

THE AREA OPERATION GUIDELINES OF THE ASIA AREA OF THE INTERNATIONAL ASSOCIATION OF Y'S MEN'S CLUBS

- Adopted at the Electronic ACM 10 January 2010.
- Ratified by the vote of CP 26 February 2010.
- Approved at the 37th ICM 3 August 2010.
- Officially in force from 1 July 2011.

Section I **THE AREA**

The Asia Area of the International Association of Y's Men's Club, also known as Y's Men International, shall consist of the Regions of Japan East, Japan West, Taiwan, South-East Asia, Philippines and Sri Lanka, provided that it shall always be permissible for the International Council to add to, or remove from the Area any Region; and in that event, the Area shall stand reconstituted accordingly.

Section II **PURPOSE AND OBJECTIVES**

The Asia Area shall promote and maintain the work of the International Association of Y's Men's Clubs within the Area. The purposes and objectives as stated in the International Constitution shall be a part of these Area Operation Guidelines.

Section III **AREA COUNCIL**

- A. The Area Council membership shall consist of all Regional Directors then in the office in the Area, with the Area President as Chairman.
- B. Voting members of the Area Council are the Regional Directors only, each with one vote.
- C. The Area President may invite the International Council Members from Asia as consultants and the Immediate Past Area President as an ex-official to the Council.
- D. The Area President shall be entitled to appoint, with the approval of the Council, Y's Men as secretary, treasurer, bulletin editor and other officers as considered necessary by the Council.

Section IV **AREA COUNCIL MEETING**

- A. The Area Council shall transact its business in the Area Council Meeting or by mail ballot with the approval of the Area President.
- B. The decisions of the Council shall be according to the majority vote of its members present at any meeting, or according to the majority votes taken by mail ballot.
- C. The Area President shall be entitled to a casting vote, in case voting at any meeting or by mail ballot happens to be equal.
- D. Four members of the Council shall constitute the quorum for a meeting for transaction of all business.
- E. In case a Regional Director is unable to attend an Area Council Meeting, he/she can send another officer from his/her Regional Team as his/her proxy.
- F. The Area Council Meeting shall be held, where possible, at least once a year.
- G. The Area Council Meeting shall be convened by the Area President or on his/her direction by the Secretary. There shall be two months advance notice for any meeting.
- H. Other meetings of the Council may be called by the Area President or may be requested by any Council Member and convened upon written approval of at least four Regional Directors.

Section V **COMMUNICATION**

- A. The Area President shall communicate with the Regional Directors and keep the Asian members of the International Council informed of the area activities.
- B. Twice a year, an Area Bulletin shall be published on the Asia Area Web-site and the link will be sent to the Regional Directors for distribution to all the clubs within the Area for access.

Section VI **AREA OFFICE**

- A. For purpose of promoting and maintaining the work of Y's Men's Movement in Area as mentioned in the International Constitution, Article VIII, the Area Council shall decide to establish the Area office if considered necessary.
- B. The operating policy for the Area Office, which shall not be in contravention of International Constitution, Article VIII, Section 3, shall be determined by the Area Council.

Section VII AREA CONVENTION

- A. Area Convention shall be arranged in the year when no International convention is held.
- B. The Area Council shall decide the time and venue for the Area conventions. Any bids for holding the Convention must be submitted to the Council two years in advance.
- C. The Area convention is convened and conducted by the Chairperson of the Area Convention Committee with the assistance of the Area President.
- D. The Area President shall appoint the Chairperson of the Convention Committee (preferably PAP) who shall select members (5-7 members) to form the Area convention committee.
- E. The host country on winning the bid to host the Area Convention will form a Host Convention Committee. The HCC will present the budget and details of the convention for approval at the Area Council.

Section VIII FINANCE

- A. The Area Council shall determine uniform area dues on a per capita basis. The area dues shall be collected from the clubs by the Regions in accordance with their membership as at each February 1 and August 1 and remitted to the Area Treasurer by March 15 and September 15 respectively.
- B. In the case where a Region cannot remit the dues to the Area owing to governmental restriction, amount collected may be kept by the Region. The Regional director shall submit half-yearly reports to the Area President for the area dues kept in the region.
- C. The Area Budget shall be set up by the Area President with the assistance of Area Treasurer, to cover the expenses of the Area Office and other expenses naturally related to the area work.
- D. The Area Budget will be tabled for approval the Area Council meeting.
- E. The Area Treasurer shall keep an account of all income received and expenses incurred by the Area office. He/She shall prepare the Area financial statement annually at the close of the service year and before the Area Council Meeting. The Financial statement shall be audited by an auditor selected by the Area Council and presented at Area Council Meeting.

Section IX ELECTION OF AREA PRESIDENT

- A. The Area President shall hold office for one term of one service year.
- B. When the result of the election of International Council members is announced by the International Office, the Outgoing Area President (Outgoing Chairman) shall conduct an election of an Area President Elect for the ensuing term. The only eligible candidates for election are those International Council Members from Asia for that respective year.
- C. The Area President Elect shall be elected by the members of the Area Council
- D. If the office of the Area President falls vacant, the same shall be filled by the Area President Elect.

Section X AUTHORITY BY INTERNATIONAL CONSTITUTION

(This section is a quotation from the International Constitution-Article V-Section 3E and 3F for reference purpose)

Section 3E: The Area Presidents shall be responsible for the coordination of the activities of the Regions in their Area. Twice a year they shall report to the International President concerning the situation and development in their Area. The Area Presidents shall function through the Area Office related to their Area if one exists.

Section 3F: The Regional Directors shall be the executive and coordinator for his/her Region and shall be responsible for the administration and finances for his/her Region. He/She shall report to the Area President of his/her Area.

Section XI AMENDMENTS

These Area Operation Guidelines may be amended upon two-thirds (2/3) affirmative vote of the Area Council and a two-third affirmative vote of the clubs in good standing in the Area, responding in a mail ballot, provided that notice of the proposed amendment shall have been submitted, in writing, to all members of the Area Council at least thirty (30) days prior thereto; and provided further that the adoption of the amendment is not in contravention of the purposes and policy of Y's Men International.