



## PROCEDURES FOR THE CHARTER OF NEW CLUBS

Below are the procedures to be followed by all Regional Directors when applying for the charter of a new Club.

1. The new Club applies for charter to the RD through the "[Charter Application](#)" form.
2. The RD checks the Charter Application, following the "[Charter Check List](#)" available on the website, and then completes the [online submission form](#) with the necessary information and documents.
3. The documentation must include the "[Roster Template](#)", completed with the details of all charter members. The form should be completed as much as possible, including courtesy title, full name, gender, at least one address, at least one phone number and an email address. The preferred postal address (home, work) and phone number (home, work, mobile) should also be indicated by selecting from the drop-down list. Note that members' full name, home city and home country must be written using the Latin (English) alphabet. Other address details (building and street name, etc) should be completed in local language/characters.
3. The date this documentation from the RD is submitted to IHQ through the online submission tool becomes the *Charter Application Date* which is written into the text of the Charter as being the date when the signatures of the International President and International Secretary General are affixed to the Charter document.
4. After ensuring that the documentation fulfils all the necessary requirements (which should already have been checked by the RD), IHQ prepares the Charter and sends it as indicated on the Charter Check List so that it arrives in time for the "Charter Presentation Date" ("Charter Date"), which is the date when the Charter is handed over to the new Club, usually during a special festive occasion with, if possible, the RD handing over the Charter. The *Charter Date* is the date the Club is actually entered in the records as a Y's Men's Club with all rights (such as voting) and duties (such as dues payment).

It is important that enough time be allowed in this process for IHQ not only to make the Charter and send it as indicated, but also to send out an announcement about the birth of the new Club to arrive in time for those leaders receiving it to write a letter of welcome to each of the new Clubs being announced. A minimum of 4–6 weeks is therefore needed between the Charter Application Date and the actual Charter Date. The [online submission form](#) will not allow applications with less than 4 weeks' notice.

Please use the "[Charter Application](#)" forms available at IHQ — do not spend unnecessary time and effort retyping what already exists. And please remember that the "[Model Constitution for a Y's Men's Club](#)" is just that — a *model*. It proposes articles and includes comments which are written in a different type style. Obviously these comments are *not* intended to form part of an actual Club Constitution.

Any Club Constitution to be approved *must* contain our Statement of Purpose (from Article II, Section 1 of the International Constitution):

"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"

— or a similar text clearly showing that our work is **based on the teachings of Jesus Christ**.