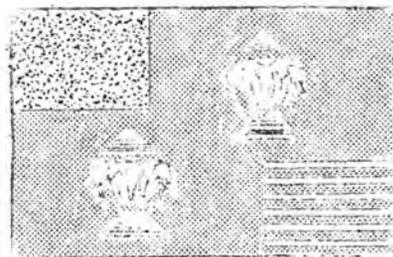


LAO-AMERICAN ASSOCIATION

THE
POLICY STATEMENTS
OF THE
BOARD OF DIRECTORS



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POLICY STATEMENTS OF THE BOARD OF DIRECTORS

COPY OF LETTER OF TRANSMITTAL OF ORIGINAL COMPILATION

March 24, 1969

Mr. Louis Connick, President
The Lao-American Association
Vientiane

Dear Lou:

I have the honor to present herewith a preliminary codification of policy statements of the Board of Directors, culled from the Minutes of meetings of the Board of Directors from 1956 to the present. These statements will be kept up to date hereafter, meeting by meeting.

Obviously there have been, in the long history of the Association, many more policies determined than are recorded here. At first reading of the Minutes, however, it does not appear that there are, in fact, any others to record, for the following reasons.

First, many policies appear to have been agreed upon by the sense of the meeting, or tacitly, without formal action having been taken to adopt or accept them. They are recorded only as "suggestions," "recommendations," or reports. Some of these have been included because they have in a sense been ratified by continuing application, but others have not because it is not clear that they ever became or are currently Board policies.

Second, perhaps for lack of such a codification as this, practice or events have overtaken recorded decisions; e.g., in 1967 teachers' salaries were raised above the level found to have been last recorded in the minutes (1965); and yet it is certain that the Board approved the new schedule.

Third, some decisions of the Board have fallen into disuse with the passage of time; e.g., to establish a Sponsors' Group (which resulted in a sort of Contributing Membership), "affiliation" to LAA of other groups (such as a short-lived LAA Student Association and a group of Students Returned from the U.S.), certain statements regarding "branches" in other cities, etc.

Nevertheless, these Policy Statements will be of inestimable benefit to the staff, beginning immediately, giving us a corporate memory of the desires of the Board that governs us. I hope that they will also prove helpful to the Members of the Board in their future decision-making, and that together

we may, from time to time, fill in gaps so that we of the staff may always have a current accurate record of the Board's wishes and intent.

Respectfully,

Richard M. Hughes
Director

Dec 70

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CHAPTER 100. COURSES

110 CURRICULUM

111 English

- 111.1 The teaching of English is one of the major functions and one of the major sources of local income of the IAA. (May 26, 1970)
- 111.2 Intensive summer sessions in English may be established for Lao students. (June 9, 1966)
- 111.3 The inclusion of a language laboratory in the new building is deferred pending experience in the building. (June 27, 1968)
- 111.4 The course hours for Books 4, 5, and 6 of English 900 will be extended from three 60-hour courses to four 60-hour courses. (September 30, 1968)
- 111.5 IAA will continue to investigate how it can help train Lao teachers of English, especially through cooperation with the Southeast Asian Ministers of Education Secretariat (SEAMES) and its representative in Laos. (May 27, 1969)

112 Lao

113 Other

- 113.1 Drama
IAA may offer courses in drama. (September 29, 1970)
- 113.2 Mohlam
IAA may offer courses in the Lao art of mohlam. (December 1, 1970)

120 STUDENT BODY

- 121 Unless a particular Ministry states objections, IAA will accept all students who wish to enroll. (October 28, 1969)
- 122 Monks must have the written permission of the Ministry of Religious Affairs to register to study at IAA. (September 30, 1969)

130 SCHOLARSHIPS

- 131 A written notice shall be given to each award winner stating that if the scholarship is not used for instruction during the next quarter after receipt, it will be automatically void. (October 17, 1962)

132 Criteria for scholarship awards

- 132.1 All scholarships are to be given to students above the third course level. (November 10, 1964)
- 132.2 Scholarships are to be given only to students studying English. (November 10, 1964)
- 132.3 All scholarships may be full or partial. (November 10, 1964)
- 132.4 Scholarships should be given only on the basis of need. Need should be determined upon the recommendation of an LAA teacher or a recognized member of the Lao or American community. (November 10, 1964)
- 132.5 Honorary scholarships may be given upon recommendation of the LAA staff and approval of the Board members. (November 10, 1964)
- 132.6 In general, all scholarships should be given to outstanding students. However, some may be given to good students who show a strong interest in studying at LAA. Thus, not only ability should be recognized, but also interest. (November 10, 1964)
- 132.7 The initial choice of awards will be made by the Director of LAA. Final approval will be given by a majority of the LAA Board. (November 10, 1964)
- 132.8 Reports on all scholarship students should be available at all times. (November 10, 1964)
- 132.9 Scholarships will be funded by gifts from outside sources. At the present time, the budget of LAA does not allow for appropriations for scholarships. (November 10, 1964)

140 GRADUATION

- 141 There will be one graduation ceremony per year, in June. (April 25, 1968)

150 TEXTBOOKS

- 151 LAA may import textbooks and require their purchase at cost by any student who does not have books in satisfactory condition for his course. (March 25, 1969)
- 152 Second-hand books which are still usable shall be sold to LAA students at half price. (June 24, 1969)

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CHAPTER 200. ACTIVITIES

210 PROGRAM

211 Sister City Program

- 211.1 LAA will serve as the Vientiane-Elgin Sister City Committee until the Prefect is able to set up his own committee. (November 27, 1968)

220 PUBLICATIONS

221 Bulletin

- 221.1 A regular news bulletin will be ~~re-~~established to keep LAA members informed about all programs. (October 28, 1965)

222 Magazine

- 222.1 a. A magazine is established. (October 13, 1964)

- b. The magazine should be published every two months. (August 6, 1968)

- 222.2 The following Purpose and Policy are established:

- a. The aim and purpose of such a publication is to further the work of the Association in enlightening each nationality about the other in a way that is entertaining and informative. (October 12, 1964)
- b. Contributors and editor should aim at a clear and simple style. Pretentious writing and jargon should be avoided and edited out. (October 13, 1964)
- c. With these policies it should be possible to present an agreeable publication of value to the community and of sufficiently high literary quality for the Board to be proud of its sponsorship. (October 13, 1964)
- d. It is well to bear in mind that we have neither the resources nor the skill to produce something that could compare with the well known intellectual magazines and should aim for a lighter product altogether. (October 13, 1964)

222.3 The contents could be made up of variations on the following:

- a. A series of articles on Lao customs and festivals. (October 13, 1964)
- b. Articles on American customs and festivals. (October 13, 1964)
- c. Original fiction or anecdotes. (October 13, 1964)
- d. Articles on subjects of general interest and articles on interesting facets and functions of government both Lao and American. (October 13, 1964)
- e. Short interviews and pieces about Lao and American personalities and members of the community who have interesting hobbies and accomplishments. (October 13, 1964)
- f. Book reviews. (October 13, 1964)
- g. Bulletin of Association activities and proposed activities. (October 13, 1964)

222.4 The format having become well known, the size of 21x27.5 centimeters shall be maintained. (August 6, 1965)

222.5 a. Copies of the magazine may be supplied to the library of the Institute of Buddhist Studies, Wat Phon Phanao, Wat Ongtu, and Wat Sithan Neua. (September 30, 1969)

230 FACILITIES

231 Auditorium

231.1 Organizations and individuals other than IAA who wish to use the auditorium should address a letter of request to the President of IAA. (1969, unrecorded)

240 NATURE OF ACTIVITIES

241 Nationality

241.1 IAA will not sponsor entertainment groups from outside the Lao or American communities. (For reasons, see Minutes.) (February 17, 1970)

242 Charitable

- 242.1 IAA will not ordinarily participate in fund-raising activities of other organizations because it is not a fund-raising organization but rather a recipient of such funds. (Generalized from a decision regarding a Red Cross "kermesse.") (February 17, 1970)

250 SPECIFIC ACTIVITIES

251 Exhibits

- 251.1 The fee for use of the auditorium for exhibits shall be 2,500 kip per day. (May 26, 1970)
- 251.2 The artist shall furnish his own refreshments, if any. (May 26, 1970)
- 251.3 There shall be a minimum waiting period of 6 months between exhibits by any particular artist. (May 26, 1970)

252 Book sales

- 252.1 IAA may import and sell Ladder Editions published by Feffer and Simons, New York. (December 1, 1970)

THE POLICY STATEMENTS OF THE BOARD OF DIRECTORS

CHAPTER 300. ADMINISTRATION

310 MEMBERSHIP

311 Recruitment

- a. IAA should have a representative at the periodic American Mission orientation meetings. (March 14, 1967)
- b. It is not necessary for the Board to review each individual application for membership, but only those for Associate Membership and any special case which the Director thinks should be brought to the attention of the Board. (September 30, 1968)
- c. In accordance with the wishes of the Ministry of Religious Affairs, IAA will not solicit the membership of Monks. (September 30, 1969)

312 Regular Membership

312.1 Non-residents

- a. Regular members need not be residents of Laos. (March 24, 1970)
- b. Non-resident membership may be limited by the Board if it should put quorum requirements in jeopardy. (March 24, 1970)

313 Associate Membership

313.1 Associate Members need not be residents of Laos.

314 Student Membership

314.1 Former students

- a. Former students of IAA may apply in writing for Student Membership on application forms supplied by the Director. Such forms shall include provision for evidence that the applicant is a former student and has not yet reached the age of 18 years. (March 24, 1970)
- b. Former students accepted as Student Members shall pay dues of 100 kip per year. (March 24 and October 27, 1970)
- c. Student members shall have all of the privileges of Regular Members except as otherwise provided by the Constitution; and except that the Director need not inform them of programs of the Department of Activities which in his judgment are not appropriate for them because of the educational level required to benefit from or

participate in the program, or for other reasons which to him shall seem sufficient. (March 24, 1970)

- d. A former student who is accepted as a Student Member and who reaches the age of 18 years within 12 months of the effective date of his membership
 - (1) may continue as a Student Member until the end of such 12 months; or
 - (2) may upon payment of an additional 100 kip be accepted for the remainder of such 12 months as a Regular or Associate Member in accordance with his nationality. (October 27, 1970)

315 Dues

- a. Dues are personal; there are no family memberships. (October 17, 1962)
- b. Membership dues are 200 kip per year, except as provided in 314.1b. (October 27, 1970)

320 BOARD OF DIRECTORS

321 Composition and officers

- 321.1 The Board recommends that future Boards include as Honorary Members all of the Past Presidents of the Board. (January 27, 1970)
- 321.2 The Board recommends that the Presidency should normally change each year between Lao and American members. (February 17, 1970)

322 Alternates

- 322.1 Board members shall not designate alternates to represent them when they are unable to attend Board meetings, as was permitted under the former Statutes. (September 29, 1970)

330 PERSONNEL

331 Department of Teaching

331.1 Teaching staff

a. Qualifications

- (1) Employees of American projects and firms in Laos may be hired as teachers after undergoing training.

Credit will be given for teaching of English as a foreign language at other locations.

- (2) Lao teachers should have (a) a Vientiane accent, (b) an English-speaking ability, and (c) a good teaching voice and manner. (May 19, 1966)

b. Salaries

- (1) Payment will be stopped on any check for a teacher's salary which is not cashed within six months from the date of issue. (May 7, 1962)

c. Visas

No officer or employee of IAA shall in that capacity undertake to sponsor an IAA teacher for a "visa de non-immigrant" or "carte de séjour."

332. Department of Activities

- 332.1 The Center will need a full-time Director of Sports and Activities. This should be a Lao specially trained for such a job. (March 14, 1967)
- 332.2 The part-time position of Evening Manager for the Youth Center is authorized. (May 31, 1968)

333. Department of Administration

- 333.1 The accountant should not normally be the same person as the auditor. (April 25, 1968)
- 333.2 Employee bonuses will be paid at Pi Mai and That Luang, rather than Christmas and That Luang as heretofore. (March 25, 1969)

340 FINANCES

341 Tuition

- 341.1 If a student drops out within the first two weeks of the term of an English course, two-thirds of his tuition will be refunded to him. (April 4, 1960)

342 Grants

343 Authority to withdraw funds from banks

- 343.1 Any two of the following persons may withdraw banked funds: the President, Treasurer, Director, and Administrative Assistant (Office). (October 29, 1968)

344 Accounting system

- 344.1 An accounting system based on periodic balance sheets and profit and loss statements replaces the former cash flow accounting system. (September 30, 1968)

350 PROPERTY

351 Moveable property

351.1 Vehicles

- a. A small bus-type automobile may be purchased locally. It may be used to transport teachers. (December 21, 1965)
- b. A light motorcycle and crash helmet may be purchased. (April 28, 1970)
 - (1) The motorcycle shall be used exclusively for IAA purposes. (April 28, 1970)
 - (2) The driver shall always wear a crash helmet when operating the motorcycle. (April 28, 1970)
- c. Staff members may be reimbursed for the cost of using their own cars for IAA business. (December 21, 1965)

351.2 Other

- a. Old moveable property may be sold when replaced, the proceeds to go into the depreciation reserve. (January 2, 1969)

352. Real Property

352.1 Naming

- a. Building elements shall not be named for individuals. (April 29, 1969)

360 RECORDS

370

380

390 MISCELLANEOUS

391 Alcohol and tobacco on premises

- 391.1 Beer, wine, and soft drinks may be on the IAA premises for large social functions. Hard liquor will be permitted only for small adult functions. (August 26, 1969) (October 27, 1970)

391.2 Smoking will be allowed for social events but will be prohibited for dramatic, musical or any cultural performance where it might be offensive to the audience and the performers. (August 26, 1969)

392 Reports

392.1 The Director shall make a written quarterly report to the membership. (October 27, 1970)

CHAPTER 400. BRANCHES

410 ESTABLISHMENT

- 410.1 The students of English and Lao at Luang Prabang, Pakse, and Savannakhet whose classes are popularly called Lao-American Associations are admitted to the Association as student members; branches of this Association are established at those places, to be administered as the Director with the concurrence of the Board shall determine; effective from May 1, 1969. (April 29, 1969)
- 410.2 Approval of the establishment of branches may be withdrawn unless they are well maintained and continue to have a sufficient number of teachers. (March 25, 1969)

410.3 Relationship to Vientiane

The following statement is provisional. The Board is open to suggestions for amendments in the statement and in the Constitution as experience with the Branches may show to be desirable. (October 27, 1970)

- a. The Regular Members of each branch elect from among themselves in such manner as they deem most suitable, a Committee consisting of an equal number of Lao and American members. (October 27, 1970)
- b. The Board of Directors, elected from among all Regular Members as specified in the Constitution, provides national policy guidance to the local Committee and to the IAA Director in Vientiane. (It also provides guidance to him in matters concerning only IAA Vientiane.) The Board will invite each Committee to meet with it from time to time in Vientiane or at the Committee's locale, to discuss matters of mutual interest. (October 27, 1970)
- c. Each local Committee provides local policy guidance to its Director, always making sure that it is consistent with the letter and spirit of the Constitution and national policy. (October 27, 1970)
- d. The Committees have all possible autonomy. The Committees recognize that the Board has accumulated experience which is often applicable and helpful to each locality.
- e. The local Director keeps his Committee and the IAA Director in Vientiane fully informed of the Branch's operations and problems, and seeks their counsel and instructions. (October 27, 1970)

- f. The IAA Director in Vientiane keeps the Board of Directors and each local Director fully informed on all matters relating to local operations. (October 27, 1970)
- g. The Board welcomes frequent consultation with the local Committees for the exchange of ideas, the solution of problems, and the promotion of fraternal relations within the Association. (October 27, 1970)
- h. The accompanying organization chart is provisionally approved. (October 27, 1970)

411 DIRECTORS

411.1 Qualifications

The following are the qualifications for employment as Director of a Branch:

- a. Minimum Qualifications: American or Lao citizen, Bachelor's Degree, two years teaching experience, one of which should be in second language teaching. (July 7, 1970)
- b. Other desirable background: Specialized training in teaching English as a foreign language, and administrative experience. (July 7, 1970)
- c. The Director must be an outgoing person, at ease with people. He must be imaginative, energetic and capable of initiating and organizing programs and activities on his own. (July 7, 1970)

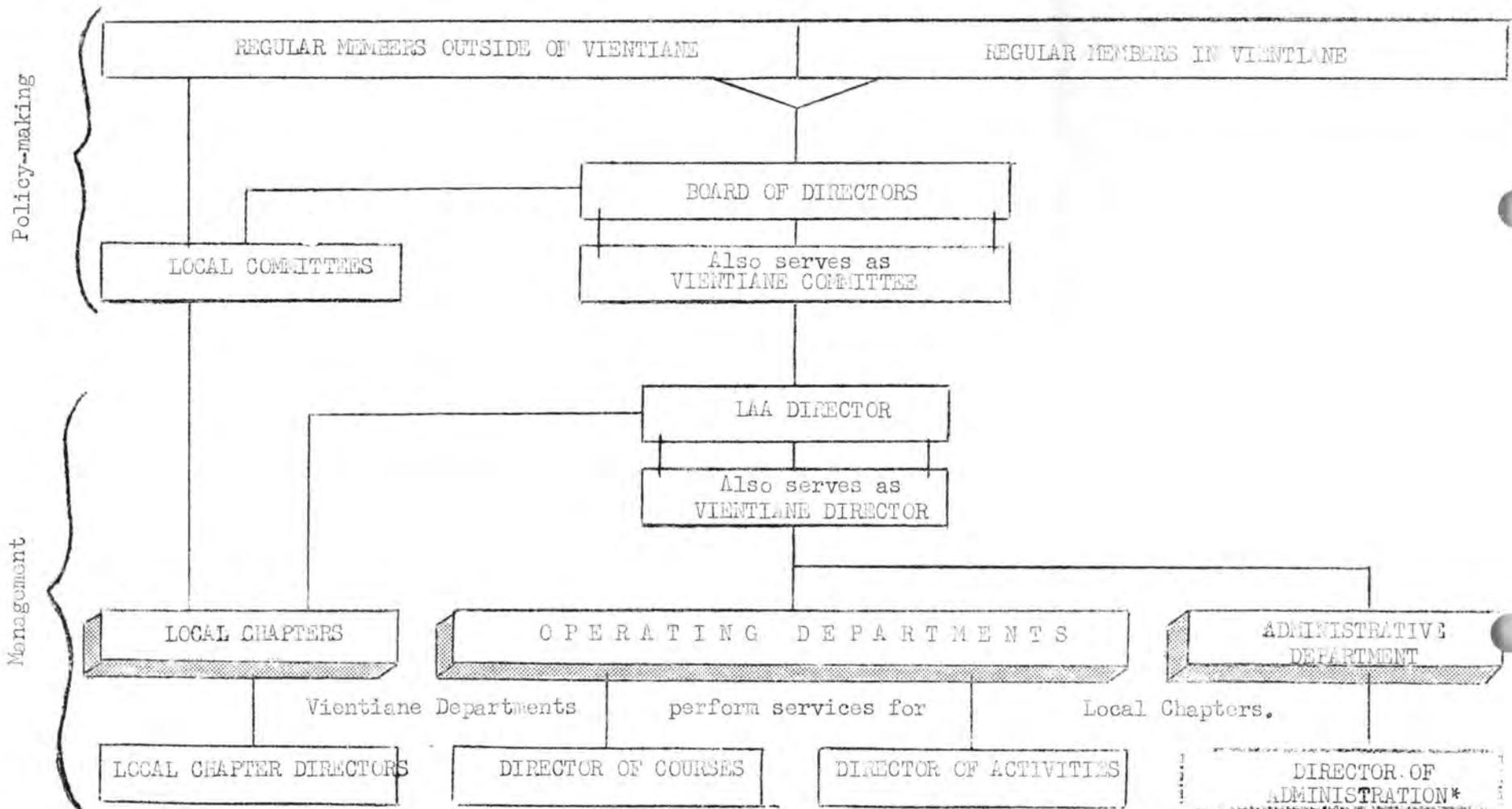
412 VISAS

The President of the Board of IAA may sign such documents as may be required of the sponsor to enable a Branch Director to obtain a "visa de non-immigrant" or a "carte de sejour."
(October 27, 1970)

LAO-AMERICAN ASSOCIATION

ORGANIZATION CHART

October 1970



*Position filled by Vientiane Director