



CHAPTER HANDBOOK

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SECTION I

YMCA ALUMNI

MISSION STATEMENT

The mission of the YMCA ALUMNI is to enable members to promote a nurturing, worldwide Christian fellowship that provides educational, social, and charitable opportunities.

MEMBERSHIP

YMCA ALUMNI members are individuals who support the mission of the organization through payment of annual dues, and are current or former YMCA employees, spouses or surviving spouses of former YMCA employees.

ORGANIZATION

YMCA ALUMNI is incorporated in the State of Illinois as a not-for-profit organization for exclusively charitable and educational purposes within the meaning of 501(c)(3) of the Internal Revenue Code of 1986 now in effect or as may hereafter be amended.

Leadership is administered through the Board of Directors and officers elected by the General Council.

BOARD OF DIRECTORS

The Board of Directors is comprised of the following officers: President, three Regional Vice Presidents, Treasurer, Secretary, Past President, and Members at Large as appointed by the President.

GENERAL COUNCIL

The General Council is comprised of members of the Board of Directors and Chapter Presidents or their representative. Travel reimbursements for meetings will be determined by the current Board of Directors.

COMMUNICATIONS

Newsletter

The official newsletter of the organization is THE CONNECTION. Ten issues of YMCA of THE CONNECTION are distributed as follows:

- ☐ Four issues are printed and sent via U.S. mail
- ☐ Eight issues are electronic and sent via e-mail

Website

Website domain name is **YMCAalumni.org** (**www.ymcaalumni.org**). The site provides the most immediate and timely resources for members and prospective members including National and Chapter Publications in addition to National and Chapter leadership contact information.

Social Media

Facebook YMCA ALUMNI Page may be reached by visiting the YMCA ALUMNI website and clicking on the Facebook logo at the bottom of any page. This enables members to share news bulletins, events, photos and alerts with our **Facebook** friends. Several chapters have their own pages.

SECTION II

CHAPTER CHARTERING, ORGANIZATION, AND STRUCTURE

CHAPTER CHARTERING

YMCA ALUMNI members within a prescribed geographical area may form a chapter and request chartering from the Board of Directors.

Chapters which include a wide geographic area are encouraged to form clusters, i.e. groups of retired or active YMCA employees and their spouses, widows or widowers from smaller geographic areas who meet informally between chapter gatherings/meetings.

The purpose of a chapter is to further person-to-person relationships and camaraderie within and between the members.

Minimum Conditions for Chartering:

- ☐ Chapters shall hold at least an annual chapter meeting that includes election of chapter officers
- ☐ Chapters shall have a set of bylaws, a copy of which shall be sent to the president of the Board of Directors when the bylaws are adopted and each time they are revised.
- ☐ Chapters shall publish at least one annual newsletter to all members based on news worthy items of interest to their members.
- ☐ Each chapter is autonomous in administering its affairs and financing its programs. YMCA ALUMNI seeks to provide organizational, training support, requested consultation, and member information for the chapters.

STRUCTURE AND ORGANIZATION

OFFICERS

Normally, the officers of a chapter consist of the following: president, one or more vice presidents, secretary, treasurer, membership and newsletter editor. Some chapters combine offices and/or elect couples to the office.

Chapter officer terms shall coincide with the three-year terms of YMCA ALUMNI Board and Fiscal year of January 1 – December 31.

Responsibilities of the officers as outlined in the chapter's bylaws include:

President -

Responsible for the functioning of the chapter; presides over all gatherings/meetings; appoints committees; serves as ex-officio member of all committees; and insures compliance of the chapter to 501(c) (3) regulations. By virtue of office, is a member of the YMCA ALUMNI General Council, and is the primary link between the YMCA ALUMNI Board of Directors and the chapter.

Vice President -

Functions vary according to the needs of the chapter. Vice Presidents may be responsible for gatherings/meeting programs, program details, sites and arrangements, and/or special events.

Secretary –

Maintains accurate records of all business transacted by the chapter.

Treasurer –

Executes and maintains the financial business and records of the chapter. (Refer to Finance in Section IV).

Membership Chair -

Maintains chapter membership records. Works with the YMCA Alumni annual renewal campaign or conducts the chapter annual renewal campaign and reports results and records to YMCA Alumni. Engages in year- round enrollment of new members to increase chapter recruitment and retention.

Newsletter Editor –

Secures information and publishes the chapter newsletter according to the schedule and guidelines of the chapter.

Copies of the chapter newsletter shall be sent to YMCA Alumni Communications Manager for posting on website, to members of the YMCA ALUMNI Board of Directors, other chapter presidents and newsletter editors.

COMMITTEES

- *Executive Committee:* The executive committee may be composed of the officers, newsletter editor, immediate past president, and one or more members-at-large elected or appointed by the president. Standing committee chairpersons may also be included. The executive committee (or appropriate committee appointed by the president) shall meet annually prior to the beginning of the new program year to plan and schedule the upcoming year's activities

- *Standing Committees*: Some chapters may wish to appoint standing committees to assist with the program and service efforts of the chapter. Examples would be:

Membership Committee: Works with the YMCA Alumni annual renewal campaign or conducts the chapter annual membership campaign and reports results and records to YMCA Alumni. May also have the responsibility for recognition of birthdays and anniversaries. Engages in year- round enrollment of new members to increase chapter recruitment and retention.

Meeting Hospitality Committee: Responsible for insuring that all persons attending chapter meetings are made to feel welcome.

Service and Charitable Projects Committee: The charitable causes of the chapter, i.e. World Service, *Secours Speciaux*, ISSC (International Senior Service Corps), etc.

Emergency Assistance Fund and Special Needs Committee: Identifies and responds to members facing a life crisis or requiring financial assistance. This committee also encompasses responding to members experiencing difficult health and family issues.

- *Adhoc Committees or Task Forces*: From time to time it may become necessary for the President to form an ad hoc committee or task force i.e. Nominating Committee or to address a particular issue.

BYLAWS

Each chapter shall establish and maintain bylaws to direct the functioning of the chapter and fulfill the conditions of chartering as set forth in the YMCA ALUMNI Bylaws.

All chapters must include the following statement in their bylaws: “The _____ chapter is part of the YMCA ALUMNI which is incorporated in the State of Illinois as a not-for-profit organization for exclusively charitable and educational purposes within the meaning of 501(c)(3) of the Internal Revenue Code of 1986, as now in effect or as may hereafter be amended.”

Typical components to be included in bylaws are:

- Name of the chapter
- National YMCA ALUMNI Mission
- Purpose
- Membership
- Officers
- Committee structure
- Meetings
- Nominations and elections
- Financial policy
- Newsletter
- Amendments

FINANCES

The fiscal year for YMCA ALUMNI and its Chapters is January 1 through December 31. This coincides with YMCA ALUMNI's federal reporting obligations for the organization.

Chapters shall develop and adopt an annual budget based on recent experience and future gatherings/meetings and programs planned.

Chapters must maintain a bank account identified with YMCA ALUMNI Tax Identification and file chapter financial fiscal year reports with YMCA ALUMNI Treasurer for inclusion in annual YMCA ALUMNI's annual IRS Form 990.

SECTION III

MEMBERSHIP

FALL MEMBER RENEWAL CAMPAIGN

YMCA ALUMNI National and Chapter electronic membership dues solicitation is held from November 1-December 31, for all chapters/members, using prior year's enrollment. It is managed by YMCA ALUMNI, though chapters may conduct their own campaigns if desired.

Membership dues cover the period January 1-December 31 for the following year.

NEW members are Free for the first year and joining after October 1 will be considered members for the rest of the current year and the following year.

Renewing active members will be paying for the following year.

Renewing inactive members (those who were active members but let their membership lapse) will need to pay dues for the current year as well as the following year.

YMCA ALUMNI National/Chapter Membership is a single membership. Separate National or Chapter memberships are not permitted. Should a membership application not specify a chapter, the individual will be assigned a chapter in their area. National Membership Fee is \$25. Chapter membership fees vary. Membership forms include line items for both Chapter and National YMCA ALUMNI contributions. EAF and World Service conduct separate solicitations.

Chapter non-renewals clean-up - January 1-31
Cutoff for membership privileges – January 31

ON-GOING RECRUITMENT OF NEW MEMBERS

New members are solicited by local chapters throughout the year. Personal profile information is sent directly to the YMCA ALUMNI office for data processing per above.

CONTRIBUTIONS

Chapters may directly solicit funds for their chapters.

CHAPTER AFFILIATIONS

Chapters may continue with honorary or associate memberships, if they wish, understanding that these members will not be placed on membership lists for YMCA ALUMNI, and are not eligible for EAF or other benefits. Chapters may pay the YMCA ALUMNI fees for these members if they so choose.

SECTION IV

IMPORTANT DOCUMENTS TO BE MAINTAINED

In order for the chapter to meet the criteria set forth by the YMCA ALUMNI Articles of Incorporation, Bylaws, policies and guidelines, and Internal Revenue Service regulations, it shall maintain copies of:

- Articles of Incorporation of YMCA ALUMNI, incorporated under the laws of the State of Illinois, November 3, 1995.
- Bylaws of the YMCA ALUMNI of the United States, Inc.
- YMCA ALUMNI Policies and Guidelines

SECTION V

RELATED RESOURCES:

Related resources can be found at www.ymcaalumni.org:

- YMCA ALUMNI Regional Map
- Strategic Plan
- YMCA ALUMNI Bylaws
- Retirement with a Purpose

OUR PARTNERS

- Y-USA
- YMCA Retirement Fund
- WYFR
- Springfield College
- Sioux YMCA

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