

Y's MENETTES
INTERNATIONAL
MANUAL



FORWARD

The first reference in a Y's Men's publication concerning the supportive activities of wives of Y's Men appeared in May 1923 when the question was posed, "Is there an organisation called Y's Women?" The answer at the time was "No." However, in 1924, the first Y's Menettes Club was established in Vancouver, British Columbia (Canada) and the Y's Menettes movement was born.

Y's Menettes first developed a manual to guide members in 1982 and it has proved to be an invaluable tool. Several revisions have been done, notably in 2000 and in 2015. In 2022, as part of the mandate of the YMI Manual Review Committee to review all manuals available to YMI members and partners, a major update of this document was done with collaboration by Y's Menettes from all over the world. Many Y's Menettes leaders have contributed their time and ideas to ensure this manual is complete and effective.

While Y's Menettes International supports the basic principles of our movement in accordance with the constitution of the International Association of Y's Men's Clubs, Y's Menettes Clubs function differently in the various Areas of YMI. We trust that this manual allows for those differences and provides all clubs with suggestions, ideas, guidance, and assistance.

We encourage Y's Menettes Areas to use this manual, adding sections relevant to their own Y's Menettes clubs. It will be helpful to translate the manual into the language(s) of the Area or Region. In this way, each Y's Menettes club will then have a manual which will be applicable, helpful, and more likely to be used.

This manual is available online at the Y's Men International website www.ysmen.org

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Updated 2000, 2015, 2022

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A. INTRODUCTION

1. Y'S MENETTES INTERNATIONAL

Y's Menettes International is the highest level of the Y's Menettes organisation. It is comprised of affiliated Y's Menettes Clubs /Y Service Clubs Women from across the globe. It is a partner organisation with Y's Men International and shares a common loyalty to the YMCA. The international constitution for Y's Men International (YMI) acknowledges Y's Menettes in Article III, Section 3. The International Director for Y's Menettes sits on the International Council of YMI, with a voice but no vote.

Y's Menettes are the members of Y's Menettes Clubs/Y Service Clubs Women. In this manual the name Y's Menettes will refer to members of both Y's Menettes Clubs and Y Service Clubs Women.

A Y's Menette may be any woman who wishes to enjoy the fellowship of Y's Menettes clubs and assist in the projects of Y's Men International, the local YMI club and/or other specific community needs.

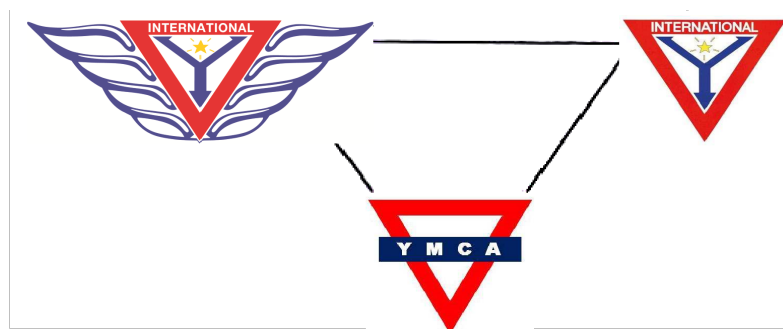
Y's Menettes clubs offer their members opportunities for fellowship, personal development, and service. Their purpose is to plan and carry out programmes and projects of their own in support of Y's Men's Clubs, the YMCA, and their communities at local, District, Regional, Area and international levels. Collectively, clubs participate in the selection and financing of the Y's Menettes International Project which assists chosen Time of Fast (TOF) projects in needy parts of the world.

Membership in Y's Menettes International is not an automatic occurrence for the wives of Y's Men. While historically this was the case, today women may choose how they will be involved in YMI/Y's Menettes International.

As with YMI, there are costs involved in managing Y's Menettes International and, therefore, member clubs must pay annual international dues (currently 2 CHF per club member). Such fees must be paid for a club to be recognized as a Y's Menettes club in good standing. Other dues at the club, Regional, and Area levels may also be required.

Y's Menettes International proudly embraces the motto of Y's Men International:

"To acknowledge the duty that accompanies every right."



See [Appendix XIV](#) for a historical timeline of Y's Menettes International and [Appendix XV](#) for list of Y's Menettes International leaders.

2. Y's MENETTES MISSION

Y's Menettes International is a vibrant community-based movement that:

SUPPORTS	The programmes and aims of YMI and the YMCA especially upholding Christian principles.
ENCOURAGES	Youth activities.
RESPONDS	To community needs.
FOSTERS	International goodwill through support of the Y's Menettes International Project and participation in the Sister Club Programme.
PROMOTES	Personal development.
ENCOURAGES	Enjoyment of life.
KEEPS	Members informed of local, national, and worldwide matters within the movement – and acts accordingly.

3. ABBREVIATIONS ([YMI List of Abbreviations](#))

Y's Men International uses abbreviations or short forms to identify programmes and leaders - YMI is now commonly used to indicate Y's Men International. Throughout this manual, each title has usually been introduced in full, followed by its use in the convenient abbreviated form. The following list contains the abbreviated and full titles of many of the organisation's roles. It is helpful to be aware of the letters which refer to the officer level:

I = International	A = Area	E = Elect (at the end of a title)
R = Region	D = District	P = Past (at the beginning of a title)

Common abbreviations for Y's Menettes:	
Y's Mts./YMTs	Y's Menettes
ID	International Director
IMA	International Membership Administrator
IPC	International Project Coordinator
ISCC	International Sister Club Coordinator
AD	Area Director for Y's Menettes/Y Service Clubs Women
ASD	Area Service Director
RD or RC	Regional Director or Regional Coordinator (used in Area India)
RSD	Regional Service Director (used in some countries)
SCC	Sister Club Coordinator
Abbreviations used throughout YMI:	
IHQ	International Headquarters for YMI
ISG	International Secretary General
IP	International President for YMI
ICM	International Council Member (or Meeting)
AP	Area President for a specific YMI Area
RD	Regional Director for a specific YMI Region in an Area
DG	District Governor for a specific YMI District in a Region
I/A/R/DSD	International/Area/Regional/District Service Director for YMI
I/A/R/DT	International/Area/Regional/District Treasurer for YMI
A/R/DS	Area/Regional/District Secretary for YMI

B. CLUB LIFE

Y's Menettes clubs work independently although they are often connected to a local Y's Men's club and/or YMCA. They are part of a worldwide organisation of Y's Menettes clubs which offer women fellowship and service projects to support their community. To be held in 'good standing' and thereby able to take part in all aspects of the organisation, clubs are required to pay to Y's Menettes International an annual fee based on membership numbers. There is a process established to develop and charter a new club if one does not already exist. See [Appendix VI](#) Establishing a New Y's Menettes Club.

1. MEMBERSHIP

a. Composition of Clubs

Y's Menettes clubs consist of women who wish to uphold the objectives of the club. These women may be wives of Y's Men or any woman who wishes to enjoy the fellowship of Y's Menettes clubs and to assist in the projects of Y's Men, locally and internationally, as well as the community. Traditionally, clubs are formed through a common setting (i.e., location, team, activity, Y's Men's club). A club may also be formed with local members and remote members and is then termed a glocal club.

b. Responsibilities

A Y's Menettes club should:

- Conduct a variety of service activities in line with the values of YMI.
- Hold meetings regularly.
- Communicate and submit reports.
- Collect and submit fees including international dues, Regional/Area dues, if applicable, and club dues.

c. Types of Membership

- Active Member – defined as a member who maintains good standing through payment of annual dues and regularly participates in club meetings and activities, whether a local club or a glocal club.
- Glocal Member – defined as an active member who resides in a community where a Y's Menettes club does not exist. They may become a glocal member upon application and approval by a chosen club. Such members may engage in club meetings by way of video or phone link and should participate as much as possible in club programmes and activities. They are required to pay club/Region/Area and International fees to their attached club.
- Member-at-Large – defined as a member no longer residing in a community where a Y's Menettes club exists. They may become a member-at-large upon application to the RD and with approval by a chosen club. They are required to pay club/Region/Area and International contributions to their attached club to be listed on the club membership roster, but do not regularly participate in club meetings and activities.
- Life Member – a special and rare honour granted by a club to a member who has made a significant contribution to the club. The club assumes responsibility to pay the relevant dues for this member for the rest of her life. See also Section 8b, Honouring Members.

d. Support for New and Potential Members

A new and potential member should feel welcome at club meetings and activities:

- Offer transportation to meetings.
- Make sure she is included in discussions.
- Ensure there are brief explanations about Y's Menettes-related topics
- Provide relevant literature, e.g., Y's Menettes promotional leaflets, access to the Y's Menettes manual.

2. **INDUCTION OF CLUB MEMBERS**

The decision of a woman to join a Y's Menettes club is to be celebrated and is usually takes place with an induction ceremony. Such a ceremony may take place for a single new person or may be deferred until there are several members joining. The ceremony may be conducted by the Club President and include other club officers or members. Leaders of higher office, if available, may also induct new members. See [Appendix IV](#) for a Sample Member Induction Ceremony and hints for preparation.

Potential members should have demonstrated commitment to the club and have some knowledge about the movement/organisation. For example:

- Participated in three meetings or activities.
- Provided an introduction about Y's Menettes and its connection to YMI/YMCA.
- Understands the obligation to pay the annual dues required.
- Completed and signed an application form (if applicable).

3. **CLUB OFFICERS**

As with most organisations, Y's Menettes clubs will function more efficiently and effectively when the duties and responsibilities are shared among members. This may be done by election, appointment or other means decided by the club membership, constitution and/or guidelines. Many clubs utilise the following common club officer positions.

a. Common Club Officers and Duties

- President - presides at all meetings of the club including executive meetings and represents the club officially
- Vice-President/President Elect - assumes all the duties of the President in the absence or incapacity of the President. For some clubs, the Vice-President is responsible for arranging club programmes.
- Secretary - records the minutes of club meetings and manages all correspondence for the club; maintains a permanent file of all correspondence and records of value to the organisation; keeps an accurate record of members' names and addresses which is to be provided to the RD.
- Treasurer - keeps a complete account of all receipts and disbursements; collects dues or fees and pays out funds when authorised.

b. Other Suggested Committees or Club Positions

Clubs may also find it helpful to establish standing committees to suit their needs or a committee to spearhead a special project. Such a committee will have a chairperson to oversee the work of the committee and report to the membership. There also may be positions connected to Y's Menettes International which will help to maintain communication and exchange of ideas across the movement. Following is a list of examples and suggested duties:

- Social Coordinator - Plans and organizes social events for members, families, and friends. Communicates with affiliated YMI club for joint activities.
- Programme Coordinator - Arranges for interesting and informative programmes for meetings.
- Bulletin Editor - Produces and distributes club bulletin or newsletter regularly.
- Membership Officer - Contacts prospective new members, communicates with others in times of joy, illness, or sorrow.
- Publicity - Provides information of club activities or notable achievements to local media. Use Y's Menettes leaflets when possible.
- Historian - Compiles and maintains an album or scrapbook of photos, reports, newspaper clippings featuring club activities.
- Sister Club Secretary - Arranges regular contact with Sister Club(s) of the club and reports to members at club meetings.

c. Installation of Club Officers

At the beginning of each club year, new and continuing officers should be formally installed to ensure that they are reminded of their duties and responsibilities. Each club is different and will be seeking guidance and direction to help make the installation meaningful. This installation is often conducted by the Y's Menettes AD, RD, or appropriate club officer, such as a past Club President. It is most important for arrangements to be made in advance of the installation ceremony. See Appendix V for a Sample Club Officers Installation Ceremony and suggestions for making it successful.

4. **MANAGING MEETINGS**

Y's Menettes meetings typically follow an established structure, although this will vary depending on the location and focus of the meeting. It is important to have someone chair the meeting, someone to take notes, and it is useful to have an agenda.

a. Meeting Agenda

Most meetings should include key components as well as some time to socialize with one another. Maintaining focus on those elements as well as ensuring the meeting starts and ends on time will help a club have a successful time together. See [Appendix I](#) for a Sample Club Meeting Agenda.

b. Programme Planning

Interesting and informative programmes will ensure that club members will be eager to attend meetings and become involved in the running of club affairs. An individual, or a team, should be designated the duty of overseeing the planning of programmes. See [Appendix III](#) for ideas to help with programme planning.

INTERESTING PROGRAMMES will ENTERTAIN, EDUCATE, INVOLVE, INFORM, INSPIRE

c. Devotions

As YMI and Y's Menettes International were founded on Christian values while embracing a worldwide fellowship of all faiths, devotions/reflections play an important part in the life of each club. A meeting agenda should allot time for a brief reflective or inspirational reading or song. Recognising that the YMI movement welcomes people of all faiths, consider including devotions from a variety of spiritual backgrounds.

Some occasions or seasonal events may call for additional thought when preparing devotions, e.g., Christmas, Easter, Diwali, Passover or Eid celebrations, illness, or bereavement. Involve club members in selecting suitable devotional materials. Devotions and/or a Y's Menettes Prayer should also be included at conventions, installation ceremonies, joint meetings, and other events on the Y's Menettes calendar. See [Appendix II](#) for sample Y's Menettes Prayers.

d. Fellowship

Y's Menettes clubs offer members a time of sharing, encouragement, and support. It is important to ensure that times of fellowship are included in overall programme planning. This can be done at the beginning or end of a meeting, or by participating in a social activity together such as visiting a local tearoom or playing games together.

5. COMMUNICATION

Communication is essential at each level of the organisation and between levels, such as club, District, Region, Area, and International. A strong club ensures that members are regularly informed of both what is coming up and what has recently happened. Clubs are required to inform Region leaders of their activities at regular times and should share information coming from them.

a. Club Bulletins

A good bulletin, published regularly, is a tremendous asset to your club. It keeps members informed and interested especially if they happen to have missed a meeting. Sent by regular post or email, it is invaluable in providing information about events or activities coming up. The time, date, and place of the next meeting should be prominently featured. Every issue should contain the name of the Club President and the Bulletin Editor with contact information.

Bulletins might include club activities - recent and upcoming, important dates, relevant Region/Area and International news, items of interest from YMI or the YMCA, news from Sister Clubs and updates about Y's Menettes International Project. Use of members' names and contributions with pictures will make your bulletin inviting to the reader. Look for tips on how to produce a successful bulletin through the [YMI Bulletin Editor's Manual](#).

Suggestions for distribution of a club bulletin:

<u>Y's Menettes</u>	<u>YMI and other</u>
Club members Y's Menettes-at-large attached to the club RD or RC / AD / ASD / RSD	Relevant Y's Men's Club(s) Area / Region Bulletin Editors District Governor (optional)

Other Y's Menettes clubs of the Region / Area Region / Area Sister Club Coordinator Sister Club(s) International Officers (optional)	Area President (optional) YMI World Editor Local YMCA Secretary or Executive Officer Websites (when applicable)
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b. Other Ways to Communicate

Social media platforms offer opportunities to communicate broadly to members and the community; a website or a Facebook page are good examples. It is important to ensure that these are well maintained and updated with new and current information on a regular basis. Care must be taken to have proper security on such sites.

Many clubs may still use direct methods to communicate information to club members by telephone or in person, especially for club members without access to technology or for time-sensitive matters.

c. Communication Up and Down

While clubs are encouraged to share information with their Y's Menettes regional leaders, it is also important for leaders at the Region and Area levels to share pertinent information with clubs. Sharing must go in all directions to ensure all members are knowledgeable and able to participate. Region and Area leaders play a key role in building the wider fellowship of Y's Menettes across the movement.

6. DUTIES AND RESPONSIBILITIES FOR Y's MENETTES CLUBS

Y's Menettes clubs are part of a larger organisation and, as such, have duties and responsibilities that will maintain operating consistency and their good standing status.

a. Club Calendars

Preparing and maintaining a club calendar ensures that important key items happen at the right time of the year. It is useful to schedule things such as paying dues, donating to Y's Menettes International Project Fund, planning events, convention dates, club anniversaries, etc. The calendar might include suggested speakers or special events, emphasis month themes (e.g., Time of Fast), dates for raising funds for specific programmes locally (i.e., the Snowsuit Fund) and beyond (i.e., YMI international programmes), or attending conventions). Ideally, as one YMI year ends, the calendar for the new year should be set and can be helpful when club members prepare personal calendars.

b. Reporting

Clubs are asked to report regularly (monthly, quarterly, bi-annually) to their RD/RC, with a more detailed report at the end of the YMI year. This information helps ensure the RD is aware of the work of Y's Menettes clubs in her Region. The RD, in turn, must report to the AD on a regular basis, and ADs report to the ID. The ID reports to YMI International Council twice each year. Reports allow leaders of clubs as well as RDs/ADs to clarify any missing details and are essential in helping maintain the partnership with YMI.

c. Voting by Clubs

Clubs that are in good standing with Y's Menettes International are eligible and have the responsibility to vote on international issues. "Good standing" means that international dues are paid up to date and that club member lists have been given to the Membership Administrator. A club must maintain a membership of at least three (3) people to be eligible to vote.

The following situations require a vote:

- selection of the Y's Menettes International Project every two years – each club has one vote
- selection of the International Director if there is more than one candidate
- any unusual use of one of the Y's Menettes funds (Y's Menettes General Fund or Y's Menettes International Project Fund) must get approval through a club vote
- approval for any major changes to Y's Menettes policy or guidelines

d. Historic Club Exemption

If a club's membership is reduced to one or two members through natural attrition, the club may maintain charter status and can apply for a "historic club exemption" to be eligible to vote. A historic club has been chartered for at least ten (10) years and membership dues have been paid consistently for the previous five (5) years. It is expected that historic clubs will welcome new members. Application for such an exemption must be made to the RD annually by December 31 with final approval for an exemption made by the ID. See [Appendix XIII](#) for Historic Club Exemption Form.

e. Non-compliance with Club Responsibilities

Y's Menettes clubs have a responsibility to pay international dues to be in good standing. Clubs that do not pay these dues forfeit the right to vote, among other rights and privileges of membership, i.e., the ability to apply for a YMI Building Fellowship Programme (formerly called the Brotherhood Fund) grant. Clubs that do not pay these dues for multiple years may also forfeit their right to remain a recognized chartered club. A decision to disband or de-charter a club is not taken lightly and is done only following consultation between the ID and the AD and RD/RC of the specific club. See below for instructions for disbanding a club.

7. **ESTABLISHING A Y's MENETTES CLUB**

a. How to start a new Y's Menettes Club

New clubs generally enjoy the mentorship of an existing Y's Menettes club or Y's Men's club. The mentor club's input is vital as an ongoing source of information, encouragement, and sense of belonging to a larger organisation. There are five main avenues for the extension of the Y's Menettes movement:

- When a Y's Men's club is chartered in a new locality/District/Region, and/or being mentored by an existing YMI club, the establishment of Y's Menettes clubs should be offered as a practical option for the involvement of women in YMI.
- If there is no Y's Menettes club where a Y's Men's club already exists.
- If a 'standalone' Y's Menettes club is proposed. (This may be encouraged by a YMCA or other appropriate grouping.)
- If an existing Y's Menettes club assists with building a new club in another nearby location.

- If a woman wishes to actively participate in the work of Y's Menettes but resides too distant from a traditional club, a glocal club may be established with both local members and remote members. Requirements are the same as for a YMI glocal club.

b. Chartering Process

A chartered Y's Menettes club ensures that their members may be able to fully participate in the opportunities and experiences of the international movement. It offers structure and leadership to help clubs maintain their enthusiasm. To charter a new club, a minimum of five (5) members is required. For a glocal club, the local membership required is still five members. To have a truly vibrant club, ten or more members is highly recommended.

Once there is clear interest in starting a Y's Menettes club, there are essential steps necessary leading to the issuing of a charter. Appropriate local leaders should communicate with Y's Menettes Region and Area leaders to seek guidance for this process. See [Appendix VII](#) for chartering process details.

c. Mentor Club (formerly called Sponsor Club)

While having a mentor club is not a requirement to start a new Y's Menettes club, they do provide real benefits to the process. A mentor club can help in completing various steps leading to a charter application as well as on-going support once chartered. See [Appendix VI](#) for more details for suggested tasks for a mentor club.

8. HONOURING MEMBERS

Clubs may wish to confer special recognition on members who have shown outstanding qualities as a Y's Menette. This can be done by one of the following means:

- Certificate of Appreciation – awarded at the discretion of clubs, Regions, or Areas (e.g., honouring a charter member)
- Life Membership – a rare and special honour granted to a club member who has contributed significantly to the life of the club. It means that a club accepts, for the member being honoured, continuing full financial commitment including international dues.
- Endowment Fund/Golden Book – A contribution may be made to the YMI Endowment Fund to honour a member as a living tribute or a memorial accolade in the Golden Book which resides at IHQ. There are also options to financially support the YMI in your own name through this fund, i.e., PWA Fellow, DPWA Fellow, Endowment Friend, Honour Roll Member, etc. Endowment Fund,

9. CLUB CONSTITUTION and/or GUIDELINES

Y's Menettes clubs are established within the constitution of the International Association of Y's Men's Clubs, Article III, Section 3. Therefore, there is no separate constitution for Y's Menettes at the international level. It is appropriate and wise for clubs to have a set of guidelines for operations, or a formal constitution. These may be adapted to meet the needs of the specific club, although they may not conflict with the International Constitution. Regions and Areas may choose to have a constitution and guidelines. Any major changes to policies related to Y's Menettes International

practices must be approved by a vote by clubs prior to implementation. See [Appendix VIII](#) for a sample of a constitution/guidelines.

10. DISBANDING OF A Y'S MENETTES CLUB

A decision to disband or de-charter a Y's Menettes club is not taken lightly and is done only following consultation between the club's AD/RD or RC and the ID. Reasons for a club to choose to disband could include low membership, aging members, etc. If a club proposes to disband, they should immediately inform their RD to ensure they are following correct procedures.

If a Y's Menettes club ceases to comply with the requirements of membership for more than two years, Region leaders may work with the club members to discuss issues and try to find solutions. The club should be encouraged to build an active membership, pay annual dues, and re-engage with the Y's Menettes movement.

If it becomes evident that a club wishes to disband or is unable or unwilling to comply with the responsibilities of a Y's Menettes club, the following steps should be taken:

- i. Advise the RD of the intent to start the process to disband or de-charter the club. This should be done well in advance of moving to the formal process to disband to provide opportunity for discussion regarding the club situation by those involved. A notice of one or two months is recommended.
- ii. Notify club members and the RD, thirty (30) days in advance of the date, that a vote to disband or de-charter the club will be taken.
- iii. At least two-thirds of voting members present at the meeting must be in favour of the motion to disband.
- iv. If the vote supports disbanding of the club, advise the RD, and return the club's charter document to her.
 - Honour all debts and liabilities.
 - Distribute all remaining assets appropriately to YMI, the YMCA and/or the local community, and close the accounts.
- v. If a vote does not support disbanding of the club, advise the RD, and take steps necessary to regain good standing.

C. Y'S MENETTES/Y SERVICE CLUB WOMEN PROGRAMMES

Y's Menettes offers clubs the opportunity to participate in two international programmes specific to the organisation.

1. INTERNATIONAL SISTER CLUB PROGRAMME

The Y's Menettes International Sister Club Programme matches clubs from various parts of the world, enabling their members to learn more about the other members, families, cities, and countries. The objective is to encourage understanding between Y's Menettes of different cultures.

Y's Menettes clubs may wish to appoint a member to correspond with one or more sister clubs and develop this cultural relationship. To begin a sister club match, see [Appendix IX](#).

2. Y'S MENETTES INTERNATIONAL PROJECT

The Y's Menettes International Project aims to unite members around the world to support a specific goal where there is a great need. Projects are typically chosen from applications received by IHQ for Time of Fast grants and are supported for a two-year period. Selection of the International Project is done through a vote by clubs in good standing. See [Appendix XVI](#) for a list of Y's Menettes International Projects over the years.)

D. CONNECTIONS BEYOND THE CLUB LEVEL

Y's Menettes clubs are organised following the YMI structure. This allows clubs located geographically near to effectively coordinate, communicate, and encourage one another.

1. REGION/DISTRICT AND AREA

a. Region/District

A Region groups several clubs from a particular zone together and acts as the representative body for reporting to Y's Menettes International through the Area Director. A Region with many clubs may be divided into Districts to help in the management of the clubs. Gatherings or conventions may also happen at the District or Region levels. Leaders exist to enable all levels to work effectively together. A Region leader is known as Regional Director or Regional Coordinator for Y's Menettes (RD/RC). There may also be Regional Service Directors (RSDs) appointed to assist the RD/RC with the workload for the Region. District leaders may be identified as District Coordinators or District Governors. See [Appendix XI](#) for duties and responsibilities for Regional and District leaders.

b. Area

Y's Menettes Regions are grouped into Areas, following the YMI structure. This allows Regions within the same Area to coordinate, communicate and encourage one another. Gatherings or conventions also happen at the Area level. Leaders exist to enable all levels to work effectively together. An Area leader is called the Area Director (AD). See [Appendix XI](#) for duties and responsibilities for the Area Director.

2. Y'S MENETTES INTERNATIONAL LEADERSHIP

Y's Menettes have their own leadership structure and programmes. Clubs are independent, affiliated members of the International Association of Y's Men's Clubs (YMI).

a. International Director (ID)

The Y's Menettes International Director (ID) is the worldwide leader for Y's Menettes and is responsible for promoting the conservation, extension, and service of the Y's Menettes movement. The ID is a non-voting member of the YMI International Council and must be prepared to be the representative and spokesperson of the Y's Menettes International movement. See [Appendix XI](#) for detailed duties of the ID.

The ID is appointed for a two-year term. The selection process to identify the IDE is led by Y's Menettes leaders in consultation with two past IDs and the current ADs. Any Y's Menette in good standing may be nominated for the ID position. If more than one candidate is nominated, thus requiring a vote, Y's Menettes clubs in good standing are eligible to participate in the voting process for the IDE.

b. International Project Coordinator (IPC)

The International Project Coordinator is appointed by the ID for a two-year period to oversee the Y's Menettes International Project from selection to completion. She is the liaison person for the selected project, and coordinates with IHQ to enable the release of funds at established points. She regularly reports to the ID on the status of the International Project. See [Appendix XI](#) for duties of the IPC.

c. International Sister Club Coordinator (ISCC)

The International Sister Club Coordinator is responsible for the conduct and promotion of the Sister Club Programme. She is appointed by the ID for Y's Menettes and works in close cooperation with her. See [Appendix XI](#) for duties of the ISCC.

d. International Membership Administrator (IMA)

The International Membership Administrator manages club membership data to ensure that declared membership and dues payments are accurate. She coordinates with IHQ to confirm submission of international dues. This information is essential to determine voting eligibility. She maintains regular communication with the ID and ADs.

The IMA is appointed by the ID in consultation with the two previous IDs. As this position requires specific skills (e.g., technical, organisational, time-management), it is preferable for the person to remain in the position beyond the term of single ID. Continuity is critical when changing from one IMA to the next one. See [Appendix XI](#) for duties of the IMA.

e. Installing Y's Menettes Region/Area/International Leaders

As the Y's Menettes RD/RC is part of the YMI Regional Director's team of RSDs, she is usually installed into office when the YMI RD inducts their complete team of RSDs. This may take place at a Region Convention. If this does not occur, the outgoing Y's Menettes RD may induct her successor at an appropriate Y's Menettes gathering. She may adapt the wording of either the YMI RSD Induction ceremony or the Y's Menettes Club Officers Installation.

Similarly, the Y's Menettes AD may be installed into office when the AP inducts their team of ASDs.

The ID for Y's Menettes is installed into office at the International Council meeting, usually held in late July or early August.

3. Y'S MENETTES INTERNATIONAL FINANCES

Member dues and project contributions are remitted to YMI IHQ but are managed by the ID. There are two fund allocations:

The Y's Menettes General Fund receives member dues and is designated to support the work of the ID during her term. This includes specific expenses for authorized Y's Menettes International leaders, typically the ID and the IPID, to attend the annual meeting of the YMI International Council and the International or Area Convention held in conjunction with the Council meeting.

The Y's Menettes International Project Fund receives voluntary donations by clubs to support a chosen international project. Payments to support the International Project follow a specified schedule and are made after required reports are received.

See [Appendix X](#) for more details about the use of Y's Menettes International accounts.

4. CONVENTIONS – REGION, AREA, INTERNATIONAL

Conventions provide an opportunity for both YMI and Y's Menettes members from different clubs to come together for fellowship, sharing and official business. Conventions may be held yearly or every two years, depending on timing that has been established. International conventions are scheduled biennially in even years. The Y's Menette leader at the appropriate level should collaborate with the Host Convention Committee to ensure that there are the timeslots and venues allotted for Y's Menettes programming and meetings while still allowing Y's Menettes to fully participate in the convention. See [Appendix XII](#) for more details about conventions.

The annual YMI International Council Meeting is held in conjunction with a convention - typically an Area convention in odd years and an international convention in even years.

E. Y's MENETTES SUPPLIES

Y's Menettes require distinct items to support their members and their work. Development of the style of items is the responsibility of Y's Menettes leaders, but member pins are distributed through IHQ or related offices.

a. Y's Menettes Pins

Y's Menettes member pins are available through the YMI ISD Supplies. The ID Y's Menettes should work with the ISD Supplies to ensure there is a constant supply of member pins and make price lists available to ADs. Areas may wish to keep a small supply of commonly requested items for easy access. Contact the AD Y's Menettes to inquire about any member pins needed.

Locally, Areas, Regions and clubs may choose to develop additional identification badges to suit their needs, i.e., name badges, club president badge, etc. The most current logo must be used for representation of Y's Menettes International or YMI branding (available at ysmen.org).

b. Charter Certificates

Charter certificates are held by the ID Y's Menettes and at YMI headquarters. Each certificate issued must be signed by the ID Y's Menettes and the YMI Secretary General. An Area Director or Regional Director for Y's Menettes should communicate with the ID and follow the application process to obtain a certificate for each new Y's Menettes club being chartered.

c. Promotional Leaflets

The ID Y's Menettes should manage the content of any promotional Y's Menettes materials produced for international use, and ensure ADs are informed of how to get them.

- ADs and RDs (or RCs) should keep supplies of leaflets for their clubs and potential members
- In non-English speaking countries, leaflets should be available in the relevant language(s).
- At Area/Region levels, Y's Menettes clubs may arrange to produce material to suit their needs e.g., stationery, gift cards, appreciation certificates, spoons.
- It is essential that the correct Y's Menettes logo is used and there is reference to Y's Menettes International.

F. IMPORTANT YMI PROGRAMMES AND PROJECT

Y's Menettes are encouraged to support important programmes of YMI. Each programme is conducted by a YMI team of Service Directors at International, Area and Region levels. Further information about any of these programmes, can be obtained by contacting the relevant Y's Men RSDs. (RSDs are encouraged to include Y's Menettes clubs on their distribution lists.)

a. Alexander Scholarship Fund (ASF)

The Alexander Scholarship Fund financially assists the training of YMCA staff and volunteers involved in youth training and programmes. In each Area of YMI, most funds raised are retained and used in the Area. [ASF](#).

b. Building Fellowship Programme (BF) – formerly known as Brotherhood Fund

The Building Fellowship Programme was set up to provide travel finance for club members selected to visit other YMI Areas for such purposes as conventions, meetings, training sessions and club visitations. It is a wonderful opportunity for wider personal experience, leadership training and international understanding. Delegates are usually chosen by their potential to bring the greatest benefit to the movement. A YMI or Y's Menette member in good standing may apply for a BF grant. YMI and Y's Menettes clubs are encouraged to host visiting BF ambassadors. [BF](#)

c. Roll Back Malaria (RBM)

YMI plays a key role in the battle against malaria. Through the Roll Back Malaria programme and in collaboration with the World Alliance of YMCAs and the Global Fund, money is raised to support anti-malaria programmes and to help community engagement and advocacy efforts. [RBM](#)

d. Time of Fast (TOF)

The Time of Fast programme helps projects in underprivileged and needy parts of the world, with close liaison between the World Alliance of YMCAs and YMI. Traditionally, Y's Men and Y's Menettes have raised funds for TOF by 'skipping' a meal and donating the meal costs to this fund. Monetary donations are also encouraged. [TOF](#)

Note that the Y's Menettes International Project is often chosen from Time of Fast Project applications.

e. Endowment Fund (EF)

The Endowment Fund supplies financial aid and stability for YMI's present and future purposes. Individuals or clubs may make contributions to honour a specific member, living or deceased, or themselves. Tributes are recorded at YMI headquarters in Geneva, Switzerland, and have established costs that range from CHF 50 to CHF 1 000. The most common honours are the 'Golden Book' tribute, the 'PWA Fellow' and the 'Honour Roll.' [EF](#)

f. Opportunities for Young Adult Participants

YMI has programmes in place designed for young participants, both youth and young adults, allowing them to experience another country. Manuals for these programmes hold valuable information for prospective participants, host families, sponsor and host clubs.

- Short Term Exchange Programme (STEP)

STEP is a cultural exchange opportunity for youth aged 18 to 25 who are either direct descendants (children or grandchildren) of active members of a YMI affiliated club or who are themselves members in the YMI family or part of the YMCA. The programme typically involves a homestay with a YMI family or families which lasts from three to eleven weeks.

[STEP](#)

- Internships 4 Global Outreach (iGo)

iGo is a collaborative programme of YMI and the YMCA providing short term internships to young adults aged 18 to 30 from either organisation. An iGo internship is designed to be a unique learning opportunity for a young person early in their professional journey. An iGo work experience is designed to foster a sense of global community and international solidarity. [iGo](#)

- TOF Project Volunteers

Y's Youth and YMI members from the age of 18 are invited to consider volunteering at an active Time of Fast project. A standard programme may last between one to four weeks.

STEP and iGo applications are processed through the relevant ISD. Grants to volunteer at TOF projects are processed by the BFEC. Partial subsidies for TOF and iGo opportunities may be made available through the Building Fellowship programme.

APPENDIX I

SUGGESTED AGENDA FOR CLUB MEETINGS

- Welcome and introductions
- Devotions / Y's Menettes Prayer
- Attendance
- Minutes of previous meeting for confirmation/approval
- Business arising from the minutes
- Correspondence
- Treasurer's report
- Committee reports – Bulletin, Sister Club, Social, others
- General or new business
- Special programme or speaker
- Announcements – next meeting date, host/location, programme, etc.
- Adjournment – some clubs choose to close the meeting with the Y's Menettes Prayer
- Fellowship and refreshments

Points to consider:

- Executive officers may choose to meet prior to the general club meeting.
- Prior to the meeting, the Secretary should keep the Club President informed of all business requiring the attention of the club
- Club members should send ALL business or correspondence to the appropriate officer prior to the meeting, if possible.
- A prepared agenda will help keep the meeting on track; leave spaces for notes
- The Secretary keeps a record of all correspondence for reference, both received and sent.
- A guest speaker may be better scheduled to speak at the beginning of the meeting instead of following the business segment.
- Start and end the business meeting on time
- Once the meeting has started, discourage side conversations by those in attendance – these will distract from important business and take up valuable time.

APPENDIX II

Y'S MENETTES PRAYERS

Y's Menettes International is a Christian-based organisation embracing a fellowship of all faiths. Devotions/reflections play an important part in the life of each club and a Y's Menettes Prayer is usually included. Below are prayers that are commonly used throughout the world.

Prayer No. 1

God bless all Y's Menettes here,
And all whom we hold dear,
As now we pray.

To every Y's Menette far and near
We pledge devotion most sincere.
New zeal our hearts imbue and consecrate ourselves anew.

Amen.



Prayer No. 2

God bless all Y's Menettes
Here and throughout the world.
We pray for health and happiness
As we work together with a common goal,
We ask Thy guidance in whatever we do.
May Thy guiding light shine on our Y's Men too,
May our friendship be a deep and everlasting one,
As united, we work for our Y's Men and Y'sdom.
Amen

APPENDIX III

PROGRAMME PLANNING IDEAS AND TIPS

A good programme planning team/committee or club member will:

- Prepare a rough plan for proposed programmes at least six (6) months in advance.
- Keep a back-up programme available in case of a last-minute change.
- Plan and set up in advance all details for programmes.
- If the programme is a guest speaker/presenter:
 - Confirm arrangements in advance
 - Check that title and background information is correct
 - Introduce the presenter and make them feel welcome
 - Thank the presenter adequately
- Involve other club members – they may help with planning and conducting programmes or by accepting the responsibility of introducing or thanking guest speakers. A programme committee may be required depending on the size of club and/or the programme.
- Budget for programme costs, e.g., an appreciation certificate or small gift, programme supplies.

Programmes can be derived from many sources – ideas are unlimited:

- | | |
|------------------------|---|
| • Guest Speakers | YMI guests, YMCA, community services, local personalities |
| • YMI Connections | Emphasis month themes, international projects, special YMI topics |
| • Demonstrations | Arts, crafts, hobbies |
| • Member Participation | Games nights, quiz nights, reading plays |
| • Visits | To local museums, galleries, local industries |

INTERESTING PROGRAMMES CAN ENLIVEN A CLUB AND ENTHUSE MEMBERS!

APPENDIX IV

NEW MEMBER INDUCTION CEREMONY

PREPARATION

The inductee should be contacted prior to the meeting by the President or an executive committee member to confirm the intended ceremony to welcome them as a club member.

- a. Ensure all items necessary for the ceremony are present:
 - Copies of the ceremony for each participant to read and prepare for a meaningful induction.
 - Candles - one each red, white, and blue; and one for the inductee to hold.
 - Club banner - placed in a prominent position.
 - Gift for inductee, e.g., welcome folder, flower, badge, or member pin.
- b. Decide where the inductee will be standing, along with the club member introducing her.
- c. Determine the best placement of an official table with the candles, so all members can see.
- d. Lighting can add to the atmosphere of the ceremony; it may be possible to dim lights in the room while having sufficient lighting for reading.

INDUCTION CEREMONY

President:

Tonight/Today, we welcome _____ (name of inductee(s)) to our club. I will begin this Induction Ceremony by lighting the candles you see before you:

- The **red** candle symbolises leadership
- The **blue** candle symbolises the acceptance of the charges and responsibilities of the _____ (name of club)
- The **white** candle symbolises the light of the teachings of Christianity for our world today.

Club Member: *(introducing the inductee)*

President _____ (name), it is my pleasure to introduce _____ (name of inductee) who wishes to join _____ (name of club). I believe she is a worthy candidate to be a member of our club.

President: *(addressing the inductee)*

_____ (name of inductee), the _____ (name of club) consists of women who are willing to support Y's Men International (YMI), the YMCA, and serve the community. As a member you will also benefit from the fellowship which our club and the movement has to offer.

The motto of Y's Men International is, "To acknowledge the duty that accompanies every right." In meeting this challenge, you will come to understand the meaning of Y's Menettes.

Officer:

The objects of our club are:

- To provide opportunity for personal development

- To cultivate warm fellowship among all Y's Menettes/Y Service Club Women
- To support by active service, programmes, and projects of Y's Menettes/Y Service Club Women, YMI, the YMCA, and the community.

Your obligations to the club include:

- Regular attendance at meetings.
- Promptness in meeting your financial commitments.
- Involvement in all aspects of club activities.

President: *(addressing the inductee)*

With this understanding, do you pledge yourself to accept the challenge, "To acknowledge the duty that accompanies every right?" If so, raise your right hand and answer, "I do."

President/Officer: *(standing beside the club banner and indicating the emblem)*

Having made this solemn pledge, you are entitled to understand the significance of the Y's Menettes emblem.

- The central feature is the YMI emblem:
 - The red triangle is the symbol employed by the Y to denote its threefold emphasis on SPIRIT, MIND, and BODY.
 - The word INTERNATIONAL indicates the scope of our friendship and breadth of our purpose.
- Within the triangle you will see a gold star shedding rays of light.
 - This star, the star of Bethlehem, guided the three Wise Men of the East to the Christ Child.
 - May the golden star in this emblem, which represents the ideals of our club, serve as a constant guide to Y's Menettes/Y Service Club Women of today.

Officer/Club Member:

And now _____ (name of inductee), as President _____ (name) lights your candle from the blue candle, you are accepting the charges and responsibilities as a member of the _____ (name of club) and the Y's Menettes International movement.

President:

I am honoured to pronounce you a Y's Menette/Y Service Club Woman and extend to you the best wishes and friendship of the _____ (name of club).

The new club member(s) may be presented with appropriate mementoes, e.g., badge, member pin, welcome folder, flower, etc.

NEW MEMBER INDUCTION CEREMONY SHORT FORM

(Typically used by the Y's Menettes of Denmark but may be used in other Areas)

In this short-form ceremony, three white candles are used and are placed in a three-armed candlestick, the candles symbolize SERVICE, TOLERANCE AND FAITHFULNESS - words which all begin with "T" in Danish.

The President conducts the induction while the Vice-President helps by lighting the candles in turn.

CEREMONY

President:

Today we have the pleasure to admit a new member(s) into the _____
(name of club). It is _____ (name of inductee(s)).

For some time, you have been a guest at our meetings and activities, and you have had the opportunity to learn about the Y's Menettes club and to know its members. You have become acquainted with the goals of Y's Menettes, and you have seen how we work with our tasks.

At the same time, we have learned about you and that you are interested in our club. We wish to invite you to become a member of our club.

Now we will use three candles, symbolizing the three words Service, Tolerance and Faithfulness.

The first word is SERVICE (the Vice-President lighting the candle on the right) because we support Y's Men, and because we want to serve our Lord and our neighbour. It means service for others.

The next word is TOLERANCE - we will save it for a little while.

The third word is FAITHFULNESS (the Vice-President lighting the candle on the left). Faithfulness is what we want you to show our club.

We now will turn to TOLERANCE and the reason it stands in the middle. (The Vice-President lighting the middle candle.) With tolerance, we show that respect for the beliefs and needs of others are qualities that must be central to who we are. That is the reason it is the middle candle.

These candles signify SERVICE, FAITHFULNESS and TOLERANCE.

You are now a member of our club, and we will explain the meaning of our emblem to you.

(The symbols of the emblem are described here as in the regular Induction Ceremony).

APPENDIX V

CLUB OFFICERS INSTALLATION CEREMONY

Holding a ceremony to formally install club officers acknowledges the importance of the leadership team. The officiant may be an Area or Regional leader, if available, or even a past leader.

PREPARATION

If the installation of club officers will take place at an event, request a copy of the planned programme for the function to be familiar with the proceedings.

- Ensure that items for the ceremony are present, i.e., candles for each participant, lighter/matches, badges, club banner, and that the club Charter is displayed.
- Conduct the ceremony in a position which allows room for club members and the members to be installed to be easily seen. If helpful, use a microphone.
- The club officers and their duties may differ from club to club – it may be helpful to write out the installation ceremony on postcard-size cards with names and details of relevant offices listed.
- A pleasant atmosphere may be created by having room lights dimmed during an evening ceremony.
- Before installation of new club officers, the officiant may wish to express appreciation to the outgoing team.

CEREMONY

With her candle alight the officiant says:

You have been chosen by your club to be officers because of your outstanding abilities and dedication in working for your Y's Menettes club in furthering its service to YMI, YMCA and the community. To be an officer in the club means to be enthusiastic and active, to be world minded, and to be unselfish in your thoughts and ambitions for your club. As I briefly charge each of you in your office, you will receive the symbol of the light of Christ.

[Lighting each candle as she installs the officer]

President _____ (name), since yours will be the guiding light, may I light your candle first. May it burn even when others grow dim. It is important that you encourage club members to plan and carry out programmes and projects in support of YMI, the YMCA and the community at all levels.

In accepting this light, you accept the responsibilities of leading the _____ (name of club). May God bless and aid you in the fulfilment of these tasks.

Vice President/President Elect _____ (name), with your candle alight, let it remind you that your duty is to support the President in her office and be prepared to assume her duties should the need arise. May the programmes you prepare and present for your club meetings, educate, entertain, and kindle enthusiasm among club members.

Secretary _____ (name), you will deal with the club's correspondence and assist the President and other officers in carrying out the business of the club. It is your duty

to record and keep the permanent records of the _____ (name of club). May the words be preserved in such a manner that they may aid and safeguard the club in its accomplishments and decisions. Be regular in attendance, accurate in your records, and worthy of the position you hold.

Treasurer _____ (name). To you falls the necessary work of collecting, paying out and recording accurately the finances of this organisation. Up-to-date accounting gives the club the ability to generously share monies for various projects and charities.

Bulletin Editor _____ (name), may the glow of this light reflect in your writings and serve as a means of communication – educating, entertaining, and inspiring all who read them. As you share news of your club, you provide a vital link between club members and Y's Menettes throughout the world.

Membership Officer/Calling Officer _____ (name), it is your task to care for the members of your club in times of joy, sorrow, or illness. You have the privilege of visiting and introducing prospective new members to the fellowship of Y's Menettes.

Committee Member _____ (name), you have the responsibility of arranging rosters of club members who will be meeting hosts and present devotions at club meetings. As our organisation is based on Christian teachings, devotions are of particular importance and your planning will ensure that club meetings begin or end with proper focus.

[Addressing all officers]

In accepting the responsibility of office, you are truly “acknowledging the duty that accompanies every right.” To signify this commitment, please raise your right hand and answer, “I do.” You hereby pledge your dedication to the ideals and purposes of this club. Having made this public affirmation, I am pleased to pronounce you officers of _____ (name of club) for the term 20__ - 20__.

(Note that the YMI term is July 1 to June 30.)

[Addressing all club members]

Will all club members please stand?

It is impossible for these officers to lead and successfully direct this club without the support of each club member. I wish to remind you of your duties as members:

Cultivating good fellowship throughout our worldwide organisation

Attending club meetings and taking part in club activities designed to carry out our purpose and cooperating fully with these officers in performing their duties.

With understanding, will you pledge yourselves to accept this challenge for the _____ (name of club)? If so, please raise your right hand and answer, ‘I will.’

Let us bow our heads in prayer:

Heavenly Father, we ask you to kindle a flame of love for our club and YMI. Make us kinder, more welcoming, and more willing to give a helping hand where there is need. We ask for blessings on these officers in the year ahead. Give them wisdom in the office they hold. We ask this in Your Name. Amen.

I now pronounce you are the executive committee/officers of the _____
(name of club). Congratulations.

APPENDIX VI

ESTABLISHING A NEW Y'S MENETTES CLUB

When establishing a Y's Menettes club, a 'mentor' club, or a designated group of people to provide guidance and leadership through the process is recommended, although not a requirement. A mentor club may be a YMI club, an established Y's Menettes club, or a small team of YMCA leaders. In the information below, any reference to 'mentor club' means any form of leadership team.

In conjunction with the Region/Area leaders, mentor clubs should:

- a. Arrange an informal first meeting with interested people. A mentor club officer or Region/Area leader could chair the meeting.
 - Explain the aims and purposes of Y's Menettes/Y Service Club Women, i.e., fellowship and service
 - Provide Y's Menettes/Y Service Club Women promotional material
 - Suggest possible local community service ideas that can be done independently or in combination with a YMI club and/or the local YMCA
 - Explain the responsibilities of a member and a member club to Y's Menettes International and YMI, including the obligation to pay annual fees.
 - Outline how Y's Menettes meetings are typically conducted, i.e., venue and host, schedule, programme, etc.
 - Set a time for a follow-up meeting.
 - Have the Y's Menettes International Manual available for reference.
- b. Organise a second meeting with interested women for next steps:
 - Help potential members select an initial service activity and identify a small team to plan and coordinate work on the project.
 - Discuss the various duties of executive committee roles.
 - Explain the process to charter a club.
- c. Establish a third meeting and discuss the following:
 - Selection of executive officers
 - Setting a framework for a club meetings and agenda
 - Obtaining necessary club member/officer pins or badges
 - If a charter ceremony will be held, planning of the event allowing sufficient time for charter application processing (typically four to six weeks) Refer to Appendix VII for Charter Ceremony details.
 - Completing the club charter application and ensuring it is sent to the Y's Menettes Region/Area leaders for review and processing (The Region/Area leader must forward the application to the ID for final approval.)
- d. Complete the club charter application form and submit it for review and processing. (See Appendix XIII for Charter Application Form.)
 - Ensure that all sections of the application form are carefully completed to avoid having it returned.

- Send the completed charter application form to the Y's Menettes Region/Area leaders for review and their recommendation for approval if details are in order. (It is suggested that a copy also be sent to the ID and IHQ to ensure follow-up.)
 - Final approval of the charter application is made by the Y's Menettes International Director.
 - At the same time as the charter application form is submitted, remit the membership dues (2 CHF per member) for the current year to IHQ. There is no separate charter application fee required.
 - Once approval is made by the ID and receipt of membership dues is confirmed, the Charter document will be prepared and returned to the applicant.
- e. A mentor club can provide ongoing support for a new Y's Menettes Club in many ways:
- Assist with drawing up a club constitution, if desired.
 - Maintain contact, i.e., phone calls, email, bulletins, visits, when possible, etc.
 - Encourage the use of YMI, Y's Menettes leaders and YMCA Directors as guest speakers for meeting programmes.
 - Foster interaction with YMI clubs.

APPENDIX VII

CHARTER CEREMONY

A formal ceremony to charter a new Y's Menettes club is a significant milestone to be celebrated. The ceremony may be held to celebrate the chartering of a Y's Menettes club alone or may be held as a joint event if both a YMI club and a Y's Menettes club are to be chartered. The Region/Area leaders as well as the sponsoring club should ensure that the ceremony takes place at a suitable venue and in a dignified manner.

For a charter ceremony, the following steps are generally used:

- Induct the new Y's Menette/Y Service Club members
- Read and present the charter document to the club members
- Install the incoming executive officers

The ceremony should include opportunity for special greetings and presentations, as well as time for fellowship and/or entertainment.

Region/Area leaders and the mentoring club should keep contact with the new club following the charter ceremony to ensure the club is welcomed to the worldwide organisation.

The charter certificate for Y's Menettes International is as shown below. The document is issued by the International Director for Y's Menettes and must be signed by the current ID and the YMI ISG.



APPENDIX VIII

SAMPLE CONSTITUTION/GUIDELINES FOR OPERATING A Y'S MENETTES CLUB

(Local clubs should adapt this sample with complete information to suit their own needs.)

(Name of Club)

CONSTITUTION

Date approved: _____

Revision dates: _____

ARTICLE I: Name

The name of the organisation shall be _____.

*Club members may be called Y's Menettes or Y Service Club Women.
In this sample document, Y's Menettes is intended to refer to both names.*

ARTICLE II: Objective

The objective of the club shall be:

- a. Service
To plan and carry out programmes and projects in support of YMI-affiliated clubs, the YMCA and the community at local District, Region, and international levels
- b. Fellowship
To encourage good fellowship among Y's Menettes and YMI members everywhere.
- c. Personal Development
To provide opportunities for members to develop personal skills.

ARTICLE III: Membership

- a. A Y's Menette may be any woman wishing to uphold the objectives of the club.
- b. A Y's Menette will retain her membership if she is active and pays annual dues. If payment of dues lapses, she will no longer be recorded on the club roster.
- c. A new member must attend three (3) meetings or club activities and may be inducted at the third or next meeting.

ARTICLE IV: Management

- a. The executive committee shall consist of President, Secretary, and Treasurer.

(The executive committee may include Vice-President/President Elect, Membership Officer, Bulletin Editor, and such other club members as determined by the club.)

- b. The members of the executive committee shall serve a term of one (1) year and shall be eligible for re-election at the end of that period with a maximum of ____ consecutive years in one position.

ARTICLE V: Finance

- a. Membership dues shall cover club expenses, Region, Area, and international commitments.
- b. An account shall be maintained at _____ (name/location of bank) in the name of _____ (name of club). The Treasurer shall deposit there all monies received within seven (7) days of their receipt.
- c. The account shall be drawn against only by orders signed by any two of the following officers: the President, Secretary, or Treasurer.
- d. The budget year of the club shall end on the last day of _____ (month) in each year.

ARTICLE VI: Meetings

- a. The regular meetings of the club shall be held on the _____ (e.g., second Tuesday) of each month or as notified. Should that day be a holiday or other special occasion, the executive committee may alter the date as convenient.
- b. Executive committee meetings may be held prior to each regular monthly meeting.
- c. An Annual General Meeting of the club shall be held _____ (specify).

ARTICLE VII: Elections

The officers of the executive committee shall be appointed as follows:

- a. Nominations will be sought from club members.
- b. Acceptance of nomination by nominees.
- c. Election conducted for various positions, if necessary.
- d. Installation of successful candidates at Annual General Meeting, or other appropriate club function.

ARTICLE VIII: Committees

The executive committee may appoint such committees as are considered necessary for the efficient running of the club.

ARTICLE IX: Quorum

The minimum number of members needed to constitute a quorum for club matters is _____% of registered active club members.

ARTICLE X: Amendments

The Constitution of the _____ (name of club) may be amended at any regular meeting of the club by a two-thirds vote of members present, provided that written notice of the amendment has been circulated to all members _____ (number) days prior to the date of the meeting when the vote will be held.

ARTICLE XI: Disbanding of the Club

In case of the club disbanding, it shall:

- a. Notify club members and the Regional Director, 30 days in advance, of the date a vote to disband the club will be taken.
- b. Two-thirds of members present must vote in support of a decision to disband the club.
- c. Should the vote favour disbanding the club, advise the Regional Director and return the Charter document to her.
- d. Honour all debts and liabilities.
- e. Distribute all remaining assets appropriately to YMI, YMCA and/or the local community, and close the accounts.

ARTICLE XII: Guidelines

The members of the club shall have power to adopt such guidelines as are consistent with the Constitution for the conduct of business of the club.

Notes about Guidelines:

In addition to the basic Constitution, each club is recommended to formulate guidelines appropriate to its individual needs. A club may add, delete, or amend a guideline at any regular club meeting by motion – amendments to the Constitution can be a more complex procedure.

It is recommended that Guidelines include the duties of officers and committees. It is important that the guidelines be documented in such a way to include the intricate details which can so often be overlooked. For example:

- *Who is responsible for contacting a new member and arranging transport, if necessary?*
- *Details for installation or induction ceremonies*
- *Policy on gifts, cards, flowers, etc.*
- *Local requirements for volunteer organisations, e.g., background checks for working with vulnerable sectors of the community; legal liability for fundraising or injury to participants, incorporation laws, etc.*

APPENDIX IX

ESTABLISHING A SISTER CLUB MATCH

The Sister Club Programme was officially recognised 1965. Clubs from various parts of the world are matched to enable both clubs to learn more about each other's clubs, families, cities, countries, and diverse cultures. Y's Menettes attending a convention often take the opportunity to meet members of their Sister Club which strengthens their connections.

1) How to Find a Sister Club

If your club wishes to establish a Sister Club link:

- a. Appoint a Sister Club correspondent willing to give two or more years of service – this will provide a consistent contact address.
- b. Complete a Sister Club Match Application Form ([link](#)).
- c. Send the application form to the Sister Club Coordinator (Region, Area, or international) or to the right Regional or Area Director.
- d. Allow for finance in your club budget to cover the cost of postage, photos, gifts, etc.
- e. Correspond regularly with your Sister Club, whether a response is received or not.
- f. Present a Sister Club report at each of your meetings.
- g. Provide items of interest about your Sister Club to your Bulletin Editor.

2) Ideas for communicating with your Sister Club once a match has been set up:

- a. Send club bulletins, newsletters, greeting cards, etc. regularly. Email is an effective way to share club news.
- b. Include a personal note.
- c. Share the duty of letter writing with other club members.
- d. Send a photo of your club members – remember to list names as they appear in the picture.
- e. Include a list of your club members with contact information from time to time.
- f. Suggest that members choose a member of your Sister Club and correspond with them directly.
- g. Ask your club members to provide a small, lightweight article (handkerchief, bookmark, picture) and attach their name and address. Articles can be sent to your Sister Club with a suggestion that the Y's Menette accepting the article return a note to the sender for the item received.
- h. Make one of your meetings a Sister Club night – use music, food, clothing, pictures, etc. from the country of your Sister Club. Be sure to take lots of photos.
- i. Exchange an album of information – maps, photos, etc., of your club activities, your community, and your country.
- j. Send a recording of music or a video of a club project, festival, or performance from your city.

3) If your club is having trouble getting started in the Sister Club Programme:

- a. Contact the Sister Club Coordinator (Regional, Area, international) for assistance.
- b. Contact the YMI Brother Club ISD who may be able to help set up a connection.
- c. Contact the YMI Area Office – they may be able to help if language is a barrier.

APPENDIX X

Y'S MENETTES FINANCES AND FUNDS

There are two funds held within the accounts of YMI IHQ that are named for Y's Menettes commitments and obligations. The funds are used under the direction of the ID Y's Menettes.

A. Y's Menettes General Fund

The Y's Menettes General Fund, initially called the "Y's Menettes Representative to ICM Fund," was set up in 1987 to cover the travel costs of the Y's Menettes ID to attend the YMI ICM. In 2009 the YMI International Council agreed to cover these travel costs and the Y's Menettes General Fund may now cover the following:

- 1) Expenses for the ID
 - The part of the cost not covered by IHQ for registration and accommodation to attend an international convention held in conjunction with the ICM.
 - The part of the cost of registration and accommodation at an Area Convention held immediately following the ICM every two years.
- 2) Expenses for IPID (for transition support for the incoming ID)
 - The part of the cost for direct travel to and accommodation during ICM for the outgoing ID to provide transition support for the incoming ID if her term has just finished and the current ID is beginning her term.
 - The cost of registration and accommodation for the ID at Area Conventions connected to ICM every second year for registration and accommodation.

NOTE - The fund will cover suitable, economical accommodation from the range offered by the Convention Committee. If a director chooses more expensive options, she pays the extra costs herself.

- 3) Essential office expenses related to the duties of international officers – the ID, ISCC, IPC, IMA – for paper, postage, etc. These expenses should be kept minimal to support YMI efforts to reduce our carbon footprint.
- 4) Other Expenses for:
 - Developing a template for promotional materials which may be make available for members to download for club use.
 - Designing artwork required for production of the standard member pin. Printing promotional materials for use by ID
 - Exceptional expenses that may arise (for example, essential extension support not otherwise covered). Any proposal for such an expenditure must be done in consultation with the PID, IDE and ADs followed by a vote by clubs favouring approval.

B. Y's Menettes International Project Fund

The Y's Menettes International Project Fund is held in Geneva at YMI IHQ with payments made to the project on a specified schedule once proper reports are received. Payments are made by IHQ in consultation with the IPC and the ID.

C. Financial Accountability at All Levels

It is the responsibility of the director to oversee all financial matters at her respective level, whether through an appointed treasurer, or, in the case of the ID, with the assistance of IHQ.

- Maintain accurate records of all expenditures
- Any unusual expenditures (not identified as regular costs for leaders) must be approved by the leadership team before payment is made. For extraordinary expenditures, it may be necessary to have a vote by member clubs, Constitutional guidelines should be referenced in this process.
- An annual financial report should be shared with proper members, e.g., ID to ADs, ADs to RDs, etc.)

APPENDIX XI

DUTIES OF Y'S MENETTES LEADERS

INTERNATIONAL LEADERS

A. International Director (ID)

Job Description

The Y's Menettes International Director is the leader of Y's Menettes clubs of Y's Men International and is responsible for promoting the conservation, extension, and service of the Y's Menettes movement. She serves a two-year term and is a member of the YMI International Council where she has a voice but no vote. She is the representative and spokesperson of the Y's Menettes International movement. The ID works in collaboration with the Immediate Past International Director, the International Director Elect, once appointed, and the Area Directors to provide a strong leadership team in support of Y's Menettes worldwide.

Communication

Effective communication is essential and maintaining a communications network will enhance the work of the Y's Menettes ID throughout her term.

- Choose a theme for her term, if desired.
- Maintain correspondence within a communications network and other YMI-affiliated members.
- Three or four times per year, publish and distribute a regular newsletter to the following:
 - the communications network
 - Y's Menettes RDs and clubs through the ADs
 - YMI APs, APEs, the Historian, the editor of the YMI publication, "YMI World"

Newsletters should contain information of value and interest to Y's Menettes, e.g., International Project, Sister Club news, notable activities and events in Areas/Regions, details about conventions, new club announcements, special achievements, YMI programmes.

- Provide the IDE with copies of correspondence and information relevant to her upcoming term as ID.
- Supply a Y's Menettes-related article for publication when requested or when latest information should be shared, i.e., photos, progress reports on International Project, etc.
- Ensure international promotional materials are current (Y's Menettes leaflets, etc.)

Records

- Keep accurate and up-to-date files of all correspondence and important Y's Menettes materials.
- Ensure that key files are shared electronically with your successor. Include information from your term as well historic files of importance. (It is recommended that files be stored using 'cloud' technology through IHQ.)
- Share suggestions and recommendations for change or improvement to the Y's Menettes organisation.
- Ensure that electronic annual club and Region/Area report forms are updated and available.

- Remind Y's Menettes of the importance of reporting information through the correct format – a link to forms to be used should be distributed through ADs and RDs in January.
- Compile a Y's Menettes International end-of-year report using details reported by ADs (to be sent by the ID before May 15). Reports should hold:
 - Statistical data of clubs and membership numbers, sister club matches, contributions to Y's Menettes International Project, YMI programmes, the YMCA, and local communities
 - Descriptive report of events and achievements
- Circulate the end-of-year report to the newsletter distribution list
- Provide a mid-year and final summary report for IHQ when asked.

Manual

- Work with the PID, IDE and ADs to review and recommend updates to the Y's Menettes International Manual to reflect changes in practice. (Note that significant changes to policy which will affect Y's Menettes International require a vote by Y's Menettes clubs prior to implementation.)
- Share updated or revised Y's Menettes International Manual with clubs. Encourage each Y's Menettes club to have a copy of the manual in its own language.

Extension

- Encourage the process of establishing new Y's Menettes clubs throughout the world of YMI, thus strengthening the Y's Menettes partnership role with Y's Men.
- Assist and support, where appropriate, those working on starting new clubs, i.e., Y's Menettes, YMI affiliated clubs, YMCA staff.

Duties for Y's Menettes International Project

- Consult with the International Project Coordinator (IPC) to promote this important Y's Menettes programme and share its progress.
- At the conclusion of a two-year project, ensure that a final report is given at the Y's Menettes sessions of a convention (International or Area) and that the report is circulated to all clubs.
- In the second year of the International Project, work with the IPC to begin the process for selecting the project for the next two-year term.
- Announce the Y's Menettes International Project for the next period after the project is approved by International Council and preferably at the Y's Menettes sessions of the YMI International Convention.
- Name the International Project Coordinator appointment.

Promoting Y's Menettes Sister Club Programme

- Consult with the International Sister Club Coordinator (ISCC) to promote this programme and to compile an annual report.
- Appoint a new ISCC prior to the completion of the outgoing coordinator's term (usually at the end of two years).

Preparing for International Conventions

- Consult with YMI IP, International Convention Committee Chair (ICCC) and the Host Convention Committee (HCC) to discuss a time and suitable venue for Y's Menettes sessions at the convention and Y's Menettes involvement in the total convention programme.

- Plan and conduct the Y's Menettes sessions in collaboration with the host AD. If the PID who has just completed her term will be in attendance, she and the new ID should share in conducting the Y's Menettes sessions. The host AD may also assist.
- After the convention, send copies of session minutes or notes to clubs, Y's Menettes RD/RCs, ADs, and others as appropriate.

See Appendix XV for more details about conventions.

Finance

The Y's Menettes General Fund provides essential basic expenditures related to the role of the ID. Such expenses may also include:

- Reasonable expenses not otherwise supported by a convention held in conjunction with the ICM.
- The cost of developing standard international materials such as promotional leaflets and members pins.

It is necessary for the ID to:

- Remind all Y's Menettes clubs to remit required dues payments to the Y's Menettes General Fund.
- Keep a correct record of expenses related to the ID position,
- For international travel, work within the budget provided by YMI IHQ, and claim for reimbursement from YMI IHQ at regular intervals.
- For member pins, work with the YMI ISD Supplies so that a standard item is made available at a reasonable cost to clubs/Areas/Regions
- Review requests to allocate surplus funds of the Y's Menettes General Fund and consider only when there has been consultation with key leaders and a vote by clubs is conducted.
- Provide a financial and membership report to members annually.

Y's Men International Council Meeting (ICM)

The ICM is held annually in July or August. The ID represents Y's Menettes and is entitled to speak this meeting but does not vote. If the ID is unable to attend, Y's Menettes may be represented by the IPID who has just completed her term of office and in consultation with IHQ.

The ID is required to prepare a report to ICM. If the ID is just beginning her term, the outgoing ID prepares and submits a report from the previous year and the incumbent ID highlights main points and presents plans for her term and is prepared to answer questions on behalf of Y's Menettes.

B. International Project Coordinator

The Y's Menettes International Project is selected every two years by a vote of member clubs. The project funds a specific project to support needs within the YMI/YMCA world. Projects are suggested from Time of Fast applications received in coordination with IHQ and the chairperson of the international TOF Committee. The YMI Secretary General administers the project funds at IHQ, receiving donations and sending progress payments to the projects.

Job Description

The Y's Menettes International Project Coordinator (IPC) is appointed by the Y's Menettes International Director for the two-year duration of the project. The IPC is required to promote the project, acknowledge the donations given, monitor the payments made to the chosen project(s), and share progress reports.

Communication

- Obtain background information for projects suggested for selection by Y's Menettes clubs from IHQ and liaise with the ID to begin the selection process when a new project is to be chosen.
- Prepare promotional materials, e.g., leaflets featuring photographs and descriptions of the project(s) to be supported. For additional information, contact IHQ or the project recipient(s) directly.
- Disseminate project information and voting materials and instructions to all clubs via Y's Menettes Area Directors or Regional Directors/Coordinators as appropriate.
- Voting should be completed by mid-May and may be tentatively announced while awaiting final approval at the next International Council Meeting.
- Inform relevant YMI Area Presidents of projects being supported in their Area.
- Distribute periodic progress reports to inform clubs of project status.
- Send out more promotional materials during the second year of the project.
- Towards the end of the second year of the current project, organize the selection of the next Y's Menettes International Project and coordinate club voting. Typically, there are three project options presented for voting.

Finance

- Encourage all clubs to make donations to the Y's Menettes International Project and request funds be remitted before May 31.
- Explain that contributions to Y's Menettes International Project can be made through many ways and will vary from Region to Region and Area to Area. Whichever manner is used for remitting donations, they must be identified for proper allocation and include the remitting club/Region/Area.
- Remind clubs to notify their Region and Area leaders as well as the IPC when a contribution has been sent
- Acknowledge donations from clubs/Regions/Area when notified about funds received.
- Liaise with IHQ to monitor progress payments to active project(s).
- Keep details of expenses incurred to prepare and distribute project materials and forward to the YMI Secretary General for reimbursement once authorized by the ID.

General

- Keep details and files for Y's Menettes International Project up to date.
- If questions arise regarding project management and process, ensure that TOF guidelines are followed.
- Prepare a report on the concluding project for presentation at Y's Menettes sessions at the YMI international convention. This report should then be circulated to all clubs by the ID in coordination with the new IPC.
- Transfer electronic files promptly to the new IPC and include helpful suggestions.

C. Sister Club Coordinator

The International Sister Club Programme was officially recognised 1965. Clubs from various parts of the world are matched to enable both clubs to learn more about each other's clubs, families, cities, countries, and different cultures. Y's Menettes attending a convention often take the opportunity to meet members of their Sister Club which strengthens their connections.

Job Description

The International Sister Club Coordinator (ISCC) is appointed by the Y's Menettes International Director and collaborates closely with her. Ideally, a term of two years is recommended and may be extended at the discretion of the ID. The ISCC is responsible for the conduct and promotion of the International Sister Club Programme. The goal is to encourage understanding between Y's Menettes of different cultures.

Communication

- Communicate with Region/Area Sister Club Coordinators or RDs/ADs worldwide to identify clubs requesting a sister club match and assist in introducing clubs to one another.
- Consider language differences when matching clubs and assist to overcome communication barriers when possible.
- Assist clubs having difficulty in contacting their sister club match – reaching out to the YMI Brother Club ISD could be helpful.
- Compile an annual report for the ID which could include successful matches made as well as clubs interested in finding a sister club match.

Finance

- Keep details of expenses related to the Sister Club Coordinator role and submit them to IHQ for reimbursement once approved by the ID.

General

- Keep records of current sister club links and relevant particulars up to date.
- Be prepared to help with Sister Club Programme presentations at conventions and/or meetings.
- Transfer electronic files promptly to your successor. Include any helpful suggestions and a summary of activities from your term.

D. International Membership Administrator

The International Membership Administrator (IMA) is tasked with keeping an ongoing record of Y's Menettes membership worldwide, giving timely updates to the ID. She works collaboratively with IHQ to ensure accuracy of membership and dues payment records. This information is essential to determine voting eligibility.

Job Description

The IMA manages club membership data to ensure that declared membership and dues payments are accurate. She coordinates with IHQ to confirm submission of international dues.

Communication

- Maintain regular communication with the ID and collaborate to ensure that ADs and/or RDs are requested to send member information and remit membership dues.
- Communicate with IHQ to confirm that payments received for Y's Menettes club member dues match member details reported.
- Seek clarification and update missing membership details from ADs/RDs, i.e., number of members. Details required:
 - Member name & contact email address, if possible
 - Club, Region, Area
 - Contact information for person submitting data (email address preferred)
 - Member dues remitted (2 CHF for each club member)

Finance

- Keep detailed records of dues payments reported by clubs.
- Crosscheck member information with payments received by IHQ.
- Invoice clubs reporting members but not remitting required payments.

General

- Share membership record with your successor to ensure continuity of data management.
- Train and mentor, the next IMA in the role of maintaining membership information.

Y'S MENETTES AREA LEADERS

NOTE: It may be useful for the sections outlining the duties of Area leaders to be placed in Area Manuals with additions as necessary to reflect needs for those levels.

A. Area Director (AD)

Job Description

The Y's Menettes Area Director is the leader of the Y's Menettes clubs in her Area and is responsible for the promotion, conservation, and extension of the Y's Menettes movement in the Area. She may be elected by the Y's Menettes clubs of the Area or may be a Y's Menette appointed by the Y's Men Area President. The Y's Menettes AD is a member of the YMI Area team and should be prepared to be the spokesperson for Y's Menettes of the Area. She usually holds this office for one or two years.

Note: Should an Area not have a Y's Menette member willing to be the AD, the YMI Area President will appoint a YMI member to function as a liaison between the Y's Menettes clubs and the Area. This person is responsible for ensuring all the duties of a Y's Menette AD are completed.

Communication

Effective communication is essential and maintaining a communications network will enhance the work of the Y's Menettes AD throughout her term. The focus of communication for the Y's Menettes AD is to:

- Correspond regularly with the ID, RDs, YMI AP and other people in the network as appropriate.

- Forward to Y's Menettes RDs all information and materials sent from the International Director (ID), the International Project Coordinator (IPC), Sister Club Programme Coordinator (ISCC), and Membership Administrator (IMA). Remember to add introductory words to messages being forwarded.
- Publish and distribute three or four times per year a regular report or newsletter to Y's Menettes RDs and clubs as well as to YMI Area leaders. Newsletters should contain information of value and interest to Y's Menettes, e.g., International Project updates, Sister Club news, notable activities and events in the Area or a Region of the Area, convention details, new club announcements, special achievements by clubs or members, YMI programmes.
- Supply a Y's Menettes article for a YMI Area publication regularly or as requested.
- Encourage financial support for Y's Menettes International Project and the various programmes of YMI.

Reports

Receive information regarding the format for annual reporting from the ID and ensure it is sent to the RDs via the ADs, or directly, for distribution to clubs with a specific return date included.

- Collate statistical data from Regions of the Area.
- Compile an annual ADs Report utilizing information returned from Regions in the Area.
- Note Y's Menettes Area events and information that has happened and is planned.
- Send the completed ADs Report to the ID no later than May 15.

Records

- Keep accurate and up-to-date files of all correspondence and important Y's Menettes material.
- Provide the ADE with copies of all information relevant to her upcoming term as AD
- Share recommendations for change and/or improvement.

Y's Menettes Manual

Liaise with Y's Menettes RDs to:

- Assist each Y's Menettes club to have a copy of the Y's Menettes International Manual in its own language.
- Add and update a section in the Y's Menettes manual specific to the Area.

Extension

- Initiate the process of establishing new Y's Menettes clubs in the Area.
- Coordinate extension efforts with relevant people, e.g., Y's Menettes, YMI clubs, YMCA staff.

Area Conventions

- Liaise with the Area President and the Host Convention Committee to arrange time(s) and suitable venue(s) for Y's Menettes session(s) as well as Y's Menettes involvement in the total convention programme.
- Arrange the agenda for the Y's Menettes sessions(s)

- After the convention send copies of the session(s) minutes to RDs for dissemination to clubs and to other relevant YMI-affiliated people.

See Appendix XII for additional suggestions about conventions.

Finance

- Prompt RDs to remind clubs of due dates for payment of dues and Y's Menettes International Project and YMI programme donations.
- Keep an accurate record of authorized expenses incurred and claim for reimbursement from Area funds.
- Ensure that other Y's Menettes members are reimbursed for expenses usually covered by Y's Menettes Area dues.

Y'S MENETTES REGION/DISTRICT LEADERS

NOTE: It may be useful for the sections outlining the duties of Region/District leaders to be placed in Region/District Manuals with additions as necessary to reflect needs for those levels.

A. Regional Director (RD) (in India Area referred to as Regional Y's Menettes Coordinator)

Job Description

The Y's Menettes Regional Director is the leader of the Y's Menettes clubs in her Region and is responsible for the promotion, conservation, and extension of the Y's Menettes movement in the Region. She may be elected by the Y's Menettes clubs of the Region or may be a Y's Menette appointed by the Y's Men Regional Director. The Y's Menettes RD is a member of the Region team and should be prepared to be the spokesperson for Y's Menettes of the Region. She usually holds this office for one or two years.

Note: Should a Region not have a Y's Menette member willing to be the RD, the YMI Region Director will appoint a YMI member to function as a liaison between the Y's Menettes clubs and the Region. This person is responsible for ensuring all the duties of a Y's Menette RD are completed.

Communication

Effective communication is essential and maintaining a communications network will enhance the work of the Y's Menettes RD throughout her term. The focus of communication for the Y's Menettes RD is to:

- Correspond regularly with the AD, club presidents or named club contacts, the YMI RD, and other people in the network as appropriate.
- Forward to Y's Menettes clubs all information and materials sent from the Area Director. Remember to add introductory words to messages being forwarded.
- Publish and distribute three or four times per year a regular report or newsletter to Y's Menettes clubs as well as to YMI Region leaders. Newsletters should contain information of value and interest to Y's Menettes, e.g., International Project updates, Sister Club news,

notable activities and events in the Region, convention details, new club announcements, special achievements by clubs or members, YMI programmes.

- Supply a Y's Menettes article for a YMI Region publication regularly or as requested.
- Encourage financial support for Y's Menettes International Project and the various programmes of YMI.

Reports

Receive information regarding the format for annual reporting from the ID or AD and ensure it is sent to clubs promptly with a specified return date.

- Collate statistical data from clubs of the Region.
- Compile an annual RDs Report utilizing information returned from clubs in the Region.
- Note Y's Menettes Region events and information that has happened and is planned.
- Send the completed RDs Report to the AD no later than April 15.

Records

- Compile a regional Membership Registry which lists:
 - Names, addresses, phone numbers and email addresses for each club
 - Executive members and contact information for each club
 - Y's Menettes Region leadership and contact information, if appropriate.
- Maintain the membership registry with members inducted or that have resigned.
- Send a Region membership list which is current as of December 31 to the AD with a copy to the International Membership Administrator.
- Keep accurate and up-to-date files of all correspondence and important Y's Menettes material.
- Provide the RDE with copies of all information relevant to her upcoming term as RD.
- Share recommendations for change and/or improvement.

Y's Menettes Manual

- Ensure that each Y's Menettes club of the Region can access the current Y's Menettes International Manual.
- Arrange translation of the manual so each club of the Region has a copy in its own language, if necessary.
- Liaise with the AD to add and update a section in the Y's Menettes manual specific to the Region.

Extension

- Initiate the process of establishing new Y's Menettes clubs in the Region.
- Coordinate extension efforts with relevant people, e.g., Y's Menettes, YMI clubs, YMCA staff.

Region Conventions

- Liaise with the YMI RD and the Host Convention Committee to arrange time(s) and suitable venue(s) for Y's Menettes session(s) as well as Y's Menettes involvement in the total convention programme.
- Arrange the agenda for the Y's Menettes sessions(s)

- After the convention send copies of the session(s) minutes to clubs and other relevant YMI-affiliated people.

See Appendix XII for additional suggestions about conventions.

Finance

- Remind clubs of due dates for payment of dues and Y's Menettes International Project and YMI programme donations.
- Keep an accurate record of authorized expenses incurred and claim for reimbursement from Region funds.
- Ensure that other Y's Menettes members are reimbursed for expenses usually covered by Y's Menettes Region dues.

APPENDIX XII

CONVENTIONS

Throughout YMI, conventions are held regularly at international, Area and Region levels:

- International conventions are held biennially in even-numbered years, usually in July.
- YMI Areas and Regions hold conventions every year or every two years as circumstances suit.

Conventions provide opportunities for:

- Meetings for leaders to train and plan for their roles
- Fellowship among all members attending
- Sharing of ideas and information
- Inspiration and motivation

As a partner to Y's Men International, Y's Menettes need to be an integral part of each YMI convention:

- The Host Convention Committee (HCC) should include Y's Menettes representatives.
- Key Y's Menettes members may be involved in the total convention programme as speakers, report presenters, and forum panel leaders.
- The convention programme should include separate Y's Menettes session(s).
- Y's Menettes should take part in all aspects of the convention.
- The needs of Y's Men and Y's Menettes members should be given priority over the needs of non-member participants at any YMI convention.

Role of the Y's Menettes Director – at each convention level

At each international, Area and Region convention, the relevant Y's Menettes Director (ID, AD, or RD) is responsible for the Y's Menettes involvement in the convention programme planning.

Prior to the Convention

- Consult with the Host Convention Committee and relevant YMI leader (IP, AP, or RD) to arrange suitable times and venue(s) for the Y's Menettes session(s) as well as any Y's Menettes input in the total convention programme.
- Promote and encourage convention attendance.
- Plan all aspects of the Y's Menettes session(s) in consultation with the HCC and/or local Y's Menette leader:
- Seek agenda items from Areas/Regions/clubs and formulate the agenda
- Organise, contact, and assist members taking special responsibilities, i.e., secretary, guest speakers, those giving devotions, providing reports, presenting awards. Directors may arrange for the assistance of key local Y's Menettes club members.
- Determine equipment needed and arrange for it to be provided, e.g., computer, overhead projector, sound system, video recorder, flip chart(s) or white boards and markers, pens, paper.
- Arrange for relevant displays including Y's Menettes supplies.

During the Convention

- Check that venue(s) for Y's Menettes session(s) are set up
- Ensure equipment is ready and displays are set up
- Distribute agendas to all Y's Menettes and others interested in attending
- Conduct the Y's Menettes session(s) – record proceedings and take attendance

After the Convention

- Arrange for the production and distribution of Y's Menettes session(s) minutes
- Follow up any relevant matters

Agenda Suggestions for the Y's Menettes Session(s)

It is important to refer to the Minutes and any record of Y's Menettes session(s) from the previous convention:

- Welcome
- Introduction/roll call – record attendance (name, club, email address)
- Apologies and/or greetings
- Devotions
- Minutes of previous convention business meeting (for acceptance and business arising)
- Relevant reports, e.g., Director, International Project, Sister Clubs
- Awards
- Business/agenda items
- Speakers/entertainment
- Closing (Y's Menettes Prayer may be used here or included with devotions)

Role of Y's Menettes Host Club

In cooperation with the Y's Menettes ID, AD, or RD, and the Host Convention Committee, the host club may:

- Supply a bag/folder for each Y's Menette attending
- Arrange a Y's Menettes luncheon, if appropriate. (You may wish to plan for attendance of women not attending Y's Men's sessions.)
- Supply suitable décor for Y's Menettes session(s) at convention.

APPENDIX XIII

ANNUAL REPORTING REQUIREMENTS AND FORMS

Annual reporting at all levels ensures that leaders are aware of the status of clubs in their District, Region, or Area. This information also can be used by the ID to share Y's Menettes activities with YMI at meetings of International Council.

Y's Menettes clubs are encouraged to complete forms electronically where possible. Links to each form are provided links and required information can be viewed below:

- A. [Charter Application Form](#)
- B. Application for Sister Club Match ([Word/paper](#)), ([online](#))
- C. [Historic Club Exemption Form](#) (link)
- D. Y's Menettes Club Annual Report Form ([Word/paper](#)), ([online](#))

APPENDIX XIV

HISTORICAL TIMELINE FOR Y'S MENETTES INTERNATIONAL

The first Y's Men's Club was formed in Toledo, Ohio, USA, in 1922 by Judge Paul William Alexander. The name Y's Men (men of and for the Y) came from letters sent home by Will Cressy, a vaudeville entertainer, who was sent overseas by the YMCA during the First World War to entertain the troops. He authored several articles which he signed, "Will M. Cressy, one of the Y's Men of the East." Paul William Alexander read some of the articles and obtained permission to borrow the term 'Y's Men.'

The first reference in any Y's Men's publication concerning the supportive activities of wives of Y's Men appeared in May 1923 when the question was posed, "Is there an organisation called Y's Women?" The answer at the time was, "No." Soon after that, things changed.

1924 The first Y's Menettes club was established in Vancouver, British Columbia, Canada, and the Y's Menettes movement was born.

1931 In 1931, at the Cleveland International Convention, the Y's Men's Board of Directors voted to officially endorse the Y's Menettes movement and encourage the organisation of more women's clubs.

1944 At the 21st Annual International Convention in Sudbury, Canada in 1944, it was decided that due to the expense and organisational structure required, fostering an International Y's Menettes organisation was not feasible. This resulted in the focus and involvement of Y's Menettes clubs being with their local communities and areas.

1950 At the International Convention in Mexico City in 1950, Y's Menettes voted to have a "Declaration of Association." With this vote, Y's Menettes sought formality, structure, and clarification, with recognition of their existence and purposes.

1957 With recognition came the subsequent question, "Who is eligible to be called a Y's Menette?" At the Toronto International Convention in 1957, the answer was decided and an addition of an article to the Y's Men's Constitution governing Y's Menette's membership stated, "Wives of Y's Men shall be known as Y's Menettes which makes them eligible for membership in a Y's Menettes club, maintaining the Y's Menettes standing of Auxiliary to the Y's Men." This article declared three premises for the Y's Menettes movement:

- That each woman married to a Y's Man was officially recognized as a Y's Menette.
- That as a wife of a Y's Man, that woman could decide to join a structured Y's Menettes club.
- That Y's Menettes clubs must function as auxiliaries, assisting Y's Men's clubs with their projects and activities, rather than as separate clubs with diverse involvements.

1967 Ten years later, the language of the constitution article was reworded to, "Wives of Y's Men shall be known as Y's Menettes. They are eligible for membership in a Y's Menettes club, the auxiliary to the Y's Men." The wording was changed; the meaning was not.

1970 The growth of Y's Menettes clubs was successful and consistent. By 1970, there were 364 declared Y's Menettes clubs in twenty-six (26) different countries, with the assistance of twenty-four (24) Regional Service Directors for Y's Menettes, appointed by their respective Y's Men's Regional Directors.

During the late 1960s, there was much discussion on the status of women and their participation in the Y's Men's movement. An International Task Force was appointed in 1970 to examine various alternatives for Y's Menettes and to present their conclusions. Surveying 118 Y's Menettes clubs with 1,259 members taking part, the message was clear – **Y's Menettes overwhelmingly saw their purpose was in helping their Y's Men's clubs and the YMCA.** The survey showed that Y's Menettes clubs were enthusiastically functioning, and membership participation was positive to their Y's Men's clubs, YMCAs, communities and to the women involved.

It did not, however, address the larger question, "What alternatives exist for women who are not married to Y's Men?" This question could not be answered within the Y's Menettes movement which was still bound to the constitution definition which required that a Y's Menettes club member must be the wife of a Y's Man.

Responding to the concern regarding women, a new Y's Men's constitution was adopted at the Jamaica International Convention in 1973. It stated: "The membership of each local (Y's Men's) club may consist of men, women, or both. There may be Y's Menettes clubs consisting of women to serve as an auxiliary to the local Y's Men's Club."

The direction of the constitution was positive – women were clearly to be given a choice. A woman became a Y's Man or a Y's Menette depending on the club she belonged to. The wife of a Y's Man was no longer automatically a Y's Menette; she could be a member of a Y's Men's club herself.

1973 Now that their membership was not restricted to Y's Men's wives, Y's Menettes clubs benefitted from the many other women who joined. The definition of a Y's Menette became, and still is, that:

"A Y'S MENETTE IS A MEMBER OF A DECLARED Y'S MENETTES CLUB."

With the introduction of women Y's Men in 1973, some Areas/Regions placed emphasis on the creation of mixed Y's Men's clubs and reduced or withdrew support for Y's Menettes clubs. Sadly, many of these Y's Menettes did not understand that they could choose to remain as they were and some clubs foundered. During these confusing six to seven years, many Y's Menettes clubs continued to function successfully, clearly demonstrating the choice of their members to remain in Y'sdom as Y's Menettes.

The confusion of Y's Menettes clubs was understandable when their senior leadership was appointed by Y's Men International, and the title frequently changed. Instead of maintaining an International Service Director for Y's Menettes, the Y's Menettes leader was known:

1952-1972	International Service Director for Y's Menettes – appointed by YMI
1972-1974	Adviser to the Y's Men's International President – appointed by YMI
1974-1977	Director of Women in Y'sdom – appointed by YMI
1977-1979	No appointment was made

- 1979** Y's Men International recognized the existence of Y's Menettes and reinstated the position of ISD for Y's Menettes. No files remained so the greatest task faced by then ISD, Beryl Jones (Australia), was to trace and identify all Y's Menettes clubs still existing in the world.
- 1982** Y's Menettes clubs appreciated once again belonging to their reunited worldwide movement. This was further enhanced with the inauguration of the Y's Menettes International Project, uniting Y's Menettes around the world to work together for a specific goal.
- 1984** Y's Menettes International Project information and voting slips were distributed to clubs around the world via the Y's Menettes Area Service Directors, thus allowing all Y's Menettes to participate in the selection of the project. This process continues today.
- 1987** Y's Men International offered to recognize the Y's Menettes movement as full partners in YMI. Y's Menettes clubs voted to accept this generous offer and to contribute each year (US\$1.00 per member) to a fund, called 'Y's Menettes Representative to ICM Fund,' which would cover the travel costs of the Y's Menettes representative (usually the ISD or Past ISD) to attend the Y's Men's International Council Meeting (ICM) each July – a seat and voice but no vote.
- 1988** ISD Christine Bonnevier from USA became the first Y's Menette to officially take part in the ICM in Kyoto.
- 1990** Grace MacDonald (Canada) led a Task Force (TF) which proposed important changes for Y's Menettes.
- a. The title of the Y's Menettes International Service Director became International Director (ID, not ISD).
 - b. The situation of no vote for the Y's Menettes representative at the ICM was supported.
 - c. A proposal to change the Y's Men International definition of the role of Y's Menettes clubs from 'auxiliary' to 'support' led instead to a new definition in the constitution of the International Association of Y's Men's Clubs (Article III, Section 3):

“THERE MAY BE Y'S MENETTES CLUBS CONSISTING OF WOMEN TO PLAN AND CARRY OUT PROGRAMMES AND PROJECTS OF THEIR OWN IN SUPPORT OF THE Y'S MEN'S CLUBS, THE YMCA AND THE COMMUNITY AT LOCAL, DISTRICT, REGIONAL, AREA AND INTERNATIONAL LEVELS.”

- 1997** The alternate name “Y Service Club Women” was approved for a Y's Menettes club.
- 1999** The 'Y's Menettes Representative to ICM Fund' was re-named the 'Y's Menettes General Fund'. Further, voting finalised the accepted uses of this fund.
- 2002** Y's Menettes clubs voted to adopt the Y's Menettes Mission declaration.
- 2003** Y's Menettes were requested by YMI International Council members to appoint their own International Director for each two-year term.

- 2008** At the International Convention in Denmark, Y's Menettes voted to increase the fee per club member from one USD to two USD (or two CHF).
- 2009** YMI International Council agreed to cover the travel costs of the Y's Menettes ID to attend the ICM each July.
- 2014** YMI requested that all funds sent to IHQ, for payment of member fees or programme donations, be remitted in CHF requiring annual fees to be set at two CHF per club member.

APPENDIX XV

Y'S MENETTES INTERNATIONAL LEADERSHIP LIST

International Service Director for Y's Menettes (Appointed by YMI leaders)

1952 - 1961	June Lewis	USA
1961 - 1963	Peg Dresser	USA
1963 - 1966	Virginia Logsdon	USA
1966 - 1968	Marlene Ekberg	USA
1968 - 1970	Kassie Nakamura	Canada
1970 - 1971	Deloris Adams	USA
1971 - 1972	JoAnn Forman	USA

Advisor to the Y's Men's International Director (Appointed by YMI leaders)

1972 - 1973	Dorothy Eide	USA
1973 - 1974	Barbara Kehn	USA

Director of Women in Y'sdom (Appointed by YMI leaders)

1974 - 1975	Yolanda Apestegui	Peru
1975 - 1977	Virginia Fong	Philippines

1977 - 1979 No appointment made

International Service Director for Y's Menettes (Appointed by YMI leaders)

1979 - 1981	Beryl Jones	Australia
1981 - 1982	Barbara Cleaver	Canada
1982 - 1983	Jeanie Bostrup	USA
1983 - 1984	Pam Crammond	Australia
1984 - 1985	Mitsuko Sakurauchi	Japan
1985 - 1986	Silvya Reyes de Croci	Uruguay
1986 - 1987	Kazuko Hashimoto	Japan
1987 - 1989	Christine Bonnevier	USA
1989 - 1990	Aleyamma Abraham	India
1990 - 1991	Grace MacDonald	Canada

International Director for Y's Menettes (Appointed by YMI leaders until 1999)

1990 - 1991	Grace MacDonald	Canada
1991 - 1993	Shirley Unmack	Australia
1993 - 1994	Song Young-ok	Korea
1994 - 1995	Michiko Maeda	Japan
1995 - 1996	Myrna Wolf	USA
1996 - 1997	Marguerite MacEwan	Canada
1997 - 1998	Song Young-ok	Korea

International Director for Y's Menettes
(Appointed by Y's Menettes)

1998 - 2000	Gurli Holm	Denmark
2000 - 2002	Brenda Berry	Australia
2002 - 2003	Florence Gates	Canada
2003 - 2005	Jennifer Cameron	Australia
2005 - 2007	Shanti Panigrahi	India
2007 - 2010	Carol Reynolds	Canada
2010 - 2012	Shoko Fujii	Japan
2012 - 2014	Grete Baekgaard-Thomsen	Denmark
2014 - 2018	Carole Dunbar	Canada
2018 - 2020	Jennifer Cameron	Australia
2020 - 2023	Grete Baekgaard-Thomsen	Denmark

APPENDIX XVI

Y'S MENETTES INTERNATIONAL PROJECTS OVER THE YEARS

Term	Country	Project	Goal	Paid
1982-1984	Sri Lanka	50 Underprivileged children	6,000 USD	9,000 USD
1984-1986	Gambia	Car for YMCA staff, village project	6,000 USD	23,000 USD
1986-1988	Guatemala	Vehicle to help village projects	8,000 USD	8,000 USD
	East Jordan	Palestinian refugee girls to summer camp	11,500 USD	11,500 USD
1988-1990	Curacao	Two classrooms for youth development	12,000 USD	Cancelled
1990-1992	Amazonic Trapeze	Bringing YMCA to three villages	15,000 USD	20,000 USD
	Sri Lanka	Methodist home for elderly	10,000 USD	10,000 USD
1992-1994	Uganda	Youth technical training centre	12,000 USD	12,000 USD
	Bangladesh	Research development, extension	10,000 USD	10,000 USD
1994-1996	South Africa	Street children's programme	21,710 USD	21,710 USD
	Bangladesh	Research development, extension - continued	10,000 USD	10,000 USD
1996-1998	The Gambia	Women's development programme	21,000 USD	21,000 USD
	Costa Rica	Gender in development	10,000 USD	10,000 USD
	India	Empowerment of women seminar	5,000 USD	5,000 USD
1998-2000	Senegal	Adolescent reproductive health	15,000 USD	15,000 USD
	Bulgaria	Community development centre	10,400 USD	10,400 USD
2000-2002	Indonesia	Women's community participation	7,500 USD	7,500 USD
	Philippines	Women's empowerment and development	6,000 USD	6,000 USD
2002-2004	Bolivia	Adolescent project of life	15,000 USD	15,000 USD
2004-2005	India	Women's employment opportunities	4,000 USD	4,000 USD
2005-2010	Russia	Children draw anti-AIDS posters	2,700 USD	2,700 USD
	Bolivia	HIV/AIDS information and prevention	26,796 USD	26,796 USD
	Costa Rica	HIV/AIDS awareness and training	15,000 USD	15,000 USD
	Uganda	HIV/AIDS awareness and prevention	15,780 USD	15,780 USD
	Canada	YMCA HIV/AIDS programme	3,300 USD	3,300 USD
2010-2012	Nigeria	Quality water for YMCA camp	30,000 USD	18,000 USD Terminated
2012-2014	India	Centre for HIV/AIDS awareness	23 580 CHF	23 300 CHF
2014-2016	India	Rural project for widows and poor women	22 008 CHF	22 008 CHF

	Brazil	Forming skills through projects pedagogy	16 830 CHF	16 830 CHF
2016-2018	Italy	Learn Fast, Be Smart!	10 975 CHF	10 975 CHF
2018-2020	Albania	Coaching for Youth Employment	28 630 CHF	34 630 CHF
2020-2022	Ukraine	Sports and Informal Education as Tools of Healthy Lifestyle – Vulnerable Children at Zaporizhzhya	15 000 CHF	15 000 CHF
2022-2024	Nepal	Educational and Vocational Training	15 000 CHF	

Y'S MENETTES INTERNATIONAL PROJECT COORDINATORS

1982 - 1984	Dorothy Eide	USA
1984 - 1986	Yuko Suzukida	Japan
1986 - 1988	Silvia Reyes de Croci	Uruguay
1988 - 1990	Silvia Reyes de Croci	Uruguay
1990 - 1992	Christine Bonnevier	USA
1995 - 1994	Barbara Hainsworth	Canada
1994 - 1996	Barbara Hainsworth	Canada
1996 - 1998	Shirley Unmack	Australia
1998 - 2000	Shirley Unmack	Australia
2000 - 2002	Carol Hill	USA
2002 - 2005	Barbara Kilburn	Canada
2005 - 2008	Mary Kuruvila	India
2008 - 2010	Shirley Unmack	Australia
2010 - 2012	Kumiko Nishimura	Japan
2012 - 2014	Gurli Holm	Denmark
2014 - 2016	Gurli Holm	Denmark
2016 - 2018	Gurli Holm	Denmark
2018 - 2020	Joy McNamara	Australia
2020 - 2022	Joy McNamara	Australia
2022 - 2024		

