

Y'S MEN INTERNATIONAL, ASIA PACIFIC AREA

CONSTITUTIONAL GUIDELINES

(Guideline numbering corresponds with Article Numbers in the Constitution).

GUIDELINE I - NAME AND AFFILIATION

- 101 This Constitution may not stand in conflict with the International Constitution.
- 102 The Motto shall be "To acknowledge the duty that accompanies every right".
- 103 Legally adopted changes in the International Constitution shall be binding on the Area Constitution immediately upon proclamation, pending formal action to amend the Area Constitution.
- 104 Y's Men's Clubs include: - Y's Men's Clubs, Y's Women's Clubs, Y's Men's and Women's Clubs or Y Service Clubs.
- 105 This organization recognizes a working partnership with the Asia and Pacific Alliance of YMCAs.
- 106 This organization recognizes the Y's Menettes' Clubs of Asia Pacific Area as established per Article III, Section 3 of the International Constitution.

GUIDELINE II – THE AREA

- 201 The registered address is at 6/F Administration Building, 23 Waterloo Road, Kowloon, Hong Kong, SAR.
- 202 The Asia Pacific Area consists of the territories within Asia and the South Pacific but excluding India and Korea.
- 203 Where circumstances warrant, certain clubs within the defined boundaries may (with consent of the Area Council and the Regions concerned) for administrative purposes affiliate with another Region of Asia Pacific Area. This consent to affiliation shall be reviewed in the interests of promoting the development and growth of the clubs under consideration and shall be subject to Article XI, Section 3 of the International Constitution.
- 204 Australia Region includes the territories of Australia and adjacent islands.
- 205 Japan East Region includes the eastern territories of Japan (including and east of Niigata, Nagano and Shizuoka Prefectures and extending to Hokkaido) and Okinawa Prefecture.
- 206 Japan West Region includes the western territories of Japan (including west of Toyama, Gifu and Aichi Prefectures and extending to Kyushu).
- 207 Philippine Region includes the territories of Philippines and adjacent islands.
- 208 Southeast Asia Region includes the territories of Bangladesh, Cambodia, Hong Kong, Indonesia, Laos, Macau, Malaysia, Myanmar, Nepal, Singapore, Thailand, Timor Leste and Vietnam.
- 209 Sri Lanka Region includes the territories of Sri Lanka and Pakistan.
- 210 Taiwan Region includes the territories of Taiwan and adjacent islands.
- 211 A Region that has a membership consistently falling below the membership size defined by Y's Men International shall be encouraged to increase its membership, failing which, the

Area Council may recommend to International Council the relegation of the Region to that of a District and that it be administered by another Region to which it is to be affiliated.

- 212 Regional Constitutions and/or Guidelines shall not be in conflict with the Area and the International Constitutions. These Constitutions and/or Guidelines or any revisions thereof shall be submitted to the International Council for approval with a copy to the Area. The copies of these documents shall be kept in the Area Office.

GUIDELINE III – OBJECTIVES

- 301 The Regional Directors are responsible for achieving the objectives of the Area at the Regional level.

GUIDELINE IV - MEMBERSHIP

- 401 Membership of the Area comprises local clubs.
- 402 Area membership dues are set by the Area for the purpose of funding its operations.

GUIDELINE V – LEGISLATIVE AUTHORITY

- 501 Legislative terms shall begin on July 1st and end on June 30th.
- 502 Minutes of meetings of the Area Council shall be transmitted electronically to Council Members within thirty (30) days of a meeting.
- 503 A YMCA Liaison officer, appointed by the Asia and Pacific Alliance of YMCAs, shall be invited to attend meetings of the Area Council as an official observer in a non-voting capacity.
- 504 Any member of a local club, under Article IV of the Area Constitution, shall be entitled to attend any meeting of the Area Council and may be recognized by the chair to speak on the business during the meeting.
- 505 The Area Treasurer shall have a financial statement prepared for each Council Meeting.
- 506 Voting may be taken in person, or electronically, or by email or through an on-line survey tool.
- 507 All members of the Area Council shall be members from good standing clubs.
- 508 A club who has met their dues obligations shall have voting privileges on Area matters.

GUIDELINE VI – ADMINISTRATIVE OFFICERS

- 601 The Area President shall communicate with the Regional Directors and keep the members of the Asia Pacific Area informed of developments at the International Council.
- 602 Area Bulletins shall be published and made accessible on the Asia Pacific Area website.

GUIDELINE VII – SUCCESSION

- 701 To ensure sustainability and growth of the Area and for succession planning, Area leaders need to foster and develop leadership capabilities among its members at all levels. Leaders are sought for the office and as such, candidates nominated for elected positions shall possess good leadership qualities among which are integrity and honesty, a commitment and dedication to Y's Men International, being enthusiastic and able to relate to members, good communication skills and be fluent in English. Other qualities are enumerated in Appendix I to these Guidelines.
- 702 The ASD LTOD shall be responsible for organizing the RDE Training and other leadership training in consultation with the AEOs.

GUIDELINE VIII – INTERNATIONAL COUNCIL MEMBERS

- 801 The number of International Council seats allocated to the Area will depend upon the size of the Area's membership relative to the other Areas. The allocation will be decided by IHQ using the D'Hondt's Method to arrive at the appropriate representation for the Area.

GUIDELINE X – FINANCIAL POLICIES AND GUIDELINES

1001 AREA FINANCIAL RECORDS

The financial records of the Area shall be kept at its registered office under custody of the Area Office Coordinator in consultation with the Area Executive Officers.

1002 BANKING ARRANGEMENTS

Bank accounts approved by the Area Council shall be maintained in the country where the Area's corporate body is registered. Since the Area Treasurer is an appointed officer from year to year and may not reside in the country where the bank accounts are located, the authorized signatories shall be delegated to not less than three present or past resident leaders of the Area. Any two shall be authorized to operate the accounts upon written approval of the Area President and/or Area Treasurer.

1003 ACCOUNTS AND FINANCIAL STATEMENTS

The Area Treasurer shall be responsible for overseeing and ensuring that the accounting records are properly kept and be responsible for preparing and presenting the audited financial statements made up to 30 June of each year to the Area Council Meeting for acceptance. The audited financial statements shall give a true and fair view of the financial position and performance of the Area and distributed to Area Council members by 1st August, failing which, by the second Area Council Meeting.

1004 ANNUAL BUDGET

The Area Treasurer-Elect shall be responsible for preparing the budget for the new fiscal year in consultation with the Area President-Elect and the Area Treasurer. The annual budget shall be subject to approval of the Area Council at its first Area Council Meeting for the term. It is the responsibility of the Area Treasurer to ensure that the expenses are reasonable and kept to a level within the means of the Area, ie, its annual recurring income.

1005 INCOME

The income of the Area comprises Area dues payable, funding from IHQ, income from social enterprises, share of surplus from Area Conventions and interests from investments. The income for the year may be used for normal operating expenses which include but not limited to office rentals, staff cost, travel expenses, general office expenses, audit fees, donations, subsidies and grants given for training and other approved expenses.

1006 ANNUAL DUES

Area Dues are payable by the Regions on behalf of their members. Such dues are determined by the Area Council from time to time. Dues are levied and payable for two semesters based on the membership of the Region as at 1st August, being the first semester and 1st February, being the 2nd semester. The present Area dues are USD 3 per semester per club member. Dues are payable by invoiced deadlines for each of the terms. It is the responsibility of Regional Directors to ensure that clubs within their Region pay their dues and other levies promptly.

1007 DESIGNATED FUND

Funds given or set aside for special purposes are to be recorded in suitably described designated accounts. An annual audited statement of the designated accounts is to be provided together with the Financial Statements.

- 1008 **NATURAL DISASTER EMERGENCY RELIEF FUND (“NDERF”)**
The NDERF is a designated fund maintained by the Area for purposes of providing emergency aid to Regions that have suffered from a natural disaster. Contributions of USD 2 per club member by Regions are mandatory and are payable together with the 1st Semester dues. Disbursements from the Fund shall be in accordance with the Policy for NDERF upon approval of the Area Troika in consultation with the NDERF Chair.
- 1009 **AREA DEVELOPMENT FUND (“ADF”)**
a) The Area Development Fund is established for the provision of funding in support of extension in new territories, membership conservation programs, youth development, leadership development and other activities that will strengthen the Area. Disbursements may be released in accordance with the Fund’s Policy and the approval of the Area Troika in consultation with the Chair of the Area Development Committee.

b) Income for ADF shall be derived from members’ voluntary contributions and contributions approved by the Area Council including the transfer of 50% from the Area’s annual operating surplus.
- 1010 **EXPENDITURE**
- A. Area Officers’ Travel**
Area Officers (AP, APE, IPAP, AS and AT) may be reimbursed for reasonable cost of travels incurred in the course of carrying out the business of the Area, such as attendance at Area Council Meetings, Area and Regional Conventions, Area Training and other official engagements. Accommodation for attendance of Regional Conventions shall be borne by the Regions. Reimbursements shall be subject to financial resources available in the budget.
- B. Subsidies**
Area will provide subsidies to RDs, RDEs and ASDs when it is required of them to attend official meetings and/or trainings convened by the Area. The amount of subsidy is dependent on the financial resources available for the budget year and shall include meals where these are not provided by the host.
- C. Travel Insurance**
Area and Regional Officers are expected to have covered themselves with travel insurance and such cost is therefore not reimbursable by Area.
- D. Regions in Arrears**
No funding whether in the form of subsidy or grants from Designated Fund is to be given to a Region or its officers, if it is in arrears on dues in respect of more than 10% of the dues payable by its members. In the case where a Region is unable to remit the dues to the Area owing to governmental restriction, the amount collected may be kept by the Region with the approval of the Area President and Area Treasurer. The Regional Director shall be required to submit half-yearly reports to the Area Treasurer and Area President for the Area dues kept in the Region.
- 1011 **APPROVAL LIMITS**
Area President is authorized to approve expenditure subject to a limit of USD 2,000 per transaction and any expenditure exceeding the limit would require the joint approval of the AP Troika in consultation with the Area Treasurer.
- 1012 **INVESTMENT FUNDS**
Oversight of the investment of the Area’s reserves and designated funds shall be vested in an Investment Committee established by Area Council. The Investment Committee shall

comprise the Area Officers and four Regional Directors, two of whom may be past Regional Directors.

1013 **AUDITORS**

Auditors approved by the Area Council shall be qualified accountants.

1014 **GOVERNANCE**

It is the responsibility of all officers entrusted with managing the finance of the Area to exercise prudence for good governance.

GUIDELINE XI – AREA OFFICE

1101 The Area Council may employ an Area Office Coordinator who will be responsible for managing the affairs of the Area Office under the supervision of the Area President or his/her representative.

1102 When an appointment for an Area Office Coordinator has been made, the term shall be for three years and may be re-appointed after approval by the Area Council.

GUIDELINE XII – AREA CONVENTION

1201 Area Convention, in so far as is possible, shall be hosted on a regular rotating basis by each Region.

1202 The Area Council shall approve the convention site and preliminary budget at least one (1) year prior to the date of the Area Convention.

1203 The Host Convention Committee (HCC) shall endeavor to keep the registration fee as low as is possible to attract maximum participation.

1204 The Area Convention Budget shall aim for breakeven and at most, a surplus not exceeding 10% of the revenue. Surplus (before members' donations) arising from the hosting of an Area Convention shall be shared between host Region and the Area on a 70/30 basis.

1205 The Chairperson of the Area Convention Committee (ACC) shall be appointed by the Area Council. He/she shall work with the HCC to ensure that the general standards and guidelines including programme objectives are adhered to. The Area Executive Officers shall also serve as members of the ACC.

GUIDELINE XIII – CODE OF CONDUCT

1301 YMI leaders and club members are encouraged to show, as described in the Inaugural Charge in Appendix II below, the qualities of idealism, interest, industry and initiative in carrying out their YMI commitments.

1302 Any party/s to a conflict that feels aggrieved by the verdict delivered by the troika in an appeal for conflict resolution in accordance with the framework on Conflict Resolution Procedure of Y's Men International (Appendix III), shall have the right to appeal to the next higher forum for resolution. The troika includes the current, the immediate next and the immediate past elected principal officer in a particular forum.

1303 When any conflict is referred to the apex forum of Y's Men International (the IEOs) for redress, the verdict delivered by the IEOs shall be final and binding on the parties to the appeal.

GUIDELINE XV - AMENDMENTS

1501 Area Constitutional Guidelines may be amended at any duly constituted meeting of the Area Council or by email, by a simple majority affirmative vote of the Council members present and voting.

1502 Club Presidents are not required to vote on any Area Constitutional Guideline changes.

- 1503 It is the responsibility of each Regional Director to inform the Club Presidents of any changes to the Area Constitutional Guidelines.
- 1504 Clubs of good standing in the Area are defined as clubs which have paid Regional, Area and International dues for 100% of its reported members during the past three (3) semesters.

Effective from November 1 2021
Amended on May 21 2022 (1009)

Appendix I

Criteria for International Council Members

Your candidate must be a highly qualified person, able to operate successfully in a diversified group of people from different linguistic, religious and cultural backgrounds. The following qualifications are desired in each candidate:

- A. The ability and willingness to communicate, both orally and by mail. Communication is one of the greatest responsibilities in our movement. An ICM must have shown these abilities before his/her election, and must continue to answer all communications within a reasonable period of time.
- B. Experience in Y'sdom - preferably with a background of proven leadership ability at Club, District and Regional levels.
- C. A commitment to a Christ-like purpose.
- D. The ability to communicate in English.
- E. Knowledge of the YMCA and its international programmes.
- F. Ability to be a conceptual thinker, capable of forming philosophy, policy and organisational concepts.
- G. Creative ability - able to initiate ideas, not merely to respond.
- H. Cultural literacy - and international understanding and concern.
- I. Strong principles, but willingness to compromise for the good of the whole.
- J. Concern for Y'sdom's strength and growth, worldwide.
- K. A willingness and ability to serve - to give the time and effort necessary to be a good ICM.
- L. A willingness and ability to cooperate - to work closely with others.

As you can see, the qualifications are very high, and it might therefore be difficult for your Club to propose a suitable candidate. Feel free to seek advice from your Regional Director or any other leaders as you see fit - but remember that your Club decides on which name to submit.

Finally, you must make sure that the candidate you propose is willing to serve if elected.

APPENDIX II



OFFICER INSTALLATION CHARTER

of the International Association of Y's Men's Clubs

To be elected as an Executive Officer to serve the International Association of Y's Men's Clubs is a great honour. In our organisation, it is the unwritten rule that the office should seek the candidate rather than the candidate, the office.

Four qualities are expected of you, each commencing with the letter "I":

IDEALISM is the first. You are expected to demonstrate idealism; to dream big; to find new and innovative ways to devote to our Movement and to serve the Young Men's Christian Association (YMCA).

INTEREST is the second. You are expected to show interest in the Association and to make its welfare a priority. Only with such commitment will we reach our full potential as an international service organisation.

INITIATIVE is the third. You are expected to take initiative; to develop and share ideas; to formulate and execute plans. You are to be a proponent for action, not merely the follower of suggestion. In short, you are expected to be always "starting something" and then carrying it through to successful conclusion.

INDUSTRY is the fourth. You are expected to be industrious. Your peers are expecting you to work hard for them and for the Association.

In electing you, your fellow members have expressed their confidence that you possess these four qualities and will exhibit them throughout your term of office. That is why your appointment is so highly esteemed. How infinitely higher the honour will be when, at the end of your tenure, you have justified their confidence.

Listen to the following question. If you agree, raise your right hand and answer by saying "yes."

Do you solemnly swear that you will, to the utmost of your ability, exhibit the qualities of idealism, interest, initiative and industry, which your office demands of you, and conscientiously discharge your duties, living up to the trust put in you by your fellow members?

Congratulations.

May wisdom and strength guide you throughout your service and beyond.

APPENDIX III

Conflict Resolution Procedure in Y's Men International

1. SHORT TITLE, EXTENT AND COMMENCEMENT:

Procedure for resolving conflicts in Y's Men International (in short YMI) will be known as the Conflict Resolution Procedure of YMI.

The procedure extends to the whole of Y's Men International – to its affiliated clubs and to Club members.

2. DEFINITIONS: In this procedure definitions involved are as below:

CONFLICT: Any dispute, illegal act/s or any act or acts of dishonesty that occur at any level of YMI in violation of its aims, objectives, mission statement, purpose and constitution, but not a cognizable offence as per law of the land where it occurs, shall be known as a conflict for the purpose of this procedure for resolution.

COMPLAINT: Any complaint under this procedure shall be in writing, duly signed and lodged by the complainant at the prescribed forum as mentioned hereinafter. No complaint shall lie before any other forum excepting the prescribed ones for resolution.

COMPLAINANT: Any Club in 'good standing' or any member of a Club in "good standing" in YMI may lodge a written complaint but only before the prescribed forum for resolution, and never directly to International.

3. FORUM FOR SETTLEMENT:

The complaints as enumerated above shall be filed for settlement in the forums as stated hereunder in the following hierarchical order. Complaints shall be made before:

- (1) Club Forum for club level disputes,
- (2) District Forum for district level disputes,
- (3) Regional Forum for regional level disputes,
- (4) Area Forum for area level disputes.

Where the troika in any of the above forums cannot resolve the dispute, it shall refer the same to the troika of the next higher forum for resolution of the dispute / conflict after proper hearing.

When the dispute remains unresolved and is referred for settlement to International by the AP troika, the IEOs shall decide and their decision shall be conclusive and final, not to be challenged by the disputing parties in any other forum. The IEOs and the International Nominating Committee shall always have the right to follow recommendations from the AP troika.

4. ADJUDICATORS:

(1) The adjudicators for resolution of conflicts in the abovementioned forums shall be the 'troika' in these forums.

(2) The adjudicators in the International Forum shall be the International Executive Officers.

(3) In case of disputes that may occur between two or more Districts in any Region of YMI, then the forum for filing the complaint for redress shall be the Region and the Regional troika of that Region under which the disputing Districts exist shall adjudicate the same for settlement and in that order adjudication of all disputes shall go to the next higher forum.

TROIKA: "Troika" means and includes the current, the immediate next and the immediate past elected principal officer of the Club, District, Region and Area in that order.

5. ADJUDICATION PROCEDURE:

(1) Any complaint shall be lodged in writing before the prescribed forum within 60 (sixty) calendar days of its commission. If filed after this statutory period it shall be deemed as time barred and cannot be entertained for resolution. However, the forum may entertain the complaint under special circumstances after recording the reasons thereof on the body of the complaint, duly signed by the troika.

(2) Appropriate parties to any dispute shall be added for the purpose of fair adjudication giving opportunity to them of being heard on all issues involved in the dispute.

(3) The day-to-day proceedings of adjudication shall be recorded by the adjudicators on the body of the complaint on each date of hearing in presence of the parties to the conflict and duly signed by them and the adjudicators, without which the adjudication so made shall be null and void.

(4) Parties to the dispute shall be allowed to inspect the proceedings and related documents in the presence of the adjudicators with advance notice to the concerned forum dealing with the complaint.

(5) If any complaint is lodged before a forum other than the prescribed forum under this procedure, the forum where it is filed shall send it back to the appropriate forum under this procedure for due disposal of the complaint.

6. DISPOSAL OF COMPLAINT:

(1) The final disposal of the complaint with the verdict delivered shall be made within 60 (sixty) days after the complaint is lodged before the forum concerned. Copies of the verdict shall be duly served and communicated to the parties involved in the dispute.

(2) In the event that the 'troika' in any of the forums for settlement of any dispute under this procedure is not unanimous in its decision, then the decision of the majority of the troika shall prevail and will be binding on the disputing parties for settling the dispute.

7. APPEAL:

Any party/s to the conflict that feels aggrieved by the verdict delivered by the troika in any of the above forums in respect of the dispute can appeal to the next higher forum for resolution. When any conflict is referred to the apex forum of Y's Men International (the IEOs) for redress, the verdict delivered by the IEOs shall be final and conclusive and shall be binding on the parties to the appeal. No further appeal shall lie.

8. COMPLIANCE

Failing to follow this Procedure until a final verdict is delivered and/or seeking shelter in national courts of law for redress before it is exhausted shall open the debarring procedure in Guideline 308 of the International Constitution.

Conflict Resolution Procedure
Amended September 2016