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101 MANUAL MAINTENANCE PROCEDURES

INDIVIDUAL OR POSITION	ACTION REQUIRED
Any Y's Man	Forward suggested amendments, additions or deletions to the Regional Secretary
Regional Secretary	Prepare amendments to manual periodically and sends to: * Club Presidents * Each officer in the Region (a copy of the change for the manual assigned to the position)
Club Presidents	Assures that the amendments are made in the manuals assigned to the Club immediately that they are received. Uses and encourages the use of the manual during meetings.
District Governors	Reviews manuals at each club visit to ensure that they are current and are being used.
All Officers	Upon leaving office, pass this manual promptly to your successor.

102 AN INTRODUCTION TO Y'SDOM

PREFACE

As a club officer you have accepted a great responsibility for your club. You were elected by your fellow club members as the candidate they thought was best suited for the job, taking into consideration your devotion and experience.

Your term as a club officer will be full of work. You will experience frustrations and disappointments but you will also experience exhilaration from your accomplishments.

We trust that you will have many of the latter and that your depth of knowledge and understanding will continue to increase and help to make you and your club stronger in Y's dom.

THE PHILOSOPHY OF Y'S MEN

Our Purpose - "To be a worldwide fellowship of persons of all faiths, working together in mutual respect and affection, based on the teachings of Jesus Christ and with a common loyalty to the YMCA, striving through active service to develop, encourage and provide leadership to build a better world for all."

We say Y's Men is an International, Christian, Service movement in partnership with the YMCA and in those few words lies the essence of our existence.

Our International thrust is very strong as we believe that a major service we can perform is to promote world peace, brotherhood and understanding. We do this from a strong Christian base that stresses the equality and worth of each person and that demands our active participation in personal Service to others. We serve in many areas, in the club, in the Y, in the local community and across the oceans. When you read the bottom line, what makes Y's Men effective and worthwhile are the people in it, the men and women who care enough for others that they are prepared to act in Christian love and fellowship.

A BRIEF HISTORY

It all started in Toledo, Ohio in 1920 when the luncheon club movement was spreading rapidly in the United States. A local attorney (later Judge), Paul W. Alexander formed the first club around a group of men active in the YMCA membership drives. They later adopted the name Y's Men meaning "men of and for the Y".

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In 1922, the International Association of Y's Men's Clubs was formed at a convention held in Atlantic City. It was the Sydney, N.S. club that made Y's Men an International movement when it was chartered in 1923 and growth has continued until we have 72 countries represented today. In 1981 we chartered our 1000th club from Region Denmark and as of April, 2006, we have 1500 clubs and approximately 28,500 members.

In 1972, Y's Men celebrated its Golden Anniversary with a convention in Copenhagen that produced a major shakeup in the organization. A major program had been commissioned in 1968 to prepare Y's Men for its second 50 years. The resulting Gold program (Golden Opportunities for Leadership Development) led to a Research and Development Study, a major constitutional review, the start of the Time of Fast program and the appointment of an Associate Secretary General to be based in Geneva.

By 1973, the new constitution was adopted with a revised purpose, the doors were open to women and a decentralization system of operation was implemented. The latter fact gave Y's Men off the North American continent a larger voice recognizing the real situation of an International movement with different needs in the various localities. International conventions were no longer used to set policy but a 21 member council, with proportionate representation from the 8 areas became the legislative body. Each member serves 3 years except for areas represented by only one member in which case it can be either 2 or 3 years. Representation changes as Y's Men's membership changes in the Areas and elections are held by mail ballot.

1973 also saw the movement of our International Headquarters to Geneva, ushering in a whole new era of co-operation with the World Alliance of YMCAs. The whole process of developing closer relations with the Y continues at all levels. In 1987, a major policy declaration was made for the Y's Men's movement in regards to a Five year plan of development known as the Lagos Accord because it was decided at an International Council meeting in Lagos, Nigeria. It specified goals for the period 1987-92, in seven areas: Membership, Support of International Programs, Y's Menettes, Image, Special Development, Training, and Financial Stability.

OUR ORGANIZATION LEADERSHIP

SEE ORGANIZATION CHARTS AT END OF THIS SECTION

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INTERNATIONAL

Y's dom is led by an International President (IP), elected by mail ballot by the clubs. The IP works together with the Past International President (PIP), the International President Elect (IPE), the International Treasurer (IT), and the International Headquarters (IHQ) staff, located in the same house as the World Alliance of YMCAs in Geneva, Switzerland.

There are a number of International Service Directors (ISDs) appointed by the IP to give leadership to specific projects and programs.

On the international level, the Executive Officers make executive decisions and monitor the operation of the international movement. They cannot, however, make any decisions regarding the international constitution, the budget, or any policy decisions regarding programs. These questions are so-called "legislative matters" and are considered by the International Council, consisting of 21 members elected in a mail ballot by the clubs in each Area.

The 21 council seats are distributed according to paid membership strength in the eight Areas counted June 30th of each year. Each Area has at least one representative on the council. In areas that have only one council member, this person also serves as the Area President.

AREA

The Y's Men's world is divided into eight Areas, namely Africa, Asia, Canada, Europe, India, Latin America/Caribbean, South Pacific, and United States. Each Area is led by an Area President (AP), elected in a mail ballot by the clubs in the Area. Area Service Directors (ASDs) are appointed by the AP to coordinate the work of the respective Regional Service Directors (RSDs) and they report to respective International Service Directors (ISD).

REGIONAL

Each area is divided into Regions, each of which is led by an elected Regional Director (RD) who is elected at the Regional Convention. Helping the RD are the Immediate Past RD, the RD-Elect, a Regional Treasurer, a Regional Secretary, as well as the RSDs appointed by the RD to promote the different programs and projects.

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DISTRICT

Each Region is divided into Districts. Each District is led by a District Governor (DG) who is assisted by a DG-Elect, as well as the Past DG.

CLUB

Each District is made up of clubs, each led by a Club President. The President is assisted by such other officers as the individual club sees fit to elect (usually, at least a Vice-President, Treasurer, and Secretary). In conjunction with the other officers and in accordance with the club constitution, the President appoints project and committee chairmen to plan and coordinate programs and projects.

CLUB MEMBERSHIP

The membership of each local club may consist of men or women or both. Local conditions have to decide on the nature of women's involvement in the club. In many places, the increased involvement of women goes parallel to a trend of more family oriented programs in the Y's Men's Clubs.

Rather than participating as regular club members, wives of Y's Men and other women may form a Y's Menettes Club, serving as an auxiliary to the Y's Men's Club.

Currently, there are 1500 Y's Men's Clubs in 72 countries with a total membership of 28,504.

CANADIAN ORGANIZATION

Once a club has established its local goals and programs, we introduce the concepts of involvement outside the local club. Y's Men is organized to encourage interclub activities leading to International involvement. The Canadian Area is one of the eight in Y's Men International, with three regions: Western Canada, Central Canada, and the Maritimes. The region is the main administrative unit comprising several districts of up to 6 clubs each. Each Region holds an annual convention for handling business, leadership training, policy development and fellowship. Every two years there is a Canadian Area Convention which is held on the odd years, thus alternating with International Conventions.

The International Office produces an "Official Family" list each year, providing up-to-date names, addresses and telephone numbers of all members holding International office or service director positions at the International level (ISDs) or Area level (ASDs or Co-ordinators), and of every Regional team: RD, RD Elect and Past RD.

INTERNATIONAL COMMUNICATIONS

Detailed information on the activities of Y's Men International is contained in the minutes of the meeting of the International Council held annually in July, and of the Mid-year Meeting of the International Officers and Area Presidents held annually in January. Current membership information from the April and October reporting dates are included in the respective minutes. Copies of these minutes are distributed to every member of the International "Official Family". The International Secretary-General, and at times the International President, also correspond directly with Area Presidents and Regional Directors routinely and on specific matters. Communication directly with individual Y's Men is accomplished through the "Y's Men's World", the official bulletin of the International association, published in English about four times annually. Each area selects an Associate Editor. Translations of the Y's Men's World in other languages are gradually increasing.

AREA COMMUNICATIONS

In the Canadian Area, this is accomplished through the newspaper "The Y's Canadian" which is published annually and distributed to each club member in the area.

It is a means of communication to keep all informed about what is going on in the movement as well as a medium for exchange of ideas.

It has input from the AP, APE, the three RDs, the three Regional Editors, the ASDs and the National YMCA. As well, any Y's Man or Y's Menette can submit to the editors information on worthy news, special projects or other material that might be interesting or informative.

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Each of these programs has an International Service Director appointed by the International President, responsible for the overall promotion and carrying through of the program. The promotion and follow-up on regional level is done by a Regional Service Director (RSD). The work of the RSDs is coordinated in each Area by an Area Service Director (ASD).

Some of the programs are usually referred to through some cryptic abbreviations, as the names themselves would be too long to use in the daily work. You are encouraged to familiarize yourself, not only with the names and abbreviations for the different programs, but also with their aims and purposes, so that you can inform the membership in your club about them and inspire them to take active part. In most cases it is advisable to appoint a small committee for each of the programs, with a chairman having the overall responsibility for its promotion and carrying through within your club.

Our international organization promotes and coordinates many programs intended to provide service and assist in the solution of problems that are beyond the capability of an individual club. An additional purpose is to promote the international aspect of our organization. To be really meaningful, these programs should be adopted by each club. In reality, not all clubs can be actively involved in all of the programs. You will see, however, that participation to some degree is not only possible but will be of real benefit to your club.

BROTHERHOOD FUND (BF)

The Brotherhood Fund promotes world fellowship among the clubs, among members of clubs, and with the YMCAs throughout the world, by financial grants for inter-regional visitations by so-called "Brotherhood Fund Delegates".

Funds are raised from special club projects including the sale of used postage stamps.

ALEXANDER SCHOLARSHIP FUND (ASF)

This fund, named after Paul William Alexander, the founder of Y's Men, usually operates within an Area. It provides financial support for students planning a career in the Y or for Y staff who wish to upgrade their qualifications. The program is publicized by the National Council of YMCA's and the selection committee involves YMCA and Y's Men personnel.

In this program, each Y's Man is asked to skip one meal (or several) and to send a comparable amount of money to the international organization. There are two reasons for this:

1. We will, even if in a small measure, get some idea of what it means to suffer from being hungry, thus reminding ourselves about the millions of people for whom this is a daily reality.
2. The money from the clubs throughout the world will be used to contribute, in some way, to the alleviation of a human crisis.

EXTENSION, MEMBERSHIP AND CONSERVATION (EMC)

This is an extremely important program for the growth and sometimes survival of our movement.

"Extension" means the starting of new clubs to serve the Y and communities.

"Membership" is a reminder that we need to work continuously to increase the membership of our clubs with less than 20 members.

"Conservation" means the retention of the members and clubs that we presently have.

ENDOWMENT FUND

The Endowment Fund receives contributions from clubs and members in memory or honour of some person (not necessarily a Y's Man). That person's name and an appropriate message is written in the "Golden Book" which is on permanent display at the International Headquarters. The interest received from the Fund is used to further the cause of Y'sdom. The principal remains untouched.

INTERNATIONAL BROTHER CLUBS (IBC)

In this program, individual clubs establish a "brother" relationship with another club, usually in another country but sometimes within their mutual country. The first contact may be at an international convention or through a personal visit of one Y's Man to another country. The contact can also be arranged by the IBC team.

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Contacts between clubs may consist of exchange of letters, slides, or cassette tapes telling about the activities of each club. There can also be an exchange of

handicrafts which can be sold at a club program featuring the brother club country, with the income going to the Brotherhood Fund. Clubs in developed countries can undertake/support a project together with the brother club in a less privileged country.

YOUTH EDUCATIONAL EXCHANGE PROGRAM (YEPP)

This is a program where studying youth, preferably 16-18 years of age, are given the opportunity to study for one year in a foreign country. The student is hosted by a Y's Man's family and lives as a member of that family during the year. The program is open for host families who will house a student from another country and for families who want to send their youth away for an unforgettable experience.

EMPHASIS MONTHS

A regular program of education is carried out among the members and clubs are encouraged to set aside certain months for activities they will share with Y's Men around the world.

For the year 2006/07 these months are:

September - Membership Development
October - Extension
November - Brotherhood Fund
December - Alexander Scholarship Fund
January - Youth
February - Time of Fast
March - Youth Educational Exchange Program
April - Leadership Training
May - Christian Emphasis

THE LOCAL CLUB

The local club has as its major role, service to the YMCA, but more and more clubs are branching out to work with other organizations who have similar beliefs and concerns.

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Thus we serve the community as an outreach arm of the Y, stressing personal involvement and working with the people we try to help. Within the club we try to

provide a fellowship that welcomes people, involves them and supports them in a truly caring, sharing way.

In a recent survey of Y's Men in Central Canada, the fellowship and support of the group ranked as the number one benefit of Y's Men. Other major benefits cited were the opportunity for meaningful involvement and the opportunity to learn and serve. These are the strengths of Y's Men as we carry forward the purposes of Y's Men and the Y.

How We Serve -

There are several ways in which we can provide service to the Y, the church, or the community. We can:

1. Reach out and involve the uncommitted in the outreach work of the YMCA, community and church through Y's Men.
2. Train and develop people in building confidence, gaining knowledge and improving leadership skills. Thus we create a resource bank of enthusiastic, trained people available as voluntary leaders, board and committee members.
3. Be an arm of Christian outreach on behalf of the Y or church, providing support to disadvantaged persons, young people and handicapped. In this role we are a visible force for good in the community, building support for the YMCA.
4. Support YMCA and community programs both financially and materially in programming, capital campaigns and in general projects.
5. Act as a focus for people with interest in international development and development education projects.

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YMCA RELATIONS

Our role within the local YMCA provides a unique focus for activities and a strong base for action. The essence of a good working relationship is mutual understanding of each others objectives and operation and an open line of communication between the Y and Y's Men. This can be achieved in several ways such as having a staff person assigned to work with the club (and even better be a club member) or having Y's Men representatives on boards and committees, especially in areas of mutual concern such as International development, community outreach and fund-raising.

Y'S MEN - YMCA
A PARTNERSHIP THAT WORKS

The programs of Y's Men can directly support or complement existing YMCA work so that the maximum benefits are realized. Along with joint activity with the Y, the Y's Men's club should be involved in the community where there are still many unmet needs and where we find the bulk of our members.

Y'S MEN SERVE PEOPLE
IN
THE YMCA COMMUNITY
THE LOCAL COMMUNITY
THE WORLD COMMUNITY
AND
THE CLUB COMMUNITY

In looking at the types of projects that Y's Men support, the most noticeable thing is the wide range of activities, reflecting the diversity of needs in our YMCAs and communities. Many clubs support specific Y programs such as the swimming team, the Y camp (including campership, maintenance, management), staff training, Leader Corps, and building campaigns. Projects in the community usually reflect the interest of the members and would include sponsorship of sports teams and cadet groups, bicycle identification programs, running of a hockey league, operating youth centres, helping new social agencies get started. The only limit is imagination even though the membership may be small.

Y'SDOM OFFICERS, STATUS & TERMS

<u>OFFICERS</u>		<u>STATUS</u> (years)	<u>TERM</u>	
International President	/	Nominated by	1	
International President Elect		Regions and	1	
Past International President	<	elected by clubs	1	
International Treasurer	\	internationally.	3	
Secretary General		Employed	5	
International Service Directors		Appointed by International President	1	
Area President		Nominated by	2	Regions
Area President Elect	<	and elected by clubs in the respective Areas.		
Area Secretary			1	
Area Treasurer	<	Appointed by Area President.	1	
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Area Service Directors			1	

Regional Director		Nominated by committee and	1	
Regional Director Elect	<	elected by members at a Regional Convention	1	voting

OFFICERS

STATUS

**TERM
(years)**

Regional Secretary		Permanent		
Regional Treasurer	<	Appointed by Regional Director	1	
Regional Service Directors			1	
District Governor	<	Selected by the Districts	1	
District Governor Elect			1	
Club Officers		Elected by Membership.	1	Club

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HOW MATTERS ARE CONDUCTED

LEGISLATIVE

International Conventions held biannually, on even numbered years.

Area Conventions held biannually, on odd numbered years.

Regional Conventions held annually.

BUSINESS

International Council

Area Council

Regional Council

INTERNATIONAL COUNCIL

MEMBERS (VOTING)

Canada	1
U.S.A.	1
Latin America & Caribbean	1
Europe	5
Asia	7
Africa	1
India	4
South Pacific	<u>1</u>
	21

TERMS

2 or 3 years
3 years
2 or 3 years
3 years
3 years
2 or 3 years
3 years
2 or 3 years

A total of 21 members comprised from the Areas in Y's dom, as shown above.

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MEMBERS (NON-VOTING)

International President (except to break a tie)

International President Elect

Immediate Past International President

International Treasurer

Secretary General

International Service Director of
Y's Menettes

One Delegate from World Alliance
of YMCAs

4 years

PURPOSE

To conduct business of International between International Conventions which are held biannually on even numbered years, and to carry out designated legislative responsibilities.

MEETINGS

Usually once, annually.

AREA COUNCIL

MEMBERS (VOTING)

	<u>TERM</u>
Immediate Past Area President	2 years
Area President Elect	1 year
Area Secretary	1 year
Area Treasurer	1 year
Regional Directors	1 year
Regional Directors Elect	1 year
Area Service Director of Y's Menettes	1 year

MEMBERS (NON-VOTING)

Area President (except to break a tie)	1 year	
Area Coordinators	1 year	
YMCA Liaison Officer	Determined National Council of YMCA's.	by

PURPOSE

To conduct business of Area between Area Conventions which are held biannually on odd numbered years and to carry out designated legislative responsibilities.

MEETINGS

Usually once, annually.

REGIONAL COUNCIL

MEMBERS (VOTING)

TERMS

Regional Director Elect	1 year
Regional Secretary	1 year
Regional Treasurer	1 year
Regional Director of Y's Menettes	1 year
Immediate Past Regional Director	1 year
District Governors	1 year
District Governors Elect	1 year
Regional Service Directors	1 year
Club Presidents or Delegate	1 year

MEMBERS (NON-VOTING)

Regional Director (except to break a tie) 1 year

PURPOSE

To conduct business of the Region between Annual Regional Conventions, and to carry out designated legislative responsibilities.

MEETINGS

Once annually, in the Fall.

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