

GUIDELINES FOR CLUBS



**ASSOCIATION OF
INNER WHEEL CLUBS IN INDIA
2023**

Edited by :

Association Constitution Credential Committee

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What is Inner Wheel?

Inner Wheel is the world's largest **Voluntary Non-Governmental** women's organization to help and serve the needy and underprivileged sections of the society. In recognition of its social service, it has been inserted in the ECOSOC roster of United Nations. (ECOSOC Roster is the primary form of Roster Status for NGOs with a focus on one or two of the areas of competence of ECOSOC).

The Inner Wheel motto is **Friendship and Service**.

The Inner Wheel Emblem (Logo)

The official emblem consists of two gear wheels; one inside the other; with six spokes radiating outward from the centre hub. There are 24 teeth (cogs) on both – inner and outer wheels. The word “INNER” appears at the top and the word “WHEEL” at the bottom of the rim. The colors used are blue and gold; with emblem in gold, the rims of the inner and outer wheels in royal blue and caramel and the words “INNER” and “WHEEL” in gold lettering.

Importance of the Inner Wheel Badge (Lapel Pin)

It is a proud privilege to be a member of Inner Wheel and to have “Visibility for Vision” there by showing your identity as its member. Inner Wheel Badges are to be worn by members at Inner Wheel meetings, functions and projects and also while travelling abroad. Colour of Inner Wheel Badges should be uniform Royal Blue and Gold for Clubs and Light Blue and Gold for Districts.

Objects of Inner Wheel

To Promote True Friendship to Encourage the Ideals of Personal Service to Foster International Understanding

ORGANIZATION OF INNER WHEEL

Inner Wheel is essentially a grass roots organization with most of its service efforts being carried out at the club level. The District, The Association and the International structure are designed to support the clubs as administrative bodies and help them provide more service in the communities and beyond that.

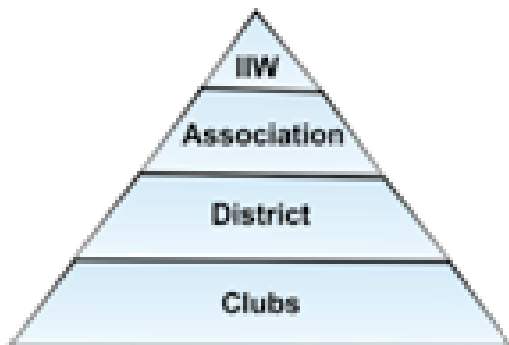
International Inner Wheel (IIW): IIW with its headquarters in Altricham near Manchester in United Kingdom, is the apex administrative body for Inner Wheel. Inner Wheel exists in over 100 countries and regions

National Governing Bodies (NGB) : There are 15 National Governing Bodies world wide that form part of International Inner wheel and function at their national levels. There are 27 Districts in the National Governing Body of Inner Wheel Clubs in India.

Districts : A minimum of 4 clubs together form a District. The District is headed by a District Chairman.

Clubs : The clubs are lowest rung of the organization. A club consists of a minimum of 10 women who are related to Inner Wheel members. Prominent women from society can also be invited to join Inner Wheel. Each club elects its own officers and enjoys considerable autonomy within the framework of Inner Wheel Constitution and Bye-laws.

Hierarchy of Inner Wheel



GUIDELINES FOR CLUBS

1. **Inner Wheel Year** : The new Inner Wheel year starts from 1st July and ends on 30th June of the next year.
2. **Formation of a Club** : Minimum 10 Active Members are required to form a Club
3. **Colour of Inner Wheel Emblem, Badges and Collar** : should be uniform Royal Blue for Clubs
4. Meetings:
 - i) Club Executive Committee (EC) Meeting: Should be held as and when necessary.
 - ii) General Body Meetings: Every Year ten General Body Meetings should be conducted.
 - iii) Annual General Meeting : To be held once a year before 30th of June.
 - iv) Special Meeting : May be called by the President or when requested by not less than 20% of the total members and at least 48 hours' notice shall be given for such a meeting.

5. Quorum of Meetings:

- i) For General Body Meetings : 30% of Members of club.
- ii) The members of the Executive Committee should be present.
- iii) AN on Executive Member for any reason even if invited should not be present when business is being discussed.

6. Membership in Clubs:

There are 3 classes of Membership in a club:

i) Active Membership:

Active membership may be retained or taken up by women who have been invited to join provided that they are over 18 years, and the majority of the club members agree.

ii) Honoured Active Membership : It is a recognition given by the Club. A Club may confer Honoured Active Membership on an Active Member who has given outstanding service to Inner Wheel. The Club will pay the members' dues for the year in which Honoured Active Membership is awarded. In the following years, she retains Honoured Active status, but pays all her own dues. Such a member continues to retain all the rights of Active membership for life.

iii) Honorary Membership : International Inner Wheel, National Governing Bodies, Districts and Clubs may invite distinguished persons whom they wish to honour, to become an Honorary Member. Honorary Members have no vote and cannot hold any office on any administrative level of the organisation. The number of such members should not exceed 4 at any given time. Such member shall be subject to nomination and election annually.

7. Transfer : An Active Member may in some circumstances, provided both clubs agree and permission is obtained from the District Executive Committee, transfer to another Inner Wheel Club.

8. Resignation : A month's notice of resignation must be given in writing to the Secretary before the end of May. The subscription and any indebtedness to the club shall be paid to the end of the year in which the notice expires.

9. Termination : Active Membership can be terminated on failure to pay the annual subscription by 31st December by exclusion for serious reasons, the member concerned having a right to reply. (Refer to the Constitution and Hand Book Page 8).

GUIDELINES FOR THE CLUB

EXECUTIVE COMMITTEE

The Club Executive Committee consists of the Officers, Club Correspondent/Editor, the International Service Organizer and not more than six other members of the Club. Club may, if they so wish, appoint a Joint Secretary. The President and Secretary of the Club are ex-officio members of all Club Committees with power to vote. Members may be co-opted to advise the Executive Committee or to receive instructions regarding the particular work assigned to them. They may take part in discussions, but may not propose or second motions and have no voting power.

1. Presidents please note :

- a) The installation must take place in the month of July.
- b) The new Inner Wheel Year starts on 1st of July.
- c) The President is installed, the collar and pin handed over and after the installation she conducts the Meeting.
- d) All files, relevant records, literature and documents should be handed over to the incoming President towards the end of June.

2. To be received from outgoing President :

- a) Bannerettes for display and exchange with other Clubs.
- b) Club Banner.
- c) Officer's Badges – as per design approved by the Association.
- d) Extra membership pins.
- e) Forms for registering New Members.

3. District Committee Meeting Minutes or at least salient points from the must be read at Club Meetings. Members should be inform about matters of the District and take an active interest in it.

4. International Inner Wheel and Association Council :

- a) Take an active interest in the above matters.
- b) Reply to correspondence regularly and promptly.

5. Nomination for District Offices :

- a) Nominations for all levels in Inner Wheel must be first passed at the Club General Body Meeting.

6. Celebrate International Inner Wheel Day on 10th January.
7. Club Election Meeting in December to form the team for the following Inner Wheel year.
8. Receives Association election instructions. Go through the biodata of the candidate at the Club Meeting. Voting will be electronic Form. Follow the instructions given by the Association Secretary and the vendor chosen by the Association to conduct Elections.
9. If an email from the concerned company for E-elections is not received in December inform District Secretary immediately.
10. Nomination of Club Voting Delegates to the District Committee : Club Voting Delegates are normally the President and the Secretary. If the Club has more than 51 active members, a third voting delegate should be elected. If the club has more than 101 members one more voting delegate should be elected making it four voting delegates. If a Voting Delegate is unable to attend a District Committee meeting, the Club President must give a letter of authority on the Club Letterhead, to the Deputy Voting Delegate, who should have served at least one year on the Club Executive Committee to attend the District Committee Meeting.
11. Annual General Meeting must be held in June.
12. Directory forms to be sent by 30th of March. For any kind of help remember the District Chairman and the District Secretary, are always available for guidance and assistance.

GUIDELINES FOR CLUB PRESIDENT

1. The President presides over all Meetings, and is responsible for the interest and well being of her Club.
2. The IIW Constitution and Handbook (downloadable on IIW website), Association Bye-laws, Dist. Committee Club Rules should be studied thoroughly, and refer to them without hesitation.
3. Welcome "New Members" correctly, always following the procedure given in the latest IIW Constitution and Handbook.
4. Try and increase Membership of the Club.
5. Be prompt in voting at IIW and Association Level.
6. Be prompt in your correspondence with District Officers.
7. Encourage and persuade Members to attend Club and District Level functions in large numbers.

8. All letters and correspondence from the Chairman, District Executives, Association, IIW, etc., should be read to Members at the meetings.

PRESIDENT'S DIARY

Though the Inner Wheel year starts from 1st of July the club leader has to start planning for her year at President 3 months prior to commencement of the year.

April to June :

1. Request the outgoing President to hand over old files and other literature to acquaint oneself about the duties of a President.
2. Plan Budget for the year with the help of outgoing President and Outgoing and Incoming Treasurer.
3. Attend the District Assembly. Place an order for the Association Directory with the District Treasurer.
4. Encourage Club Officers and EC Members to attend the Club Officers training program.
5. Consult outgoing President, and Secretary, and Treasurer and Incoming Secretary for important and financial decisions to be taken at Annual General Meeting (AGM). Ensure that the decisions are taken at the AGM.
6. Collect all remaining files and material from outgoing President's in the last week of June.

July:

1. Plan projects with the Executive Committee for the year ahead.
2. Appoint auditor for the year.
3. Remind members of annual subscription fees.
4. If Association has Internal Elections, instructions will be received from the District. Be alert and do the needful immediately.

August:

Coordinate with Treasurer regarding dues to be sent to the District and help in collection of dues from members who have not paid.

September and October:

Encourage maximum attendance at District events.

November to December:

1. Prepare for club elections.
2. Be prompt in responding to the Association Elections and information on the procedure.
3. IIW will send election booklet and election instructions along with other documents to club Presidents during the month of December / January. The booklet containing the biodata of candidates should be read at club meetings and after finalizing the candidates, the President will complete E-voting.

January :

Celebrate International Inner Wheel Day.

February to March:

Send names of newly elected club officers to the District Editor along with photographs.

April:

1. Prepare for application of District Awards where applicable.
2. Help the incoming President and Treasurer while preparing the budget.
3. Pass on old files and material to the incoming President for her guidance.
4. Prepare for District Assembly.

May to June:

1. Arrange for an Annual General Body Meeting along with the incoming President, Secretary, Treasurer and outgoing Secretary. Many important and financial decisions are to be taken at the AGM.
2. Handover all remaining files and material to the incoming President's in the Last week of June.
3. Prepare for the Installation Function for the new team.

FILES AND MATERIAL:

1. IIW & Association Correspondence File
2. District Correspondence File
3. Clubs Correspondence File
4. Photo Albums

5. Project Correspondence File correspondence
6. List of members with their names, address, E-mail IDs, phone numbers, date of birth and wedding anniversary date.
7. Sample of Letterheads and envelopes.
Following to be received from Outgoing President and if required order the same.
8. IIW Constitution and Handbook.
9. Association Bye-laws Book.
10. Guidelines Book for Clubs.
11. Collar.
12. Gavel.
13. Charter (original as well as a Xerox copy).
14. Rubber Stamp of the Club (could be round or rectangular).

GUIDELINES FOR CLUB SECRETARY

The Club Secretary is a great source of support to the Club President and should work in close coordination with the Club President. She plays an important role in the smooth functioning of the Club.

GENERAL DUTIES

1. The first and foremost duty of the Secretary is to prepare the Agenda. Send out Notices for the regular Club Meetings and Executive Committee Meetings to Members at least one week before the Meeting in consultation with the President.
2. The minutes of the regular meetings and Executive Committee Meetings have to be prepared by the Secretary in consultation with the President. Minutes must be circulated to Members, recorded in the Minutes Book, read and confirmed at the next Meeting.
3. Two separate Books for the minutes should be maintained : General Body Meeting Minutes Book; and Executive Committee Meeting Minutes Book.
4. Similarly two Attendance Registers (Executive Committee Meeting and General Body Meeting), should be maintained, where the signatures of the those present at the Meeting should be taken.

5. In order to facilitate her work, the Secretary should prepare an up-to-date list of all Members, along with their mailing addresses, telephone, mobile numbers and E-mail all members and the changes should be notified immediately. This will help the Secretary, a great deal and will also help other Members to have a better contact with each other.
6. The Secretary must extend help to newly formed Clubs and on some special occasion or celebration or efforts should be made to invite other Club Officers as well as District Officers and Rotarians.
7. A General Register of Members and Membership forms including their date of joining and Offices held in Inner Wheel should be maintained and kept up-to-date.

CLUB SECRETARY'S DIARY

JULY

- Plan with the President for the installation function.
- Check the Association Directory and the District Directory for any mistakes in the names and address of the office bearers and inform the Dist. Secretary.'
- Prepare a new club roster with a list of members, Addresses, Phone Numbers and E-mail IDs.
- Receive all the files of the previous year from the outgoing Secretary.
- Please remember to take the Charter Certificate from the outgoing Secretary.
- Help the President to Plan with the members about the projects, fund-raising and other activities for the Club.
- Maintain attendance registers.
- Maintain two minutes books – Executive Committee Meeting and General Body Meeting.

AUGUST

- Read the minutes of the previous meeting to the members and have it passed. This has to be done at every meeting.
- Help the treasurer to collect the dues from the members.

SEPTEMBER

- Encourage all your members to attend the District Rally if District is planning one.
- Send nominations for the office of District Executive if you have qualified candidates in the Club.
- Monthly or quarterly reports to be sent to the District.

DECEMBER / JANUARY

- The President will receive Association and International Inner Wheel Election Instructions.
- If it has not been received inform the District Secretary immediately.
- Encourage the members to attend the District Conference.
- If elections are held during the Conference, please see that the voting delegates attend.
- If a voting delegate for some reason does not attend, elect an official proxy in the club and send a letter on the club letterhead signed by the President and Secretary stating who the voting delegate is.
- Complete the election of club office bearers for the incoming year.

FEBRUARY / MARCH

- Send in details of Addresses, Telephone Numbers and E-mail ID for the incoming officers of your club to the District Secretary.

MAY / JUNE

- Encourage the incoming officers to attend the District Assembly and training session.
- Please hand over the Minutes Books, charter and other records to the incoming Secretary.

N.B. : 10 Club Meetings should take place every year, and one Annual General Meeting in the Month of June. 30% of members of a Club constitute the quorum. Any 2 months of the year may be consider as closed months, according to the convenience of the Club Members. Club Executive Committee Meetings should be held as often as necessary. 4 members of the Executive Committee constitute the quorum for Executive Committee Meetings.

- A copy of all official communication should be sent to the President.

GUIDELINES FOR CLUB TREASURER

FIXING OF DUES :

1. The annual subscription the Club should cover the International Inner Wheel Capitation Fees, Association Dues and District dues and working expenses of the Club.
2. A budget has to be prepared at the beginning of the year taking into consideration the tentative income and expenditure of the club.

OPENING OF BANK ACCOUNT AND APPOINTMENT OF AUDITORS :

- At the beginning of the Inner Wheel year during the incoming and outgoing committee meetings, a resolution has to be passed to open accounts in a bank and to appoint the auditors who will audit the accounts of the club.
- The account should be opened only in a Nationalized Bank / Cooperative Bank/Corporate Bank in the name of the Club.
- Two accounts namely - Club Account and Charity Account should be opened in the name of the club.
 - a. Membership Fees, should be credited to the Club Account.
 - b. Charitable donations and amount raised from fund raising to the Charity Account.
 - c. Under no circumstances should money from Charity Account be transferred to the Club Account.

TERM OF TREASURER & AUDITING :

- The financial year begins from 1st July and ends on 30th June.
- The bank accounts have to be closed on 30th June. The outgoing treasurer is not entitled to operate the accounts after 1st July.
- The accounts have to be audited at the end of the financial year, and copies of the audited statement of accounts, sent to all club members before the 30th of September.
- If a club has fixed deposits that also has to be audited and the balance sheet duly certified.
- The club accounts have to be presented with an Income and Expenditure statement.

DUES :

- Club fees should be collected during the months of July and August. If the fees are not paid reminders should be sent promptly.
- District dues, Association Fees and IIW subscription should be sent to the District Treasurer latest by September in the format sent by the District Treasurer.
- The District dues, Association fees and IIW Subscription are payable by all Honorary members and Honoured Active members by the Club concerned.
- For existing members and new members joining before the end of December 31st full year fees will have to be paid.
- For new members joining after the 1st of January 1st half yearly dues fixed by the Association will have to be paid.

Format to remit Fees to the District Treasurer :

Name of the Club :

Name & full address of the member :

Active Member/Honorary Member/Honoured Active

District Dues :

Association Dues :

Triennial Fees :

IIW Fees Subscription :

No. of members in the previous year :

No. of members in the current year :

No. of members who have resigned in the current year :

No. of members inducted in the current year :

ACCOUNTS :

- Two accounts must be maintained : Club Account and the Charity Account.
- Charitable donation received from the public must be used for the purpose for which it is collected, to do otherwise would amount to a breach of public faith.

- Every month the Treasurer must inform the Executive Committee and the General Body about the expenses incurred and the payments made.
- A cash book and a ledger book must be maintained by the Treasurer or a good accounting software should be used.
- Money sent to the District Treasurer should be sent by DD in the name of the Account of the District Inner Wheel District and must be A/C payee only.
- All cheques must be signed jointly by the Treasurer and President or Secretary.

TRUST ACCOUNTS :

- When a Club wishes to open a trust account, first the permission of the District Chairman is sought who in turn seeks the permission of the Association President.
- Normally Trust Account is not encouraged in the clubs because lot of legalities and paper work is involved in it.
- Accounts must be maintained separately and audited every year and copies sent to the District and the Association.
- The Trust deed should be registered and all rules with regard to the trust account must be scrupulously observed.
- It is advisable to take proper legal advice from the auditor regarding the Trust.
- Trust can be formed only for some major project of a permanent nature.
- Trust deeds have to be properly maintained. In 9 out of 10 cases due to some stringent clauses in the Trust deed, free working is affected where by unpleasantness and misunderstanding take place. Hence, it is advisable not to have TrustAccounts.

DIARY FOR THE CLUB TREASURER

June - July

- For the incoming outgoing committee meeting the treasurer should be ready with the name of the bankers and the auditors.
- A resolution has to be passed fixing the bank, authorizing the signatories of the cheques namely Treasurer and the President or Secretary. Resolution copy to be retained for the future reference.
- A resolution has to be passed for fixing the auditors.
- On 1st July she should open the Club account and the Charity account in the bank.

- A budget has to be prepared with the help of the previous Treasurer and the President.
- The District Treasurer will send the letter with regard to the amount to be paid as dues for the IIW Subscription, Association Fees and the District dues.
- Place the order for Inner Wheel literature (Association Directory, IIW Constitution & hand book, Association Bye laws and Guidelines) from the members and collect money for the same so that you can forward it to the District Treasurer.

The following Files have to be maintained:

1. The letters containing the remittance of fees paid to the District.
 2. Bills and Vouchers for payments made.
 3. Receipt file.
- Help the Club President in planning the fund raising programme for the club.
 - Remind members about the importance of the dues payable to the club and collect it from all the members.
 - Fees have to be remitted to the District Treasurer in the name of the Inner Wheel District payable at by Demand Draft A/C payee only.
 - Along with the Demand Draft the list in the proper format giving the details of membership should be enclosed.

September :

- The bills pertaining to printing, stationery, postage, photocopying done by the office bearers etc., should be paid from the Club account.
- Bills have to be presented in the executive committee meeting in the claim form, once the bill is approved then it should be paid only by A/C Payee cheques only.
- A proper knowledge of income and the expenditure made during the month is essential so that the accounts can be presented to the members of the club at each meeting.

October, November and December :

- Any member not paying the dues by the end of December automatically ceases to be a member of Inner Wheel.

January, February, March, April :

- The District Treasurer will send a letter with regard to the half yearly dues to be paid by members who join after the 1st of January.

May :

- Start preparing to hand over to the incoming treasurer and also guide her in preparing the budget.
- Consult your auditor for all their requirements to finalise the accounts of the Clubs.
- The auditor will require the bank pass books, bills and voucher file, the ledger and the daybook.

June :

- Help the incoming Treasurer in her work.
- Audit your accounts and circulate copies of the accounts to the members before it is passed.
- A copy of the audited accounts should be circulated to the members of the club.

GUIDELINES FOR CLUB INTERNATIONAL SERVICE ORGANIZER :

The aim of International Service in the Inner Wheel , is to foster goodwill and build understanding amongst the members of Inner Wheel, helping the members throughout the world to get to know one another & for the ultimate realization of Inner Wheel objects.

Keeping this in view, the Club International Service Organizer shall perform the following duties:

1. Keep in touch with District International Service Organizer, who will arrange to get Indian and Foreign Link Clubs for the Club.
2. The ISO must correspond with Link Clubs within the District and attend promptly to all letters received from other Clubs and Districts in India.
3. Correspond with Link Clubs abroad and attend promptly to letters received from them.
4. Exchange National Festival Greetings with Foreign and Indian Link Clubs.
5. Send copies of Club Souvenirs, Bulletins to Indian and Foreign Link Clubs.
6. Provide details of Club Meetings, address, etc., of Foreign Clubs, which members of your Club, are likely to visit.

7. Co-ordinate your work with the District International Service Organizer, and maintain an interest in International affairs.
8. Make proper arrangements to welcome and be hospitable to members of the Inner Wheel Clubs, visiting your town.

CLUB -- CORRESPONDENT / EDITOR

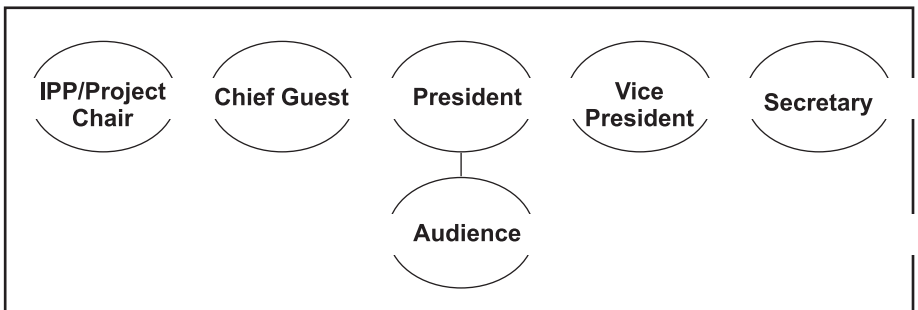
1. Send news items of importance about Club Projects and events for publication to the Inner wheel District Website, and local Newspapers in all languages.
2. Work in close co-operation with the District Editor and take a keen interest in District publications by sending articles. Send reports of Club activities and photographs for publication.
3. Keep records, history, photographs, press cuttings of Club's activities and any other items which will help to enrich the history of the Club.
4. Bring out a club publication at the time of Chairman's Official Visit so as to showcase the club activities.
5. Bring out club e bulletin frequently, to showcase club activities and save paper.

PROTOCOL IN INNER WHEEL

Protocol means formal etiquette, procedure, principles, moral codes, conventions for formal ceremonies. They are the code of behaviour and set of courtesies which add grace, dignity and order. Protocol is observed in Inner Wheel at various levels for the following under :

1. Protocol for Seating Arrangements

I) Club Level : At Club Function



Note :

- The above seating arrangement is for practical purpose – for easy movement and more members in the audience.

- Other EC members be seated in the first row
- IPP should be seated only on official visit of District Chairman
- For club projects / programs instead of IPP, Project Chairman should be seated.
- During Chairman's Official Visit to the Club, the chairman is the Chief Guest and therefore she should be seated in the seat of the Chief Guest.

2. Protocol for Addressing Dignitaries

Members of Inner Wheel are not to be addressed as Inner Wheelers but as Inner Wheel Members or members of Inner Wheel.

i) Club Level:

- At all Club Level functions President is in the Chair. She must wear the collar and must be addressed first.
- All others, including District Chairman / Chief Guest, will be addressed after addressing the President.
- In case Association President is present then after addressing President, Association President will be addressed followed by the District Chairman.
- In case IIW President / Vice President is Chief Guest she will be addressed first, then, the Association President, followed by then District Chairman.
- Do not address District Chairman as District Chairperson.
- During official visit of District Chairman, she is the Chief Guest and she should be addressed first, even if other local dignitaries are present at the inaugural function, but they are not permitted to attend the business meeting.

3. Protocol for Visit by Inner Wheel Dignitaries:

- When any Inner Wheel Dignitary is visiting, protocol demands to receive her.
- Club President receives the District Chairman.
- District Chairman and Club President receives Association President/IIW President as the case may be. Senior club member may be given the responsibility in exceptional circumstances.
- Similarly, Association President / IIW President must be attended to during their departure too.

4. Protocol for Correspondence:

Correspondence in Inner Wheel has to be done through proper channels. The lines of correspondence and communication is very clear and should not be broken / by passed. Steps for correspondence flowing from club level to IIW level is:

Step 1 : Club Members communicate to Club President

Step 2 : Club Officers to District Offices

Step 3 : District Chairman / District Officers to National Representative and

Step 4 : National Representative to IIW Head Quarters

Please Note :

- A Club member/s or District officers cannot correspond with IIW directly. Requests for messages, etc. are also not entertained by IIW. The District Chairman will receive all messages in the month of June from IIW which can be used for District and Club publications.
- Greetings or newsletters of clubs with prior permission of District Chairman can be sent directly only to the Association Officers.

ELECTION – IMPORTANCE & PROCEDURE

Every level of Inner Wheel has its Governing Body. From the 1st of July of every year a new Governing Body assumes office at all levels of Inner Wheel – International, Association, District and Club. Inner Wheel is a democratic organization, office bearers are elected at all levels every year through election. It is important that the elections should be held in a fair and impartial manner at every level.

1. Elections at Club Level :

The Elections at club level takes place for Executive Committee (other than the IPP which a President, automatically becomes after her tenure). Elections are to be held by December to enable the new office bearers to prepare well in advance for the year ahead and to enable flow of information regarding incoming office bearers up to International level. Only those members who have paid their dues fully are eligible for taking up the posts.

Steps for Elections at Club Level:

- i) Secretary has to send the Election Notice one month in advance to the Election Meeting asking for nominations for different posts at club level.
- ii) Nominations have to be sent in writing and then they have to be duly proposed and seconded by club members along with consent letter of the member nominated.
- iii) Notice of Election Meeting (held in the General Body Meeting) which is to be held preferably in December is circulated among members. The notice of the election meeting should be specified as Election Meeting.

iv) In Election Meeting the nominations received are read out and if no objection is raised then the proposed members are duly elected. In case nomination of more than one member for the same posts is received then elections take place through secret ballot. In case no nomination for a particular post is received then election on floor too takes place for the particular post/s.

To,

**SAMPLE OF PROPOSAL FORM NOMINATING MEMBERS
FOR CLUB ELECTIONS**

(Not on letterhead)

Date :

Ms. _____

Secretary,

Inner Wheel Club of _____.

We, the under signed, propose the name of Ms. _____ for
the post of _____ (President / VP / Sec / Treas /
ISO / CC) for the Inner Wheel year _____

yours in Inner Wheel,

Proposed by : Ms. _____
_____ Signature

Seconded by : Ms. _____ Signature

SAMPLE FORM OF CONSENT LETTER OF NOMINATED MEMBER

(Not on letterhead)

Date:

Ms. _____

Secretary,

Inner Wheel Club of _____.

I, Ms. _____, give my consent for being nominated for the post of
_____ for the Inner Wheel Year _____

yours in Inner Wheel,

Proposed by : Ms. _____
_____ Signature

Seconded by : Ms. _____ Signature

1. Elections at District Level :

Elections at district level are always held at the time of District Conference during which elections for all the eight posts of the District Executive Committee – Chairman, Vice Chairman, AC Member, Secretary, Treasurer, ESO, ISO and Editor takes place. No club can have more than two members in the District Executive Committee in an Inner Wheel Year.

Steps for Elections at District Level (Secret Ballot):

- i) The District Secretary has to call for nominations from the clubs well in advance (more than or 60 days prior to the District Conference) in consultation with District Executive Committee along with the instructions on how to send it. The nomination form should be sent along with a short bio-data and consent of candidate and minutes of the General Body meeting of the club in which the resolution of nomination was passed.
- ii) The Nomination Forms will be opened at the Scrutiny Meeting held by the Scrutiny Committee. During this meeting nomination forms are scrutinized to check whether the clubs/members nominated by clubs fulfil the eligibility criteria and then a list of valid and invalid candidates is prepared.
 - All those within the EC too should be scrutinized strictly for validity of their nominations. Promotions cannot be taken for granted. The ladder is customary but not prescribed by constitution.
- iii) District Secretary has to circulate the final list of nominations received, both valid and invalid and asking for the letter for withdrawal of nomination/s, if any, which are to be received 45 days prior to elections.
- iv) District Secretary has to circulate the nominations with brief of the nominee not less than 30 days before the District Conference.
- v) Election takes place at District Conference or at District Committee Meeting. Only the Voting Delegates of the club are eligible to vote. If a Voting Delegate is not attending the District Conference a Deputy may be appointed, who carries a letter on the Club Letter head, signed by the Club President and Club Secretary, which states that these members have been nominated at a Club's General Body Meeting held on (date) as deputy voting delegates. This letter is compulsory and should be handed over to the Election Officer. No voting Delegate can cast more than 1 vote. For voting put only an 'X' as any other mark is invalid. Before voting, Voting Delegate Register has to be signed by all voting delegates.

Any new Inner Wheel Club formed in a District shall be eligible to vote at the District level only on receipt of Charter from the IIW and on completing 6 months from the date of formation of the club, which ever is later.
- vi) Election Officer counts the votes. District Chairman has the casting vote in case of a tie. Votes polled are not disclosed.
- vii) In case of no nominations for a post District Chairman can call for elections on the floor of the conference after such an item has been placed on the agenda. Here, the candidates wishing to stand for elections must ensure that their President writes on the letterhead that their club proposes the name of the candidate wishing, with the signature of President or Secretary. (Ref. Page No. 67/68 in the Association bye-laws).



INNER WHEEL DISTRICT _____
ELECTION FOR DISTRICT EXECUTIVE COMMITTEE FOR THE YEAR 20__ - 20__
NOMINATION FORM

INNER WHEEL CLUB OF IS PLEASED TO NOMINATE ITS
 MEMBER AS A CANDIDATE FOR
 THE POST OF DISTRICT OF IW DISTRICT ___ FOR
 THE INNER WHEEL YEAR 20__ - 20__

CERTIFIED THAT THIS RESOLUTION WAS ADOPTED AT THE GENERAL BODY MEETING OF OUR CLUB HELD ON
 (DATE) AT (VENUE)
 SHE HAS PAID HER CLUB DUES IN FULL FOR INNER WHEEL YEAR 20__ - 20__
 FOR AND ON BEHALF OF INNER WHEEL CLUB OF

PRESIDENT / SECRETARY'S SIGNATURE

INFORMATION ABOUT THE CANDIDATE

NAME :

ADDRESS :

PHONE / MOBILE NUMBER

MEMBER OF INNER WHEEL CLUB OF INNER WHEEL DISTRICT _____

YEAR OF JOINING INNER WHEEL

OFFICES HELD IN INNER WHEEL - PAST AND PRESENT
POSTS AT THE CLUB AND DISTRICT LEVEL TO BE MENTIONED

	CLUB LEVEL	YEAR	DISTRICT LEVEL	YEAR
1.				
2.				
3.				
4.				
5.				

CONSENT OF THE CANDIDATE

..... HEREBY ACCEPT MY NOMINATION BY MY CLUB AS A CANDIDATE

FOR THE POST OF DISTRICT FOR THE YEAR 20__ - 20__

SIGNATURE OF THE CANDIDATE

3. Elections at Association Level

Elections are held for Association for Association President and National Representative, Association Vice President and Deputy National Representative, National Editor (she is not an Association EC member), Association Secretary and Association Treasurer. Association Council Members are already voted at their respective District Conferences.

Steps for elections for Association President & National Representative, Association Vice President & Deputy National Representative and National Editor (Postal Ballot):

- i) The District Executive shall call for nominations from clubs with the written consent of the nominee duly qualified for the above offices by 30th of September.
- ii) The nominations received are then passed in the District Committee Meeting. In case 2 or more nominations are received from the District for the same post there shall be election by the District Committee by secret ballot on the floor of the house. If time is insufficient to convene a District Committee Meeting then voting by postal ballot is done. In the event of votes being equal, the District Chairman has the casting vote.
- iii) The validity of the nomination shall be scrutinized in the Association Executive Committee Meeting.
- iv) Booklet with instructions of voting and list of nominees with their short description of offices held in Inner Wheel is sent by Association Secretary by 2nd week of December (or earlier in the Triennial year) to all club Presidents with instructions on the election process.
 - If the club does not receive any communication for the election then the Association Secretary has to be informed through the District Chairman.
- v) The club has to pass the choice of the candidate in the General Body Meeting.
- vi) Each club has one vote which is cast online at the date and time specified.
 - Votes from Clubs which have not paid their dues will be declared null and void.
- vii) Results of the elections will be informed to the Association President by the appointed vendor.
- viii) Results of the Election is informed to all the Association E.C. / A.C. Members as well as the District Chairmen and candidates.

Steps for elections for Association Secretary and Association Treasurer :

- i) The District Executive shall ask for nominations from clubs with the written consent of the nominee of the member duly qualified for the above offices by 2nd EC Meeting or any other event where the Association EC will meet on or before 31st of December. Only the AC members-elect are eligible to apply for the posts.
- ii) The nomination received is then passed in the District Committee Meeting and then sent to Association to be scrutinized by the Association EC.
- iii) The election of the Association Secretary / Association Treasurer is held online and the AC Members and Association EC to vote as per instructions.
- iv) The result of the elections are declared on or before 31st of March.

1. Elections at International Inner Wheel (IIW) Level

Elections are held for the following IIW posts—President, Vice President, Treasurer, Editor and 16 Board Directors. IIW Editor is not a member of Executive Committee.

IIW CCC is elected by the clubs.

Steps for elections :

- i) The nominations from clubs with the written consent of the nominee of the member duly qualified may be made by District Committees. In case of more than 1 nomination for the same post is received from District Committees then internal election takes place.
 - If Association has Internal Elections, online elections will be conducted by end July. District Chairman should be very alert and do the needful immediately. If clubs do not get the information by end July, clubs should inform the District Chairman or Secretary and the District Chairman or Secretary will inform Association Secretary.
- ii) Completed nomination forms for IIW posts must be received at International Inner Wheel Head Quarters not later than 30th of September.
- iii) IIW will send the election booklet along with other documents to club Presidents to be received in December / January. The booklet containing the biodata of candidates should be read at club meetings to finalise the candidates to be voted for. Elections are conducted online.
- iv) In the event of tie of votes IIW President will have the casting vote.

ELIGIBILITY OF NOMINEES STANDING FOR ELECTIONS

I. At Club level

1. The nominee must have paid her club dues
2. Nominations must be received by the date and time specified by the Club Secretary
3. Consent of the nominee in writing (not on club letterhead).

II. At District level

1. The nominee must have paid her dues
2. The club must have paid the dues
3. The nominee must have completed minimum 5 years at the time of sending the nomination (i.e., in her 6th year or there after only can a member apply for District post)
4. She must have attended at least one of the two District Committee meetings as club voting delegate.
5. Nominations must be received by the date and time specified by the District Secretary
6. No tampering of minutes should be done
7. No extra pages be put in the envelope in which nomination is sent – only Minutes of the General Body Meeting and nomination form along with a brief biodata of not more than 150 words.
8. Any other specific information of District Secretary relating to nomination for District post should be followed.

III. At Association level

1. The nominee must have paid her dues.
2. The club must have paid the dues.
3. For Association President and Vice President : The candidate must be a PDC and must have attended at least one of the two Association Council Meeting as an AC member. For Association Secretary and Treasurer : The candidate must be District Chairman or PDC at the time of sending the nomination.
4. Nominations must be received by the date and time specified by the Association Secretary.
5. No tampering of minutes should be done.

6. Signature of DC and DS required.
7. No extra pages be put in the envelope in which nomination is sent – only Minutes of the District Committee Meeting (in some District minutes of Business Session are after District Committee Meeting, then it is find along with other events like inaugural, installation, awards, etc. then it is fine as it is in a booklet form) along with agenda in which the nomination was passed and nomination form.
8. Any other specific information of Association Secretary relating to nomination for District post should be followed.

IV. IIW level

1. The nominee should have paid her dues
2. The club should have paid the dues
3. The nominee must be a Past Association President at the time of nomination (except for IIW Board Director when Immediate Past Association President can apply).
4. Nominations must be received by the date and time specified by the Association Secretary.
5. No tampering of minutes should be done
6. No extra pages be put in the envelope in which nomination is sent – only Minutes of the District Committee Meeting (in some District minutes of Business Session are after District Committee Meeting, along with other events like inaugural, installation, awards, etc. then it is fine as it is in a booklet form) along with agenda and nomination form
7. Any other specific information of Association Secretary relating to nomination for District post should be followed for understanding of more about eligibility of a candidate for each post at various levels Association Bye-laws should be referred to.

NOMINATION OF VOTING DELEGATES

1. To District Committee

I) Club Voting Delegates :

a) Number of Voting Delegates to District Committee :

- (I) Clubs upto 50 members – 2 voting delegates
- (ii) Clubs with 51 - 100 member – 3 voting delegates
- (iii) Clubs with 101 - 150 – 4 voting delegates
- (iv) For every additional 50 thereafter – 1 additional voting delegate

b) Eligibility of Voting Delegates : Club President and Club Secretary are normally the voting delegates and in case they are not able to attend the Conference then any other Executive Committee Member could be the Voting Delegate. All Voting Delegates must fulfil the following criteria:

- (i) Any Active/Honoured Active Member who is in the Executive Committee of the Club can be the Voting Delegate.
- (ii) Delegate must have served on the Executive Committee of their club for at least one year at the time for nomination.
- (iii) They may not serve for more than 3 consecutive year unless elected to the District Executive.
- (iv) Shall be a member of the District Committee and shall give reports of all District Committee meetings and work done by the District Chairman.
- (v) In the event of vacancy, the club shall appoint a qualified successor.

c) Deputy Voting Delegates : In case the club's Voting Delegates are not able to attend the District Committee the club can appoint Deputy Voting Delegates who could be any active member the criteria as required by Voting Delegates and such authorization should be on Club Letter head only signed by Club President and Secretary.

The names of the voting delegates and their posts on the club letterhead duly signed by Club Secretary should be sent by her to District Secretary in the format given on or before 15th of September.

II) Voting Delegates of District : Each member of District Executive Committee

2. To Association Conference

(i) Club Voting Delegates:

a) Number of Voting Delegates to District Committee:

- (i) Clubs upto 50 members – 1 voting delegate.
- (ii) Clubs with 51 - 100 member – 2 voting delegates.
- (iii) Clubs with 101 - 150 – 3 voting delegates.
- (iv) Clubs with more than 150 active members will have an additional voting delegate.

b) Eligibility : Any active member.

Club President informs the name and details of voting delegate to the District Chairman who in turn informs the Association President/CCCC by sending it in an Excel Sheet sent by Association President/ CCCC.

(ii) District Voting Delegates : Any 2 members of District EC.

(iii) Association Voting Delegates: Assn EC, AC members, PAP – all as Ex-officio Voting Delegates Proxy VD

If a voting delegate of any level is not attending the Conference, they may designate as proxy to any other voting delegate with letter signed by President and Secretary of Clubs and District Chairman and Secretary on the club(s) / district(s) letterhead certifying other voting delegate as proxy. All certificates must be delivered to the Constitution and Credential Committee Chairman at the Conference to entitle proxies to participate as such in the Conference.

3. To IIW Convention

(i) Club Voting Delegate: Each club is entitled to send 1 Voting Delegate to IIW Convention. She should be an active member.

Club President informs the name and details of voting delegate to the District Chairman who in turn informs the Association President by sending it in an Excel Sheet sent by IIW.

(ii) District Voting Delegates: 1 member of the District Committee

(iii) Association Voting Delegate : 1 per National Governing Body If Club / District / Association voting delegate are not able to attend, appoint a Deputy.

iv) IIW Voting Delegates : IIW EC, IIW BD and IIW Past Presidents.

Proxy Voting Delegate

If any voting delegate or deputy voting delegate from Club, District and National Governing Body and IIW voting delegate are not able to attend then an NR, a PNR, a Past Board Member, a District Committee voting delegate or the IIW EC could be Proxy Vote Holder.

Any voting delegate other than IIW EC must not hold more than 70 proxy votes.

MEMBERSHIP DEVELOPMENT

Membership Development has been an ongoing process since the day in 1924 in Manchester when the first Inner Wheel Club was born. Today the Inner Wheel movement is spread over 104 Countries with more than 100,000 members & is continuing to grow. But there is still a lot of scope to grow further. Here comes the need for Membership Development which means expansion of members through more members in clubs and more new clubs.

As every organization tries to keep expanding its membership, Inner Wheel too wants to expand. It has two parts– Internal Expansion and External Expansion :

- I. Internal Expansion, i.e., in existing clubs

FALLOW YEAR AT DIFFERENT LEVELS

- 1. At Club level – It is a year after the year as an IPP.** An IPP shall not be eligible for election to the Executive Committee of her club or be the voting delegate of her club to the District Committee but is eligible to apply for District's Ex Officio Member during her year as IPP (District Editor / ISO) and if she wins serve at District Ex Officio post during her fallow year.
- 2. At District level – It is a year after the year as an IPDC** shall not be eligible for election to any office in the district as a member of District Executive Committee of her District and shall not be a AC member during her year following her period as IPDC, which is a fallow year.
- 3. At Association level –It is a year after the year as a member of Association Council.** She cannot be a member of Association EC or AC in her fallow year.

HANDING OVER OF FILES AND MATERIAL BY OUTGOING TO INCOMING

At every level at the time of handing over the files and material to the incoming officer bearers, the outgoing office bearer should make a list of it in two copies and sign and get the signature of incoming office bearer on the copies. Outgoing Office Bearer must give the incoming a copy of the list and keep one with herself.

Please do not forget to refer the IIW Constitution and Handbook and Association Bye-laws, District Committee Rules and Club Rules in case of any doubt.

AGENDAS

Ref : Page 12,13

Ref : Agenda for Installation Function

Agenda

Date:

Time

Venue:

Invite dignitaries on the dais

Collaring Outgoing President - by Outgoing Secretary

Meeting Called to Order

Inner Wheel Prayer

Lighting of the Lamp - by Dignitaries

Floral Welcome of Dignitaries -

My Year Gone By - by Outgoing President

Felicitations & Gratitude - by Outgoing President

Introduction of Incoming President -

Installation of President - by Outgoing President

Handing over pin, gavel, Club Charter - (Exchange seats)

Address by newly installed President

Induction of Office Bearers

Introduction of New Members -

Induction and welcome of New Members

Introduction of Guest of Honour

Address by Guest of Honour

Introduction of Chief Guest

Address by Chief Guest

Memento to Chief Guest and Guest of Honour

Projects of the day

Vote of Thanks

National Anthem

Meeting Adjourned - By newly installed President

* Group photo, Felicitations, Lunch/High Tea/Dinner

AGENDAS OF EC AND GENERAL BODY MEETINGS

Agenda for Club Executive Committee (EC)

- Collaring the President
 - 1 Meeting Called to Order by President
 - 2 Inner Wheel Prayer
 - 3 Condolences, if any
 - 4 Welcome and Opening Remarks by President
 - 5 Apologies for Absence by Secretary
 - 6 Confirmation of Minutes of Previous Meeting
 - 7 Matters arising, if any
 - 8 Treasurer's Report (Finance) (Letters from District Treasurer, Balance in Club A/c, Charity A/c, Sanction of Bills)
 - 9 Important Financial Resolutions ,if any.
 - 10 Correspondence by Club Officers
 - 11 Updated Reports by Club Officers
- President - IIW, Association, District Projects and Events
- Secretary - Work done for Club Projects
- ISO - Link Activity, Competitions, activities for fostering friendship,
- CC/EDITOR - Publicity activities
 - 12 Project Planning
 - 13 Nomination of posts for Club / District / Association / IIW levels, if any (Resolution for the same)
 - 14 Any other matter with the permission of the Chair
 - 15 Announcements
 - 16 Vote of Thanks by Vice President
 - 17 Adjournment of Meeting by President

Agenda for General Body Meeting

Collaring the President

- 1 Meeting Called to Order by President
- 2 Inner Wheel Prayer
- 3 Condolences, if any
- 4 Welcome and Opening Remarks by President
- 5 Apologies for Absence by Secretary
- 6 Confirmation of Minutes of Previous Meeting
- 7 Matters arising, if any
- 8 Finance by Treasurer (Letter from District Treasurer, Balance in Club A/C, Charity A/C, Sanction of Bills)
- 9 Important Financial Resolutions and decisions of the Executive Committee
- 10 Introduction and Induction of New Members, if any
- 11 Updated Reports & Correspondence by Club Officers
 - I) President - IIW, Association, District Projects and Events
 - ii) Secretary - Work done for Club Projects
 - iii) ISO - Link Activity ,Competitions, activities for fostering friendship
 - iv) CC/EDITOR - Publicity activities
- 12 Project Report by President
- 13 Project Planning
- 14 Nomination for Club/District/Association/IIW Office, if any (Resolution for the same)
- 15 Any other matter with the permission of the Chair
- 16 Announcement of Next Meeting
- 17 Vote of Thanks by Vice President
- 18 National Anthem
- 19 Adjournment of Meeting by President

Note: More items could be added in the agenda if needed

Agenda for General Body Meeting During Official Club Visit of District Chairman

Collaring the President & District Chairman

- 1 Meeting Called to Order by President
- 2 Inner Wheel Prayer by Secretary
- 3 Condolences, if any
- 4 Lighting of the Lamp
- 5 Welcome and Opening Remarks by President
- 6 Apologies for Absence by Secretary
- 7 Greetings & messages by Secretary
- 8 Confirmation of Minutes of Previous Meeting
- 9 Matters arising, if any
- 10 Finance by Treasurer
(Letter from District Treasurer, Balance in Club A/c, Charity A/c, Sanction of Bills)
Important Financial Resolutions and decisions of the Executive Committee, if any.
- 11 Update & Reports by Club Officers
 - i) President - IIW, Association, District Projects and Events
 - ii) Secretary - Report on Club working/Projects
 - iii) ISO - Link Activity Competitions, activities for fostering friendship.
 - iv) CC/EDITOR - Publicity activities
- 12 Project Reporting / Planning
- 13 Nomination of Club / District / Association / IIW, if any (Resolution for the same)
- 14 Open Session
- 15 Introduction of District Chairman
- 16 Address / Impressions by District Chairman
- 17 Introduction and Induction of New members, if any
- 18 Presentation of Memento to Dist. Chairman
- 19 Announcements
- 20 Vote of Thanks by Vice President
- 21 National Anthem
- 22 Adjournment of Meeting by President

Agenda of Charter Presentation Inner Wheel Club of District

Master of Ceremony : Agenda

1. Meeting Called to order : District Chairman/Sponsoring IW Club President
 2. Inner Wheel Prayer : Sponsoring IW Club Secretary
 3. Lighting of the Lamp : Chief Guest and Other Dignitaries
 4. Floral Welcome
 5. Introduction of Charter President : President of Sponsoring Inner Wheel Club
 6. Charter Presentation : District Chairman (also badge and collar) and District ESO
 7. Speech by Charter President :
 8. Installation of Charter Team : District Chairman and District ESO
 9. Induction of New Members, if any : District Chairman and District ESO
 10. Felicitations, if any :
 11. Message of IIW President : ESO Member Ms
 12. Message of Association President : AC Member (if present)
 13. Introduction of Guest of Honour : New Club member
 14. Address by Guest of Honour : District ESO
 15. Introduction of Chief Guest :
 16. Speech by Chief Guest :
 17. Presentation of Mementos : Charter President
 18. Vote of Thanks : Charter Vice President
 19. Secretary's Final Announcement : Charter Secretary
 20. National Anthem
 21. Meeting adjourned : Charter President
- Lunch/High Tea/Dinner

Agenda for Projects - For President

- 1 Welcome by Club President
- 2 Opening Remarks and Purpose by President
- 3 Introduction of the Chief Guest, if any
- 4 Speech/Presentation
- 5 Presentation of Mementos
- 6 Vote of Thanks by Vice President

FORMAT FOR RESOLUTIONS

(On Club Letterhead Only)

1. Opening of Bank Accounts:

In the Annual General Body Meeting/General Body Meeting of Inner Wheel Club of held on.....(date) at..... (venue) it was unanimously resolved to open Inner Wheel Club of Club A/c and Inner Wheel Club of Charity A/c atBank (name of bank with branch).

(resolution of signatories too could be written here by writing)

Further it was resolved that the Accounts be jointly operated by

Proposed By :Seconded By :

Sign:

.....
President	Secretary	Treasurer

2. Change of Bank for Accounts:

In the Annual General Body Meeting/General Body Meeting of Inner Wheel Club ofheld at.....(venue) on (date) it was unanimously resolved to close the presently operated Inner Wheel Club of Club A/c and Inner Wheel Club of Charity A/c held at Bank and open a new Inner Wheel Club of..... Club A/c and Inner Wheel Club of Charity A/c at Bank (name of bank with branch).

(Resolution of change of signatories too could be written here)

Further it was resolved that the Accounts be jointly operated by

Proposed By : Seconded By :

Sign:

.....
President	Secretary	Treasurer

3. Change of Signatories for Operation of Bank Accounts:

(if no change in bank, just change in signatories)

In the Annual General Body Meeting/General Body Meeting of Inner Wheel Club of.....held at.....(venue) on (date), in view of change of office holders, it was resolved that Inner Wheel Club of..... Club A/c No.....and Inner Wheel Club of Charity A/c No..... at Bank (name of the bank) be jointly operated by Treasurer as the first signatory and President or Secretary as the second signatory for the period 1st July (Year) to 30th June (Year)

Proposed By :.....Seconded By:.....

Sign:

.....
President	Secretary	Treasurer

4. Appointment of Auditor (including Honorarium):

In the Annual General Body Meeting/ General Body Meeting of Inner Wheel Club of.....held at.....(venue) on.....(date) it was unanimously resolved that, Chartered Accountant, (address / place) be appointed as honorary auditor for the Inner Wheel Year 1st July to 30th June. It was decided to pay an honorarium of Rs.....

Proposed By:.....Seconded By:.....

OFFICIAL VISIT OF DISTRICT CHAIRMAN

District Chairman pays an official Visit to the club once in a year.

It is an opportunity for club members to meet, interact with her and get guidance and advice for proper functioning of the club.

In addition, she may also visit the club when invited for club events / projects.

Tips for Successful Planning and Execution of District Chairman's Visit

Plan her Arrival :-

- District Chairman decides her visit schedule between the clubs depending on their flexibility to days, modalities of reaching the venue and the necessity of providing for travel time.
- Once the date is confirmed ,send it in writing confirming the date of her visit.
- The Chairman finds it difficult to change the date as she has a busy schedule so stick to the given date unless it is necessary to change for some important reason.

Before her Arrival :-

- Plan her visit by consulting members in the Executive and General Body
- The schedule/programme of her visit should reach her 15 days prior to her meeting along with invitation and the copy of minutes of previous Executive and General Body Meeting.
- Send Memo of Club History - Plans and Projects
- Start preparing, check and complete files etc.
- If there is a public meeting then prepare the invitation card for the same.
- Having invited her make sure that she is your Chief Guest. Other invitees cannot be called Chief Guest.

- Inform her of all Inner Wheel and other (if any) functions and other social obligations that she might have to fulfill on her visit.
- Keep her informed of the expected weather during her visit and also provide necessary details (trains, by road conveyance) about reaching your city.
- Confirm the time and place of her arrival.
- Confirm the departure date, time, mode of transport.

On her Arrival :-

- Meet her on arrival with your executive member and other members.
- Organize a comfortable stay for her. Home Hospitality is preferred. Take into consideration her preferences regarding stay, food, medical needs if any etc., however give her enough time to rest.

During Her Visit :-

Give her time to interact with your executive members and form opinions.

Keep your files and material ready for the Executive Meeting.

Feel free to consult her during the business session (meeting) if you have any doubts. Remember she is there as a friend and a guide and not as a dictator.

Her observations are valuable. Take it as a form of guidance. Give her enough time for this.

Select a few important projects to be shown to the District Chairman.

After Her Visit :-

See her off properly with your executive.

- Send her a thank you note and photographs as courtesy and record.
- Send her / District Secretary the minutes of the Executive Committee and General Body Meeting held during her visit at the earliest.

1. Format of Schedule of District Chairman's Visit

(to be circulated among the members)

Inner Wheel Club of.....

District

Schedule of District Chairman's Visit

Date / Time :

Particulars :

----- Stay at residence of Ms.(name of the member and her post)

----- Breakfast at.....

----- Arrival of District Chairman (details of conveyance, place and time of arrival)

----- Project (name and details of the project)

----- Executive Committee Meeting at.....(venue)

----- Lunch at(venue) - mention for all or for only EC Members

----- General Body Meeting

----- Tea

----- Public Meeting (if any)

----- Rest at Host's place

----- Leave by - details of conveyance and place from where she goes

(This is a general format which can be changed as per club's decision of her visit details)

----- In case there are changes in the schedule inform promptly to District Chairman and all members.

2. Invitation Card for Chairman's Visit (in case of public meeting)

Please Note : Print on Envelope : RSVP Secretary, address with Pin Code, Telephone number and Email Id for acknowledging the same.

FORMAT - CLUB INSTALLATION INVITE



THEME

INNER WHEEL CLUB OF

DISTRICT.....

**The President and Members of
the Inner Wheel Club of**

*Cordially invite you for the
Installation of.....*

And her team of Office Bearers

For the year.....

(And for lunch/dinner/tea thereafter)

at..... (Venue)

On (Date) at (Time)

.....

has consented to be the Chief Guest

President

Secretary

.....

.....

FORMAT - CHAIRMAN'S VISIT INVITE



THEME

INNER WHEEL CLUB OF

DISTRICT.....

**The President and Members of
the Inner Wheel Club of**

Cordially invite you for the

OFFICIAL VISIT OF THE DISTRICT CHAIRMAN

(NAME)

District Chairman Dist.....

Venue.....

Time.....

Time.....

President

Secretary

.....

.....

R.S.V.P.

(Address and Telephone No.)

FORMAT - CLUB LETTER HEAD

Inner Wheel Club of.....
District.....

District Chairman

Association President

(NAME)

(NAME)

*PRESIDENT
(NAME)
Address*

*VICE PRESIDENT
(NAME)
Address*

*IMM. PAST PRESIDENT
(NAME)
Address*

*SECRETARY
(NAME)
Address*

*TREASURER
(NAME)*

EXECUTIVE MEMBER

FORMAT - MEETING NOTICE



Inner Wheel Club of.....
District.....

Cordially invite you for the
GENERAL / EXECUTIVE MEETING

Dear Member,

Please note that the next General / Executive Committee Meeting will be held on (date) at (Time) at (Venue).

The following is the Agenda

Looking forward to meeting you.

Signature,

Secretary, IWC of