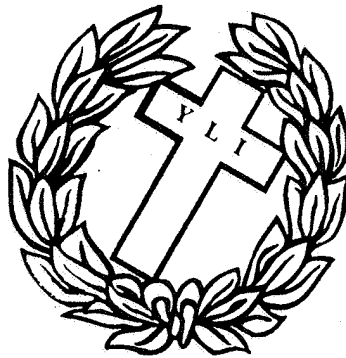


# CONSTITUTION

OF THE

## *Young Ladies' Grand Institute*



GOVERNING THE

*Grand and Subordinate  
Institutes*

ADOPTED APRIL 9, 1888  
Amended July 13, 2021

SEPTEMBER 11, 2021

Grand Institute Incorporated  
September 5, 1888



*YOUNG LADIES' GRAND INSTITUTE CONSTITUTION*

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**ARTICLE I  
NAME AND OBJECT**

**Section 1.** The name of this body shall be

**YOUNG LADIES' GRAND INSTITUTE.**

**Section 2.** Its objects are to encourage all Catholic women to become members, to instill in them the true Catholic ideals and spirit in affairs of Church and Country, to promote the uniform administration of the privileges, honors and benefits of the Order, to extend to its members assistance in the time of sickness or need, and to foster the moral, mental and social advancement of its members.

**ARTICLE II  
POWER**

The Young Ladies' Grand Institute shall have jurisdiction over all Subordinate Institutes. It shall have the right and power of granting charters to Subordinate Institutes; of suspending or annulling the same for proper cause; of receiving and hearing appeals from Subordinate Institutes and members thereof; of redressing and adjusting all grievances arising in the Grand or Subordinate Institutes or Board of Grand Directors; of making laws for the government and support of the Grand and Subordinate Institutes; of organizing new Institutes, and providing for initiation of members and installation of officers thereof and such other rights and powers as may be necessary.

**ARTICLE III  
HOW COMPOSED**

**Section 1.** The Grand Institute (Grand Convention/Corporation Annual Meeting) and members thereof shall be composed of all Past Grand Presidents, all Grand Officers of the expiring term, all Delegates duly elected by Subordinate Institutes and Honorary Members of the Grand Institute whose credentials have been accepted and who have answered roll call, with the exception of the Grand President, Grand First Vice President, Grand Second Vice President, Grand Secretary and Grand Treasurer of the expiring term, who may be considered members of the Grand Institute upon acceptance of their credentials and presentation of a valid excuse which has been accepted by the Grand Institute in session.

Accredited Grand Officers, Past Grand Presidents and Delegates shall be paid mileage in an amount recommended by Transportation and Finance Committees. Grand Officers and Past Grand Presidents shall be paid per diem by the Grand Institute, amount to be decided at each Grand Institute.

**Section 2.** Grand Officers on whom Honorary Membership has been conferred and all Past Grand Officers who enter the religious life shall be Honorary Members of every Grand Institute but shall not be entitled to mileage or per diem.

**Section 3.** Any member in good standing shall be admitted to the Grand Institute, but shall not be allowed to address the meeting, except by consent of three-fourths of the members of Grand Institute.

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**Section 4.** Delegates and alternates shall be elected by ballot during the month of April. Each Institute shall be entitled to one delegate for the membership at large and one delegate for every seventy-five beneficial and associate members shown on the March 31st report. The time limit shall be waived for newly organized Institutes.

**Section 5.** Each delegate shall serve from the beginning of the Grand Institute to which she was elected until the next Grand Institute. No delegate shall be allowed mileage who is not in attendance during the entire session unless excused by the Grand President.

**Section 6.** Prior to forty days before the convening of the Grand Institute the Secretary of each Institute shall forward to the Grand Secretary credentials for delegates and alternates in accordance with the form adopted by the Grand Institute. Said credentials shall show date of election, membership of Institute and certify that delegates, alternates and the Institute they represent are in good standing at the time of such nomination and election and at the time of Grand Institute.

**Section 7.** Prior to forty days before the convening of Grand Institute the Secretary of each Institute shall forward to the Grand Secretary, certificates of good standing for Grand Officers, Honorary Members of the Grand Institute and Past Grand Presidents in accordance with the form adopted by the Grand Institute, signed by the President and Secretary, certifying that the officers are in good standing thirty days prior to and at the time of Grand Institute.

**Section 8.** All members of the Grand Institute shall be entitled to vote except the Grand President who shall vote only in case of a tie and in the election of officers.

Members of Grand Institute who are associate members shall be entitled to vote on all matters brought before Grand Institute, including death benefits.

**Section 9.** No proxy shall be admitted to represent a delegate except an alternate elected by the Institute or appointed by the President. She shall be admitted to all the privileges of an elected delegate upon presentation of her duly executed credentials.

**Section 10.** The mileage of delegates shall be paid by the Grand Institute but the amount of mileage paid shall not exceed 80% of the annual Per Capita Tax paid by an Institute except in the case of Institutes organized less than a year at the convening of Grand Institute. Delegates of said Institutes shall have their mileage paid.

Mileage shall be computed before convention and Institutes notified. When mileage is computed, a deduction shall be made for a 50-mile radius, a total of 100-mile round trip, for all delegates, Grand Officers and Past Grand Presidents.

Additional travel allowance of seventy-five dollars (\$75.00) shall be granted delegates who live at least 75 miles one way from a major airport and 500 miles from the convention site.

**Section 11.** Delegates to the Grand Institute shall be allowed per diem. The amount shall be fixed by the Grand Institute and the same shall be paid by the delegate's Institute.



**ARTICLE IV  
MEETINGS AND BUSINESS**

**Section 1.** The Grand Institute shall convene annually for three days. The date, hour, and place of meeting to be decided at least two years in advance during the session of Grand Institute unless this matter be referred to the Board of Grand Directors for a decision.

**Section 2.** At such meetings there shall be presented the reports of the Grand Officers, the Board of Grand Directors and the committees of the Grand Institute. The officers for the ensuing term shall be nominated, elected and installed. At Legislative sessions, proposed amendments to the Constitution presented to the Committee on Laws and Supervision shall be acted upon. However, at regular sessions only emergency amendments shall be acted upon. Other business shall be transacted as may be necessary.

Representatives from the majority of the Subordinate Institutes shall constitute a quorum at the Grand Institute.

**Section 3.** The Grand Institute may make such rules of order as may be necessary for the regulation of its sessions and for the security, good order and dispatch of its business. Such rules of order may be suspended at any meeting by two-thirds vote.

**Section 4.** All resolutions, rules of order, recommendations and regulations adopted at Grand Institute shall remain in full force and effect until amended, rescinded, repealed or suspended at a subsequent session of Grand Institute.

**Section 5.** Special sessions of the Grand Institute shall be called on a written petition of a majority of the Institutes or at the direction of the regular session. Such call shall be issued by the Grand President within twenty days after the receipt of the petition. Special sessions shall not convene for at least twenty days after the issuance of the call.

All Subordinate Institutes must be notified of the special session in time to render the presence of their delegates or alternates possible.

**Section 6.** At any special session of the Grand Institute a majority of the Subordinate Institutes must be represented.

**Section 7.** A symposium shall be held for all Grand Officers following the close of Grand Institute. The Past Grand Presidents shall be in charge of the planning and program. When necessary, per diem will be allowed for those participating in the program as recommended by the committee of Past Grand Presidents in charge. The necessary expenses for hall rent, etc. shall be paid by Grand Institute.

**ARTICLE V  
OFFICERS AND ELECTIONS**

**Section 1.** The elective officers shall be: Grand President, Grand First Vice President, Grand Second Vice President, Grand Secretary, Grand Treasurer, Grand Marshal, Grand Sentinel, Grand Organist and Board of Grand Directors consisting of nine members. The retiring Grand President shall be the Past Grand President.

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**Section 2.** None but members of the Grand Institute shall be eligible to any office in its gift.

**Section 3.** Nomination of officers will take place on the first day of Grand Institute. Election of officers will take place the following day. Election of officers for whom there is more than one candidate and in case of the Board of Grand Directors for whom there is more than the required number will be by ballot at a time and polling place to be determined by the delegates. A plurality of all votes cast will elect. Delegates may or may not vote for any single office or for the required number of Board of Grand Directors. Offices for which there is only one candidate or in the case of the Board of Grand Directors for which there is only the required number of candidates will be declared filled and candidates elected.

**Section 4.** Officers elected shall be installed on the last day of the Grand Institute after all business has been completed and shall hold office for one term or until their successors are elected and installed and qualified to enter upon the discharge of their duties. In the event the Past Grand President, the newly elected Grand President, Grand First Vice President, Grand Secretary or Grand Treasurer is not in attendance at Grand Institute, having been excused in accordance with Article III, Section 1, of this Constitution, she shall be able to perform all the duties of her office and shall then be duly installed at the first meeting thereafter of the Board of Grand Directors.

**Section 5.** The Grand President-elect shall, by and with the consent of the members, appoint Committees at a session of the Grand Institute previous to installation. Members of such committees need not be members of the Grand Institute.

**Section 6.** Vacancies in any office during the sessions or adjournment of the Grand Institute shall be filled by the Grand President. Appointees to Grand Office must be members of the Grand Institute; appointees to committees need not be members of the Grand Institute.

**Section 7.** The Grand President, Grand Secretary, Grand Treasurer, Board of Grand Directors and all Committees must present written reports to the Grand Institute.

**Section 8.** No Subordinate Institute shall have more than one representative on the Board of Grand Directors. When there are two or more candidates from the same Institute, the one receiving the highest plurality vote shall be declared elected.

**ARTICLE VI  
DUTIES OF OFFICERS**

**Section 1.** The Junior Past Grand President shall install the Grand Officers.

**Section 2.** The duty of the Past Grand President shall be to conduct devotional exercises in the absence of the Grand Chaplain. She shall render assistance to all Grand Officers.

**Section 3.** The Grand President shall preside at all sessions of the Grand Institute, preserve order therein and enforce due observance of its Constitution and Meeting Procedure. She shall cast the deciding vote when a tie occurs except in election of officers.

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The Grand President shall appoint deputies and all Grand Institute committees; she shall give such instructions to officers and deputies as may be necessary.

The Grand President shall appoint a representative to evaluate (within 90 days) the reason of an Institute's non-attendance at Convention.

She shall grant charters and organize new Institutes either in person or by her appointed representative, grant permission for mergers, be the authority for the meeting procedure work of the Order and perform such other duties as the Grand Institute or the rules of the Order may require.

The Grand President shall have the power during the adjournment of the Grand Institute to decide all questions of law, order and practice; and any decisions rendered shall be effective for the duration of her term of office.

The Grand President with the Board of Grand Directors, after proper investigation, shall have full power to act in regard to any misconduct of the members or of Institutes.

The Grand President or the Grand First Vice President or the Grand Second Vice President shall visit the Subordinate Institutes at least once each term.

Upon the request of the two Institutes, the Grand President may visit them at a joint meeting.

At the request of a District Deputy, the Grand President may choose to make her official visit to that District's Institutes at the District Meeting. It is incumbent on the Institutes to make their books available for review in a timely manner, as requested by the Grand President.

On the official visit, a thorough examination shall be made into the condition of the Institute or Institutes and shall be reported to Grand Institute at its next session.

In the event of an emergency the Grand President shall appoint either the Grand First Vice President or Grand Second Vice President to visit in her stead.

The Grand President and the Grand First and Second Vice Presidents shall be allowed a total of \$10,000.00 for their expenses payable from the General Fund. This amount includes a maximum of \$1,500.00 for expenses for the official visits to the institutes in Hawaii. In the case of an emergency, the Finance Committee and the Board of Grand Directors may allow an additional sum.

In the inability of the Grand President to perform any duty of her office or to attend any function, Institute or otherwise, to which she has been invited by virtue of her office, she shall deputize the Grand First Vice President to represent her; in case of the inability of the Grand First Vice President to respond, the Grand Second Vice President shall be so appointed. In case of the inability of either officer to attend, the Grand President may select another Grand Officer or appoint a member as her representative.

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**Section 4.** The Grand First Vice President shall assist the Grand President in the discharge of her duties at all sessions of the Grand Institute and in her absence shall preside. If for any reason the Grand President is unable to perform the duties of her office, the Grand First Vice President shall be charged with all duties, privileges and powers of the Grand President. In the event of a vacancy in the office of Grand President she shall become the Grand President.

**Section 5.** The Grand Second Vice President shall assist the Grand President in the discharge of her duties at all sessions of the Grand Institute. In the absence or inability of the Grand First Vice President, she shall assume the duties of that office. In the absence or inability of both the Grand President and the Grand First Vice President, she shall perform the duties of the Grand President. In the event a vacancy should occur in both the offices of Grand First Vice President and Grand President, she shall become Grand President.

**Section 6.** The Grand Secretary shall keep a true and complete record of the transactions of the Grand Institute and transmit printed copies of the proceedings as soon as possible after each session to each Subordinate Institute. She shall attend all meetings of the Grand Institute with all necessary books, papers, etc. under her control and perform such other duties as the Grand Institute may direct. The Grand Secretary shall prepare, sign and certify all instruments emanating from the Grand Institute and where necessary affix the Seal of the Grand Institute thereto. She shall act as corresponding secretary to the Grand President.

The Grand Secretary shall keep a record of the name, number, location and date of organization and disbanding of Subordinate Institutes with the name, place of birth and age of the members thereof; she shall keep a record of members transferred, resigned, suspended or expelled and deceased.

She shall keep an accurate account between the Grand and Subordinate Institutes and present on the first day of Grand Institute a statement of the amount of money received, which statement must first have been approved by the Finance Committee. She shall report the Institutes that have neglected to make proper returns and those in arrears. She shall forward itemized bills to the Subordinate Institutes for any amount owing the Grand Institute. She shall pay all money received by her and/or deposit records/receipts to the Grand Treasurer, taking a receipt for same. Her accounts shall be closed as of March 31st.

At each meeting of the Board of Grand Directors, the Grand Secretary shall present a report of all Institutes organized, the location of same and by whom organized; also the name, number and location of any Institute disbanded.

She shall report annually the number of members initiated, transferred, resigned, suspended and deceased in all the Institutes as of record in her office. She shall forward to the Finance Committee an itemized statement of money owing from Institutes. She shall send to each Institute a synopsis of the business transacted at the meetings of the Board of Grand Directors.

When a discrepancy in funds has been reported by the Grand President, Auditing Committee or other authorized person, the Grand Secretary or Grand Officer appointed by the

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Grand President shall immediately visit the particular Institute Officer concerned. She shall arrange for a repayment of the discrepancy in a satisfactory manner by the Officer concerned.

The Grand Secretary shall send annually to the Subordinate Institutes and to Grand Officers and District Deputies the name and address of the President and Recording Secretary of each Subordinate Institute.

Membership cards and Institute lists under the control of the Grand Secretary shall be used only for the official business of our Order. Solicitation of our membership through such membership records shall not be allowed for any purpose except that related to the official business and activities of Young Ladies' Grand Institute.

The Grand Secretary shall be a member of the Committee on Forms, Printing and Supplies and the Transportation Committee.

She shall receive such compensation as the Grand Institute shall determine. Her salary shall be payable monthly.

During the sessions of Grand Institute the Grand Secretary shall have an assistant who shall be paid by the Grand Institute. The assistant need not be a delegate and in such case would not be entitled to the privileges of a delegate.

Upon the death of a Grand Officer or Past Grand President she shall make the necessary arrangements, i.e., Rosary notices, flowers or a donation to a charity of the family's choice and attendance at funeral.

**Section 7.** The Grand Treasurer shall receive and take charge of all monies and/or deposit records/receipts of the Young Ladies' Grand Institute; pay all demands against the Young Ladies' Grand Institute; make such investment of the funds as the Young Ladies' Grand Institute may direct; keep her accounts in such a manner as to exhibit the source and amount of receipts; furnish a monthly report to the Finance Committee of all monies received and disbursed during the month, with statements showing the amount of money to the credit of Young Ladies' Grand Institute.

She shall have her accounts closed as of March 31st and submit them to the Finance Committee. She shall submit a report to the Board of Grand Directors at each meeting.

She shall submit to the Grand Institute a report of receipts and disbursements during the term with amounts in the several funds, which report shall first have been submitted to the Finance Committee.

All orders for the withdrawal of money from the various savings and time deposit accounts shall be signed by the Grand Treasurer and Grand Secretary. Checks on the commercial account to be signed by the Grand Treasurer.

In the absence or inability of the Grand Treasurer, the Grand Secretary shall sign checks on the commercial account.

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The Grand Treasurer shall receive such compensation as the Grand Institute may determine. Her salary shall be payable monthly.

**Section 8.** The Grand Marshal shall assist the Grand President in maintaining order and shall at her direction have special charge of the meeting room. She shall perform such other duties as may be required.

**Section 9.** The Grand Sentinel and her assistant shall permit no one but members of the Order to enter the meeting room of the Grand Institute while in session. She shall perform such other duties as may be required.

**Section 10.** The Board of Grand Directors with the Grand President shall have general supervision over the affairs of Young Ladies' Grand Institute.

(a) The chairman shall be the member of the Board receiving a plurality of votes. In the event of a tie, an election shall be held by the members of the Board to decide which of the members tied with the equal plurality shall be the chairman.

(b) They shall examine the quarterly reports of all Institutes, return all incorrect reports for correction, and report to the Grand President any Institute not maintaining the minimum amount specified in Art. XII, Sec. 2, (Subordinate Institutes).

(c) They shall issue charters to Institutes and recall or annul the same.

(d) They shall approve and hold the bonds of the Grand Secretary and Grand Treasurer and the bonded officers of Subordinate Institutes. Upon presentation of a claim by a Subordinate Institute, they shall summon witnesses, hold hearings and conduct such investigation as may be necessary to substantiate claim. The Subordinate Institute shall file a duly executed proof of loss with the Board of Grand Directors for disposition and adjustment of claim.

(e) They shall hold trial and determine punishment for violations of the Constitution and shall have power to suspend or fine such Institutes until the next session of Grand Institute.

**Section 11.** The Board of Grand Directors shall hold two meetings a year, in November and the second at least sixty days prior to the convening of Grand Institute. Special meetings shall be held at the request of a majority of the Board. The Grand Secretary and Grand Treasurer shall be Secretary and Treasurer of the Board of Grand Directors. The Past Grand President, Grand President, Grand First Vice President, Grand Second Vice President, Grand Secretary, Grand Treasurer, Grand Marshal, Grand Sentinel and Grand Organist shall be ex officio members of the Board of Grand Directors.

Grand Officers shall be entitled to expenses as set forth by the Finance Committee for attendance at such meetings.

In the event of an emergency, when state or local health officials have imposed or recommended measures to promote social distancing, or during a declared national or local emergency, meetings shall be allowed to be conducted via a call-in option or an internet-based

service, to promote, and conduct the meeting in a manner that protects the safety of its members and participants.

**Section 12.** The Grand Organist shall have charge of all musical ceremonies of the Grand Institute.

## **ARTICLE VII DEPUTIES**

**Section 1.** The Grand President under the Seal of the Young Ladies' Grand Institute may permit as many deputies as she may deem advisable. They must be in good standing. She shall designate the extent of their jurisdiction. Deputies shall be of three kinds: District, Institute and Special. In the event no District Deputy is appointed, a Chairman of Deputies shall be appointed from among the Deputies of the District.

They shall hold office at the will of the Grand President. The territory over which the District Deputies shall have jurisdiction shall be determined by the Grand President. A division of a district however shall not be effected without the consent of a majority of the Institutes involved.

**Section 2.** District Deputies shall within their respective jurisdictions (and such other territory as may be designated by the Grand President):

- (a) Supervise work of Institute Deputies of District.
- (b) Visit each Institute within their District once each year for which mileage will be paid.
- (c) Notify all Institutes in the District of pending official visits within the District and other activities of interest.
- (d) Install the officers at the request of the Grand President or Institute Deputy.
- (e) Report to the Grand President all official actions and the condition of the Institutes.

**Section 3.** The duties of the Institute Deputies are to:

- (a) Visit Institutes to which appointed once a month for which mileage will be paid.
- (b) See that the Meeting Procedure work is properly performed and that the Constitution and Rules of the Order are fully observed.
- (c) See that the books of the Institute are correctly kept and that all indebtedness due from the Institute is promptly paid.
- (d) Attend at least one meeting of the Board of Trustees when quarterly report is being compiled. Mileage will be allowed for attending only one meeting of the Board of Trustees unless special permission is granted by the Grand President.

(e) Install the Officers. Prior to installation of officers, see that all money due Grand Institute is ordered paid and forwarded to the Grand Secretary.

(f) Report to the District Deputy all official actions and the condition of the Institute.

**ARTICLE VIII**  
**DISTRICT MEETINGS, CONFERENCES AND WORKSHOPS**

**Section 1.** Each District may hold a District Meeting or Conference each year. The District Deputy or Chairman of Deputies, the Institute Deputies and a District Committee composed of at least one member of each Institute within the District shall be in charge of the District Meeting or Conference and shall set the date of same.

In the event of an emergency, when state or local health officials have imposed or recommended measures to promote social distancing, or during a declared national or local emergency, meetings shall be allowed to be conducted via a call-in option or an internet-based service, to promote, and conduct the meeting in a manner that protects the safety of its members and participants.

**Section 2.** The District Meeting shall consist of an exemplification of the Meeting Procedure, reports of the progress and activities of each Institute in the District and a District initiation. The Officers of the Day with the exception of the Organist shall be selected from the delegates or their substitutes.

**Section 3.** The District Conference shall consist of reports of the progress and activities of each Institute in the District and the presentation of a program to advance the welfare of the District. The District Deputy shall preside; all other Officers of the Day with the exception of the Organist shall be delegates.

**Section 4.** The amount of fifteen dollars (\$15.00) may be drawn by each Institute to defray the expenses of a District Meeting or Conference. The amount of fifteen dollars (\$15.00) may be drawn by each Institute to defray the expenses of a Workshop.

**Section 5.** Each Institute shall furnish to the Recording Secretary of the District Meeting a report giving names of the candidates to be initiated, the dates of their election and a statement of the collection of initiation fees and dues.

**Section 6.** Each Institute within the District shall send to the District Conference or District Meeting as delegates the Past President, President, First Vice President, Second Vice President, Recording Secretary, Financial Secretary and Treasurer, or their substitutes. All delegates must be in good standing. Only delegates will be allowed to vote.

**Section 7.** Delegates or their substitutes attending a Conference or District Meeting may be allowed traveling expenses not to exceed the sum of twelve dollars and fifty cents (\$12.50) for the group, said amount to be paid by the Subordinate Institute. In the event the location of the Conference or District Meeting is more than 150 miles round trip an additional sum of twenty dollars (\$20.00) will be allowed for the group, said amount to be paid by the Subordinate Institute.



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**Section 8.** Effective in the year 2018, workshops will be held in each District or Region after legislative and Meeting Procedure conventions. Workshops are to be completed prior to the November meeting of the Board of Grand Directors unless special dispensation is granted by the Grand President.

**Section 9.** The time of District Meeting or Conference, that is, day or evening, to be optional with the respective Institutes of the District.

**Section 10.** District and Institute Deputies shall receive mileage for one preliminary meeting and the District Meeting or Conference and Workshop.

**ARTICLE IX  
COMMITTEES**

**Section 1.** The Grand President-elect may appoint at a session of the Grand Institute, previous to installation, the following Committees to serve until their successors are appointed:

Auditing; Briefing; Civics and Legislation; Compiling Works of Charity; Convention Program for the next Convention Year; Coordinating; Deputygram; District Deputy Orientation; Executive; Finance; Forms, Printing and Supplies; Golden Jubilee Burse for Seminarians; Hospitality; Insurance; Investment; Jewelry Supplies; Laws and Supervision; Meeting Procedure; Membership; NCCW; Organization; Past Grand Officers; Past Grand Presidents; Proceedings; Public Relations; Research and Development; Resolutions; Scholarship; Scholarship Endowment; Transportation; Travel Program; Voice of YLI; Workshop; and any other committees she deems necessary.

A full report in writing of the work accomplished must be presented to the next Grand Institute.

The Grand President may appoint an advisor to work with the Hostess Committee for each Grand Institute.

**Section 2.** All Grand Institute Committees of the preceding term shall complete work as adopted at Grand Institute and when necessary submit a prepared copy to the Forms, Printing and Supplies Committee.

**Section 3.** All Grand Institute Committees shall submit a budget to the Finance Committee for approval. A budget for a special project submitted after the normal approval process at the beginning of a term, which exceeds five hundred dollars (\$500.00), must be approved by the Grand President, Grand Vice Presidents, Grand Treasurer and Board of Grand Directors before the Committee shall proceed to undertake its work.

**ARTICLE X  
DUTIES OF COMMITTEES**

**Section 1.** The Auditing Committee shall consist of at least twelve active members and shall audit the books of at least fifteen Subordinate Institutes each year.

**Section 2.** A Committee on Credentials shall be appointed by the Grand President prior to the opening of Grand Institute.

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This Committee shall examine and report on the Credential and determine that delegates, alternates and the Institutes they represent, Grand Officers, Past Grand Presidents and Honorary Members; were in good standing at the time of election and at the time of Grand Institute.

**Section 3.** The Executive Committee, comprised of five members, will act as advisors to the Grand President, Grand Officers and Grand Institute Committee. It will be the duty of this Committee to study policies of Young Ladies' Grand Institute and when necessary to inform Grand Officers and Grand Institute Committees of any deviation from set policies or customs.

**Section 4.** The Finance Committee shall consist of three members. They shall meet at least quarterly or more often as deemed necessary by the Finance Committee to examine and report on all accounts and claims against Grand Institute, examine at least quarterly or more often the books of the Grand Secretary and Grand Treasurer, and report at each meeting of the Board of Grand Directors. They shall examine the annual report of the Grand Treasurer and financial report of the Grand Secretary. Before the close of the Grand Institute session, they shall report expenditures for Grand Institute and the ensuing term.

The Finance Committee, with the Grand President, Grand First Vice President, Grand Second Vice President, current Past Grand President, Chairman of the Board of Grand Directors, Executive Committee Chairman, Grand Secretary and the Grand Treasurer shall analyze proposed budgets and financial structure of the Grand Institute. This committee shall meet at a minimum at the beginning of a term and prior to the end of the Grand Institute fiscal year.

**Section 5.** The Committee on Laws and Supervision shall examine and report at the Grand Institute proposed amendments to the Constitution. They shall examine all By-Laws adopted by the Subordinate Institutes and notify the Institutes of non-compliance or approval.

**Section 6.** The Organization Committee shall consist of at least six members whose duty it shall be to investigate the possibility of organization and conduct the preliminary work thereof.

The actual organization ceremonies will be conducted where possible by the Past Grand President, Grand President, Grand First Vice President, Grand Second Vice President, Grand Secretary, Grand Treasurer and other Grand Officers. In case of the inability of Grand Officers to function, the Grand President shall select their alternates.

**Section 7.** The Committee on Forms, Printing and Supplies shall secure an estimate for all new or revised printing required by the Grand Institute.

**Section 8.** Committee on Scholarships shall consist of three members and an advisor. They shall send applicant requirements to all Institutes, process applications and award scholarships.

**Section 9.** The Committee on the Scholarship Endowment Fund shall consist of the following seven members: Chairman, two members-at-large, Chairman of the Investment Committee, Chairman of the Scholarship Committee, Grand Secretary and Grand Treasurer. This Committee shall invest the fund; allocate the earnings received from the fund to increase existing YLI scholarships selected by the committee and pay expenses associated with the fund.

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**Section 10.** The Committee on Transportation shall obtain rates for modes of travel to the Convention and notify all Institutes at least thirty days prior to Grand Institute.

**Section 11.** The Committee on Investments shall consist of at least the following five members: Investment Chairman, Chairman of the Scholarship Endowment Fund, Grand Secretary, Grand Treasurer and the Grand First Vice President. This Committee shall work with the Financial Planner to invest the funds described in Article XII FUNDS, Page 15.

**ARTICLE XI  
REVENUE**

**Section 1.** The revenue of the Young Ladies' Grand Institute shall be derived from the Per Capita Tax and Assessments, sale of supplies, registration fee at Grand Institute and such other sources as the Grand Institute or Board of Grand Directors may determine.

**Section 2.** Death Assessments, Grand Institute Assessments and Per Capita Tax shall be charged to Institutes according to membership each quarter.

**ARTICLE XII  
FUNDS**

**Section 1.** The funds of the Young Ladies' Grand Institute shall be known as the General, Death Benefit, Reserve Death Benefit, Grand Institute, Schedule Bond and Emergency Funds.

**Section 2.** The General Fund shall be derived from a Per Capita Tax levied quarterly in January, April, July, and October by the Young Ladies' Grand Institute upon the membership of the various Subordinate Institutes and from other money received from the Subordinate Institutes, or other sources. This fund shall be used for the general management of the Young Ladies' Grand Institute.

As of March 31<sup>st</sup> each year, the Finance Committee will confirm and report total unallocated retained earnings in the General Fund. If the total unallocated retained earnings is \$40,000 or below, Per Capita Tax will be increased by \$1.00 per year effective the following fiscal year starting April 1<sup>st</sup>. If the total unallocated retained earnings is above \$40,000, Per Capita Tax will remain the same for the next fiscal year. The base Per Capita Tax is \$14.00 as of April 1, 2021.

Based on the total Beneficial and Associate membership as of March 31, ten cents (\$.10) per member shall be transferred each year from the General Fund to a Reserve Transportation Account. Such account to be used for transportation of Young Ladies' Grand Institute to distant places.

At Grand Institute a Registration Fee shall be paid by delegates, Grand Officers and Past Grand Presidents, one half to be paid to the hostess group, the remainder retained by Grand Institute. The amount shall be set by the Board of Grand Directors at the Board Meeting prior to the convening of Grand Institute.

A gift not to exceed five hundred dollars (\$500.00) shall be presented to an elective desk officer whose tenure of office has been ten or more years.

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No gifts may be authorized except by vote of delegates at Grand Institute or by the Board of Grand Directors.

The Enid Olivi Shoor Scholarship Account established in 1981 shall be maintained in this fund. The funds for this account are derived from interest earned and donations by others specifically for this scholarship.

The Centennial Memorial Account shall be maintained in this fund and shall be used as follows: (a) Maintenance of the Centennial Memorial statue and other articles in the niche at St. Mary's Cathedral, San Francisco; (b) \$1,800 per year for the YLI Centennial Memorial Scholarship. The funds for this account are derived from donations remaining in the Centennial Memorial Account after the completion of the Centennial Memorial niche in 1987 and from interest and/or dividends accrued from investment(s) of the Account.

The Disaster Relief Account (established in June 1991) shall be maintained in the General Fund and shall be derived by transferring ten cents (\$.10) per member only when the fund drops below \$25,000, commencing fiscal year 2012-2013. Monies to be transferred from the General Fund into the Disaster Relief Account, based on the membership as of March 31. Commencing in 1991, any profit derived from travel projects shall be placed in the Disaster Relief Account. All monies in the Disaster Relief Account are to be used to assist members who are victims of a catastrophe in their homes or a natural catastrophe, such as earthquake, flood or fire.

The Scholarship Endowment Fund (account) established in 1993 shall be maintained in this Fund. The funds for this account are derived from donations and earnings from investment(s) of the account.

**Section 3.** The Death Benefit Fund shall be derived from a Death Assessment of four dollars and twenty cents (\$4.20) per year effective October 1, 1994 levied on the Beneficial members quarterly at one dollar and five cents (\$1.05) per quarter.

All monies received from assessments levied by the Grand Institute for Death Assessment shall be used for said purpose only.

**Section 4.** The Reserve Death Benefit Fund shall be derived from all money remaining in the Death Benefit Fund in excess of six thousand dollars (\$6,000.00) as of March 31, and September 30, each year. When in any year two assessments are not sufficient to pay the Death Benefits ordered, the amount required shall be drawn from the Reserve Death Benefit Fund.

**Section 5.** Seven thousand dollars (\$7,000.00) shall be transferred each year from the Reserve Death Benefit Fund to the General Fund to defray the administrative costs of the Fund.

**Section 6.** The Grand Institute Fund shall be derived from a Grand Institute Assessment of one dollar (\$1.00) per year, levied quarterly at twenty-five cents (.25) per quarter by Young Ladies' Grand Institute according to the membership of the various Institutes.

The Grand Institute Funds shall be used in the following manner:

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- (a) \$1,500 per year for Grand Institute Social Expenses in years when the Grand Institute Convention is hosted by an Institute(s) or District(s).
- (b) \$1,000 per year for the YLI Memorial Fellowship.
- (c) \$500 per year for the Ella M. Comyn Scholarship and \$500 per year for the Agatha J. McDonald Scholarship.
- (d) \$400 per year for two \$200 Scholarships for Students in the Associate Degree Program.
- (e) \$1,000 per year for the Alma Rose Scholarship.

**Section 7.** The Emergency or General Savings Fund shall be derived from all money remaining in the General Fund at the end of the Institute year in excess of ten thousand dollars (\$10,000.00) except when the Finance Committee, Investment Committee and the Grand Treasurer deem such transfer inadvisable due to anticipated expenses. This fund may be used in any emergency that may arise in either the Grand or Subordinate Institutes and for any specific purpose deemed necessary for the general management of Grand Institute for which funds are not available in the General Fund.

Expenditures from this Fund to be approved by vote of the Grand Institute in session or by the Grand President and Board of Grand Directors.

**Section 8.** The Young Ladies' Grand Institute shall maintain a Schedule Bond Fund for the purposes of self-bonding. The position of Grand Secretary shall be bonded through the Schedule Bond Fund in the sum of twenty thousand dollars (\$20,000). The position of Grand Treasurer shall be bonded through the Schedule Bond Fund in the sum of fifty thousand dollars (\$50,000). The Financial Secretary and Treasurer of each subordinate Institute are also bonded through this fund.

**Section 9.** Commencing in 2013 six thousand dollars, (\$6,000.00) shall be paid from the General Fund toward payment of the General Liability Insurance premium annually. If the Grand Treasurer and the Finance Committee deem such payment inadvisable due to anticipated expenses, the payment of six thousand dollars (\$6,000.00) for the Liability Insurance should be taken from the Emergency Fund.

**ARTICLE XIII  
DEATH BENEFITS**

**Section 1.** Upon the death of a Beneficial member in good standing her beneficiary shall within sixty (60) days after notice and proof of her death to the Grand Secretary and the Finance Committee be paid the sum of two thousand eight hundred dollars (\$2,800.00) by the Grand Institute. Death benefit payments shall be made in accordance with the Grand Institute's policy, "Eligibility Requirements for Beneficiaries of Death Benefits" as amended from time to time (the "Death Benefit Policy").

**Section 2.** A Beneficial member who is in arrears at the commencement of an illness will not be entitled to death benefit until after full payment of all arrearage, at which time she would be a member in good standing.

**Section 3.** When no beneficiary is named or living at the death of a Beneficial member, her benefit shall be paid to the Institute in which she was a member, in her name, to be expended for her funeral expenses in accordance with the requirements of the Death Benefit Policy.

#### **ARTICLE XIV ORGANIZATION - NEW INSTITUTES**

**Section 1.** Approval of the Pastor or Pastors and Grand President must be given prior to any preparatory work of organizing an Institute.

**Section 2.** When there are three or more Institutes in one city, the organization of a new Institute cannot be effected without the consent of a majority of the Institutes in that city.

**Section 3.** The organization of an institute shall proceed under the jurisdiction of the Organization Committee upon receipt of at least thirty (30) completed applications signed by a priest.

Applicants for Beneficial membership must be at least eighteen and under fifty-six years of age. The applicant shall be eligible for the death benefit.

If the applicant meets all the qualifications for membership, she shall pay one (1) year's dues, or a portion of the year's dues from the date of the organization for the remainder of the fiscal year.

**Section 4.** The organization date, time and place shall be determined by the Organization Committee and the Grand President.

**Section 5.** The Grand President or her appointee shall conduct the Opening Ceremonies and preside over the initiation and election of officers. The Grand President, her appointee or the District Deputy shall install the officers.

**Section 6.** At the time of organization each Institute shall select time and place of meetings, name of Institute, bank and members required for a quorum.

**Section 7.** Supplies for a new Institute shall be furnished by Grand Institute.

**Section 8.** The Charter Roll of the Institute shall be closed on the date of organization unless permission is granted by the Grand President for the Charter to remain open for ninety (90) days.

**ARTICLE XV  
AMENDMENTS**

**Section 1.** The Constitution of the Young Ladies' Grand and Subordinate Institutes may be amended by the Grand Institute at a Legislative session by a two-thirds vote of all members present. Legislative Sessions shall be held every three years beginning in 1970.

**Section 2.** In the event of an emergency, amendments may be submitted to the Board of Grand Directors. Such amendments must be received in the office of the Grand Secretary no later than the Friday before the date of the Spring Board Meeting. If such emergency amendments are approved by a majority vote of the Board of Grand Directors at a regular meeting, they shall be submitted to the Laws and Supervision Committee for processing and presentation to the next regular session of Grand Institute. A two-thirds vote of all members present is required for adoption.

Emergencies shall be limited to matters which in the judgment of the Board of Grand Directors would directly jeopardize the Grand or Subordinate Institutes if held until the next Legislative session.

**Section 3.** All amendments to the Constitution must be in the hands of the Committee on Laws and Supervision ninety days prior to convening of Grand Institute and copies sent to each Institute for use of the delegates at least thirty (30) days prior to convening of Grand Institute.

**Section 4.** Any member may propose an amendment to the Constitution provided same is presented to the Committee on Laws and Supervision within the time prescribed.

**Section 5.** Amendments submitted over the name of any group such as an Institute, District, Committee, Board of Grand Directors, etc. must be approved by a majority vote of members present at a meeting of said group.

**Section 6.** All amendments to the Constitution of Grand and Subordinate Institutes regularly adopted at a session of a Grand Institute by a two-thirds vote of all members present shall become effective sixty (60) days after their adoption provided all Institutes have been notified of such presentation and adoption of amendments within sixty (60) days after the close of Grand Institute.

**ARTICLE XVI  
NATIONAL COUNCIL OF CATHOLIC WOMEN**

**Section 1.** Young Ladies' Grand Institute shall hold membership in the National Council of Catholic Women.

**Section 2.** The Grand President may be a delegate at the National Council of Catholic Women Convention. If the Grand President is unable to attend, she may appoint the Grand First Vice President or Grand Second Vice President to attend in her absence. Grand Institute shall pay expenses and transportation for the Grand President or her substitute as a delegate.

**ARTICLE XVII  
SCHOLARSHIP**

**Section 1. Available Scholarships**

The Young Ladies' Grand Institute sponsors the following Scholarships and a Fellowship. Unless otherwise noted, these scholarships and the fellowship are supported by the Young Ladies' Grand Institute from the Grand Institute Assessment of one dollar (\$1.00) paid annually by the Institute members and income from investments in the Grand Institute Fund. (Constitution, Article XII, Section 6.)

1. The YLI MEMORIAL FELLOWSHIP (changed to Fellowship in 1976) was established in 1925 to honor the founders of Young Ladies' Grand Institute.

a. The YLI Memorial Fellowship, in the sum of \$2,000, is offered to the members of Young Ladies' Grand Institute or the Director of Charities in one of the Archdiocese/Dioceses in which Young Ladies' Grand Institute is established. This Fellowship is to be used for graduate study. (The applicant will present documents in proof of her degree as a Bachelor of Arts or Bachelor of Science, and will present a letter attesting to her admission to the Graduate School of the College or University of her choice.)

b. The member receiving the Memorial Fellowship must be a member of Young Ladies' Grand Institute for at least one year before filing the application and must be an active member in good standing at the time of receiving the award. The recipient must remain in good standing during the time she is receiving the benefits of the Fellowship. Payment of the Fellowship shall be made in semi-annual payments of \$500 each. The Scholarship Committee shall determine whether the Fellowship shall be paid to the school selected by the candidate and/or the Archdiocese/Diocese or directly to the Candidate.

c. When there is no member of Young Ladies' Grand Institute eligible for the Memorial Fellowship, it will be offered to each Archdiocese/Diocese in turn according to the date of organization of Young Ladies' Grand Institute in the Archdiocese/Diocese. The order is: San Francisco, Sacramento, Santa Rosa, San Jose, Oakland, Stockton, Seattle, Los Angeles, San Diego, Fresno, Monterey, Honolulu, Portland, Yakima and Orange. Notification should be made by April 15 that the Fellowship is available for a priest, religious or layman of the Archdiocese/Diocese. Young Ladies' Grand Institute must be notified by the Archdiocese/Diocese of the acceptance of the Fellowship and the name of the candidate by September 1.

2. The ELLA M. COMYNS SCHOLARSHIP for training in the Health Sciences (the field was broadened from nursing to health sciences in 1976) was established in 1932 to honor the memory of a very beloved member, a Past Grand President and Grand Treasurer.

a. The Ella M. Comyns Scholarship for training in the Health Sciences provides \$500 per year for the expenses of a student who has been admitted to a Senior



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College (third or fourth year) accredited program in the Health Sciences. This scholarship will be awarded to a student who has successfully completed prerequisite courses either at a two-year community college or a four-year college, and has been admitted to obtain a diploma, either a Bachelor of Science, a Bachelor of Arts or a Master's Degree.

3. The YLI AGATHA JOSEPHINE McDONALD SCHOLARSHIP for training in the Health Sciences (the field was broadened from nursing to health sciences in 1976) was presented to the Young Ladies' Grand Institute in 1937 by Reverend Eugene C. McDonald in memory of his sister.

a. The YLI Agatha Josephine McDonald Scholarship for training in the Health Sciences provides \$500 per year for the expenses of a student who has been admitted to a Senior College (third or fourth year) accredited program in the Health Sciences. This scholarship will be awarded to a student who has successfully completed prerequisite courses either at a two-year community college or a four-year college, and has been admitted to obtain a diploma, either a Bachelor of Science, a Bachelor of Arts or a Master's Degree.

4. TWO SCHOLARSHIPS in the field of Health Sciences for students in the Associate Degree program, or the final year in a college of health program.

a. These two scholarships provide \$200 each for the expenses of a student during the final year of an associate degree in the health sciences field or the final year in a college of health program. Payment of the scholarship will be made directly to the candidate.

5. The ENID OLIVI SHOOR SCHOLARSHIP for an upper division student in the Liberal Arts program was established by Dr. Mervyn Shoor in 1981.

a. The amount of the annual scholarship shall be \$400.

b. The Enid Olivi Shoor Scholarship is supported from the interest earned on an account established by Young Ladies' Grand Institute in the Scholarship's name from funds originally donated by Dr. Shoor and those added by others specifically for this scholarship.

6. The YLI CENTENNIAL MEMORIAL SCHOLARSHIP was established in 1988 to commemorate the 100<sup>th</sup> anniversary of Young Ladies' Grand Institute.

a. The YLI Centennial Memorial Scholarship, in the sum of \$1,800 per year, is offered to a student in the third or fourth year of college or university, or to a student in a graduate program of a college or university.

7. The BERNICE E. ETCHEBER SCHOLARSHIP was established in 2005 by Valerie J. Jones for an upper division student in the amount of \$500.00 per year and is to be offered to a student in the third or fourth year of a college or university. The scholarship is supported from interest earned on the account established by Young Ladies' Grand Institute in the scholarship's name from funds originally donated by Valerie J. Jones and funds added by

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others specifically for this scholarship. In any year that the funds remaining in this account are less than \$500.00, the scholarship shall be withdrawn and the remaining funds transferred to the Scholarship Endowment Fund.

8. A Scholarship Endowment Fund was established in 1993. The earnings from this fund may be used to augment existing Young Ladies' Grand Institute Scholarships selected annually by the Scholarship Endowment Committee.

9. THE ONE HUNDRED AND TWENTY-FIFTH ANNIVERSARY SCHOLARSHIP was established in 2012 with the combined efforts of over ninety percent of our institutes. Two scholarships will be offered in the amount of \$750.00 per year. One is for a student wishing to continue her education by attending a four-year college or university. The other is for a student wishing to continue her education by attending a two-year community college, junior college or trade school. Recipients of these two scholarships may choose to continue their education in any field of their choice. Applicants must submit proof of enrollment or acceptance to the post-secondary (after high school) institution. They also need to submit an essay with information regarding financial need and personal or educational goals. Applicants must also comply with items 1, 2, 3, and 5 of the Requirements for Scholarship Applicants of the Young Ladies' Grand Institute Constitution.

10. THE CAROLYN M. JACKSON SCHOLARSHIP, established in 2012, will offer one scholarship in the amount of \$600.00 per year to a student wishing to continue her education by attending a two-year college, junior college or four-year university. The recipient of this scholarship may choose to continue her education in any field of her choice. Applicants must provide proof of enrollment or acceptance to the institution or college of their choice. They must also submit an essay with information regarding financial need and personal or educational goals. Applicants must comply with items 1, 2, 3, and 5 of the Requirements for Scholarship Applicants of the Constitution.

11. The Alma Rose Scholarship, established in 2021, will offer one scholarship in the amount of \$1,000 per year to a student wishing to continue her education by attending a college, university or vocational school. The recipient of this scholarship may choose to continue her education in any field of her choice. Applicants must provide proof of enrollment or acceptance to the institution or college of their choice. Applicants must comply with all Requirements for Scholarship Applicants recorded in the Constitution.

**REQUIREMENT FOR SCHOLARSHIP APPLICANTS**

(Except Memorial Fellowship)

1. Applicants for all Scholarships must be members of Young Ladies' Grand Institute Subordinate for at least one year before filing applications.
2. All applicants must be active members in good standing at the time of application.
3. Application must include a letter signed by the Institute President or Secretary giving date of initiation and standing in the Institute.

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4. Applications must include transcripts and applicable personal data.
5. Applications, together with supporting documents, must be sent to the Scholarship Committee and must be postmarked no later than March 31.
6. The Scholarships will be awarded to the qualified applicants on the basis of scholastic record, extra-curricular activities and financial need.

**RECIPIENTS OF SCHOLARSHIPS AND FELLOWSHIP**

1. Must maintain their good standing in their respective Institutes during the time they are receiving the benefits of the Scholarships.
2. Must furnish a transcript semi-annually and/or a letter from their advisor certifying that they are maintaining satisfactory grades and are continuing the planned program of studies.
3. The Scholarship Committee shall pay the Scholarship directly to the candidate.

**THE GOLDEN JUBILEE BURSE FOR SEMINARIANS**

As a special remembrance in honor of the 50<sup>th</sup> Anniversary of Young Ladies' Grand Institute, the Golden Jubilee Burse for Seminarians was established in 1937. The purpose of this Burse is for the education of students for the priesthood. To date, July 2018, almost \$4,000,000.00 has been donated to this cause through the annual donations of each and every institute.

**RULES OF ORDER**

**ARTICLE I OF DECORUM**

1. During the sessions of Grand Institute silence shall be maintained. The officers and members shall remain in their seats and no one shall enter or leave the room except in the prescribed manner.
2. A member shall not interrupt the business of Grand Institute or refuse to obey the Chair.

**ARTICLE II OF THE CHAIR**

The Grand President while presiding shall state every question coming before the Grand Institute and immediately before putting it to vote shall ask: "Is the Grand Institute ready for the question?" Should no member rise to speak and a majority indicate their readiness, she shall state the question after which no member shall be permitted to speak upon it. She shall announce the votes and decisions of the Grand Institute on all subjects. Her decisions on questions of order shall be without debate unless she entertains doubts on the point and invites it. She shall have the privilege of speaking on such questions only from the Chair. When her decision has been appealed from, the question shall be put thus: "Will the Grand Institute sustain the Chair in its decision?"

**ARTICLE III OF DEBATE**

1. Every member when speaking or offering a motion shall rise and respectfully address the Chair. While speaking she shall confine herself to the question under debate avoiding all personal and indecorous language as well as any reflection upon the Grand Institute or its members.
2. When two or more members rise to claim the floor at about the same time, the member who in the Chair's sound judgment first rose and addressed the Chair is entitled to recognition. However the proposer of the motion is always entitled to the floor first. A member shall not interrupt another unless rising to a point of order.
3. When a member is speaking and a point of order is raised, she shall take her seat until the point of order is determined. If permitted, she may resume speaking.
4. A member shall not speak more than once on the same question until all who wish have spoken, nor more than twice without permission from the Chair or consent of the Grand Institute.

**ARTICLE IV OF QUESTIONS AND VOTES**

1. A motion must be seconded before it can be stated by the Chair and opened to debate. When the question is one of time, number or amount, the vote shall be taken first on the longest time, highest number or amount.
2. Any member may call for a division of a question providing the motion warrants.

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3. When a motion is on the floor of the Institute, no other motion shall be in order unless it is a motion to adjourn; to lay on the table; the previous question; limit or extend debate; postpone to a definite time; refer to a committee; amend; postpone indefinitely; such motions to have precedence in the order named. The first four shall be decided without debate.

4. After any question has been decided, except those listed in Robert's Rules of Order, any member who voted on the prevailing side may move for a reconsideration of the motion. The motion to reconsider can be made only on the day or the day after the original vote was taken.

5. When the previous question has been moved and seconded, the Chair immediately puts it to a vote of the Institute and it must pass by a two-thirds vote. The motion is not debatable.

6. No more than two amendments to a proposition shall be entertained at the same time - that is, an amendment to an amendment, and the question shall be on the latter.

7. All resolutions "laid on the table" and not acted upon before the close of the session of the Grand Institute at which they were presented, expire with the session.

8. All points of parliamentary law and usage not provided for in these Rules shall be decided by Robert's Rules of Order.

**OPENING OF GRAND INSTITUTE**

1. The Grand President shall call the Grand Institute to order, shall direct the Officers to take their respective places and the Grand Marshal shall proclaim that the Grand Institute is open.
2. The Grand President shall fill the vacancies pro-tem.
3. The Grand Secretary shall call the roll of Grand Officers, Past Grand Presidents, Honorary Members, Delegates and Alternates who have presented credentials. The roll call of Delegates and Alternates shall be by Institute in consecutive order commencing with No. 1, and the Delegates when called shall answer. Visiting members shall be seated in the section reserved for them.
4. The Grand President shall call for the report of the Committee on Credentials and the Grand Secretary shall present and if necessary, read the Credentials of the Delegates. The members reported upon favorably by the committee shall then be admitted as members of the Grand Institute and immediately thereafter action shall be taken upon adverse reports on Credentials.

**ORDER OF BUSINESS**

1. Call to Order.
2. Prayer.
3. Roll Call.
4. Reading of Minutes.
5. Report of Committee on Credentials.
6. Records of special sessions held since the last session shall be read and acted upon.
7. Reports of retiring officers and of all committees of the term about to close shall be presented, read and acted upon.
8. Proposed Amendments to the Constitution of the Grand and Subordinate Institutes shall be read and acted upon.
9. Communications and Financial Accounts shall be presented, read and acted upon.
10. Unfinished Business.
11. New Business – Naming of committees by Grand President elect – Nominations and Election of Officers, etc.

The foregoing is the order of business for each day of the Grand Institute. On the last day, at the conclusion of the regular order of business, the Installation of Grand Officers will take place.

The minutes of the last day session of Grand Institute shall be read at the Grand Officers Symposium on the next morning.

## **CONSTITUTION OF SUBORDINATE INSTITUTES**

### **ARTICLE I NAME AND OBJECT**

**Section 1.** The name of subordinate Institutes shall be Young Ladies' Grand Institute followed by the assigned number and chosen name.

**Section 2.** Its objects are to encourage all Catholic women to become members, to instill in them the true Catholic ideals and spirit in affairs of Church and Country, to extend to its members assistance in time of sickness or need and to foster the moral, mental and social advancement of the members.

### **ARTICLE II MEMBERSHIP**

**Section 1.** Membership in Young Ladies' Grand Institute Subordinates shall consist of three types: Beneficial, Associate and Honorary.

**Section 2.** All applicants must love and support the Church and desire to participate in activities of the Order.

**Section 3.** All applications for membership must be signed by the applicant stating place and date of birth, and current residence and have thereon the signature of a member in good standing who has known the applicant for a period of at least six months and must be signed by a priest. When an applicant is not known by a member six months, the recommendation of a priest will be accepted.

**Section 4.** The report of the Committee on Applications shall be read at a regular meeting and accepted by a majority vote of those present. Upon the acceptance of the report, the applicants shall be declared elected.

**Section 5.** Any applicant who fails to appear for initiation within forty five (45) days after having been duly notified of her election will have her election declared null and void, unless a satisfactory excuse or explanation has been presented to and accepted by the Institute.

**Section 6.** The election of an applicant may be rescinded for good cause before initiation by majority vote of members present at a regular meeting.

**Section 7.** Applicants for Beneficial membership must be at least 18 and under 56 years of age.

**Section 8.** Each Beneficial member must write the name, identity, address and phone number of her beneficiary in the Roll Book.

New members shall pay Beneficial dues, unless they are over 56 years or elect to join as an Associate member, then the member dues shall be in effect according to Article VIII, Section 3.



**Section 9.** Applicants for Associate Membership shall be at least fourteen years of age.

**Section 10.** Associate members shall have all privileges except death benefits.

**Section 11.** All members who become Religious may be transferred to Honorary membership. Other Honorary members shall be proposed, investigated and initiated the same as other candidates. All Honorary members shall be exempt from initiation fees and dues but shall have all the privileges of members except death benefits, holding office and voting. Permission shall be obtained from the Grand President in writing before an applicant is proposed for Honorary membership or before a member is transferred to Honorary membership. The Grand President shall use her discretion as to the number of Honorary members to which an Institute shall be entitled.

**Section 12.** Honorary members who were Religious and leave the novitiate and renounce their vows shall forfeit Honorary membership and reserve the right to transfer to Beneficial or Associate membership. Other Honorary members may be made to forfeit all rights to membership after two years' absence from meetings, if the Institute so desires.

**Section 13.** (a) A Beneficial member whose dues are paid to date may upon written request and a favorable vote of the Institute be transferred to Associate membership. (b) An Associate member under 56 years of age whose dues are paid to date may apply for Beneficial membership by submitting a written request and a favorable vote of the Institute. (c) An Honorary member under 56 years who wishes to apply for Beneficial membership by applying to the Institute in writing. Member shall be transferred from Honorary membership to Beneficial membership with favorable vote of the Institute, and Beneficial dues shall be in effect according to Article VIII, Section 2 (Subordinate Institutes)

**Section 14.** A woman eligible for membership may attend two business meetings in a six-month period prior to joining an Institute. If confidential business needs to be conducted when visitors are present, a quorum may meet separately.

### ARTICLE III MEETINGS

**Section 1.** Each Institute shall hold a regular meeting at least once a month. The number of meetings per month, time and place shall be designated in the By-Laws.

When a regular meeting of an Institute meeting twice a month falls on a holiday, it may be cancelled or changed to another date upon vote of the Institute and consent of the Deputy. When the regular meeting of an Institute meeting once a month falls on a holiday, it may be changed to another date upon vote of the Institute and consent of the Deputy.

In the event of an emergency, when state or local health officials have imposed or recommended measures to promote social distancing, or during a declared national or local emergency, meetings shall be allowed to be conducted via a call-in option or an internet-based service, to promote, and conduct the meeting in a manner that protects the safety of its members and participants.

**Section 2.** Special meetings may be called by the President upon the written request of six (6) members in good standing, or by vote of the Institute; in either case all members shall be notified in writing at least two (2) days previous to the call. No business shall be transacted other than that for which a meeting may have been called.

**Section 3.** The Institute shall prescribe in its By-Laws the number of members to constitute a quorum. This quorum shall consist of an odd number of members, but in no case shall it be less than five (5).

#### **ARTICLE IV ELECTIONS**

**Section 1.** Each Institute shall prescribe in its By-Laws the time of nomination and election of officers.

**Section 2.** Institutes may elect officers annually or semi-annually by ballot at the first meetings in December and/or June and install officers at or before the second meetings of January and/or July, unless a dispensation is granted by the Deputy. Institutes meeting only once each month will install officers at or before the January and/or July meeting unless a dispensation is granted by the Deputy.

**Section 3.** When there is no contest at an election, the Recording Secretary shall be instructed to cast the ballot and the President will declare the officer(s) or delegate(s) elected.

**Section 4.** When there is a contest for officer(s) or delegate(s) the Presidents shall appoint two tellers to conduct the election. The ballot box shall be placed to the left of the President and as the roll is called by the Recording Secretary each member entitled to vote shall deposit her ballot. A member in arrears shall not be entitled to vote. Candidates receiving a plurality of all votes cast shall be declared elected.

**Section 5.** An Institute may have a Nominating Committee elected by the Institute to select candidates for elective officers provided such selection of candidates does not prevent nominations from the floor of the Institute.

The Nominating Committee shall consist of five members elected from the floor at the first meeting of May and/or November unless a dispensation for a change in date be granted by the Deputy. This committee shall elect its own chairman and shall prepare a list of names for officers for the ensuing term. At the second meeting in May and/or November they shall present the list of names, provided the consent of each nominee has been obtained. This same list shall be read and placed in nomination at the first meeting in June and/or December.

The President shall then call for additional nominations. The majority vote shall elect. When there is but one nominee for an office, the Recording Secretary shall be instructed to cast the ballot for the candidate.

Institutes meeting once a month shall be governed by the regulations in the above two paragraphs with the following exceptions: The Nominating Committee shall be elected at the April and/or October meeting; the committee shall present the list for the ensuing term at the

May and/or November meeting. The same list shall be read and placed in nomination at the June and/or December meeting.

**Section 6.** Each Institute must notify its members in writing of the date of nomination and election of officers, delegates and alternates; such notification shall reach the members at least four days previous to election.

**Section 7.** Vacancies in offices may be filled by appointment if they occur within two months before regular election; otherwise, vacancies shall be filled at any regular meeting by nomination and election held after the members have been duly notified.

In the inability of the retiring President to fill the chair of Past President, the President shall appoint a Past President to fill the vacancy.

**Section 8.** To be eligible for nomination and election, a member must be in good standing and shall have been a member at least four months, except in Institutes organized less than four months.

**Section 9.** To be eligible for nomination, a member must be present at the meeting or have given her consent in writing.

**Section 10.** An officer-elect must be in good standing at the time of installation

## **ARTICLE V OFFICERS**

**Section 1.** The elective officers shall be President, First Vice President, Second Vice President, Recording Secretary, Financial Secretary, Treasurer, Marshal, Sentinel, Organist and Board of Trustees consisting of five members, except in Institutes having a membership of one hundred or less, when the Board of Trustees may consist of three or five members.

**Section 2.** In Institutes organized more than a year, the retiring President shall be the Past President. In the event she is nominated and elected to another office, the President may appoint a Past President to fill the chair.

**Section 3.** In June and December each Institute shall send the Grand Secretary the names and addresses of the officers in accordance with the Grand Institute form.

**Section 4.** The appointive officers shall be Assistant Recording Secretary, Assistant Financial Secretary, Assistant Treasurer and Assistant Marshal.

**Section 5.** If an officer fails to act at three consecutive meetings without excuse, her office may be declared vacant by a majority vote of the Institute and the vacancy filled in the usual manner.

**Section 6.** The Past Presidents of each Institute or a District Committee appointed by the District Deputy are to conduct a symposium for the incoming officers as soon as possible after election.

**ARTICLE VI  
DUTIES OF OFFICERS**

*PRESIDENT*

**Section 1.** The President shall preside at the meetings of the Institute according to the Meeting Procedure, preserve order and enforce the Constitution, By-Laws and Rules and Regulations of the Institute. She shall see that officers perform their duties.

She shall appoint all committees except the nominating committee, appoint assistant officers, conduct initiation, sign such papers as may be requested and call special meetings when necessary.

The President shall not make or second any motion nor take part in any debate while in the Chair. She shall give the deciding vote when a tie occurs, except in the election of officers; examine and announce the results of all ballots.

At the first meeting of each month the President shall read the arrearage list prepared by the Financial Secretary. The list will include: names, type of membership and amounts owing.

The President then will forward the list to the Recording Secretary who will record it in the minutes. Members owing six months' dues are delinquent and shall be suspended in accordance with Article X, Section 1.

The President, or her substitute, shall call within seventy two hours on any member reported ill. Each month she shall appoint a visiting committee of at least two (2) members.

*PAST PRESIDENT*

**Section 2.** The Past President shall conduct devotional exercises and assist at Initiation.

*VICE PRESIDENT*

**Section 3.** The First Vice President shall assist at initiation and in the absence or inability of the President to perform the duties of her office, she shall perform the same.

The Second Vice President shall assist at initiation and in the absence or inability of the First Vice President to perform the duties of her office, she shall assume the same. In the absence or inability of both the President and the First Vice President she shall assume the duties of the President.

In the absence of the President, First Vice President and Second Vice President, any member in good standing, preferably a Past President shall assume the duties of the President.

*RECORDING SECRETARY*

**Section 4.** The Recording Secretary shall have charge of the roll of members of the Institute. The roll shall contain name, age, nativity, occupation, date of initiation and residence, and if beneficial member, the name, identity, address, and phone number of beneficiary.

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She shall record the proceedings of each meeting, read the minutes of meetings, report of committee on applications, communications, bills and reports; shall notify candidates for membership of their election, reinstatement or rejection, and members of their suspension or expulsion.

She shall keep a list of all visitors who are not members and the dates of the meetings they attend.

She shall keep a permanent record of all duplicate deposit slips received from the Treasurer and report receipt and amount of same at each meeting.

She shall have charge of all correspondence of the Institute and notify all committees of their appointment.

When a member is reported on the sick list the Secretary shall notify the Visiting Committee and the President.

She shall forward to the Grand Secretary a copy of the membership application, with age and residence.

She shall forward a true copy of the quarterly report of the Board of Trustees; and such other information as shall be deemed necessary. In June or December she shall forward the names and addresses of officers in accordance with the Young Ladies' Grand Institute form.

At the close of each meeting she will give warrant slip to the Treasurer of all checks ordered drawn during the meeting, the amount of same, for whom and for what purpose ordered. The President will sign this warrant.

She shall notify members of all special meetings, and perform such other duties as the Institute may require.

She may request the President to appoint an Assistant Recording Secretary.

She shall deliver to her successor all Institute property in her possession.

*FINANCIAL SECRETARY*

**Section 5.** The Financial Secretary shall keep a correct record of the accounts of all members of the Institute, with names and addresses of the members. Her books must show, in a clear business-like manner, the debits and credits of each member.

She shall notify all members before their indebtedness amounts to more than three months dues. .

She shall receive and receipt for all monies paid into the Institute, rendering receipt on date received or date of postmark, recording in Day Book and posting in ledger as of date of receipt or of postmark.

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She shall give a statement of all monies received by her at each meeting of the Institute; pay all monies belonging to the Institute to the Treasurer at each meeting, taking a receipt for the same. Her books and accounts shall be subject to inspection by the Trustees when they deem it necessary.

She shall give a statement to the President the first meeting of each month of the names of those members who are in arrears, type of membership, and amount owing.

She shall enter all dues in the ledger on the date when due. At the expiration of her official term she shall deliver to her successor all books and other property belonging to the Institute.

She may request the President to appoint an Assistant Financial Secretary. The Institute shall assume responsibility for such appointment.

*TREASURER*

**Section 6.** The Treasurer shall receive, receipt for and disburse all money belonging to the Institute and keep a regular account thereof. She shall pay no money nor dispose of any property unless ordered by the Institute and then only on an order signed by the President and Recording Secretary. She shall pay all money ordered drawn by the Institute within five (5) days.

She shall deposit all money received by her within five (5) days after meeting in such bank or banks as may be designated by the Institute. She shall immediately forward receipted duplicate deposit slip to the Recording Secretary.

She may request the President to appoint an Assistant Treasurer. The Institute shall assume responsibility for such appointment.

She shall deliver to her successor all monies and Institute property in her possession.

*MARSHAL*

**Section 7.** The Marshal shall have charge of the Institute property, present candidates for initiation and carry out the instructions of the President. She shall be held responsible for the property entrusted to her care and shall deliver the same to her successor.

She may request the President to appoint an Assistant Marshal.

*BOARD OF TRUSTEES*

**Section 8.** The Board of Trustees shall examine and audit all bills presented for payment, examine the books of the officers each quarter, see that all records, receipts and disbursements are entered correctly. They shall have general supervision over the fund, investments and property of the Institute.

The Trustees shall meet immediately after election and elect a chairman from among them.

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The Trustees shall present reports at the close of each quarter on forms furnished by the Young Ladies' Grand Institute. Two copies of this report shall be sent to the office of the Grand Secretary within thirty (30) days of the close of the quarter. If the March 31 report is not received by the time specified, the Institute shall not be entitled to a delegate to Grand Institute. However, if a good excuse is offered, a dispensation for an extension of time in which to make returns may be granted by the Grand President.

The Chairman shall notify the Institute Deputy of the time and place of the Trustees' meeting.

*ORGANIST*

**Section 9.** The Organist shall play all music required during the meeting.

*SENTINEL*

**Section 10.** The Sentinel shall assist at initiation and perform such other duties as the Institute may require.

**ARTICLE VII  
COMMITTEES AND DUTIES**

**Section 1.** Each Institute shall have a Committee on Applications of not less than three members. The duty of this Committee shall be to examine the applications and report to the Institute. This report shall be read at a regular meeting. Upon favorable vote, the applicant(s) shall be declared elected.

**Section 2.** Each Institute shall have a Visiting Committee of at least two members to serve for one month.

The Visiting Committee shall visit all members reported ill to the Institute.

**Section 3.** Each Institute shall have a Funeral Committee of not less than four members, regulations for same to be placed in the By-Laws.

**Section 4.** Each Institute shall have a Social Committee to provide for the entertainment of the members.

**Section 5.** Each Institute shall have a By-Laws Committee of not less than five members.

**ARTICLE VIII  
FEES AND DUES**

**Section 1.** Each Institute shall determine in its By-Laws the amount to be charged as initiation fees, after charter is closed, the minimum amount to be two dollars (\$2.00).

**Section 2.** The dues of Beneficial members shall be payable in advance including the current approved Per Capita Tax rate, Death Assessments and Grand Institute Assessment. Dues shall be posted annually on April 1.

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**Section 3.** The dues of Associate members shall be payable in advance including the current approved Per Capita Tax rate and Grand Institute Assessment. Dues shall be posted annually on April 1.

**Section 4.** Members initiated on or before the last day of the month shall pay the dues for that month.

**Section 5.** Members severing their connections with the Institute after the first day of the month are liable for the dues of that month.

**Section 6.** Payment by check of any item does not constitute full payment until said check clears the respective bank.

**Section 7.** No Institute shall raise its dues more than fifty cents (\$.50) per month for any purpose.

**Section 8.** No Institute shall levy any tax or assessment on members except as allowed by the constitution.

**ARTICLE IX  
ARREARAGE**

**Section 1.** A member in arrears is one who is delinquent for dues for a period of three months and is placed on the arrearage list at the beginning of the fourth month. A member placed on the Institute arrearage list is no longer a member in good standing.

A member in arrears shall not be entitled to a vote in the Institute.

**Section 2.** A member is in good standing after full payment of all arrearage. She is entitled to vote in the Institute and is eligible to run for office or delegate.

**ARTICLE X  
SUSPENSIONS AND REINSTATEMENTS**

**Section 1.** A member in arrears for dues for a period of six months must be suspended at the first meeting of the seventh month after having been duly notified.

**Section 2.** A member in arrears in any amount less than the Constitutional amount requiring suspension desiring to sever her connection with the Institute through suspension may upon written request be immediately suspended.

**Section 3.** A member suspended for non-payment of dues may be reinstated within sixty-five (65) days after date of suspension upon payment of all arrearage and dues accrued up to the time of reinstatement by majority vote of all members present and will be in good standing after date of reinstatement.

**Section 4.** A member suspended for non-payment of dues desiring to be reinstated within one year after suspension shall make a written request to her Institute which shall be acted upon as an application for membership. She may be reinstated in the Institute by a majority vote of the



members present upon payment of all money due at time of suspension. No initiation shall be necessary. She will be in good standing after date of reinstatement.

**Section 5.** A Beneficial member suspended for non-payment of dues, desiring to be reinstated after sixty-five (65) days and within one year after suspension must be under 56 years of age. She will be reinstated as a Beneficial member and shall become eligible for death benefits.

**Section 6.** Any suspended member may be admitted as a new member in any Institute after one year. She must pay an initiation fee, but no demand shall be made for dues or fines during the time of her suspension.

## **ARTICLE XI DEATH BENEFITS**

**Section 1.** Upon the death of a Beneficial member in good standing her beneficiary shall within sixty (60) days after notice and proof of her death to the Grand Secretary be paid the sum of two thousand eight hundred dollars (\$2,800.00) by the Grand Institute. Death benefit payments shall be made in accordance with the Grand Institute's policy, "Eligibility Requirements for Beneficiaries of Death Benefits" as amended from time to time (the "Death Benefit Policy").

**Section 2.** A Beneficial member who is in arrears at the commencement of an illness will not be entitled to death benefit until after full payment of all arrearage, at which time she would be a member in good standing.

**Section 3.** When no beneficiary is named or living at the death of a Beneficial member, her benefit shall be paid to the Institute in which she was a member, in her name, to be expended for her funeral expenses in accordance with the requirements of the Death Benefit Policy.

**Section 4.** On the death of a Beneficial member, the Recording Secretary of the Institute of which she was a member shall immediately file with the Grand Secretary a printed form of the Notification of Death of a Beneficial Member. This must include a true copy of the member's ledger page for one year (a photocopy of the ledger page is acceptable). This Notification of Death of a Beneficial Member must be signed by the Recording Secretary and Financial Secretary of the Institute and by the attending physician, cause of death to be written in English. (If photocopy of the Death Certificate is attached to our Notification, the bottom of our form need not be filled out as to cause of death and signature). The Recording Secretary shall report the action at the next meeting.

The date of death is to appear on the quarterly report, as well as date of the meeting at which the death is reported to the Institute.

**Section 5.** Upon the death of a member, the Recording Secretary shall notify members of the funeral as provided in their By-Laws, and such members should accompany the remains of the deceased Sister to the last resting place, provided the interment takes place in the city of the Institute of which the deceased Sister was a member. If the interment takes place in another city, the President shall instruct the Secretary to notify the President and Secretary of the Institute, if one exists, in the city where the interment takes place. The President of the latter Institute shall appoint a committee to accompany the remains to the place of burial.

**ARTICLE XII  
INSTITUTE FUND AND REMITTANCES**

**Section 1.** All money received by the Institute shall be placed in the Institute Fund.

**Section 2.** The minimum amount to be maintained in the Fund of an Institute as a safeguard for the Institute shall be as follows:

25 or less members	\$150.00
26 to 49 members	\$250.00
50 to 99 members	\$400.00
100 to 149 members	\$600.00
150 to 199 members	\$800.00
200 members and over	\$1,000.00

Various accounts may be maintained in the Institute fund (e.g., Golden Jubilee Burse for Seminarians, welfare, special projects, etc.). Such accounts shall be in excess of the minimum amount specified above.

**Section 3.** An Institute not maintaining the minimum amount specified in Section 2 shall be reported to the Grand President by the Grand Director assigned to the Institute. The Grand President shall appoint a representative to evaluate the Institute's financial status.

**Section 4.** Young Ladies' Grand Institute and Subordinate Institutes' fiscal year is from April 1 to March 31.

**Section 5.** All Institutes shall remit to Young Ladies' Grand Institute c/o Grand Secretary's Office, all monies due Grand Institute, including Per Capita Tax, Death Assessment and Grand Institute Assessment according to the membership as of the beginning of the quarter in which same are due.

Institute's which have been organized less than 30 days are exempt from any assessments.

All assessments due the Young Ladies' Grand Institute are payable within 30 days and delinquent in 60 days. An Institute that is delinquent is not entitled to representation at Grand Institute.

**Section 6.** An Institute shall not contract for any expenditure exceeding two thousand dollars (\$2,000.00) without the consent of the Grand President and the Finance Committee. Any request for permission should include an outline of the expenses involved and a financial statement of the Institute.

**Section 7.** The fund of an Institute shall be maintained and invested only in federally insured institutions.

**ARTICLE XIII  
RESIGNATIONS AND REINSTATEMENTS**

**Section 1.** A member desiring to resign must pay all indebtedness to the Institute and submit a written resignation which shall be acted upon by vote of the Institute.

**Section 2.** Resignations can be acted upon only at a regular meeting which date shall appear on the quarterly report. The resigning beneficial or associate member may request a date up to the next dues payment date and the requested date shall be accepted as the severance date and all benefits forfeited as of that date; however, if no date is requested, the postmark date shall be accepted as the date of severance, and all benefits forfeited as of date of postmark.

**Section 3.** A member who has resigned may be reinstated by majority vote of all members present within sixty-five (65) days after date of resignation, upon payment of dues which would have accrued from the date of resignation. She will then have the same status as though she had never resigned.

**Section 4.** A Beneficial member resigning from an Institute and wishing to rejoin within one year, and under 56 years of age, shall make a written request to the Institute which shall be acted upon as an application for membership. She shall be admitted as a Beneficial member by the majority vote of the members present, at which time she shall become eligible for death benefits. No initiation is necessary. She shall pay Beneficial dues. If Beneficial Membership wishes to rejoin as an Associate Membership, dues shall be in effect according to Article VIII, Section 4. She shall be entitled to election as an officer or delegate four months after date of acceptance.

**Section 5.** An Associate member, resigning from an Institute and wishing to rejoin within one year, shall make a written request to that Institute, which shall be acted upon as an application for membership, and shall be admitted to membership by a majority vote of the members present, no initiation being necessary. She shall be entitled to election as an officer or delegate four months after date of acceptance.

**ARTICLE XIV  
TRANSFER CARDS**

**Section 1.** A member may request a Transfer Card by applying in writing to the Institute of which she is a member, designating the Institute to which she wishes to transfer.

**Section 2.** Upon favorable vote of the Institute, a Transfer Card shall be issued to take effect the date of the meeting at which it is requested. It shall be delinquent three (3) months after the first of the following month and dues must be paid through these three months.

**Section 3.** The Institute issuing a Transfer Card will immediately notify the Grand Secretary of name and date of expiration. The member must be kept on the Roll Book until notice has been received of acceptance of the Transfer Card or time of renewal has expired.

**Section 4.** The Transfer Card must be presented in person before its expiration date or renewed by the issuing Institute within three (3) months thereafter.

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**Section 5.** Transfer Cards may be renewed upon application within three months after date of expiration by a majority vote of the issuing Institute, and upon payment of all dues accruing from the expiration date of the original Transfer Card and becoming due during the period for which it is renewed.

**Section 6.** A Past President transferring from one Institute to another shall retain the honor of Past President.

**Section 7.** A member holding a Transfer Card who fails to deposit it before its expiration or renew it within three months thereafter, forfeits her membership in the Order. She may be readmitted within one year under the same provisions as a suspended member.

**Section 8.** The Institute receiving a Transfer Card will immediately notify the Grand Secretary and the Institute issuing the card of its acceptance or rejection. Once a transfer is accepted, the issuing Institute shall send a copy of the member's ledger page to the accepting Institute.

**Section 9.** If the Transfer Card is deposited by the member within a sixty-day period and the issuing Institute so notified, the issuing Institute shall pay to the accepting Institute all advance dues as of the first day of the month immediately following the date of the acceptance of the Transfer Card.

**Section 10.** Upon the favorable vote of the Institute in which the Transfer Card is deposited, the Institute must admit the transferee to all the rights and privileges of membership.

In the event of sickness or death of a member before said card expires or is deposited, the Institute issuing the Transfer shall accept all responsibilities provided for in the Constitution.

**Section 11.** A member depositing her Transfer Card in an Institute shall pay regular dues from the date of expiration of the card to the Institute in which it is deposited.

**Section 12.** A member holding a Transfer Card shall be considered a visitor until her Transfer Card has been accepted by motion.

**Section 13.** A member wishing to transfer to an Institute being organized shall deposit her Transfer Card in person and be present for initiatory ceremonies on the day the Institute is being organized, or at the next initiation within a ninety (90) day period; if such extension of Charter Roll is granted, she shall then be considered a Charter member of said Institute. Such transfer must be signed by the Organizing Officer. The member shall be subject to all regulations governing a new member in a new Institute, except the initiation fee shall be waived.

**Section 14.** When a member is transferring to become a Charter member of a new Institute, the issuing Institute shall pay to the new Institute all advance dues collected from the first day of the month immediately following the date of organization and/ or presentation of the Transfer Card.

**Section 15.** When twenty-five per cent (25%) or more of the members of a newly organized Institute are transferees from one Institute at the time of organization, prorated

percentage of money from the respective funds of the Institute from which they are transferring may be transferred with the members to the new Institute.

**ARTICLE XV  
DELEGATES TO THE GRAND INSTITUTE**

**Section 1.** Each Institute shall elect by ballot during the month of April one delegate for the membership at large and one delegate for every seventy-five (75) beneficial and associate members shown on the March 31 quarterly report. Such report must have been read and accepted by the Institute prior to the election of delegates.

The time limit shall be waived for newly organized Institutes.

All members must be notified in writing of the date of nomination and election of delegates, such notification to reach members at least four days previous to nomination and election.

A member who has not given her consent in writing shall not be eligible for nomination as a delegate unless present at the meeting when nomination is held.

All ballots cast for delegates or alternates shall contain the exact number of names to which the Institute is entitled. All ballots containing more or less names than the total number of delegates or alternates shall not be counted and the ballot destroyed. Candidates receiving a plurality of all votes shall be declared elected.

**Section 2.** Delegates and alternates of any Institute must be members in good standing through the month of Grand Institute at the time of their nomination and election and have been members at least four months prior to date of nomination and election. In an Institute organized less than four months, any member in good standing through the month of Grand Institute will be eligible to act as delegate or alternate.

**Section 3.** Prior to forty (40) days before convening of the Grand Institute, the Secretary of each Institute shall forward to the Grand Secretary credentials for delegates and alternates, in accordance with the form adopted by Grand Institute. Credentials shall state date of election, membership of the Institute and certify that delegates, alternates and the Institutes they represent are in good standing at the time of nomination and election and at the time of Grand Institute.

Prior to forty days before convening of Grand Institute, the Secretary of each Institute shall forward to the Grand Secretary credentials for Grand Officer(s), Honorary member(s) of the Grand Institute and/or Past Grand President(s), in accordance with the form adopted by the Grand Institute, certifying that the officers are in good standing thirty (30) days prior to and at the time of Grand Institute.

**Section 4.** In case of inability of a delegate to attend and two or more alternates have been elected, the President shall appoint the alternate. When there has been competition, alternates shall be appointed according to the number of votes received, the alternate receiving the highest number of votes being designated as number one and so on. When there has been no contest for alternates, the alternate nominated first shall be number one and so on. In case of

inability of all elected alternates to attend, the President shall appoint qualified members to serve as alternates.

**Section 5.** Each delegate shall serve from the beginning of the Grand Institute to which she was elected until the next Grand Institute. In case of a vacancy among the delegates or alternates from any Institute, the Institute may elect a member to fill such vacancy for the remainder of the term.

**Section 6.** Upon submission of their written report to the Institute, delegates to Grand Institute shall be paid per diem in an amount to be fixed by the Grand Institute.

## ARTICLE XVI DISBANDING INSTITUTES

**Section 1.** To define disbanding, an Institute ceases to exist.

**Section 2.** Any Institute failing to hold meetings for two months or to make proper quarterly returns or payment of its indebtedness to Young Ladies' Grand Institute for a period of six months may be declared disbanded and its Charter and all property forfeited to the Grand Institute.

**Section 3.** No Institute shall be disbanded if fifteen members object to disbanding. When an Institute is considering disbanding, they shall immediately notify the Grand President, who will appoint a Grand Officer or Past Grand President to act as an Advisor. The Advisor will contact the members and investigate.

**Section 4.** The monies of any Institute shall not be divided among its members. All monies, books, and property of a disbanded Institute shall be delivered to Young Ladies' Grand Institute. Young Ladies' Grand Institute shall transfer a pro-rata amount of the monies to the Institute or Institutes into which members are transferring. The pro-rata of the fund shall be the balance of the fund after disbursement of dues, divided by total membership transferring.

**Section 5.** A member from a disbanding Institute shall immediately notify the Advisor in charge of her choice to transfer or resign. Within sixty (60) days after disbanding of the Institute the Grand Secretary shall issue a letter of notification to each Institute to which members desire to transfer. Members need not be present when the letter of notification is read and acted upon by the accepting Institutes meeting. The Institute will then immediately notify the transferees and the Grand Secretary of the letter of notification's acceptance or rejection. The transferred member shall pay dues to the accepting institute from the date of disbanding of her Institute.

**Section 6.** Beneficial members transferring from a disbanded Institute shall be entitled to death benefits.

**Section 7.** Members of a disbanded Institute will be considered Institute members with respect to the Death Benefit for sixty (60) days following the disbandment in the event they do not transfer to other Institutes.

**Section 8.** The accepting Institute will suspend for non-payment of dues any transferred member who is accepted and does not remit dues within six (6) months of the date of disbanding her Institute.

## **ARTICLE XVII MERGED INSTITUTES**

**Section 1.** To define a merger, one of two Institutes continues, while the other loses its independent identity and ceases to exist.

**Section 2.** When an Institute wishes to merge with another Institute, they shall immediately notify the Grand President who will assign a Grand Officer or Past Grand President to act as an Advisor until the merger is accomplished or rejected.

(a) All members of the Institutes involved shall be notified of the intention to merge by an independent notification fifteen (15) days prior to date set for which each Institute shall vote on the question. The Institute requesting to merge shall present a report of their membership, monies, assets, and liabilities to the other Institute involved in the merger.

(b) Upon a favorable vote of a majority of the voting members in good standing in both Institutes concerned, the President of each Institute shall appoint a committee of three members to meet with the advisor to work out the details of the merger for submission and approval of the Institute.

(c) The Grand President shall be notified of the time and date of the merger.

(d) All liabilities and current obligations of the Institute requesting to merge shall be paid before the merger so that no debts shall be brought to the accepting Institute.

(e) No monies or properties are to be disposed of by the Institute requesting to merge except to comply with the preceding section. All monies and properties shall become the assets of the accepting Institute.

(f) All members of the Institute become members of the accepting Institute. Any member not wishing to become a part of the accepting Institute must take appropriate action, and have it completed prior to the merger.

(g) Beneficial members of the merging Institutes shall be entitled to Death Benefits.

(h) Any member of an Institute involved in a merger who is a Grand Officer or Past Grand President shall retain her status as a Grand Officer or Past Grand President. Past Presidents of the Institutes involved shall retain the honor of Past Presidents in the accepting Institute.

(i) Books and records of the Institutes involved shall be incorporated. Separate ledgers are not to be used.

**ARTICLE XVIII  
CONSOLIDATED INSTITUTES**

**Section 1.** To define consolidation, two or more Institutes each discontinue their independent existence, and a new institute is formed.

**Section 2.** When an Institute wishes to consolidate with another Institute or Institutes, they shall immediately notify the Grand President who will assign a Grand Officer or Past Grand President to act as an Advisor until the consolidation is accomplished or rejected.

(a) All members of the Institutes involved shall be notified of the intention to consolidate by an independent notification in writing by each Institute, fifteen (15) days prior to date set for which each Institute shall vote on the question. The Institutes shall present to each other a report of their membership, monies, assets, and liabilities.

(b) Upon a favorable vote of a majority of the voting members in good standing in all Institutes concerned, the President of each Institute shall appoint a committee of three to meet with the Advisor to work out the details of the consolidation for submission and approval of all Institutes concerned.

(c) The Grand President shall be notified of the time and date of the consolidation.

(d) All liabilities and current obligations of the Institutes involved in the consolidation shall be paid before the new Institute is finalized.

(e) No monies or properties are to be disposed of by the Institutes consolidating except to comply with the preceding section. All monies and properties shall become the assets of the new Institute.

(f) Beneficial members of the consolidating Institutes shall be entitled to Death Benefits.

(g) Any member of an Institute involved in a consolidation who is a Grand Officer or Past Grand President shall retain her status as a Grand Officer or Past Grand President in the new Institute. Past Presidents of the Institutes involved shall retain the honor of Past Presidents in the new Institute.

**ARTICLE XIX  
MISCELLANEOUS**

**Section 1.** Members of Young Ladies' Grand Institute shall meet for Mass in a body yearly on the third Sunday of Lent, unless a dispensation to change this date is granted by the Grand President.

**Section 2.** The official year for the Institute begins April 1. Institute quarters begin the first day in April, July, October and January.

**Section 3.** All assessments due to Young Ladies' Grand Institute shall be paid after the Trustees' Quarterly Report has been read and accepted by the Institute.



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**Section 4.** All properties and supplies for the working of the Institute must be secured from the Office of Young Ladies' Grand Institute. Only forms furnished by Young Ladies' Grand Institute shall be used.

**Section 5.** The books of the Recording Secretary shall be kept as a permanent record of the Institute. The financial records shall be kept for a period of seven years.

**Section 6.** No member or committee of any Institute shall be allowed to contract a debt in the name of Young Ladies' Grand Institute without its permission.

**Section 7.** Members of an Institute shall not use the name of the Institute in connection with any undertaking or entertainment for any purpose other than the business of the Institute. Individuals or committees collecting money from the Institutes in the name of the Young Ladies' Grand Institute shall send a report of the amount collected from each Institute to all Institutes having donated or collected.

**Section 8.** Charges made against a member by another member shall be referred to the Grand President who may appoint a representative to investigate and report to her for final action.

**Section 9.** Institutes desiring and seeking legal advice must seek and receive the same through the Board of Grand Directors.

**Section 10.** Any Institute violating the Constitution of the Order shall be liable to a trial by the Board of Grand Directors who shall determine the punishment. The Board of Grand Directors shall have the power to suspend or fine such Institute until the session of Grand Institute.

**Section 11.** Claims for defaults for bonded officers shall be presented to the Board of Grand Directors for disposition and adjustment. Bonded officers shall be the Treasurer and the Financial Secretary.

**ARTICLE XX  
BY-LAWS**

**Section 1.** Each Institute must compile its own By-Laws and three copies of them or any amendments shall be sent immediately after their adoption to the Committee on Laws and Supervision for approval. The copies must carry the date of adoption and the signatures of the majority of the members of the By-Laws Committee. Such By-Laws or amendments must have been presented and read at one meeting and the members notified for the final reading and adoption.

Such adoption shall require a two thirds vote of members present at the meeting, and if constitutional the By-Laws shall become effective immediately.

**Section 2.** The Institute may alter, amend or rescind the By-Laws, Rules and Regulations, providing such action does not conflict with the provisions of this Constitution.

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**Section 3.** By-Laws referred to an Institute for correction must be returned to the Committee on Laws and Supervision within a period of sixty days after receipt by the Institute.

**RULES OF THE ORDER**

**Rule 1.** The Chair (President) will strike the gavel once. The Officers will take their respective stations and all members will be seated. The meeting will then come to order.

**Rule 2.** The President's decision on a point of order is not debatable, but may be appealed. If an appeal is made the question can be: "Those in favor of the President's (Chair's) decision give the voting sign of the Order".

**Rule 3.** A member shall speak for no more than five minutes on a question, nor shall she speak more than once on the same question until all who wish have spoken, nor more than twice without permission from the Chair or the consent of a majority of the members present.

**Rule 4.** A motion must be seconded before it can be stated by the Chair and opened to debate.

**Rule 5.** When a motion is on the floor of the Institute, no other motion shall be in order unless it is a motion to: lay on the table (table); previous question; limit or extend debate; postpone to a definite time; refer to a committee; amend the main motion; postpone indefinitely; such motions to have precedence in the order named.

**Rule 6.** A member shall not be interrupted while speaking except for the purpose of calling to order or for a question of privilege.

**Rule 7.** When a member is speaking and a point of order is raised, she shall take her seat until the point of order is determined. If permitted she may resume speaking.

**Rule 8.** A member who offers a motion or desires to speak on any question must rise and address and be recognized by the Chair. Members seconding motions need not be recognized.

**Rule 9.** When two or more members rise to claim the floor at about the same time, the member who in the Chair's sound judgment first rose and addressed the Chair is entitled to recognition. However, the proposer of the motion under question is always entitled to the floor first.

**Rule 10.** Any member may call for a division of a question providing the motion warrants it.

**Rule 11.** When the previous question has been moved and seconded, the Chair immediately puts it to a vote of the Institute and it must pass by a two-thirds vote. The motion is not debatable.

**Rule 12.** All final reports where money is involved must be given to the Recording Secretary in writing.

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**Rule 13.** Business of the Institute can be taken up out of order upon majority vote of the members present.

**Rule 14.** The Chair when speaking on points of order shall have precedence, but may not speak on any other question except to state the facts within her knowledge.

**Rule 15.** A member may leave the meeting room only in the prescribed manner.

**Rule 16.** The Order of Business will be determined by the Meeting Procedure.

**Rule 17.** The rules of the Institute prevail. All parliamentary law not herein provided for shall be determined in accordance with Roberts Rules of Order.

*YOUNG LADIES' GRAND INSTITUTE CONSTITUTION*

We hereby certify that the foregoing Constitution and laws for the government of Grand and Subordinate Institutes of the Young Ladies' Grand Institute was regularly passed and adopted at the first session of the Grand Institute held in the City of San Francisco, April 5 to April 10, 1888, and amended at the One Hundred and Seventeenth Grand Institute held in the City of Reno, Nevada, July 12 and July 13, 2021.

BARBARA SMITH

Grand President

PATRICIA MCGUIRE

Grand Secretary

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