無いと言ふのは両者の目的とする所が根本的に異り且一往々にして相容れないが故である

3. **教員組合の目的と教育会の目的** 教員組合の諸目的は教員中心のものであり主要経済及び福祉に関するものである。即ち組合員の賃金労働条件及び保健と福祉である。教育会の諸目的は専門的なものであり地域中心的なものである 即ち教員の能力と効果的な教育とである。然るに日本の教員組合の多くは教員組合であり同時に教育会たらんとして かむしゃらに試みたのであるが それは失敗に終った。

4. **達成すべき目標が二つある** 校長及び教員が直ちにとりかかって達成しなければならない目標が二つある。 第一は教員組合を組合員達の民主的な運営の下におく必要 そうすることにより現在のように役員達が方針を建て諸活動を実施し、組合員達の意向や希望を全んど或は全く考慮に入れることなしに、全組合員に代って声明を出したりする望しからざるやり方を根絶させることである。この民主的運営への変化なき限り教員組合は自らの過誤により破滅するであろう。 第二の目標は真に職能向上に役立つ教育会設立の必要である。

日本のやうな民主政体下に於ける効果的な道具としての教員組合建直しは 次に示す教育会に関する論議と別にして取扱はれるべき重要さを持つ一つの題目である。

5 **教育会の特色** **一個の奉仕団体** 教育会は会員及び教育そのものに対して他のどの団体又は機関によつても与えられ得ないような貢献をすることが出来るのである。会員達は受けた教育とその教職上の経験の故に交際を通じてお互の批判及び学校の批判が出来るのである。教育会は自ら教育上の目標及び標準を設定しよい提案をなし又一般公衆の教育に対する好意的輿論を増進させる、これらは皆熱心な客観的な研究の結果をもたらされるものである。

加入自由で自主的な団体 教育会は専門的教育者の私的企業である。自由会員制である。よりよい教育に対して貢献せんとする真摯な希いから加入するのである。

政府は教育会に対して何等の管理も行はないし産業労働者に労働組合法があるようにその運営を規定する法律もないのである。併し乍ら教育会は強いられることなしに如何に政府機関及び官吏と協力すべきか一般の諸団体と如何に協力してやってゆくかを知つており教育合同企業に於て如何に貢献すべきかを学びとるのである。又教育会は必要に応じて一般公衆に重要な教育運動に指導的役割を果すのである。

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教育会は自主性を守り商業的団体や労働組合や政治団体 社会団体 慈善団体 其他同様などの団体にも所属しないし又義務を負わされたりしない。

全会員が活潑に参加する. 教育会は会員達が盛立て造り上げるしのである、お互いが寄り合った努力の結果したものである。教員達は他の教員とお互に意見交換を行い お互いが利益を領ち合い栄え合うやうにする。日本の校長や教員は教育会とか教員組合に加入して少数の役員にその団体の事務全部又は諸活動を自分達に代つてやつてくれる事を許し且つ期待するという大きな誤りを犯している。かいる団体ではメンバーに何等の益ももたらさないであろう。実際日本で 長年の経験の結果かいる種類の団体の諸活動の結果は会員にとつても社会にとつても益のないものであるということが解つた。

6 **教育会から得る利益** 教員達は教育会から甚大なる援助を受け且つ教育会に奉仕をすることが出来る。之を語るものとして教育会の機能を二三検討して見よう。

教員の能力の向上と報酬 教育会は教員や校長の能力を増すことと同様に一般公衆によりよい教育の機会をますます多く与えるようにしなければならない。これらの公共的目標を達成すれば国民も教員も共に利益を受ける。職能的教育会は教育及び教員の使命とその報酬に対して幅の広い長期的教育観を打建ている。その目標は卑近にもあり又将来にもおいている。教育会の意図する所は全ての親達のすべての子供達に望ましい教育上の成果を与えるにあり 又教員の 職能及び報酬を次第に高めてゆく上に望ましい成果をもたらすことにあるのである。教育の標準が上り教員の教授力が進歩するにつれて教育と言う職能はより尊敬され より責任を負わされる地位を獲得しそれに比例して俸給その他の経済的報酬が得られることになる。

進歩せる教授法及び教育内容 教育会は進歩せる教授法を推進する指導者として効果的な教材を創作すること、有意味な生活中心のカリキュラムやコースオブ・スタディを造ることに於て又望しい国民性をつくる教育の展開又は職業的能力を培う教育を展開することに於て教員達を援助する、これらの概念は教育会の計画に綜合されており会員によつて具体化されているので教員達は自分達の団体と自分達の職業に対してより熱心になりお互いが協力することによりその報いとしてその時間と努力に相応の利益を受取ることになる。

情報 研究及び好意的な輿論 教育の根本的諸情勢や諸条件を確認するために教員の問題も含めた教育問題の主要なるも

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のに対して計画され且つ偏見のない調査を行うことも教育会の仕事として適当でありかつ役に立つものである。又その調査結果を発表し同時にそれに対する提案をすること或は教育関係発令書類をよりよく理解させるための刊行物頒布も（教員達に大いなる効果を奏える故に）教育会のなすべき仕事である。教育会の大事な仕事の一つはよい学校とよい先生達それに対する充分なる経済上の支持を要求する輿論をつくり出す事である。

7 **合衆国の全国教育会の目的** アメリカ合衆国の全日教育会が恒久的諸目的の中で直接、間接に教員の利益に寄与するものは次のものである。

1 口実及び州と地方政府より教育に対する充分なる財政的支持の獲得
2. 凡ゆる児童に対する教育の機会均等
3. どの教室にも有能な充分教育を受けた先生を。
4. 優秀教員には高い俸給を。
5. 公認された能力を持つ教員に対する在職年限の確保、
6. 充分な退職手当、
7 真面目に勤務せる教員に休息休暇をあたへる事、

これらの目的やその他の諸目的は会員達が調査、情報通達、数限りなき回覧状や印刷物の準備と頒布及び追加された教育の仕事等に参加する事によつて具体化されるのである。

8 **教育会の創設** 地方的教育会の方がよい 日本の教育会は現段階では町市郡単位で比較的小規模に設立される方が県とか国とかの教育会を作るより適している。その理由としては小規模な組織の場合メンバーは屢々集合する事が出来直接に参劃し利益を受けるから又教員達の関心や問題がその地域社会のそれと共通である。日本の教員の団体に大いに欠けている真の民主的諸方式が比較的小さい団体では容易であること。等である 地位とか教科別とかで二つ或いはそれ以上の部支部、課、活に組織されるのもしばしば望ましいことである。

現段階では連合体は望ましくない 地方教育会の連合体を作ることは日本に於ては 地方教育会が充分に成功するまではつくらない方が為によい、のみならず"従来日本で行はれてきた小数の勢力家が国の又は県の組織に根をはつて大きな組織を作り上げ"資格あるものは自働的に会員となり会費は勿、が参劃もしなければ"利益も受けないと言つたやり方は大いにいましめなければならない。かいる名目上だけの会員と言う類は民主的な生活と背馳するものである。

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学校討論会は有益　各学校に於て全教職員が研究会或は討論会をつくるのは非常に望ましいことであるが併しそれ等のグループは教育会とは違れない

教育会の型　教育会にも色々な型がある。

1. 地位によるもの　即ち社会科教員の体育科の教員のみの音楽、理科の又は唱聲者と教える教員の　或は校長等々
2. 学校の段階によるもの　即ち、小学校教員、中学校教員、高等学校教員のと言った具合に。
3. 綜合的に地理的条件で分けたもの。即ちどの学校でもどの教科でも校長も教員も一定の区域内で奉職しているものは全部入ることが出来ると言ふもの等である。

自由加入ではあるが積極性のある会員のカロ入　会への加入は自由である。定めし最初は加入資格ある教員の一部分だけしか加入しないであろう併し加入したものは心底からの熱意を持っている人々である。最初の会は積極的に仕事をせんと欲し相互の討論や努力によって利益を得ようとする教員達の集りによって作られるべきである。彼等は初めの中は非公式に会合を開いた方がいいと思うかも知れない。そしてより大きな目的を達成するために又努力に継続性を持たせるためにしばらくたってから組織をつくる方がよいと言う考へ方もあろう。

重複加入の会員　校長も教員も一つ以上の教育会に属してもよい又事実さうなるであろう　例えば理科の先生は理科のグループに属すると同時に一般のグループへも属すであろう。校長も一般のグループのメンバーであり又校長会の会員でもあるわけである。併し乍らかいる重複している会は調整された努力によって会員により大きな利益を与える事が出来る。

9 **組織の各部署**　組織そのものは目的ではない。それはメンバー達の目的達成を具現するための手段である　規約は会員達の指示のもとに準備され、会員達によって承認される事が大事なことであって幹部と自任する少数のグループによって起草されるべきではない。適当なる規約の内容についてここで大要とのべることは出来ないのか、規約には　メンバーが運営に直接に参加して組織を管理し又は役員の選挙は全会員の秘密投票によってなされる事等を規定することが肝要である　会計上の諸手続及び基金の保管も必要である。

10 **機能**　教育会を必ず無能にし且その目的を破滅せしめる事を請合える方法は会員達が規約を採用し役員を選挙してその後は役員達に会の仕事も活動もまかせて了うことである。このやり方は現在日本で普通に行われていることであるが、本来ならば民主的諸機関及民主主義諸方式

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の発達のために有効なる機関となり得る多くの組織団体を遂には混乱させ瓦解へと導いているのが事実である。正しい仕きをする教育会では役員は会員によつて指名され全会員の秘密投票によつて選挙される。会員が役員の権限を決め、役員はその権限外にゆきすぎない。方針(POLICY)は充分に且つ公開して討議されて後に於て又会員によつて承認された後に於てのみ実施される。

会合は委員会によつて充分に計画され準備に備される。会員は自由に発言し一般討議に資する報告の準備と課題の考案は多くの会員の責任であつて少数の役員や専任の部員達にまかすべきではない。計画は充分先を見透して置る。会合は現職教育その他教育当局の諸計画と人格を高め教職に対する教員の態を高めていてはよりよい教育を進展する全般的推進力の一部とする事が出来又そうすべきである。

11 **課題計画** 教育会はその業績によつて知られる。教育会は現在まで継続して来た諸活動に加えて、調査研究のための計画やその調査の結果に基いた諸計画と一定数選択すべきである。それら諸計画のリストとて全部を網羅する事は出来ないが、併しいま上述べる少しばかりの例は現在日本で地方教育会に適したものと思う。

1. 教員及び校長達のため専門図書館の設立
2. 教育資料及び教材教具の改良進歩を図る。
3. 会員間に専門雑誌又は回覧刷誌を出版配布。
4. P.T.A.の発達及び奨励。
5. 市、町、村で「学校週間」を催す事を奨励。
6. 教員の「服務心得」を作ること。
7. 教育委員会事務局により作られた現職教育実施計画に協力援助し且つ参加すること。
8. 教育当局及び学校と援けてよりよい教育の発展を助長し又は能力のある教員をつくるための教育調査並に研究
9. 教員の間に正しく理解されていないと思われる課題について充分内容のある計画を考案すること(例えば民主主義の意味学校教育計画に於ける宗教の占むる位置、党派的政治活動が学校で行われてならない理由等)
10. 教育当局との共同主催で会を開き教育に関する法規、教育の傾向やその他の諸計画を説明し且事務局の職員と教育諸問題を討議する事

以上

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Kanto
1949

SUGGESTIONS MADE TO NAGANO TEACHERS UNION CONCERNING REVISION OF CONSTITUTION 381

長野教員組合代表に対する規約改正についての提案並に批判

1949. 9. 10

A 組合の現状

長野教員組合は最近過激分子とその指導層から一掃し、穏健派を役員とした。組合の中には組合員を長期に亘つて益する様な事を実際やつて行きたいという真摯な気持が見える。組合には次の様な部又は科がある。——小学、中学、高等、専門学校、就学前教育、書記、青年部、婦人部である。組合員は一万人を超え長野県下のあらゆる学校の教師と校長が加つている。専従の組合職員はない。

組合費は46円で次の様に分ける。

県教組—35円　　日教組—11円

この額とは別に郡支部に対して夫々或金額の会費が払はれる。30人の組合員に対して、一人の割合で520人の代議員が選ばれ総会が開かれる。総会は学校代議員7人に付1人の割合で郡毎に選挙された84人からなる委員又は企画委員があり、又組合員、郡支部長又は一部にあげた色々な部の会員4人に対し1人の割合で郡から選ばれる25人からなる執行委員がある。又常任執行委員がある。

（長野には教員、校長の殆んど全部が加入している教育会が力強い動きをしている。会費は40円で八つの部門がある）

B 規約改正案

長野教員組合は委員を選び規約改正の準備を進めている。案によれば現在の規約よりも明かに改正されているが、組合員に民主的な組合の運営をさせるという点から見て満足出来ない。

C、規約修正に対する提案

1. 関聯した箇条は適当な項目の中にまとめて現規約に見る様な反復を避けること。
2. 前文の中に組合員の生活安定、福祉をはかるということとしその目的とするという点を明かにしておくべきである。
3. 項目は実際的に修正し書き直す必要がある。

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例、 總則(名称 所在地、法人ほ)目的 会員の資格、組織、役員 選挙、
賦政、修正、解散、附則、

4 組合には青年部 婦人部は入らない むしろ学級によるべきである 即ち
小学校 新制中学、新制高校、特殊学校 夜就学児童教育等
併し、役員に婦人の進出を保証する為め副議長の一人は婦人にする様提案する

5 組合を直接組合員の支配の下におくことが緊要である。この目的に沿つて
総会は年一回でなく 二、三回開かれるべきである 委員常任執行委員をやめ
執行委員をおく必要がある。
総会出席員は学校毎に次の様な割合で選ばれるべきである。
26人乃至 50人の組合員がある学校から —— 一人、
50人以上の組合員のいる学校から —— 二人
26人以下の学校二校以上から —— 一人
この比率で代議員多すぎる時は 比率を高くするとよい 執行委員は
総会により与えられた権限のわく内で事項を実施して行くべきである。

6 県教組役員 委員長、副委員長(内一名は婦人)書記、会計 —は連署
(150人以上の署名を必要とする)によつて指名され学校別に時を同じうして行
われ且無記名投票に依つて全会員により選挙される この役員たちが
執行委員会総会を司会すべきである。

7 組合の目的から教育的研究を除外する方が賢明である、これは組合の
仕事としては適当でない 組合の目的は給料、労働条件 組合員の健康福
祉を中心とすべきである。

8 代理人はいらない 若し必要ならば 代議員の選挙の時 同時に選人で
おくべきである、併し 組合は代理人なしに仕事を遂行できるはずである。

9 組合加入希望の教員は支部に加入する 脱退したいものは郡支部に申出て
自動的に名簿から除名される。

10 総会は5人乃至7人の会計監査委員を選ばねばならぬ 組合役員はこの
委員にはならない 会計監査委員は専門の監査員(勿論教組員ではない)
を選び書類の監査を受ける 会計監査委員の他の職分については

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は規約に明記してあるのが適切である。

11 第9条は「教師にふさわしからぬ行動」という言葉を教員を処罰する理由として含む必要がある。

12 提出された修正規約が如何なる方法で承認されかを明かにした条文を入るべきである。

13 如何な方法で規約を修正するかを明かにする條文を必要とする

口 組合員

会員資格は現職教員及臨時又は欠勤中の教師に限る 教員組合が労働組合法による利益を要求するならば" 監督の地位にある人々は法により会員から除外されていることを考慮すべきである。校長は学校教育委員会を代表しその指導管理を行う 監督的立場にある人である事を強調する。
校長は自分の監督下にある教員と一緒に組合の一員となるべきでない。
組合の目的を考えれば学校の代表として教育委員会に奉仕し 同時に時には校長の義務と時に矛盾することがある教員と行動を共にする事は出来ぬ筈である。 校長は教組とは別に独自の組合を作る権利がある。
併しこの様な組合は労働組合とみなすべきでない。官立学校の教員は労働組合員にはなれない。従って長野教員組合は斯ういう人々を除外するか或は組合は労働組合でないと声明する必要がある。

上に述べたことは一時的な状態に過ぎないというのは 地方公務員法が近く議会を通過すれば公務員としての教員の地位が明かにされるからである。

E 労働組合法の保護と労働調停委員会

次のことは記憶すべきである 即ち個人として教員は労働調停委員に対し 労働組合法により保護を求めることが出来る 教員組合が労働組合ならば" 教師のためその援助を求めることが出来る。

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NEA Affiliated Local Associations

The local association is the cradle of democracy in professional organization. It is close to the people and to the conditions which concern the schools. It is the training ground of leadership, a laboratory for cooperative projects. Prefectural and national associations gain in strength as professional attitudes and loyalties are built up thru the activities of local associations. Local, prefectural, and national go forward together.

* * * * * *

The Ideal Local Education Association

Patterns of Organization--~~The~~ It is essential ~~no longer~~ that every teacher shall actively work in an organization of his choice. Since conditions vary ~~with the United States~~ there is no prescribed pattern of local organization required for affiliation with the NEA. It is for the teachers of prefectural and local communities to decide the type or types of organization which will best meet local needs. Some communities prefer an all-inclusive organization; others prefer a department of classroom teachers, principals, etc., within the all-inclusive organization; still others prefer a separate classroom teachers organization.

The Ideal Local Association:

(1) Has a dynamic program for serving its members and the community.
(2) Has a written constitution.
(3) Meets regularly (at least four times a year).
(4) Has dues unified with prefectural and national associations and provides a program of action.
(5) Collects unified dues for local, prefectural, and national associations.
(6) Plans its programs carefully to interest the majority of the group.
(7) Keeps accurate records regarding all business of the association.
(8) Maintains continuous affiliation with the prefectural association (if the prefecture also provides) and with the NEA.
(9) Makes provisions for expenses of delegates to attend prefectural and national conventions.
(10) Carries on all letterheads and publications a statement clearly indicating the status of its affiliation with the prefectural and national associations.
(11) Answers official mail from prefectural and national associations promptly.
(12) Issues a local publication if finances permit.
(13) Maintains active committees for the following purposes:
  (a) To formulate and carry out a progressive program for improvement of local educational services.

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(b) To provide a forum for discussion of educational and professional organization preblems of the prefecture and nation.
(c) To develop good fellowship by providing social and recreational activities for its members.
(d) To carry on an effective public-relations program.
(e) To work with lay organizations in community activities.
(f) To arrange meetings at which candidates for public office may discuss their platforms.
(g) To cooperate with the prefectural association on legislation affecting the schools such as school support, tenure, retirement, minimum-salary schedules.
(h) To cooperate with the NEA on national legislation affecting education.
(i) To care for the welfare of members thru such activities as:

Certification
Consumers cooperatives
Contractual relationships
Credit unions
Group insurance
Hospitalization
Loan and relief funds
Retirement
Sabbatical leave
Salary schedules
School budgets and finance
Sick leave
Teacher load
Teacher rating
Tenure

The work of our prefectural and national associations often seems far removed from the average teacher. He may live and retire without ever taking an active part in these organizations. He may pay dues and attend meetings, but he may never raise his voice to utter a conviction; he may never lift his finger to further a project. In the local association, however, working among friends over problems of vital personal concern, he will have a feeling of belonging; he will be aware of an urge to take part. If he works, his interests will grow; he will become a better teacher; his community will be a better community; his profession will become a better profession. The prefectural and national associations will seem less remote and increased interest and participation will come as a byproduct of local work well performed.

With active participation in local association problems will come a keener interest and intelligent support in prefectural and national organization affairs, and the NEA will have a new meaning and influence to thousands of teachers.

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A Plan for Organizing a Local

The actual organization of the local association should be planned and carried out within each community by its own members. It is essential that one person or one group of interested persons take the initiative in working out the preliminary plans for organization. The following outline of general procedure is suggested as an aid in planning the details:

Preliminary Steps

Call an informal conference of those teachers who are particularly interested.

(1) Discuss reasons for organizing.
(2) Decide upon two or three objectives toward which to work.
(3) Decide which type of local association will best fill the needs of the community and ascertain the educational aims and needs of the local group.
(4) Select a temporary chairman and a temporary secretary to serve until a permanent organization is effected.
(5) Appoint a committee to prepare a brief report. Set forth the main purposes for organizing. Show the proposed objectives which may be accomplished more easily thru united effort than thru individuals working separately, and draw up a plan of organization.
(6) Outline ways and means of informing the profession and the lay public about the proposed association. (a) All teachers and administrators should be informed about the proposal and be given the opportunity to see the need for organization and the benefits to be derived from it. (b) Some suggested means of spreading information are: Small informal group meetings; attractive letters and bulletins; telephone calls; personal contacts. (c) The entire community should be acquainted with the desirability and the organization plans of the proposed association. Use should be made of; press; radio; builletins; personal contacts.
(7) Set a date for a general mass meeting: (a) This may be a dinner meeting, including other entertainment, if the group so desires. (b) Good speakers, local and prefecture-wide, should be secured to talk on such topics as: the need for local organization; the values of organizing to the local educators, as well as to education in general; values of affiliation with prefectural and national association; a comparative study of education with the other professions.

Hold a preliminary general mass meeting.

(1) The temporary chairman, as leader, should open the meeting and tell of the steps taken up to that point.
(2) The report of the committee on the purposes of organizing should be given.

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(3) Present speakers on topics listed under 7b above.
(4) Allow time for general discussion.
(5) Begin informal organization procedures: (a) Present the plan for organization (as drawn up by the above committee). (b) Call for a motion to organize. (c) Appoint a constitution committee of three or five members, with one designated as chairman. (d) Appoint a moninating committee to prepare a list of officers. (e) Set the time for the formal organization meeting.
(6) The constitution committee should be called together by its chairman to draw up a constiitution for the association. It will be well to study the constitutions of other local associations and glean from them points that might well be included.
(7) The nominating committee should study carefully the duties and responsibility of officers before drawing up their tentative slate of officers. (See section on officers and their duties, given later.)
(8) While the constitution is being prepared, the temporary chairman should not allow the interest of the teachers to lag, but should keep them informed of the progress of the organization.

The Formal Organization Meeting

The temporary chairman presides.

The minutes of the preliminary mass meeting will be read by the temporary secretary.

The constitution committee reports.

(1) The chairman of the constitution committee will report on the work done by the committee.
(2) He will then read the proposed constitution and bylaws, concluding with a formal motion for its adoption. (The vote, however, is not taken until after the constitution is reread article by article and agreed upon.)

The constitution is adopted.

(1) The temporary secretary rereads each article of the constitution and bylaws, allowing time for desired changes to be discussed and voted upon.
(2) After the constitution and bylaws are agreed upon, the vote is taken on the constitution committee chairman's original motion to adopt the constitution.

The officers are elected.

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(1) The chairman of the nominating committee submits the slate of officers.
(2) Additional nominations are received from the floor.
(3) The officers are elected in the manner indicated in the constitution.
(4) The permanent officers replace the temporary ones.
(5) The president appoints the standing committees as indicated in the constitution. If he so desires, the president may hold his appointments until later.

The meeting is opened for discussion.

(1) Proposals may be presented for a program of action for the program committee.
(2) Program emphasis for the year should be decided.

Adjournment.

Purposes of the Local Association

(1) To furnish the teachers a workshop in which to make plans and devise methods of implementing their responsibilities to improve the educational services to the child and to adults.

(2) To give teachers an organization in which to study their own problems.

(3) To give teachers a chance to contribute the benefits of their experience and training to one another.

(4) To foster common aims and a spirit of fellowship among teachers.

(5) To provide means by which all members of the profession in the local community may help to form the policies that govern their school systems.

(6) To provide opportunities for self-development and the exercise of initiative and leadership.

(7) To build solidarity among the members of the profession.

(8) To improve the professional, economic, social, and civic status of the teacher.

(9) To improve classroom procedures and afford a means for official expression of classroom teacher opinions.

(10) To secure the best thinking for the solution of educational problems.

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(11) To promote cooperation in beneficial community activities.

(12) To devise programs to arouse community interest and support of educational problems.

(13) To stimulate professional enthusiasm, professional initiative, and professional spirit.

(14) To imporve the professional, economic, social, and civic prestige and influence of teachers.

(15) To provide a local action body in support of prefectural and national programs.

Financing the Local Association

Each local organization should define its needs, plan its program to fit these needs, then set its dues at whatever level will pay for that program of essential services. The greater the services, the larger the dues can and should be.

In view of the differences in economic conditions in different communities and because various organizations have reached different stages of organizational development it is impossible to recommend any specific amount of dues as necessary, or desirable, to carry out an adequate program in all local associations. Practices reported show a range in local annual dues from a dollar or less to $10 or more. In most of the local associations thruout the country some increase in dues will be a prerequisite to the enlarged and vitalized programs of action which should be undertaken. Where new organizations are established, set the dues high enough in the first place to make a respectable program of activities possible.

The administration and the teachers have joint responsibility for working out a satisfactory collection plan. There is general agreement that dues should be collected in the fall, possibly in installments if the burden seems too great for payment in one month. Collection of dues by building representatives is a common and effective practice.

Most of our professional organizations are seriously underfinanced. This applies to most prefectural and local associations as well as to the National Education Association and to departmental groups. We should look forward ultimately to an expenditure of at least one percent of the teachers' annual income for the improvement of the profession and of education.

Dues should be arranged so that the teacher will pay one fee for all professional organizations to the local association which will send on to the prefectural and national associations the part which belongs to them.

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This plan is found effective by a number of other national organizations.

As a first step for locals which now have low dues, set up a reasonable fee to include the NEA and prefectural association fees and whatever is needed in addition for the local.

Selection of Officers

The strength of a local association is directly correlated with the effectiveness of its officers and leaders. The selection and training of officers, therefore, are the keys to the success of the local association program.

The first duty of an officer is to serve the interests of the profession thru the association.

Since the officers of most local associations, with perhaps the exception of the treasurer, serve on a nonremunerative basis, it is essential that they be individuals who are sufficiently self-sacrificing to give the necessary time, thought, and study to their duties.

The selection as president of a person who has previously served as vicepresident, as secretary, or in some other general office is recommended. Two-year terms for officers are proving to be helpful in an increasing number of local associations. Some associations have established by constitutional provision or by tradition the policy of elevating the vicepresident to the presidency, thus assuring the association of an experienced chief officer and removing at least by one year from his accession to the post any conflict within the association over his election. Such a policy makes necessary great care in the selection of the vicepresident.

The nomination and election of officers should involve the widest and most democratic participation possible of association members. The securing of nominations from many sources is valuable, with a primary balloting system to reduce the number of final candidates to two for each post. Secret balloting open to every member thruout the entire association is necessary.

It is a major responsibility of the prefectural association to provide a systematic program for training of local association officers. Several prefectural associations now have extensive leadership training programs which include: Prefecture-wide series of regional conferences bringing together all local association presidents; local association plan books and manuals; assistance by field committees and staffs of the prefectural association.

Expenses incurred by local officers and leaders in attending such training conferences should be defrayed either by the prefectural association or by the local branch or by the two in cooperation.

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The training of local officers should include careful preparation to deal with schoolboards, with legislative bodies and with lay organizations, as well as with the internal affairs of the association.

It is suggested that officers of local associations be elected in April or May. The new officers can then become thoroly familiar with their duties so as to be ready to begin their activities with the opening of school. The name, position, and address of each of the new officers should be sent promptly to the headquarters offices of the prefectural and national associations so that summer correspondence will reach them.

Officers and Their Duties

Duties of the president: The president is the captain and he must look ahead. He cannot and should not try to do all of the work. He is a coordinator and a leader, however, for all of the activities of the association. Here are some of his responsibilities:

(1) To prepare for his office; to learn about the policies and procedures, constitution and bylaws of local, prefectural, and national associations.
(2) To lead in building an improved long-time program for the locals.
(3) To appoint, instruct, and guide committees.
(4) To lead in maintaining liaison with county and city superintendents and with the general public.
(5) To exercise general supervision over the budget.
(6) To keep in close touch during the year with prefectural and national education associations.
(7) To be chiefly responsible for getting cooperation all along the line within the local association.
(8) To arrange for delegates representing the local education association in prefectural and national meetings to be chosen according to due process; to see that these delegates are prepared to speak for the local membership.
(9) To create an optimum opportunity for the training of future leaders.
(10) To make or supervise reports to prefectural and national associations.
(11) To take the lead in the enrolment of members in professional organizations.
(12) To lead in appraising the work of the association from time to time during the year.
(13) To preside over meetings.

Duties of the vicepresidents. Two heads are better than one. A vice-resident is more than just a "stand in" for the president or a spare tire in case the president leaves. Here are some of his responsibilities:

(1) To become acquainted with the president; to find out what

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he or she has in mind for the year; and to get behind the program.

(2) To pick up ideas from members who might be too timid to stand up in a meeting and offer their suggestions; to encourage members to "talk up" but if they hesitate, to present the idea, giving credit to the originating member.

(3) To be host or hostess of the meetings; to check on room arrangements, proper lighting, ventilation, etc.; to be at the door to greet newcomers and to see that new teachers get acquainted.

(4) To pick up the "gripes" which people carry with them and need to get out of their systems; to lend a sympathetic ear.

(5) To know what is going on in education; to acquaint himself with the information in the materials sent to the president.

Frequently the vicepresident becomes the next president. He should think of his office as a training ground for the more important job which may be his next year.

To the president about vicepresidents: Keep your vicepresident informed of your plans. Ask his counsel. Encourage his suggestions. Keep him busy. Play him up a little before the local group. This officer is important.

Some local groups make the vicepresident the adviser of the membership committee. This relieves the president somewhat and places the responsibility for leadership on one of the elected officers. Vicepresidents are asked to read the pages devoted to presidents.

Duties of the secretary: The indispensable, but often unappreciated officer--"For want of a nail, the shoe was lost, for want of a shoe a.... ..."! For want of a good secretary, an association may be lost. Being a secretary for a local association is not a "cinch." In fact, it is a tough job.

What are the qualifications of a good association secretary? We usually think first of neatness, legibility of handwriting, accuracy, promptness, etc. These are valuable qualities but not the most important.

The secretary's most important job is interpreting what goes on. Obviously, not everything that is said at a meeting is of value. Getting at the heart of a discussion calls for alertness and good reporting. The secretary frequently is called upon to clarify what was discussed or accomplished at a previous meeting. Failure to record clearly the proceedings of the previous meeting leaves the officers and members in a state of confusion.

The secretary's record is the source of all official statements of definite action, motions, directives, and assignments. Again the ability

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to state clearly the intent of members is an essential for the association secretary. Accurate minutes often become the umpire in debates concerning what was agreed upon.

The "follow thru" is the difference between a good player and a dub. It is the secretary who must remember the things to be done which are agreed upon at a meeting. The president may rely upon the secretary to remind him of things he is to do. Committee chairmen may need to be notified of their assignments. This is the secretary's job. Here are some specific suggestions:

(1) To have some kind of permanent notebook in which to keep minutes of all regular and called meetings of the association and meetings of the governing board.
(2) To keep a systematic method of filing (a) letters received, (b) copies of letters sent, (c) records of the association: community reports, treasurer's reports, membership roster, true copy of the constitution and bylaws, a list of all committees and their personnel.
(3) To have a responsible substitute properly equipped in the absence of the secretary.
(4) To notify officers, committees, and delegates of appointment.
(5) To supply committees with all papers referred to them.
(6) To send out notices of regular and special meetings of the association.
(7) To carry on the correspondence of the association.
(8) To prepare in advance the order of buisness of each meeting, subject to the approval of the president.
(9) To take his place alongside the president or chairman at all meetings.
(10) To preside over meetings in the absence of the president and vice-president, and continue to so serve until those present have named a chairman pro tem.
(11) To practice reading aloud any minutes or letters which he anticipates may cause him difficulty.
(12) To certify with the local president to the district, prefectural, and national associations, the names of all persons chosen to serve as delegates from the local association to the annual meetings.

Duties of the treasurer: The duties of the treasurer have in the past varied in the several local associations of the prefecture. It is suggested that either a more uniform program of duties for the office of treasurer be combined with that of secretary.

The duties of the treasuer usually include the following:

(1) To receive all income coming to the local education association.
(2) To bank same to the credit of the association.
(3) To pay out such funds in orders signed by himself, the president, and secretary, unless otherwise provided.

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(4) To keep an itemized record of all receipts and expenditures.
(5) To make such reports as may from time to time be required by the constitution and bylaws, or by order of the president.
(6) To prepare an annual report for the association.
(7) To present for audit all necessary records to the proper persons.
(8) To assist the other officers in preparing the budget for the coming year.

The treasurer may well be considered an ex-officio member of the Membership Committee. In situations where this plan is used the treasurer's duties, in addition to the above, would be:

(1) To assist the Membership Committee in planning its campaign, in setting up enrolling procedures, in providing adequate facilities for enrolling.
(2) To be responsible for all money received and membership cards issued.
(3) To make remittances and reports of prefectural and national memberships to the proper office.

Committees of the Local Association

Most of the important work of a large organization is necessarily done thru committees. Consequently, the chairmen of committees will be the key people with whom the president must work and thru whom the program will be effected and the goals achieved. Care should, therefore, be exercised in the appointments to secure capable persons of professional spirit who will work at their tasks.

Some organizations maintain enough committees to assign every member to some committee, preferably of his own choosing.

Brief recommendations:

(1) The committees, unless specified by the constitution, are designated and their work assigned by the governing body or its executive agents.
(2) The committee members are appointed by the president.
(3) Select as chairman and members of a committee those people most interested and best qualified.
(4) Each committee is directed by a chairman and served by a secretary.
(5) Provide the committee with definite instructions concerning its assignment and indicate dates for preliminary and final reports.
(6) Necessary committee expense should be approved by the governing body or its agents and is paid from the treasury.
(7) Provision is made for a report of the work done by the committee. This report should be brief and presented in oral or written form to the membership.

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(8) Assign enough work to each committee to challenge the best efforts of every member, but not enough to impose an unreasonable burden on anyone.

(9) Let the nature of the work to be done determine the size of the committee. Ordinarily, five to seven members make a desirable committee.

It is desirable to have a number of standing committees. The type and number depend upon the needs of the local association. The following eight committees were agreed upon as necessary in most local associations by a conference group at Buffalo, July 6, 1946.

(1) Executive Committee--necessary for every local association to administer policies; set the agenda for representative meetings; direct and advise the president; coordinate activities.

(2) Legislative Committee--must be a continuing committee to keep members informed in legislative matter; to support desirable candidates for election; to establish and maintain good relationships with members of House of Representatives and prefectural legislators; to get all teachers to register and vote. Attention must be given to the need of coordinating the work of the Legislative Committee with that of other groups proposing or supporting legislation concerning education.

(3) Public-Relations Committee--must be a continuing, longtime committee, serving the community in wholesome, worthwhile, workable relationships, thus enriching the living of a country.

(4) Program Committee--to provide social, civic, and professional participation in community activities.

(5) Finance Committee--discussion of two functions: (a) finance as it concerns association's budgeting and use of funds; (b) support of education in general.

(6) Membership Committee--not unanimously favored. Some felt that a group decision to have 100% membership, mandating action on the basis of majority decision, is in harmony with democratic procedures and prevents dissipation of much energy in campaigning for individual membership. Others felt their groups were not ready for this and that a membership committee is needed.

(7) Committee on Professional Problems and Teacher Welfare--with sub-committees on such problems as retirement, tenure, teacher load, sick leave, salary, teacher recruitment.

(8) International Relations Committee--of current importance because of the problems of UN and Unesco.

Such a plan of course should be adapted to the local association. For example, it may be desirable to have at one time or another a special committee on some problem relative to teachers and teaching. Local organizations amy find it desirable to combine various committee functions, break down some committees into subcommittees, and at times pull out a particular problem for handling by a special committee.

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Planning the Year's Program

It is generally best to elect officers late in the spring so that the officers for the ensuing year will know what their responsibilities are to be. This enables them to have a running start on the year's work. If they are not elected until fall it is late in the school year before they can really get underway.

When officers are elected in the spring they can make preliminary plans and have time to develop them during the summer months. Officers will find it profitable, however, to call a meeting of the group early in the following school year to present the program.

There are several factors which will need to be taken into account in mapping a year's program of activities for a local association. Some of these are: the educational situation of the community, the pressing problems of the local situation, the needs and desires of the members, time and resources available to members and officers, the interests and capabilities of the members, the need for a well-rounded program.

It is better for an association to set up a few specific objectives for each year and aim to achieve them. This is more satisfactory to all concerned than to diversify efforts over too many projects.

The planning group will want to ask first: What are the things we can successfully do to promote the cause of education in our country or city this year? The answer should be given in terms of the greatest needs of the teachers and the schools in the community. This project should be considered very carefully by the planning committees and then by the entire membership.

The next question which must be asked is: How can we accomplish these objectives? Who will take the lead in various projects? How can we divide the work so that everyone will share in the achievement? After objectives have been decided upon and plans for carrying them out are outlined, the officers of the association will need to be on the job constantly during the year, checking with the committees to make certain progress is being made. Some useful devices for accomplishing this are the following:

(1) A monthly supper meeting of all committee chairmen for their reports.
(2) The use of "Accomplishment Charts."
(3) Regular bulletins--printed or mimeographed.
(4) Contests of various sorts.
(5) Social and recreational occasions.
(6) Personal contacts.
(7) Stories of what other locals are doing.
(8) Newspaper publicity using names.
(9) Questionnaires.
(10) Periodic written reports.

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The president of a local must take the lead, but his responsibility does not relieve the other officers and members from a very vital share in the total progress of activities. It's a job all must share.

Planning the Year's Meetings

One of the major types of activities to be carried on by the local association will always be its regular meetings. The number of these will depend upon local conditions, of course, but a schedule which calls for eight such occasions during a year is considered highly desirable. One poor meeting is too many, but nine good ones are hardly enough. In other words, the quality is far more important than the quantity.

The planning group should aim at variety and interest in laying out the year's schedule of meetings. The traditional pattern of announcements, a speech, more announcements, yawns, and adjournment is one to be avoided by those responsible for planning the meetings of the local associations.

The schedule for a meeting should provide time for a consideration of the business matters necessary. It is the duty of the presiding officer to protect his members from tiresome details. Many meetings are ruined by inept handling of the business session, but such a result can be avoided very easily by advance planning and brisk decision by the one in charge.

The core of a successful meeting lies, of course, in the effective and interesting presentation of a timely topic. Variety in the method of presentation is an essential, and cannot be left to chance. Originality and careful planning are at a premium, for it cannot be forgotten that the major outcome of the local association meetings will always be the morale that is engendered.

Most of each meeting should be devoted to activities which represent teachers' interests and achievements. Meetings should in general be devoted to the following types of activities:

(1) Activities which summarize the development of some phase of the community education program already underway or which proposes additional developments in the future.
(2) Activities which demonstrate or illustrate some phase of the community education program developed by local schools or by public-interest groups of teachers and principals.
(3) Activities which are used to develop or to clear up thru discussions, problems, ideas or plans of special interest to teachers and principals in the local unit.
(4) Activities which are planned to furnish inspiration or to develop morale or "esprit de corps" among teachers and principals, and to develop closer relations between school groups.

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Calendar for a Local Association

The following outline is suggestive only. It should be developed in terms of local needs and conditions.

September

(1) Conduct professional enrolment (provide for unified dues).
(2) Appoint committee members.
(3) Hold meeting of executive board.
(4) Hold get-acquainted meeting.
(5) Send first issue of a monthly newsletter to members.

October

(1) Help organize FTA chapters in nearby colleges. Encourage high-school students to form an FTA club.
(2) Finish membership canvass.
(3) Contact congressional candidates on attitudes toward education.
(4) Post notices of all public program schedules by various schools.

November

(1) Promote American Education Week programs.
(2) See that each county division holds at least one professional meeting and one social-entertainment meeting.
(3) Review public-relations program.
(4) Promote welfare program.
(5) Encourage November voting.
(6) Cooperate with the churches in Thanksgiving programs.

December

(1) Study prefectural representative assembly program.
(2) Executive board to evaluate the progress and to line up future programs.
(3) Check on committee progress.
(4) Cooperate with charity drives.

January

(1) Review prefectural representative assembly actions.
(2) Revise public-relations program to include proposed legislation.
(3) Report results of legislative contacts to office of prefectural association.
(4) Review and publicize legislative bulletins and make contacts suggested by prefectural and national associations.

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February

(1) Check progress of legislation.
(2) Evaluate committee activities.
(3) Advance public relations.

March

(1) Make nominations for local offices.
(2) Recognize legislators and others promoting the legislative program.
(3) Promote the welfare program.

April

(1) Conduct election of officers.
(2) Consider reports.

May

(1) Attend planning conferences.
(2) Hold organization meeting and reception for new association officers.
(3) Appoint committee members.
(4) Observe Horace Mann's birthday.

June, July, August

(1) Officers and committee chairmen to plan coming year's work.
(2) Send greeting to new teachers.
(3) Plan reception for new teachers in the fall.

Parliamentary Procedures

A first essential is to follow an "order of business," The order may be whatever the association itself determines or whatever its properly authorized officers may agree upon. In the absence of any other arrangement, however, the following is good practice:

(1) Opening remarks by president
(2) Reading the minutes of the previous meeting (and obtaining their approval)
(3) Reports of boards and standing committees
(4) Reports of special (select) committees
(5) Special orders
(6) Unfinished business and general orders
(7) New business.

It is impracticable to undertake an extended review of parliamentary procedure as it affects the president and the conduct of a meeting.

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It may be appropriate nevertheless to note some of the essentials which every presiding officer ought to have at his command.

(1) The presiding officer is really a moderator. He is nonpartisan in the chair, seeing that members are treated equally without respect to which side of the question they may debate.

(2) The president never makes a motion while in the chair nor does he debate a motion before the house without first having called the vicepresident or other person to preside in his stead. In such event he does not usually resume the chair until the question he himself had debated has been disposed of.

(3) The secretary should be in his place thruout the meeting.

(4) The president always while presiding refers to himself, when such reference is necessary, as "The Chair."

(5) All motions require a second with the exceptions: to raise a question of privilege, questions of order, call for division of the question (under certain circumstances), motion to reconsider (can be made only by a person who earlier voted with the prevailing side), nominations, leave to withdraw a motion, inquiries of any kind, and one or two others.

(6) Certain motions are undebatable. Chief of these are: adjournment, take a recess, appeal, suspension of rules, lay on the table, previous question, and motion to close, limit, or extend the limits of debate.

(7) Motions to amend the main motion require a second and are debatable if the main motion is debatable. The motion to amend is first acted upon, then the main motion. Not more than one motion to amend the main motion can be before the meeting at one time. However, a motion to amend the amendment to the main question can be entertained and debated, having been seconded, in which event the order of calling for a vote after debate is the following: (a) vote on motion to amend the amendment, (b) vote on the motion to amend, (c) vote on the main motion.

(8) The motion to reconsider may be made, at the same meeting or the one following, only by a member who voted with the prevailing side.

(9) Every resolution should be in writing, and the presiding officer has the right to require any main motion, amendment, or instructions to a committee to be in writing.

(10) The usual procedure once a member from the floor has made a motion is for the president to restate it; it is then seconded. Next, if the motion is debatable, the presiding officer will provice an opportunity for discussion. A vote is then taken. The president need not stand when debate is going on.

(11) A good chairman need not attempt to know all the rules that are set down for the conduct of his office. He ought, however, to have at hand with him a copy of Roberts' Rules of Order, Gregg's Parliamentary Law, or else by his side a person who is informed about the duties of a presiding of a presiding officer.

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The first item above called attention to the fact that the presiding officer is really a moderator. He is in many respects like an umpire or referee.

There are occasions when, if certain conditions prevail, a motion is in order which will take immediate precedence over any motion that may at the moment be under consideration in the meeting. Some of these are debatable, some are not. Some require a simple majority, others a two-thirds vote, to carry. These types of motion are not numerous. A chairman can quickly learn them.

The best way to master the principles of parliamentary law is thru constant practice in clubs and groups.

Table of Parliamentary Motions

I. Principal Motions
   (1) Main Motion
   (2) Rescind (or repeal)
   (3) Expunge

II. Subsidiary Motions
   (1) Postpone Indefinitely
   (2) Amend a Question
   (3) Refer to a Committee
   (4) Postpone to a Certain Time
   (5) Previous Question (Stop Debate)
   (6) Lay on or Take from the Table

III. Incidental Motions
   (1) Suspension of Rules
   (2) Withdrawal of a Motion or Question
   (3) Reading of Papers
   (4) Objection to Considering a Question
   (5) Point of Order and Appeal
   (6) Reconsider the Vote on a Question

IV. Privileged Motions
   (1) Call for the Order of the Day
   (2) Question of Privilege
   (3) Take a Recess
   (4) Adjourn (Unqualified)
   (5) Fix Time for Reassembling.