

OFFICERS

Seven in number, elected by the Board of Governors at first Governors' meeting each year.

Chairman
Executive Vice Chairman
Recorder
Secretary
Assistant Secretary
Treasurer
Assistant Treasurer

All officers shall serve for a term of one year or until a successor is elected. The amount of compensation on full or part-time basis shall be determined by the Finance Subcommittee and approved by the Board of Governors.

BANKING AND FINANCE

The Treasurer, with the advice and collaboration of the Finance Subcommittee, shall be responsible for all receipts and disbursements. The Treasurer is the only officer who alone has authority to sign checks of the corporation. In the absence of the Treasurer, checks may be signed jointly by the Chairman (or Executive Vice Chairman in the absence of the Chairman) and the Assistant Treasurer.

A regular corporation checking account in the name of "National Investigations Committee on Aerial Phenomena" shall be opened in a Washington, D. C. bank and all receipts and disbursements shall duly pass through and be recorded in this account.

ACCOUNTING SERVICES

The Committee, as a legal corporation, shall employ an outside firm of accountants and tax consultants, preferably certified public accountants specializing in tax matters, who shall be made responsible for the setting up of the Books of Account and the preparation of all the necessary Federal and State forms required of the corporation. This firm of accountants is responsible directly to the Treasurer of the Committee.

CONTRACTS OR GRANTS FOR RESEARCH

Under certain circumstances where technical investigations and physical or chemical analyses cannot be conducted within the facilities of the Committee, contracts or grants for research may be awarded to outside agencies.

V. LIBRARY AND STATISTICS

- 1) Records of investigations
 - a. Classifications
 - b. Conclusions
- 2) Maintenance of library
 - a. Cross-indexing
 - b. Foreign language sections
- 3) Library research assistance
 - a. Translations
 - b. Counsel to authors
 - c. Copyrights

VI. PUBLICATIONS

- 1) "Project SKYLIGHT", a record of the investigations and conclusions of the Committee, including
 - a. Reports of meetings
 - b. Contributed articles
- 2) "SPACE FLIGHT"
 - a. Editorials control
 - b. Business management
 - c. Circulation and distribution
 - d. Advertising
- 3) Miscellaneous books, pamphlets and reprints in this and related fields sponsored by the Committee

VII. PUBLIC RELATIONS

A. General

- 1) Problems re the general public
- 2) Press, TV and radio releases
- 3) Educational programs
 - a. Lectures and tours
 - b. Visual aids, motion pictures
 - c. Preparation, coordination and dissemination of youth information
- 4) Cooperation among authors for best overall effect
- 5) Long range planning
- 6) Compilation of "Who's Who" in general field of interest

B. Industrial and Commercial Relations

- 1) Assistance of industry generally
- 2) Assistance of aircraft executives
- 3) Published material in trade magazines
- 4) Consulting service to industry
 - a. Technical services
 - b. Non-technical services