

A G E N D A

JACL NEW ENGLAND CHAPTER

14 April 1981

- I. REPORTS (15 minutes)
 - Membership
 - Treasury
 - President

 - II. OLD BUSINESS (15 minutes)
 - Asian/Pacific/American Heritage Week
 - Television Interview with Natalie Christian

 - III. NEW BUSINESS (45 minutes)
 - Chapter Policy Statement
 - Future Chapter Meetings
 - Visit to Japanese Consulate
 - Picnic
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M E M O R A N D U M

TO: JACL Executive Committee
FROM: J.D. Sakura *SOS*
RE: Administrative Guidelines and Policies for the New England Chapter JACL
DATE: 14 April 1981

During the past year the New England Chapter of the JACL has grown in size and has undertaken a diversity of projects and activities. Thus, I believe, it is important at this time to propose some Chapter policies and administration guidelines so that we can function more efficiently as an organization and to assure that communications made on behalf of the Chapter are unified and consistent with the Chapter's goals.

I have identified three major functional areas that require clarification regarding Chapter policies. These areas are:

- the conduct of monthly business meetings;
- the expenditure of Chapter funds; and
- external communications.

First, recognizing that we all have extremely busy professional schedules, the monthly business meetings should begin promptly at 7:15 p.m. and terminate by 8:45 p.m. The agenda will be set by the Chapter President, with input from Committee members and members-at-large. At his discretion, the President will indicate on the agenda the time allocated for each item on the agenda and he will make every attempt to conduct the meeting accordingly. However, there will be opportunity to extend the discussion beyond the time allotted if agreed upon by the majority of the Executive Committee members.

Second, given the limited resources of the Chapter, it is important to keep telephone and other administrative costs to a minimum. Thus, any expenditures made on behalf of the Chapter will require prior approval by one of the Executive Committee members. In addition, reimbursement of any outstanding bills incurred during the past year will only be made during a 30-day period beginning 1 May 1981. Following the close of the thirty-day period, it will be assumed that past Chapter expenses will be absorbed by the individual.

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Third, any correspondence made on behalf of the Chapter should be made on official Chapter stationery. In general, the correspondence should go out under the signature of either the Chapter President or Secretary. Any other signatures will require the approval of the Chapter President or Secretary. Finally, copies of all Chapter correspondence should be forwarded within 14 days to the Chapter Secretary.

If you have any questions or comments regarding the proposed policies, please feel free to contact me. There will also be opportunity for you to comment on these policies during our April monthly meeting.
