

**Y'S MEN INTERNATIONAL
U.S. AREA OFFICE
POLICY & PROCEDURES**

**CONTAINS ACTIVITY
OF PREVIOUS COUNCILS ACTION**



TABLE OF CONTENTS

<u>COVER PAGE</u>	1
<u>TABLE OF CONTENTS</u>	2 - 3
<u>1. ALEXANDER SCHOLARSHIP FUND</u>	4
<u>2. ARCHIVES</u>	4
<u>3. AREA BANNER</u>	5
<u>4. AREA EQUIPMENT</u>	5
<u>5. AREA OFFICE</u>	5
<u>6. AREA SERVICE DIRECTORS</u>	6
<u>7. AUDIT</u>	6
<u>8. AWARDS</u>	7
<u>9. BROTHERHOOD FUND</u>	7
<u>10. BUDGET OVERSIGHT OFFICER</u>	8
<u>11. BULLETINS/PUBLICATIONS</u>	8
<u>12. CHARTERING</u>	8
<u>13. CHIEF FINANCIAL OFFICER (CFO)</u>	9
<u>14. CLUBS IN GOOD STANDING</u>	9
<u>15. COMMITTEES</u>	10
<u>16. CONTRACTS - FINANCES</u>	10
<u>17. CONVENTIONS</u>	10
<u>18. CORPORATE SECRETARY</u>	12
<u>19. COUNCIL MEETINGS</u>	12
<u>20. DISCRETIONARY FUND</u>	13
<u>21. DISTRICT GOVERNORS</u>	13
<u>22. DUES AND FEES</u>	13
<u>23. ENDOWMENT FUND</u>	14
<u>24. EXTENSION, MEMBERSHIP AND CONSERVATION</u>	14
<u>25. FISCAL YEAR</u>	15

**Y'S MEN'S INTERNATIONAL
U.S. AREA**

POLICY ACTIONS

<u>26.</u>	<u>GOALS</u>	15
<u>27.</u>	<u>INCORPORATION</u>	15
<u>28.</u>	<u>INDIVIDUAL CONTRIBUTIONS</u>	15
<u>29.</u>	<u>INTERNATIONAL COUNCIL MEMBERS</u>	16
<u>30.</u>	<u>LOANS</u>	16
<u>31.</u>	<u>NATIONAL PROJECT</u>	16
<u>32.</u>	<u>OFFICIALS</u>	17
<u>33.</u>	<u>PUBLIC RELATIONS</u>	18
<u>34.</u>	<u>REGIONS</u>	18
<u>35.</u>	<u>ROSTERS</u>	19
<u>36.</u>	<u>ROSTER SECRETARY - CLUBS</u>	19
<u>37.</u>	<u>STATEMENT OF POLICY</u>	20
<u>38.</u>	<u>STORAGE</u>	20
<u>39.</u>	<u>SHORT TERM EXCHANGE PROGRAM (STEP)</u>	20
<u>40.</u>	<u>SUPPLY OFFICE</u>	20
<u>41.</u>	<u>TIME OF FAST</u>	21
<u>42.</u>	<u>VIDEO</u>	21
<u>43.</u>	<u>VOTING</u>	21
<u>44.</u>	<u>WEB SITES</u>	22
<u>45.</u>	<u>WOMEN IN Y'S MEN</u>	22
<u>46.</u>	<u>YMCA LIAISON</u>	23
<u>47.</u>	<u>YOUTH</u>	23
<u>48.</u>	<u>YOUTH EDUCATIONAL EXCHANGE PROGRAM (YEPP)</u>	23

1. ALEXANDER SCHOLARSHIP FUND

- 1975 The second Area Council meeting held in St. Louis on November 15, 1975, approved the establishment of a PWASF as a trust fund. Three trustees were approved: Gilbert Bulley as Director, Dr. Alden Hazen, and Richard Wohlgamuth.
- 1980 10% of contributions to PWASF would be sent to International PWASF.
- 1983 Changed designation to ASLF (Alexander Scholarship Loan Fund) to remind everyone that if the recipient did not enter YMCA work, it would be necessary for the loan to be repaid.
- 1983 Procedure established wherein Clubs would remit funds by check made out to "Y's Men International (ASLF)" to their RSD, who after recording, would send check to ASD for depositing.
- 1984 Remitted 10% of annual contributions and "Dollars for Scholars" to International ASLF as start-up funds for International.
- 1986 Policy Statement, dated June 1, 1986, dealing with ASLF Finances, Applications, Disbursements, Duties (ASLF Personnel), RSD, ASD, ISD, presented to Council by ASD Del Thurber.
- 1990 Local scholarships given by a club must be reported to their state government and do not use ASLF as the contributor. Their own club name must be used, its an IRS requirement.
- 1992 Applications will be reviewed each May 1 and October 1.
- 1993 Alex Fund Trustees serve a 3 year staggered term. Each AP appoints a new one.
- 1994 The A.S.L.F. Endowment Fund was established by the A.S.L.F. Trustees and approved by the U.S. Area Council.
- 1994 All initial inquiries for applications for the A.S.L.F. or Dollars for Scholars will be handled through the U.S. Area Y's Men's Office.
- 1998 Revised the 1994 US Area Policy & Practices statement to read " all inquires for applications for ASLF or Dollars for scholars will be handled by the ASLF ASD.
- 1998 The 1980 and 1984 policy statements are clarified. The 10% sent to the International PWASF. each year is from contributions sent to the ASLF and does not include contributions to Dollars to Scholars.
- 1998 Students applying for ASLF information should be required to submit the appropriate postage for a two-ounce letter as authorized by the Trustees on a trial basis in 1996 and continued for 1997.
- 1999 Adopted ASLF policy changes as follows:
Delete: The Trustees and ASD are not to exceed expending of preceding year's income
Insert: Funds expended for scholarships and for operating expenses shall not exceed the total amount collected as income or contributions of the prior year.
Delete: An annual audit may be performed by the US Area Council at their discretion.
Insert: An audit shall be provided to the US Area Council at anytime upon their request.
- 2004(1) Area Council 2004 voted to change the name from Alexander Scholarship Loan Fund to Alexander Scholarship Fund.
(2) In the year 2005, Aurora University will assume the responsibility of screening scholarship applications and awarding scholarship grants to candidates who are in their last two years of university training for YMCA careers. The U.S. Area of Y's Men International will send to the University a block of money to be used for these scholarship grants.
(3) Candidates endorsed by a Y's Men's Club, but not receiving their training toward a YMCA career at George Williams College of Aurora University, may request an Alexander Scholarship Loan by submitting an application to the ASD for the Alexander Scholarship Fund and the Scholarship Review Committee.
- 2005 The 2005 U.S. Area Council reaffirmed the Dollars for Scholars donation receiving tribute in the publication, Y's Alliance, is not based on any Area Council policy amount of dollars. The Alexander Scholarship Fund ASD may make suggestions to the membership with accompanying rationale.

2. ARCHIVES

- 2003 The International Archives Committee has developed some guidelines to assist everyone as to what is appropriate to save in archives. Ref. Guidelines for Retaining Historical Records.
The Area Ad Hoc Committee, Chaired by Claude Bewell, was requested to continue to study and make a recommendation of what to do with active recent US Area records.

3. AREA BANNER

1989 Area Council authorized revisions to U.S. Banner to delete all unauthorized logos and symbols, in particular the copyrighted YMCA "Y" which includes the Y's Man triangle.

4. AREA EQUIPMENT

2003 All equipment owned by the US Area to be identified, located, valued and assigned to the custodian of such equipment.

- (1) All equipment purchased with US Area funds are to be identified, located and the custodian of such equipment identified.
- (2) The US Area CFO is responsible for establishing an equipment list. The US Area CS will assist the USA CFO as required in the maintenance of the equipment list.
- (3) The USA funded equipment list shall contain, as a minimum, the following information:
 - A. Equipment identification and value (cost, depreciation)
 - B. Location
 - C. Custodian
- (4) The current custodian of USA funded equipment shall transfer such equipment to his/her successor upon termination of their current position. Notification of such transfer of equipment will be forwarded to the US Area AP, CFO and CS.
- (5) The USA CFO shall keep on file the USA funded equipment list, notices of transfer, and other pertinent data. (*) Reference US Area By-Laws: Article XI, Section 8 and Paragraph 4.
- (6) Equipment is defined hardware and/or software.
- (7) The USA funded equipment list shall be reviewed at the USA MYM and any changes in custodianship, location or disposal shall be noted in the minutes of the MYM.
- (8) Any substantial purchases of equipment requires approval of two of the following: Area President, Area President-elect, Immediate Past Area President, and/or the Area Council.
- (9) USA funded equipment may be loaned to other Areas within the International Association of Y's Men's Clubs. The loan of such equipment, hardware, software, and any peripheral equipment must be approved by the US AP. The custodian of the subject equipment is responsible for transfer and retrieval of any loaned equipment and must notify the USA AP, CFO and Council Members of such loan actions.

2004 The office equipment dollars from items 1590 and 1600, on the US Area balance sheet, shall be eliminated. The equipment has been depreciated and the Area no longer has them.

5. AREA OFFICE

1974 US Area shall maintain an Office at the Oak Brook, Illinois site..

1974 U.S. Area needs and supports a professional person.
Jerry Heyl, former International Secretary General becomes the first US Area Executive Director.

1975 Jerry Heyl retired as U.S. Area Executive Director.

1975 Moved U.S. Area Office to U.S. National Council Headquarters at 291 Broadway, NYC.

1975 Ed Torrance appointed US Executive Director.

1976 Adopted Executive Director's guidelines.

1977 Boris Kazimiroff, Executive Director.

1978 U.S. Area Office with YMCA National Headquarters in New York City phased out. Area Office now at Area President's home.

1978 Harry Cummings to stock supply items in his home for sale to Clubs.

1979 Established U.S. Area Guidelines and U.S. Area Office Plan.

1979 Regions would receive free annually one box of each of Y's Men's International letterhead and envelopes.

1979 Approved sale of collator and Magazine card machine worth about \$3000.

1979 Approved purchase of copy machine.

1980 U.S. Area Supply Office to collect Regional, Area and International dues.

1980 Pay \$100 monthly to Harry Cummings for supplies storage space in his home.

1980 Approved purchase of typewriter, additional telephone, chair and shelving.

1981 Funded movement of U.S. Area Office from Cummings home to Concordia Street, St. Paul, MN.

- 1981 Set up accounting system whereby profits from Supply Office sales would be transmitted to the Area Treasurer on a monthly basis, with the Treasurer to make a monthly accounting of monies spent and received by both the Supply Office and the Treasurer.
- 1982 Approved purchase of Russell Hampton inventory (previous supplier of Y's Men's supplies).
- 1982 Established budgeted Honorarium for manager of U.S. Area Supply Office.
- 1983 Howard Nordby U.S. Area Office Manager.
- 1984 Required Supply Office to inquire of RD's as to number of training packets needed for Club Officers.
- 1985 Hugh Krutzman U.S. Area Office Manager.
- 1985 Bills to be paid by U.S. Area Treasurer. All funds, except U.S. Area Supply Office operational funds, to be maintained by U.S. Area Treasurer.
- 1985 Changed designation of U.S. Area Supply Office to U.S. Area Office.
- 1985 Authorized purchase of computer.
- 1985 Established Area Office Manager's job description.
- 1986 Y's Alliance to provide space in each issue for Area Office to advertise items.
- 1986 Area Office moved from Concordia Avenue, St. Paul, MN. to 13120 E. McGinty Road, Minnetonka, MN.
- 1988 Area Office computerized.
- 1989 Authorized purchase of FAX machine and two-line telephone system.
- 1990 Area Office moved from Minnetonka (see 1986) to 18340 Minnetonka Blvd Deephaven, MN. due to a loss of lease.
- 1995 Contract signed with "Trip With Me Travelers, Inc." for 1995-1996 to operate the US Area Office. Blanche Campbell, President, will be the Office Manager
- 1997 Changed designation of US Area Office to US Area Supply Office.
- 1997 The US Area Supply Office will be closed on August 31, 1997 until further notice.
No orders accepted after August 15.
- 1997 Many duties of the Area Office were transferred to the Corporate Secretary. (Refer to section, Corporate Secretary, year 1997, for details)
- 1997 US Area Supply office to be reopened in Muskegon, Michigan YMCA.
Muskegon Y service Club is to be the US Area Supply Office Manager.
- 1998 US Area Supply Office reopened by the Muskegon Y Service Club in February 1998.
- 2001 The 2001 Area Council approved the moving of the U.S. Area Supply Office from Muskegon, Michigan to Long Beach, California with the office manager being Jay Williams and the Long Beach Y's Men's Club. (Refer to section Supply Office.)
- 2005 A new three year Area Supply Office contract, with an additional two year option, was approved by the 2005 Area Council for the Long Beach Y's Men's Club effective July 1, 2005. Tibor Foki is the Supply Office Manager. (Refer to Section, Supply Office, year 2005)

6. AREA SERVICE DIRECTORS

- 1989 Area Council approved Sioux Indian YMCA as an ongoing service project and AP appointed an ASD for 1989-1990.
- 1989 Area Council approved YMCA World Service as an ongoing service project and appointed an ASD for 1989-1990.
- 2003 ASDs will use the Control Transmittal sheet, developed by Past CFO Bob Kuhawa, to monitor the transmission of funds they are handling.

7. AUDIT

- 1980 Established audit of the books of the Supply Office and Treasurer.
- 1981 Established budget line item for audit cost.
- 1984 Required reimbursement requests be documented with vouchers, paid receipts, etc.
- 1984 Established Oversight Committee to assist Treasurer in accomplishment of duties, and to review budget and expenditures.

- 1984 Required U.S. Area Treasurer to pay all bills, and maintain all funds, except the Supply Office Operational Fund.
(For additional audit information, refer to section titles of Budget Oversight Officer and Committees.)
- 2003 The US Area will conduct an internal audit of the US Area financial records by three qualified club members or Regional Treasurers.
- 2005 The internal audit was completed and reported to the Area Council.

8. AWARDS

- 1980 Boots Faubion Award was established to honor an outstanding YMCA Executive at each Area convention beginning with the 1981 Area convention.
- 1983 U.S. Area gave up Henry Grimes Award so that International could have a Regional Directors Award.
- 1988 New U.S. Area "Henry Grimes Award" for outstanding RD approved by Council, along with criteria, to replace International Award.
- 1988 Clubs earning U.S. Area Service Awards have the option of receiving a patch, certificate or date pin, beginning with 1988-1989 year.
- 1989 Henry Grimes Award report form revised to require filing with AP no later than June 10. (Previously required by July 15).
- 1993 It was recommended that Awards information be sent to the RDs, as well as the Club Presidents.
- 1993 Motion was passed to establish a new position "Data base Management" whose primary function would be collection, consolidation and decimation of statistical and ideological information. This is to be a volunteer position.
- 1994 US Area Council established a Brotherhood Fund Award called the "AL JONGEWAARD MEMORIAL AWARD" in recognition of Al Jongewaard's long and dedicated service to the Brotherhood Fund as US Area Philatelist. (Refer to Brotherhood Fund, year 1994)
- 1999 Henry Grimes Award report form was revised to be more up to date with present practices, to Standardize the point system and to make it more easily used.
- 1999 Time of Fast Awards established. (Refer to Time of Fast, year 1999, for details).
- 2002 Element I of the Honor Bulletin Criteria is revised to add; 4 points will be awarded for those bulletins being published via Email.

9. BROTHERHOOD FUND

- 1978 Established committee to receive BF Delegate applications and make selection.
- 1980 U.S. Area Discretionary Funds restricted for travel by those not at Regional Office level.
(Refer to the 2003 statement below and to the 2003 Discretionary Fund entries for clarification)
- 1982 Established Discretionary Fund policy.
- 1983 Established procedure wherein Clubs will remit contributions by check made out to Y's Men International (BF) to their RSD, who would record and send to the ASD, who would record and deposit.
- 1989 Regarding Discretionary Fund application: Delete "during July & January" from 5.1 and "On 1 August and 1 February" from 5.4 criteria. Applications will be accepted anytime.
- 1994 U.S. Area Council established a Brotherhood Fund award called the Al Jongewaard Memorial Award in recognition of Al Jongewaard's long and dedicated service to the Brotherhood Fund as U.S. Area Philatelist. (Refer to Award, year 1994)
- 1996 US Area ICMs will move that the BF policy, Para. 5.1 be revised to the 1992 policy with elimination of points/kilo proviso (Not approved by the International Council).
- 1997 US Area ICMs to move that the US Area be reinstated to the former plan of counting stamps turned in and not stamps sold. (Not approved by the International Council).
- 2001 Brotherhood Fund contributions (checks) should be made out to "Y's Men International-US Area. This was done to make the BF contributions consistent with contributions to other funds.
- 2003 To be consistent with instructions on other US Area materials, the 1980 statement above, should have read "below the Regional Office level." The 2003 Area Council, by action of a motion, made

- an additional clarification as to exactly who is eligible for BF Discretionary Funds. (Refer to Discretionary Fund, year 2003, for details)
- 2004 U.S. Area BF Policy up-dating was completed by PAP Al Jacques and approved by the Area Council.

10. BUDGET OVERSIGHT/RESOURCE OFFICER

- 1984 Established Oversight Committee to assist the Treasurer in accomplishment of duties, and to review budget expenditures. (refer to section titles of Audit and Committees)
- 1999 Approved by the Area Council to change the appointed position of Budget Oversight Advisor to an appointed Area Office position, Budget Oversight Officer. This appointment is made by each Area President, if he/she and the Chief Financial Officer believe the office is needed for the year.
- 2005 Area Council approved an expanded title for Budget Oversight Officer. The new title is Budget Oversight/Resource Officer, effective immediately. The responsibilities of this title are to include the following:
- (1) Budget Oversight Responsibilities.
 - (2) Develop and maintain the USA Area Leadership Roster.
 - (3) Maintain and update documents such as Policies & Procedures and Area By-Laws and other necessary documents.
 - (4) Provide necessary new documents and updated documents for the Area web site.
- 2005 By action of the 2005 Area Council, the Corporate Secretary responsibility of providing necessary new documents and updated documents to the Area web site has been transferred to the Budget Oversight/Resource Officer. (Refer to Corporate Secretary, year 2005)

11. BULLETINS/PUBLICATIONS

- 1975 Publish U.S. Area Bulletin, "Y's Men Now", 6 issues each year to every member.
- 1977 Harry Cummings "Y's Alliance" editor.
- 1978 The International bulletin, "Y's Men's World", to be distributed to the membership through RDs.
- 1982 Publicity for U.S. Area Conventions in Y's Alliance at \$150 per page. Postage paid by Y's Alliance.
- 1983 Beverly Klatt editor Y's Alliance.
- 1983 Editor to receive bulk Y's Men's World for distribution to U.S. National YMCA Executive Directors by sending with the Y's Alliance.
- 1986 Y's Alliance to provide space for U.S. Area Office to advertise merchandize for sale.
- 1987 Kay Lindner "Y's Alliance" editor.
- 1988 James Sargent "Y's Alliance" editor.
- 1990 Cluade Bewell "Y's Alliance" editor.
- 1993 "Y'S ALLIANCE" will move to 5 issues? 3 will be sent to YMCAs (issues 1,3,5) All Y's Men club members will receive all 5 issues.
- 1995 "Y'S ALLIANCE" wilt reduce to 4 issues? 2 will be sent to YMCAs. All club members will receive all 4 issues.
- 2003 The US Area will discontinue circulation of the Y's Alliance to YMCA executives.
- 2003 All mailings of the Y's Alliance is now being done by use of the Bar Codes with addresses. It is being done with the assistance of Fred Leonard, Executive Director of the Hot Springs YMCA, Hot Springs, Arkansas.
- 2004 A committee was appointed by the Area President to develop guidelines for organizations and individuals to place advertisements in the Y's Alliance.
- 2005 The Area President has appointed the committe to complete the guidelines for placing advertisements in the Y's Alliance.

12. CHARTERING

- 1974 Set new club chartering fee at \$100.
- 1975 Cancelled new club charter fee and member initiation fee.
- 1978 Charter dues at \$100, \$75 to region, \$25 to Area.

- 1979 Requires a minimum of twenty member to charter.
- 1979 If a club is chartered between July 1 and December 31, pays dues first time next April. If club is chartered between January 1 and June 31, pays dues first time in October (NOTE: In 1986 Secretary General disallowed this procedure requiring club chartered from July through September to pay dues on October 1, in essence requiring dues to be paid for any new club at the next dues date).
- 1980 New clubs pay dues next semester after chartering.
- 1982 Recommends 20 members for new clubs - 30 members if coed.
- 1986 Proper procedures for handling \$100 Charter Fee: Send \$25 to Area Office initially, then send \$75 to Area Office with the "Intent to Charter". Area Treasurer will send \$75 to Region.
- 1989 International Council established an International Charter Fee of Sfr 100, to be charged against all clubs being proposed for charter as a Y's Men's Club. Area and/or Regions may assess additional fees.
- 1989 Charter Fee of \$100 to be paid to Area Office and Area Office will pay International Fee from funds collected. \$75 will no longer be returned to the Region.
- 1992 Request forms for chartering a club should be requested early in order to do an adequate job.
- 1993 Charter amount to be sent to U.S. Area and at the time of chartering, monies will be reimbursed to the club.
- 1994 The \$100 charter fee to be sent to the US Area will not be reimbursed
- 1994 Requires a minimum of fifteen members to charter, per the International Council.

13. CHIEF FINANCIAL OFFICER (CFO)

- 1992 US Area books are to be formally audited every 2 years
- 1993 Use the Expense Voucher. Every expenditure must have a receipt attached. The voucher is sent to the AP for his signature and approval and then to the CFO for payment. Submit receipts in a timely manner.
- 1993 If a team member is not in the budget, submit a request in writing to the AP. If a team member gives a task to someone not on the team, get the form and be sure there is money for reimbursement ahead of time.
- 2002 The Chief Financial Officer is authorized to "write off" the old uncollectable accounts receivable of the US Area Supply office.

14. CLUBS IN GOOD STANDING

- 1979 Requires a minimum of twenty members to charter.
- 1994 The \$100 charter fee to be sent to the U.S. Area will not be reimbursed to the club.
- 1994 Requires a minimum of fifteen members to charter per the International Council.
- 1988 "Club in Good Standing" required standard for voting in International elections. Recommended that U.S. Area follow same guidelines.
- 1988 International Council, meeting in Kyoto July 1988, voted to establish the following minimum Club membership:
- 1988-89 - 94% Paid members for 3 semesters-9 members minimum
- 1989-90 - 94% Paid members for 3 semesters - 11 members minimum
- 1990-91 - 94% Paid members for 3 semesters - 15 members minimum
- 1989 Area Council sent resolution to International Council (meeting in Madras) requesting 1988 directive, regarding minimum numbers of members, be rescinded or delayed in order to allow the U.S. Area to prepare an alternative plan for membership promotion.
- 1989 International Council, meeting in Madras, agreed to delay requirement of minimum of 11 members until 1990- 91.
- 1996 The US Area will support keeping Article 909 in the International Constitution.

- 2005 It was reaffirmed that clubs, to be in good standing for Area voting purposes by the Area Council or by individual club ballots, must be current in their payment of Area dues, as per the U.S. Area By-Laws. (Refer to Section title Voting, year 2005)

15. COMMITTEES

- 1984 Established an Oversight Committee to assist the Treasurer in accomplishment of duties, and to review budget and expenditures. (Refer to sections on Audit and Budget Oversight Officer)
- 1996 Composition of the Executive Committee will include AP, APE, PAP, CFO, and Corporate Secretary
Composition of the Budget Committee will include three current RDs appointed by the Area for the duration of the Area Council meeting.
YMCA-Y's Men Liaison Task Force is composed of the three immediate Pips. Each year, the second PAP will serve as the Chair.
- 2000 A Search Committee was established and is composed of the three immediate APs. Each year, the PAP will serve as the Chair. (refer to Section on Voting, year 2000)
- 2003 The Area Council changed the Chairperson of the Search Committee from the immediate past Area President to the second year past Area President.
- 2003 The Area Council changed the Committee Chairperson of the Liaison To YMCA-USA from the second year past Area President to the immediate past Area President. (Refer to YMCA Liaison, year 2003)
- 2003 The Area Executive Officers, at the January 2004 Mid-Year Executive Meeting, accepted the concept of the third year past Area President being the Y's Men's World Assistant Editor for the USA. This person becomes the Area Promotion Coordinator for the Y's Men's World. (This item is for information purposes since it coordinates with the two 2003 entries immediately above.)

16. CONTRACTS - FINANCES

- 1994 Unbudgeted Expenses - Adopted by U.S. Area Council.
Any individual needing to expend unbudgeted expenses will follow certain procedures:
(1) The individual will communicate the idea and proposal in writing with all members of the U.S. Area Executive Committee and the U.S. Area Council.
(2) The approval of the U.S. Area Council must be in writing.
(3) Failure to obtain the approval in writing will mean that the contract is not binding on the U.S. Area.
(4) Approval means 51% of the vote as defined in the By-Laws for the Area Council - each R.D. will have its respective number of votes based on eligible clubs.
- 1994 Conflict of Interest statement was adopted by U.S. Area Council.
- 1995 Any approved contracts by the US Area Council must be signed by the US Area President and the Area Corporate Secretary, per Article XI, Sec-8 for the contract to be binding.

17. CONVENTIONS

- 1975 First U.S. Area Convention to be held in 1977 at Lake Geneva, WI, and in odd number years thereafter to offset International Conventions held in even number years.
- 1977 Area Convention profits or deficits to U.S. Area.
- 1978 Selected Amarillo, TX for 1979 convention.
- 1980 Selected Asheville, NC for 1981 convention.
- 1981 Selected San Jose, CA for 1983 convention.
- 1982 Selected Kona, HI for 1985 convention.
- 1983 Supported financially the first Africa Area Convention (\$500).

- 1984 Selected Boston, MA for 1987 convention.
 1985 Selected Great Falls, MT for 1989 convention
 1987 Selected San Antonio, TX for 1991 convention.
 1989 Selected Monterey, CA for 1993 convention.
- 1989 **75th ANNIVERSARY**
 The idea to have the U.S. Area Convention and International Council Meeting in Atlantic City, NJ in 1997 to celebrate the 75th Anniversary of Y'sdom was presented by ICM Edgar Engart. The AP appointed a Task Force to investigate the possibility of having a Y's Men's commemorative stamp printed to celebrate the anniversary year, 1997. A motion passed to ask all clubs in the U.S. Area to contribute \$100 per year to fund to help defray the expense of an anniversary celebration in 1997.
- 1990 International Council has a committee to celebrate 75th Anniversary. U.S. Area is still pursuing possibility to hold celebration in Atlantic City. Commemorative stamp request to be submitted later per U.S. Postal Service recommendation.
- 1990 \$1000 added to budget as a cash advance for 1993 U.S. Area Convention.
 1990 The U.S. Area assumes financial responsibilities for U.S. Area Conventions. Profits or losses to be those of U.S. Area. Convention budgets to be approved by U.S. Area Council and CFO, and AP, or his/her appointee, to be member of Convention Committee.
 1990 \$1000 budgeted as a cash advance for 1993 Area Convention.
 1990 Regions not required to reimburse Area Treasury \$100 for Area Officers to attend a Region Convention. Policy to continue until funds are no longer available.
 1991 Regional Director can request exemptions directly from AP.
 1992 Area should pay partial registration and full travel and the Region should pick up the rest. (It is Region's responsibility to see that RD attends.)
 1992 Convention booth is to be stored in Area office. It may be requested by paying freight costs back and forth.
 1992 Hosting conventions should be rotated through the Regions.
 1993 When arranging for travel, one should look for the cheapest fare. If a layover is required that is part of the cost, though better to take a trip that does not have a layover. Meals are not covered. ASDs should be invited to the Council Meetings as it is important in providing motivation.
 1993 Convention registration forms are not to be sexist in nature.(The form used at the convention of PSWR in San Diego was considered excellent.)
 1993 The Area pays convention costs of invited VIPs.
 1993 Convention Committee expenses must come through the Chairman.
 1993 YMCAs have agreed to send a representative to every convention.
 1994 Complimentary rooms, registration, meals, travel, cannot be transferred to a family member or friend and then claim reimbursement.
 1994 All arrangements for the use of U.S. Area Convention facilities will be made through the U.S. Area Convention Chair/Committee.
 1995 Selected Kona, Hawaii for the 1999 AC.
 1998 Selected Bloomington, MN for the 2001 AC.
 1999 Selected Southern California for the 2003 AC. Site TBD.
 2001 The host club/region should request that Regional banners be brought to Area conventions. The host committee will be responsible to supply a means to display the banners.
 2001 The Area Council approved a joint USA/CANADA convention for 2005. The site in Canada to be determined.
 2001 Tentative approval was given to the South Atlantic Region to host the 2007 US Area convention.
 2002 The host club/region of each Area Convention is to request that Regional banners be brought to the Area Convention. The Area Convention host committee will be responsible to supply a means to display the banners.
 2003 The South Atlantic Region will host the 2007 US Area Convention in Charleston, SC July 12-15.

- 2003 Regions will handle expenses of the Area Representative to Regional Conventions and the Brotherhood Fund grant delegate recipients the same. The hotel and registration fees, of the Area Representative and the BF grant delegate recipient, are covered by the Regional Convention. The US Area budget covers the travel expenses of the Area representative to the Regional Convention.
- 2003 The US Area President, or designee, shall not attend other Area Conventions at US Area budget expense. (Refer to the section titled Officials, year 2003)
- 2003 Area Canada reported that the 2005 Joint Canada/USA Area Convention will be July 21-24 at a university campus on Prince Edward Island.
- 2004 The US Area will subsidize the cost of the US Area Youth Representative to attend the US Area Convention/Youth Convocation and the International Convention/Youth Convocation, not to exceed \$500 annually. (Refer to section on Youth, year 2004)

18. CORPORATE SECRETARY

- 1997 Corporate Secretary's duties, as outlined in the U.S. Area By-Laws, Article XI, Section 8, were expanded to also include the following items that were being done previously by the US Area Office.
- (1) Maintain and send out club rosters and dues notices
 - (2) Distribute other mailings as requested by IHQ or Area Officers
 - (3) Maintain databases as required by Area Council.
 - (4) Provide club Presidents and member mailing labels as required.
 - (5) Mail official ballots upon request.
- 1999 An Area Club Roster secretary was appointed by the Area President to assume the duty of items #1, #3, and #4 listed above and originally given to the Corporate Secretary in 1999. (See Roster secretary for additional information).
- 2001 The US Area By-laws to be changed to have the US Area Secretary serve a term of two years. Article XI, Section 8,3(d). (Refer to the section titled, Incorporation, year 2001)
- 2003 The Corporate Secretary will identify and e-mail to the Webmaster, all of the policy and Practices changes as a result of Area Council actions that are in the Council minutes. (Refer to Web Sites, year, 2003)
- 2005 The Corporate Secretary responsibility, added by action of the 2003 Council, is being transferred to the Budget Oversight/Resource Officer, as per action of the 2005 Area Council.

19. COUNCIL MEETINGS

- 1974 The first US Area Council meeting was held in Kansas City, October 19-20, 1974. The first U.S. Area President (referred to as International Vice President, or IVP, in 1974) met with the Regional Directors of the 15 Regions.
- 1977 First biennial U.S. Area Convention held in Lake Geneva, Wisconsin. Area Council Meetings are to be held in conjunction with these conventions.
- 1981 Established budget for Council Meeting to include RDs, Area Officers, ICMs, and to fund approximately 50% of travel cost of RDEs and selected ASDs.
- 1981 Subsidized ASDs for room and board when attending Area Council Meeting.
- 1984 Established a per diem method of reimbursing Council members and guests for meal expenses during Council Meetings.
- 1987 Task Force appointed to study issue of who should be invited to attend Area Council Meetings, reimbursement procedures, etc. Report to 1988 Council.
- 1988 Attendance at Area Council Meetings shall be: Area Officers (AP, APE, PAP, CFO, CS, AOM, ICM) and all RDs are expected to attend, with all travel, food, and lodging expenses paid by the Area. RDEs and ASDs shall be invited to attend with 50% of travel, food and lodging expenses paid by the Area.
- 1989 RDEs who serve more than one term shall be reimbursed for only one Area Council Meeting.
- 1989 Budgeted an amount not to exceed \$500 for Leadership Training ASD to develop a video for RDE training.
- 1997 ICMs to move that the International constitution be changed (Amend W, Section 2) to read 2 or less members. (Thus, the present APE will become an ICM when he/she becomes the AP).

- 1999 The FAMILY MEMBERSHIP POLICY was adopted. Paragraph 2 shall read: "one parent/legal guardian from the same family
- 1999 The Area President can change any line item in the approved budget, but not to exceed 15%.
- 1999 All appointed Area Officers will have all travel, food and lodging expenses paid by the Area to attend Area Council meetings.
- 1999 For any non member of the Area Leadership Team, who has been invited to attend and participate in the Area Council meetings, the Area will pay all travel, food and lodging expenses.
- 1999 The Area will pay for all travel, food and lodging expenses for the Area Youth Representative to attend and participate in the US Area Council meeting.
- 2001 RDEs and ASDs shall be invited to attend Area Council meetings with 50% of travel paid by the Area. Food and lodging expenses during the Area Council meeting shall be paid by the Area. Lodging expenses are limited to one half of a shared room.
- 2002 Area Council established reimbursement process if a region has Co-Regional Directors. (Refer to section titled Officers, year 2002, for details.)
- 2002 Council minutes may be approved by e-mail.
- 2003 Guidelines for the use of electronic (e-mail) process to approve minutes were accepted.
- 2004 All Y's Men International-U.S. Area forms shall have the latest revision date at the bottom of the form.

20. DISCRETIONARY FUND

- 1992 Use correct form and send to APE. Funds are available for training and one can also go to another region. Travel costs do not include meals.
- 2000 The US Area Brotherhood Fund Discretionary Policy was updated to reflect the current process for Sale of Stamps Monies. (Para. 3.3)
In addition the USABFDFP was:
* Revised to reduce the size of the BF Discretionary Fund Committee from 6 to 4. (Para. 4.1) AP, APE (Chair), CFO, and USA ASD BF.
* Revised to reflect current brotherhood Fund Policy. A Club earns an Alf Reynolds Award with a contribution of \$ 5.00 per member. (Para. 5.2).
* Para. 6.2 revised to reflect only pertinent information.
- 2003 To be consistent with instructions on other U.S. Area materials, the 1980 statement under section, Brotherhood Fund, should properly read,"below the Regional Office level." The Area Council, by action of a motion, made an additional clarification as to exactly who is eligible for BF Discretionary Funds. (Refer to Brotherhood Fund, year 2003, and to the next 2003 Discretionary Fund entry)
- 2003 U.S. Area BF Discretionary Funds may be awarded to any Y's Man or Y's Woman not serving on the International Council or not holding an International office. Any Y's Man or Y's Woman to be awarded BF Discretionary Funds, must be from a club qualifying by International and US Area standards.

21. DISTRICT GOVERNORS

- 2003 Area Council will study the possibility of providing better training for District Governors.
- 2004 Regions are to make a District Governors leadership needs assessment.

22. DUES AND FEES

- 1974 Initiation fee of \$4.00 of new members into existing clubs. 1974 Charter fee of \$100.00, including \$4.00 in at \$7.00 per year.
- 1975 Revoked payment of charter and initiation fees.
- 1975 Dues payable to U.S. Area from the date club is chartered.
- 1975 Only clubs that have filed a roster and paid dues in the proper amount and time are eligible to vote in Regional, Area or International elections.
- 1978 Canadian clubs in U.S. Area - pay U.S. Area dues as well as Canadian Area dues.

- 1978 New club charter fee \$100.00, 75% of which will be returned to the Region.
- 1979 Commenced billing and collecting dues directly from the clubs. Area Supply Office placed club rosters on rented computer. Rosters sent to clubs together with billing on October 1 and April 1. Club makes roster changes and returns to Area Supply Office with dues.
- 1980 YMCA staff members who are members of Y's Men are not exempt from dues.
- 1980 Area Supply Office will collect dues directly from clubs, return regional dues to regions and pay International dues by the deadlines of 15 November and 15 May.
- 1985 Procedures wherein region could collect dues directly from clubs, but procedure not mandatory.
- 1985 Dues are due 1 October and 1 April, no grace period.
- 1985 RDs, not Supply Office. are responsible for dues paid and rosters, both being on time. This conforms with International Constitution.
- 1985 Canadian Clubs assigned to PNW Region will pay U.S. Area dues and \$5.00 per club to Canada Area.
- 1986 U.S. Area dues should not be discounted for multi-member families.
- 1987 Budget approved with Area dues increase to \$13.00 per year.
- 1987 Approved one-year requested reduction in Area dues for Mexican Clubs in same proportion as granted by ICM for International dues (40%).
- 1987 When clubs are delinquent in dues, any dues payment made will be credited to the longest outstanding dues - first to International, then to Area and Region.
- 1989 Pacific Southwest Region requested and received Council approval to be invoiced by IHQ and pay their International dues directly to IHQ beginning with October 1989. U.S. Area will continue to receive Area dues payment from PSWR Treasurer.
- 1994 A one time assessment for October 1994 for \$1.00 was approved by the U.S. Area Council for Extension use only for 1994-1995.
- 1994 Effective July 1, 1995, the U.S. Area Council has increased U.S. Area yearly dues by \$2.00.
- 1996 US Area dues are reduced for 1996-1997 to 60% for the Tijuana, Mexico Y's Men's club.
- 1996 Any increase in dues approved by the Area Council will not become effective earlier than the following fiscal year.
- 1997 US Area dues for Tijuana, Mexico to be at 60% for 1997-1998.
- 1999 Family memberships, approved previously by the International Council for International dues, were approved by the US Area Council for Area dues. Dependent youth ages 18-25 pay 50% dues. Dependent youth under age 18 pay no dues.
- 2000 Effective July 1, 2001, the US Area Council approved an increase in US Area annual dues by \$1.00. US Area dues will be \$ 16.00 per year, effective July 1, 2001.
- 2004 Reimbursement for mileage was increased to thirty cents per mile for the driver. Effective day is July 12, 2004.

23. ENDOWMENT FUND

- 1988 PAUL WILLIAMS ALEXANDER FELLOW program introduced as a means to recognize Y's
Men who contribute \$100 or more to the Endowment Fund.
- 1993 Push to get the Endowment Fund in your club budget to honor someone every year. There is also an opportunity to put in \$100 in your own behalf.
- 1996 US Area ICMs to bring a motion to the ICM that all monies from the Endowment Fund be credited to the Area from which they are received.
- 1999 Approved the transmission to the US Area CFO and the Area bank account for the purpose of providing USA tax exemption of the donated funds, of the Harry Cummings estate's \$ 10,000 gift sent to Y's Men International Headquarters. The CFO made the appropriate transfer of funds to International.
- 2000 The US Area will donate \$200 to the Endowment Fund in honor of Ingvar Wallin, ISG, at the International Convention in Hong Kong.
- 2000 The US Area received an anonymous stock donation of \$ 25,000 for the Endowment Fund. The US Area CFO handled the appropriate paperwork to complete the transfer of ownership to YS Men International's Endowment Fund.
- 2004 Jay Williams' name is to be submitted with a statement of appreciation for US Area Supply Office Manager with a donation given by those in attendance at the 2004 ACM with any shortage

paid from US Area funds. Al Jacques was asked to write a commendation for Jay's service to be placed in the Golden Book. A total of \$182 was raised for the tribute.

24. EXTENSION, MEMBERSHIP AND CONSERVATION

- 1983 Established matching funds procedure, wherein region submits proposal for expenses and Area will match \$200 for Extension, \$100 for Membership and Conservation.
- 1987 Submitted proposal for \$10,000 grant from International Special Development Funds for Extension and Membership. Funds received February 1988.
- 1989 \$5000 budgeted for Membership and Extension promotion and development.
- 1993 An Extension Policy was adopted. (Attachment #26, Council Minutes, July, 1993)
- 199X The Area matching funds procedure established in 1983 has ceased to be part of the budgeting process and therefore rescinded.
- 1998 The Extension ASD, using Special Development Funds organized and conducted an extensive training session in Minneapolis for extension teams from all Regions.

25. FISCAL YEAR

- 1979 Established Fiscal Year as July 1 through June 30 (conforms to International Constitution and affirmed by 1987 By-Laws).

26. GOALS

- 1987 Adopted Long-Range Goals as recommended by 1987 ICM.

27. INCORPORATION

- 1986 July 10, 1986, U.S. Area Y's Men incorporation in California as Y's Men International, U.S. Area, approved by mail ballot.
- 1986 By-Laws, as presented by William Ramseyer, Esq., accepted by U.S. Council.
- 1986 Barbara Vaughn, U.S. Area Treasurer, appointed to serve as Corporate Secretary-Treasurer for remainder of 1986-87 year.
- 1987 Regional Directors in U.S. Area serve as U.S. Area Corporate Board of Directors. Term of service one year, same as term on Area Council.
- 1987 Final By-Laws adopted and incorporation and tax exempt procedure completed, retroactive to July 10, 1986.
- 1990 Original minutes and By-Laws to be sent to YMCA/Y'S MEN Archives at University of Minnesota, St. Paul, MN.
- 2001 The US Area By-Laws to be changed to have the US Area Corporate Secretary serve a term of two years. Article XI, Section 8, 3(d). (Refer to the Corporate Secretary section, year 2001 and to section Statement of Policy, year 2001)
- 2004 The US Area By-Laws amendments were accepted as presented. (Refer to Statement of Policy, year 2004) Included were the following amendments:
 - (1) Article VII, Section 6, Item 1 and Article VIII, Section 4, Item 2. For voting purposes, eligible member clubs must be current, and in good standing, in their payment of Area dues. (Refer to section on Voting, year 2004)
 - (2) Article VIII, Section 4, Item 5. The Area President, as the presiding officer, or designee, shall cast the deciding vote on any issue where there is a tie vote by the Council members. (Refer to section on Voting, year 2004)
 - (3) Article VIII, Section 7. If a Regional Delegate agrees to serve his/her Region for more than one year, and is approved by the Regional election process, he/she may be re-elected for additional consecutive one year terms, as is permitted by their Regional Constitution and/or By-Laws.
 - (4) Article XI, Section 1. No elected US Area Officer shall serve concurrently as an elected Regional Director on the Area Council.

28. INDIVIDUAL CONTRIBUTIONS

- 1995 Contributions made to all Y's Men International programs shall be designated as: payable to Y's Men International, US Area, Inc. Funds will be remitted by US Area Chief Financial Officer to the respective International program.
- 2003 A letter, dated September 26, 2003, from the Internal Revenue Service (IRS), reaffirmed our organization's tax-exempt status.
"In September 1992, we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code."

29. INTERNATIONAL COUNCIL MEMBERS

- 1980 U.S. Area divided into zones for ICM representation.
- 1981 ICM's included as non-voting members of U.S. Area Council, with full reimbursement for travel, meals, and lodging.
- 1998 International Council approved a change in the International Constitution permitting Area with 2 or less ICMs to serve either 2 or 3 years. (Article IV, Section 2). Refer to section on Council meetings, year 1997.
- 1999 US Area ICM representation reduced to 2 members due to declining membership in the US Area. (Refer to section on Officers, year 1998).

30. LOANS

- 1976 Request from International Treasurer for repayment of \$2,867.00 from an earlier loan.
- 1978 Concerning International loan, first payment to be made in 1978, second payment of \$900 in 1979.
- 1979 Statement of Liabilities shows International debt of \$2,867.00, so apparently no payments made in 1978 and 1979. Budget for 1979-80 did not include this item.
- 1980 International Division of National YMCA reported debt of U.S. Area Y's Men of \$4000.00. No action taken until further accounting. (No further reference to this item, so debt must have been cancelled).
- 1980 Payment made of \$600 toward International loan.
- 1983 Balance of debt of \$2,267 paid.

31. NATIONAL PROJECT

- 1982 Emphasize "Year of the Disabled person" along with United States.
- 1983 Encouraged Y's Men's clubs to "Adopt a School Class".
- 1984 Encouraged to support "United Negro College Fund Telethon".
- 1985 Selected "Sioux Indian YMCA Project as a two year project.
- 1986 First year of Sioux Indian YMCA project went well. Decided to continue for second year.
- 1987 Sioux Indian YMCA Project exceeded \$25,000 goal by \$700 in second year.
- 1987 Adult Literacy selected for 1987-88 with goal of \$8000.
- 1987 Task Force appointed to canvas clubs for ideas and level of support for a permanent national project. Report to 1988 Area Council.
- 1988 Task Force for Permanent National Project reported that Area Clubs are undecided on "permanent" National Project.
- 1988 A Task Force will be appointed to study "Y's Men Send Kids To Camp" as a National Project.
- 1989 "Y's Men Send Kids To Camp" approved as National project for 1989-90. Y's Men's logo to be only logo used on promotional material. Project to be considered promotional in nature rather than a fund raiser.
- 1990 National Project Selection Guidelines approved.
They consist of:
(1) Projects should have universal appeal and/or broad geographic applications.

- (2) Time table of the proposed project should be explicitly stated, i.e. a one time, multiple years, continuous.
- (3) Monetary goals should be explicitly stated. Goals not exceeding \$25,000 require U.S. Area Council approval.
- (4) U.S. Area Council will provide preliminary approval of projects with a goal greater than \$25,000. A simple majority ratification by voting clubs will approve the project.
- (5) Long term projects are to be reviewed and evaluated periodically. An annual report to be provided to the U.S. Area Council and clubs.
- 1990 "Y's Men for Kids to Camp" approved as a continuing national project.
- 1993 Clubs were encouraged to participate with elementary schools in a coloring book project that promoted safety among children. It was not adopted as a national project, but presented by the AP as a worthy project for our clubs.
- 1994 Y's Men for Kids to Camp was endorsed as a continuing national project.
- 1999 Clubs were encouraged to participate in the "Peace Site" project supported by many clubs in Minnesota. It was not adopted as a national project, but only presented as a worthy project by the AP.
- 2002 The 911 Disaster Fund is established with the following provisions:
- (1) Fifty percent of the money raised will stay in the Region and may be spent by the Region however they wish in helping Y's Men and Y's Women and YMCAs in a disaster.
- (2) The other fifty percent will be placed in a US Area fund until the Area Executive Officers approve its expenditure.
- (3) Symbolic contributions to this fund can be made in the amount of \$9.11 per member during the designated month of September. Clubs or individuals making contributions are to send their money to the Regional Treasurer who will send 50% of the total amount collected to the US Area Chief Financial Officer.

32. OFFICIALS

- 1975 Term of office for the IVP (International Vice President - later changed to Area President) to be 2 years.
- 1975 ICMs reduced from 7 to 6. Subsequently moved down to 5, then in 1984 to 4. These changes brought about by diminishing membership in the U.S. Area, and increasing membership in other Areas.
- 1975 Established rule for replacing RDs and DGs who do not function properly.
- 1979 Established office of International President-Elect, later Area President Elect, and to continue as (IVP) Area President for one year.
- 1980 Election procedure established to first elect the Area President Elect, who would also serve as an ICM, then if further vacancy of ICM exists, additional election for that position.
- 1980 Established zones in the U.S. Area to provide for ICM representation. When an ICM's term of three years would complete, the clubs in that section only could nominate to fill the position.
- 1981 U.S. Area ICM's to serve as members of the U.S. Area Council without vote. (affirmed by 1987 By-Laws).
- 1982 Office of Treasurer to be elected by clubs for two year term. (Affirmed by 1987 Bylaws). Set up responsibilities of the APE.
- 1983 Deleted requirement that ICMs be nominated only by clubs in section where ICM term is expiring. (Effectively deleting sectional representation).
- 1984 Statement of Policy changed to allow AP to fill vacancy of Treasurer for remainder of term. (Procedure outlined in 1987 By-Laws).
- 1985 After election for ICM has taken place, the Area Council will select the Area President Elect from eligible ICMs (those who have two years remaining on their three year terms). Effectively cancels Procedures and Policies of Election of ICM.
- 1988 Pacific Northwest requested a study of ICM selection procedure regarding rotation by section.
- 1989 Task Force report, regarding ICM nomination procedure presently in use, confirmed that present procedure "works" and recommends no change. PNW Region disagreed and requested permission from Council to formulate a plan for ICM nominations and report to the 1990 Council. Permission granted.

- 1990 PNW Region's nomination plan was rejected by the Area Council. Present procedure remains in effect.
- 1999 US Area ICM representation is reduced to 2 members, due to declining membership in the US Area. the US Area ICM representation will be the Area President and Immediate Past Area president. (Refer to section on Council Meetings, year 1997, for details and International Council Members section, years 1998 and 1999)
- 1999 The term of office for US Area ICMs will be 2 years. Refer to the section on Council Meetings, year 1997 for details.
- 2002 Advance prepayment for Area representatives to be allowed by the decision of the Area President. Should that person (requesting prepayment) not attend the scheduled event, the full amount distributed must be refunded to the Area.
- 2002 The US Area council will budget funds to subsidize the Area President, Area president-elect and the Immediate Past area President for the costs of convention fees (rooms and registration) at International conventions.
- 2002 Documentation for reimbursement purposes can be satisfied by email or fax.
- 2002 For Regions with co-Regional Directors the US Area shall reimburse one of the co-directors at the full amount and the other co-director at the same reimbursement policy as an Area Service director for Area council meetings. This reimbursement rate is for Area council meetings and the Regional Director Elect training meeting. (Refer to section titled, Council Meetings, year 2002)
- 2003 The Area President, or designee, shall not attend other Area Conventions at U.S Area expense. (Refer to section on Conventions, year 2003)

33. PUBLIC RELATIONS

- 1974 Buy ad in FORM. Also, APD publication full page \$300 with distribution of 5000 to YMCAs and YMCA professionals of 5000 copies.
- 1983 Allocated \$500 toward first-ever Africa Area Convention.
- 1983 Established a National Community Program with ASD. AP would designate.
- 1985 AP to appoint Y's Man with experience and qualifications in public relations to develop contacts, publish articles, photos etc.
- 1985 AP to appoint Task Force to study PR material, create new material and develop a plan to improve image. Budget of \$1,500 to support Task Force. Report to 1987 Council.
- 1987 On material update: approved official emblem of Y's Men International, U.S. Area, as consisting only of the official Y's Men's triangle, and to be the only emblem used on U.S. Area publications.
- 1987 Adopted, in concept, revised materials, consisting of:
(1) wallet size card, (2) membership booklet, (3) recruitment manual, (4) club officers manual, (5) revised pamphlet, (6) extension manual, and (7) development poster series. Approved budget.
- 1987 Supply catalog revised and updated.
- 1987 A "position paper" regarding club incorporation and tax exempt status, to be used as guidelines for a common understanding, was issued to all clubs in the U.S. Area.
- 1987 Task Force appointed to study permanent national project as possible public relations vehicle.
- 1989 Membership booklet and promotional pamphlet (PSWR red, white and blue) authorized to be updated and revised according to input from Council members in workshops.
- 1999 Two Public Relations manuals were developed. ISD Shirley Murtaugh developed an International Manual and ASD Terry Bradley developed a USA Area Manual.

34. REGIONS

- 1976 West Central Region suspended.
- 1977 Kansas clubs to be affiliated with Iowa Region.
- 1977 Denver clubs to be affiliated with Iowa or North Central.
- 1978 Colorado clubs assigned to Iowa.
- 1979 Regional Boundaries Alignment Task Force recommended that regions realign boundaries reducing number to 7: PNW + PC + H, PSW, NC, SE + S, NE + E + CA + PA, MI + OK, MW + I.

- 1980 Colorado, Nebraska, Kansas to Iowa Region; Arkansas to Midwest; Tennessee, Mississippi, Louisiana, Florida to Southern; Wyoming to North Central; Kentucky to Ohio/West Virginia; Oklahoma to Pacific Southwest.
- 1980 Task Force for Realignment is disbanded.
- 1982 Empire Region is dissolved.
- 1983 Established budget line item for traveling EMC team.
- 1984 Requires regions to notify Area Supply Office if they want to collect dues direct from clubs.
- 1984 Requires regions to construct regional banners which will be available at Area Conventions.
- 1985 International gave up Regional Directors Award. U.S. Area re-established Henry Grimes Award for Regional Excellence utilizing approximately the same guideline as used by International.
- 1986 Proposed realignment of clubs/regions in the U.S. Area presented by Ray Hufaker, Chairman of Realignment Committee. Concept accepted by Council; however, task force to study proposal and visit regions during 1986- 87 and present finding at 1987 Council Meeting.
- 1987 Adopted Task Force proposal that U.S. Area regions be consolidated into 10 regions from 14, with new alignment to be implemented by 7/1/88, according to Steps for Implementation presented. Budget for realignment expense approved.
- 1988 US Area Regional realignment implemented July 1, 1988:
- | REGION | FORMER REGION |
|-------------------|----------------------------------------------|
| Hawaii | Hawaii |
| Mideast | Kentucky, Michigan, Ohio, West Virginia |
| Mid America | Iowa, Midwest |
| North Atlantic | Central Atlantic, Northeastern, Pennsylvania |
| North Central | North Central |
| Pacific Central | Pacific Central |
| Pacific Northwest | Pacific Northwest |
| Pacific Southwest | Pacific Southwest |
| Southeastern | Southeastern |
| Southern | Southern |
- 1989 Regional Director to submit Henry Grimes Award report by 30 June.
- 1998 The concept of the Southern and Southeastern Regions merge as one Region.
- 1999 The Southern and Southeastern Regions will merge to become the South Atlantic Region as of July 1, 2000. Area Council approved the merger which will include the states in both existing Regions. South Atlantic Region constitution approved as written and dues structure as reported.
- 2000 Date change to June 15 for Regional Directors to submit the Henry Grimes Award completed form to the Area President.

35. ROSTERS

- 1978 Established rule to follow International Reporting and Dues Paying (roster consists of President's name, and number of members in each club- submitted by RD). Rosters with names and addresses to be sent to Area Statistician by July 1 each year.
- 1979 Commenced billing and collecting dues direct from Supply Office and clubs. Club rosters placed on rented computer. Roster listing sent to clubs just before dues are due on October 1 and April 1. Roster to be updated by clubs for further correction to computer data.
- 1985 All rosters placed on in-house computer at Area Office.
- 1993 Rosters should be sent to Area Office in small bunches to even the workload on the computer. Make corrections ONLY on the form the AOM sends out.
- 1997 All roster and roster updates are to be sent to the Corporate secretary. (Refer to Corporate Secretary, year 1997 for details).
- 1998 All club roster and club roster updates are temporarily to be sent to the Chief Financial Officer.
- 1999 All club roster and club roster updates are to be sent to the Area Club Roster Secretary. (Refer to Corporate Secretary and Club Roster Secretary for details).
- 2005 USA Area Leadership Roster is developed and maintained by the Budget Oversight/Resource Officer. The leadership information includes Area elected and appointed officers, Area Service Directors (ASDs), Regional Directors and Regional Directors-Elect (RDs & RDEs, Regional

Secretary and Regional Treasurer, Alexander Scholarship Fund Trustees, District Governors and Regional Service Directors RSDs)

36. ROSTER SECRETARY - CLUBS

1999 A club roster secretary position was established as a special appointed position by the Area President. This person is an assistant to the AP and CFO in providing information for monitoring membership and proper dues payment.

The Club Roster Secretary's job description includes the three duty items removed from the Corporate secretary: (Refer to the section on Corporate Secretary).

- (1) Maintain and send out club rosters and dues notices. The notices include the October 1 and April 1 semi annual dues and rosters.
- (2) Maintain databases as required by the Area Council. This would provide needed information for the AP and CFO.
- (3) Provide club Presidents and member mailing labels as required. These labels include those needed for "Y'S ALLIANCE" and "Y'S MEN'S WORLD".

2001 The U.S. Area Club Roster Secretary's Job description/role is redefined and clarified by the Area Council to include:

- (1) The US Area Club Roster Secretary is an appointed position, made by the US Area President
- (2) This person is an assistant to the Area President and Chief Financial Officer, and provides support to the Area President elect, Area Secretary, and Immediate Past area President.
- (3) The Club Roster Secretary's duties include, but are not limited to:
 - A. Maintain and send out club rosters.
 - B. Maintain databases as required by the Area council.
 - C. Provide mailing labels of Club Presidents as required.
 - D. Assist the Area Executive Officers and Area Council Members as required in the collection of dues.

37. STATEMENT OF POLICY

- 1981 Policy statement approved.
- 1981 Treasurer to record all money received and spent by both the Treasurer and Area Supply Office.
- 1982 Preferred Policy requires minimum of 20 members to charter.
- 1983 Deleted procedure whereby clubs within section where ICM is finishing term would solely nominate new ICM.
- 1984 AP may appoint Treasurer for remaining portion of term when vacancy is created (full procedure outlined in 1987 Bylaws).
- 1985 Allows clubs to nominate and elect ICM's, but Area President Elect is to be selected by the Area Council from the eligible ICM's having at least two years remaining in office.
- 1987 U.S. Area Bylaws adopted, taking precedence over all previous documents. Need still exists for policies and practices guidelines to provide detail and current interpretation of By-Laws.
- 1997 Plan introduced to separate the current Policies and Practices to develop:
 1. Policies and Guidelines
 2. Practices and Procedures
- 2001 All editorial changes to the US Area Policies and Practices as presented by PAP Wayne Smith is approved. (Reference: REVISIONS & UPDATES NEEDED FOR POLICIES & PRACTICES, dated 6/2/01.)
- 2001 Corporate Secretary's term of office changed to be a two year term, effective with the next election. (Refer to section, Incorporation, year 2001)
- 2004 Area Council approved of several amendments to the U.S.Area By-Laws. (Refer to section, Incorporation, year 2004 for details)

- 2004 Area Council adopted a new Alexander Scholarship Fund policy. (Refer to section, Alexander Scholarship Fund, year 2004, for details.)

38. STORAGE

- 1993 If storage is a problem for officers, it was decided that items be sent to the Area Office, where the AOM will put in appropriate boxes and take to the Archives which is close at hand.
- 2003 Committee appointed to investigate the need and location of an Area archives storage.

39. Short Term Exchange Program (STEP)

- 1992 New program to be operational soon. Participating in the Short Term Youth Exchange program does not preclude them participating in the STEP program. Can be from region to region. Program allows 14-21 year-old children or grandchildren of Y's Men, to exchange in a country where there is a Y's Men's Club. The stay can be from 2-11 weeks. Application cost is 55 Swiss francs.

40. SUPPLY OFFICE

- 1993 Prices for supplies at Convention were to be raised by 10% to offset any deficit.
- 1994 The U.S. Area Supply Catalog was updated and effective July 1, 1994. Prices now include handling and postage.
- 2000 The cost of items from the US area Supply Office will be raised by 50%, reduced the handling & shipping fees to 10% and leave the Supply Office rent at \$ 300/month.
- 2001 US Area Supply Office moved from Muskegon, MI to Long Beach, CA.
- 2001 The US Area Council approved Jay Williams, Long Beach Uptown Y's Men's Club, as the US Area Supply Office Manager, effective August 1, 2001.
- 2003 The Area Council reaffirmed that the Area Supply Office is not a profit making enterprise. It is a service to provide basic supplies for our members and clubs. Prices are to pay for the cost of items and shipping charges. There is no profit mark-up on items.
- 2004 Jay Williams, Supply Office manager died in early June. Tibor Foki was appointed interim manager to finish the 2003-04 fiscal year.
- 2004 Long Beach Y's Men's Club requested and were given the third year option in their three year contract to operate the Area Supply Office. Tibor Foki was appointed Supply Office manager for the year, 2004-2005. (Refer to Area Office, year 2004)
- 2005 Long Beach Y's Men's Club was awarded a three year contract, with a two year contract extension option, to operate the Area Supply Office. Tibor Foki is the Office Manager. (Refer to Area Office, year 2004)

41. TIME OF FAST

- 1977 Established ASD and RSD's for Time of Fast.
- 1983 Established procedure wherein clubs remit contributions by check made out to Y's Men International (T of F) to RSD, who records and forwards checks to ASD, who records and sends to Area Office for depositing, and Area periodically disburses funds held to International.
- 1985 Canadian clubs will transmit T of F funds to Area Canada.
- 1994 U.S. Area Council approved charging direct fundraising expenses for Time of Fast against funds raised, but in no event shall such expenses exceed 2% of total funds raised the previous year.
- 1996 All TOF checks from RSD's to be sent to the ASD TOF, rather than to the Area CFO.
- 1999 The TOF Bronze, Silver, or Gold patches will be awarded to clubs based on the club's contribution level of \$8, \$16, \$32 per member, per US Area membership count. (Refer to section on Awards, year 1999).

42. VIDEO

- 1988 An amount not to exceed \$10,000 was allocated in the budget to produce a promotional PR video adaptable for use by all regions in the U.S. Area. The Hawaii Region was authorized to proceed with the preliminary video and a Task Force would review and critique before final copies are produced.
- 1989 Final video version was presented to the 1989 Council in Great Falls, Montana.
- 2004 Approval by the Council to develop a new Power Point promotional video, targeted for presentations to YMCA Executives, new member orientation and club extension presentations.

43. VOTING

- 1974 Established policy that voting during Area Council meeting be one vote for any chartered club, regardless of its dues paid status.
- 1975 Established policy for voting during Council Meetings. One vote for each club that has submitted rosters and dues at time of meeting, but all clubs could still vote in Regional, Area and International elections.
- 1980 Established Procedures and Policies of Elections of ICMs.
- 1983 Deleted procedure whereby clubs within a Section where an ICM is completing a term of office would solely nominate the new ICM.
- 1983 Allows PNW to vote for two Canadian clubs assigned to that region.
- 1983 Allows RD to vote for clubs chartered since March of the current year.
- 1983 Requires information on major items of importance which may lead to a vote be distributed to Area Council members before the meeting.
- 1985 In lieu of voting by clubs for Area President first, then for an additional ICM if necessary, voting procedure changed to have clubs vote for the number of ICM vacancies, the Area Council will then select the Area President Elect from those ICMs eligible (two years remaining of the three year ICM term).
- 1987 Bylaws outline Area President-Elect voting procedure, essentially as was adopted in 1985 Policy.
- 1989 U.S. Area Office to include return envelope with ballot to clubs. Envelopes are to remain unopened when received by U.S. Area Office and forwarded to AP. Envelopes are to be opened by the AP and one other Y's Men member from a "club in good standing". AP to notify candidates and Area Officers.
- 1989 "Clubs in Good Standing" as of June 30, and eligible for voting, will be verified by Area Office Manager and Chief Financial Officer.
- 1997 Envelopes are no longer to be provided with ballots to clubs, as specified in a policy established in 1989 for the Area Office.
- 1997 "Clubs in Good standing" as of June 30, and eligible for voting, as established by voting policy in 1975, will be verified by the Chief Financial Officer.
- 19XX Voting for Area President will be by clubs. The election is for a three year term. During those three years the ICM will also serve in the following US Area positions: Area President-elect, Area President, and Immediate Past Area President.
- 2000 A Search Committee was established for the positions of APE/ICME, CFO, and CS as needed. The IPAP chairs the Committee. (Refer to Committees section, year 2000)
- 2004 US Area By-Laws update of Article VII, Section 6, Item 1 and Article VIII, Section 4, Item 2. For voting purposes, eligible member clubs must be current, and in good standing, in their payment of dues. (Refer to section titled Incorporation, year 2004)
- 2004 US Area By-Laws update of Article VIII, Section 4, Item 5. The Area President, as presiding officer, or designee, shall cast the deciding vote on any issue where there is a tie vote by the Council members. (Refer to section titled Incorporation, year 2004)
- 2005 It was reaffirmed that clubs, to be in good standing for Area voting purposes by the Area Council or by individual club ballots, must be current in their payment of Area dues, as per the U.S. Area By-Laws. (Refer to Section title Clubs in Good Standing, year 2005)

44. WEB SITES

- 2001 Area Council minutes were placed on the Area website.
- 2002 MYM minutes and the US Area Policies and Practices document were placed on the US Area website.
- 2003 There will not be any membership listing or e-mail addresses on the website, except those of Regional Directors.
- 2003 The corporate Secretary will identify and e-mail to the webmaster all of the Policies and Practices changes, as a result of the Area Council actions, that are recorded in the minutes. (Refer to Corporate Secretary, year 2003)
- 2005 The 2003 Corporate Secretary responsibility, by action of the 2003 Council, of identifying and e-mailing to the webmaster all of the Policy and Practice changes is being transferred to the Budget Oversight/Resource Officer, by action of the 2005 Council. (Refer to Corporate Secretary, year 2005 and to Budget Oversight/Resource Officer, year 2005)

45. WOMEN IN Y'S MEN

- 1977 Established ASD and RSD's for Y's Menettes.
- 1979 Boris Kazimiroff, being fully co-ed, is one of few service clubs being co-ed.
- 1981 Proposed to have women Y's Men called Y's Women. No change made based on use of "men" being generic for mankind and that YMCAs have not changes its name although even though it has women members.
- 1982 Y's Menettes decide not to use "Women in Y'sdom" as it is confusing and detracts from "Y's Menettes".
- 1983 Greater interest is shown in Y's Men by YMCA Executives when they learn that Y's Men is co-ed.

46. YMCA LIAISON

- 1981 U.S. National YMCA appointed Dick Sterling as liaison to U.S. Area Y's Men.
- 1982 Adopted Principles of Partnership with World Alliance of YMCAs, and with YMCAs around the world.
- 1986 Whitey Luehrs completed first year as YMCA Liaison. He suggested appointment of Regional YMCA Liaisons. Stress Public Relations as prime factor to extension.
- 1990 Bob Telleen succeeds the retiring Whitey Luehrs.
- 1992 ASD for Y's men to YMCA will consist of the 3 past Area Presidents.
- 2003 The Immediate Past Area President will chair the Y's Men's Liaison Committee to the YMCA-USA. (Refer to Committees, year 2003)

47. YOUTH

- 1986 Bob Rankin appointed first ASD for Youth Leadership Development.
- 1987 International will contribute \$400 to each region (except Hawaii, \$200) to assist young people to go to Youth Convocation in Japan in 1988. RDs to publicize.
- 1992 There should be an Area Youth Convocation every other year before the Area Convention and before each Regional Convention.
- 1992 There is to be a line item for Youth Convocations in the US Area budget.
- 1999 Adopted US Area Youth Representative to Area Council and Youth Mentor job descriptions.
- 2004 The US Area will subsidize the Area Youth Representative to attend the Area and International Conventions. The subsidy is not to exceed \$500.00 annually. (Refer to Conventions, year 2004)

48. YOUTH EDUCATIONAL EXCHANGE PROGRAM (YEPP)

- 1977 Established ASD and RSD's for YEPP.
- 1992 Recommended to International a request for funding of YEPP students to go to other Regional Conventions.

1992 If student can not get along with assigned family, that student is to be moved to another Y's Men's family.

Original Policies and Practices organized by Ivan Klatt from the Council Minutes of 1974-1985
1986-1989 by Les Vaughn,
1990 by Rich Reeg and Ivan Klatt
1991-1994 by Elva Ward
1995-2001 by Al Jacques
2002-2004 by Al Jacques and Wayne Smith
2004-2005 by Wayne Smith