

**HAWAII REGION  
Y'S MEN INTERNATIONAL  
REVISED DRAFT 10/14/2006**

**HAWAII REGION LEADERSHIP GUIDELINES**

The following guidelines are created to assist all leaders at all levels of the Hawaii Region in providing a quick reference of practices and procedures which have been or is recommended to be common practice. The main intent of these guidelines is to provide new leaders information that may be helpful as they fulfill the duties of their position. Guidelines are subject to change by Regional Cabinet recommendation and consensus.

**1. ANNUAL GOALS FOR THE REGION**

- a) Annual goals for the Region are drafted by the Regional Director in consultation with respective regional service directors.
- b) The RD will present the regional goals at the first incoming cabinet meeting for a vote of support.

**2. REGIONAL CALENDAR**

- a) The Regional Calendar will be drafted by the Regional Director in consultation with the Regional Officers. A copy of the regional calendar should be provided to each club as specified in the Regions communication guidelines.

**3. REGIONAL THEME**

- a) The annual theme for the Region shall be selected by the RD. When possible, consideration should be given to assure that the theme is consistent with the US Area and International Presidents.

**4. REGIONAL BUDGET GUIDELINES**

- a) The proposed budget will be drafted by the Regional Treasurer and RD in consultation with respective service directors.
- b) A budget proposal should be circulated to all clubs prior to the Regional Convention so that action could be taken to approve the budget.
- c) Reimbursement requests for items approved in the budget should be made by submitting a reimbursement form with accompanying receipts/invoices or appropriate documentation to the Regional Treasurer.
- d) The RD in consultation with the Regional Treasurer may make adjustments to the budget when necessary up to the limit of 10% of each approved line item.
- e) *The Regional Treasurer will submit a financial report at cabinet and regional convention business meetings and present a final financial report for the past year at the mid-year cabinet meeting.*

**5. REGIONAL DIRECTOR TRAVEL GUIDELINES/TRAVEL EXPENSES**

- a) The RD will be the official Representative for the Region at Area and International Conventions during his/her term.
- b) The RD's expenses will be subsidized as determined by the approved budget.
- c) The RD's travel for the Regional Convention and all budgeted club visits will be paid for by the Region.

**6. OTHER REGIONAL OFFICERS & SERVICE DIRECTORS TRAVEL GUIDELINES**

- a) Travel Expenses for the mid-year Cabinet meeting and Annual Regional convention will be paid by the Region for the RD, RDE, IPRD RST and District Governors.  
The RD may elect to subsidize attendance of the Youth Representative to the extent that can be included in the Regional budget.
- b) All travel should be booked in the lowest restricted coach fare class available at the time of booking for a flight that will arrive in time for the start of the meeting.

**7. Y'S MEN ACADEMY AND CLUB OFFICER'S TRAINING TRAVEL GUIDELINES**

- a) The travel expenses for the Leadership Training RSD and Dean may be budgeted within the Academy or Officer's training budget.
- b) Qualifying Club officers and members will be required to apply for Area Discretionary Fund reimbursement for travel from the Area. A travel receipt and application form will need to be completed and signed and submitted to the Area President-elect.

**8. APPOINTMENT OF REGIONAL SERVICE DIRECTORS AND ADMINISTRATIVE STAFF**

- a) Regional Service Directors (including a Y's Men Academy Dean, if needed) will be appointed by the in-coming Regional Director prior to the annual Regional Convention.
- b) The RD may also appoint other administrative staff as he/she deems necessary to effectively conduct the business of the Region.

**9. ALTERNATION OF OFFICERS TRAINING AND THE ACADEMY: HELD AT CONVENTION**

- a) The Ys Men Academy will be held every other year at the Regional Convention.
- b) The Officer's training will be held alternately with the Academy.

**10. CONVENTION SITE SELECTION AND PLANNING**

- a) The site for each subsequent year's convention will be determined during the business meeting at the current convention.

- b) The site will be selected by majority vote of the official delegates at the convention.
- c) The DG of the District hosting the convention may serve as convention chair or appoint a chair who will recruit and organize a planning committee.
- d) The sponsoring District will be responsible for developing and implementing a budget for the convention. It is hoped that expenses for each convention be kept reasonable so that fees can be kept affordable for all Y's Men.
- e) The agenda for the business meetings will be determined by the RD or other officer in charge of the respective meeting. The officer in charge of the meeting will be responsible for notifying all persons expected to attend the meeting to insure that they do not make conflicting plans such as choosing an airline departure too early, etc.
- f) The overall convention schedule and programs will be selected and planned by the convention chair and planning committee.
- g) Hotel rates, reservation procedures and payment methods should be reasonable, and, if possible, handled directly by the hotel. A charge card option for payment of hotel charges should be arranged. When possible, a charge card option for fees, meals, etc. should also be arranged.
- h) The convention budget will include payment of convention expenses (excluding air) for the Area Representative attending (selected and invited by the RD) and any Brotherhood Fund delegate who may be scheduled to attend our convention. Expenses for spouses or family members of these delegates will not usually covered by the convention.
- i) The RD will be responsible for orienting the Area Representative and BF delegate to their responsibilities at the convention including attendance at meetings, attendance at pre- and post convention events, reports or speeches to prepare, etc.

#### 11. REGIONAL BULLETIN

- a) The Regional Bulletin (Bulletin Board) will be edited by an editor appointed by the RD.
- b) All Y's Men and clubs are invited to submit items for the bulletin, but the final selection of items will be made by the editor.
- c) A minimum of 4 Regional Bulletins per year will be published.
- d) Distribution of the bulletin will be based on the guidelines in the Region's Communication Plan.

#### 12. REGION COMMUNICATION PLAN: please see the attached document.

#### 13. Y'S YOUTH SERVICE CLUB AND TEEN YOUTH COUNCIL

- a) The Region will take the leadership for the formation of Y's Youth Service Clubs and Teen Youth Council through the RSD Youth Activities and Youth Mentor.
- b) All guidelines as adopted by the International Council will be followed.

c) Expenses for subsidizing the operation of Y's Youth Service Clubs and the Teen Youth Council may be budgeted in the Region's budget subject to Regional Cabinet approval.

14. REGIONAL COUNSELORS' COUNCIL

- a) All Past Regional Directors and International Directors are automatically enrolled as a Regional Counselor.
- b) The Regional Counselor's Council will plan, direct and implement the Region's Leadership Development/succession Plan and serve as the primary body to provide counsel for Regional Constitutional Issues to the RD. Approval for Constitutional changes will remain a function of the delegates at the annual Regional Convention. The RD will serve as ex-officio on the council, unless he/she qualifies as a counselor.

15. NEW MEMBER ORIENTATION AND SUPPLIES

- a) Club Presidents are responsible to insure that new members are properly oriented by appropriate club members or officers.
- b) The Regions RSD Membership will maintain an adequate supply of new member pins and material for clubs.

16. LINES OF AUTHORITY: AREA, REGION, DISTRICT, CLUB

- a) The authority of the Area, Region, District and club in decision making will be consistent with International Constitution Guidelines.
- b) Whereas the Area does not control the business of the Region, the Region will follow all Area policies and procedures.
- c) Districts are units of the Region and receive their authority from the Region. DG's when appointed, report to the RD.
- d) Districts will follow all Region and Area policies and guidelines and By-Laws.

17. CLUB REQUEST FOR EXEMPTION TO ALLOW INTERNATIONAL VOTING PRIVILEGES

- a) Clubs who do not meet minimum requirements to qualify for International voting privileges, must submit an exemption letter to IHQ requesting an exception and allowance for voting privileges. A copy of the letter should be given to the RD. Requirements as specified in the International Constitution and/or Area Policies and procedures will be followed.

18. INTERNATIONAL, AREA, REGION AND CLUB DUES AND ASSESSMENTS

- a) All contributions for the Y's Men Endowment Fund should be submitted to the RSD Endowment along with written testimonies for inclusion in our Golden Book. All other International dues and Area dues as approved by the respective councils will be included with Hawaii Region dues.

Additional assessments may be charged each member if approved by the Regional Cabinet.

b) Service Area donations will also be collected along with International, Area and Regional dues and assessments. Guidelines for amounts to contribute per member will be based on goals set by the Area and the Region.

#### 19. CONTRIBUTIONS TO Y'S MEN SERVICE PROGRAMS

a) Service Area Donations to the various Y's Men International Programs, are voluntary.

b) It is the practice of the Hawaii Region, however, to meet all service area goals.

#### 20. GUIDELINES FOR REGIONAL PROJECTS

a) The purpose of the Region is to administer Y's Men International in Hawaii and not to initiate activity programs.

b) Regional Projects should be limited to Training events and Convention/ annual meeting events unless otherwise requested and agreed upon by clubs.

#### 21. REGIONAL WEBSITE

a) The Region will maintain a Regional Website which will include club and membership information related to the Hawaii Region primarily for members and prospective members of the Region.

b) The Region's website will be maintained by the Regional Webmaster in consultation with the RD.

c) Appropriate privacy and other policies as required by laws or regulations will be developed and applied to the website.

#### 22. UNOFFICIAL VISITS FROM TRAVELING Y'S MEN TO HAWAII

a) The Region will not accept requests from visiting Y's Men who are not official BF delegates or a brother club/member who has arranged a visit at least 12 months in advance.

b) Clubs are given the option to host visiting Y's Men at their discretion, but will not depend on the Region for hosting reimbursement.

c) Visits of current International and Area Officers (IP, IPE, AP, APE, IPIP, IPAP) will be excepted provided a minimum of 1 month's notice is given.

#### 23. MEETING AND END OF YEAR REPORTS

a) All Regional Cabinet members will submit a written report to the Regional Director for inclusion in the Regional Convention booklet.

b) Reports are to report on goals and results and provide other statistical related information.

c) Reports are usually submitted either by email or mail at least two weeks

prior to the meeting for inclusion in the convention booklet.  
d) Cabinet members unable to submit their reports by the above deadline must provide sufficient copies for all attendees at the respective meeting involved. Reports for the Region's midyear cabinet meeting should be brought in sufficient quantity to the meeting for distribution.

#### 24. VOTING AT CABINET MEETINGS

- a) Quorum at Regional Cabinet meetings will be met if at least 9 cabinet members are in attendance.
- b) Voting members on the Regional Cabinet includes the Regional Executive officers (RD, RD-E, IPRD, RST and DGs), Regional Counselors, and club presidents. Each of these Cabinet members will have one vote. RSDs (regional service directors) are not voting members of the regional cabinet but are expected to attend cabinet meetings for reporting purposes.
- c) Motions will need a simple majority for passage.
- d) All Regional Cabinet members must be notified by email or mail or courier at least two weeks prior to the meeting in order to constitute a "legal" meeting.

#### 31. ETHICS

- a) As a voluntary charitable and civic organization, Y's Men International has the duty to maintain the highest levels of integrity and honesty. All clubs are expected to conduct themselves in a manner which will strengthen our public image.
- b) All government laws will be followed.
- c) Y's Men will avoid any behavior, action or transaction that could be considered a conflict of interest.

#### 32. LEADERSHIP TRANSITION PROCEDURE

- a) All Cabinet members, Club Presidents, Regional Officers, District Governors, Regional Service Directors and the Regional Counselors' Council Chair should prepare information such as recent meeting minutes, procedures, calendars, budgets, policies and procedures, and any other information which would assist their replacement in getting started.
- b) An orientation meeting to help the new officer is recommended to provide basic information about duties of the position and to provide answers to any questions the new officer may have.
- c) The docket of information should be updated each year by the incumbent officer to insure continuity and a quicker start for the new officer.