

Young Ladies' Institute



Member's 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

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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:

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Sacramento, CA 95816

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Dear Sister,

CONGRATULATIONS and WELCOME to Young Ladies' Institute!

You are an important member of an outstanding Catholic women's organization, which has for its objects the moral, mental, and social advancement of Catholic women. Your membership 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 faith, hope, and charity. Through the years, our history reflects our care and concern for each other and for those in sickness or need.

You are part of an organization that was 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 financial means. 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.

At the time of initiation, we promise as Catholics 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, through Grand Institute, is affiliated 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

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, forever and ever. Amen

THREE HAIL MARYS

Hail Mary, Full of Grace, the Lord is with you. Blessed are you among women, and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners now, and at the hour of death. Amen

The officers are asked to remove their regalia. Then the meeting is declared closed by the president. The marshal collects the regalia following the meeting.

PROPER PROCEDURE FOR OFFERING A MOTION

RISE AND SAY, "MADAM PRESIDENT"

(Wait for the president to recognize you, then say)

"I MOVE THAT THE

(report, letter, funds, receipts, 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.

ARREARAGE AND SUSPENSION

The president reads the arrearage list at the first meeting of each month. The president suspends 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 death benefits while in arrears.

RECEIPTS

The financial secretary reports all money received since the last meeting.

GOOD OF THE INSTITUTE

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

Official visitors are asked to speak. The chaplain is the last speaker.

Announcements, etc. may be made.

Before the grand officer speaks at her official visit, the institute president asks for the reading of the activities report.

CLOSING CEREMONIES

The chaplain or past president leads the closing prayers.

We fly to your patronage, O Holy Mother of God. Despise not our petitions in our necessities; but deliver us from all dangers, O ever glorious and Blessed Virgin. May the Divine assistance remain always with us and may the souls of the faithful departed, through the mercy of God, rest in peace. Amen.

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 left unaided. Inspired with this confidence, I fly unto you, O Virgin of virgins, my Mother! To you do 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

wreath, signifying our belief 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 by which we do the good work of YLI today.

Enjoy your membership by coming to meetings regularly, making friends with your sister members and joining in our activities. In this way you will share in the many spiritual, charitable and social advantages, which your membership affords.

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.

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

Attending meetings regularly.

Making friends with your sister members.

Joining in the activities of the Institute.

Be willing to offer suggestions and ideas.

Inviting other Catholic women to join.

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.

RELATIONSHIP TO YOUR DISTRICT

You now belong to one of the twenty-one districts of Young Ladies' Institute throughout the four western states of California, Oregon, Washington, and Hawaii. Your district includes several neighboring institutes and is under the guidance of the district deputy who is appointed by the Grand President to coordinate district activities.

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

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, you 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 One Peter Yorke Way in San Francisco, California, where the Grand Secretary has her office. The Grand Secretary is available to assist any member of Young Ladies' Institute.

The 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 the committees of the Grand Institute. 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 comes away filled with enthusiasm and dedication. We hope someday you will attend a convention, perhaps as 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(S) TO GRAND INSTITUTE
which elects the
GRAND OFFICERS
including the
GRAND PRESIDENT
who appoints the
INDIVIDUAL MEMBERS
as
DEPUTIES
and
COMMITTEE MEMBERS

SICKNESS OF MEMBER(S)/PRAYER REQUESTS

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.

REPORTS OF COMMITTEES

Committee reports are made under the following headings: Spiritual, Community Activities, Cultural and Educational and others. A motion is always necessary to accept reports that include money. *(See page 10 for the proper procedure for all motions.)*

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 10 for the proper procedure for all motions.)*

BILLS

After bills are read, a motion to accept and pay the bills is necessary. *(See page 10 for the proper procedure for all motions.)*

UNFINISHED BUSINESS

The recording secretary reports on items tabled at a previous meeting.

NEW BUSINESS

Includes: Nominations and elections of officers and delegates; nominations of the nominating committee, reports of Grand Institute and district meeting or conferences. The president makes any necessary appointments. The treasurer reports interest received (a motion is required). Business new to the institute should be discussed and acted upon. No debate or information discussion is in order unless a motion is presented.

APPLICATIONS FOR MEMBERSHIP AND INITIATION

The recording secretary reads the report of the Committee on Applications. The president asks for a motion. *(See page 10 for the proper procedure for all motions.)*

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.*

READING OF THE MINUTES

Listen while the recording secretary reads the minutes of the previous meeting. At the conclusion, if you notice any errors or omissions, rise, address the president and call them to her attention.

REPORTS OF OFFICERS

The recording secretary and treasurer report duties performed since the last meeting.

The Board of Trustees reports 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 10 for the proper procedure for all motions.)*

DEATH OF A MEMBER(S) OR IMMEDIATE FAMILY MEMBER(S)

The president announces the death of a member or family member.

Golden Jubilee Burse

The Golden Jubilee Burse for Seminarians is one of the activities members are asked to support. This memorial was established to commemorate the 50th Anniversary of the founding of Young Ladies' Institute. The initial donation in 1937 was \$1,500. The enthusiasm and effort of the members has caused donations to grow. Since that time, over \$3.5 million has been donated to the Archdiocese/Dioceses where our Institutes are located. The 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, California. The Centennial Memorial Scholarship was also established.

YLI Scholarships

Also available to YLI members, in addition to the Centennial Memorial Scholarship, are the Memorial Fellowship, Health Science and Liberal Arts scholarship; Associate Degree scholarships; Ella M. Comyns and Agatha J. McDonald scholarships; Enid Olivi Schoor scholarship; Bernice E. Etcheber scholarship; and Helen Garrett Krom Scholarship. To commemorate the 125th Anniversary of Young Ladies' Institute in 2012, the 125th Anniversary scholarships were established.

YLI members must be a member in good standing for one year to be eligible to apply for these many scholarships. Applications can be obtained by contacting the Grand Secretary's office.

In Closing

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 our Church and our 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!**

MEETING PROCEDURE

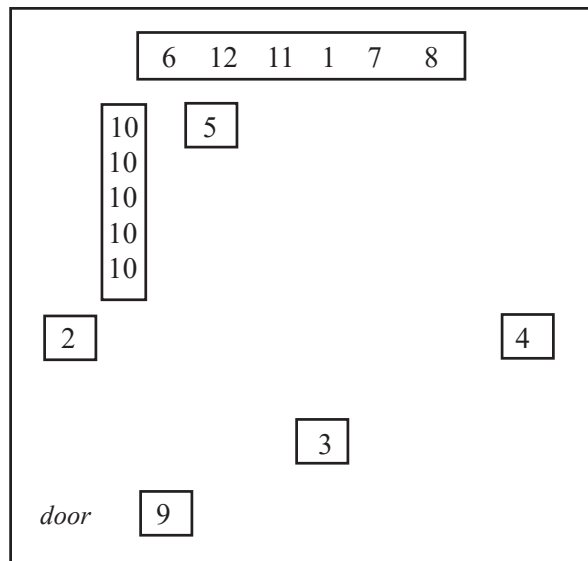
Our meetings are conducted in accordance with an approved order of business and ceremony, which has been developed over a period of time. The prescribed procedure is intended to expedite the meeting. The order of business complies with good parliamentary practices and follows *Robert's Rules of Order*.

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, YLI 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. 1 st Vice President |
| 4. 2 nd Vice President | 5. Marshal | 6. Recording Secretary |
| 7. Financial Secretary | 8. Treasurer | 9. Sentinel (<i>near door</i>) |
| 10. Trustees | 11. Institute Deputy | 12. District Deputy (<i>when present</i>) |

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 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 leads the prayer.

Gracious and loving God, creator of all that is good, we thank you for the many gifts you have given us: the gift of your love, the gift of our Institute and our sisterhood. May we be open to your presence among us. We humbly ask that you would open our hearts to your guidance and direct our work so that our actions are pleasing to you. As we proceed with this meeting grant that we truly live out our principles of unity, sisterly love, and protection and promote the moral, mental and social advancement of all.

The Salute to the Cross is given standing, facing the Crucifix with your hands in prayer form.

SALUTE TO THE CROSS:

Unto the King Eternal, immortal and invisible, the only God, be honor and glory forever. Amen.

The Pledge of Allegiance is said standing, facing the Flag with your right hand over your heart. Your hands should be free of all articles.

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.

A member shall stand when addressing the president.