

Y'S MEN INTERNATIONAL



Model Constitution for a Y's Men's Club

PLEASE NOTE: This is just a MODEL and needs to be adapted to local conditions. To help you do this there are COMMENTS WRITTEN IN ITALICS WHICH ARE NOT TO BE PART OF THE ACTUAL LOCAL CLUB CONSTITUTION. YOU MUST WRITE THE ACTUAL WORDING APPROPRIATE for your local club and NOT just retype the comments which are only there to help you develop the appropriate wording. Where the model document has dots (.....) you must write the actual wording for your local club.

[Comment: The Constitution of a local club should follow this model as far as practicable. Changes may be made that are not inconsistent with the fundamental ideas expressed in the model and the comments following each Article, but the Constitution should always be submitted for Regional approval before final adoption by the club.]

ARTICLE I – NAME

The name of this organisation shall be the "Y's Men's Club (or Y's Men and Women's Club or Y Service Club) of" (city, state and/or country), duly affiliated to The International Association of Y's Men's Clubs, and its members shall be known as Y's Men or Y's Women. Its motto shall be: "To acknowledge the duty that accompanies every right".

[Comment: It is recognised that the name creates problems in non English-speaking communities and clubs that wish to use a clarifying local name may do so as long as it is not inconsistent with the ideals of this movement.]

ARTICLE II – PURPOSE AND OBJECTIVES

Section 1

As a member club of the International Association of Y's Men's Clubs, we acknowledge the stated purpose:

The International Association of Y's Men's Clubs is a worldwide fellowship of persons of all faiths, working together in mutual respect and affection, based on the teachings of Jesus Christ, and with a common loyalty to the Young Men's Christian Association, striving through active service to develop, encourage and provide leadership to build a better world for all mankind.

Section 2

The objectives of the Club are:

- 2.1. To function primarily as a service club for the YMCA.
- 2.2. To support other worthy organisations.
- 2.3. To encourage justice in civic and international affairs, abstaining always from party politics.
- 2.4. To keep members informed on and actively involved in religious, civic, economic, social and international matters.
- 2.5. To cultivate good fellowship.
- 2.6. To support club, District, Regional, Area and International projects of Y's Men

[Comment: The objectives may need to be rephrased but they should show how the commitments stated in the purpose are expressed through the activities of the club.]

ARTICLE III – OFFICERS AND THEIR DUTIES

[Comment: It is the custom in many clubs for the officers to be re-elected, but only for one extra year. The club must report the membership as at 1 October and 1 April each year and also make a yearly report on the activities in the club during the fiscal year 1 July to 30 June. The rosters, reports and dues (Regional, Area and International) should be submitted as advised in the Region.]

Section 1

The President:

- 1.1. Shall have first served the previous one year as President Elect
- 1.2. Shall preside at all meetings of the club unless absent
- 1.3. Shall provide leadership and management of the club
- 1.4. Shall have overall responsibility for the club and its activities
- 1.5. Shall set goals and develop plans to achieve the goals
- 1.6. Shall appoint Club Service Directors and give them duties as appropriate
- 1.7. Shall prepare a suitable budget for approval by the Club
- 1.8. Shall, where possible, participate in District and Regional meetings and conventions.
- 1.9. Shall constitute committees and support them to produce regular reports as well as ensure that every member serves on at least one committee.

Section 2

The President-Elect

- 2.1. Shall be elected by consensus but, if this is not possible, by simple majority vote of paid up club members; such election to take place a year before assumption of duties as President to facilitate proper training and preparation for the higher job.
- 2.2. Shall be the principal assistant to the Club President
- 2.3. Shall learn about Y'sdom and its activities
- 2.4. Shall preside at all meetings of the club in the absence of the Club President
- 2.5. Shall carry out such other duties as assigned by the Club President.

Section 3

The Secretary

- 3.1. Shall be appointed by the Club President or if this is not possible by consensus or by majority vote of paid up club members.
- 3.2. Shall take minutes of all club meetings and keep records of all club activities
- 3.3. Shall convene meetings as requested by the Club President or by club members
- 3.4. Shall attend to correspondence promptly and communicate with all parties linked to the club.
- 3.5. Shall give required reports, especially the 1st October and 1st April membership Reports, as well as other required reports about the club to all relevant parties.
- 3.6. Shall be conversant with club, District, Regional, Area and International constitutions.
- 3.7. Shall obtain the club Charter and keep it in safe custody
- 3.8. Shall obtain an inventory of club properties
- 3.9. Shall obtain the history of the club and make all club members aware of it
- 3.10. Shall compile a list of all club members showing their address, telephone numbers, e-mail address and spouses.
- 3.11. Shall prepare a mailing list for District, Regional, Area and International Officers
- 3.12. Shall send names and address of newly elected/appointed club officers to the District, Regional, Area and International offices early enough to facilitate smooth dissemination of information to and from the club.

Section 4

The Treasurer

- 4.1. Shall be elected by simple majority vote of paid up club members
- 4.2. Shall assist the Club President in preparing the budget
- 4.3. Shall receive, control and administer the funds of the club

- 4.4. Shall keep a full and correct account of all club income and expenditure and submit it at each meeting of the club.
- 4.5. Shall operate the account of the club with the Club President and Club Secretary or as per decisions of the club.
- 4.6. Shall remit dues to the District, Region, Area and International Headquarters as required.
- 4.7. Shall issue periodic statements to each member for dues and other financial obligations owed to the club and ensure each member timely pays the agreed dues.
- 4.8. Shall, in consultation with the Club President and Club Secretary, ensure the accounts of the club for the year ended 30th June are duly audited and promptly presented to the club.

Section 5

The Board of Directors

- 5.1. Shall consist of the Club President, President Elect, Secretary, Treasurer and Chairpersons of Committees.
- 5.2. Shall deal with such matters as the club in general meeting shall assign to it.
- 5.2. Shall consider issues of interest to the club and advise the club as to the right course of action.
- 5.2. Shall advise the Club President and the club members as to whom the Board considers suitable to hold certain positions in the club, it being understood that the Board's role is only advisory.
- 5.6. Shall be consulted, where necessary, on matters affecting the club.

ARTICLE IV – MEMBERSHIP

Section 1

Membership of the club may consist of men or women or both. No one shall be denied membership status because of race, creed, colour, gender, religion, culture or nationality.

[Comment: Applicants must agree with the Purpose and Objectives as stated in Article II of the International Constitution. The question of whether membership in the YMCA is required is decided together with the local and/or national YMCA. In principle there is only one kind of member – active – but the Board may extend membership to other deserving persons. In many cases women have formed their own clubs, "Y's Menettes' Clubs", working in close collaboration with Y's Men's Clubs. The best form for involving women must be worked out locally.]

Section 2

The motivation for membership is an individual's desire to give voluntary service and a good Y's Man will be the one who enjoys serving others without expecting personal benefits and one who accepts the purpose and objectives of the club as stated herein.

Section 3

All new members shall be inducted into membership using the standard Induction Charter.

Section 4

Upon being inducted a member shall from then onwards be required to fulfil all membership obligations including payment of membership fees applicable at the time of joining and participation in club and Y's Men activities.

Section 5

Membership shall cease upon the member failing to pay Area and/or International dues for one year, unless exempted by the club which has paid dues for such member, or upon being expelled, by an affirmative two thirds majority vote of paid up members, for misconduct of which the club shall be the sole judge.

Section 6

A member shall be given an opportunity to defend himself/herself prior to the decision being made on whether or not the member should suffer expulsion.

ARTICLE V – DUES

Section 1

An admission fee in equivalent to CHF shall be paid prior to admission to cover costs related to induction.

Section 2

The annual dues payable by new members shall be those applicable at the time of joining and for old members shall be those applicable at each given time as decided by the International Council or by the club or by an appropriate organ of Y's Men. These dues cover the operating expenses of the club, District, Region, Area and International.

ARTICLE VI – MEETINGS

Section 1

The regular meetings of the club shall be held at (place) from to (time) every (regularity) as per the calendar prepared and approved by the club.

Section 2

Special meetings may be held at the call of the President, upon written notice to each member.

Section 3

The Board of Directors shall meet regularly once a month and at the call of the President.

Section 4

Meetings shall, where possible, be short and interesting with a variety of topics designed to sustain the interest of members in the club and its activities.

ARTICLE VII – ELECTION

Section 1

A Nominating Committee shall present to the club, in writing, not later than one week before election, a list of one or more candidates for each office.

Section 2

Officers shall be elected in time to send their names and addresses to the Regional Director together with the 1 April Membership Roster. They shall assume their duties on 1 July following.

ARTICLE VIII – COMMITTEES

[Comment: To give as many club members as possible responsible tasks and to make the work more efficient, a number of special and/or standing committees may be formed within the club. Each club must find the best solution to meet its special needs.]

Section 1

Special or standing committees may be appointed by the Club President or the club to deal with specific or general tasks.

Section 2

Each committee will have its commission or terms of reference clearly indicated which shall specify the life of the committee, the reports required from each committee and may identify the Chairperson of the committee unless this is left to each committee to appoint.

ARTICLE IX – QUORUM

Section 1

Four members of the Board of Directors shall constitute a quorum for a meeting of the Board of Directors.

Section 2

30% of the members of the club shall constitute a quorum for a meeting of the club.

ARTICLE X – DISSOLUTION

Section 1

The club shall be dissolved if at its meeting where a quorum is realised at least two thirds of members present and voting at such meeting shall vote in favour of a resolution proposing such dissolution.

Section 2

No proposal for dissolution of the club shall be entertained unless notice in writing containing a copy of the proposed resolution of dissolution thereof and the date of the meeting of the club at which such resolution shall be proposed has been given to the President of the club six months in advance of that meeting.

Section 3

The resolution for dissolution shall name five Y’s Men of the club consisting of the sitting Club President, the Club Secretary, the Club Treasurer and two others who shall act as Trustees (hereinafter called “the Trustees”). Upon the resolution being passed as provided in section 1 of this Article, the property and funds of the club shall be transferred to the Trustees to be held by them in Trust for one year during which the Trustees shall have unrestricted authority to transfer such assets and funds to any other Y’s Men’s club or to an organization whose principles and objectives are, in the sole judgement and discretion of the Trustees, in harmony with those ofY’s Men’s Club upon such terms and subject to such conditions, if any, as the Trustees shall, in their uncontrolled discretion, prescribe.

Section 4

After such dissolution no former member of Y’s Men’s Club or of any Y’s Men’s Club shall have the right to take any legal action or prefer any claim of whatsoever nature anywhere with regard to any decision or action taken by the Trustees.

ARTICLE XI – AMENDMENTS

This Constitution may be amended by a two thirds (2/3) majority vote of the members present at any regular meeting, provided that written notice of the proposed amendment is given to all members at least weeks before the meeting.