



HANDBOOK

2026

The background of the cover is a dark blue image showing the silhouettes of several people standing on a rooftop or balcony, looking out over a city skyline at dusk or dawn. The sky is a mix of deep blue and purple, with some light reflecting off the water or city lights in the distance. The overall mood is contemplative and forward-looking.

HANDBOOK 2026

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Young Minds International

Gokulam Convention Centre
Cochin | 12th May 2024

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Forward

Dear Young Minds Member,

It gives me immense joy and pride to welcome you to Young Minds International—a movement built on the enduring values of service, fellowship, leadership, and compassion. If you are reading this as a new member, let me begin by congratulating you on making a meaningful and inspiring decision: the decision to become part of a family that believes in using collective goodwill and action to impact lives.

Young Minds International is much more than an organization. It is a movement of people who are united by a shared conviction—that every individual has the power to make a difference in the life of another. Our journey is driven by empathy, strengthened by friendship, and guided by the desire to build a more caring, inclusive, and responsible world. Each member who joins this movement adds new energy, new ideas, and new possibilities to our mission. Your presence among us is therefore not just welcomed; it is deeply valued.



This Handbook has been prepared with that spirit in mind. It is intended to be a practical and dependable companion for every Young Minds member, especially those who are beginning their journey with us. Within these pages, you will find the essential information, guiding principles, and key documents that define our movement and support our functioning. It brings together the important aspects of Young Minds International in one place so that every member can easily understand who we are, what we stand for, how we function, and how each of us can contribute meaningfully to our shared mission.

For a new member, this Handbook will serve as an introduction to the vision, values, structure, and culture of Young Minds International. For existing members, office bearers, and leaders, it will continue to be a handy reference document—one that can guide planning, decision-making, and service execution. Whether you are participating in club activities, leading a project, taking up a leadership role, or simply seeking to understand the movement more deeply, I hope this Handbook becomes a trusted resource throughout your Young Minds journey.

At Young Minds International, we believe that service is not an occasional act; it is a way of life. We believe that leadership is not about position, but about responsibility. We believe that fellowship is not merely about gathering together, but about standing together for a greater cause. Above all, we believe that when people of goodwill unite with clarity of purpose, extraordinary transformation becomes possible.

As you turn these pages, I encourage you to see this Handbook not merely as a collection of documents, but as an invitation—an invitation to belong, to participate, to serve, to lead, and to grow. Young Minds International offers each member a platform to contribute talents, develop leadership, forge lasting friendships, and become part of initiatives that bring hope and dignity to communities in need.

Before I conclude, I would like to place on record my sincere appreciation to Mr. Jacob Philip, Area Secretary, India Area, whose wholehearted support, commitment, and tireless efforts were instrumental in transforming the idea of this Handbook into a reality. I also extend my heartfelt congratulations to Mr. Linu Conil, APD, for designing the beautiful and elegant cover of this Handbook, which reflects the spirit and identity of our movement with remarkable creativity.

Thank you for choosing to walk with us on this journey of purpose and service. I warmly welcome you to the Young Minds family and wish you a deeply meaningful, fulfilling, and impactful association with Young Minds International. Together, let us continue to impact lives through service.

With warm regards,

Mathewkutty Sebastian
International Secretary General
Young Minds International

YMI Prayer

Bless our minds to
have noble thoughts and actions.
Fill our hearts with love,
compassion and joy.
Lead our paths to nurture our
wonderful world.
Unite us as one body and mind in
peace and harmony.
Empower us to impact lives through
selfless service.



YMI Pledge

*Please raise your right hand and repeat the
YMI pledge after me*

We pledge,
To impact lives through
meaningful service.
To uphold every responsibility,
with passion and integrity
And to serve our Nation and the
YMI Movement with
pride and dignity.
Thank you



Young Minds International Anthem - Lyrics

[Chorus]

Young Minds, together we shine
Impacting lives through service divine
Young Minds, forever we stand
Changing the world with heart and hands

[Verse 1]

We light the fire, we keep it strong
A thousand voices united in song
Step by step, we move as one
Powered minds, the work begun

[Chorus]

Young Minds, together we shine
Impacting lives through service divine
Young Minds, forever we stand
Changing the world with heart and hands

[Verse 2]

Through every challenge, we'll find our way
Building tomorrow, day by day
With courage, justice, hope in our eyes
Together we rise, together we rise

[Chorus]

Young Minds, together we shine
Impacting lives through service divine
Young Minds, forever we stand
Changing the world with heart and hands



Constitution of Young Minds International

Article – I: Motto, Headquarters & Emblem

ART I.01: This organization shall be known as ‘Young Minds International’ hereinafter called also as YMI and its motto shall be “To Impact Lives through Service”.

ART I.02: The Headquarters of this organization will be at Bangalore, India.

ART I.03: The emblem of the organization shall be the letters YMI in white and gold on a navy- blue background.

Article – II: Purposes & Objectives

The purposes and objectives of YMI are:

1. To serve people in need in the local community and globally.
2. To follow universal ethical teachings.
3. To foster friendship, family fellowship and networking among members.
4. To take up worthy projects to protect human rights and the environment.
5. To grant charter and affiliate units of the Young Minds International.

Article – III: Membership

ART III.01: The members shall include all those inducted into membership by YMI directly or through the affiliated clubs and have agreed to follow the Constitution, Bye-Laws and the rules of the YMI.

ART III.02: Membership is open to men and women aged 18 years and above. Admission shall be through invitation and sponsorship by existing members.

ART III.03: Membership is open to persons of good character and conduct regardless of caste, creed, religion, language, gender, colour or nationality.

ART III.04: All membership applications, other than the founding members who joined the movement at its inception, must be recommended by two existing members.

ART III.05: Individuals can become members of clubs meeting online with remote membership.

ART III.06: The International Presidium can approve other types of membership such as corporate membership.

ART III.07: YMI through its duly constituted conflict management bodies shall have the right to warn, admonish, suspend or revoke membership subject to rules and provisions prescribed for misconduct, for defying orders of the Arbiters of Justice, working against the interest of the YMI, and non-payment of dues despite reminder.

Article – IV: Organizational Structure & Territorial Divisions

ART IV.01(a):

The basic unit of YMI shall be the Club.

Multiple clubs in a particular locality shall comprise a District.

Multiple Districts shall constitute a Region.

Multiple Regions in a country or countries shall constitute an Area. All the Areas of the World constitute the International.

The International Presidium shall have the authority to create, divide or integrate territorial units at the Area levels.

The Area Presidium shall have the power to create or alter the territory of the Regions. The Regional Presidium can create or alter the territory of the Districts.

ART IV.01 (b)

India and the Middle East shall have a single Area comprising of 5 Regions. The International Presidium can create Area for other countries as deemed necessary.

ART IV.02 (1)

There shall be elected Presidiums at the International, Area, Regional, District and Club levels.

The Council at the International shall be known as the International Presidium exercising the ultimate authority in the executive, administrative and legislative functions as prescribed.

The general rule shall be that only elected officers have voting rights. Appointed and nominated officers shall not have voting rights.

ART. IV.02 (2) (a)

The International Presidium shall be presided over by the International President, the Area Presidium by the Area President, the Regional Presidium by the Regional Chair, the District Presidium by the District Governor and the Club Presidium by the Club President. They shall administer in consultation with their respective Presidium.

ART IV.02 (2) (b)

The Secretary and Treasurer at all levels shall be honorary. The Secretary of the International Presidium known as the International Secretary General shall be nominated by the Presidium on the recommendation of the International President and he shall be a member of YMI. The term of office shall ordinarily not exceed two years. However, if a substitute is not found, the International Secretary General can be given a single two- year extension by the Presidium. The Treasurer shall be nominated by the Presidium on the recommendation of the International President and he shall be a member of YMI.

Office staff can be employed for clerical jobs but will have no official roles.

ART IV.02. (2) (c): VACANCY IN OFFICE

If a vacancy due to death, incapacity, resignation or punitive action occurs to an elected office such as the International President, Area President, Regional Chair, the District Governor or the Club President, the officer elect shall automatically assume charge. If an elect officer serves six months or more in such a capacity, he or she shall not be entitled to another full term in office. If the elected member who so assumes office serves less than six months, he or she shall be entitled to another full term in office. The assumption of charge by an elected member will be subject to the approval of the concerned Presidium, confirming the date the particular office fell vacant.

ART IV.02 (3)

The Presiding officer at every level of YMI shall be duty bound to summon their Presidium meetings periodically or every quarter.

In the event the presiding officer fails to summon the meeting, the Senate or the Grand Council can direct the IPE, APE, RCE, DGE or anyone else in the Presidium to summon the meeting and transact regular business. This direction shall be binding on all parties concerned.

ART IV.02 (4) (a)

There shall be only one Constitution for the entire organization.

The International Presidium shall consist of 18 members elected from different Areas, including at least one women member and one global youth representative, based on their membership in addition to the International President, the Immediate past International President, International President Elect, The International Secretary General and The Treasurer. Only the International Presidium Members are eligible to become the Area Presidents or Area President Elects. The total number of members including the International President and the International President Elect shall be 23.

The term of office of the International Presidium Members shall be two years. When elections are held for the Presidium, the number of positions will not include that of the officer elect.

The Immediate Past International President, the International President, the International President Elect and the Presidium members are elected and will have voting rights. The same rule applies to all levels.

The general principle that only a member elected to that particular body has voting rights shall be followed at all levels. Nominated and appointed members shall not have voting rights.

Two seats, one each shall be reserved for youth (aged 18-30) and women.

There may be nominated Program Directors at the International functioning under the International President and mentored by the Presidium Members whose activities shall be coordinated by the International Secretary General as per the advice of the International President

The Area, Regional & District Presidiums shall be modelled on the International Presidium and shall have women and youth representatives with voting rights.

The Area Presidium shall consist of the Area President, Immediate Past Area President, Area President Elect, Area Secretary, Area Treasurer, Regional Chairs, Regional Chairs Elect, elected members of the Presidium including the women and youth representative. The total strength of the Area Presidium including AP & APE shall be 23.

The number of Area and Regional Presidium members can be adjusted depending on the number of Regions and Districts under each Area and Region respectively, which shall be approved by the International Presidium.

There may be nominated Program Directors at the Area, Regional and District levels who shall function on the lines of the International Program Directors.

At the District level, the District Governor, Immediate Past District Governor, District Governor Elect, District Secretary, District Treasurer, all the Club Presidents in the District, including the women and youth representatives shall be members of the Presidium.

There may be District Program Directors.

The voting right in the Presidiums shall be on the lines of the International Presidium.

The Club Presidium shall have the Club President, Club President Elect, Secretary, Treasurer, Sentinel and the elected Presidium members.

At all levels, in the absence of the Presiding officer, the officer Elect shall chair the meeting or the Presidium can elect a pro-tem chair to conduct the business.

ART IV.02 (4) (b): RESERVATION FOR WOMEN & YOUTH

The Area, Regional & District Presidiums shall reserve two seats, one for women and another for a youth representative and the youth representative shall be aged between 25-30 years. The Clubs shall provide similar reservation to the women and youth in the Club Presidium if youth and women are available.

ART IV.02 (5): SUMMONING SPECIAL PRESIDUM MEETINGS

1/3rd of the members of any Presidium can demand that a Presidium meeting be summoned in any special circumstance.

In case, the Presiding Officer of that Presidium refuses or evades the summoning of the Presidium Meeting, the Council of Elders (Grand Council at the International Level and Senates at other levels) can appoint the Presiding Officer Elect or anyone else from the Presidium to summon and chair the meeting and this shall be honoured by all concerned.

ART IV.03: OFFICERS & NORMS OF CONDUCT

ART IV.03 (1)

1. No officers of YMI shall be entitled to remuneration. However, the expenses can be reimbursed. Employed staff can be appointed when voluntary officers are not available or feasible for office work. The employed staff in any capacity are prohibited to indulge in any management function or electoral role and shall under no circumstance issue any official communication, except in official capacity as endorsed by the concerned Presidium. Any communication issued by the employed staff without the consent of the Presidium shall be void ab initio.

ART IV.03 (2): COUNCILS OF THE ELDERS & THE ARBITERS OF JUSTICE

At every administrative level, there shall be an advisory body called the 'Council of the Elders comprising of senior and past leaders who shall elect from among them:

1. Multiple Independent Election Commissioners to conduct, oversee and manage elections
2. Multiple Arbiters of Justice to resolve conflicts and hear appeals in disciplinary matters.

The members of The Grand Council or The Senate shall not be members of the Presidium and shall not hold any official position when they are members of the Grand Council or The Senate.

ART IV.03 (3)

1. The Council of the Elders at the International level shall be known as the Grand Council and in all other levels as 'The Senate'.

2. The minimum and maximum number of members in the Grand Council and the Senate shall be 3 and 9 respectively. The total number of members shall always be an odd number.
3. The members of the Council of Elders shall be elected by the respective Presidium.
4. The Councils of Elders is not age restrictive and shall be a corrective and guiding body.
5. The members of the Councils of Elders shall act fairly and with neutrality.
6. The Election Commissars and the Arbiters of Justice shall always be an odd number.
7. There shall be a Chairman for the Elders Council at each level nominated by the concerned Presidium.

ART IV.04

1. The International Council of the Elders, called 'The Grand Council of the Elders', shall have the power to recommend the International Presidium to take corrective action on having been convinced of the necessity to intervene based on Suo motu notice or complaint from the Regional or Area level.
2. The recommendations of the Arbiters of Justice shall be binding. Disobedience to the recommendations of the Arbiters of Justice shall be dealt with under the provisions of Art III (7).
3. The Grand Council or the Senate shall ordinarily be dormant bodies which activate itself as and when necessities arise. They shall not ordinarily interfere with the functioning of the Presidiums.

ART IV.05 - CLUBS

1. The Club will have a President who will preside over all the meetings and assisted by the President Elect, Secretary, Treasurer, The Sentinel & Presidium Members as prescribed by the Bye-laws.
2. Clubs shall exercise maximum autonomy in community service programmes to be executed in the local community. The outflow of funds shall be restricted except for the mandatory dues or special collections

approved by the International Presidium and for the community service projects.

3. Club members shall be bound by an ethical code of conduct and courtesy which includes respectful and non-abusive behaviour to women and children. The members are expected to respect family values and brotherhood.
4. All clubs are expected to meet at least once a month and make its fellowship and service active.
5. Members shall not engage in discussions on politics and religion in the club.

Article – V: Duties of Officers

1. The Duties of the Officers shall be as prescribed in the Manual of Official Duties of YMI.
2. The International President, Area President, Regional Chair, District Governor or Club President as the case may be, shall preside over all meetings in their domain and in their absence, the Officer Elect or anyone else deputed by the concerned Presidium. The President will have a vote in the body he presides over.
3. The Secretary at all levels shall be responsible for minutes, reports, records, attendance and communication. The Treasurer shall be in charge of all financial matters.
4. The term of office for all elected officers shall not be more than two years, except for the members of the Grand Council or The Senate. It is encouraged to limit the tenure of non-elected/nominated officers also to 2 years to the best extent possible.
5. The Election to the Offices shall be according to the Election Manual of Young Minds International as shall be the eligibility criterion.
6. The elections shall either be through paper ballot which are preserved or through fully secure electronic mode as decided by the Election Commissars at each level. They shall not be in a hybrid mode.

Article – VI: Conflict Management & Disciplinary Proceedings

ART VI.01:

1. All conflicts and disputes shall be managed by the prescribed Conflict Management Manual of YMI.
2. Conflicts and disputes shall be settled using principles of mediation, justice and good conscience.
3. The parties will always have a right to be heard and there shall be provisions for appeal.
4. Disciplinary proceedings shall be in accordance with the Manual on Disciplinary Action of YMI with the right of being heard and the right to appeals.
5. Removal from Office of the International President and the members of the Presidium shall only be with the 3/4th majority vote of the Presidium in the form of a motion and subject to endorsement by the Grand Council.
6. The decisions of the Arbiters of Justice shall be binding on the parties.

ART VI.02:

All members shall fully obey the laws of the nation in which they are operating and the directives of the courts.

ART VI.03:

All members agree that they shall settle their disputes and conflicts through mediation, conciliation and arbitration and shall always strive to avoid litigation.

Article VII: Financial Matters

ART VII.01:

There shall be Treasurers at all levels to handle financial matters and always present transparent, true and audited accounts within the specified time. The Treasurers shall act only in consultation with the respective Presidiums.

ART VII.02:

The Fiscal Year shall be from 1st July of an year to the 30th June of the following year.

ART VII. 03:

The accounts at all levels shall be made available for audit, inspection and verification. The audited accounts with all relevant details and annexures should be presented in the first meeting of the following year of the respective presidium or by September 30th of the succeeding YMI year whichever is earlier.

ART VII.04:

The expenditure at each level shall be as per a detailed budget approved by the concerned Presidium. All relevant expenses incurred against the approved budget with details, shall be presented to the Presidium every quarter for approval.

ART VII.05:

The International Presidium shall oversee the collection and disbursal of funds and shall ensure that funds are not accumulated or lying dormant, except in specially constituted 'Endowment Funds'.

Article VIII: Dues

ART - VIII.01

1. The Charter Fee for a Club shall be US\$ 35 or equivalent for clubs with up to 10 members, and for each additional member US\$ 3 or equivalent should be paid. The International Presidium can modify or revise this amount as and when required.
2. The International Dues for an individual member shall be USD \$ 15 or equivalent per annum including the District, Regional and Area dues. The International Presidium can modify or revise this amount as and when required for each of the Areas.
3. The Dues of other levels, except the club level, shall be collected along with the International Dues and paid to the respective level by the Regional Chairs with the support of the District Governors.
4. The last date for payment of dues by a club to be in good standing shall be September 30, each year.
5. Clubs that are chartered between July 1st and December 31st of an year shall pay the full membership dues for the

year, along with the prescribed charter fee. Clubs that are chartered between January 1st and April 30th shall pay 50% of the annual membership dues along with the Charter Fee. Clubs that are chartered between May 1st and June 30th shall pay the full membership dues for the year along with the Charter Fee and they shall be exempted from paying the dues for the following YMI year.

Article – IX: Conventions & Meetings

ART IX.01:

There shall be Annual or Bi-Annual International Conventions to transact the regular business, approval of accounts and budgets and any other business suggested by the Presidium.

ART IX.02: SPECIAL CONVENTION

There may be Special Conventions recommended by the International Presidium, Area Presidium, Regional Presidium or District Presidium to consider any special or emergency matter that the respective Presidiums deem necessary.

ART IX.03: NOTICE PERIOD

All International Conventions must be given at least 90 days' notice, Special International Conventions (Emergency Conventions) must be given 30 days' notice. The Area Conventions should be given 60 days' notice except for Special Area Conventions which should be given 30 days' notice.

Conventions at the Regional and District levels can be conducted with 30 days' notice. Electronic notice shall be given along with the postal notice.

ART IX.04: QUORUM

All Presidium meetings shall have a quorum of 50% membership of that body. If meetings fail to have quorum, the meeting shall be dismissed to reconvene with a quorum of 25%, on the same day.

ART IX.05: REMOVAL OF OFFICERS

Removal of the elected International officers from office requires 3/4th members of the International Presidium voting

in favour of the motion. At all other levels, 2/3rd majority is required for removal from office.

ART IX.06: PROCEDURE FOR CONDUCT OF MEETINGS

The procedure for conduct of meetings shall be as prescribed by the Meetings Manual of the YMI; and wherever specific provisions are absent, the latest version of Robert's Rules of Order shall apply.

ART IX.07: PROVISION FOR ELECTRONIC AND ONLINE MODES

Conventions and meetings can be conducted electronically and in online mode. Attendance can be by any tele-conferencing mode but all meetings shall be recorded.

Article – X: Protocols, Decorum & Frequency For Meetings

ART X.01

The Meetings of YMI shall follow the protocols and decorum as prescribed by the Manual on the conduct of meetings in YMI.

ART X.02:

All administrative levels shall conduct at least one Presidium Meeting every three months. Every Club may conduct at least one Director Board Meeting and one General Body/Family Meeting per month.

Article – XI: Nominations, Reservations & Transparency Norms

ART - XI.01:

The International Presidium or the Presidiums can endorse nominations so as to ensure the representation of women and youth, in case, they have not been elected as Arbiters of Justice and their presence is vital.

ART - XI.02:

Young Minds International and all its entities shall strive to practice transparency. The members shall generally have a right to information subject to restrictions imposed by the International Presidium.

Article – XII: Ceremonies, Partner Organizations & Training

ART - XII.01: INDUCTION, INVESTITURE, VESTMENTS & PAGEANTRY INDUCTION, INVESTITURE, VESTMENTS & PAGEANTRY

The Induction of Members and the Investiture of Officers shall be conducted only in the prescribed format and by persons ordained. The officers shall wear appropriate vestments, jewels, collars and regalia.

ART - XII.02: PARTNER ORGANIZATIONS

YMI can organize partner organizations, if needed, comprising women or children, exclusively subject to the Manuals on Women & Children organizations.

ART - XII.03: TRAINING & DEVELOPMENT PROGRAMMES

1. There shall be training programmes at all levels besides Preparatory & Planning Meetings of officials as needed. There shall be Inter club General Forums to promote inter club fellowship and leadership development.
2. There shall be Inter District General Forum for membership development, promotion of fellowship and networking among the members.

Article – XIII: Awards, Recognitions, Logos, Flags & Symbols

1. YMI shall disburse only Awards and Recognition endorsed by the International Presidium.
2. The Clubs or members shall use only the logos, symbols or flags as endorsed by the International Presidium and in the adopted colours.
3. The clubs shall be rated based on the number of members. A club with 10,20,30, 40 or 50 & above members will be rated as Single Star, 2 Star, 3 Star, 4 Star and 5 Star respectively. The voting rights of each club shall be decided based on the rating of the club. A club with Single Star will have one vote while the clubs with 2, 3,4 and 5 Star ratings will have 2, 3, 4 and 5 votes in every election.

Article – XIV: Dissolution

ART - XIV. 01

The YMI can only be dissolved by the International Presidium with the endorsement of the Council of the Elders and with an established quorum of 3/4th membership of the Presidium present and voting in favour by 3/4th majority to a resolution to the effect.

ART XIV.02:

A resolution for dissolution requires a mandatory notice of 6 months sent by post to all the members of the International Presidium.

ART XIV.03:

In case of a dissolution, the opportunity shall be given to any dissenting members who shall volunteer to run the organization under a new banner or old one. Any remnant fund shall not be distributed among the members but be transferred to the new organization or a reconstituted organization with similar goals.

Article – XV: Amendments, Operative Manuals Etc

ART - XV

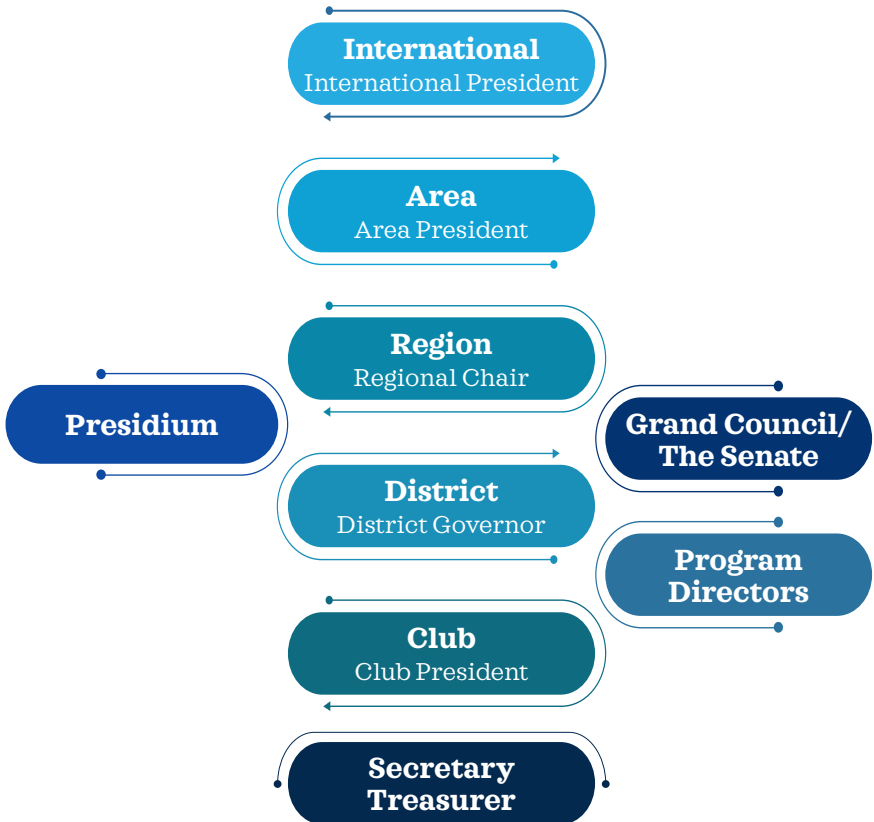
The International Presidium shall have the power to amend the Constitution by 2/3rd majority members present and voting. They shall also have the power to bring forth Operative Manuals for Conduct of Meetings, Conduct of Elections, Conduct of Disciplinary Proceedings, Dispute Management Procedures, Organization of Women and Children Units and other matters. They shall be binding on the members and all units of the organization.

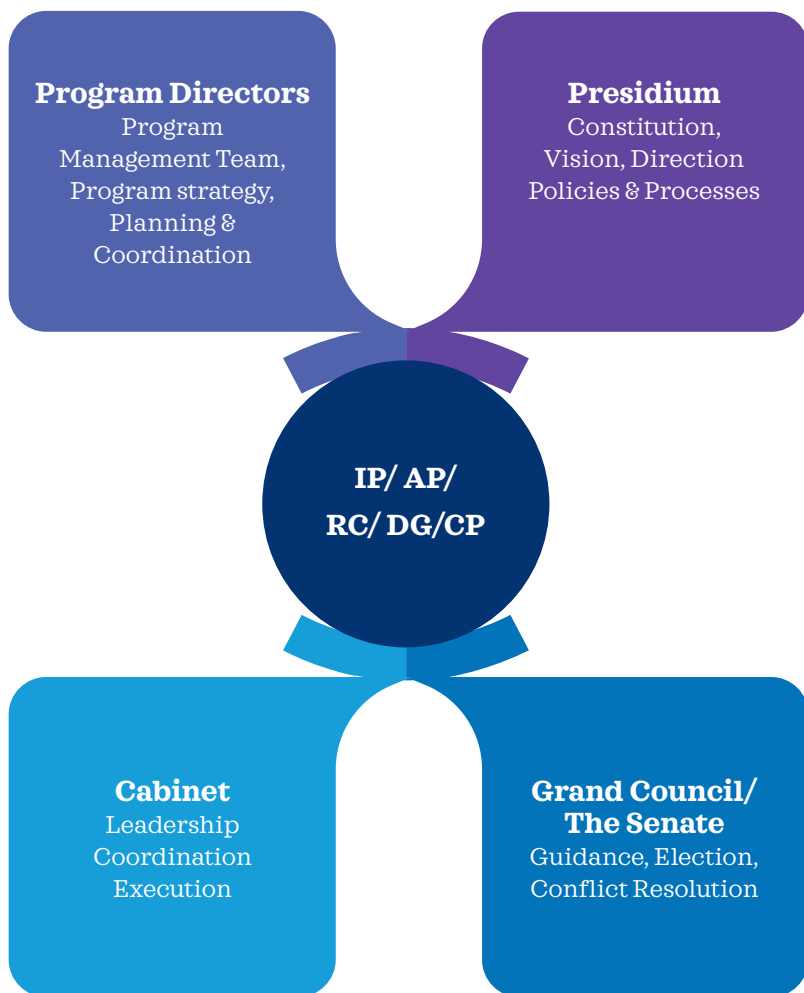
Article – XVI: Jurisdiction

ART: XVI

YMI can sue or be sued in its name and the jurisdiction for litigation shall be Bangalore, India while the jurisdiction for matters up to the Area level shall be as decided by the respective Areas.

Our Organizational Hierarchy





Positions at Each Level

Level	Cabinet	Grand Council/ Senate	Presidium	Program Directors
International	• IP, ISG, IT • IP is elected • ISG, IT are nominated and approved by the Presidium	• Minimum 3 and maximum 9 members • Should not hold any other position in YMI • Nominated by the Presidium • Can continue beyond 2 years	• Immediate Past IP, IP, IP Elect • ISG, IT • 18 Elected members including 1 youth and 1 women members • Maximum Period of 2 years for elected members	• Nominated by the Cabinet with inputs from Areas concerned • Currently 15, international cabinet can decide the number and portfolios
Area	• AP, AS, AT • Same as above	• Minimum 3 and maximum 9 members • Should not hold any other position in YMI • Nominated by the Presidium • Can continue beyond 2 years	• Immediate Past AP, AP, AP Elect • AS, AT • RCs and RCEs of the Area concerned • Total of 23 members or less, including the above and balance members elected including 1 youth and 1 women members • Maximum Period of 2 years for elected members	• Nominated by the Cabinet with inputs from Regions • Currently 15, Regional cabinet can decide the number and portfolios • All relevant portfolios at International level to be maintained

Region	• RC, RS, RT • Same as above	• Minimum 3 and maximum 9 members • Should not hold any other position in YMI • Nominated by the Presidium • Can continue beyond 2 years	• Immediate Past RC, RC, RC Elect • RS, RT • DGs and DGEs of the Region concerned • Total of 23 members or less, including the above and balance members elected including 1 youth and 1 women members • Maximum Period of 2 years for elected members	• Nominated by the Cabinet with inputs from Districts • Currently 15, Regional cabinet can decide the number and portfolios • All relevant portfolios at International and Area level to be maintained
District	• DG, DS, DT • Same as above	• Minimum 3 and maximum 9 members • Should not hold any other position in YMI • Nominated by the Presidium • Can continue beyond 2 years	• Immediate Past DG, DG, DG Elect • DS, DT • All club Presidents of the District concerned • Total of 23 members or less, including the above and balance members elected including 1 youth and 1 women members • Maximum Period of 2 years for elected members	• Nominated by the Cabinet with inputs from Clubs • Currently 15, District cabinet can decide the number and portfolios • All relevant portfolios at District level to be maintained

Manual of Official Duties For Young Minds International

(Based on the Constitution of Young Minds International)

Preamble

This Manual of Official Duties is framed in accordance with the Constitution of Young Minds International (YMI) to ensure clarity, accountability, transparency, fellowship, discipline, and effective administration at all organizational levels.

This Manual shall apply to:

- » International Level
- » Area Level
- » Regional Level
- » District Level
- » Club Level

All office bearers shall function in harmony with:

- » The Constitution of YMI
- » Decisions of the Presidiums
- » Directions of the Arbiters of Justice
- » Ethical standards and service values of YMI

1. General Duties Of All Officers

Every officer of YMI shall:

1. Uphold the Motto: "To Impact Lives through Service."
2. Maintain:
 - Integrity
 - Transparency
 - Courtesy
 - Neutrality
 - Respect for women, children and families
3. Avoid:
 - Political discussions in meetings
 - Religious controversies
 - Abuse, discrimination or harassment
4. Promote:
 - Fellowship

- Leadership development
 - Community service
 - Membership growth
 - Ethical conduct
5. Attend:
 - Presidium meetings
 - Training sessions
 - Official conventions
 - Planning meetings
 - Service project execution
 6. Maintain confidentiality where required.
 7. Submit reports and accounts on time.
 8. Respect constitutional hierarchy and collective decision-making.

2. International President

Role

The International President is the chief executive and global representative of YMI.

Duties

Administrative Duties

- » Preside over the International Presidium.
- » Provide global leadership and strategic direction.
- » Ensure constitutional governance.
- » Supervise international programmes and expansion.
- » Approve official communications.
- » Organizational Duties
- » Promote formation of new Areas, Regions and Clubs.
- » Strengthen international relationships.
- » Encourage fellowship and unity.
- » Ensure inclusion of women and youth leadership.
- » Meeting Duties
- » Convene Presidium meetings quarterly or as required.
- » Preside over International Conventions.
- » Ensure proper agenda preparation.
- » Financial Duties

- » Guide international budgeting.
- » Monitor proper use of funds.
- » Ensure transparency and audit compliance.
- » Ceremonial Duties
- » Conduct inductions and investitures where authorized.
- » Represent YMI at official events.
- » Leadership Responsibilities
- » Mentor Area Presidents and global leaders.
- » Encourage leadership succession.
- » Promote major international service projects.

3. International President Elect

Duties

- » Assist the International President.
- » Prepare for assumption of office.
- » Coordinate strategic initiatives assigned.
- » Act in the President's absence.
- » Participate actively in planning and leadership development.

4. Immediate Past International President

Duties

- » Provide continuity and institutional guidance.
- » Mentor current leadership.
- » Serve as senior advisor to the Presidium.
- » Assist in conflict resolution and organizational stability.

5. International Secretary General

Role

Chief administrative and communication officer of YMI.

Duties

- » Support the strategic and organisational growth of YMI
- » Provide inputs and support to the International Presidium
- » Coordinate the key initiatives of the movement at International level

Records & Documentation

- » Maintain minutes and records.

- » Preserve constitutional documents.
- » Maintain attendance records.

Communication

- » Issue official notices and circulars.
- » Coordinate international correspondence.
- » Maintain communication with Areas and Regions.

Coordination

- » Coordinate Program Directors.
- » Ensure implementation of Presidium decisions.
- » Maintain organizational calendar.

Reporting

- » Prepare annual reports.
- » Compile organizational statistics.
- » Present reports during conventions.

Compliance

- » Ensure notices comply with constitutional requirements.
- » Maintain official archives.

6. International Treasurer

Duties

- » Plan the financial aspects of YMI at the global level and advise the International Presidium
- » Financial Administration
- » Maintain all accounts and vouchers.
- » Receive and disburse funds with Presidium approval.
- » Maintain banking operations.

Budgeting

- » Prepare annual budget.
- » Present quarterly financial statements.
- » Ensure financial discipline.

Audit & Compliance

- » Arrange annual audits.
- » Present audited statements before deadlines.
- » Preserve financial records securely.

Transparency

- » Ensure proper documentation for every expense.
- » Facilitate inspection and verification.

7. International Presidium Members

Duties

- » Participate actively in governance.
- » Attend all meetings.
- » Vote responsibly.
- » Mentor the International Program Directors as well as Areas and Regions.
- » Promote membership growth and service activities.
- » Uphold constitutional discipline.

8. Area President

Role

Chief Executive Officer of the Area

Duties

- » Lead the Area administration.
- » Coordinate Regional Chairs.
- » Ensure implementation of international directives.
- » Promote growth of Regions and Districts.
- » Conduct Area conventions and meetings.
- » Monitor leadership performance within the Area.

9. Area President Elect

Duties

- » Assist the Area President.
- » Coordinate assigned projects.
- » Prepare for future leadership.
- » Act during the President's absence.

10. Area Secretary

Duties

- » Maintain Area records and minutes.
- » Coordinate notices and communication.
- » Maintain membership and attendance data.
- » Submit reports to International Headquarters.

11. Area Treasurer

Duties

- » Maintain Area finances.
- » Present quarterly and annual accounts.

- » Coordinate dues collection.
- » Ensure compliance with approved budgets.

12. Regional Chair

Role

Chief executive officer of the Region.

Duties

Leadership

- » Supervise Districts and Clubs.
- » Promote expansion and retention.
- » Encourage fellowship among clubs.

Administration

- » Convene Regional Presidium meetings.
- » Ensure District compliance with YMI rules.
- » Coordinate Regional events and forums.

Membership Development

- » Support club formation.
- » Encourage training and leadership growth.

Monitoring

- » Review District performance.
- » Encourage quality service projects.

13. Regional Vice Chair **(Where Applicable)**

Duties

- » Assist the Regional Chair.
- » Coordinate special assignments.
- » Preside in the absence of the Chair.

14. District Governor

Role

Chief Executive Officer of the District

Duties

Club Administration

- » Supervise Clubs in the District.
- » Assist weak or struggling clubs.
- » Promote fellowship among clubs.

Meetings & Programmes

- » Conduct District meetings and conventions.
- » Encourage inter-club activities.

Membership

- » Promote membership growth and retention.
- » Encourage youth and women participation.
- » Reporting
- » Submit District reports to the Region.

15. Club President

Role

Chief executive officer of the Club.

Duties

Leadership

- » Preside over all club meetings.
- » Promote harmony and fellowship.
- » Encourage service-oriented culture.

Club Administration

Implement YMI policies.

- » Ensure regular monthly meetings.
- » Appoint committees where necessary.

Membership

- » Encourage recruitment and retention.
- » Maintain member engagement.

Community Service

- » Lead impactful service projects.
- » Promote visibility of YMI in the local community.

Conduct

- » Maintain discipline and decorum.
- » Prevent political and religious disputes.

16. Club President Elect

Duties

- » Assist the Club President.
- » Prepare for future leadership.
- » Coordinate projects assigned.

17. Club Secretary

Duties

- » Maintain club records and minutes.
- » Handle attendance and notices.
- » Maintain member database.
- » Submit reports to District authorities.

18. Club Treasurer

Duties

- » Maintain club accounts.
- » Collect dues.
- » Present financial statements.
- » Preserve vouchers and receipts.
- » Assist with budgeting.

19. Sentinel

Duties

- » Maintain meeting decorum.
- » Assist in ceremonial arrangements.
- » Coordinate seating, hospitality and protocol.
- » Ensure proper conduct during meetings.

20. Program Directors

Duties

- » Coordinate assigned programmes.
- » Work under guidance of the concerned President and Secretary.
- » Submit activity reports.
- » Promote participation and visibility.

21. Women Representative

Duties

- » Promote participation of women.
- » Encourage inclusive leadership.
- » Address concerns affecting women members.
- » Support family-oriented fellowship.

22. Youth Representative

Duties

- » Promote youth participation.
- » Organize youth engagement programmes.
- » Encourage leadership development among young members.
- » Assist digital outreach initiatives.

23. Chairman Of The Council Of Elders / Grand Council

Duties

- » Coordinate activities of the Council of Elders.
- » Ensure neutrality and fairness.
- » Supervise Election Commissars and Arbiters where necessary.
- » Advise Presidiums when requested.

24. Election Commissars

Duties

- » Conduct free and fair elections.
- » Verify eligibility of candidates.
- » Ensure secrecy and integrity of voting.
- » Preserve election records.
- » Declare official results.

25. Arbiters Of Justice

Duties

- » Resolve disputes impartially.
- » Hear disciplinary appeals.
- » Conduct mediation and arbitration.
- » Recommend corrective action where required.
- » Ensure principles of natural justice.

26. Expected Standards Of Conduct

All officers shall:

- » Avoid misuse of office.
- » Avoid financial impropriety.
- » Avoid favoritism and discrimination.

- » Refrain from abusive behaviour.
- » Respect constitutional authority.
- » Preserve the reputation of YMI.

27. Reporting System

- » Level
- » Reports Submitted To
- » Club
- » District
- » District
- » Region
- » Region
- » Area
- » Area
- » International

28. Official Documents Tbe Maintained

By Secretaries

- » Minutes Book
- » Attendance Register
- » Membership Register
- » Communication File
- » Activity Reports

By Treasurers

- » Cash Book
- » Ledger
- » Receipts & Vouchers
- » Bank Statements
- » Audit Reports
- » Budget Files

29. Handing Over Procedure

Outgoing officers shall hand over:

- » Records
- » Financial documents

- » Passwords and digital access
- » Assets and regalia
- » Pending matters report
- » within 30 days of demitting office.

30. Performance Expectations

Every officer should strive for:

- » Regular meetings
- » Membership growth
- » Visible service projects
- » Financial transparency
- » Leadership development
- » Organizational harmony
- » Compliance with constitutional provisions

31. Interpretation Of This Manual

Any ambiguity in this Manual shall be interpreted:

1. In harmony with the Constitution of YMI.
2. By the concerned Presidium.
3. Subject to the authority of the International Presidium.

32. Conclusion

This Manual is intended to:

- » Strengthen governance
- » Promote accountability
- » Build leadership excellence
- » Ensure continuity
- » Protect the ideals and vision of Young Minds International through disciplined service and ethical leadership.

Procedure for election at Young Minds International

Selection of office bearers through consensus will be the preferred approach at Young Minds International. Accordingly, the Council of Elders at each level shall make every attempt to select occupants to various posts, without an election and through consensus. In case such an attempt fails to yield the expected results, then the election process shall be guided by the following:

- » As per the constitution of Young Minds International, 'Council of Elders' at every level shall have the responsibility to elect an independent 'Election Commission' to conduct, oversee and manage the elections at the respective level.
- » The Election commission at each level will call for nominations from interested candidates from clubs with minimum 10 paid members during the preceding 2 years, including the current year of voting. The nominations are to be endorsed by the club to which the candidate belongs. Each such club shall have votes as per their Star rating. The number of vacancies shall depend on the constitutional provisions at each level. The candidates getting the highest number of votes shall be declared as elected at each level.
- » The various levels and the positions at each level are as follows:
 - International: International President and International Presidium Members.
 - Area: Area President and Area Presidium members
 - Region: Regional Chairman and Regional Presidium members
 - District : Governor and District Presidium Members.
 - Clubs: Club President, Secretary and Treasurer.
- » Ballots for election shall be prepared by the Election Commission at each level for the conduct of the election at the respective level.
- » The Election Commission at each level shall follow the following procedure to ensure a free and fair election:

- The election commission at each level shall appoint a Returning Officer among themselves and issue Election notification with schedule, process and procedures before 45 days of the actual date of election to the clubs by email.
- List of eligible clubs with their addresses will be published as per record within a day of issuing the election notification to the clubs by email. The information available in the digital database will be used as the basis for deciding the eligibility of the clubs and candidates
- Opportunity will be given for eligible voters to confirm or correct their mailing address by email, within 7 days of publishing the voters list with mailing address
- Final voters list with corrections if any will be published within 15 days of issuing the election notification and sent to the clubs by email.
- The election and voting will be held on-line and the following procedure will be followed:
 - » A technical sub-committee with at least one knowledgeable and willing member from each Region will be formed by the Grand Council before November 30 of every year to support the Election commission at each level to conduct the elections.
 - » The creation of election in the digital system, correction of members details in the digital system, creation of voters list, sending of all election related notifications including the voting link with OTP, counting of votes and any other matter in this regard will be supported by this technical sub-committee along with the Program Directors for Digital Infrastructure at each level, as per the direction of the concerned Senate and Returning Officer. This subcommittee shall not have any right to control, influence or manage the election process on their own and they shall act strictly as per the direction of the election commission concerned, and the returning officer shall be the point of communication with the technical subcommittee, on behalf of the election commission. The Returning officer shall act only in close coordination and knowledge of other members of the election commission.

- Results are announced by the Elders Council immediately after the counting of votes.
- » The Election Commission at each level may also decide for an in-person voting through ballots, after securing the necessary approvals for the same from the Grand Council at the International Level.
- » Election process starts on March 01 and completed before April 30 of every year.
- » The verdict of the Election Commission shall be final and binding.

Conflict Management & Disciplinary Action Manual

(Based on the Constitution of Young Minds International)

PREAMBLE

This Manual on Conflict Management and Disciplinary Proceedings is framed under Article VI and Article XV of the Constitution of Young Minds International (YMI).

The purpose of this Manual is to:

- » Preserve harmony, dignity and unity within YMI
- » Resolve disputes through mediation, justice and good conscience
- » Establish transparent disciplinary procedures
- » Protect the rights of all members
- » Prevent misuse of authority
- » Encourage reconciliation over confrontation
- » Ensure fairness, accountability and natural justice

This Manual shall be binding on all members, officers, clubs and organizational entities of YMI.

CHAPTER 1: GUIDING PRINCIPLES

1.1 Core Principles

All conflict management proceedings within YMI shall be guided by:

1. Natural Justice
2. Fair Hearing
3. Neutrality
4. Confidentiality
5. Courtesy and Respect
6. Mediation before Punishment
7. Organizational Harmony
8. Constitutional Supremacy
9. Timely Resolution
10. Protection of Organizational Reputation

1.2 Spirit of Resolution

YMI believes that:

- » Most conflicts should be resolved through dialogue and reconciliation.
- » Litigation shall be avoided to the maximum extent possible.
- » Members shall conduct themselves as part of one family.
- » Corrective measures are preferable to punitive action whenever possible.

CHAPTER 2: JURISDICTION & AUTHORITIES

2.1 Conflict Management Authorities

The following bodies shall have authority in conflict management:

At International Level

- » Grand Council of Elders
- » International Arbiters of Justice
- » International Presidium

At Area Level

- » Area Senate
- » Area Arbiters of Justice
- » Area Presidium

At Regional Level

- » Regional Senate
- » Regional Arbiters of Justice
- » Regional Presidium

At District Level

- » District Senate
- » District Arbiters of Justice
- » District Presidium

At Club Level

- » Club Presidium
- » District Authorities where necessary

2.2 Jurisdiction Rules

1. Club disputes shall ordinarily begin at the District level.
2. District disputes shall ordinarily be heard at the Regional level.
3. Regional disputes shall ordinarily be heard at the Area level.
4. International disputes or appeals shall be heard by the Grand Council and International Arbiters.
5. Matters involving multiple Regions in a Particular Area shall be heard by the Area and involving Regions of different Areas shall be heard by the International

2.3 Emergency Jurisdiction

The Grand Council or Senate may intervene suo motu where:

- » Organizational stability is threatened
- » Constitutional breakdown occurs
- » Financial impropriety is alleged
- » Elections are compromised
- » Serious misconduct affects the reputation of YMI

CHAPTER 3: TYPES OF CONFLICTS

3.1 Organizational Conflicts

Examples include:

- » Disputes between officers
- » Disputes between clubs
- » Administrative disagreements
- » Leadership conflicts
- » Territorial disputes
- » Election-related disputes

3.2 Disciplinary Matters

Examples include:

- » Misconduct
- » Abuse of authority
- » Financial irregularities
- » Harassment or abusive behaviour

- » Defiance of constitutional directives
- » Disobedience to Arbiters of Justice
- » Bringing disrepute to YMI
- » Persistent disruption of meetings
- » Unauthorized communication in the name of YMI

3.3 Ethical Violations

Examples include:

- » Discrimination
- » Insulting or degrading behaviour
- » Gender-based misconduct
- » Violations of family values
- » Political or religious campaigning in YMI forums
- » Confidentiality breaches

CHAPTER 4: RIGHTS OF MEMBERS

4.1 Fundamental Rights

Every member accused in a dispute or disciplinary proceeding shall have:

1. The right to be informed of the allegations
2. The right to submit a response
3. The right to present evidence
4. The right to a fair hearing
5. The right to appeal
6. The right to respectful treatment
7. The right against bias or prejudice

4.2 Protection Against Victimization

No member shall be:

Harassed for filing a complaint

Punished without due process

Publicly humiliated

Suspended arbitrarily

Subjected to intimidation

CHAPTER 5: COMPLAINT PROCEDURES

5.1 Filing of Complaints

Complaints may be filed by:

- » Individual members
- » Clubs
- » Presidiums
- » Election Commissars
- » Arbiters of Justice
- » Councils of Elders

5.2 Form of Complaint

A complaint should ordinarily contain:

1. Name of complainant
2. Name of respondent
3. Description of incident
4. Date and place of occurrence
5. Supporting evidence if available
6. Relief sought

Complaints may be submitted electronically.

5.3 Time Limit

Complaints should preferably be filed within 90 days of the incident.

However, delayed complaints may be entertained in exceptional circumstances.

CHAPTER 6: PRELIMINARY SCRUTINY

6.1 Initial Review

Upon receiving a complaint, the competent authority shall:

1. Acknowledge the receipt
2. Verify jurisdiction
3. Assess whether a prima facie case exists
4. Determine urgency
5. Decide whether mediation is appropriate

6.2 Dismissal at Preliminary Stage

Complaints may be dismissed where:

- » No prima facie case exists
- » The complaint is frivolous or malicious
- » Jurisdiction is absent
- » The matter is already decided

Reasons for dismissal shall be recorded and communicated to the complainant.

CHAPTER 7: MEDIATION & RECONCILIATION

7.1 Priority for Mediation

YMI strongly encourages mediation before disciplinary action.

The Arbiters or Senate may appoint:

- » Mediators
- » Reconciliation panels
- » Senior neutral members

7.2 Mediation Procedure

The mediator shall:

1. Hear both sides respectfully
2. Encourage compromise
3. Promote organizational harmony
4. Maintain confidentiality
5. Prepare a settlement report if resolved

7.3 Settlement Agreements

Where parties reach agreement:

- » The settlement shall be recorded
- » Parties shall sign or electronically endorse it
- » The settlement shall be binding

CHAPTER 8: FORMAL DISCIPLINARY PROCEEDINGS

8.1 Issue of Notice

If mediation fails or the matter is serious, a formal notice shall be issued containing:

1. Charges or allegations
2. Relevant constitutional provisions
3. Date for response
4. Date of hearing if applicable

Reasonable time shall be provided for response.

8.2 Suspension Pending Inquiry

Temporary suspension may be imposed where:

- » Organizational safety is threatened
- » Financial records may be tampered with
- » Witnesses may be influenced
- » Serious reputational harm is likely

Such suspension shall be temporary and reviewed periodically.

8.3 Hearing Procedure

The hearing body shall:

1. Hear both parties fairly
2. Examine evidence
3. Permit witnesses where necessary
4. Maintain written records
5. Avoid hostility or intimidation

Proceedings may be physical or virtual.

CHAPTER 9: DISCIPLINARY ACTIONS

9.1 Types of Corrective Measures

The following actions may be imposed:

1. Advice or counseling
2. Verbal warning
3. Written warning
4. Admonition
5. Apology requirement
6. Temporary restriction from office

7. Suspension
8. Removal from office
9. Revocation of membership

9.2 Principles of Punishment

Punishment shall:

- » Be proportionate
- » Avoid vindictiveness
- » Focus on correction
- » Protect organizational harmony

9.3 Removal from Office

Removal of elected officers shall follow constitutional voting requirements.

The concerned officer shall:

- » Receive notice
- » Be heard
- » Be permitted to defend themselves

CHAPTER 10: APPEALS

10.1 Right to Appeal

Any aggrieved party may appeal within 30 days to the Senate or Grand Council at the next level. For example, an appeal against a decision of the District Senate shall be submitted to the Senate of the Region concerned and an appeal against a decision of the Regional Senate shall be submitted to the Area Senate concerned.

10.2 Appellate Hierarchy

Original Decision	Appeal Authority
Club/District	Regional
Regional	Area
Area	International
International	Grand Council

10.3 Appeal Procedure

The appellate body may:

1. Confirm the decision
2. Modify the decision
3. Set aside the decision
4. Order rehearing
5. Recommend mediation

CHAPTER 11: ROLE OF ARBITERS OF JUSTICE

11.1 Responsibilities

The Arbiters of Justice shall:

- » Act independently
- » Avoid bias
- » Preserve confidentiality
- » Promote reconciliation
- » Deliver fair recommendations

11.2 Binding Nature

The decisions and recommendations of the Arbiters shall be binding subject to constitutional appeal provisions.

Disobedience may attract disciplinary action.

CHAPTER 12: ROLE OF THE COUNCIL OF ELDERS

12.1 Advisory Role

The Grand Council or Senate shall:

- » Advise Presidiums
- » Preserve institutional stability
- » Assist in crisis resolution
- » Supervise fairness in major disputes

12.2 Neutrality

Members of the Council of Elders shall:

- » Remain politically neutral within YMI
- » Avoid factional behaviour
- » Maintain dignity and restraint

CHAPTER 13: ELECTION DISPUTES

13.1 Jurisdiction

Election disputes shall ordinarily be heard by the Election Commissars and Arbiters.

13.2 Grounds for Election Complaints

Examples include:

- » Electoral malpractice
- » Tampering with ballots
- » Unauthorized campaigning
- » Violation of election procedures
- » Ineligible candidacy

13.3 Remedies

The authority may:

- » Issue warnings
- » Recount votes
- » Order fresh election
- » Suspend declaration
- » Disqualify candidates

CHAPTER 14: FINANCIAL MISCONDUCT

14.1 Financial Integrity

Financial misconduct shall be treated seriously.

Examples include:

- » Misappropriation
- » Unauthorized expenditure
- » Fabrication of accounts
- » Concealment of funds
- » Failure to present accounts

14.2 Investigation

The Presidium may:

- » Appoint audit committees
- » Seek external audit
- » Freeze transactions temporarily
- » Suspend financial authority pending inquiry

CHAPTER 15: CODE OF CONDUCT DURING PROCEEDINGS

15.1 Expected Behaviour

All parties shall:

- » Maintain decorum
- » Avoid abusive language
- » Avoid social media attacks
- » Respect confidentiality
- » Cooperate with proceedings

15.2 Media & Public Statements

No member shall issue unauthorized public statements regarding internal disputes.

Only authorized officers may communicate officially.

CHAPTER 16: RECORDS & CONFIDENTIALITY

16.1 Maintenance of Records

The concerned Secretary shall maintain:

- » Complaints
- » Notices
- » Orders
- » Minutes
- » Evidence records
- » Settlement agreements

16.2 Confidentiality

Proceedings shall ordinarily remain confidential except where disclosure is legally necessary.

CHAPTER 17: ONLINE & ELECTRONIC PROCEEDINGS

17.1 Electronic Proceedings

Dispute resolution may be conducted:

- » By video conference
- » Through secure electronic communication
- » Via recorded virtual hearings

17.2 Electronic Evidence

Electronic records, emails, recordings and messages may be considered subject to authenticity.

CHAPTER 18: RESTORATIVE MEASURES

18.1 Reconciliation After Conflict

Following resolution, the organization should encourage:

- » Restoration of fellowship
- » Reintegration of members
- » Healing dialogue
- » Leadership mentoring

18.2 Withdrawal of Complaints

Complaints may be withdrawn if:

- » Settlement occurs
- » Organizational harmony is restored
- » The authority permits closure

CHAPTER 19: PROTECTION OF WOMEN, YOUTH & VULNERABLE MEMBERS

19.1 Zero Tolerance

YMI shall maintain zero tolerance toward:

- » Harassment
- » Abuse
- » Bullying
- » Gender discrimination
- » Exploitation

19.2 Sensitive Proceedings

Matters involving women, youth or vulnerable persons shall:

- » Be handled discreetly
- » Protect dignity and privacy
- » Ensure respectful hearing environments

CHAPTER 20: IMPLEMENTATION & INTERPRETATION

20.1 Binding Nature

This Manual shall be binding upon:

- » All members
- » All clubs
- » All Presidiums
- » All elected and nominated officers

20.2 Interpretation

Any ambiguity shall be interpreted:

1. In harmony with the Constitution of YMI
2. By the concerned Presidium
3. Subject to review by the International Presidium

CONCLUSION

The purpose of this Manual is not merely disciplinary control but the preservation of:

- » Fellowship
- » Justice
- » Ethical leadership
- » Organizational unity
- » Respectful service culture

Every member of Young Minds International is expected to contribute toward a culture of peace, dignity, accountability and reconciliation in keeping with the motto:

“To Impact Lives through Service.”

International Projects & Programmes

Sl. No	Portfolio	Key Responsibilities
1	Club Supplies	Need identification, planning and realisation of various organisational items needed at different levels
2	Communication & Marketing	Regular communication with members and the outside world, identification and management of various means for communication and marketing
3	Community Services	Innovative strategies for community services, planning & coordination of charity programs at international level for maximal social impact.
4	Constitution	Collection of feedback from members on the existing constitution, identification of requirements for amendments, coordination of the constitution amendment process
5	Documentation & Archival	Document Formats, Dissemination, Archival
6	Ethics & Compliance	Best Practices, Identification of areas of improvement, recommendations to appropriate bodies, Ethics & compliance training
7	Fund Raising	Planning and coordination of fund-raising activities to support the community services needs of the movement
8	Technology & Digital Platforms	Identification and implementation of appropriate and costeffective technologies and digital platforms to meet the YMI objectives
9	International Cooperation	International growth strategies, partnerships for membership growth

10	Intra-organisational Collaboration and Team Building	Enhance collaboration and coordination between Areas, Regions, Districts and Clubs to build an integrated organisation
11	Leadership Development & Training	Leadership development and training – Program Conceptualisation, materials, planning & implementation
12	Membership Growth	Strategies & execution of the same for the growth of membership
13	Strategic Partnerships	Identification of partnership opportunities and conclusion of partnerships.
14	Transparency & Information	Dissemination Best Practices to ensure transparency at all levels, Protection of the right to information of members, recommendation to appropriate bodies
15	Women Empowerment	Women membership growth, women's activities, programs, empowerment
16	Youth Empowerment	Youth membership growth, youth activities, programs, empowerment
17	Nature Care	Environmental protection, Waste / Garbage management, Grow green projects and other related matters

Brand Manual

Logo



Whatsapp



Pin



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Colour



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Letterhead

YMI CLUB OF _____



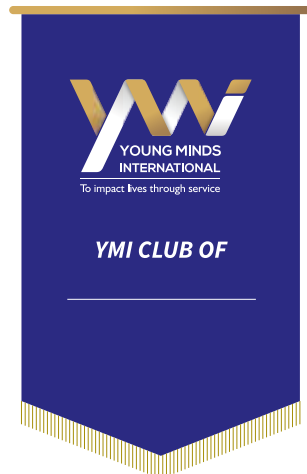
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Email: ymi@xxxxxx.com Ph: 080-0000000000

Flag

Table top flag stand



Club Flag / Podium Flag



H 30 in x W 18in
Satin / Vinyl / Fabric

Meeting Protocol at Young Minds International

“When leaders know how to lead great meetings, there’s less time wasted and less frustration. We have more energy to do the work that matters, realize our full potential, and do great things”
- Justin Rosenstein

It is important that our meetings are productive and memorable. Let us practise the following protocol in our Young Minds Meetings

- » Proper homework to be done by the organisers about the meeting, guests to be invited, agenda, logistics and soon that are needed, to conduct the meeting without any confusion and maintain the decorum during the meeting.
- » Limit the duration of our meetings to a maximum of 90 minutes, with the meeting portion covering only about 30 to 35 mts.
- » Decide the speakers and the sequence of activities on stage and let them know it in advance.
- » If dignitaries outside the Young Minds movement are invited to address the gathering, they should be given proper brief about Young Minds International in advance.
- » Let the speakers as well as guests who are expected to perform a task on the stage, know in advance, the duration allotted to each one of them to complete their task, so that they prepare accordingly.
- » Limit the duration of any speech to a few minutes (preferably 180 seconds to 300 seconds), unless it is a talk by an external expert on a specific theme or by a leader when he has enough content of relevance, to be shared with the audience.

- » As much as possible, try to have only a single podium on the stage and avoid seating people on the dais. Reserve seats on the front row for dignitaries and invite them to the dais to come and perform their task. If seating on the dais is unavoidable, limit the number of seats only to those who are absolutely needed on the stage.
- » Start the meeting on time, even if the attendance is low. In most cases, people come late for meetings as they do not expect the meeting to start on time!
- » Limit the introduction of speakers or guests as brief as possible that do not last for more than 3 minutes. Remember, in most of the interviews, candidates are given just a minute to introduce themselves!
- » When one addresses the officers (salutation) during welcoming, do it in descending order from the top official for the particular meeting, as per protocol, with Chief Guest addressed next to the Presiding officer.
- » Please avoid chain of salutation by every speaker. Only the first speaker need to do salutation to all the leaders and guests with names and designations. Succeeding speakers can limit the salutation mainly to Presiding officer and Guests and (others together in a group as other leaders, fellow members and guests'. For example: Salute as 'Presiding officer (Name) – official guests (Names) – other dignitaries here (No names) – other leaders, fellow members and guests'
- » Limit the number of speakers to the bare minimum possible. The MC/ Anchor or the President of the meeting can always acknowledge the presence of dignitaries who need to be recognised and whose presence need to be informed to the audience.
- » Avoid the presentation of mementos and gifts to our own members whoever it is. If it is unavoidable, limit that to simple ones
- » Give maximum time for fellowship and informal discussions.
- » Close the meeting on time.

A Model Agenda for a Club meeting

(This is a sample agenda for the club assembly and the same needs to be modified for business meetings and meetings at other levels without deviating from the principle and the philosophy adopted in this sample Agenda)

1. Officers seated
2. Adorning the collar
3. President declares that the meeting is called to order
4. Young Minds Prayer
5. Welcome and Presidential Address 5 mts max (To include introduction of guests if any, in 3 or 4 sentences, Matters concerning YMI, his thoughts on our Movement, status of projects, etc never getting into matters in Secretary's report to avoid repetitions.)
6. Secretary's report
7. Speech by Guest, if any 5 mts max
8. Discussions 10 mts max (On projects, fellowship and any other matter concerning Young Minds and the club, etc.)
9. Announcements and Vote of Thanks by Secretary 4 mts max
10. National Anthem 1 mt
11. President declares that the meeting is adjourned for
Entertainments, Fellowship and Dinner

Entertainments could include Songs, Storytelling, Quiz, Housie, Dance, Games, etc. and continue till dinner or even during fellowship and dinner.

Compering the meeting by a senior member is recommended. Junior members and children can be allowed as it will be an opportunity for them to learn and come up, but in such cases, they need to be trained and mentored by seniors.

Only the Presiding Officer of the meeting, if he/she is Club President, District Governor, Regional Chair, Area President or International President need to be adorned the collar. Further, the collar adorned on the Presiding officer need to be kept only during the official meeting time and it should be removed as soon as the official meeting is over.

Rules Of Protocol

- » For the sake of uniformity in recognising various persons in the hierarchy, when they are invited for meetings, it is essential that we follow a definite order, which is normally reflected in 'Protocol'.
- » It is highly unlikely that all the officers from the higher levels will attend in a meeting together. But every officer right from IP is included in the protocol list only to help Organisers to honour the protocol for those officers who attend the meeting.
- » The Presiding officer will be invited first and other dignitaries will be invited subsequently, in the ascending order of protocol, so that the Chief Guest will be the last to be invited.
- » On the front row, Presiding officer will sit in the middle. Dignitaries will be seated on left and right alternatively, in descending order.
- » While addressing the dignitaries, the presiding officer will be addressed first, followed by other dignitaries in the descending order.
- » Dignitaries will have to be well received at the entrance to the meeting and well attended to, till they leave the venue.
- » When a DG Visit or an RC visit is organised, no other leaders above the hierarchy of the visiting dignitary should be invited. Further, no other function should be clubbed with the visitation of a DG or RC to a club.
- » Invite the concerned RC for the district council meetings and AP for the Regional Council meetings. RCs and APs should make it a point to attend at least one Council meeting of each District or Region respectively, during the Young Minds year.

Protocol

- » Protocol is instituted for convenience in the order of their positions, which may be relaxed in certain cases, for practical reasons. (For example, when a DG visits a club, any leader in the club who is above the level of the DG, should preferably sit among the audience). The protocol in descending order is given below. Positions like Patron, Advisor, etc do not come under the constitution. They are personal nominations and hence not included in protocol. However, they are to be respected for their roles.

1. IP/IPE/IPIP
2. Grand Council Members
3. PIPs
4. APs/APEs/IPAPs
5. International Presidium Members/IPM(E)
6. ISG/IT
7. Past International Presidium Members
8. International Programme Directors
9. Area Senate Members
10. PAPs
11. Regional Chairs/RCEs/IPRCs
12. Area Presidium Members/ APM(E)
13. AS/AT
14. Past Area Presidium Members
15. Area Program Directors
16. Regional Senate Members
17. PRCs
18. DGs/DGEs/IPDGs
19. Regional Presidium Members/RPM(E)
20. RS/RT
21. Past Regional Presidium Members
22. Regional Program Directors
23. District Senate Members

24. PDGs
25. CPs/CPEs/IPCPs
26. District Presidium Members/ DPM(E)
27. DS/DT
28. Past District Presidium Members
29. District Programme Directors
30. Club Senate Members
31. PCPs
32. Club Presidium Members/ CPM(E)
33. CS/CT
34. Past Club Presidium Members
35. Club Program Director

- » The Election Commission at each level may also decide for an in-person voting through ballots, after securing the necessary approvals for the same from the Grand Council at the International Level.
- » The International Presidium may take a decision to conduct the election in an on-line mode. Once such a decision is made, the Election commission shall propose the procedure to conduct the election which shall be approved by the International Presidium before implementing the same.
- » The verdict of the Election Commission shall be final and binding.

Fees And Subscriptions

No.	Particulars	Amount (Rs)	Period/Remarks
1	Charter Fees	250 per member	Onetime - including cost of member's startup kit (Lapel Pin, Membership Card & Car Sticker)
2	Annual Subscription	1,000 per member	District: Rs. 150 Region: Rs. 150 Area: Rs. 150 International: Rs. 550
3	Cost of supplies:	PST Pins : Rs. 100 Pres. Collar: Rs. 500	

FAQ

1. What is the name of our organization?

Our organization is called Young Minds International

2. How do we call a club?

A club will be called as Young Minds Club of (Club Name). For example, if the name of the Club is Bangalore, it will be called as Young Minds Club of Bangalore

3. Can we use the abbreviation YMI?

All are encouraged NOT to use the shortform YMI as there are other organizations who use the same short form. Also, it is important that we establish the name Young Minds in the minds of people.

4. What is our logo?

Our logo is as follows:



We may also use the following option, if needed.



5. What is our motto?

Our motto is “To impact lives through service”

6. What are the purposes and objectives of Young Minds International?

The purposes and objectives of Young Minds International are:

- » To serve people in need in the local community and globally.
- » To follow Universal Ethical teachings.
- » To foster friendship, family fellowship and networking among members.
- » To take up worthy projects to protect human rights and the environment
- » To grant charter and affiliate units of the YMI

7. What are the different levels of hierarchy in our movement?

An Young Minds Club is the basic unit. Several Clubs will join to form a District and several Districts will join to form

a Region and several Regions will make an Area and several Areas will join together to become International.

8. How are our Area, Regions, Districts and Clubs named?

Areas are named after a country or a geographical territory. For example, all clubs in India will be part of India Area. Regions will be named as Region 1, Region 2, Region 3 and so on. Currently India Area has 5 Regions. Region 1 will cover Middle Eastern countries and all the revenue Districts of Kerala State from Trivandrum to Kottayam. Region 2 will cover the revenue districts of Idukki and Ernakulam. Region 3 will cover all revenue districts of Kerala State from Trichur to Kasargod. Region 4 will cover the entire Karnataka, Tamil Nadu, Maharashtra and Goa states while Region 5 will cover all the remaining territory of India.

Districts will also be named as District 1, District 2, District 3 and so on in a Region.

A club can choose the name that its charter members decide at the time of forming a new club.

9. What are the different organisational bodies and their functions?

Different organizational bodies of our organisation are the following:

International	• International President • Honorary Secretary General • International Treasurer • International Presidium • Grand Council • International Program Managers
Area	• Area President • Area Secretary • Area Treasurer • Area Presidium • Area Senate
Region	• Regional Chairman • Regional Secretary • Regional Treasurer • Regional Presidium • Regional Senate
District	• District Governor • District Secretary • District Treasurer • District Presidium • District Senate
Club	• Club President • Club Secretary • Club Treasurer • Club Presidium

10. What are the qualifications and pre-requisites of an Young Minds Member?

- » The members shall include all those inducted into membership by YMI directly or through the affiliated clubs and have agreed to follow the Constitution, Bye Laws and the rules of the YMI.
- » Membership is open to men and women aged 18 years and above. Admission shall be through invitation and sponsorship.
- » Membership shall not be denied on account of their gender, race, religion, colour or nationality.

- » Membership is open only to those without criminal records including involvement in financial offences.
- » Individuals can become members of clubs meeting online with remote membership

11. What is the annual subscription for a member?

Annual Subscription is fixed as Rs 1000 per member per year to be paid between July 1st and August 31st of each year.

12. How does this annual subscription get shared at various levels of our organisation?

The subscription collected from a member will be utilised for the growth of Young Minds at different levels as follows:

- » District : Rs 150
- » Region : Rs 150
- » Area : Rs 150
- » International : Rs 550

13. Is the member expected to pay the subscription in instalments?

No. The Subscription is expected to be paid by a member as a single payment before August 31st of each year calendar year.

14. What is the charter fee of a club?

The Charter fee of a Club is Rs 2500 for the first 10 members and Rs 250 each for every additional member. For example, club that has 10 or less members will pay Rs 2500 as the Charter Fee and a club that has 12 members will pay Rs 3000 as charter fee.

15. What is the process for chartering a club?

A group of like-minded people who qualify to be members of our organization as per our constitution shall submit an application in the prescribed format, along with the Charter fee to the concerned District Governor who in turn will review the same, complete the background check of the members with the help of his Cabinet colleagues and approve the application. Subsequently, the members and club officers will be installed by the concerned District Governor or anyone else who is authorized by the concerned District Governor.

16. Who will be entitled to the Charter fee and how will it be utilised?

The concerned District is entitled to receive and keep the charter fee and the same will be utilised by the District cabinet to provide a new Collar for the President, Gavel for the Club, lapel pins to the members, lapel pins to the President, Secretary and Treasurer of the new club and the Club Flag. All these items will be procured by the District team and provided to the Club during the installation of its members and induction of its office bearers. The Collar, Gaval, Flag and the lapel pins of the President, Secretary and Treasurer will be handed over by the club President to the new office bearers in the succeeding year at the time of their installation.

17. What are the club supplies/branding items available?

President's Collar, Gaval, Flag, lapel pins for President, Secretary and Treasurer and lapel pins for the members are the club supplies that are available currently.

18. What is a good standing club?

Any club that has 10 or more paid members is considered a good standing club which will have the voting rights as per our constitution.

19. Are we allowed to have members who are also members of other organizations such as Y's Men, Rotary, Lions etc?

Yes

20. How does the election happen in Young Minds?

The Grand Council at the International level and Senates at other levels are responsible for conducting free and fair elections at the respective level as per an election manual that is approved by the International Presidium.

21. Do we have a prescribed application form that needs to be filled and submitted by a new member?

Yes. Please see Annexure B

22. Do we have a new club charter application ?

Yes. Please see Annexure C

23. Do we have a prescribed format for a Charter Certificate ?

Yes. Please see Annexure D

24. Do we have a prescribed format for induction of new members?

Yes. Please see Annexure E

25. Who can induct a new member ?

The Governor of the District in whose jurisdiction the club falls or anyone else authorized by him can induct a new member.

26. Do we have a prescribed format for installation of office bearers?

Yes. Please see Annexure F

27. Who can install an office bearer in Young Minds International?

Any leader who is occupying a position higher than the same position in our movement can install an office bearer. Any leader who has occupied the same position or a position higher than the same position in our movement in the past, can also install an office bearer.

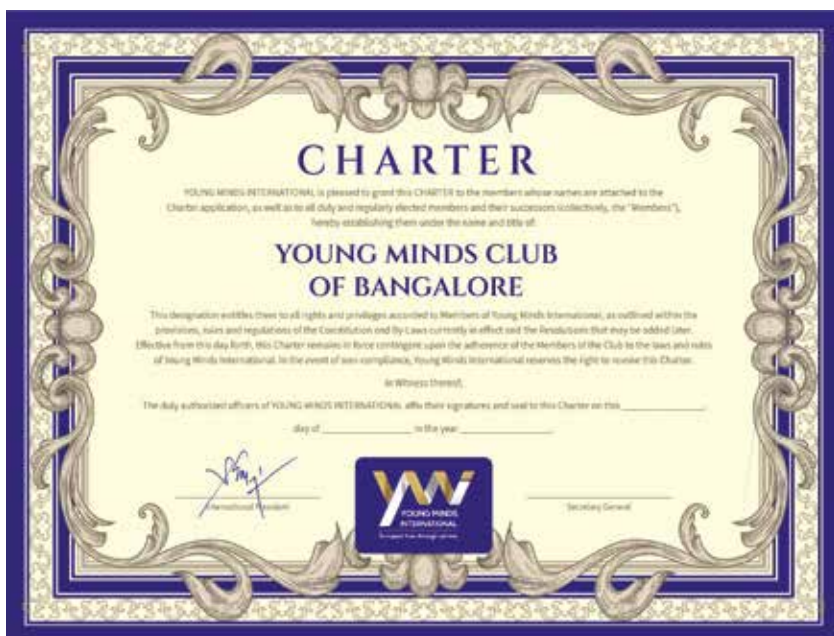
28. What is the Young Minds Operational Year?

July 1st of an year to June 30th of the next calendar year is the operational year in Young Minds.

29. Do we have Prayer and Pledge?

We do have customised Prayer

Annexure A - Charter Certificate



CHARTER

YOUNG MINDS INTERNATIONAL is pleased to grant this CHARTER to the members whose names are attached to the Charter application, as well as to all duly and regularly elected members and their successors collectively, the "Members", hereby establishing them under the name and IDB of:

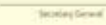
**YOUNG MINDS CLUB
OF BANGALORE**

This designation entitles them to all rights and privileges accorded to Members of Young Minds International, as outlined within the provisions, aims and regulations of the Constitution and By-Laws currently in effect and the Resolutions that may be added later. Effective from this day forth, this Charter remains in force contingent upon the adherence of the Members of the Club to the laws and rules of Young Minds International. In the event of non-compliance, Young Minds International reserves the right to revoke this Charter.

In Witness Whereof,

The duly authorized officers of YOUNG MINDS INTERNATIONAL, affix their signatures and seal to this Charter on this _____ day of _____ in the year _____





International President Secretary General

Annexure B - Member Application



Young Minds Club of

Name			
	Date of Birth:		
Young Minds Registration No.		Address Proof* AAC ☐ DL ☐ Rcard ☐ Oth ☐ 	
Address			
Phone	Mobile:	WhatsApp:	
Email			

Family Details

Name	Relationship	Date of Birth	ID Card No

Introduced by

Joining Members

Name:

Name:

Club:

Date of Joining:

YMR No.

Place:

Signature:

Signature:

Club President

Club Secretary

Membership Comm. Chairman

Regional Chairman

Signature

Signature

Signature

Signature



Annexure C - Charter Application

Young Minds International

CHARTER APPLICATION FORM

Charter No:

Charter Date:

This application of ours are for the authority to organize, and maintain an affiliated club named _____

We are well aware of the constitution of the organization and are satisfied with it. Also, we assure you that we will adhere to the constitution and will strive to uphold the visions and objectives of the organization.

AREA:		REGION	DISTRICT	
Sl. No		Name	Mobile No	Date of Birth
1	President			
2	Secretary			
3	Treasurer			
4				
5				
6				
7				
8				
9				
10				
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12				
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19				
20				

Name of Sponsoring Club:

Installation of Officers

Mission Statement

Young Minds International is committed to impacting lives through service. We believe in the power of unified efforts, of connecting with other members and sharing family values. Membership is open to anyone interested in service and fellowship irrespective of religion, nationality, language and geography. Each member brings unique skills, experiences and perspectives to the Movement and we value the contribution they make to this vibrant community.

Congratulations on your selection as an

Remember that the position you will hold is not only an honour but a greater responsibility to the Young Minds International Movement. Genuine leadership is about service, it is about mentoring and creating new leaders who will take up the commitment of continued and collective service. It is never about personal achievement and recognition, but a commitment made to serve others with dedication.

As an officer, you are making a commitment to the organization that you will: -

- » Uphold professionalism in managing your office and conducting meetings.
- » Ensure transparency in all financial matters, discussions, projects and plans.
- » Implement innovative ideas and technologies that can improve our Movement.
- » Foster a thriving community and collaboration among members and also help nurture the environment.

New Officers Oath:

Please raise your right hand and repeat after me: “I, [state your name], do solemnly swear to uphold the values and vision of Young Minds International, to perform my duties to the best of my ability, and to serve our community with integrity, passion and dedication.”

I hereby install and team as of Young Minds International.

We have complete confidence in your leadership and ability to inspire our organization. We trust that you will lead with passion and purpose, opening new avenues for service and increasing member participation, that will advance our Movement’s noble cause.

Induction of Members

Welcome to the Young Minds International family! This is your official induction into our vibrant community of change-makers. We are thrilled to have you join us and become part of our Movement dedicated to making a positive impact in the world.

About Young Minds International

Our club is committed to impacting lives through service projects. We believe in the power of unified efforts, of connecting with other members and sharing family values. Membership is open to anyone interested in service and fellowship irrespective of religion, nationality, language and geography. Each member brings unique skills, experiences and perspectives that enrich our Movement. And we value the contributions you will bring to the community.

Our club fosters a supportive community where members connect, collaborate, network and make meaningful connections. We encourage you to actively participate and share your thoughts as we work together to build an empowering Movement.

Throughout the year, we engage in various activities and initiatives such as volunteering, fundraising, environmental and outreach programs. We believe in creating a better world through collective service.

As a member of our club, we encourage you to attend our meetings regularly, actively participate in activities and support club and International initiatives. Your dedication and involvement are vital to our success.

To confirm your commitment to joining our Movement, say “Yes, Young Minds International.”

I officially declare you as member of Young Minds International.

Thank you for choosing to be a part of our Organisation. We are excited to embark on this journey with you to make a difference in our world.

What is unique in Young Minds International

Sl. No		
1	Annual Subscription	Rs 1000 (Will be shared between Area, Region and District
2	Area dues	0
3	Regional Dues	0
4	District Dues	0
5	Club Charter Fees	Rs 2500
6	Endowment Funds	Nothing as of now. If added in future, that will be minimal and its collection and utilisation will be absolutely transparent and process driven
7	Minimum number of members for a good standing club	10
8	Constitution and its implementation	Implementation of the Constitutional Provisions are ensured by a watchdog - Elders Councils at each level
9	Transparency	Constitution guarantees the “Right to Information” of Members
10	Leadership Rotation	Constitutional Guarantee that no one will occupy the same position for more than 2 years whether it is elected, selected or nominated
11	Election	Transparent through a foolproof process, conducted by an Elders Council at each level, guaranteed by the constitution
12	Conflict Resolution	Through a transparent and fool proof process, supervised by the Elders council and guaranteed by the constitution

13	Conflict of Interest	Leadership (the Troika at any level) is different from the Elders Council who takes care of Election, Conflict Resolution and ensures adherence to the constitution by the Leadership
14	Women & Youth Empowerment	Reservation for Women and Youth in positions as per constitution.
15	Operational Expenses	Frugal and limited. No fancy offices & no high salaried employees
16	International Secretary General	Honorary Post, to be held by a Member nominated by the then International President for a maximum period of 2 years, with no salary
17	Role of Family	Family inclusion and involvement at every level.
18	International Character	Truly international, in spread as well as in thoughts
19	Awards	Only limited and as approved by the Presidium. Selection through a transparent process

P.R. Equipment & Co.

(A-Z Brick Solution)



P.R. HOME DECORS

(Imported Furniture World)

P.R. HOMES

YMI **Dr. D. FRANCIES RAVI**
District Governor
☎ +91 80564 56197

YMI **Dr. F. PREMILA RAVI**
F. P. DEV PRAVISH B.E., MBA



*"Wishing the esteemed members, readers, and global youth of
Young Minds International a year filled with great progress,
sustainable industrial innovation, and continuous community growth."*