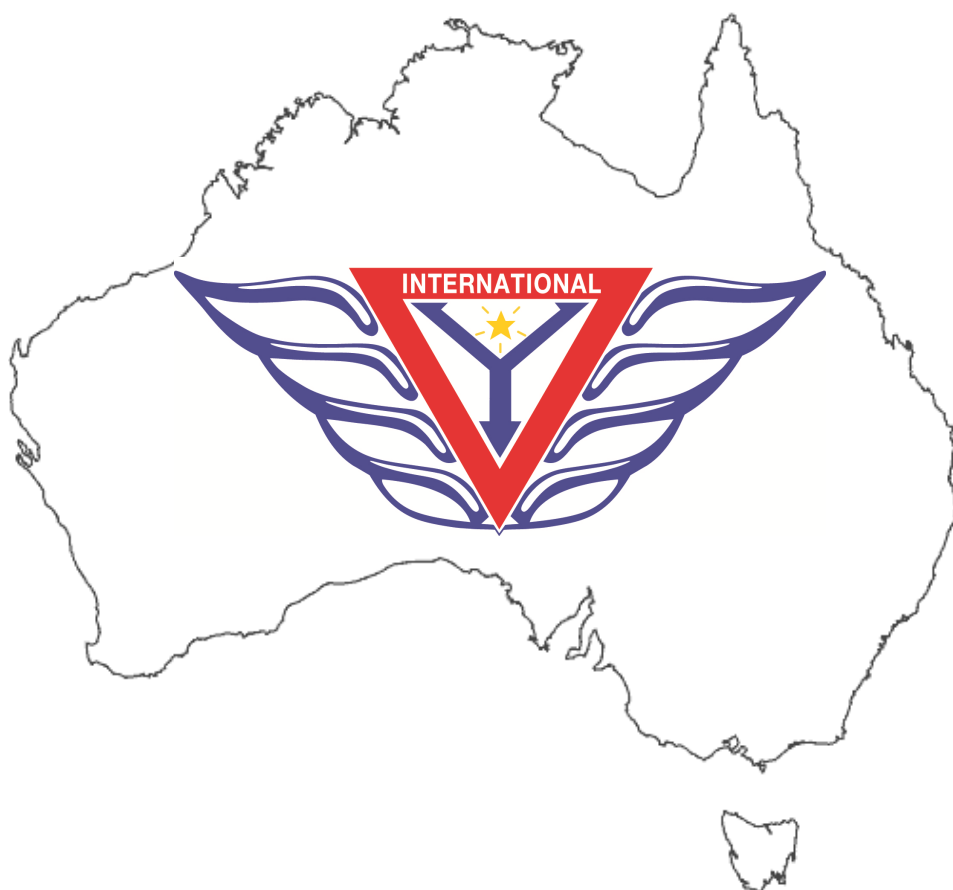


# AUSTRALIAN SUPPLEMENT





## **FOREWARD**

In addition to the preceding International Manual, this supplement has been produced to assist the Y's Menettes of Australia.

It consists of several sections covering important matters which are unique and relevant to this Region.

It was compiled during the first half of 1996 by the following committee:-

Lesley Kelly	RD	Bendigo
Theresa Banfield	PRD	Eaglehawk
Jennifer Cameron	PRSD	Kangaroo Flat
Pam Crammond	PRSD	Bendigo
Wendy Sheldon		Eaglehawk
Shirley Unmack	PRSD	Bendigo
Lynne Pedrotti	Typist	Lansell

Updated 2000, 2003, 2008 & 2015.

## **TABLE OF CONTENTS**

History – Australian Y' Menettes	50
Y' Menettes Australian Leadership	52
Installation – Area and Regional Director	53
Area and Regional Director Elect	53
Regional Sister Club Co-ordinator Job Description	54
Combined Regional Annual Meetings	55
Regional Treasurer/Supplies Officer Job Description	56
Regional Finance	57
Y's Menettes Supplies	58
Regional Weekends Away/Retreats	58
Calendar	59
Conventions	60
Membership/Leave of Absence	61
Life Membership	61
Bereavement	61

## HISTORY OF AUSTRALIAN Y'S MENETTES

- 1952** The first Y's Menettes Club in the Australasian Region (Australia, New Zealand and Fiji) was formed in Ballarat in 1952 after these ladies had helped their Y's Men's Club and provided meals for several years. Their initial membership of 20 grew to 40 in 5 years.
- 1960's** A boom time in the sixties saw the growth of Clubs in the Region, extending from New Zealand in the East across the southern part of Australia to Perth in the west. During this period, Bendigo Club grew to a membership of 50 and Y's Menettes strength in the Region was high.
- 1963** Geraldine Wilkie from the Ballarat Club was appointed the first Regional Service Director for Y's Menettes in 1963.
- 1966** District Co-ordinators were introduced to assist the Regional Service Director to carry out her duties in this geographically large Region.
- 1971** By 1971, there were 26 Clubs and one provisional Club with a total of 495 members in the Australasian Region. The Region had four Districts, Central, New Zealand, Southern and Western, each with a Co-ordinator. Y's Menettes weekend camps were events for enjoying fun and fellowship at places such as Manyung in Victoria, Mylor in South Australia and Yanchep in the West.
- 1973** In 1973, Y's Men International made constitutional changes enabling women to become Y's Men (See Page 3). Although this drastically affected Y's Menettes Clubs overseas, the movement here continued as before.
- 1974** Another Y's Men change in 1974 saw the Australasian Region become the South Pacific Area, comprising the two separate Regions of Australia and New Zealand/Fiji. Each Region had a Regional Service Director for its Y's Menettes Clubs. The Australian Region had a fourth District, North Central, with a Y's Menettes Co-ordinator.
- 1975** Combined District Annual Meetings became a feature of the Y's Menettes calendar from 1975.
- 1979** Y's Men International reinstated the position of Y's Menettes International Service Director in 1979 appointing Australian Beryl Jones.
- 1980** Allan Martin presented "The Ethel Martin" Memorial Plaque to be awarded annually to the best Y's Menettes Club Bulletin within the region.
- 1982** Although Y's Menettes had assisted the YEPP Program through their Y's Men's Clubs, in 1982 Swan/Perth became the Y's Menettes Club to host a YEPP student.
- 1983** When New Zealand Y's Menettes officially disbanded in 1983, the only Y's Menettes of the Area were Australian, so our Regional Service Director also assumed the role of Area Service Director. In 1983, Pam Crammond was the second Australian to be appointed International Service Director. Jan Birt was appointed International Sister Club Co-ordinator.
- 1985** In 1985, Rene Cressie became International Sister Club Co-ordinator, a position she held for seven years. Australian Y's Menettes financed this office.
- 1989** After months of effort, a small committee produced a comprehensive Manual for Australian Y's Menettes.
- 1991** Shirley Unmack became the third Australian to lead our movement when she was appointed International Director in 1991.
- 1993** Following the International lead, Australian Y's Menettes voted to remove the word 'Service' from our Director's title which became Area Director/Regional Director. In this year, the first Y's Menettes Regional Treasurer, Shirley Unmack, was appointed to manage our Regional finance, previously included with that of Regional Y's Men.

- 1994** In consultation with Y's Menettes worldwide, a committee of Australian Y's Menettes in 1994 produced the new Y's Menettes International Manual.
- 1995** Many years of discussion resulted in Y's Men International accepting some alternatives to the title 'Y's Menettes Club'. This led to the Eaglehawk and Lansell Y's Menettes Clubs adopting the title 'Y Service Club (Women)'.
- 1996** Shirley Unmack appointed International Project Co-ordinator. She served two terms until 2000.
- 1997** Regional Director Lesley Kelly instigated the production of a Regional Banner. Following her death an Honour Patch was applied to the back of the banner.

Bulletin judging ceased. To honour the Ethel Martin Bulletin Award, a citation was entered in Y's Dom's Golden Book. The inscribed plaque award returned to Bendigo Club for safe keeping.

"The aim of the award had been achieved."

The position of District Coordinator was deleted from the Regional Director's district.

- 1998** Replacing the District Training Day, a Planning and Preparation session prior to each District Annual Meeting was instigated.
- 1999** Echuca Club adopted Y Service Club (Women) as its title.

Rosemary Rogers installed as International Sister Club Co-ordinator.

Mission Statement for Australian Y's Menettes adopted.

Y's Menettes Regional Director was granted a vote on the Regional Y's Men's Executive.

Supplies Officer added to the Y's Menettes Regional Treasurer title.

- 2000** Brenda Berry appointed International Director, the fourth Australian to hold this position.

- 2003** Clubs voted to discontinue the District Co-ordinator position.

Jennifer Cameron appointed International Director, the fifth Australian to hold this position.

- 2005** Brenda Berry appointed International Sister Club Co-ordinator.

Combined Regional Annual Meetings began, replacing District meetings.

- 2015** With a total of six clubs, Australian Y's Menettes remained active and involved at all levels of the Movement.

## Y'S MENETTES AUSTRALIAN LEADERSHIP

### Regional Service Director

Geraldine Wilkie	Ballarat	1963
Justine Tweed	Bendigo	1964 – 1966
Daphne Carter	Mt Gambier	6 months
Justine Tweed	Bendigo	6 months
Beatrice Lewis	Ballarat	1967 – 1968
Judy Inglis	South Suburban	1968 – 1969
Beryl Jones	Bendigo	1969 – 1970
Rachael Cook	Geelong	1970 – 1971
Beryl Moody	Mt Gambier	1971 – 1972
Bev Blandthorn	Eaglehawk	1972 – 1973
Noeline Herron	New Zealand	1973 – 1974
Vi Durston	Swan/Perth	1974 – 1975
Ethel Martin	Bendigo	1975 – 1976
Ruth Sparrow	Adelaide	1976 – 1977
Betty O'Brien	Mt Gambier	1977 – 1978
Rosalie Vanstan	Bendigo	1978 – 1979
Hettie Lillywhite	Fremantle	1979 – 1980
Lorraine McGuiness	Ararat	1980 – 1981
Jan Birt	Broken Hill	1981 – 1982
Pam Crammond	Bendigo	1982 – 1983
Yvonne Simmons	Fremantle	1983 – 1985
Elva Tippet	Wangaratta	1985 – 1986
Helen Hollis	Lansell	1986 – 1988
Jean Randall	Lansell	1988 – 1989
Shirley Unmack	Bendigo	1989 – 1991
Jennifer Cameron	Kangaroo Flat	1991 – 1993

### Regional Director

Theresa Banfield	Eaglehawk	1993 – 1995
Lesley Kelly	Bendigo	1995 – 1997
Brenda Berry	Bendigo	1997 – 2000
Margaret Olle	Ararat	2000 – 2001
Judith Brown	Lansell	2001 – 2003
Muriel Miller	Bendigo	2003 – 2006
Beverley Holt	Eaglehawk	2006 – 2009
Raelene Schmidt	Kangaroo Flat	2009 – 2011
Helen Lewis	Geelong	2011 – 2013
Eva Chalmer	Bendigo	2013 –

**INSTALLATION OF AREA/REGIONAL DIRECTOR**

**OUTGOING AREA/REGIONAL DIRECTOR:**

..... as Area/Regional Director, you will be the leader of Y’s Menettes Club/Y Service Clubs – Women in the South Pacific Area and the Australian Region. You will be responsible for promoting the conservation and extension of the Y’s Menettes in the Area and Region. You will be a member of the Y’sdom Area and Regional teams and be the representative and spokeswoman of the Y’s Menettes.

In accepting the responsibilities of these offices, you are truly “Acknowledging the Duty which Accompanies Every Right”. To signify this commitment, will you raise your right hand and answer – “I DO”.

**AREA/REGIONAL DIRECTOR**

I do.

**OUTGOING AREA/REGIONAL DIRECTOR:**

..... on behalf of all Australian Y’s Menettes I am pleased and proud to present this Directors badge and wish you all the very best for your term of office.

**(Addressing the gathering)**

Please welcome our new Y’s Menettes Area/Regional Director .....



Job Descriptions for these positions are found in the International section of this manual.

Area Director	Pages 36 – 37
Regional Director	Pages 34 – 35

**AREA/REGIONAL DIRECTOR ELECT**

It is recommended that an Area/Regional Director Elect be appointed in the second year of an Area/Regional Director’s term.

The Area/Regional Director Elect is appointed by the Area/Regional Director after Clubs are given the opportunity of suggesting a Y’s Menette interested in filling this position.

**Y'S MENETTES  
REGIONAL SISTER CLUB CO-ORDINATOR  
JOB DESCRIPTION**

The Sister Club Co-ordinator is appointed by the Regional Director after Clubs are given the opportunity of suggesting a Y's Menette interested in filling this position.

Ideally a term of 2 years is recommended. This may be extended at the discretion of the RD.

The Co-ordinator is responsible for the conduct and promotion of the Sister Club Program within the Australian Region and works in close cooperation with the RD and the International Sister Club Co-ordinator.

**COMMUNICATION:**

Maintain contact with the International Sister Club Co-ordinator (ISCC), Regional Director and Australian Clubs.

In particular:-

Forward requests for new Sister Club links to the ISCC. (See Page 26)

Encourage clubs to share special times with their Sister Clubs, so creating understanding between Y's Menettes of different cultures.

Advise ISCC and RD of Club/s experiencing problems with contacts.

Act as liaison to help resolve communication problems between Sister Clubs.

Arrange the closure of any failed Sister Club's links with the ISCC.

Be mindful that Clubs in various parts of the world go into recess at different times which may cause difficulties with correspondence.

Conduct an annual survey of Sister Club links within the Region.

Compile an Annual Report. A map may be useful.

Forward copies to ISCC, RD and all Clubs in the Region.

**FINANCE:**

Keep details of expenses and submit to RT for reimbursement.

**GENERAL:**

Keep up-to-date files of current Sister Club links within the Region.

Be prepared to assist with Sister Club presentations at Conventions and Regional/Club meetings.

Handover files promptly to your successor. Include any helpful suggestions and a summary of activities of your term.



## **COMBINED REGIONAL ANNUAL MEETINGS**

Each meeting is conducted by the RD from the previous twelve months.

All Y's Menettes are encouraged to attend, to enjoy fellowship and to share ideas and information.

All incoming office-bearers are encouraged to attend a Planning and Preparation session prior to the Annual meeting.

During the meetings, Regional and Club reports are presented and relevant Y's Menettes' issues are discussed.

### **THE ROLE OF THE REGIONAL DIRECTOR:**

Liaise with the Host Club to plan the meeting details – date, time, venue, displays and presentations.

Invite other Regional Officers as appropriate.

Conduct the Planning and Preparation session for incoming office-bearers.

Conduct the Annual meeting for all Y's Menettes.

Arrange for the production and distribution of the Minutes as soon as possible after the meeting.

Follow up any relevant details.

### **THE ROLE OF THE HOST CLUB:**

Liaise with the RD to plan the date, venue and meeting details.

Plan catering, usually lunch and afternoon tea.

Send out invitations to all other Clubs and Regional Officers as appropriate.

Relevant details to include:- Date, Time and Venue of meeting.

Cost to members attending.

Request for Agenda Items.

RSVP date to Host Club.

Make arrangements for the Planning and Preparation session prior to the Annual meeting.

Supply a Minute Secretary and arrange Devotions/Reflections.

The Host Club President welcomes all present and introduces the RD to run the meeting.

### **AGENDA:**

Welcome.

Apologies/Greetings.

Introduction and Roll Call – record attendance on the circulated sheet/book.

Devotions/Reflections.

Minutes of previous Annual Meeting – accepted – business arising.

Relevant reports from recently completed year – Past Presidents and Regional Officers as appropriate.

Presentations to appropriate recipients.

Correspondence.

Agenda items/other business.

At the completion of the meeting announce the Host Club for the following year (usually on a rotation basis).

It may be appropriate for the Incoming Regional Director to be installed at a Combined Annual Meeting.

Y's Menettes Prayer.

**Y'S MENETTES  
REGIONAL TREASURER/SUPPLIES OFFICER  
JOB DESCRIPTION**

The Regional Treasurer/Supplies Officer is appointed by the Regional Director after Clubs are given the opportunity of suggesting a Y's Menette interested in filling this position.

Ideally a term of 2 years is recommended. This may be extended at the discretion of the RD.

The Regional Treasurer/Supplies Officer is responsible for receiving Regional and International contributions of Clubs and correctly dispersing these funds.

She is responsible for the provision of appropriate Y's Menettes Regional supplies.

**FINANCE:** (See page 62)

From Clubs, receive International and Regional dues and Club donations – ensure that all Club Treasurers have sufficient remittance forms for this purpose. Issue receipts and bank promptly.

Send the Y's Men Regional Treasurer a cheque for the total annual donations to the Y's Men Funds.

Send International Project and special appeal donations and dues to Y's Men International Headquarters.

Reimburse Regional Officers for their expenses submitted as per claim forms – supply forms to the Officers for this purpose.

Provide funds for the production of the Annual Directory and Manual updates.

**SUPPLIES:** (See page 60)

Maintain and promote the use of relevant Y's Menette Regional supplies.

Where appropriate, display supplies at Y's Menettes gatherings e.g. Weekends Away, Regional Meetings, Conventions.

**RECORDS:**

Maintain complete accurate records of all financial transactions – account signatories to be Regional Treasurer/ Supplies Officer, Regional Director and a past leader e.g. Past RD.

At the end of each financial year (June 30th), prepare an annual report and have it audited. Send a letter of thanks to the Auditor.

Hand over the files promptly to your successor – include any helpful suggestions.

**COMMUNICATION:**

Maintain contact with the Regional Director to ensure that she is fully informed on matters of Regional Y's Menettes finance e.g. Club donations, Clubs late with dues, new supplies needed, budget considerations.

In July, present the annual financial report to the Regional Annual Meeting and send to RD, each Club and Y's Men RT, RD and AP.

Notify the Y's Menettes International Project Co-ordinator of the Region's annual contribution to this Fund.

By direct letter or via the RD communiqué, encourage Clubs to pay dues on time and contribute to the Y'sdom Funds.

## **Y'S MENETTES REGIONAL FINANCE**

This is administered by the Regional Treasurer/Supplies Officer in full consultation with the Regional Director.

The financial year is July 1 – June 30.

### **RECEIPTS:**

- Dues** Clubs pay annual International and Regional dues per member by November 30. International dues are the annual contributions of each Y's Menette to the Y's Menette General Fund (Page 40).
- Contributions** To Y's Menettes International Project – deadline May 31.  
To Y's Men Alex Fund, Brotherhood Fund, Time of Fast – deadline May 15.  
These donations can be sent by Clubs at any time before May 15.

### **EXPENDITURE:**

- Y's Men Funds** The total Y's Menettes contributions to the Alex Fund, Brotherhood Fund and Time of Fast are sent to the Y's Men Regional Treasurer before the end of May.
- International** The total contributions to the Y's Menettes International Project plus International dues for each Y's Menette (including Y's Menettes at Large) are sent to Y's Men IHQ during the first week of June using a bank draft.
- Officer Expenses** Regional Director, Regional Treasurer and Sister Club Co-ordinator are reimbursed for their expenses as per the claim forms they submit.
- New Supplies** As required.
- Other Expenses** For the production of the Annual Directory and Manual updates.

### **ANNUAL REPORT:**

This is compiled after June 30, audited and distributed to all Clubs and relevant Officers (See page 56).

### **FINANCE REVIEW:**

This is conducted at the Y's Menettes Regional Annual Meeting to consider such matters as dues, Officer and other claims. If appropriate, recommendations to be sent by the RT to Clubs for voting.

## **Y'S MENETTES SUPPLIES**

The following supplies are available to Australian Y's Menettes from the Regional Treasurer/Supplies Officer.

Badges/Pins (See page 12)

Gift Cards

Emblem Stickers

Prayer Cards

Finance Remittance forms

Claim forms

The Regional Treasurer/Supplies Officer can assist Clubs to use the correct logo in producing their stationery.

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## **Y'S MENETTES REGIONAL WEEKENDS AWAY/RETREATS**

These Regional events are held annually when Y's Menettes get together to share fun and fellowship.

Hosting is generally rotated amongst Clubs.

The Host Club is responsible for arranging:-

**DATE:** Set the date and book early.

**VENUE:** A location central to most Clubs is ideal.

**PROGRAM:** This may be as organized or unstructured as the Host Club desires, but usually includes:

- |                 |  |
|-----------------|--|
| <b>Friday</b>   | * Evening Fellowship   |
| <b>Saturday</b> | * Time to discuss Regional matters<br>* Some Free time<br>* Organised activity<br>* Social evening |
| <b>Sunday</b>   | * Morning devotions<br>* Early afternoon farewell  |

**FINANCE:**

Fees must cover the cost of weekend hire, catering and incidentals.

Regional funds may be borrowed by the Host Club to assist in meeting the initial outlay prior to the receipt of fees.

**PROMOTION:**

Send promotional material to all Regional Clubs and Officers **at least four months prior to the weekend.**

Follow with a letter detailing fees and requirements and the due date for participants' names and deposits/fees. Organisation is much easier if money is in early.

## CALENDAR

<b>Month</b>	<b>Commitments</b>
January	Clubs in recess. Southern District Y's Menettes social evening.
February	Central District Family gathering.
March	Nominations – Office-bearers.
April	Election – Club Office-bearers
May	Y's Menettes Regional Weekend Away/Retreat Club reports to RD. Contributions to RT for International Project, Alexander and Brotherhood Funds, Time of Fast. 31st - Last day of Club financial year.
June	Club Annual Meetings. Changeover functions – new office-bearers installed. 30th – Last official day of term for all office-bearers.
July	All new executives commence. Club membership fees due. Regional Y's Menettes Annual Meeting including Planning and Preparation Session.
August	International Convention – each 2nd year (even).
September	Area or Regional Convention – each 2nd (odd).
October	Regional Conference – each 2nd year (even).
November	Pay International and Regional dues to RT.

## CONVENTIONS

Conventions have been held on an alternating basis between Region (Australia), Area (South Pacific) and International.

1987	Bendigo, Victoria	Area
1988	Kyoto, Japan	International
1989	Port Pirie, South Australia	Region
1990	Minneapolis, USA	International
1991	Nelson, New Zealand	Area
1992	Oslo, Norway	International
1993	Geelong, Victoria	Region
1994	Singapore	International
1995	Echuca, Victoria	Area
1996	Fredericton, Canada	International
1997	Kangaroo Flat, Victoria	Region
1998	Helsinki, Finland	International
1999	Ballarat, Victoria	Area
2000	Hong Kong, China	International
2001	Adelaide, South Australia	Region
2002	Sydney, Australia	International
2003	Bendigo, Victoria	Area
2004	Kochi, India	International
2005	Kangaroo Flat, Victoria	Region
2006	Busan, South Korea	International
2007	Adelaide, South Australia	Area
2008	Herning, Denmark	International
2009	Queenscliff, Victoria	Region
2010	Yokohama, Japan	International
2011	Ballarat, Victoria	Area
2012	Stavanger, Norway	International
2013	McLaren Vale, South Australia	Region
2014	Chennai, India	International
2015	Geelong, Victoria	Area
2016	Taipei, Taiwan	International

As the Australian Region becomes part of the Asia Area this rotation will change.

Y's Menettes need to be involved in Conventions at all stages: planning, implementing and participating.

Conventions are a great way for Y's Menettes to meet each other, learn about the movement and be challenged for the future. All Y's Menettes should be encouraged to attend Conventions whenever possible.

More information (See page32).

## MEMBERSHIP – LEAVE OF ABSENCE

Occasionally a Y's Menette may need to apply for leave of absence from her Club, preferably in writing, stating the time involved.

In consultation with the Club's executive, she may choose to:-

- Remain fully financial and so be eligible for all Club benefits.
- Pay the cost of receiving the monthly bulletin only.
- Become unfinancial and lose all benefits.

In all cases, the Y's Menette would be welcome to rejoin her Club at any time.

If she needs to extend her leave of absence, the Y's Menette should reapply for it and review her situation with the Club's executive.

## LIFE MEMBERSHIP

Life membership is a gift to a member in recognition of services rendered to her individual Club.

This should be seriously considered as the Club is then responsible for the member's fees for as long as her membership is retained.

Other options are available (see Honouring Members (Page 8)).

Consider presenting a Certificate of Appreciation rather than Life Membership.

## BEREAVEMENT

Your Y's Menettes Club/Y Service Club – Women may wish to contribute in some small way at the funeral service of a sister Y's Menette.

Remember however, that this should be done **ONLY** with the express wish of the family concerned.

It would be appropriate for Y's Menettes to wear their badges and perhaps form a guard of honour at the church or chapel. Y's Menettes could also assist with catering arrangements if required.

The prayer below was used by the Lansell Club in this situation and could be adapted accordingly.

In this particular instance it was photocopied and handed out to everyone entering the church.



*Our loving Heavenly Father –  
We thank you for the life of our fellow Y's Menette .....  
We thank you for having had the opportunity and privilege over many years of having been her friend.*

*We remember with love ..... joy for life, her enthusiasm and her laughter.  
We particularly remember the fun and fellowship we have shared with her at our meetings and camps.*

*Our lives are all so much richer for having known her.*

*Lord grant her your peace*

*Amen*

It may be appropriate to include one of the Y's Menettes Prayers (See page 11).