



Y'S MEN INTERNATIONAL

Serving Communities and Partnering the Mission of the YMCA Worldwide

RD MEMO 1-2019/20

7 August 2019

JV/jo

To: Regional Directors

From: Jose Varghese, International Secretary General

Cc: RDs Elect, Past RDs, ICMs, ICMs Elect, IPICMs, IEOs, ISDs, ASDs, TOFCC, BFECC, PIPs, PISGs, Area and Regional Offices, IAM (India)

1. REGIONAL TEAMS AND GOALS 2019/20

A warm welcome to all of you who are just starting in a new leadership capacity. You are in for an exciting experience as Regional Director – there will be some frustration, but there will also be many rewards. Last year, as soon as we were notified of your appointment as Regional Director Elect, each one of you should have received a letter from me with material for your perusal, including the RDE Manual. RD-Elect Memo 1 was sent on 14 May 2019. Please contact IHQ if you have not received any of this material.

We are now collating information on RSDs for every service area, and will soon send lists with the name and contact details of every RSD to other RSDs and the respective ASDs and ISDs. If we are missing information from your Region, that service area will not function properly, simply because your RSD will not receive any information to pass on to clubs.

We will be sending to all new District Governors, Area and Regional Bulletin Editors and Area and Regional Service Directors the respective manuals or information pamphlets. If you have no Service Director for one or more of these activities and have never received the printed material, please let us know. We will be happy to send whatever material you are missing.

A list of Regional Convention and Youth Convocation dates for 2019/20 is included as [Appendix 1 of this Memo](#). If there is a blank for your Region, please contact IHQ with the dates and venue as soon as they are confirmed.

2. SECRETARY GENERAL'S REPORT 2018/2019 & AUDIT REPORT OF YMI

The Secretary General Report to ICM 19 is included as [Appendix 2 of this Memo](#) and the audited statement of account for the year ended 30 June 2019 as [Appendix 3 of this Memo](#). I would greatly appreciate if you could share with me the report and statement of account of your region 2018-19 if you are continuing as RD for the second year, otherwise, kindly collect the report and financial statement from the IPRD and send to IHQ.

3. PROVISIONAL CALENDAR FOR IHQ FOR 2019/2020

The "Provisional Calendar 2019/2020 is attached as [Appendix 4 to this Memo](#). The final version will be an Appendix to the Minutes of ICM 2019. You can, however, already note dates which are of importance for your work. Please note the listing of important dates related to applications for BF grants.

4. INTERNATIONAL RDE SUMMIT – FOR RDs 2020/21

Regional Directors Elect (RDs in 2019/20) will soon be receiving a letter from IHQ and the relevant material to assist them to prepare for their term as Regional Director.

RD Training formerly held within the Area will now be conducted at an **International RD Summit**. The first summit will be held in Toledo, Ohio, USA from 14-17 November 2019.

The International RDE Summit is being introduced:

- as a possible way to ensure proper, uniform training for all incoming RDs
- an opportunity for the incoming leaders to experience the international dimension of our organisation and build a global network for learning, sharing and supporting each other
- a motivational and empowering space for achieving Towards 2022 goals collectively

All RDs serving in 2020/21 should make necessary preparations to be available to attend this event. More information concerning travel arrangements, accommodation, visas, etc. will be shortly sent from IHQ. Kindly wait for further instructions before making any bookings, etc.

5. CHALLENGE 22 – 100 DAY MEMBERSHIP CAMPAIGN 1 SEPTEMBER TO 9 DECEMBER 2019

As you will now be aware, “[Challenge 22](#)” is the new operational plan to strengthen our movement, which includes strategic steps for expansion to 50,000 club members in 3,000 clubs and 100 countries by 2022. Challenge 22 commits every club member to working collectively for the common good and future of our great international movement. If we are to reach the outlined goals everyone must be enthused and engaged. In order to have an intensive promotion of Challenge 22, a 100 day membership campaign from 1 September 2019 to 9 December 2019 has been introduced by ICM 19.

What is expected from the Clubs and Club Members during the campaign period

- **Request every club to consider sponsoring a new club in their neighbourhood - or anywhere in the world - during the Y's year 2019-20**
- **Request every club member to introduce another person to their home club or a club anywhere in the world**

CAMPAIGN INCENTIVE: 50% discount for spouse to join as new member of the club

At the 2019 International Council Meeting, a new initiative was introduced to encourage the spouses of existing club members to join their local club, as part of the Challenge 22 plan. For a period of three years (2019-2022), spouses of existing club members who join clubs with membership strength of 15 club members or more in the most recent semester will be eligible for a 50% discount on International Dues. This is applicable only for new club members - spouses who are already joined as club members are not eligible for the discount.

Regions must report new spouse members to IHQ [using the form provided](#) no later than the cut off dates for semester reporting:

- Members joining between 1 February – 31 July: complete application before 10 August
- Members joining between 1 August – 31 January: complete application before 10 February

>>[New Spouse Club Member Report Form](#)<<

6. NOMINATIONS 2019/20

The dates for the 2019/20 elections are included in the attached Provisional Calendar for IHQ. Ballots will be accepted up to 5pm (Geneva time) 31 January 2020.

PLEASE NOTE: Paper ballots will not be used in 2019/20 and the election process will be completed entirely online. You will shortly receive further details about the online elections.

The election process starts with the nominations as follows:

6.1. Nominations for International President-Elect (IPE) and International Treasurer-Elect (ITE) 1 July 2020 – 30 June 2021

Candidates will be nominated by the International Council from names submitted by you as RD on behalf of your Region and by the Nominating Committee. Please complete the online Nomination Form on the link emailed to all RDs.

TO REACH IHQ NOT LATER THAN 5 PM (17:00) ON 6 SEPTEMBER 2019

Please suggest only one (1) name for IP-Elect and one (1) name for IT-Elect. The Nomination Form should be completed even if you do not have any candidate to propose. Each Region may use the nomination form once. Nominations can be withdrawn but they cannot be changed, this includes your Region submitting the form with no nomination (a Region may not submit the form without a nomination and later submit a nomination – if submitting with no nomination, you must be entirely sure this is the final decision of the Region).

Note:

The previous age restriction for candidates for IEO/ICM positions (limited to those less than 75 years of age at the time of his/her eventual coming into office) was removed at ICM 19. There is no age restriction for candidates.

Forms to be completed and submitted by nominees

The online method for nominees must be used to enter and submit the Bio-data Form and Declaration of Acceptance. To access the form, the nominee should access the Elections section of the Y's Men International website (Resources >> Elections) or directly using this link - <https://www.ysmen.org/members/resource-library/elections/>.

Although the submitted text will be formatted into a standard form, it should be noted that IHQ will not make any alterations or corrections to the wording of the completed "Bio-data" form. **Your proposed candidates will be considered only if the online forms are completed and submitted by him/her not later than 5 PM (17:00) 13 September 2019.**

Your candidates do not necessarily have to come from your own Region, but must be highly qualified persons, able to operate successfully in a diversified group of people from different linguistic, religious and cultural backgrounds. Basically, the same desired qualifications as for ICMs are required, namely:

- a) 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's Men International – preferably with a background of proven democratic and participatory leadership at Club, District and Regional levels.
- c) Ability to preside over meetings.
- d) Ability to communicate in English.
- e) Commitment to a Christ-like purpose.

- f) Knowledge of the YMCA and its international programmes.
- g) Ability to be a conceptual thinker, capable of forming philosophy, policy and organisational concepts.
- h) Creative ability – able to initiate ideas, not merely to respond.
- i) Cultural literacy – and international understanding and concern.
- j) Strong principles, but willingness to compromise for the good of the whole.
- k) Concern for Y's Men International's strength and growth, worldwide.
- l) Willingness and ability to serve – to give the time and effort necessary to be a good ICM.
- m) Willingness and ability to cooperate – to work closely with others.

6.2. Nominations of International Council Members (ICMs) and International Council Members Elect (ICMs(E)) to serve from 1 July 2020

Note:

The previous age restriction for candidates for IEO/ICM positions (limited to those less than 75 years of age at the time of his/her eventual coming into office) was removed at ICM 19. There is no age restriction for candidates.

At 1 July 2020, the number of seats allocated to each Area will be as follows:

• Africa	1 seat	(+1 Young Member 2022-24)
• Asia Pacific	2 seats	(+1 Young Member 2026-28)
• Canada/Caribbean	1 seat	(+1 Young Member 2020-22)
• Europe	2 seats	(+1 Young Member 2024-26)
• India	3 seats	(+1 Young Member 2023-25)
• Korea	2 seats	(+1 Young Member 2025-27)
• Latin America	1 seat	(+1 Young Member 2021-23)
• USA	1 seat	(+1 Young Member 2019-21)

In 2019/20, election of the following is necessary:

ASIA PACIFIC:

- One (1) person to serve 1 July 2020 - 30 June 2021 as AP Elect/ICM and then as AP/ICM 1 July 2021 - 30 June 2022.

CANADA/CARIBBEAN:

- One (1) person to serve 1 July 2020 - 30 June 2021 as AP Elect/ICM Elect and then as AP/ICM 1 July 2021 - 30 June 2023.
- One (1) person to serve 1 July 2020 - 30 June 2022 as ICM (Young Member). The proposed candidate must be at least 26 years of age on 1 July 2020 and no older than 39 years of age on 30 June 2022.

EUROPE:

- One (1) person to serve 1 July 2020 - 30 June 2021 as AP Elect/ICM and then as AP/ICM 1 July 2021 - 30 June 2022.

KOREA:

- One (1) person to serve as AP Elect/ICM 1 July 2019 – 30 June 2020 and as AP/ICM 1 July 2020 – 30 June 2021.

USA:

- One (1) person to serve 1 July 2020 - 30 June 2021 as AP Elect/ICM Elect and then as AP/ICM 1 July 2021 - 30 June 2023.

No election of International Council Members is necessary this year in the following Areas:

AFRICA: APE Tom WAKA (Africa Southeast) was already elected unopposed to serve as APE/ICME 1 July 2019 - 30 June 2020 and as AP/ICM from 1 July 2020 – 30 June 2022.

INDIA: ICM(E) Aurelian FIGUREIDO (Mid West India Region), ICM(E) Joseph KOTTOORAN (Mid West India Region) and AP(E) A. SHANVAS KHAN (South West India Region) were already elected unopposed to serve as ICME 1 July 2019 - 30 June 2020 and as ICM from 1 July 2020 – 30 June 2022.

LATIN AMERICA: APE Rossana CROCI REYES (Latin America) was already elected unopposed to serve as APE/ICME 1 July 2019 - 30 June 2020 and as AP/ICM from 1 July 2020 – 30 June 2022.

The nomination forms for International Council Members accompany the Club Presidents' Memo, which this year is available online. Regional Directors have been sent details. Club Presidents should be directed to access the Memo and the nomination form here: <https://ysmen.org/cpmemo>

Nominations for ICM positions submitted through the online form will be automatically forwarded to the relevant Area President. The deadline for nominations from clubs – **and the candidates submission of their Declaration of Acceptance and Biodata** - is Friday 20 September 2019 at 11:59 PM (Geneva time, CET).

7. REQUESTS FOR EXEMPTION

ICM 19 amended Guideline 411 of the International Constitution so as to allow clubs any clubs with 5-14 members, and that have been chartered at least 25 years (as of 31 December) to apply for exemption from the minimum requirement in Guideline 409.

The request must be received by the Regional Director by 30 September and must certify that the club is actively seeking to increase its membership and state the number of members for the most recent three semesters. The Regional Director shall send the list of requests he/she endorses to IHQ by 15 October with copies to AP.

The exemption request form is to be completed online and Regional Directors will soon receive the link to share with eligible clubs.

8. 1 AUGUST 2019 / 1 FEBRUARY 2020 REPORTS

We need to know every year how many clubs we have and how many members there are in them for each Region.

Regions entered in Portalbuzz have received instructions for updating the club data. IHQ will generate the Semester Reports for these Regions from the Portalbuzz data. All changes to membership should have been completed by 31 July. Any changes after this date must be backdated to the actual date the member joined/left the club. If this date is unknown, the date should be changed to 31 July 2019. All changes must be completed no later than 10 August 2019. After this day, IHQ will generate the membership reports (as at 31 July) according to the data in the system at that time. If the changes are completed before the 10 August deadline, please notify IHQ by email.

Regions that are not yet using Portalbuzz fully have been provided with an Excel template for reporting the 1 August 2019 membership figures. You will have noted that we list clubs by District and in

chronological order. Please only use the form we sent to you and do not retype it. Please contact your clubs (using the method you find most effective) to obtain the number of members for each club.

Appendix IV of the “Regional Director’s Manual” gives you an idea as to how you can collect the needed information in time. You should have no difficulty in collecting the information, completing the report form and returning it to IHQ so that it

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You should at the same time send a copy of the list to your AP who also needs this information.

9. FIRST SEMESTER INTERNATIONAL DUES

These are based on the 1 August 2019 Reports and cover the period 1 July – 31 December 2019. An invoice will be sent to you upon receipt of your report. Please note that the deadline for paying the First Semester International Dues is 31 August 2019.

The amount per member for First Semester 2019/20 is Swiss Francs (CHF) 17.50.

Indian RDs will receive special information from the International Accounts Manager for India, but the deadlines are the same.

10. DISTRIBUTION OF “YMI WORLD”

YMI World is the official publication of YMI and is published four times per year. It is available on the website at <https://www.ysmen.org/publications/y-mi-world/>

For non-English speaking Regions we will send one copy per club (unless you request another number), and for the others there will be one copy per member. *YMI World* is translated into Chinese, Danish, Japanese, Korean, Portuguese, Russian and Spanish.

If you wish to have the English version of *YMI World* distributed directly to your clubs (Danish version for the clubs in Denmark and Russian version for the clubs in Russia), you need to ensure your Region has submitted the required Portalbuzz data to IHQ and that Club Presidents have been updated within the system **by 6 September 2019**.

If we do not receive the details, enough copies will be sent to you in bulk for your distribution to clubs and leaders within your Region.

11. AREA / REGIONAL BULLETINS TO HISTORIAN

Our International Historian Debbie Redmond wants to have copies of your Area/Regional Bulletins for our archives. Please make sure she is on your mailing list. Please also send copies of your bulletins to IHQ.

12. BROTHERHOOD FUND DELEGATES

In recent years we have been having certain difficulties in the planning and execution of BF travel. Given the importance of this programme, we kindly request all RDs to give careful consideration to the following:

- a) Hosting a BF Delegate is an opportunity and a privilege. So the full visit should be very well planned.
- b) The Travel Coordinators at International/Area/Regional levels have the responsibility to “coordinate” the trip. But this does not exclude the Regional Director from his/her final responsibility of seeing that everything is well planned.

- c) Board and lodging as well as local transport are the financial responsibility of the host Region and/or Club. BF does not pay expenses or hotel accommodation for the BF Delegate.
- d) It is expected that, when a BF Delegate attends an Area/Regional Convention, his/her registration and accommodation during the convention will be covered by the respective Area/Region. A BF Delegate attending an Area/Regional Convention is a real bonus for the convention.

The Brotherhood Fund Delegates Plan 20/21 was accepted as Motion 13 at ICM 19 as it appeared in the Background Documents, Appendix IX. The plan is available as [Appendix 5 to this Memo](#).

By end of August the BF application form will be updated to show the grants for 2020/21 and the Brotherhood Fund Expenditures Committee Chairperson (BFEC) will circulate the invitations to apply.

The time table for selection of BF Delegates to travel during 2020/21 is as follows:

August 2019	BFEC sends invitations with link to the online application form (Note: the online form has replaced the BF2 for the potential delegate and the BF3 for AP/RD recommendation). It is your responsibility to share this information with all your clubs.
1 May 2020	Deadline for submission of applications for BF Cultural Exchange and BF Convention Grants 2019/20.
10 May 2020	Deadline for Club President recommendations of BF applicants. Recommendations from Area Presidents and Regional Directors are encouraged.
15 May 2020	Final decision on applications announced by BFEC

This timetable must be followed closely to allow enough time for the selection process by the BFEC and the planning process by the Travel Coordinators in communication with the BF Delegates and the many hosts who will receive them.

13. MAILINGS FROM IHQ

RD Memo recipients will receive an e-mail informing them of the availability of each Memo on our website and giving them the hyperlink which will enable them to access it. No hard copies are provided.

Regions are asked to give plenty of notice when requesting certificates, etc. that need to be posted from IHQ. This is especially important for Golden Book entries, PWA certificates and charter applications. At least 6-8 weeks should be given to ensure we can process the request and send the material in time. This includes charter applications, which are preferably sent well in advance of the proposed charter date, but note that no charter applications will be accepted with less than 4 weeks' notice.

14. PROCEDURES FOR CHARTER OF NEW CLUBS

All new charters must be submitted on the website.

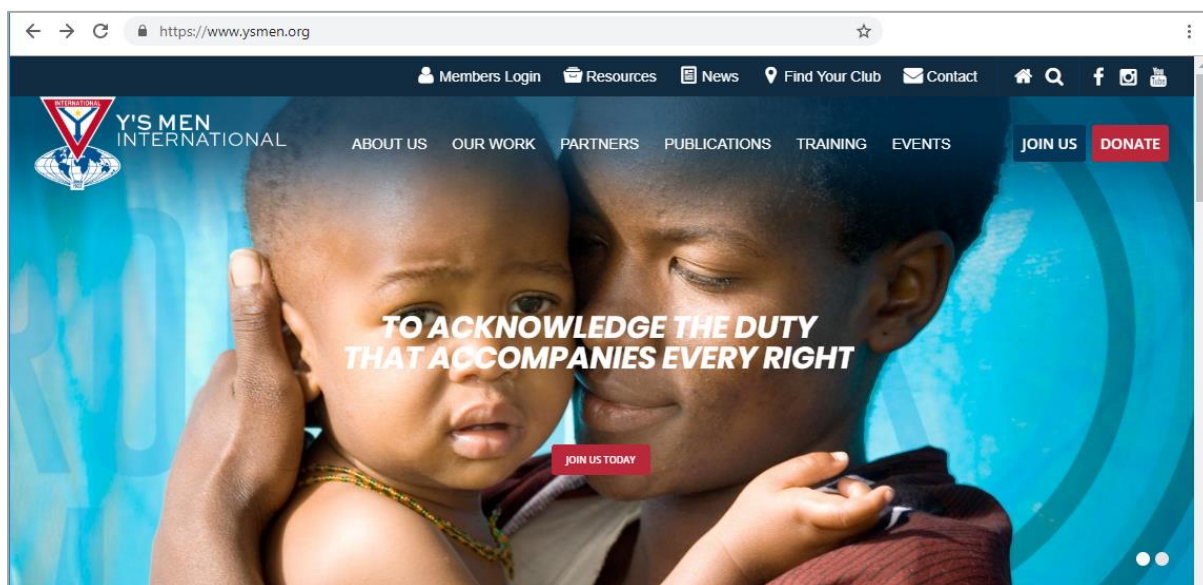
You can access the *Procedures for Charter of New Clubs*, the *Charter Check List*, *Charter Application Form*, *Roster Template* and *Model Constitution for a Local Club* at <https://www.ysmen.org/members/resource-library/new-clubs/>.

IMPORTANT INFORMATION REGARDING CHARTER APPLICATIONS

To allow IHQ to enter club members of new clubs into the database, the typed roster usually required must now be completed in a specific form, called the **Roster Template**. A copy of the

Roster Template is included on the [New Clubs webpage](#). Please read the amended [Procedures for Charter of New Clubs](#) for details.

15. Y's MEN INTERNATIONAL'S WEBPAGE



If you have recently visited the website (www.ysmen.org), you will note that it has been significantly redeveloped. I hope you enjoy the improved layout and design.

Most of the downloads previously available can be found in the [Resources](#) section. Some items still need to be added, but if there is something missing that you need urgently, please let us know. A dedicated page has also been created for training – www.ysmen.org/training. More modules will be added as they become available.

Check our website regularly for continuously updated information and news. You will also find the latest editions of “*YMI World*”, “*IP e-NEWS*” and also “*Youth World*” published by our Youth Editor. <https://www.ysmen.org/publications/>

There are also tools to:

- [Submit credit card payments for Dues](#)
- [Make donations and programme contributions](#)
- [Submit Endowment Fund Golden Book tributes and contributions](#)
 - Paul William Alexander Fellow (& Double)
 - Honour Roll Member or Club
 - Endowment Friend

Contributions to the **Paul William Alexander Legacy Fund** can be made here - <https://www.ysmen.org/donate/pwa-legacy/>

Do you think anything else should be there - or do you want to propose changes? [Please send your feedback.](#)

16. ALEXANDER SCHOLARSHIP FUND

ICM 19 approved an increase in the percentage of ASF funding to be passed on to IHQ for allocation at international level. Previously set at 10%, it will increase over the next two years:

- **2019/20** 80% of money collected retained at the local level and remaining 20% passed on to IHQ
- **2020/21** 70% of money collected retained at the local level and remaining 30% passed on to IHQ

17. FORTHCOMING DEADLINES

10 August	1 August 2019 Reports to be received at IHQ
31 August	Material for <i>YMI World</i> to be received by Editor.
31 August	Information from BFECC about available BF grants, with application forms, to be received by RD.
31 August	First Semester International Dues payable to IHQ.
6 September	Club Presidents' to be entered into Portalbuzz (with postal address) for creation of <i>Y's Men's World</i> labels.
6 September	Proposed nominations for IPE and ITE from RDs and Nominating Committee to be received at IHQ.
13 September	Deadline for proposed IPE candidates to complete online bio-data and Declaration of Acceptance forms. (www.ysmen.org/elections)
20 September	Proposed nominations from clubs for ICMs to be submitted using the online form. (www.ysmen.org/cpmemo)
27 September	Deadline for Declaration of Acceptance and Bio-data of proposed ICM candidates to be received at IHQ. (www.ysmen.org/elections)
30 September	Last day for clubs to be in good standing as defined in Guideline 410, have at least fifteen (15) members for the three last semesters and have the required details of its Club President recorded at IHQ. A club failing to meet any of these requirements forfeits its international voting rights for that year (Guideline 409, International Constitution).
30 September	Requests for exemption from eligible clubs with 5-14 reported members in order to vote on international issues to be submitted.
6 October	Nominations for ICMs from APs to be received by IHQ.
15 October	Requests for exemption which are endorsed by RDs to be received at IHQ from RDs with copies to AP.

17. CONCLUSION

I wish you all a successful year during which we will be inspired by our new [IP Jennifer Jones'](#) theme: **“Building Today for a Better Tomorrow”** and her slogan: **“On the Move!”**.

“Truly I tell you, if you have faith as small as a mustard seed, you can say to this mountain, ‘Move from here to there,’ and it will move. Nothing will be impossible for you.”

(Matthew 17:20)