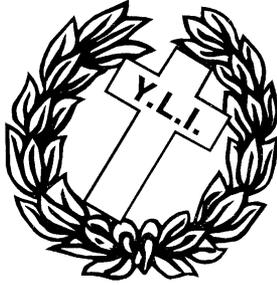


*Young Ladies’
Institute*



Members Handbook



OUR MOTTO

May Christ Triumph

OUR PRINCIPLES

Unity

Sisterly Love

Protection

OUR EMBLEM

*The Cross within
the Laurel Wreath*

OUR COLORS

White and Blue

MEANING OF YLI

Dear Member:

Welcome to Young Ladies' Institute! You are now an important member of an outstanding Catholic women's organization, which has for its objects the moral, mental and social advancement of Catholic Women. It is an opportunity for you to become acquainted and work with other Catholic women in your church and community.

Young Ladies' Institute was founded on the Christian principles of charity and love. Through the years our history reflects our care and concern for each other and for those in sickness or need.

You have joined an organization that was truly conceived in the spirit of charity. Our first Institute, California No. 1, was organized September 5, 1887, in the city of San Francisco under the guidance of Annie M. Sweeney, Mary E. Richardson and Emily Coogan. Our founding sisters were motivated to help a young woman and others like her who needed assistance when ill and without means of livelihood. Our charity encompasses not only our own members but has expanded to a more active participation in church, community and world affairs. We have developed a sense of social responsibility which embodies the corporal and spiritual works of mercy. Our acts of kindness and love fulfill the spirit and purpose for which we were organized.

Young Ladies' Institute is an ecclesiastically approved organization. Our programs have gained us the gratitude and respect of Bishops and Priests alike. Our Chaplains are valuable members of the Institute and their advice and counsel contribute to the success of our programs.

At the time of initiation, we promise as Catholics to comply with the laws of the Church, to spread the good news of our Faith and to uphold the Church and her teachings. We must have faith and believe that God is working through us to help those around us come to a greater understanding and love

of God and His Church. We are all members of the Mystical Body of Christ. This is our mission as members of Young Ladies' Institute.

Our principles are Unity, Sisterly Love and Protection – the golden links to the Christian virtues, Faith, Hope and Charity. Our Patroness, the Blessed Mother, invokes our love and devotion. Mary is our source of spiritual enrichment. Her colors of white and blue, signifying purity and truth, are the colors of our organization.

Each Institute is encouraged to affiliate with the National Council of Catholic Women. Through this affiliation the Institutes become participants in the official NCCW programs with the guidance of hierarchy.

We are proud of the heritage, traditions and cultures that make up the tapestry of our Order. The emblem of our Order is the “Cross within the laurel wreath, signifying our believe that only in this symbol of man’s redemption can we expect the crowning victory of eternal happiness.”

The motto of our Order, “May Christ Triumph,” is a constant reminder of our personal and collective search for holiness and growth in Christ. We are grateful to our Founders whose vision and dedication built a solid foundation of Christian principles and ideals in which to achieve the excitement and challenge of the years to come.

MEETING PROCEDURE

Our meetings are conducted in accordance with an approved order of business and ceremony which has been developed over a period of time. Prescribed procedure is intended to expedite the meeting. The order of business complies with good parliamentary practices and follows *Robert's Rules of Order*.

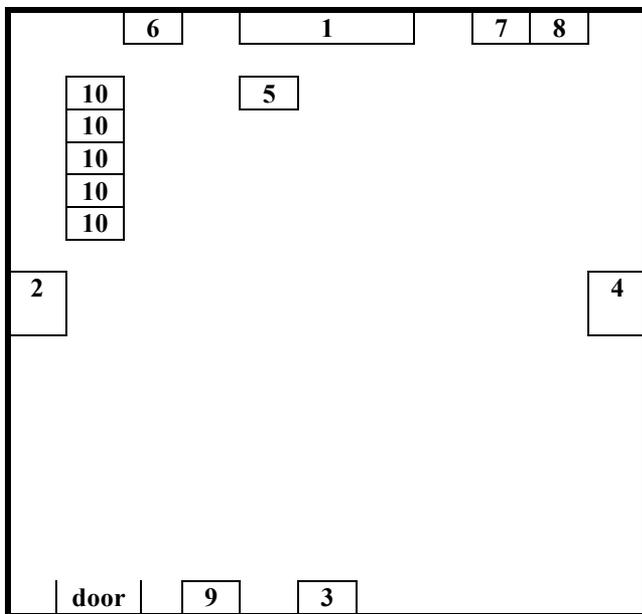
All Institutes follow the same order of business and ceremony, allowing a member to visit another Institute and follow the meeting procedure.

Our meetings are open to all members, religious, and clergy. A prospective member may be invited to attend up to two meetings within a six-month period before joining an Institute.

This *Members Handbook* is a guide to acquaint you with our meeting procedure.

We have other sources of information such as the YLI Constitution, History Book, Manual for Officers and Deputies, Grand Institute Proceedings, all of which may be obtained through the Grand Secretary's office or from the Institute you have joined.

SAMPLE FLOOR PLAN OF MEETING ROOM



1. President
2. Past President
3. 1st Vice President
4. 2nd Vice President
5. Marshal
6. Recording Secretary
7. Financial Secretary
8. Treasurer
9. Sentinel (near door)
10. Trustees

ORDER OF BUSINESS

1. OPENING CEREMONIES

The President calls the meeting to order with ONE TAP of the gavel. Members arriving late shall enter and take a seat at the rear of the room until after Opening Ceremonies, Initiation, or Reading of the Minutes.

The President taps the gavel THREE times – all members shall rise and remain standing until the President seats the members with ONE TAP of the gavel after the Pledge to the Flag.

The Chaplain or Past President recites the prayer.

The Salute to the Cross and the Pledge of Allegiance to the Flag shall be recited by all members.

The Salute to the Cross is given standing, facing the Crucifix with your hands in prayer form. The Pledge of Allegiance will be given standing, facing the Flag with your right hand over your heart. You will have hands free of all articles.

SALUTE TO THE CROSS: Unto the King Eternal, Immortal and Invisible, the only God, be honor and glory forever. Amen.

PLEDGE TO THE FLAG: I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Reception of visitors by the President

Roll Call of Officers and excuses of absentees.

A member shall stand when addressing the President.

2. APPLICATIONS FOR MEMBERSHIP AND INITIATION

The Recording Secretary reads the report of the Committee on Applications and Medical Statements. The President asks for a motion.

The proper method to offer a motion is to rise and say, “Madam President;” she will recognize you by name; then you say, “I move that the report be accepted, the Membership Cards (and Medical Statements) be sent to the Grand Secretary, and the applicants be elected to membership in _____ Institute No. ____.” Another member must second the motion. The President states the motion as offered and seconded. Debate or discussion is in order, after which the vote is taken.

Initiation

You should be attentive to the initiation charges. When the new members are conducted to their chairs, the Initiation Ode may be sung.

INITIATION ODE

We fondly bid thee welcome
Amid our love linked band –
We haste to hail thy coming
And clasp thy gentle hand –
Here, with tend’rest smiles we meet thee
Here, as Sister, thee salute
Gladly, sweetly, now we greet thee
Member of our Institute.

3. READING OF MINUTES

Listen while the Recording Secretary reads the minutes of the previous meeting. At the conclusion, if you have

noticed any errors or omissions rise, address the President and call them to her attention.

4. REPORTS OF OFFICERS

The Recording Secretary and Treasurer report duties performed since the last meeting.

The Board of Trustees report quarterly on the financial and membership status of the Institute and assessments due Grand Institute. A motion to accept the report and pay assessments is necessary. (See page 14 for the proper procedure for all motions.)

5. DEATH OF A MEMBER

The President announces the death of a member

6. SICKNESS OF MEMBERS

The Recording Secretary reports all members who are ill.

When you learn that any member is ill, notify the President or Recording Secretary.

Report of Visiting Committee

Committee members report on members visited. A motion is necessary to accept the report if Institute pays sick benefits. (See page 14 for the proper procedure for all motions.)

Only for Institutes paying sick benefits: The Physician's Reports must be read. A motion to accept the report and pay benefits is necessary. (See page 14 for the proper procedure for all motions.)

7. REPORTS OF COMMITTEES

Committee reports are made under the following headings: Spiritual, Community Activities, Cultural and Educational and any others.

A motion is always necessary to accept reports that include money. (See page 14 for the proper procedure for all motions.)

8. COMMUNICATIONS

All official communications from the Grand President or Grand Secretary must be read and accepted by motion. Action, if necessary, is taken on any other communication as it is read. (See page 14 for the proper procedure for all motions.)

9. BILLS

After bills are read, a motion to accept and pay the bills is necessary. (See page 14 for the proper procedure for all motions.)

10. UNFINISHED BUSINESS

The Recording Secretary reports on items tabled at a previous meeting.

11. NEW BUSINESS

Includes: Nominations and elections of officers and delegates; the President makes appointments; the Treasurer reports interest received (motion necessary); Reports of Grand Institute, District Meetings/Conferences and Officers meetings; and any other business new to the Institute. (See page 14 for the proper procedure for all motions.)

12. ARREARAGE AND SUSPENSION

The President must read the arrearage list at the first meeting of each month. The President must suspend a member who is six months in arrears at the first meeting of the seventh month of owing dues. A member suspended for non-payment of dues may be reinstated within 65 days after date of suspension upon payment of all arrearage and dues accrued up to the time of

reinstatement by majority vote of all the members present and will be in good standing after date of reinstatement.

A member in arrears shall not be entitled to vote. A member is in good standing after full payment of all arrearage. She is entitled to vote and is eligible to run for office or delegate. Beneficial members are not eligible for sick or death benefits while in arrears.

13. RECEIPTS

The Financial Secretary reports all money received since the last meeting.

14. GOOD OF THE INSTITUTE

A motion is out of order here. If a motion is desired, refer back to proper heading.

Official Visitors and Chaplain are asked to speak.

Announcements, etc. may be made.

15. CLOSING CEREMONIES

The closing prayer is said by the Chaplain or Past President. The Memorare, Prayer for Vocations and three Hail Marys are recited by all.

MEMORARE

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to your protection, implored your help, or sought your intercession was let unaided. Inspired by this confidence, I fly unto you O Virgin of virgins, my Mother! To you I come; before you I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in your mercy, hear and answer me. Amen.

THE PRAYER FOR VOCATIONS

Father, in your plan for our salvation you provide shepherds for your people. Fill your Church with the spirit of courage and love. Raise up worthy ministers for your altars and ardent but gentle servants of the gospel. Grant this through our Lord Jesus Christ, your Son, who lives and reigns with you and the Holy Spirit one God, for ever and ever. Amen.

Three Hail Marys.

The Marshal collects the regalia from the officers, then the meeting is declared closed by the President.

RELATIONSHIP TO YOUR INSTITUTE

One of the greatest gifts you will ever receive has just been bestowed on you. You have been welcomed into one of our many Institutes in the four western states.

Much of what your membership means to YOU depends on YOU. You must be willing to give of yourself by:

Attending the meetings regularly.

Making friends with your sister members.

Joining in the activities of the Institute.

Be willing to offer suggestions and ideas.

Working on committees.

Keeping your dues paid up to date.

Enter wholeheartedly into as many activities of your Institute as you can. Many lasting friendships and happy memories will be gained – as will the sense of doing God’s work through the many spiritual and welfare activities offered by your Institute.

Remember and repeat often the following:

*I am only one, but I am one.
I cannot do everything, but I can do something.
What I can do, I ought to do.
And what I ought to do, I will do.*

RELATIONSHIP TO YOUR DISTRICT

You now belong to one of the twenty-three districts of Young Ladies' Institute throughout the four western states. Your District includes several neighboring Institutes and is under the guidance of a District Deputy who is appointed by the Grand President to coordinate District activities.

Many Districts have annual meetings or conferences with outstanding programs which give an insight to the Church and Young Ladies' Institute.

Many activities such as welfare projects, retreats, days and/or evenings of recollection, Golden Jubilee Bourse presentations and the Third Sunday of Lent may be sponsored by the District and your participation is of the utmost importance.

The responsibility rests with all members of Young Ladies' Institute to develop Catholic leadership in our communities. By your participation and action in District affairs, we can truly exemplify our motto – "MAY CHRIST TRIUMPH."

RELATIONSHIP TO GRAND INSTITUTE

Grand Institute is comprised of Delegates from each Institute, Grand Officers and Past Grand Presidents and has jurisdiction over the Institutes within the four western states of California, Washington, Oregon and Hawaii.

The Grand Institute office is located at St. Mary's Cathedral, Lower Level, in San Francisco, California, where the Grand Secretary has her office and is available to assist any member of Young Ladies' Institute.

A Grand Institute convention is held once a year. It is held in different areas throughout the four western states. At these conventions, reports are presented by the Grand Officers and all committees of the Grand Institute, as well as the activities and accomplishments of the individual Institutes. It is a time to share and to learn from one another of the many wonderful and beautiful projects the Institutes are promoting. At the legislative sessions of Grand Institute, amendments to the Constitution may be proposed and acted upon in accordance with the Constitution.

Anyone who attends a Grand Institute convention cannot help but come away a better person, filled with enthusiasm and dedication. We hope someday you will attend a convention and perhaps become one of the delegates and eventually a Grand Officer.

Unity of all members and of all Institutes is accomplished in promoting projects and support by the coordination and closeness in which we work. The following diagram will help you understand the importance of YOU, the individual member, and what an important role YOU play in the life of Young Ladies' Institute.

INDIVIDUAL MEMBERS

Elect the

INSTITUTE DELEGATE TO GRAND INSTITUTE

Who elects the

GRAND OFFICERS

and

GRAND PRESIDENT

Who appoints the

INDIVIDUAL MEMBERS

as

DEPUTIES

and

COMMITTEE MEMBERS

The Golden Jubilee Burse for Seminarians is the one activity that each member is asked to support. This memorial

was established in 1935 anticipating the commemoration in 1937 of the 50th Anniversary of the founding of Young Ladies' Institute. The enthusiasm and effort of the members has caused the donation to grow from the initial gift of \$1,500 to an annual gift of over \$50,000. Your Archdiocesan or Diocesan seminarians are the recipients of your Institute's contribution.

To commemorate the 100th Anniversary of Young Ladies' Institute in 1987, a Centennial Memorial statue of Our Lady of the Assumption was placed in St. Mary's Cathedral in San Francisco. The Centennial Memorial Scholarship was also established.

Also available to YLI members in addition to the Centennial Memorial Scholarship are the Memorial Fellowship, Health Science and Liberal Arts scholarship. Information and applications may be obtained through your secretary.

When you speak of Young Ladies' Institute, always speak with loyalty and sincerity. Let your voice and your actions be proof of your support. Be proud of our purpose to instill in our members true Catholic ideals and spirit in the affairs of Church and Country, and to assist one another in time of sickness or need and to foster the moral, mental and social advancement of our members.

No more important or significant advice can be given than to repeat the words of one of our former Grand Chaplains, Right Reverend Monsignor William Reilly, spoken at the 53rd Grand Institute:

**You are members of YLI –
You Live it!
You Love it!**

PROPER PROCEDURE FOR OFFERING A MOTION

RISE AND SAY, "MADAM PRESIDENT"

(Wait for her to recognize you, then say)

"I MOVE THAT THE _____
(report, letter, etc.)

BE _____.
(accepted, held, etc.)

(Then be seated.)

Debate or discussion is in order when the president asks "Are you ready for the question?" A vote is taken after the debate or discussion is finished.

ABOUT MY INSTITUTE

Institute Name/Number _____

Meeting Date/Time _____

President _____

Recording Secretary _____

Financial Secretary _____

ABOUT GRAND INSTITUTE

Grand President _____

Grand Secretary _____

Email: yligrandsecretary@yahoo.com

Mailing Address: P.O. Box 160286, Sacramento, CA 95816

YLI Clubhouse Street Address (DO NOT MAIL TO THIS
LOCATION) 1400 27th Street, Sacramento, CA 95816

Phone: (916) 970-5127

Website: www.ylionline.org

