

Young Ladies Grand Institute  
Procedures for Merging Institutes

1. The Institute notifies the Grand President of its desire to merge.
2. The Grand President appoints a Grand Officer or Past Grand President to act as an Advisor. The Advisor sends the Procedures for Merging Institutes to the Institute President. The Advisor is involved in all meetings held during all stages until the final account is made and the Quarterly Reports are sent to Grand Institute.
3. The Advisor contacts the Institute and arranges a meeting, either regular or special, for the purpose of discussing the question of merging.
4. Upon advancing to the decision to merge, the Institute notifies Grand Institute and all members by written notification 15 days prior to the date set to vote on the question of merging. (See Sample #1)
5. If there is a favorable vote of the majority of the members in good standing to merge, a letter is sent to the Accepting Institute of the merger.
6. After receiving the letter, the Accepting Institute notifies all its members in writing, 15 days prior to the date set to vote on the question of merger.
7. Upon a favorable vote of the majority of the members in good standing of the Accepting Institute, the Institute notifies the Advisor, and the merger may proceed.
8. The Advisor instructs the President of each Institute to appoint three members to act as the Committee to work out the details of the merger. At this meeting the Institute requesting the merger submits a report in writing of their membership, fund, assets (property) and liabilities. (See Sample #5 for a List of Funds, Assets and Liabilities & Suggested Helpful Member Information for the Accepting Institute.) The liabilities and current obligations are paid before the merger is final. No debts can be brought to the Accepting Institute. (See Sample #2)
9. Any member wishing to transfer to another Institute must do so at least 2 months prior to the date of the merger. (See YLI website [ylionline.org](http://ylionline.org) to download the transfer card or contact the Grand Secretary to obtain copies.)
10. After agreement is reached by the Committee members and the Advisor, the report is signed and taken back to each Institute for approval or rejection. If all details are not satisfactory, the Committee shall meet again to work out matters to the satisfaction of all concerned. This report is returned to the Institutes for approval. Upon a favorable vote of each Institute, the Committee can make plans for the merger.
11. The date and plans for the merger should be set in order to give the Accepting Institute time to plan a special meeting.
12. The Advisor invites the Grand President and Institute Deputies to the merger meeting.

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13. The Advisor remains in touch with both Institutes until the merger is complete. Her responsibility will not be complete until all funds and books are incorporated into the Accepting Institute and the Quarterly Report of the Institutes shows the merger. The Advisor must make sure assessments are paid. If the Merging Institute closes at the end of a quarter and the Accepting Institute does not hold their welcoming meeting until the beginning of the next quarter, the assessments must be paid by the Merging Institute.

The Merging Institute must also file the IRS 990N and the FTB 199N (California only) in accordance with IRS and FTB filing deadline requirements. When filing the tax forms, the Merging Institute must check (✓) the “Out of Business” box and send the “accepted” copies of the 990N and 199N tax forms to the Accepting Institute and Grand Secretary.

14. On the day of the merger, seats are reserved for the members from the Merging Institute.
15. The President follows the format of Transferred Members in the Meeting Procedure, substituting the word “merger” for transfer.

(President – Are sisters of the merging Institute present? Would the sisters come to the center of the room. It gives me great pleasure to introduce the following sisters. We are pleased to welcome all of you to our Institute, and now your Institute. We hope that you will continue to enjoy your membership and will participate in all the activities of the Institute.)

16. The merging members should or could have signed the Roll book prior to the meeting. If they have not, the Recording Secretary sees that the members sign the Roll Book as soon as possible. The Recording Secretary also writes the names of the absent members in the Roll Book. She will ensure that the YLI Form #0050 Beneficiary Meeting Eligibility Requirements is received from the Merging Institute for beneficial members.
17. At the end of the quarter, the Quarterly Report is completed with all necessary information; names of members received, roll numbers, change of membership, receipts, and assets as of the date of merger.
18. The balances of the Quarterly Report (Membership and Financial Information) prepared by the Trustees of the Merging Institute should be zero (0).
19. The roll book, member ledger pages, “accepted” IRS 990N and “accepted” 199N (California only) and minutes binders must be given to the Accepting Institute once the merger is complete.

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SAMPLE #1

MERGER QUESTIONNAIRE

(Must be sent to members 15 days prior to date set to vote)

Dear Sister, the members of (Name and Number of Institute) are considering merging with (Institute Name and Number).

Please check the following options and return entire form to the Recording Secretary in the enclosed envelope. The form must be received before ( Date ) (prior to date of vote)

- Yes, I am in favor of Merger
- No, I do not want to Merge
- Yes, I want to continue my membership
- No, I want to resign my membership
- Yes, I prefer my membership be transferred to (Accepting Institute of Merger)
- No, I prefer my membership be transferred to (Institute Name and Number)

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE OF MEMBER)

\_\_\_\_\_  
(DATE)

You will be notified of the results of the vote and will receive further instructions regarding your membership. If you have any questions, please contact your Institute Recording Secretary.

Beneficial Members

The Death Benefit was increased to \$2,800.00, effective September 11, 2021. Your Institute Recording Secretary will attach your Beneficiary Form #0050 when needed to apply for death benefits. (See YLI website [ylionline.org](http://ylionline.org) to download the Beneficiary Form or contact the Grand Secretary to obtain copies)

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SAMPLE #2

Institute Requesting Merger

Membership:           Beneficial   \_\_\_\_\_

                              Associate    \_\_\_\_\_

                              Honorary    \_\_\_\_\_

TOTAL MEMBERSHIP   \_\_\_\_\_

Funds to be provided to Accepting Institute \_\_\_\_\_

Dues for Members Merging \_\_\_\_\_

Ending Balance – Checking \_\_\_\_\_

Ending Balance – Savings \_\_\_\_\_

Property to be provided to Accepting Institute

\_\_\_\_\_

\_\_\_\_\_

Meeting Date \_\_\_\_\_

Accepting Institute    Approval

Rejection

Suggested Merger Meeting Date \_\_\_\_\_

Approval

Rejection

Signatures

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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SAMPLE #3

MERGING OF INSTITUTE

FINAL REPORT OF FUND FOR \_\_\_\_\_  
(Institute Name and Number)

Closing of Checking Account                      Check # \_\_\_\_\_                      \$ \_\_\_\_\_

Closing of Savings Account                      Check # \_\_\_\_\_                      \$ \_\_\_\_\_

Pro-Rata Fund per member merging into Accepting Institute                      \$ \_\_\_\_\_  
(Amount divided by total of members merging, after dues)

SAMPLE #4

MEMBERS TRANSFERRING FROM \_\_\_\_\_  
(Name and Number of Institute)

TYPE OF MEMBERSHIP	NAME	DATE OF INITIATION	DUES PAID	DUES PAID UNTIL	PRO-RATE OF FUND	TOTAL DUE	MERGING TO INSTITUTE
Beneficial	Jane Doe	xx/xx/xx	\$6.00	April 1, 2021	\$20.00	\$26.00	#300
Associate	Kate Carey	xx/xx/xx	\$4.00	April 1, 2021	\$20.00	\$24.00	#300
Associate	Kim Jones	xx/xx/xx	\$4.00	April 1, 2021	\$20.00	\$24.00	#300
Beneficial	Dottie Way	xx/xx/xx	\$8.00	April 1, 2021	\$20.00	\$28.00	#300
GRAND TOTAL			\$22.00		\$80.00	\$102.00	

Each member who requested a transfer must be listed.

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SAMPLE #5

SAMPLE LISTS OF FUNDS, ASSETS AND LIABILITIES

**Funds/Assets (Treasurer)**

- Checking balance
- Savings balance
- CD's/Bonds

**Properties**

- Audio Equipment (microphones)
- Banner
- Cross
- Electronic Equipment
- Flag Team Equipment
- Gavel
- Institute Books (Minutes, Roll Book, Member Ledger Book, Treasurer Book)
- Institute Charter
- Regalia
- Statue of the Blessed Mother

**Liabilities (Treasurer)**

- Outstanding checks
- Bills
- Contracts requiring financial liability
- Post Office Box – Closed/Paid

SUGGESTED HELPFUL MEMBER INFORMATION FOR THE ACCEPTING INSTITUTE

*(from Recording Secretary and Financial Secretary)*

- Member's Name
- Type of Membership
- Date of Birth
- Address, City, State & Zip
- Phone number
- Email, if available
- Date of Initiation
- Roll #
- Amount of Dues
- Dues Paid (Date paid up to)
- Transfer Requests
- # of Resignations
- # of Suspensions