

Atchison, Kansas
July 31, 1941

Dear Board Member:

In assembling this first Unit Packet for you I have thought of the many different tasks you are called upon to do in Parent-Teacher work in your communities, aside from your work on the board. Because of this, I have included any material I thought would be helpful to you.

The present conditions are a challenge to Parent-Teacher leaders to retain and strengthen our present units, as well as to organize new ones at every opportunity. I am sure each one of us feels this is one of our most important obligations. Since our organization is concerned with the welfare of children and youth, we must work with renewed effort toward the kind of homes, schools and communities that are essential to their well-being.

I am looking forward to our association together.
Wishing you a successful and pleasant P. T. A. year,

I am sincerely,

Helen Louise Emery

Helen Louise Emery
State President

HLE/ry

This packet contains:

Manual	Councils	Membership Cards
By-Laws-	Projects & Purposes	What Parent-Teacher
Resolutions	Schools of Instruction	Membership Means
Findings	Food For Fitness	Publications Oder-
Objects	Kansas Home Accident's	Blanks

C A L E N D A R
File For Future Use

Names of state officers, state chairmen and district directors, with their addresses are given in each issue of the Kansas Parent Teacher.

SEPTEMBER

OBSERVE "Membership Enrollment Week" September 22-27, set aside by proclamation of the Governor.

SECURE subscriptions for National Parent Teacher Magazine and Kansas Parent Teacher Magazine.

SEND name and address of your National Parent Teacher Magazine Chairman to Mrs. Jesse Wire, 830 South Poplar, Ottawa, Kansas, State Chairman.

IF your By-Laws have not been approved, send them to Mrs. W. R. Loder, 723 E. 7th St., Hutchinson, Kansas.

OCTOBER

SEND State and National membership dues to State Office, Suite 9, Blair Building, Atchison, Kansas.

PLAN to send several delegates to your DISTRICT CONFERENCE.

NOVEMBER

P. T. A. ROUNDTABLES, held in connection with State Teacher's Conventions.

OBSERVE "American Education Week."

SEND delegates to Conference on Leadership Training and Program Planning at Lawrence, Kansas. Theme--"TODAYS CHALLENGE TO WOMENS ORGANIZATIONS."

DECEMBER

SEND additional membership dues.

JANUARY

PENNY PARADES for State Student Aid Fund--Send gifts to State Office.

FEBRUARY

OBSERVE FOUNDER'S DAY with a special program. Send Founder's Day Gift to State Office.

ELECT Unit Officers. Send name and address of newly elected president to the State Office. THIS IS VERY IMPORTANT.

MARCH

SEND additional membership dues. All State and National monies must be in the State Office on or before March 15.

SEND all reports in to place indicated on blank.

SELECT delegates to State Convention.

APRIL

STATE CONVENTION--in Hutchinson, Kansas, April 15-16-17.

LOCAL UNIT REPORTS must be in State Office before April 15.

SUMMER ROUND-UP registration should be sent to the State Chairman, Mrs. Harry Stewart, 1122 Vottier, Manhattan, Ks.

MAY

INSTALL new officers.

SEND delegates to NATIONAL CONVENTION in San Antonio, Texas.

SEND subscriptions to National and State magazines.

Dear Membership Chairmen:

I hope you have had a restful summer vacation and that you are ready to start the new school year with real parent-teacher enthusiasm, for you are responsible for maintaining and increasing the membership of your unit.

The membership chairman is THE salesman for your association. Urge parents to "Invest in childhood and youth with a Parent-Teacher Membership." Set a high goal for your unit. The foundation of every parent-teacher association is membership. A solid foundation helps make a successful local unit. Select your membership committees carefully--choose members who understand the parent-teacher objects, purposes, policies, achievements, and activities, so they can present them properly to all prospective members. Keep in mind that the parent-teacher organization is educational.

To do an effective piece of work the membership chairman should be a thorough believer in the parent-teacher movement; he should like people and be able to meet them easily. He should understand the work in your community, and also the achievements and activities of the national, state, and local organizations, so he may speak enthusiastically of the "ALL-INCLUSIVE" membership.

The governor has declared the week of September 22-28, 1941 as PARENT-TEACHER ENROLLMENT WEEK. City daily and rural weekly papers alike proclaim this act to their readers.

In the National Membership Conference in Boston three questions were discussed. The following are a few of them:

1. How does the parent-teacher association serve the community?
 - (a) Molds public opinion
 - (b) Sponsors supervised recreation
 - (c) Protects public recreation
 - (d) Helps interpret the school's program
 - (e) Promotes youth guidance
 - (f) Keeps parents informed on what is going on in community.
11. Who should belong?
 - (a) Every citizen interested in preserving democracy.
 - (b) Every citizen interested in the welfare of the future generation

M E M B E R S H I P

CHAIRMAN

Mrs. G. Goodson Wright, Route # 5, Newton, Kansas

SLOGAN - Every Home A Participating Membership.

GOAL - 48,000 Memberships in 1942.

OBJECTIVES -

- Attain a high membership record
- Retain last year's members
- Regain former members
- Obtain NEW members
- Maintain high standard of membership work
- Refrain from using petty devices
- Train membership workers
- Gain men participation
- Every HOME a member
- Sustain enthusiastic interest
- Cooperate with community activities interested in the welfare of children and youth

GOVERNOR PAYNE RATNER'S PROCLAMATION FOR

PARENT TEACHER ENROLLMENT WEEK, SEPT. 22-27, 1941

HOW -

- Study 1942 Manual, pages 3, 12, 13 and 41-44.
- Cooperate with Hospitality, Publicity, Program, and Room Representative Committees.
- Study your local by-laws pertaining to membership.
- Organize and prepare material that will serve as a guide to local committee workers.
- Seek cooperation of the school administration and Board of Education.
- Stress the use of the ALL-INCLUSIVE membership card.
- Compile a record book of all material that might be helpful to next membership chairman.
- Plan a membership tea.
- Understand "What Parent Teacher Membership Means", and "Why A Congress P. T. A. ?"
- A vesper service for Sunday proceeding enrollment week.

A PARENT TEACHER MEMBERSHIP IS A SMALL INVESTMENT THAT PAYS A BIG DIVIDEND.

Membership Certificates to be issued to -

1. New Associations
2. Associations making 10% gain
3. Associations making 25% gain
4. Associations making 50% gain

111. How may members be enrolled?
- (a) Secure worthwhile publicity
 - (b) Offer well-planned programs
 - (c) Personal visits to homes of school patrons
 - (d) Cooperation in community activities

Delegates from various states suggested many methods that had proven successful in membership enrollment. These, with others, will be sent to you upon request from your State Membership Chairman.

Kansas gained 2,561 members last year, so let us make our goal of 48,000 strong!

Mrs. William Kletzer, National Congress President, says, "Our organization must hold the line on the normal community services to children in education, in recreation, in social service, and in medical care. Regardless of what we do today in national or international affairs, tomorrow must be safeguarded, and the greatest safeguard for tomorrow is the preservation of the physical, mental, and emotional stability of our present generation of children." To me, this is a good answer to the question, "Why join the parent-teacher association?" It is a challenge to every American citizen. Are you doing your part?

Study your state chairman's plans. Ask questions. Your chairman is ready to help you, and would like to have your name and address. Send all inquiries on membership to her.

Sincerely,

Mrs. G. Goodson Wright
State Membership Chairman

ANNOUNCING

the second annual conference on
GROUP LEADERSHIP and COOPERATION

to be held jointly with the conference on the
CAUSE and CURE of WAR

University of Kansas, Lawrence

Nov. 20, 21, and 22, 1941

The Kansas Congress of Parents and Teachers is cooperating again this year with the state organizations of the American Association of University Women, the Federation of Business and Professional Womens' Clubs, the Federation of Womens' Clubs, the League of Women Voters, the Kansas district of Y.W.C.A., the committee on the Cause and Cure of War, and the University of Kansas, in making these conferences possible. The officers of your state organization feel that a great deal of worthwhile leadership may come from attending these meetings and hope that each unit will feel that they can send at least one delegate.

The purpose of this joint conference is to bring together leaders of these organizations to discuss how by better cooperation and by better leadership that a program can be developed which will have better continuity of thought and purpose. Probably at no time in our nation's history has there been a greater need for unity of thought and action than at the present time. The present scattered activities for defense present an urgent need for coordination, for leadership and for the elimination of wasted effort.

The joint conference will open at 11:00 o'clock Thursday morning and close with a luncheon meeting on Saturday noon. The conference will adjourn in time for those who care to attend the Homecoming football game between the University of Kansas and the University of Missouri.

There will be a small registration fee which will be charged to cover only the cost of the program. It is suggested that expenses be held to a minimum by various groups arranging to fill a car with delegates from a single community or communities. Desirable lodging may be secured close to the campus at a minimum charge (75 cents a night per person for a double room or \$1.00 a night for a single room). Organizations within easy driving distance of Lawrence are urged to take advantage of their proximity by sending as many delegates as can attend either part or all of the joint conference. A special club fee will be worked out.

Copies of the program will be available by October 25. Simply address your letter or post card to the University Extension Division and a copy of the program will be sent you promptly.

SELECTION OF CONVENTION DATE (EASTER, APRIL 25)

MOTION by Miss Thompson to have the Convention on April 14, 15, and 16. (CARRIED)

ELECTION OF ONE MEMBER FOR BOARD OF TRUSTEES FOR STUDENT AID.

J. L. Sharp and Rev. Fred Smith were named.
Rev. Smith was elected, receiving 27 votes.

RESIGNATION

Mrs. LeRoy Arnold, newly elected Seventh Vice President resigned as Program Chairman.

MOTION by W. M. Richards to accept resignation. (CARRIED)
Mrs. R. A. Seaton, Manhattan, and Mrs. Donald C. McRae, Kansas City; were nominated to fill vacancy. Mrs. McRae was elected, receiving 16 votes.

ELECTION OF NOMINATING COMMITTEE

Nominations were called for. The following were nominated: Hazel E. Thompson, Harry Dawdy, W. T. Markham, Topeka; Mrs. D. D. Harbaugh, Coffeyville; Mrs. Chas. Snider, Salina; Mrs. A. D. Lowe, Wichita; Mrs. C. B. Sherwood, Hugoton; Mrs. Geo. Winters, Wichita; Mrs. Fred C. Barber, Concordia.

MOTION by W. M. Richards that each person cast a ballot for five persons, ranking name in order of choice and that the five low totals be declared elected. (CARRIED)

SELECTION OF DELEGATES TO NATIONAL CONVENTION

San Antonio, May 3-7.

MOTION by Mrs. McCamant to send the Editor of the Kansas Parent-Teacher as a delegate, expenses to be paid from bulletin funds. (CARRIED)

Others named were: Mrs. W. D. Grover, Kansas City; Mrs. H. D. Fugate, Wichita; Mrs. A. T. Jenkins, Kansas City.

MOTION by Mr. Richards that the President issue cards, as far as possible, to others desiring to attend convention. (CARRIED)

SELECTION OF PRESIDENT'S ALTERNATE ON NATIONAL BOARD OF MANAGERS.

Mrs. W. R. Loder, First Vice President, Mrs. E. E. Miller, Second Vice President, and Mrs. Ben McCamant, Secretary, were named. MOTION by Harry Dawdy that these three be named as Alternates in the order named. (CARRIED)

APPROVAL OF BUDGET FOR 1942-43.

The Secretary read the proposed Budget (Appendix V).

MOTION by Mrs. McCamant to adopt the Budget, subject to changes found necessary and approved by the Executive Committee. (CARRIED)

APPOINTMENT OF BUDGET COMMITTEE

The President appointed W. T. Markham, W. M. Richards, and Mrs. McCamant to the Budget Committee.

MOTION by W. M. Richards that the Budget Committee submit a prepared budget with two parallel columns, the first showing appropriation for each item for current year and the second column showing proposed appropriation for the ensuing year. (CARRIED).

MOTION by W. M. Richards to rescind action taken by Board under section "Election of Nominating Committee." (CARRIED)

MOTION by Mrs. Leo Stewart to cast another ballot, voting for five, those getting the highest number of votes to be declared elected. (CARRIED)

Mr. Markham was granted privilege of withdrawing his name from those named.
Ballots were again passed and vote cast.

BOUND COPY OF KANSAS-PARENT-TEACHER PRESENTED

Mrs. J. W. Oursler presented a bound copy of this years nine issues, a gift from the Zona Printing Company. MOTION by Mrs. McCamant to have office secretary send a note of appreciation to the Zona Printing Company. (CARRIED)

STUDENT LOAN FUND

MOTION by Mrs. Reece Bowen that the Board authorize the \$500.00 in the Student Loan Fund be apportioned to the five cooperating colleges to be invested in young peoples lives. (CARRIED).

REPORT OF TELLERS ON ELECTION OF NOMINATING COMMITTEE

A tie vote of seventeen for Harry Dawdy and Mrs. Barber.
MOTION by Mrs. Steven that Mr. Dawdy and Mrs. Barber leave the room and vote be taken by voice to break the tie vote. (CARRIED).

Those elected to the Nominating Committee for 1942-43 were:

Mrs. Geo. Winters-----	25
Mrs. D. D. Harbaugh-----	24
Mrs. A. E. Lowe-----	18
Mrs. C. B. Sherwood-----	18
Mr. Harry Dawdy-----	19

RECEIVING HOME FOR CHILDREN

MOTION by Harry Dawdy that the Board of the Kansas Congress of Parents and Teachers go on record as supporting in principle the report and suggestions made by the State Advisory Committee on Children's Institutions for the establishment of a Receiving Home for the scientific study and observation of children who are made wards of the state. (CARRIED).

K. S. T. A. LEGISLATIVE PROGRAM

MOTION by W. M. Richards that this Board recommend that all local units make a careful study of the Legislative Program of the Kansas State Teachers Association. (CARRIED).

ADJOURNED

Attest: Mrs. E. W. Emery
President

Signed: Mrs. Ben McCamant
Secretary

Appendix II

Exhibit I

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
March 16, 1941 to March 16, 1942

Cash Balance, March 15, 1941:		
General Fund-----	\$4,652.93	
Student Loan Fund-----	577.82	\$ 5,230.75
 Cash Receipts--General Fund:		
Dues-----	\$7,230.60	
Founders Day Gifts-----	444.31	
State Convention Registration Fees-----	510.20	
Building and Loan Dividends-----	80.00	
Sale of Emblems-----	252.38	
Publications, Correspondence Courses, etc.-----	81.10	
Refunds--		
Past President--Personal Fund-----	51.46	
Past President--Office Fund-----	4.15	
Bank Charge-----	.64	\$ 8,654.81
 Cash Receipts--Student Loan Fund:		
Life Memberships-----	80.00	
Other Gifts-----	353.93	
Building and Loan Dividends-----	12.00	\$ 445.93
Total Cash Receipts-----		9,100.71
Total Cash Available-----		\$14,331.52
 Cash Disbursements--(Exhibit II):		
General Fund-----	\$9,643.96	
Student Loan Fund-----	200.00	
Total Cash Disbursements-----		9,843.96
 Cash Balance, March 16, 1942:		
General Fund-----	\$3,663.81	
Student Loan Fund-----	823.75	\$4,487.56
 Balance Represented by:		
Bank Deposit--Commercial National Bank, Kansas City, Kansas-----	\$3,817.61	
Cash on Hand-----	669.95	\$4,487.56

Appendix II
Page 2.

Exhibit II

STATEMENT OF CASH DISBURSEMENTS

March 16, 1941 to March 16, 1942

Cash Disbursements--General Fund:

Office Expense--		
Rent-----	\$	393.00
Telephone-----		54.50
Tolls and Telegrams-----		5.84
Light-----		8.16
Postage-----		229.33
Printing and Stationery-----		113.75
Supplies-----		252.66
Clerical Help-----		875.00
Books and Pamphlets-----		26.25
Equipment-----		63.93
Fidelity Bonds-----		15.00
Transportation-----		30.15
General Expense-----		3.05
President--		
Travel-----		385.00
Personal-----		25.00
Conference-----		164.57
Past President (Unexpended Balance Refunded, \$55.61)-----		100.00
First Vice President-----		1.10
Secretary-----		17.48
Treasurer-----		215.00
Officers and Committee Chairmen-----		125.99
Board of Managers-----		431.18
Convention-----	1,250.52	
National Dues-----	2,883.10	
State Paper-----	577.60	
Founders Day Gifts-----	258.24	
Directory-----	70.00	
Extension Department-----	21.04	
Exhibits-----	125.03	
District Directors-----	493.17	
Emblems-----	240.93	
Audit-----	50.00	
Subscriptions-----	104.23	
Moving-----	17.00	
Miscellaneous-----	9.16	
Dues Refunded-----	3.00	\$ 9,643.96

Cash Disbursements--Student Loan Fund:

University of Kansas-Comm. on Loans and Awards	200.00
Total Cash Disbursements (Exhibit I)	\$ 9,843.96

Respectfully submitted,
Fred Smith, Treasurer.

APPENDIX III

REVISIONS TO BYLAWS

As approved at the Twenty-Ninth Annual Convention of the Kansas Congress of Parents and Teachers, Hutchinson, April 15, 16, 17, 1942.

ARTICLE II OBJECTS

In two sections. Change to one section. (A change in form of set-up).

ARTICLE III POLICIES

Section 2. First sentence becomes Section 1. Amend by striking out the word "purpose" and inserting the word "program", and after the word "educational" add, "And shall be developed through conferences, committees and projects."

Reading, "The program of the Kansas Congress shall be educational and shall be developed through conferences, committees and projects."

Section 1 becomes Section 2.

Section 2. Second sentence becomes Section 3. Amend by striking out the word "technical" and inserting the word "administrative".

Reading, "The Kansas Congress, its districts, councils, and local units shall not seek to direct the administrative activities of the school, nor to control their policies."

Section 3 becomes Section 4. Amend by striking out "but shall" and inserting "and may". Strike out "none but" and insert "they may" enter into membership with conference groups or coordinating councils uniting for child welfare and making no commitments which bind their member groups.

Reading, "The Kansas Congress, its districts, councils and local units may cooperate with other organizations and agencies active in child welfare, and may enter into membership with Congress groups. They may enter into membership with conference groups or coordinating councils uniting for child welfare and making no commitments which bind their member groups."

ARTICLE IV MEMBERSHIP

Section I. Strike out the words "all persons who are" and insert "any person". Strike out the word "members" and insert "a member". Strike out the last sentence.

Reading, "Any person interested in the objects of the Kansas Congress, may become a member."

Section 2. First line--strike out the word "active". Strike out "which" and insert "who".

Reading, "The membership of the Kansas Congress shall consist of the individual members of local associations who have paid dues to the State Office as herinafter provided in Sec. 2 of Art. X."

Section 3. Strike out and substitute the following:
"Any person may become a life member upon payment of the fee hereinafter provided in Article X-Section 4."

ARTICLE VII-CONVENTIONS

Section 2. Sixth line--after the word "members" insert "or major fraction thereof!"

Reading, "Each local association shall be entitled to be represented at the conventions of the Kansas Congress by its President or alternate, who shall be elected by the association, and by one delegate or alternate for every twenty-five members or major fraction thereof as shown on the books of the State Treasurer."

Section 3. Strike out "county, city, and community."

Reading, "Each council shall be entitled to be represented at the conventions of the Kansas Congress by its President, or alternate, chosen by the council."

Section 6.

Sixth Line--after the word "members" insert "or major fraction thereof."

Reading, "The Kansas Congress shall be entitled to be represented at the annual convention of the National Congress by its President, three other state officers, or their alternates, and one delegate for each one thousand members, or major fraction thereof, in good standing as shown on the books of the National Treasurer. The selection of the delegates and their alternates, shall be made or authorized by the State Board of Managers. The President may be empowered by the Board to fill the quota."

ARTICLE X DUES AND FEES

Section I- In first line, strike out the word "active." In the fourth line strike out the word "active." Add the word "the" before "state" and before "local", and the word "unit" after "local" in the first sentence.

Reading, "Dues for membership shall be all inclusive for membership in the National, the state and the local unit."

ARTICLE XIII LOCAL ASSOCIATIONS AND COUNCILS

Section 2;3,4. Strike out, and substitute:

Section 2, Reading, "Councils may be organized in cities, counties, and other areas designated by the State Board of Managers for the purpose of conference and cooperation of local units."

Bylaws- Appendix III-Page 3

Section 3, Reading, "Councils may be organized in cities where there are three or more associations in membership, and in counties or other areas where there are five or more associations in membership. Only congress units shall be members of a council. Councils shall be governed by Bylaws approved by the State Board of Managers or some officer or group to whom the work is delegated. Councils shall not legislate for local units."

Section 5. Strike out. (Duplicate of Article 5, Section I, page 5.)

APPENDIX IV.

FINANCIAL STATEMENT OF THE KANSAS PARENT-TEACHER MAGAZINE
to
THE KANSAS CONGRESS OF PARENTS AND TEACHERS.

From April 1, 1941 to April 1, 1942

RECEIPTS

Balance on hand in Union National Bank, Apr. 1, 1941	\$962.40
Membership Dues(1 cent per member from Congress)-----	472.30
Printing Directory (\$10:00 per month)-----	90.00
Subscriptions, 9 months, Apr. 1 to Apr. 1-3,487-----	859.60
Advertising -----	448.00
Cuts and Mats-----	7.20
National Subscriptions(to be forwarded)-----	14.00
Tax on subscriptions-----	18.65
Membership dues(to be forwarded)-----	1.60
	<u>\$2,873.75</u>

DISBURSEMENTS

Zona Printing Co.; 32,333 Copies, 9 editions-----	\$1,333.38
Zona Printing Co., Mailing-----	69.82
Address Plates-----	75.89
City Postage-----	57.89
Casts and Additions-----	24.13
Post Office Deposit-----	40.00
Postage for extra copies, statements-supplies, change cards-----	50.00
Advertising Expense-----	189.75
National Subscriptions(forwarded to N.C.P.T.)-----	14.00
State Tax Commission-----	17.53
Wichita Eagle Engraving for cuts and mats-----	10.01
Lawrence Conference Expense-----	15.00
American Editorial Press-----	.50
Stationery-----	8.16
Membership Dues(forwarded to State Office)-----	1.60
Subscriptions Blanks for Unit Packets*-----	5.82
Advertising Contracts-----	5.61
Total Disbursements	<u>\$1,919.09</u>
Bal. on hand in Union National Bank, April 1, 1942	954.66
	<u>\$2,873.75</u>

Respectfully submitted,

Mrs. J. W. Oursler, Editor

Auditing Committee
Mrs. Geo. Winters
Mrs. L. R. Fulton
Mrs. A. D. Lowe

APPENDIX V

KANSAS CONGRESS OF PARENTS AND TEACHERS

REPORT OF BUDGET COMMITTEE

	1941-42 Expenditures	1942 Budget	1942-43 Proposed Budget
Rent-Telephone- and Light	\$447.50	516.00	516.00
Postage, Express and Freight	305.00	400.00	400.00
Supplies	234.19	200.00	200.00
Help	865.00	800.00	1080.00
Forms, Stationery			
Printing	113.75	215.00	215.00
Books, Pamphlets	26.25	100.00	100.00
Equipment	63.95	200.00	200.00
Bonds	15.00	15.00	15.00
	<u>\$2070.64</u>	<u>\$2446.00</u>	<u>\$2726.00</u>
<u>PRESIDENT</u>			
Travel	425.00	400.00	
Personal	85.00	100.00	700.00
Dist. Conferences	164.57	200.00	
	<u>\$674.57</u>	<u>\$700.00</u>	
<u>1st. VICE-PRESIDENT</u>			
	1.10	20.00	20.00
<u>SECRETARY</u>			
	17.48	40.00	40.00
<u>TREASURER</u>			
	215.00	215.00	215.00
OFFICERS, COMMITTEES CHAIRMEN			
	125.99	150.00	150.00
EX. COMMITTEE			
	431.18	425.00	450.00
STATE PAPER			
	577.60	500.00	500.00
PRINTING DIRECTORY	90.00	90.00	90.00
	1458.35	1440.00	1465.00
DISTRICT DIRECTORS			
State Convention	622.49	600.00	700.00
Field Service (105 counties @ \$5.00)	493.17	525.00	525.00
District Conf.		170.00	170.00
	<u>1115.66</u>	<u>1295.00</u>	<u>1395.00</u>
MISCELLANEOUS			
	424.32	300.00	300.00
Total	<u>\$5744.54</u>	<u>\$6181.00</u>	<u>\$6586.00</u>



KANSAS CONGRESS OF PARENTS AND TEACHERS, Inc.

Branch of the National Congress

Suite 9, Blair Building
ATCHISON, KANSAS

OFFICERS



President

Mrs. E. W. Emery
Mt. Vernon Road
Atchison, Kansas.

First Vice President

Mrs. W. R. Loder
723 E. 7th St.
Hutchinson, Kans.

Second Vice President

Mrs. E. E. Miller
312 North 31st St.
Parsons, Kans.

Third Vice President

W. M. Richards
Supt. Of Schools
Emporia, Kans.

Fourth Vice President

Mrs. George W. Winters
622 N. Topeka
Wichita, Kans.

Fifth Vice President

Mr. C. M. Miller
Board of Vocational Education
State House
Topeka, Kans.

Sixth Vice President

Mrs. Norah Luther
Spearville, Kans.

Seventh Vice President

Mrs. D. D. Harbaugh
705 West Fifth St.
Coffeyville, Kans.

Secretary

Mrs. Ben McCamant,
1054 N. Topeka,
Wichita, Kans.

Treasurer

Rev. Fred Smith
R. R. No. 4
Kansas City, Kans.



Official Publication

The Kansas Parent Teacher

Editor—Mrs. J. W. Oursler
425 N. Walnut
Wichita, Kans.

May 25, 1942

Dear State Chairman:

This letter is to remind you that according to our Bylaws each State Chairman should send an outline of his years program to the State Office to be acted upon at the Summer Executive Meeting (June 26-27).

Please make your outline as brief as possible; preferably one typewritten page. For your convenience in making out your National Report, it has been suggested that you include in your outline this year, three questions to be answered by the local chairmen and returned to you. This will give you a closer contact with your chairmen, and a better idea of what is being done in the units in your particular field. Please have your outline in the State Office no later than June 20.

Appendix I of the minutes of the Hutchinson Convention is the new State Chairman Procedure, as adopted at the convention. A copy is included. Please study this carefully and file in your chairman procedure books. We feel that you will find many helps in these new procedures. Please write the State Office if we may serve you in any way.

Sincerely yours,

Mrs. E. W. Emery
Mrs. E. W. Emery
State President

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KANSAS CONGRESS OF PARENTS AND TEACHERS

EXPLANATIONS AND PROCEDURES FOR STATE CHAIRMEN.

The Board of Managers of the Kansas Congress of Parents and Teachers is made up of three groups; namely, elected officers, (10), district directors, (17), and chairmen (33).

Officers are elected by the convention body for a term of three years.

District Directors are elected by the Executive Committee from nominations made by the districts. They are elected each year in January.

Chairmen are elected by the officers and district directors at the beginning of each administration, for a term of three years. They may be reelected for successive terms.

Because of the work expected of them, chairmen are divided into two groups--those who deal with the procedure of the organization and those who plan programs and activities.

The first group--those dealing with procedure, are selected from the membership who are familiar with the procedure of Congress work. The second group--those who plan programs and activities, may be selected from within the membership or from without. They are selected because they are considered to be through education or particular interest and experience in the subject, well qualified for the chairmanship.

All chairmen must be members of some local parent-teacher association while serving as a chairman. No Kansas association charges more than twenty-five cents per year dues.

Congress stationery is furnished to you from the State Office. When sending in your requests, state what amount is needed.

The Board of Managers meets before and after each annual convention, which is held in April. You will be called into at least one convention and Board Meetings, (with expenses paid) during your term. You are privileged to attend all conventions and Board Meetings. Chairmen often attend at their own expense.

PROCEDURES FOR CHAIRMEN WHOSE WORK DEALS WITH THE CONGRESS
ORGANIZATION OR PROCEDURE.

I PLAN OR WORK.

- (a) In preparation, study the suggestions of your National Chairman, Parent-Teacher Manual, and other materials supplied to you from the State Office. Use these insofar as they fit the needs of your state. To these add your own idea.
- (b) Each chairman shall prepare a plan of work (one page when typewritten, if possible) to be filed in the State Office before July 1 following his appointment. Plans are approved by the Executive Committee.

In preparing your plan keep in mind this thought-- what can groups of parents and teachers meeting once a month during the school year, do to promote your particular work? There are associations with large memberships and associations with small memberships; rural and urban ones; preschool, grade, and junior and senior high school associations.

- (c) GENERAL OUTLINE FOR PLAN OF WORK.
1-Objectives to be obtained.
2-Suggested Activities.

II REPORTS

- (a) An annual report (written on forms provided by the State Office) is to be filed.
- (b) Reports as required by the national chairman shall be made: keep one copy for your files and send one to the State Office.
- (c) Compile three questions to be sent to local units for their yearly reports.

III CORRESPONDENCE

- (a) Answer promptly all correspondence on the work of your chairmanship.
- (b) Keep a file of all correspondence which is essential and turn to your successor at the close of your term, together with copies of your outlines, reports, etc.

IV. BULLETIN (Kansas Parent-Teacher)

Write articles for the Kansas Parent-Teacher. These will be requested when desired by an officer in charge of this particular work.

IA continued

- V. Conduct conferences and round tables when called upon. You will be asked to conduct one or more conferences at the conventions during your term. Some chairmen in this group are called into each convention to promote their work at this time.
- VI. Keep informed on National and State procedures (manual, National and State Bylaws) and all information that pertains to your chairmanship.
- VII. EXPENSE
- (a) Keep an itemized expense account. This will be called for before the end of our fiscal year. March 15.
- (b) You will be allowed expense for:
- 1-Postage
 - 2-Expense (transportation, hotel and meals) when called in to a convention and Board of Managers Meetings.
 - 3-When directed by the president to do a particular piece of work.

PROCEDURES FOR CHAIRMEN WHO PLAN PROGRAMS AND ACTIVITIES.

I PROGRAM AND ACTIVITIES

- (a) In preparation, study the suggestions made by your National Chairman in the Parent-Teacher Manual and other materials supplied by the State Office. Use these in so far as they fit the needs of your state. To them, add your own ideas.
- (b) Plan of work--Each chairman shall prepare a plan of work (one page when typewritten, if possible) to be filed in the State Office before July 1 following his appointment. Plans are approved by the Executive Committee.

In preparing your plan, keep in mind this thought--What can groups of parents and teachers meeting once a month during the school year do to promote your particular work? There are associations with large memberships and associations with small memberships, rural and urban ones; preschool, grade, junior and senior high school ones.

- (c) General Outline for Plan of Work.
 - 1-Objectives to be obtained.
 - 2-Suggested Programs.
 - 3-Suggested Activities.
 - 4-References and program helps.

II REPORTS

- (a) An annual report (written on forms provided by the State Office) is to be filed.
- (b) Reports as required by the National Chairman shall be made: keep one copy for your files and send one to the state office.
- (c) Compile at least three questions to be sent to local units for their yearly reports.

III CORRESPONDENCE

- (a) Answer promptly all correspondence on the work of your chairmanship.
- (b) Keep a file of all correspondence which is essential and turn to your successor at the close of your term, together with copies of your outlines, reports, etc.

IB continued

IV BULLETIN (Kansas Parent-Teacher)

Write articles for the Kansas Parent-Teacher. These will be requested when desired by an officer in charge of this particular work.

V. Conduct conferences and round tables when called upon. You will be asked to conduct a conference at the convention at least once in three years.

VI. Keep informed on National and State procedures (manual, National and State Bylaws) and all information that pertains to your chairmanship.

VII. EXPENSE

(a) Keep an itemized expense account. This will be called for before the end of our fiscal year, March 15.

(b) You will be allowed expense for:

1-Postage

2-Expense (transportation, hotel and meals) when called into a convention and Board Of Managers Meetings.

3-When directed by the president to do a particular piece of work.

MEETING OF THE EXECUTIVE COMMITTEE
OF THE KANSAS CONGRESS OF PARENTS AND TEACHERS
HUTCHINSON, KANSAS --APRIL 15, 1942

The meeting of the Executive Committee of the Kansas Congress of Parents and Teachers met in the Lunch Room of the Bisonte Hotel, Hutchinson, Kansas, April 15, 1942 at 4:30 P.M.

Those present were: Mrs. E. W. Emery, Mrs. W.R. Loder, Mrs. E. E. Miller, W. M. Richards, Mrs. Geo. Winters, C. M. Miller, Mrs. D. D. Harbaugh, Mrs. Ben McCamant, Rev. Fred Smith, Mrs. G. Goodson Wright, Mrs. Jas. H. Whipple, Mrs. J. W. Oursler, and Mrs. L. R. Fulton, Parliamentarian.

Mrs. E. W. Emery, President, presided.

The Secretary read the call and the Agenda was passed.

Mrs. Whipple presented the report on Explanations and Procedures for State Chairmen to be presented to the Board of Managers.

MOTION by Mrs. E. E. Miller that under "reports" in chairmen procedure outline, that State Chairmen be advised to compile at least three questions to be sent to the local units for their yearly report. (CARRIED)

MOVED by Mrs. Winters that acceptance of this report given by Mrs. Whipple be recommended to the Board of Managers. (CARRIED)

MOTION by Mrs. Miller that the President appoint a committee to bring Standing Rules up to date. (CARRIED)

Committee appointed was: Mrs. E. E. Miller, Mrs. W. R. Loder, and W. M. Richards.

Mrs. Oursler brought up the question regarding exchange of magazines with directors of K.S.T.A. This was suggested at a previous meeting. No report had been obtained.

Adjourned at 5:30 p.m.

Mrs. Ben McCamant, Secretary.

PRE-CONVENTION MEETING OF THE BOARD OF MANAGERS
OF THE KANSAS CONGRESS OF PARENTS AND TEACHERS.
HUTCHINSON, KANSAS --April 15, 1942.

The Pre-Convention meeting of the Board of Managers of the Kansas Congress of Parents and Teachers was called to order by the President, Mrs. E. W. Emery, at 9:15 p.m. in the Lunch Room of the Bisonte Hotel, Hutchinson, Kansas, Tuesday, April 15, 1942.

Those present were: Mrs. E. W. Emery, Mrs. W. R. Loder, Mrs. E. E. Miller, W. M. Richards, Mrs. Geo. Winters, C. M. Miller, Mrs. D. D. Harbaugh, Mrs. Ben McCamant, Rev. Fred Smith, Mrs. G. Goodson Wright; Mrs. Jas. H. Whipple, Mrs. J. W. Oursler; Mrs. L. R. Fulton, Mrs. James Siler; Mrs. C. C. Sebert, Mrs. Wilfred Bush, Mrs. C. Fred Griffith, Mrs. Fred Barber, Mrs. A. D. Lowe, Mrs. Arthur Leach, Mrs. John Daly; Mrs. W. M. Lovett; Mrs. Geo. E. Miller, Mrs. M. Erickson, Mrs. O. C. Taylor; Mrs. J. W. Hutchison, Mrs. Hubert Bell, Mrs. LeRoy Arnold, Mrs. Glen A. Steven, Mrs. Reece Bowen, John L. England, Mrs. Matt Scherer, Mrs. Leo Stewart, Mrs. Jesse Wire, Mrs. I. U. Rea, Hazel E. Thompson, Helen E. Wagstaff, Bert A. Nash, and Mrs. Jesse Crawford.

The Call was read by the Secretary and the Agenda passed.

Mrs. E. W. Emery, President, introduced the new Directors and Chairmen.

REPORT OF MINUTES APPROVAL COMMITTEE

Mrs. Wright reported on the minutes of the January Executive Committee meeting. They were accepted with some typographical errors corrected.

COMMITTEE TO APPROVE MINUTES

The President appointed Mrs. W. R. Loder, Mrs. Geo. Winters, and W. M. Richards to approve the minutes of the Executive Committee, Board of Managers and the Convention.

COMMITTEE TO APPROVE BILLS

The President appointed Mrs. L. R. Fulton and Mrs. D. D. Harbaugh to check bills presented at this convention.

CONVENTION RULES

Convention Rules were presented by Mrs. Loder and on motion were recommended to Convention Body for Approval. (CARRIED)

REPORTS OF OFFICERS

Reports were given by vice-presidents, Secretary, and Treasurer; copies filed with the Secretary. President asked permission to call the officers elect to Board of Managers meeting. Upon motion by Dr. Nash, W. T. Markham and Mrs. C. B. Sherwood were asked in to the meeting.

MOTION by Rev. Smith to adjourn, 10:05 P. M. (CARRIED)

WEDNESDAY, APRIL 16, 1942

The meeting of the Board of Managers was called to order by Mrs. E. W. Emery, President, at 9:00 A.M.

A prayer was offered by Mrs. Winters.

FILLING OF VACANCIES

Mrs. Wm. Downs of Hays and Mrs. L. E. Yulich of Kansas City were nominated to fill vacancy of Sixth Vice President, due to the death of Mrs. Norah Luther.

Tellers appointed were Dr. Nash, Mrs. A. D. Lowe, and Mrs. Leo Stewart.

Vote cast was Mrs. Wm. Downs 26
 Mrs. L. E. Yulich 11

Mrs. Downs was elected Sixth Vice President.

Mrs. D. D. Harbaugh was nominated for Publicity Chairman, vacancy due to the resignation of Mrs. E. L. Jenkins. No other names were presented; the vote was taken. Mrs. Harbaugh was elected.

REPORT OF BYLAWS COMMITTEE

Mrs. W. R. Loder read the Revisions to the Bylaws and moved that the Revisions be recommended to the Convention Body.
(CARRIED)

MOTION by Mrs. Loder that Board of Managers approve Council Bylaws for Liberal, Hutchinson, Iola, and Pittsburg. (CARRIED)

REPORT OF BUDGET COMMITTEE

Mrs. McCamant read the suggested budget for 1942-43 to be approved at the Post Board Meeting.

EXECUTIVE COMMITTEE RECOMMENDATIONS FOR STATE CHAIRMEN PROCEDURE

Mrs. Whipple read the report as presented to the Executive Committee and recommended to the Board of Managers.

MOTION by Mrs. Steven to accept the recommendation. (CARRIED)
APPENDIX I.