

MEMO TO THE EXECUTIVE BOARD

NATIONAL CINEMA FRATERNITY

1. Check on faculty advisor for Alpha Chapter - Harold Albert suggested.
2. All names and qualifications must be submitted to the National Board for approval or rejection before initiation.
3. Any action taken by any active Chapter which affects the Fraternity or department, school or college, must be cleared by the National Board.
4. All keys, pins, scrolls, etc., must be purchased through the National Treasurer and paid for in advance.
5. The executive board shall effect, at the earliest possible date, a meeting with the Alpha Chapter.
6. Check on the feasibility of a National banquet at the USC Cinema Department.
7. A letter authorizing Balfour & Co. and Meyers & Co. shall be written by the National President immediately.
8. The news letter shall be published monthly beginning immediately containing social, professional and technical articles.
9. A new membership directory shall be published as soon as possible. Attention: Herb Farmer.
10. A questionnaire shall be included in the newsletter requiring information as discussed.
11. The National President shall write a personal letter to each member in arrears.
12. The Treasurer shall publish a list of delinquent members which shall be made available to the Board.
13. The National Constitution shall be printed as soon as possible. Attention: Herb Farmer.
14. All honorary, associate, or active members shall be passed upon by the National Board.
15. Special honorary classification shall be given to Slavko Vorkapich. He shall be inducted at the first banquet.
16. Request a list of the intended actives, associates and honoraries.