

MEMORANDUM

November 25, 1987

To: The Board of Trustees,
The Zen Studies Society

From: Jean Bankier

On Saturday, November 7, following a memorial service for Sylvan Busch at Dai Bosatsu, six members of the board met informally. They were Eido Roshi, Yasuko Shimano, David Schnyer, Lee Milton, Bernard Spitz and Jean Bankier.

Eido Roshi advised that Wilkie Pretorius and Andy Afable have accepted The Zen Studies Society's invitation to serve on the board and will attend the next meeting. That meeting will take place on Sunday, January 10, 1988, at the New York Zendo, after morning service at 9:00 A.M. and one sitting. Luncheon will follow the meeting at the Fortune Garden.

Mr. Schnyer said that he has asked for a year's leave of absence commencing in March, 1988.

Eido Roshi said that Karen Barnes is drawing up a contract for the services of the DBZ caretaker.

Mr. Milton said that he has written Michael Raftery requesting his formal resignation from the board. Mrs. Bankier will send Mr. Raftery a letter of resignation to sign.

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THE ZEN STUDIES SOCIETY
ANNUAL MEETING
BOARD OF TRUSTEES
SUNDAY, JANUARY 10, 1987

AGENDA

1. Welcome to New Trustees
2. Review of By-Law (attached), "Creation of Executive Committees for the Governing of The Zen Studies Society";

Change of name "Carlson Fund" to
"Zen Studies Society Endowment Fund"
3. Financial Reports
4. Election of Officers
 President
 Treasurer
 Secretary
5. Appointment of Executive Committee Chairmen

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CREATION OF EXECUTIVE COMMITTEES FOR THE GOVERNING OF THE ZEN STUDIES SOCIETY

IT IS HEREBY RESOLVED that beginning January 1, 1984 three executive committees will be created to direct the activities of the Zen Studies Society. The purpose of creating these committees is two fold. First is to affirm what has already taken place, namely that the Zen Studies Society has been operating for a number of years as if three independent branches existed. The second purpose is to allow these branches to grow and mature independently of each other so that they may more fully realize their respective goals.

THE PURPOSE AND DIRECTION OF EACH COMMITTEE:

THE CARLSON FUND, created from the present Zen Studies Society account with the addition of the revenue obtained by the sale of the 69th street house, will support educational activities to promote the understanding and practice of Zen Buddhism in the Western World.

NEW YORK ZENDO SHOBO-JI will provide people in New York City with the opportunity to study and practice Zen Buddhism. Its activities include the operation and maintenance of the 67th street Zendo as a place where daily practice is available.

DAI BOSATSU ZENDO KONGO-JI, located in Hardenburg New York, provides the world with an opportunity for traditional Zen monastic training. Operating and maintaining the 1400 acres of isolated woodland, the possibility exists of a training center and community existing in mutual support of each other, exemplifying the importance of Self Realization and it's living expression in the world.

THE STRUCTURE AND OPERATION OF THE COMMITTEES

Each committee will consist of a Committee Chairperson (CC), a Treasurer, and additional members (max. 9). Both the Committee Chairperson and the Treasurer must be Zen Studies Board members and may be the same person if the situation so dictates. The Committee Chairperson is chosen by the Abbot (Chairman of the Board) and is approved by the Board. Each CC chooses the Treasurer and that appointment must also be Board approved. The remainder of the committee members do not need to be Zen Studies Board members and are chosen differently according to the committee. The Carlson Fund and Dai Bosatsu Zendo will choose the remaining members by appointment from the committee. In the case of Dai Bosatsu at least 2/3rds the members must be residents of Dai Bosatsu Zendo. For New York Zendo both residents are automatically committee members and the remaining members are chosen by sangha election for 1 year terms.

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Each Committee must decide its own operating and governing procedures as well as the frequency of meeting. A sort of "sub-bylaws" must be drawn up and followed.

THE ABBOT will act as an ex-officio member of each committee. He will have veto power over the committee's decisions. His presence at committee meetings is not required, however it is the responsibility of each CC to keep him informed of the committees activities.

THE BOARD OF DIRECTORS OF THE ZEN STUDIES SOCIETY will meet ^{a minimum of} twice yearly, in May and in December. Each committee will report of its activities to the full board and present its financial reports. Any Veto by the Abbot can be overridden by the board and these questions are to be brought up at these meetings. All and all the committees will operate independently of each other and the purpose of the Board meetings will be to review the present functioning of each committee. Committee executives may be removed by the Boards vote.

ADDITIONAL GUIDELINES