



Y'S MEN INTERNATIONAL

Service Club in partnership with the YMCA

"To acknowledge the duty that accompanies every right"

PROCEDURES FOR THE CHARTER OF NEW Y'S YOUTH CLUBS (YYC)

Below are the procedures to be followed when applying for the charter of a new Y's Youth Club. Applications for a new Club should be directed to the Area Service Director for Youth Involvement and Activities (hereinafter "ASD YIA") who shall be responsible for endorsing the charter application. The Youth Intern shall be responsible for accepting and processing the application at IHQ.

1. The new Club applies for charter to the ASD YIA using the YYC "Charter Application" form and YYC "Charter Checklist".
2. The ASD YIA checks the Charter Application, following the YYC "Charter Checklist" (available at IHQ) and sends it with the necessary documents to the Youth Intern at IHQ. The date this documentation from the ASD YIA is received at IHQ becomes the *YYC Charter Application Date*, which is written into the text of the YYC Charter certificate.
3. After ensuring that the documentation fulfils all the necessary requirements (which should already have been checked by the ASD YIA), the Youth Intern prepares the YYC Charter certificate. The certificate is signed by the International Youth Representative (IYR), the Youth Intern (YI) and the International Service Director for Youth Involvement and Activities (ISD YIA).
4. IHQ sends the Charter certificate (as indicated on the YYC Charter Check List) so that it arrives in time for the "YYC Charter Presentation Date" ("YYC Charter Date"). On this day, the Charter is handed over to the new Y's Youth Club, usually during a special celebration, with the ASD YIA handing over the Charter if possible.

It is important that enough time be allowed in this process for IHQ to make and send the Charter certificate and to send out an announcement about the birth of the new Y's Youth Club (and announcements have to be grouped, to save time and postage). The announcements should arrive in time for those leaders receiving it to write a letter of welcome to each of the new Y's Youth Clubs being announced. A minimum of 4–6 weeks is therefore needed between the YYC Charter Application Date (which is 7–10 days *after* the ASD (YIA) has sent it to IHQ) and the actual YYC Charter Presentation Date.

Please use the printed "YYC Charter Check List" and "YYC Charter Application" form available at IHQ — do not spend unnecessary time and effort retyping what already exists. Please remember that the "Model Constitution for Local Club" and "Model By-Laws for Local Club" (also available at IHQ) are just that — *models*. They propose articles and include comments that are written in a different type style. Obviously, these comments are *not* intended to form part of an actual Club Constitution and Club By-Laws.

Any Y's Youth Club Constitution to be approved *must* contain our Statement of Purpose & Objectives (from Part A, Section 1 of the Y's Youth Club Formation Guidelines):

"A "Y's Youth Club" is a part of the International Association of Y's Men's Clubs which 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 people."

- Or a similar text that clearly shows that our work is **based on the teachings of Jesus Christ**.