



**Smithsonian Institution**

*National Museum of the American Indian Archives Center*

## **National Congress of American Indians (NCAI) records – Bellingham, WA: General Material, 1950**

Extracted on Apr-19-2024 03:00:14

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## FUNCTIONAL ORGANIZATION (concluded)

### Executive Secretary (concluded)

2. Direct activities of the Regional Secretaries.
3. Edit the Bulletin and Newsletter.
4. Maintain close relationship with the officers and executive Committee.
5. Such other duties as the President may direct.

### Regional Secretary:

1. Explore or survey Indian areas for nuclei of NCAI memberships.
2. Promotion of NCAI.
3. Organization, by setting up framework for functional NCAI chapters.
4. Follow-up of NCAI plans and programs in areas assigned.
5. Responsibility for details of organization, such as membership, fees, cards, etc.
6. Complete record of funds collected, issuance of cards, receipts for funds collected and turning in funds to Secretary.
7. Such other duties as the Executive Secretary may direct.

## ORGANIZATION AND BUDGET

### PRESIDENT

1st VICE PRESIDENT

2nd VICE PRESIDENT

ADVISORY

Administrative

Executive Secretary      Executive Secretary  
Treasurer                  Regional Secretaries  
   1. Northwest 3. Central  
   2. N. Central 4. So. Central  
   5. Southwest  
   (5 or more)

### BUDGET

#### OFFICE OF THE PRESIDENT

Travel and Office expense . . . \$500.00

Telephone . . . 250.00

Convention . . . 1,150.00 \$1,900.00

#### OFFICE OF THE EXECUTIVE SECRETARY

Salaries . . . 7,200.00

Office Rent . . . 1,200.00

Telegrams, Telephone, Postage and Express. . . 1,200.00

Stenographer . . . 2,600.00

Miscellaneous . . . 250.00 2,050.00

#### BULLETIN

Printing . . . 1,500.00

Telegraph, telephone . . . 300.00

Stenographic hire . . . 600.00

Carried forward . . . 16,350.00

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| FUNCTIONAL ORGANIZATION (concluded)   |           |                     |                      |
|---|-----------|---------------------|----------------------|
| Executive Secretary (concluded)   |           |                     |                      |
| 2. Direct activities of the Regional Secretaries.   |           |                     |                      |
| 3. Edit the Bulletin and Newsletter.  |           |                     |                      |
| 4. Maintain close relationship with the officers and executive Committee.   |           |                     |                      |
| 5. Such other duties as the President may direct.   |           |                     |                      |
| Regional Secretary:   |           |                     |                      |
| 1. Explore or survey Indian areas for nuclei of NCAI memberships.   |           |                     |                      |
| 2. Promotion of NCAI.   |           |                     |                      |
| 3. Organization, by setting up framework for functional NCAI chapters.  |           |                     |                      |
| 4. Follow-up of NCAI plans and programs in areas assigned.  |           |                     |                      |
| 5. Responsibility for details of organization, such as membership, fees, cards, etc.                                      |           |                     |                      |
| 6. Complete record of funds collected, issuance of cards, receipts for funds collected and turning in funds to Secretary. |           |                     |                      |
| 7. Such other duties as the Executive Secretary may direct.   |           |                     |                      |
| ORGANIZATION AND BUDGET   |           |                     |                      |
| PRESIDENT   |           |                     |                      |
| 1st VICE PRESIDENT  |           |                     |                      |
| 2nd VICE PRESIDENT  |           |                     |                      |
| ADVISORY  |           |                     |                      |
| ADMINISTRATIVE  |           |                     |                      |
| Executive Secretary   | Treasurer | Executive Secretary | Regional Secretaries |
|   |           | 1. Northwest        | 3. Central           |
|   |           | 2. N. Central       | 4. So. Central       |
|   |           | 5. Southwest        |                      |
|   |           | (5 or more)         |                      |
| BUDGET  |           |                     |                      |
| OFFICE OF THE PRESIDENT   |           |                     |                      |
| Travel and Office expense . . .   | \$ 500.00 |                     |                      |
| Telephone . . . . .   | 250.00    |                     |                      |
| Convention . . . . .  | 1,150.00  | \$ 1,900.00         |                      |
| OFFICE OF THE EXECUTIVE SECRETARY   |           |                     |                      |
| Salaries . . . . .  | 7,200.00  |                     |                      |
| Office Rent . . . . .   | 1,200.00  |                     |                      |
| Telegrams, Telephone, Postage and Express . . . . .   | 1,200.00  |                     |                      |
| Stenographer . . . . .  | 2,600.00  |                     |                      |
| Miscellaneous . . . . .   | 250.00    |                     |                      |
|   |           |                     | 12,350.00            |
| BULLETIN  |           |                     |                      |
| Printing . . . . .  | 1,500.00  |                     |                      |
| Telegraph, telephone . . . . .  | 300.00    |                     |                      |
| Stenographic hire . . . . .   | 600.00    |                     |                      |
| Editor's miscellaneous expense . . . . .  | 600.00    |                     |                      |
|   |           |                     | 3,000.00             |
| Carried forward . . . \$ 16,350.00  |           |                     |                      |
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