

# GRAND COUNCIL BY-LAWS

## YOUNG MEN'S INSTITUTE

### ARTICLE I

#### DELEGATES TO GRAND COUNCIL

Section 1 **DELEGATES NUMBER:** Councils shall be entitled to elect Delegates to Grand Council in accordance with their respective net membership as shown by their Semi-Annual Report to Grand Council for the term preceding the Session, excluding Honorary Members from the count. A Council organized following the closing date for Semi-Annual Reports shall have its representation based on its net membership on the date that Grand Council convenes. Councils shall be entitled to Delegates as follows:

50 or less Members	3 Delegates
51 to 100 Members	4 Delegates
101 to 150 Members	5 Delegates
151 to 200 Members	6 Delegates
Over 201 Members	7 Delegates

Section 2 **ELIGIBILITY AS DELEGATE:** Any member of a Council, except an Honorary Member, may be elected as a Delegate, providing he has been a member of the Order for at least one (1) year prior to the convening of Grand Council and is in good standing with his Council at the time of his nomination and election as a Delegate. In a Council organized less than one (1) year prior to the convening of Grand Council, any member in good standing may be elected as a Delegate.

Section 3 **ELECTION OF DELEGATES:** Delegates to Grand Council are to be elected not less than forty-five (45) days and not more than one hundred twenty (120) days prior to the convening of Grand Council.

Section 4 **ALTERNATES:** Each Council, when electing Delegates to Grand Council, shall also elect an Alternate for each Delegate. Alternates shall have the same qualifications and shall be elected in the same manner as Delegates. In the event that a Delegate is unable to attend Grand Council Sessions, his Alternate, or if necessary the next eligible Alternate, will be seated in his place and shall be recognized as the Delegate.

Section 5 **TERM OF DELEGATES:** Delegates shall serve from the beginning of the Grand Council Session to which they have been elected until the next Grand Council Session. Between Sessions of Grand Council, if there is a vacancy in the delegation from a Council, the Council shall elect a Delegate to fill the unexpired term and he will present his Credential to the Grand President.

Section 6 **DUTIES OF DELEGATES:** It shall be the duty of each Delegate to be in attendance at all Sessions of Grand Council, to make a full report of Grand Council proceedings to his Council within thirty (30) days after adjournment of Grand Council. Delegates may be required to vote between Grand Council Sessions.

Section 7 **ATTENDING GRAND COUNCIL:** To help defray the expense of attending Grand Council, each elected Council Delegate and current Grand Officer shall receive from the funds of

his Council a reasonable allowance as set by the Council. A Council member attending Grand Council as a Past Grand President or a District Deputy Grand President should also be given consideration for such an allowance as they also have a vote. Each Council who sends one or more delegate(s) to the Grand Session shall receive from the Reserve Fund up to \$500.00 per Council to help defray the expense of sending delegate(s) to the Grand Session. The amount will be determined by a vote of the Board of Grand Directors at the January Board of Grand Director's meeting and each Council will be notified of the availability of such funds.

Section 8 **PROXIES:** No proxy will be permitted to represent a Delegate.

Section 9 **DISTRICT DEPUTY GRAND PRESIDENTS AT GRAND COUNCIL:** The District Deputy Grand Presidents, as a group, having been nominated and receiving a 2/3 vote from the previous Grand Council Convention delegates, are eligible to vote at the succeeding Grand Council Convention. If the District Deputy Grand Presidents did not receive a 2/3 vote from the previous Grand Council Convention delegates, they are not eligible to vote, but may voice their opinions on any issue brought to the Grand Council Convention.

Section 10 **CREDENTIALS:** Upon the convening of Grand Council, each Delegate or Alternate shall register with the Credentials Committee, presenting his credential properly signed and attested to by his Council that he is a member in good standing and certifying that he was elected in accordance with the provisions of the Grand Council By-Laws. Grand Officers, Past Grand Presidents, and District Deputy Grand Presidents shall register with their credentials, which have been properly signed and attested to by their Council.

Section 11 **GRAND COUNCIL FEES AND EXPENSES:** Each Delegate, Grand Officer, Past Grand President, and District Deputy Grand President, upon registering with the Credentials Committee, shall pay a registration fee of up to fifty dollars (\$50.00) as authorized annually by the Board of Directors. The fees so collected shall be used to defray the expenses of conducting Grand Council Sessions. In addition, to further help defray the expenses and entertainment of the Grand Council Session, the sum of five hundred dollars (\$500.00) shall be appropriated from the funds of Grand Council and ordered paid by the Board of Grand Directors prior to the convening of Grand Council.

Section 12 **VOTING:** The members of Grand Council entitled to a vote shall be all properly seated Delegates of Councils, all elective incumbent Grand Officers, the Grand Chaplain, the Past Grand Presidents and the District Deputy Grand Presidents.

## **ARTICLE II**

### **ELECTION OF GRAND OFFICERS**

Section 1 **ELIGIBILITY FOR OFFICE:** Only members of Grand Council who have been members of the Order for three (3) years or more and who have served at least one term as an Officer in a Council shall be eligible to any elective office in Grand Council, with the exception that members of Grand Council who have been members of the Order for two (2) years or more shall be eligible for the office of Grand Marshal, Grand Inside Sentinel, or Grand Outside Sentinel. Any candidate for Grand Council Office, who as a duly elected Delegate to Grand Council, unable to attend Grand Council due to circumstances beyond his control, could duly notify the Board of Grand Directors of his circumstances. The Board of Grand Directors could approve the request by seventy-five percent (75%) of those present and forward to the Grand President for ratification or veto. If the Grand President ratifies the recommendation of the Board of Grand Directors, the candidacy will be accepted. If the Grand President vetoes the recommendation of the Board of Grand Directors, the recommendation could be moved and seconded by the seated delegates

and approved by a two-thirds (2/3) majority vote. Failure to achieve such a vote would nullify any possible candidacy.

Section 2 **REPRESENTATION ON BOARD OF GRAND DIRECTORS:** No Council shall have more than two (2) representatives on the Board, exclusive of the ex officio members of the Board. If two (2) or more candidates from the same Council are nominated for the Board, and each receives a vote sufficient to elect, the two (2) receiving the highest vote shall be declared elected.

Section 3 **NOMINATIONS AND ELECTIONS:** Nominations and elections of Grand Officers shall be held as provided for in the Order of Business at Grand Council and in a manner deemed most expedient by Grand Council. A majority of all votes cast for each office shall be necessary for a choice. No Grand Officer shall be elected by acclamation to any office when there is a contest for that office.

Section 4 **INSTALLATION:** Each Grand Council shall determine the manner, the time, and the site for the most appropriate installation of the Grand Officers.

Section 5 **TERM OF GRAND OFFICERS:** Grand Officers shall hold office for one (1) year, or until their successors are duly elected and installed. The Grand Directors shall be elected for two (2) year terms with four (4) to be elected annually.

Section 6 **REPORTS:** Grand Officers must submit a written report of their activities to the Grand Secretary at least forty-five (45) days prior to each Grand Council Session for inclusion in the Advance Proceedings.

Section 7 **APPOINTIVE OFFICERS:** The Grand Council Appointive Officers shall be a Grand Chaplain appointed by the Honorary Grand Chaplain, the Archbishop of San Francisco.

Section 8 **LEGAL ADVISOR:** The Grand President, subject to the approval of the Board, shall appoint a Legal Advisor who shall be a member of the Order in good standing and a practicing attorney. He will advise the Order when needed to interpret the Constitution in internal and third party actions. When necessary, the Board shall provide a reasonable legal fee to the Legal Advisor for services as rendered.

Section 9 **VACANCIES:** The Grand President shall immediately fill a vacancy in any Grand Council Office or Committee. If the vacancy is in an elective Grand Council Office, the Grand President shall be governed by the eligibility requirements established in this Grand Council By-Laws concerning who is eligible for an elective office. Past Grand Officers of Grand Council are also eligible. The Grand President shall submit his nomination to the Board for approval.

## **ARTICLE III**

### **DUTIES OF GRAND OFFICERS**

Section 1 **GRAND PRESIDENT:** The Grand President shall preside at all Grand Council Sessions where he shall preserve order and enforce the proper observance of the Grand Council Constitution and By-Laws and the Grand Council Rules of Order. During his term of office he shall:

- (a) At the outset of his term of office, arrange a list of dates for official visits to the Councils by himself and the Grand Vice Presidents. Each year on a rotating system, the Grand President, Grand First Vice President and the Grand Second Vice President will each visit one-third of the Councils during their term of office. He may appoint other Grand Officers to make further official visits, and each appointed Grand Officer so visiting shall receive a sum

to defray his traveling expenses from the Grand President. Official visits to Councils in the states of Hawaii and Indiana may be made only with the approval of three-fourths (3/4) of the Board of Grand Directors. The allocation of the Grand President's funds for official visits to the Councils in the states of Hawaii and Indiana may be made only with the approval of three-fourths (3/4) of the Board of Grand Directors. Within thirty (30) days of the Grand Council Convention, he shall meet with all Grand Vice Presidents, Grand Officers and District Deputy Grand Presidents to explain to them their duties, how to conduct an official visit and how to promote his program.

- (b) Nominate a District Deputy Grand President to each District, and may appoint a Council Deputy to each Council, which, in his judgment, needs special assistance.
- (c) Appoint the members of the following Grand Council Committees as indicated by the membership requirements for each Committee: Auditing, Budget, Ceremonials, Institute Journal, Laws and Revisions, Membership, Organization, Pro Deo, Pro Patria, Reserve Fund, Resolutions, State of the Institute, and Workshop.
- (d) Appoint such other Grand Council Committees which, in his judgment, are required for the well being of the Order, are necessary to assure the proper and orderly functions during the Grand Council Sessions, or which may be established by Grand Council.
- (e) Be an ex officio member of the Board of Grand Directors.
- (f) Decide all appeals made to him, except those that properly belong to the Arbitration Committee, and his decisions shall stand until the next Grand Council at which time he will report on each appeal and his decision upon it.
- (g) Appoint Arbitration and Credentials Committees as needed.

Each Grand Council shall provide a Grand President's Fund, which shall be available to the Grand President to defray the expenses of his office. These will include his official visits, those made by other Grand Officers under his direction, special workshops, prizes and awards that are part of his program, and all miscellaneous expenses involved in fulfilling the duties of his office. At each regular meeting of the Board, the Grand President shall submit an itemized statement of his expenses to that date, and, if approved by the Board, shall receive payment. With the approval of the Board, the Grand President may secure an advance from the funds provided for his expenses, and shall deposit this advance in a checking account at a bank of his choice in the name of the Grand President of the Young Men's Institute, with the provision that withdrawals may be made upon the signature of either himself or the Grand Treasurer. In this case, at each regular meeting of the Board, the Grand President shall report on the location of the checking account, given an itemized statement of his expenses and the balance remaining, and may request a further advance within the limits of the Grand President's Fund. In the event the Grand President is unable to continue in office, the Grand Treasurer is authorized to transfer the remaining balance in the checking account to the appropriate Grand Council Fund. At the close of his term of office, the Grand President shall submit a written report of his activities to Grand Council, including any recommendations for the well being of the Order, and shall return any Grand Council Funds remaining in his possession.

Section 2 **GRAND VICE PRESIDENTS:** The Grand Vice Presidents, in their order, shall assist the Grand President in the discharge of his duties at Grand Council Sessions, and in his absence shall preside. In the event of a vacancy in the office of Grand President, or if he is unable to continue in office, the Grand First Vice President shall become Grand President for the unexpired term. If the Grand First Vice President is unable to assume these duties, the Grand Second Vice President shall become Grand President. The Grand Vice Presidents shall submit a written report of their activities to Grand Council and their recommendations to the Order. They shall be ex officio members of the Board of Grand Directors. The Grand First Vice President shall be

Chairman of the Pro Patria Committee and the Grand Second Vice President shall be the Chairman of the Pro Deo Committee. The Grand Vice Presidents shall be allocated a yearly expense account not to exceed the amount approved in the Grand Council's budget.

Section 3 **GRAND SECRETARY:** The Grand Secretary shall be the Chairman of the Organization Committee and shall be the Director of Publicity for the Young Men's Institute. He is the elected Grand Officer responsible for the Grand Council Office and shall be assisted by the Business Manager. The Grand Secretary shall be an ex officio member of the Board and attend their meetings and assist them as needed. He shall be responsible for the preparation and distribution of the Advance and Final Proceedings of the Grand Council. He shall attend all Grand Council Sessions and shall keep a complete record of each session including all adopted amendments to the Constitution and By-Laws. He shall submit the minutes of the Grand Council Sessions to the Board of Directors at the first meeting following the adjournment of Grand Council. He shall see that the Business Manager provides each Council, Delegate, District Deputy Grand President, Past Grand President, and each retiring and incoming Grand Officer with a copy of the Final Proceedings within (90) days of adjournment of Grand Council, regardless of incomplete or missing reports.

He shall maintain the name, number, location, and date of formation of the Councils and the names and addresses of their members. He shall instruct the Business Manager to notify the Councils of the Per Capita Tax and Assessments levied upon them and shall receive all moneys due Grand Council, keeping a careful record of all such accounts between Grand Council and the Councils, and shall transfer such moneys to the Grand Treasurer promptly, taking receipt for each amount. He shall report to the Board of Grand Directors of any Councils that have neglected to make proper returns and are in arrears for the Per Capita Tax and Assessments levied upon them, or have neglected to file the Semi-Annual Report.

The Grand Secretary will be allocated a yearly expense account not to exceed the amount approved in the Grand Council's budget. The nomination and election of a Grand Secretary shall be held annually. At the expiration of his term of office, the Grand Secretary shall surrender to his successor all Grand Council records and property in his possession.

Section 4 **GRAND TREASURER:** The Grand Treasurer shall be an ex officio member of the Board, shall attend their meetings with the necessary records of his office, and shall perform such other duties as they may direct. He shall give receipt for all moneys received and make deposit in the bank, or banks, approved by the Board. He shall pay all bills approved by the Board and presented to him by the Grand Secretary. He shall keep his accounts in such a manner as will show the source and amount of receipts, the amount of disbursements and to who paid, and present a monthly report to the Board. He shall close his annual report on March 31 of each year and submit it for inclusion in the Advance Proceedings. He shall work with a qualified tax accountant to prepare the YMI Grand Council taxes for the tax year that he managed the books, present a summary of tax results to the Board before mailing, sign and submit appropriate tax forms on behalf of the YMI in accordance with federal and state laws, and provide a copy of the submitted tax forms to the Business Manager for the files. He shall be allocated a yearly expense account not to exceed the amount approved in the Grand Council's budget. At the expiration of his term of office, he shall deliver to his successor all moneys, records, and other property in his hands, or under his charge, belonging to or held in trust for Grand Council.

Section 5 **GRAND MARSHAL:** The Grand Marshal shall assist the Grand President in maintaining order during Grand Council Sessions, shall have special charge of the meeting-hall, and shall perform such other duties as may be required of him by the Grand President or Grand Council.

Section 6 **GRAND SENTINELS:** the Grand Sentinels shall allow only members of the Order to enter the meeting-hall during Grand Council Sessions, unless otherwise directed by the Grand

President, and shall perform such other duties as may be required of them by the Grand President or Grand Council.

**Section 7 BOARD OF GRAND DIRECTORS:** The Board of Grand Directors shall consist of eight Grand Directors as provided for in the Grand Council Constitution, and as ex officio members with voice only, the Grand President, Junior Past Grand President, Grand Vice Presidents, Grand Secretary and the Grand Treasurer. The Grand Secretary and the Grand Treasurer shall also be ex officio Secretary and Treasurer of the Board. The Grand President shall cast the deciding vote in a tie vote of the Board.

Upon the adjournment of each Grand Council, the Grand Directors shall immediately meet with the Grand Secretary and shall organize as a Board. At this meeting the Grand Secretary shall preside, and the Grand Directors shall select a Chairman of the Board from their membership. At the first regular meeting of the Board, the Chairman shall appoint Grand Directors to and designate the chairmen of the following Committees of the Board: Charters, Finance, Councils' Activities, and Supply. The Chairman of the Board shall also appoint a Grand Director to each of the following Grand Council Committees: Budget, Laws and Revisions, Membership, Pro Deo, Pro Patria, Institute Journal, and the State of the Institute. The Chairman shall appoint such other committees which, in his judgment, are required for the well being of the Order, or which may be established by the Board.

The Board shall hold regular meetings in the months of July, September, November, January, March and May. The place and dates of the meeting are to be selected by the Chairman of the Board. Special or emergency meetings of the Board may be called by the Chairman of the Board, or the Grand President, and the Grand Secretary shall notify all members of the Board of the date, time, and reason for such a meeting, allowing them sufficient time to attend. At any meeting of the Board, properly called and convened, a majority of its members having a right to vote shall constitute a quorum. Members of the Board entitled to a vote, when unable to be present at any meeting of the Board, may cast their votes by mail, which will be opened by the Grand Secretary after the completion of the vote by the Board members present.

The Board of Grand Directors will hire a Business Manager. The Business Manager shall be an employee of or a consultant to Grand Council. He shall be a member of the Young Men's Institute and his duties shall be as follows:

- Operate and maintain the Grand Council Office, assisting the Grand Secretary in particular with his duties
- Provide any operational, clerical or technical assistance as required or requested to Grand Council Officers, Grand Council Committees, District Deputy Grand Presidents, Council Officers, YMI members at large, the YMI Educational Foundation and the YMI Seminarian Educational Foundation
- Establish, maintain and administer a YMI electronic data-base to be used for ongoing communication (e-mail groups and Web page) among YMI Grand Officers, YMI Committees, individual Councils and YMI members at large
- Serve as clerk to the Grand Secretary during the Grand Council Convention
- Serve as clerk to the Board of Grand Directors
- Will assist the Grand Secretary in completion of his tasks
- Other duties as assigned

The Business Manager shall receive a yearly compensation set by the Board of Grand Directors and approved by the Grand Council. His contract shall be continuous and at the pleasure of the Board of Grand Directors.

The Board, subject only to the Grand Council Constitution and By-Laws and the Grand Council in Session, shall have general supervision of the affairs of the Order, shall see that the laws of the Order are faithfully executed and administered, and shall have sole jurisdiction in granting Charters. The board shall control the financial transactions of the Order and the disbursements

of its funds, but is prohibited from spending any sum over the amount appropriated in any item by Grand Council, except that in an emergency may, by a three-fourths (3/4) vote of the total membership of the Board, transfer funds deemed surplus in one fund to any item in the budget. Only the Board shall levy those Assessments described in the Grand Council By-Laws, unless otherwise authorized at the Grand Council Session. The Board shall set and regulate the number and the boundaries of Grand Council Districts, and, at least once every four (4) years thereafter, shall review the status of the Districts with the Grand President and make adjustments if necessary. The Board shall notify all Councils of any proposed District boundary adjustments not less than one hundred twenty (120) days prior to effective date.

The Board shall examine the books, records, and reports of the Grand Council Officers and Committees, and shall audit the Semi-Annual Reports of the Councils, and if any report is unsatisfactory or there are any discrepancies, shall immediately notify the Council concerned and return the Semi-Annual Report for correction. After certifying as to the correctness of the Semi-Annual Reports, the Board members shall file them with the Grand Secretary. The Board shall prepare a full written report of its activities, and of all transactions under its supervision and control, together with any recommendations for the well being of the Order, for presentation at Grand Council and inclusion in the Advance Proceedings.

The Board, when deemed advisable, may appoint a Field Representative, who shall be a qualified member of the Order, to work under the direction and supervision of the Grand Secretary and the Organization Committee in an effort to organize new Councils and to advise and assist existing Councils to increase their membership and activities. The Board shall determine the compensation and expenses allowed the Field Representative, and he shall serve at their pleasure.

The Committees of the Board and their duties are:

- (a) CHARTERS: This Committee shall be composed of three (3) Grand Directors, and its Chairman shall be the Chairman of the Board. It shall have sole jurisdiction to grant or refuse Charters, and shall immediately submit a full written report of its decision to the Grand Secretary and to the Board at its next regular meeting.
- (b) FINANCE: This Committee shall be composed of three (3) Grand Directors with its Chairman designated by the Chairman of the Board. The Grand Secretary and Grand Treasurer shall be ex officio members with voice only. The Committee shall meet at the Grand Council Office by the fifteenth (15<sup>th</sup>) day of each month to examine all claims against Grand Council, and to authorize payments for the current month as it may find necessary to carry on the work of Grand Council, within the limitations set by Grand Council or the Board. The Committee shall examine in detail, and check and verify, the Grand Treasurer's itemized report of receipts and disbursements for the preceding month in each fund, and the balances on hand on the first day of the current month. It shall examine the Grand Secretary's report showing which Councils are delinquent in their remittances and in which funds, shall order the collection of such remittances, and shall conduct any further examinations which may be directed by the Board of which the Committee deems advisable. The Committee shall instruct the Auditing Committee to conduct an annual physical audit of all books and funds of Grand Council, and furnish a certification of the correctness of its findings to the Board. The Board shall include this certification in its annual report to Grand Council and shall have it published in the Institute Journal. The Chairman of the Finance Committee shall keep a written record of all transactions of each of their meetings and shall submit a full report at each regular Board meeting.
- (c) LONG RANGE PLANNING: This Committee of seven members shall be composed of four (4) Grand Directors appointed by the Chairman of the Board, who shall designate one Grand Director as the Chairman, and shall also include the Grand President and the Grand Vice

Presidents. The Committee shall be charged with the duty of planning, administering, and updating the Long Range Objectives of the Order as outlined by Grand Council.

- (d) **COUNCILS' ACTIVITIES:** This Committee shall be composed of three (3) Grand Directors appointed by the Chairman of the Board, who shall also designate its Chairman. The Committee shall have supervision over all activities of the Councils covered under Article XVI of the Councils' By-Laws, and its approval shall be required. Decisions of the Committee shall be forwarded to the Councils concerned and to the Grand Secretary, and a written report submitted at the next regular meeting of the Board.
- (e) **SUPPLY:** This Committee shall be composed of two (2) Grand Directors appointed by the Chairman of the Board, who shall designate its Chairman. The Committee shall prepare all necessary blanks, forms, and books required by the laws and rules of the Order, and which are approved by the Board. With the approval of the Board, the Committee shall direct the purchase of all necessary supplies required to conduct the business of the Order, including the printing of the Grand Council Constitution, the Grand Council By-Laws, the Councils' By-Laws, and their amendments and revisions.

**Section 8 DISTRICT DEPUTY GRAND PRESIDENTS:** District Deputy Grand Presidents shall be nominated annually by the incoming Grand President at the Grand Council Convention and be voted upon, as a group, by the delegates. A two-thirds majority vote will be necessary to approve their nomination and will also make them eligible to be a voting member of Grand Council at the succeeding Convention with all the privileges of a delegate. They shall visit the Councils within their assigned Districts and impart such information and instruction as directed by the Grand President. They shall seek to organize new Councils, and shall notify the Grand President of such possible new Councils. They shall install the Officers of the Councils in their Districts, and keep the Grand President informed of the condition of the Councils. They shall receive their traveling expenses from the Grand President and shall submit a full written report of their activities to Grand Council.

**Section 9 COUNCIL DEPUTIES:** The Grand President may appoint a Council Deputy to a Council which, in his judgment, is in need of special assistance. The Council Deputy shall attend the meetings of the Council, assist the Officers and members with their programs, and install the Officers when the District Deputy Grand President is not available. He shall keep the District Deputy Grand President informed of the condition of the Council.

## **ARTICLE IV**

### **COMMITTEES, POWERS, AND DUTIES**

**Section 1 GRAND COUNCIL COMMITTEES:** The Grand President shall appoint members of the following Grand Council Committees as indicated by the membership requirements for each Committee: Arbitration, Auditing, Budget, Ceremonials, Credentials, Institute Journal, Laws and Revisions, Membership, Organization, Pro Deo, Pro Patria, Reserve Fund, Resolutions, State of the Institute, and Workshop.

**Section 2 REPORTS OF COMMITTEES:** Grand Council Committees shall meet within ninety (90) days after the adjournment of Grand Council and file a written report with the Grand President. At least forty-five (45) days prior to the convening of Grand Council, all such Committees shall prepare a written report of their activities for presentation at Grand Council and inclusion in the Advance Proceedings. Any Committee, which has not completed its objectives prior to the convening of Grand Council, may be allowed to complete its work at the discretion of the incoming Grand President.



Section 3 **ARBITRATION COMMITTEE:** This Committee shall consist of seven (7) members. The Grand President shall designate its Chairman. No two (2) members shall be from the same Council.

- (a) The Committee shall hear and determine all appeals taken from the decisions of a Council upon the reports or decisions of the Arbitration Committee of that Council. It shall hear and try charges preferred against and for the impeachment of Grand Officers or Delegates to Grand Council for official misconduct, or wrongful acts committed toward Grand Council, its Officers, laws, or funds, or suffered to be committed while serving as a Grand Officer or Delegate. It shall try all charges, which a member of one Council may prefer against a member of another Council. All such appeals taken or charges made must be in writing and forwarded to the Board of Grand Directors. Appeals must be forwarded within two (2) months of the date of the decision from which the appeal is taken, and charges must be made and forwarded within four (4) months after the alleged offense.
- (b) The Board of Grand Directors shall carefully examine such appeals or charges and supporting evidence submitted in writing to the Board. If, in the judgment of two-thirds (2/3) of the members present, they find action is justified, reference of the appeal or charges shall be made to the Arbitration Committee. Should the situation be judged grave enough for immediate consideration, the Chairman of the Board shall do so within five (5) days after receipt of the appeal or charges. Immediately thereafter, the Chairman of the Arbitration Committee shall meet with the members of his Committee and determine the rules under which the hearing will be conducted, and set the date, time, and site for the hearing. The Committee shall then report to the next meeting of the Board and ask for approval of the rules, date, time and site for the hearing. Upon approval by the Board, the Grand Secretary, under the Seal of Grand Council, shall immediately forward a copy of such appeal or charges to the respondent or defendant and notify all parties concerned of the approved rules, date, time and site of the hearing. This notice shall be forwarded at least ten (10) days prior to the hearing. With ten (10) days after receipt of the charges, the accused shall file, with the Board of Grand Directors, an answer in writing to said charges. Upon failure to file an answer, the accused shall be in default and the Board shall impose the penalty provided by law. It shall require a two-thirds (2/3) vote of the Board members present and voting to declare the accused guilty, and/or to impose the penalty.
- (c) The Arbitration Committee shall immediately submit its verdict in writing to the Board upon any case tried before it, and the Board shall enforce the judgment rendered by the Committee, or a majority of its members. Failure of the accused to comply with the penalties imposed by the Board within the fixed time shall result in his expulsion from the Order. In all cases, the accused shall have the right to appeal to the next Grand Council. In all cases of charges for the impeachment of Grand Officers, or Delegates to Grand Council, said Grand Officers and Delegates may be suspended by the Board from the exercise of their duties while charges are pending against them.

Section 4 **AUDITING COMMITTEE:** This Committee shall consist of seven (7) members, one (1) who shall be a Grand Director appointed by the Chairman of the Board of Grand Directors, six (6) appointed by the Grand President, one (1) who shall be a Grand Officer and designate its chairman. The Committee shall audit and examine the records and accounts of each Council once every six (6) years on a rotating basis, and whenever the Committee deems it advisable or when directed by the Chairman of the Board of Grand Directors. For the purpose of such an audit, the chairman of this Committee shall have the power to call special meetings of the Officers of the Council to meet with the Auditing Committee and to produce the books and records of the Council. The books and records must be returned to the Council within seven (7) days. Failure or refusal of the Officers of a Council to meet with this Committee, and produce the books and records, shall be reported at the next meeting of the Board for disciplinary action. The judgment of the Board shall stand unless reversed by the next Grand Council. This Committee shall also conduct an annual physical audit of all books and funds of Grand Council and furnish the Board

with a certificate of correctness of its findings. The Grand President shall appoint to the Committee members qualified to do this audit.

Section 5 **BUDGET COMMITTEE**: This Committee shall consist of seven (7) members: the Grand Secretary, Grand Treasurer, Business Manager, one Grand Director appointed by the Chairman of the Board of Grand Directors, and three (3) appointed by the Grand President, one (1) who shall be a Grand Officer. The Grand President shall appoint the chairman of the Budget Committee. The Budget Committee shall prepare a written preliminary budget for inclusion in the Advance Proceedings distributed to all Grand Officers and Delegates. Included in the proposed budget shall be the appropriations for each item in the Fixed and Customary Funds for the ensuing year, as set by Grand Council. To assist the Budget Committee in preparing the budget, the Grand Treasurer, Grand Secretary, Business Manager and the Board of Grand Directors, each year as soon after March 31<sup>st</sup> as possible shall prepare a detailed estimate of the expenses of the Order for the ensuing year.

Section 6 **CEREMONIALS COMMITTEE**: This Committee shall consist of seven (7) members, one (1) who shall be a Grand Director appointed by the Chairman of the Board of Grand Directors, six (6) appointed by the Grand President, one (1) who shall be a Grand Officer and designate its chairman. This Committee shall have supervisory powers in all matters that pertain to the Ceremonials of the Order. The Committee shall insist upon the proper and fitting presentation of the Ceremonials of Initiation of Members, the Installation of Officers, and the proper observance of the established Order of Business and Council Procedure, both on the Council and Grand Council levels. Failure of Council Officers or members to observe the proper Ceremonials shall be reported to the next meeting of the Board for disciplinary action. The judgment of the Board shall stand unless reversed by the next Grand Council.

Section 7 **CREDENTIALS COMMITTEE**: This Committee shall consist of one (1) Grand Director appointed by the Chairman of the Board of Grand Directors, one (1) appointed by the Grand President, who shall designate its chairman. Committee members shall be appointed sufficiently prior to the convening of Grand Council. The Committee shall examine the Credentials of members registering for Grand Council, collect the registration fees, provide each member with identification and information, and shall submit a full report to Grand Council.

Section 8 **INSTITUTE JOURNAL COMMITTEE**: The Chairman of this Committee shall be the Editor of the Institute Journal and shall be appointed by, responsible to, and compensated by the Board of Grand Directors, and shall serve at their discretion. The Committee shall include a member of the Board, appointed by the Chairman of the Board, a Grand Officer appointed by the Grand President and may include as many members as may be required by the Chairman of this Committee. The Committee shall edit, manage, and publish the Institute Journal, the official organ of the Young Men's Institute, and shall have it distributed to all members on the rolls of the Councils. The Committee shall report to each meeting of the Board and shall not change or enter into any contract in relation to the Institute Journal without the prior approval of the Board.

Section 9 **LAWS AND REVISIONS COMMITTEE**: This Committee shall consist of seven (7) members, six (6) to be appointed by the Grand President, who shall designate the Chairman, with one (1) of the six (6) being a Grand Officer, and the seventh member shall be a Grand Director appointed by the Chairman of the Board. The Committee shall examine all amendments to the By-Laws of Councils as adopted and submitted by the Councils, and at the Committee's next meeting shall give its approval or disapproval to the submitted amendments. The Committee shall then immediately notify the Council concerned as to its approval or disapproval, giving the reason in the case of disapproval, and shall also report its decisions at the Board of Grand Directors next meeting. A Council whose amended By-Laws have been disapproved by the Committee may appeal to the Board for approval. Such amended By-Laws as the Committee disapproves of shall have no binding effect, unless approved by the Board of Grand Council. The Committee shall report to Grand Council concerning all such amendments it has approved or disapproved. During a Grand Council Session, the Grand President shall fill any vacancy in the

Committee. The Laws and Revisions Committee shall review and make consistent the language of all amendments passed by the State of the Institute to the Grand Council Constitution and By-Laws. The Committee need not present the corrected language to the Grand Council for an approval vote provided the changes in verbiage do not change the intent of the passed amendment. The Committee shall be responsible for the publication, in the first issue of the Institute Journal following adjournment of Grand Council, of all amendments to the Grand Council Constitution, Grand Council By-Laws, and Councils' By-Laws adopted by Grand Council.

Section 10 **MEMBERSHIP COMMITTEE**: This Committee shall consist of seven (7) members, six (6) to be appointed by the Grand President, who shall designate the Chairman, with one (1) of the six (6) being a Grand Officer, and the seventh member shall be a Grand Director appointed by the Chairman of the Board. District Deputy Grand Presidents shall be ex officio members of the Committee with voice only. The Committee shall plan and promote membership drives, programs to correct lapsation, membership workshops, may provide membership awards and incentives, and shall advise and assist those Councils in need of assistance in their membership programs.

Section 11 **ORGANIZATION COMMITTEE**: This Committee shall consist of all the Grand Officers and many include other members as deemed necessary and shall have the Grand Secretary as chairman. The Committee shall meet within ninety (90) days after adjournment of Grand Council. The Committee shall formulate plans for the systematic expansion of the Young Men's Institute, promote growth in membership by the institution of new Councils and offer the benefits of the Order to a greater number of Catholic men.

Section 12 **PRO DEO COMMITTEE**: This Committee shall consist of seven (7) members and shall have the Grand Second Vice President as Chairman. It shall include one (1) Grand Director, appointed by the Chairman of the Board, and the Grand President shall appoint five (5) members, one of whom shall be a Grand Officer. This Committee shall plan and promote all the programs pertaining to the spiritual welfare of our members within the Church and our Order. The Committee shall consult with and seek the advice of the Grand Chaplain, and, wherever possible, the Chaplains of the Councils, in developing and promoting programs that will advance the spiritual life of our members and their families. These should include such programs as regular Communion, retreats, renewal of marriage vows, sanctity of human life, Hour of Memory Programs, Good Friday Movement, the securing of vocations, and aid to seminaries in our jurisdiction.

Section 13 **PRO PATRIA COMMITTEE**: This Committee shall consist of seven (7) members and shall have the Grand First Vice President as Chairman. It shall include one (1) Grand Director, appointed by the Chairman of the Board, and the Grand President shall appoint five (5) members, one of whom shall be a Grand Officer. This Committee shall be responsible for keeping our membership informed on legislation, which pertains to our beliefs, and to our country, and views on these matters. It shall encourage and attempt to develop a viewpoint of the Order on such matters, which, with the approval of Grand Council or the Board, may be released for publication. It shall suggest and promote civic and charitable programs for the participation of the entire Order, or which may be conducted by each Council and its members. This Committee is authorized to raise and expend money necessary to perform its work.

Section 14 **RESERVE FUND COMMITTEE**: This Committee of seven (7) members shall include the Grand Secretary and Grand Treasurer, and the Grand President shall appoint five (5) members and designate its Chairman. One (1) of the appointed members shall serve for a term of two (2) years. The Committee, with the prior approval of the Board, shall have authority to invest the surplus funds of Grand Council for the benefit of Grand Council, and shall report to the Board concerning its actions and condition of the funds. The Grand Treasurer shall make a full report on the condition of the funds at each Grand Council.

Section 15 **RESOLUTIONS COMMITTEE**: This Committee shall consist of seven (7) members, six (6) to be appointed by the Grand President, who shall designate the Chairman, with one (1) of

the six (6) being a Grand Officer, and the seventh member shall be a Grand Director appointed by the Chairman of the Board. The Committee shall consider all Resolutions it receives, and may initiate Resolutions for the approval of Grand Council or the Board. No Resolution proposed by this Committee shall become official nor be published unless and until approved by Grand Council or the Board.

Section 16 **STATE OF THE INSTITUTE COMMITTEE:** This Committee shall consist of seven (7) members and shall have the Junior Past Grand President as Chairman. It shall include one (1) Grand Director, appointed by the Chairman of the Board, and the Grand President shall appoint five (5) members, one of whom shall be a Grand Officer. The Committee shall consider all recommendations it receives for the improvement of the Order, and may initiate recommendations of its own for submission to Grand Council. It shall examine the reports and recommendations of the Grand Officers, the Grand Council Committees, and of the Board, which it may include in its recommendations. At least forty-five (45) days prior to the convening of Grand Council, this Committee shall prepare a preliminary report of its proposed recommendations to Grand Council, and submit it to all Councils for the consideration of their members and delegates. The report shall also be included in the Advance Proceedings. When no action is taken by this Committee on a recommendation it receives, the Committee shall so notify the member or Council concerned prior to the convening of Grand Council. In such an event, the member or Council wishing to present the recommendation to Grand Council for action shall first submit the recommendation, in duplicate, to the Grand Secretary with a petition signed by at least twenty (20) properly seated members of Grand Council. The Committee then shall present the submitted recommendation to Grand Council, and Grand Council shall determine what action to take on the recommendation. Successful amendments by the State of the Institute Committee approved by majority vote of Grand Council, that involves constitution or by-law changes, shall be reviewed and the language made consistent by the Laws and Revisions Committee.

Section 17 **WORKSHOP COMMITTEE:** This Committee shall consist of seven (7) members, six (6) to be appointed by the Grand President, who shall designate the Chairman, with one (1) of the six (6) being a Grand Officer, and the seventh member shall be a Grand Director appointed by the Chairman of the Board. The Workshop Committee shall have supervision of overall matters of an educational value to the Young Men's Institute. It shall prepare and present educational programs for the benefit and improvement of the Officers and members of the Councils, using whatever means it deems most appropriate, such as study groups, panels, or speakers, and shall also make use of the pages of the Institute Journal for this purpose. At Grand Council Sessions, the Committee shall prepare and present an educational program to review and discuss the aims, the purposes, and the improvement of the Order, and each Grand President shall allow sufficient time during the Session for the Committee to present its program.

## **ARTICLE V**

### **REVENUE**

Section 1 **NECESSARY FUNDS:** All funds necessary to conduct the regular functions of Grand Council shall be listed in the estimated annual budget proposed to Grand Council by the Budget Committee, and shall consist of Fixed Funds which are specifically described in this Article, and Customary Funds which are necessary but not specifically described. No payment shall be made from any Grand Council Fund unless authorized by Grand Council or the Board of Grand Directors.

**FIXED FUNDS:**

Grand Secretary's Expense Account  
Grand Treasurer's Expense Account  
Business Manager's Compensation

Grand Council Convention Expense

**CUSTOMARY FUNDS:**

Grand President's Expense Account  
Grand First Vice President's Expense Account  
Grand Second Vice President's Expense Account  
Grand Council Administration Fund  
Grand Council Office Expenses  
Grand Council Proceedings  
Institute Journal Fund  
Masses for Deceased Members  
Membership Fund  
Other Funds set by Grand Council

Section 2 **PER CAPITA TAX:** The ordinary Grand Council revenue shall be derived from an annual Per Capita Tax, annually set by Grand Council, based on the estimates of the Budget Committee for all Necessary Funds in the budget for the ensuing year. The Per Capita Tax shall be levied in equal quarterly installments on the first day of the months of July, October, January and April of each year. Each installment shall be levied on the number of Benefit and Associate Members on the rolls of each Council as shown in the Semi-Annual Report of March 31<sup>st</sup> last.

Section 3 **PER CAPITA TAX PAYMENT AND PENALTIES:** Each Per Capita Tax installment is due and payable on the date of levy, and shall be delinquent if not paid within thirty (30) days thereafter. The Treasurer of each Council must make all remittances directly to the Grand Secretary. If an installment becomes delinquent, a five per cent (5%) penalty shall be added thereto by the Grand Secretary to the delinquent Council. An additional one per cent (1%) penalty shall be added each thirty (30) days thereafter until the delinquent Per Capita Tax and penalties shall have been paid in full. From this action there shall be no appeal except to the next Grand Council Session. If a Council does not remit the Per Capita Tax and penalties within three (3) months of date of levy, the Council shall be subject to suspension, non receipt of assessment notice by the Council notwithstanding.

Section 4 **EXEMPTION OF NEW COUNCILS:** A new Council shall not be liable for the annual Per Capita Tax, nor the Death Benefit and Educational Assessments, until its regular Semi-Annual Report first covers a complete six-month (6) period.

## **ARTICLE VI**

### **GRAND COUNCIL BENEFITS**

Section 1: **DEATH BENEFIT:** Effective June 22, 2016, upon the death of a Benefit Member, who is in good standing in his Council as defined in this Article, his beneficiary shall receive the sum of one thousand five hundred dollars (\$1,500.00) from Grand Council within thirty (30) days after notice and proof of his death has been submitted to the Grand Secretary by the Council, and upon the approval of the Board of Grand Directors. This sum shall be the exclusive and total Death Benefit to be paid to the beneficiary of a Benefit Member of the Young Men's Institute.

Section 2 **GOOD STANDING FOR THE DEATH BENEFIT:** Any member who has been a Benefit Member for at least six (6) months shall be deemed to have been in good standing if he has not reached the end of the second month for which he owes dues, or does not owe three (3) months dues within thirty (30) days prior to his death, or does not owe three (3) months dues at the commencement of the illness which causes his death provided such illness commences no more than six (6) months prior to the date of his death. The payment of any arrearage by the Benefit Member after the commencement of the illness, which caused his death, shall not restore him to good standing nor entitle him to the Death Benefit. In the event of the accidental death of a

Benefit Member, the Death Benefit will be paid if his dues were paid prior to the accident, and no waiting period of thirty (30) days is necessary.

Section 3 **BENEFICIARIES:** Each Benefit member, upon joining a Council, must indicate his beneficiary for the Death Benefit, and this will be kept on file in the Grand Council Office. Upon the death of a Benefit Member, the Death Benefit will be paid to the beneficiary he has so indicated. In the event the beneficiary indicated is no longer living, the Board of Grand Directors will determine who may legally receive the Death Benefit. A Benefit Member may change his beneficiary at any time with a written request to do so, which has been properly signed and dated, and submitted to the Grand Secretary.

Section 4 **DEATH BENEFIT FUND:** This fund shall be derived from a quarterly Death Benefit Assessment levied by the Board of Grand Directors on the first day of the months of July, October, January, and April each year upon all Councils at the rate of three dollars (\$3.00) per Benefit Member on each Council's roll as shown in the Semi-Annual Report of March 31<sup>st</sup> last submitted to Grand Council. The Grand Treasurer shall keep this fund separate for the payment of Death Benefits, for the administration of the fund, and for no other purpose.

Section 5 **DEATH BENEFIT ASSESSMENT:** Each Council shall remit its Death Benefit Assessment to the Grand Secretary within thirty (30) days after the date of levy. The Grand Secretary shall charge a Council that fails to remit its assessment within that time with a ten per cent (10%) penalty. Should any Council fail to remit its assessment and penalty within three (3) months after date of levy, that Council shall be declared to be in default and its Charter shall be suspended by the Board. Such a suspension shall remain in force until the full assessment and penalty is paid. During this period of suspension, Grand Council shall not be liable for payment of Death Benefits to the Benefit Members of the suspended Council, non-receipt of the assessment notice by the Council notwithstanding.

Section 6 **NOTICE OF DELINQUENCY:** Should a Council fail to remit the Death Benefit Assessment within thirty (30) days after levy, the ten per cent (10%) penalty is imposed, and the Grand Secretary shall immediately notify each Benefit Member of the Council by mail of the delinquency, of the imposition of the penalty, and liability of the Council to suspension. In the event that the Charter of a Council is suspended, as provided for in this Article, the Grand Secretary shall immediately notify the Benefit Members of the Council by mail of the suspension, and call attention that Benefit Members of suspended Councils are not entitled to the Death Benefit, and may protect their right to the Death Benefit by transferring to another Council.

Section 7 **DEATH BENEFIT CLAIMS:** Within thirty (30) days after the death of a Benefit Member, the Financial Secretary of his Council shall forward to the Grand Secretary the Grand Council Notice of Death Certificate and a copy of the last official dues receipt issued to the member.

Section 8 **TRANSFER OF BENEFIT MEMBERS:** Any Benefit Member in good standing for Grand Council Benefits, who is properly transferred from one Council to another, shall continue to be entitled to Grand Council Benefits providing he shall agree to pay to his new Council all Benefit Assessments levied on the Council because of his membership in the Council.

Section 9 **DEATH BENEFIT FORMS AND RULES:** All forms pertaining to the Death Benefit shall be those approved by the Board of Grand Directors and supplied by Grand Council, and no other forms of any kind shall be used. The Board shall have the power and authority to prescribe the rules and regulations to be used and followed in the administration of the Death Benefit Fund, but no rule or regulation shall be contrary to any provision in this Article. Determination by the Board on all questions of fact shall be final. Each Council's Executive Committee, when requested to do so, shall assist the Board in the Administration of this Fund relative to any pending claim for benefits.

Section 10 **EDUCATIONAL BENEFITS:** Upon the death of a Benefit or Associate Member, who is in good standing with his Council as required for the Death Benefit, financial assistance shall be provided for the education of his minor children. A Council, upon submitting notice and proof of the death of a Benefit or Associate Member to the Grand Secretary, shall also apply for the educational assistance for the deceased member's children. Upon the approval of the Board, the Grand Secretary shall request assistance from the Young Men's Institute Educational Foundation for each child in grade school (kindergarten through eighth grade), in high school (ninth through twelfth grade), and in college (four years) for the financial amount currently provided by the Educational Foundation.

Section 11 **EDUCATIONAL FUND:** This fund shall be derived from a quarterly Educational Assessment levied by Grand Council on the first day of the months of July, October, January and April each year upon all Councils at the rate of fifty cents (\$.50) per member on each Council roll as shown in the Semi-Annual Report of March 31<sup>st</sup> last submitted to Grand Council, Honorary members excepted. The Grand Treasurer shall transfer the collected Educational Assessment to the Treasurer of the Educational Foundation as often as necessary.

Section 12 **EDUCATIONAL ASSESSMENT:** Each Council shall remit its Educational Assessment to the Grand Secretary within thirty (30) days after the date of levy. A Council that fails to remit its assessment within that time shall be charged with a ten per cent (10%) penalty by the Grand Secretary. Should any Council fail to remit its assessment and penalty within three (3) months after date of levy, that Council shall be declared to be in default and its Charter shall be suspended by the Board. Such a suspension shall remain in force until the full assessment and penalty is paid. During this period of suspension, the Benefit and Associate members of the suspended Council shall not be eligible for the benefits of this fund, non receipt of the Assessment notice by the Council notwithstanding. Suspension of Council will not effect children already receiving benefits.

Section 13 **NOTICE OF DELINQUENCY:** Should a Council fail to remit the Educational Assessment within thirty (30) days after levy, the ten per cent (10%) penalty is imposed, and the Grand Secretary shall immediately notify each Benefit and Associate Member of that Council by mail of the delinquency, of the penalty and liability of the Council to suspension. In the event that a Charter of a Council is suspended as provided for in this Article, the Grand Secretary shall immediately notify the Benefit and Associate Members by mail of the suspension and call attention that as members of a suspended Council they are not entitled to the Educational Benefits and may protect their right by transfer to another Council.

Section 14 **THE YOUNG MEN'S INSTITUTE EDUCATIONAL FOUNDATION:** As of July 2, 1958, Grand Council designates this Foundation to develop and promote the educational benefits provided by the Educational Fund, to seek additional funds for these purposes and other charitable works, and to administer the payments of these benefits. If the development of the Educational Foundation makes it possible, it is within the jurisdiction of the Educational Foundation to increase the benefits.

## **ARTICLE VII**

### **MEMBERSHIP, ORGANIZATION, SUSPENSION, AND DISSOLUTION OF COUNCILS**

Section 1 **MEMBERSHIP:** Organization membership shall be divided into the following categories:

- (a) A Benefit Member is under age forty-five (45) at the time he begins his YMI membership. Said member is entitled to the Grand Council Death Benefit and Educational Foundation Benefits providing he is in good standing with his Council as defined in Article VI of the Grand Council By-Laws.

- (b) An Associate Member is age forty-five (45) or above at the time he commences YMI membership. Said member is entitled to Educational Foundation Benefits but not entitled to the Grand Council Death Benefit.
- (c) Honorary Members are limited to Catholic priests, seminarians and members of religious communities (i.e. deacons, brothers, etc.). Said member shall be exempt from all Grand Council dues and assessments and is not entitled to Grand Council Death Benefits nor Educational Foundation Benefits.
- (d) Junior YMI Members are limited to young men between the ages of 13-23, who are either full-time students or active in military service, as verified by the respective Councils. Such members shall be exempt from all Grand Council dues and assessments, but are similarly not entitled to the Grand Council Death Benefit nor the Educational Foundation Benefits. At age 24, said member will convert to Benefit Membership status and be eligible for the Grand Council Death Benefit and Educational Foundation Benefits.

Section 2 **ORGANIZATION AND PROCEDURE:** Upon the written application of not less than six (6) eligible applicants to form a Council under the jurisdiction of Grand Council, the Grand President shall require the Grand Secretary, or other organizing officer, to inquire into the character and qualifications of the applicants and to proceed as follows:

- (a) No council shall be organized unless and until the organizing officer is satisfied with the number and qualifications of the applicants, and all application forms have been completed and signed. No less than six (6) applicants must be eligible as Benefit Members, Associate Members, or a combination of the two.
- (b) When the organizing officer is satisfied there are a sufficient number of Charter Members to proceed and who will appear for initiation, he shall call a meeting of the applicants at which time the date of instituting the Council will be set, the Council Officers shall be elected, and the name of the proposed council shall be selected, subject to the approval of the Board.
- (c) The organizing officer shall forward the application for a Charter to the Grand President, who, with his approval or disapproval, shall immediately forward the application to the Board. If the Board approves and grants a Charter, it will also assign a number to the new Council.
- (d) Upon the approval of the Board, the organizing officer shall then proceed to institute the Council, and provide for the initiation of the members and the installation of the Officers. He shall advise the new council as to the adoption of its By-Laws and shall give further instructions and assistance as may be required. He shall obtain from Grand Council all necessary supplies required by the new Council, which will be charged to the account of that Council.
- (e) Applicants (prospective members) residing permanently outside the area of any council may apply for "AT LARGE" membership to the Grand Council Secretary. Any Grand Council Officer or Council member in good standing may sponsor applicants. Sponsors will submit application forms to the Grand Secretary for consideration and approval by the Board of Grand Directors. These applicants will be assigned "AT LARGE" membership status, and classified as Benefit, Associate or Honorary members after initiation. Initiation will be performed at a designated location by the Grand Secretary or an appointee thereof. Initiation fees, assessments, and dues will be set by the Board of Grand Directors and paid by each individual member directly to the Grand Council Office. "AT LARGE" members may visit and participate as an observer in any Council meetings and activities that he so desires.

Section 3 **SEMI-ANNUAL REPORTS:** On or before April 30<sup>th</sup> and October 31<sup>st</sup> of each year, every Council shall complete the Semi-Annual Report required by the Board, giving the activities of the Council for the preceding six (6) months ending March 31<sup>st</sup> and September 30<sup>th</sup> respectively. The report shall contain the names of those initiated, admitted by card, reinstated,



withdrawn, suspended or expelled, with the reason for the suspension or expulsion, the names of those relieved and to what amount, the names of deceased members, the total membership, a complete up-to-date membership list with addresses and phone numbers, amounts of receipts and disbursements and the amount on hand, the names of the Council Officers and the required financial records to properly file with the IRS the non-profit status of the Council. If the reports are not filed with the Grand Secretary within the allowed thirty (30) days, the Council shall be assessed a penalty of fifteen dollars (\$15.00) and if the reports are not filed within forty-five (45) days the penalty shall be twenty-five dollars (\$25.00).

**Section 4 CONSOLIDATION OF COUNCILS:** Whenever it shall appear to the Board, or upon the application of the Councils concerned, that it is in the best interest of the Order to consolidate two or more Councils, the Board shall have the power to do so. Under the direction of the Board, the District Deputy Grand President shall meet with a committee from each Council involved to draw up a memorandum of agreement in principle given the number of members, assets, and benefit responsibility of each Council. If then accepted by each Council concerned, the agreement shall be presented to the Board for approval. If approved by the Board, the Council or Councils that will transfer shall relinquish all assets, funds, property, and Charter to the Board for immediate audit. When the audit is completed, the Board shall authorize the consolidation.

**Section 5 MINIMUM NUMBER OF BENEFIT MEMBERS:** If the Benefit Members in any Council should fall below six (6) in number, the Council shall be permitted to continue in existence and accept additional Associate and Benefit members. The Council will also be given assistance by Grand Council in the recruitment of additional members. However, it is the duty of the Council to notify Grand Council and ask for this assistance.

**Section 6 SURRENDER OF CHARTER:** No Council shall voluntarily surrender its Charter if six (6) members in good standing object to its surrender, nor shall any of its funds be divided among its members or disbursed in any other way, but, upon dissolution, all funds, books, and property shall immediately be delivered to the Board of Grand Directors.

**Section 7 BREACH OF RULES – PENALTIES:** Any Council violating its own By-Laws, or the Grand Council Constitution and By-Laws or refusing or neglecting to conform to the Ceremonials, Laws, or Resolutions of Grand Council or of the Board, shall be liable to a trial by the Board, who shall determine the penalty. The Board shall have the power to suspend or fine such a Council. The Council may appeal the penalty to Grand Council, but the decision of the Board shall remain in force pending the outcome of the appeal.

**Section 8 SUSPENSION AND DISSOLUTION OF COUNCILS:** Any Council failing to maintain a minimum membership of six (6) members, to hold meetings for four (4) consecutive months, or failing to remit the Per Capita Tax for six (6) months after date of levy, or failing to remit the Death Benefit or Educational Assessments for sixty (60) days after date of levy, or failing to submit any required report, may be suspended or declared in a State of Reorganization by the Board, upon failure, after proper notice of at least twenty (20) days is given to show cause why such action should not be taken. Upon suspension, the Council's Charter and all funds and property shall be forfeited to the Board of Grand Directors. The suspended Council may appeal to Grand Council, but pending the outcome of the appeal the action of the Board shall stand. Councils suspended or in a State of Reorganization may be dissolved only upon the recommendation of the Grand President and the approval of Grand Council.

**Section 9 STATE OF REORGANIZATION:** A Council declared to be in a State of Reorganization shall immediately become subject to the supervision of the Grand President, who shall investigate with all rights and authority necessary to restore the Council to an active condition. He shall have the right to prior approval of all acts of the Council, and may declare any or all offices vacant and fill the vacancies by his appointments of any members who are qualified. He may admit new members, subject to the usual requirements for membership, and shall make regular reports to the Board concerning the condition of the Council and the progress of reorganization.

Section 10 **MEMBERS OF SUSPENDED OR DISSOLVED COUNCILS:** Members of a suspended or dissolved Council, who were in good standing with their Council at the time of suspension or dissolution, may request and receive a Certificate of Transfer from the Grand Secretary, after filing their last dues receipt with the Board. Such Certificates, if presented to another Council within six (6) months of issue, shall entitle them to seek admission in that Council. Members transferring to another Council must agree to pay all Assessments levied on that Council because of their membership.

Section 11 **FUNDS OF DISSOLVED COUNCILS:** The funds and property of any dissolved Council shall revert to the Board of Grand Directors. The Grand Treasurer shall immediately deposit funds that do not exceed one hundred dollars (\$100.00) into the Organization Fund. Funds that exceed one hundred dollars (\$100.00) shall be deposited into the Organization Fund after one (1) year. Funds so deposited shall be used in accordance with the provisions of the Organization Fund.

## **ARTICLE VIII**

### **APPEALS**

Section 1 **APPEALS FROM DECISIONS OF COUNCILS:** A member may appeal to his Council concerning a decision of the Council President, and must appeal at the meeting when the subject appealed from is under consideration. When a member wishes to further appeal a decision of his Council, he shall so state at that meeting and proceed as follows:

- (a) At the next regular meeting of his Council, he shall present a written statement of the facts and evidence of his case, and his objections to the decisions of the Council, and request reconsideration of the decision.
- (b) Following this decision of his Council, and within thirty (30) days thereafter, the member may further appeal to the Grand President giving a complete written statement of the facts and evidence of his case and his objections to the decisions.
- (c) The Grand President shall immediately call a meeting of the member and a representative of the Council concerned to fully discuss the facts and evidence of the case, and the decision of the Council. Within thirty (30) days thereafter, the Grand President shall give his written decision on the appeal, and his decision shall stand unless disapproved at the next Grand Council Session.
- (d) Appeals that involve decisions of a Council Arbitration Committee shall be referred to the Grand Council Arbitration Committee.

## **ARTICLE IX**

### **GRAND COUNCIL SUPPLIES**

Section 1 **SUPPLIES:** Grand Council shall supply all property and supplies required by the Councils, and the Board of Grand Directors shall determine the price of each item. The Board may permit Councils to obtain supplies elsewhere, provided the items are similar to those approved by the Board.

## **ARTICLE X**

## AFFILIATED COUNCILS

Section 1 **AFFILIATED COUNCILS:** Affiliated Councils, wherever located, shall consist of all Councils organized under the name of the Young Men's Institute, but that do not share in any program of this Grand Council, do not participate in nor pay Assessments for the Death Benefit and Educational Benefits, are not subject to the Per Capita Tax, and are therefore entitled to no benefits from this Grand Council.

Each Affiliated Council may have one Delegate represent it at Grand Council, and, with the permission of Grand Council, such Delegates may have a voice in Grand Council, but shall not vote or hold office, nor be entitled to receive mileage or any compensation.

Upon application by an Affiliated Council, the Institute Journal Committee may distribute the Institute Journal to the members on the rolls of the Affiliated Council, providing that Council makes payment in advance for each six (6) month period at a rate per member set by the Board of Grand Directors.

An Affiliated Council may request to become a Council of the Order by submitting a petition with the Board of Grand Directors at least thirty (30) days prior to the convening of Grand Council, setting forth its desire to participate fully in the program of Grand Council, a willingness to pay all Assessments and the Per Capita Tax, and to fully comply with the Constitution and By-Laws of Grand Council and of the Council. In addition, the Affiliated Council must submit a notarized statement concerning its membership and financial standing, and must furnish any further information required by the Board of Grand Directors prior to the convening of Grand Council. Upon the consideration of Grand Council, and a favorable majority vote, at which time the date and conditions of acceptance will be determined, the Affiliated Council may then be accepted as a Council. Members of an Affiliated Council seeking admission to a Council shall fulfill the conditions otherwise required of new members.

## ARTICLE XI AMENDMENTS

Section 1 **AMENDMENTS:** These Grand Council By-Laws may be amended at a regular Grand Council Session by a two-thirds (2/3) vote of Grand Council members present and voting. Any Council, or any member of the Order, may propose amendments to the Grand Council By-Laws by submitting them to the Grand Secretary, or directly to the Chairman of the State of the Institute Committee, at least ninety (90) days prior to the regular Session of Grand Council. The Grand Secretary shall immediately forward such proposed amendments he receives to the Chairman of the State of the Institute Committee, which Committee shall examine and consider the proposed amendments, may revise the proposed amendments, and shall report to Grand Council concerning those proposed amendments it deems necessary for the well-being of the Order. All amendments to the Grand Council By-Laws adopted by Grand Council shall take effect immediately, unless otherwise provided for by Grand Council.

BY LAWS UPDATES AS APPROVED  
JUNE 2018