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CIRCULAR No.25

ESTELLA HOUSE,
47a MAIN ROAD, CLAREMONT
21st SEPTEMBER, 1959

TO REGIONS AND NATIONAL COUNCILLORS

G E N E R A L

Administration

Please remember to send the C.E. an undercopy of all regional correspondence which you exchange direct with other regions and to ensure that such undercopies indicate clearly to which regions the original letters were sent.

In future the C.E. will adopt the following procedure regarding such correspondence:-

They will not acknowledge receipt of such letters, but will record in their minutes, the regions from whom correspondence has been received and what it was about. The C.E. will only reply to these letters when there is some matter on which they wish to comment.

We would like to know if Regions consider that the C.E. could cut down on the number of Circulars sent out if we adopt the following procedure; sending C.E. Minutes out (regularly and promptly) and expecting regions to read the Minutes in order to find out what the C.E. suggests or requests them to do.

Magazine.

In future the C.E. will arrange for the printers to send ADVANCE copies of the Black Sash Magazine direct to the leading Newspapers throughout the country in the hope that by doing so they will be able to encourage newspaper comments while the magazine still has some topical interest.

National Conference Resolutions.

To date the C.E. have received Resolutions for the National Conference from Cape Western, Southern Transvaal, Cape Eastern (including one from Grahamstown), one from Natal Midlands and none from any other region. The Agenda is already long and will be despatched next week. The original circular, stating that the 15th September would be the closing date for Resolutions for the National Conference, was despatched on 23/7/59, Circular No.16. Any urgent matters of great interest to the Sash could, however, be added by consent of the C.E. or the National Conference itself. It is hoped that Regions will discuss all major items on the Agenda very fully with their members before attending congress.

Delegates.

Will all regions please notify the Southern Transvaal Region and the C.E. simultaneously - of the numbers and names of the people who will be attending the Conference as their delegates. Will they also please notify Southern Transvaal and the C.E. simultaneously if accommodation is required.

National Councillors.

We have still not yet received the names and addresses of all the National Councillors in each region. Please let us have this information as soon as possible.

Mailing List.

In order to save postage, we are considering sending some routine correspondence, circulars, minutes, etc., by ordinary mail, instead of by airmail. This is especially desirable if the correspondence about to be despatched weighs a great deal. At the same time we believe that every region should have at least one person, preferably the Chairman or Hon. Secretary, who receives a copy by airmail, while the rest follow by ordinary mail. If this meets with your approval, please let us know the name and address of the person in your region to whom the airmail copy must be sent.

Several regions request us to send all correspondence (including that for several unnamed people) to one address. Although this makes things easier for us, we are wondering whether it ensures that our correspondence reaches all the individuals, (i.e. National Councillors, etc.) for whom it is intended, as quickly as possible. Would it not be preferable for us to send separately and direct to the Chairman, Hon. Secretary and National Councillors?

Names of Branches.

From time to time the C.E. needs to know to which region a certain branch belongs. As we have no list of the branches in each region, we shall be glad if each region would let us have (enclosing several spare copies) the names of all their branches and/or groups.