



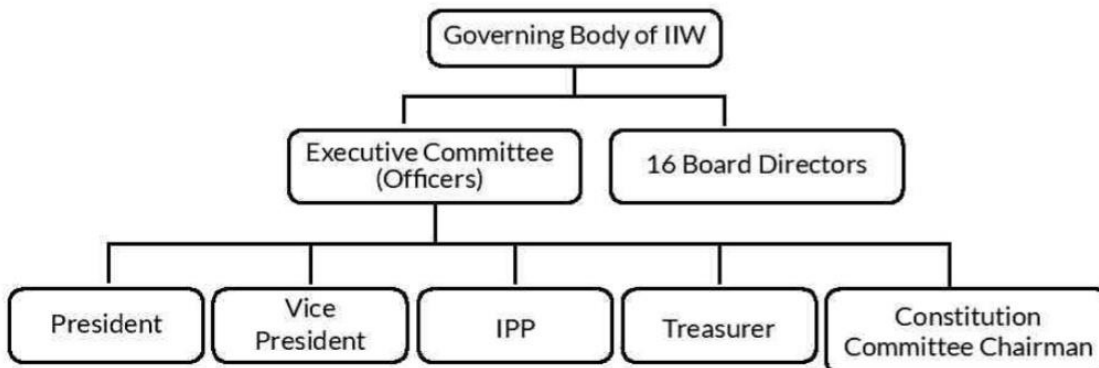
INNER WHEEL DISTRICT 318

HANDBOOK FOR PRESIDENTS 2021-22

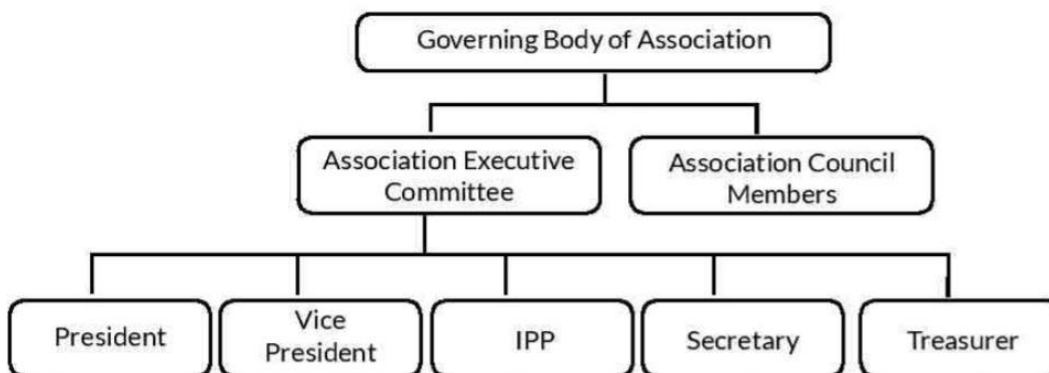
GOVERNING BODY IN INNER WHEEL

The hierarchy of Inner Wheel shows that at the apex is the International Inner Wheel under which is the Association consisting of various Districts and at the end are the clubs with its members providing selfless service. Every level of Inner Wheel has its Governing Body to help smooth functioning of Inner Wheel.

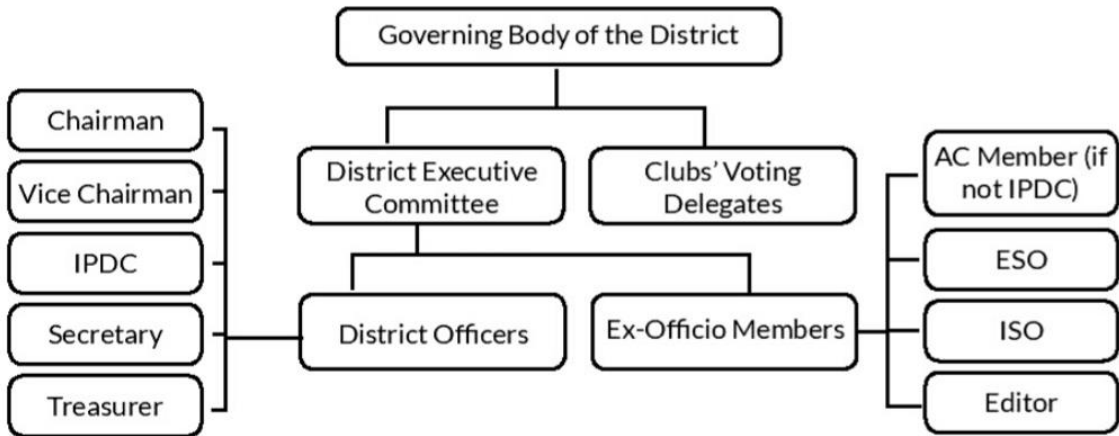
1. At IIW Level



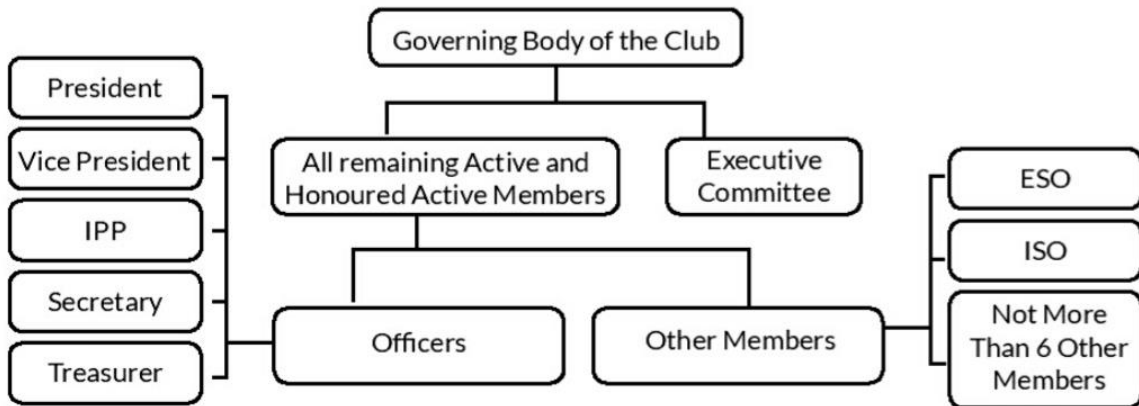
2. At Association Level



3. At District Level



4. At Club Level



PROTOCOL IN INNER WHEEL

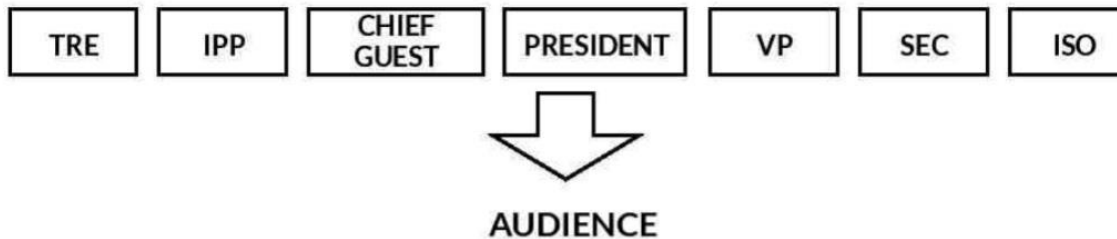
The dictionary meaning is – Customs and regulations of diplomatic conduct. Protocol is the formal etiquette and procedure for formal ceremonies. It also enhances the stature of all those who observe these customs and creates an ambience of goodwill and happiness all around. Inner Wheel being an International organization with different layers of administration has to follow certain norms in a meeting to add dignity and maintain decorum.

Protocol in Inner Wheel for :

1. Seating arrangements at various meetings.
2. Addressing Inner Wheel dignitaries.
3. Correspondence

Seating arrangements at various meetings

Club Level



- At Chairman's Official visit to the club, the District Chairman is the Chief Guest.
- If Association President or Guest of Honour is also present then they will sit between the President and Vice President.
- Place of Honour is to be given on the Dais to any other Association Officer present.

District Level

District Assembly / Conference



If you have the Assembly/Conference Chairman & Secretary



- If Association President is not present then the seating arrangement remains same except that Association President's chair is not kept.
- All other Inner Wheel dignitaries-Past District Chairmen, Past and present Association officers—to be seated in the 1st row.
- Rotary Governor is also seated in front row.

Addressing Inner Wheel Dignitaries

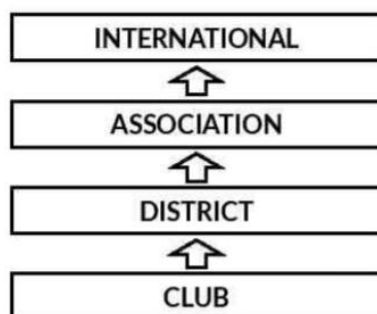
Club Function

- Club President presides over all the meetings, she must be addressed first, all other are to be addressed after her.
- If District Chairman is present, than she will be addressed after addressing the Club President. And when District Chairman is present she will be the chief Guest.
- If both Association President and District Chairman are present then District Chairman must be addressed first then Association President.

District Function

- District Chairman presides over all the meeting and is to be addressed first.
- If Association President is present she is next.
- Association President is the Chief Guest at the District Conference/ District Assembly. An other speaker can be a guest speaker.
- IIW President or Association Officers are to be addressed before District Executive, PDC's dignitaries and members of Inner Wheel.
- The above will be addressed before acknowledging Rotary dignitaries and guests.
- The spouse of the District Chairman, Association/District Officers, if present, must be seated in the first row, and their presence be acknowledged.
- The First Lady of Rotary District also must be in the front row, and her presence be acknowledged. Visit by Inner Wheel Dignitaries When any Inner Wheel Dignitaries visit then Protocol demands
- Club President receives the District Chairman.
- District Chairman/Club President receives Association President.
- Association President/District Chairman receives IIW President.

CORRESPONDENCE



There are very clear lines of communication and they should not be broken. -

- Step 1: Club members communicate to Club President
- Step 2: Club Officers to District Officers
- Step 3: District Officers to Association Officers
- Step 4: Association Officers to IIW Head Quarter

**No official letter should be send directly. It must go through the official line of communication,
which has already been mentioned above.

**Greetings, invitations, newsletters & photographs can be sent directly to IIW and Association.

Please Note :

- If any club wants to invites Association President, it should go through proper channel. Club

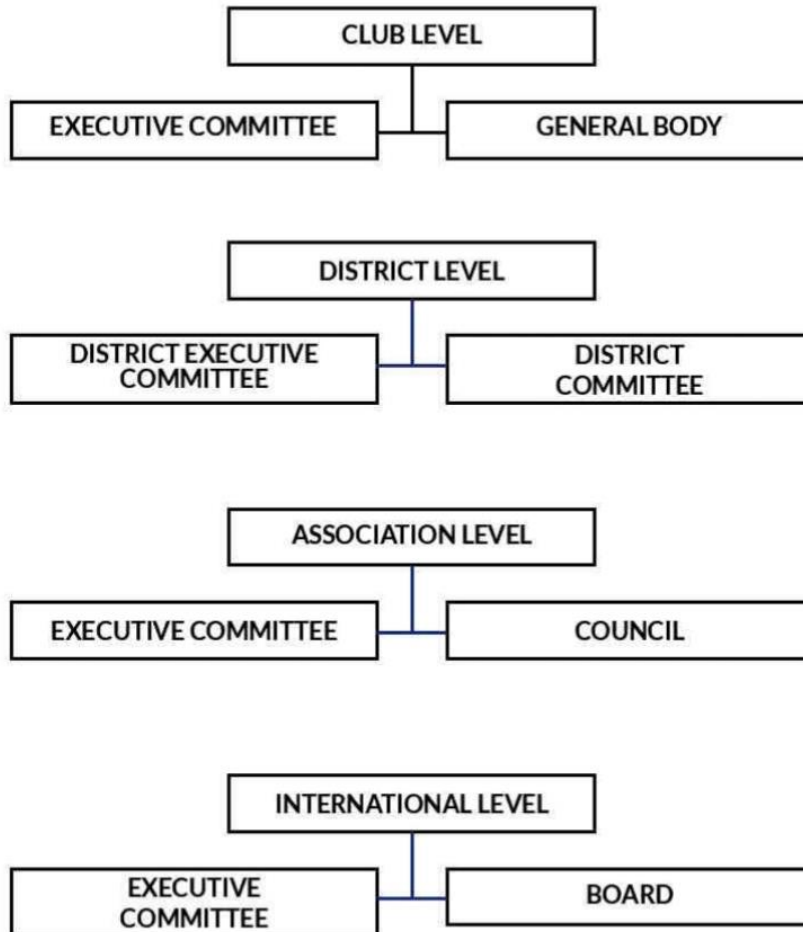
-District Chairman - Association President.

- Chief Guest should be the last speaker. No one should speak after her. Only observation can be made.
 - We are members of Inner Wheel and not Inner Wheelers.
 - Colour of Inner Wheel emblem, badges and collar should be uniform. Please ensure that it is Inner Wheel colour for the Collar not the Rotary Collar.
- Colour of Badges and ribbon of the Collar—
- ◇ Royal Blue for Clubs
 - ◇ Light blue for the District.

- Don't use or encourage the use of Chairperson - it is Chairman.
- Don't print International Inner Wheel on your Stationery.
- Use the Name of the club as given in the charter.
- Club Charter must be handed over at the club installation and preferably shown to the District Chairman during her official club visit.
- Do not ask the invited Inner Wheel Members or guests for any contribution, sunshine or raffle.
- Do not impose yourself on others, while visiting other cities, districts or countries.
- Be impartial, fair and just in case of any dispute.



Hierarchy of administration in Inner Wheel



Welcome to New Members

At the beginning of the meeting the President should read the Objects of Inner Wheel and address each of the new members by name and say:

"You have been invited to become a member of this Inner Wheel Club because we are sure you will welcome the responsibilities of friendship and service that membership brings with it.

We believe that you will enjoy being a member of our truly international organization and take a full and active part in all that this club offers.

We do hope that you will feel you are among friends and enjoy participating in all the aspects of Inner Wheel."

The President will call upon all present to stand and addressing the new member say: "(Say Name of Person), on behalf of the members of the Inner Wheel Club of I welcome you and" (addressing the club) "I introduce this new member to you and ask to extend your friendship to her."

2. Membership Retention

Retention of members is also a great challenge. Retaining good members is as critical to long term growth and success of the club and in turn of the organization as the induction of new members and new clubs. Bringing in new members is just half work done. The difficult part is to retain members- new as well as old ones. Avoiding turnovers is the key.

Problems of Retaining Members

There are numerous reasons for members leaving the organization:

- i. Health, old age, transfer and death- these are natural and one cannot do anything about it.
- ii. Communication Gap.
- iii. Improper time and place of meetings.
- iv. Lack of proper programs.
- v. Groupism among members leading to fights and members leaving the club
- vi. Ownership of club by some members.
- vii. Lack of involvement of member making them feel neglected.
- viii. Lacunae on part of leadership.
- ix. Failure to give proper information and education about Inner Wheel.

- x. Too much paperwork and that too in English and thus, if required to take up post, the member resigns.
 - xi. No fiscal discipline.
 - xii. President inducts friends during her tenure as President and when her tenure over her friends leave. It is the responsibility of the President to see that her friends continue in the club even after her Presidentship.
 - xiii. Rotary groups affect Inner Wheel.
 - xiv. Reluctance of Rotary members to encourage Inner Wheel.
- These problems hamper membership development efforts and have to be tackled at the earliest.

Membership relation is a ongoing process, that requires constant attention action and commitment. When clubs continually gain and loose members a revoking door effect is increased making the club unstable and thus difficult to attract new potential members.

Remedies for Retention

It is truly said that "Prevention better than cure." Although clubs cannot prevent a certain amount of natural attrition, they can minimize its effect by working towards it. Following

suggestions are recommended :

i. Proper Communication: of meetings, projects/activities and events of Inner Wheel and happenings in family members – their achievements, birthdays, anniversaries or sad news, etc. from time to time.

- Circular of meetings and projects is appreciated at home address or bysms (for fast and personal communication in case of emergency).
- Phone calls could be used for personal touch. For example, in case of absence of member in a meeting or project it is necessary to enquire into the reason for her being absent. It makes her feel important and also they feel a part of the organization.
- Regular publication of club bulletin is an important means to communication.

Under

any circumstances Communication Gap should be avoided.

ii. Time and Place of the Meeting: It is also important to be aware of what time of meeting suits the majority of members; i.e. daytime meetings (possibly middle of afternoon), luncheon meetings or evening meetings. The place of meeting too should be convenient, accessible and approachable. Accommodating time and place for young working girls, family fellowships, dinner, and children is important.

iii. Time Management: Meetings or programs need to be well organized and punctual. They should be started on time and be finished in time. Members are not comfortable with disorganization and leader's lack of concern for their time. It shows lack of interest in members' valuable time. To encourage time maintenance Punctuality Gifts could be given.

iv. Variety in Meetings: Good and interesting programs be organized during meetings to sustain interest. Time is precious to members in today's environment. Meetings need to be geared toward interests and likes of members. Most members want a variety of meetings that include business and social

speakers on current issues, educational tours and a community project periodically. No meeting should be all of one type. Variety is the key.

v. Worthwhile Projects: It is the duty of the club to take worthwhile projects to satisfy the needs of members who join Inner Wheel to be a part of the social service Inner Wheel does.

vi. Healthy Environment: A healthy family atmosphere is to be created inside the club. Amongst members there should be a very friendly environment. Friendly behavior with one-another creates a healthy environment. Personal contacts play an important role in strengthening the club. Respect for each other should be there as they must understand that all are equal. They would like to keep attending meetings, functions, projects and programs. This is more important for new members as they should be made to feel welcome and comfortable by senior members. President should listen to the members, and encourage others to listen and not to discourage, dominate any member. Ego clashes should be avoided and hurting someone's ego need not be done.

vii. Involve: Involve each member- new as well as senior, throughout the year in organizing some project, event or meeting on the basis of her capability and interest. This will give them give importance and provide opportunity to their talent. Sense of belonging to Inner Wheel will be enhanced. Each member should feel responsible and important in club activities. Involving seasoned members as well as old members in activities is important otherwise they kept themselves away from the club activities. Their experience counts a lot and in case of new members they have the enthusiasm. Encourage new members to speak in meetings about Inner Wheel.

Note: No one likes to do administrative work in Inner Wheel and new members at times are given this responsibility which should be avoided till she is not aware of Inner Wheel and its working.

viii. Appreciation: Appreciate publicly those members who have helped in projects/events. This will make them happy and they shall keep on helping. Even in the print while giving news of the project/event their name/s should be mentioned. Visibility to Inner Wheel Projects through print media, audio visual media, and as well as through media of information Technology also encourages members.

ix. Awards: Awards/prizes for Best Member, Best Project Director, 100% Attendance at General Body Meetings, Executive Meetings and projects, etc. will increase attendance and with regular involvement. Their interest in Inner Wheel also increases. Recognition Award for member's achievements and for performance in assigned duties at the end of the year could be done.

x. Suggestion Box: This enables members to give their valuable suggestions.

xi. Encouraging Members to attend District Events: like Assembly, Conference and Rally, Inter District Meets, Zonal Meets, etc. provide a platform for friendship and Inner Wheel knowledge.

xii. Fellowship and Cultural Program: Good interesting programs are like 'Sanjivani' to the club. Such programs foster friendship bond among members and also help retain them. They also help increase attendance:

- Competitions like traditional dress, dance, cooking, salad decoration, etc.
- Games for club members.
- Snacks after the meeting by member/s whose birthdays fall in that month
- Demonstration and Talks on interesting subjects.
- Celebration of- Days like Friendship Day, Inner Wheel Day, Charter Day, etc. and various festivals
- Lucky Draws and Games at meetings
- Meeting at Member's Residence by rotation
- Picnic/s
- Joint Meetings with Rotary and Rotaract Clubs
- Colour Code for Dress at Meetings/Projects
- Theme parties

New members want to see good combination- mixture of community service and fellowship.

xiii. Knowledge of Inner Wheel: Each member should have basic knowledge of Inner Wheel and if the club functions as per Inner Wheel bye-laws many problems can be avoided. For this in the meetings Inner Wheel rules from Association Bye-laws could be simplified and told to the members by senior members.

xiv. Follow Fiscal Discipline - Transparency of accounts is a must.

xv. Choosing membership properly and with consent of all. This can happen when women not related to Inner Wheel member or Rotarian is to be made a member. Be careful as it must be kept in mind that quality is never to be compromised over quantity. This will increase club's retention of members. Also while choosing a member related to Rotary or Inner Wheel or inviting one care must be taken to see that she meets the club's atmosphere, culture, preferably stays in the vicinity of the meeting place of the club, or locality of the existing club member. It is then easier for prospective member to continue to attend the meetings on a regular basis and take part in more activities once she becomes a member. This will ensure good attendance at the monthly meetings also.

xvi. Let men of Inner Wheel members know Inner Wheel.

xvii. Exit Interviews: When a club member resigns, club should ask her why she is resigning?

Many times we get a clue from her as to the shortcomings of the club. And that shortcoming can be improved to attract new members and stop members from leaving the club.

xviii. New members should feel welcome. Attitude of members should be right. May be a Welcome Committee at club level can be formed to welcome new members.

xix. Induct Members Together: It is observed many times that very enthusiastic members leave the Parent club to join a club where they can identify themselves better. They are comfortable with the atmosphere in some other Inner Wheel Club. If the average age of the club is around 50 and if a new member is younger then induct 3-4 members of her age together so that she feels comfortable. Message for every Inner Wheel Member: "Be proud of Inner Wheel and promoting ideas of Inner Wheel with others. Be friendly and outgoing and aware of the needs of others. Listen to others. Be open to others!"

These ideas and recommendations may be just what is needed to revitalize the club.

Ways to Bring and Retain Members

Do's

i. IDENTIFY: potential, qualified members.

- Ask for Rotary Roster.
- Talk to Rotarians or Past Rotarians whose wife, sister, mother, daughter could become members.
- Talk to family members of Inner Wheel members.
- Talk to former Inner Wheel members who left due to personal reason and could rejoin.
- Talk to Rotaractors- past and present who themselves or their family members could become Inner Wheel members.
- Attract younger members who have the potential to lead at the Club, District, Zone and National level.

ii. INFORM: prospective members on what Inner Wheel is all about.

- Talk about the community projects the club is involved in, international projects, social activities, Rotary/Inner Wheel involvement and the bond formed among members.
- Have an on-going program on educating members on changes that may develop. This might be a good time to re-educate existing members with the Inner Wheel Constitution and Bye-laws.

iii. INVITE: prospective members to a meeting / get-togethers / functions / projects.

- Make it an interesting meeting.
- Have a good speaker or program.
- Have someone pick them up and bring them. Have this person be their mentor, and accompany them to a number of meetings until they are comfortable with the group.
- Introduce them; make them feel welcome.
- Let them see how you enjoy with one another and work together.

iv. INDUCT: preferably on Installation, District Chairman's visit, etc.

- Make it a very memorable occasion when this new member is inducted into the Club.
- Invite new member family to attend the induction.

v. ORIENT: when new members join, on Inner Wheel information and its policies.

- Prepare an Orientation Package of Information that includes the Inner Wheel pin, the Handbook and a copy of the Club Roster. This could be helpful for existing members too.
- Many women get disillusioned with the administrative part of our organization so it is always advisable not to give all the do's and don'ts at the beginning or at on stretch. Otherwise you may never have any new members joining your club. The information should be need based and everyone learns as they become mature in the club with experience. Keep it simple in a beginning.

- Provide Inner Wheel information to new members through appointing a senior experienced member as her mentor. Members' Orientation program is a must.

vi. INVOLVE: Get the new member or members involved immediately. Everyone has a potential- tap it and involve all in some or the other activities.

- Put them on a committee to work with other members on a project. Describe the various committees; work with them to identify which committee they would like to serve on.
- Make them feel a part of the Club right away. Make them feel important.
- This is a wonderful way for them to meet new friends and receive important information.

- vii. IMPROVE: Projects and meetings and other fellowship activities. Good combination of all is required.
- viii. IMAGE: Build image of the club as good image attracts others towards it.
- ix. INSPIRE: Give award to the member proposing the new member. This will inspire others to do the same.

Dont's

- i. IGNORE : Never ignore any member. Dejected member will leave the club.
- ii. IMPORTANCE : Let no member in the club feel unimportant.
- iii. 'I' word : Replace 'I' with 'We' even if you do the job alone.
- iv. INDUCT INDIVIDUALLY : Group Induction is preferred so that the new members are together and feel comfortable than one member being inducted and feeling awkward.

II. EXTERNAL EXPANSION, i.e., forming new clubs

Starting an IW Club is very similar to a military campaign. Careful forethought and planning is necessary. As per IIR Constitution a minimum of 10 active members to form a new club is mandatory. However, to keep a club growing strong and flourishing it is recommended to have 20 members or more.

These members getting together to form a new club could be:-

- a. Women related to Rotarians/former Rotarians
- b. Women related to Inner Wheel members/former Inner Wheel members
- c. Women who have been invited to join

i.e, a new club can be started from any one or a combination of all three of the categories and slight restriction on c., that the majority of the Club members agree, does not apply.

It is permissible to form a new Club totally from Category

c. And because there are no existing members, then a majority vote of approval does not apply. As soon as those new members join, they become full active members, and can vote and hold office, and participate in all aspects of the Club.

A new Club can be formed and sponsored by either of the following :

- Rotary Club
- Inner Wheel Club
- District Executive

Starting a new club is the responsibility of the District EO. She should be involved to explain

the objects of Inner Wheel and how Clubs and Districts function. If no District exists, then the

sponsoring Inner Wheel Club should take on that responsibility, and they should keep IIR informed of the possible formation.

**INTERNATIONAL INNER WHEEL
ASSOCIATION OF INNER WHEEL CLUBS OF INDIA**

MEMBERSHIP FORM

This form is to be completed by each new member of a club in consultation with the Club Secretary and to be sent to the District Secretary for Information and signature and then returned to the Club Secretary for her files. If a member transfers to another club this form should be sent to the Secretary of the new Club.

Name of the Inner Wheel Club _____
District No. _____
Date of Member joining the Club _____
Membership No. _____

- A. Active Membership
- a) Wife/Female Partner of Male Rotarian
 - b) Widow of Rotarian or former Rotarian
 - c) Wife/Mother/Sister/Daughter/over 18 years/Step daughter over 18 years/Daughter in law over 18 years of age of Rotarian or former Rotarian.
 - d) Mother/Sister/Daughter over 18 years of age of an Inner Wheel member.
 - e) A female Rotarian or former Female Rotarian.
 - f) Former Female member of Rotaract/Wife of member of Rota ract.
 - g) Honorary Members who have been made Active member.
 - h) Women who have been invited to join - provided that a majority of the club members agree.

B. Honoured Active Membership Name:

C. Honorary Membership (Not more than 4 members at any given time but subject to election annually) Name:

Date of joining _____ Admitted at : _____

Secretary President Member's Signature

Subsequent Inner Wheel post held at Club/ District Level.

BIO-DATA OF MEMBERS



Name of Member: _____

Address: _____

Phone No: _____ Mobile No: _____

Name of Husband / Guardian : _____

Date of Birth: _____

Qualification : _____

Blood Group : _____

Date of Wedding : _____

No. of Children: _____

Hobbies : _____

Date of Joining : _____

Date : _____ Signature of Member _____

President Secretary

District Chairman's Signature _____

Date _____

Note: Get the Chairman's signature during her official visit to your clubs.

NOTE

- Use A-4 size paper for the form.
- Form is to be completed by each new member of a club in consultation with the Club Secretary and to be sent to the District Secretary by Club Secretary for information and signature and District Seal which is then returned to the Club Secretary for her files. If a member is permitted transfer to another club, a copy of this form should be sent to the Secretary of the new club.
- It can utilized for keeping up to date the history of the members in Inner Wheel at various levels of Inner Wheel.

GUIDELINES FOR CLUBS

GENERAL GUIDELINES FOR CLUBS

1. Inner Wheel Year: The new Inner Wheel year starts from 1st of July to end on 30th June

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 – but minimum 2 is recommended

ii) General Body Meetings: Every Year at least 10 General Body Meetings should take place as decided by the members

iii) Annual General Meeting: One to be held in June by 30th June

iii) 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 meeting

5. Quorum of Meetings:

i) For General Body Meetings: 20% of Members of club

ii) For Club Executive Committee Meeting: 4 Members of EC

A non-member, for any reason invited, should at no time be present when business is discussed

7. Membership in Clubs:

The main criteria for membership is that the person should be a female above 18. There are 3 classes of Membership in a club:

i) Active Membership:

a) Women related to present or former Inner Wheel members

b) Women related to Rotarians/former Rotarians

c) Women who have been invited to join – provided that a majority of the Club members agree.

Note: In clubs where the majority of members are from Inner Wheel or Rotary families, any member proposing a new invited member should give the proposed member's biodata to the club President who will present it in Club EC meeting and if they agree then in the coming General Body Meeting President will announce and hold a secret ballot. For the proposed member to become member, she must get minimum 2/3rd majority. For clubs opened with members invited to join Inner Wheel, this process need not be followed.

ii) Honoured Active Membership: It is an Award. 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 member should not exceed 4 at any given time. Such member shall be subject to nomination and election annually.

8. Transfer: An Active Member may in some circumstance, provided both clubs agree, and permission is obtained from the District Executive Committee/s, transfer to another IW Club

9. 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

10. Termination: Active Membership can be terminated on failure to pay the annual subscription by 31st December or exclusion for serious reasons, the member concerned having a right to reply.

Please Note:

- Be prompt in replying especially to an invitation, circular or letter.
- Members should wear Lapel Pin at all Meetings.
- Do not ask invited Inner Wheel Dignitary or Guests for any contribution, sunshine and raffles.
- Do not impose yourself on others while visiting other Cities, Districts or Countries.

"Individual commitment to a group effort--that is what makes a team work, a company work, a society work, a civilization work."

--Vince Lombardi

GUIDELINES FOR CLUB EXECUTIVE COMMITTEE

GUIDELINES FOR CLUB PRESIDENTS

Main responsibility of the President is to make things happen in club by seeing that other club officers are discharging their duties rightfully and members are wholly motivated.

DUTIES AT MEETINGS:

1. Preside over all meetings.
2. Every meeting is started with wearing of Collar.
3. Accept suggestions from members with an open mind and plan activities and projects well in advance with their cooperation.
4. Every month brief the members of all that has taken place in the club during the month.
5. Welcome new members correctly.
6. Letters received from various levels of Inner Wheel should be shared in meetings.
7. Make members aware of the IIW Constitution and Association Bye-laws by reading them in parts at meetings.

OTHER DUTIES:

1. Have sound knowledge of IIW Constitution and Handbook, Association Byelaws, District Committee Rules and Club Rules Book and refer to them without hesitation. If the club does not have one, then it can be obtained by placing an order through District Treasurer or downloaded from IIW and Association websites.
2. The President should also oversee the duties of other club officers, especially Secretary, month-wise and general every now and then.
3. Work in harmony with the Secretary because she is like your better half.
4. Increase membership.
5. Arrange as many as possible fellowship programs with the help of Club ISO.
6. Make the club meetings as interesting as possible.
7. Be prompt in correspondence with International and Association and District officers.
8. Encourage and persuade members to attend club and district functions in large numbers.
9. Devote time to Inner Wheel work during the year.
10. Be just in her decisions.
11. Make sure of unity and frankness amongst the fellow members.
12. Act immediately and ensure that each member is contributing her bit by rendering some personal service.
13. Offer hospitality freely to the Inner Wheel members outside one's own club.
14. Celebrate club Charter Day with fun-fare and bang and worth-while projects.

15. Send Birthday, Wedding Anniversary, and other festive wishes to District Officers and fellow Presidents.
16. Be in constant touch with District Chairman and District Secretary.
17. Celebrate as many days like World Health Day, Population Day, etc. and good occasions as possible.
18. Take useful projects – at least one in a month.
19. Send reports as and when asked by the District Chairman.

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. Get old files and material from Outgoing President to get some idea regarding work as President.
2. Read the Inner Wheel literature provided carefully.
3. Plan Budget for the year with the help of outgoing President and Outgoing and Incoming Treasurer.
4. Attend the District Assembly. Buy Association Directory there or place order with District Treasurer through club Treasurer. If available online, you can download it.
5. Arrange briefing session for the incoming team with the help of Past Presidents. Give them write-up on their duties.
6. 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.
7. Collect all remaining files and material from outgoing President's in the last week of June.

July:

1. Assist outgoing President in organizing Installation Function which should be over by 1st week of July. But the Presidentship starts from 1st July, whatever the date of installation.
2. Arrange 1st meeting of your team by second week of July to plan projects for the month of July and August.
3. Send letter to auditor appointed for the year.
4. Help club secretary for preparing club roster and preparing new member induction.
5. Remind members of annual subscription fees.
6. If Association has Internal Elections, the Ballot papers will come by end July, to be returned by mid of August. Be very alert. Do the needful immediately. If you do not get by end July, inform the District Chairman for duplicate ballot papers.
 - If the club has requested for duplicate ballots then even if they also receive original ballots later, they should post duly filled duplicate ballots only.

August:

1. Send Friendship Bands to District Officers and fellow Presidents.
2. Coordinate with Treasurer regarding dues sent to District and help in collection of dues from members who have not paid.
3. Encourage members to be nominated for District Executive Committee post to represent your club.

September and October:

1. Prepare for District Rally, ISO Meet, etc.
2. Encourage maximum attendance at these District events.
3. Send Diwali Greetings to all Presidents and District Executive Committee Members.

November to December:

1. Prepare for District Conference.
2. Encourage maximum attendance at these District Conference.
3. Prepare for club elections.
4. Association Ballots arrive in December. Fill it up and speed post at the earliest. If it is not received by end of December, inform District Chairman.
5. IIW will send election booklet and ballot papers 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 and after finalizing the candidates to be voted for, President will fill and send the ballots to District Chairman for bulk posting.

January: Plan Inner Wheel week and observe Inner Wheel Day.

February to March:

1. Send names of newly elected club officers to the District Editor along with photographs required by her.
2. Send report of Club Activities to District Chairman (this is for reporting to IIW by Association President)

April:

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

May to June:

1. Attend District Assembly.
2. Help the incoming President in arranging briefing session for the incoming team with the help of Past Presidents. Give them write-up on their duties.

3. Arrange Annual General Body Meeting along with incoming President and Secretary and Treasurer and outgoing Secretary. Many important and financial decisions are to be taken at AGM.
4. Handover all remaining files and material to incoming President's in the last week of June.
5. Give proper guidance when needed.
6. Prepare for the Installation Function for the new team.

FILES AND MATERIAL:

1. IIW & Association Correspondence File
2. District Correspondence File
3. Clubs in District Correspondence File
4. Photo Album
5. Project Correspondence File (correspondence relating to projects as Project File is with CC)
6. List of members with their names, address, phone nos., birth days and wedding days
7. Letterheads and envelopes

Following to be received from Outgoing President and in case not there then order the same :

7. IIW Constitution and Handbook
8. Association Byelaws, District Committee Rules and Club Rules Book
9. Guidelines Book for Clubs, Districts and Association
10. Collar
11. Gavel/Bell (if the club has one)
12. Charter (original as well as a xerox copy of the same)
13. Stamp of Inner Wheel Club of _____ (could be round or rectangular)

T- Together

E- Everyone



A- Achieves

M- More

"Coming together is a beginning. Keeping together is progress. Working together is success." --Henry Ford

GUIDELINES FOR CLUB SECRETARY

I. General Duties & Responsibilities:

1. Be prompt in correspondence
2. Possess an up-to-date knowledge of all the procedure
3. Be aware of all the rules and regulations
4. Develop good rapport with members of all levels
5. Effectively manage time
6. Inform as & when necessary

II. Other Duties:

1. Coordination: Secretary should work in close coordination with President. She is the right hand of President.

2. Prepare:

i) Agenda and send out Notices with agenda (generally agenda will include important points like elections, discussion on induction of new members, important financial decision, etc.) for the General Body Meetings, Annual General Body Meeting and Executive Committee Meetings to members, at least one week before the meeting in consultation with the President. If the club decides on sending notices on WhatsApp or email a soft copy should be maintained for future reference.

ii) Minutes of the regular Meetings and Executive Committee meetings in consultation with the President. Minutes to be circulated a week before the meeting at least. After being read and confirmed at the next meeting it must be recorded in the Minutes Book.

iii) Up-to-date List of Members in order to facilitate her work, along with their mailing addresses, phone numbers and email IDs and with the portfolios they hold. This list is to be distributed to all members and changes should be notified immediately. It will help her and all members to have better contact with each other. This list should

3. Maintain:

i) Two separate Minute Books – (a) A General Body Meeting Minutes Book, and (b) Executive Committee Meeting Minutes Book.

The Minutes of the General body meeting should then be sent to the District Chairman and District Secretary, for their records. A copy of General Body Meeting and Executive Committee Meeting held prior to Meetings on the occasion of District Chairman's visit be sent to District Chairman. They are confirmed at the time of District Chairman's visit's meetings.

ii) Two attendance Registers – one for General Body Meeting and another for Executive Committee Meeting be maintained in which the signatures of those present at the Meeting should be taken.

iii) Membership File containing membership forms with each members' date of joining and Offices held in Inner Wheel should be maintained and kept up-to-date. Once a person becomes members her membership form is duly filled and it is to be signed by District Secretary and she also puts District seal on the form.

4. Correspondence:

i) Correspondence received, if any, be replied promptly. Inform the Members at the next meeting.

ii) Correspondence from overseas Link Clubs received should be forwarded to the ISO.

A prompt reply always shows efficiency.

5. Send:

i) Minutes of General Body Meetings to District Chairman and District Secretary after it is confirmed.

ii) Prompt replies to any letters and circulars.

iii) Birthday and Wedding Anniversary and other greetings and wishes or condolences to District Officers and other club Secretaries.

III. Month-wise Specific Duties

July:

1. Keep all material and records ready by 1st of July. Receive all Club Records from outgoing Secretary.

2. Take guidance from outgoing Secretary. Her guidance and experience will be of great help to you.

3. Help President prepare for the Installation Function.

4. Prepare up-to-date list of all members.

5. Help Treasurer collect Membership dues from all your members. This should be done promptly, and in July.

6. Send corrections in District Directory to District Secretary.

August:

1. Make a greater effort to collect the club membership dues from the members.

Remind members that the District and Association Fees and IIW subscriptions have to be sent out immediately.

2. Complete New Member's Form and send it to District Secretary for her signature and District Stamp.
3. Receive letter from District Secretary regarding Voting and Deputy Voting Delegates. Put this in meeting and reply at the earliest.

September: The Secretary should see that her Club Members participate in the Inter-Club/District Rally which is as enjoyable function, besides fostering fellowship.

October: Call for nominations for the club posts.

November: Receive nominations for the club posts.

December: Make preparations for elections at Club level.

January/February:

1. Send the names and addresses of the (a) President (b) Secretary and (c) Club ISO to District Secretary required for the Association Directory.
2. Send to the District Chairman or District Editor the details and photographs of newly elected club EC as by her for District Directory.

March/April:

1. The outgoing Secretary should acquaint the incoming Secretary of all the duties and responsibilities, which will be hers and guide her to take up this challenging post.
2. Help President apply for District Awards.

May/ June:

1. Please see that incoming Officers attend the District Assembly.
2. At the annual General Meeting of the Club, place the report of the Club for the year. The draft should be approved by the President.
3. On 30th June, handover all books files, etc. to the Incoming Secretary and guide her too.

GUIDELINES FOR CLUB TREASURERS

Finance is the life blood of any organization. It has to be very well maintained and Treasurer has been given this responsibility which she surely should perform sincerely.

DUTIES:

The Treasurer shall receive all the moneys and be the custodian of funds of the club. Money is very important and requires proper and serious planning to manage it efficiently. The treasurer's post is for a period of 1 year starting from July of a particular year to June of next year (Inner Wheel Year), but work of a club Treasurer starts off in June of the particular year itself as many important financial decisions are taken in Annual General Body Meeting in June itself of the particular year starting as Treasurer. The work ends in August/September of next year till audited balance sheet is not sent to the current serving District Treasurer and District Chairman.

I. Duties Before Installation in June :

At Annual General Body Meeting (AGM): The work at AGM starts with the help of Incoming and Outgoing Presidents and Outgoing Treasurer. This duty involves taking decisions and passing resolutions relating to :

1. Club Membership Fees: Whether to increase it, decrease it or keep it the same. If same then no resolution needs to be passed but in case of decrease (unlikely case) or increase then a resolution to this has to be passed.

2. Bank Account : Any club must compulsorily maintain two accounts – Club Account and Charity Account in a Nationalized/Corporate/Cooperative Scheduled Bank. The functions of both the accounts are different.

i) Club Account: This is Account in the name of Inner Wheel Club of _____. Use the Club Account to deposit fees collected from members and undertake club administrative expenses like Printing and Stationery, Postage and Courier, Photographs, Fees to District, OCV expenses, rent of venue, salary of club employee, etc.

ii) Charity Account: This Account is held in the name of Inner Wheel Club of _____ Charity A/c to deposit donations and funds collected from charity shows, donations, etc. and withdraw only for expenses of activities undertaken for charity.

Though Trusts to be formed by the clubs are not encouraged, if a club plans to have a Trust and open a Trust Account,

- Trust be formed only for some major projects of a permanent nature running into several years.
- Due permission of District Chairman, District Treasurer and Association President.
- Trust Deed should be registered and all rules with regard to Trust and Trust Account must be scrupulously observed
- Trust Account must be opened in a Nationalized Bank or Cooperative Scheduled Bank or Corporate Bank.
- The account books of Trust must be maintained separately and audited every year and copies of the same be sent to District Treasurer and by District Treasurer to Association Treasurer.
- Trust Accounts should be operated by Trust Chairman and Club Treasurer/Club President.



iii) Passing Resolutions regarding the following:

i) Opening of Bank Accounts by new clubs or Change of Bank, in case, by old clubs
ii) Change in authorized signatories due to change in office bearers. Treasurer is the first signatory and President or Secretary is the second signatory for the particular Inner Wheel Year.

iii) FDR: a) Bank in which to keep deposit after weighing interest rates and convenience, b) Renewal Period, c) Amount to be reinvested, d) Purpose for which FDR be kept.

4. Auditor:

i) Appointment of Auditor: For maintaining authenticity of records kept a Chartered Accountant must be appointed for the same for the Inner Wheel Year. Reappointment is permitted.

ii) Fixing Honorarium: The honorarium which is to be given to the Auditor is fixed and sometimes instead of honorarium gift is given, the amount of which is to be sanctioned.

Resolutions regarding the above are to be passed.

5. Preparation of Budget: Most clubs function hand to mouth yet it is always advisable to prepare a budget specially for Club Accounts to get some idea. This is prepared with the help of Outgoing Presidents and Outgoing Treasurer by taking into account income and expenditure of last 3 years. The Budget is tentatively placed and finalized in AGM. Drastic changes may be considered. To prepare Budget of Club Account keep in mind:

i) Income Side : Cash in Hand, fees from members, expected increase or decrease in fees due to change in membership and membership fees, etc.

ii) Expenditure Side : Administrative Exps. like printing and stationery, postage and courier, fees to be sent to District, etc.

Before putting it in AGM, the resolutions have to be passed at Joint Executive Committee Meeting of Incoming and Outgoing Executive Members.

After AGM : See that the previous Treasurer has handed over all files and material (except those which she will require for audit of accounts) and the material and file required by a Club Treasurer are ready.

II. Duties After Installation from July to June to March end:

At Meetings:

1. Fees : The fees collection will have the following components : (i) IIW Capitation, (ii) Association Dues, (iii) Triennial Fees, (iv) District Fees and (v) Club Fees. The amount of first four components is sent by District Treasurer in the month of July and the remaining amount is for club. So, the club must keep fees more than the first four components to function properly.

i) Collect fees from members as decided in the AGM. This is mainly done in the month of July-August. If a member has not given her fees up to December end, her membership is automatically terminated.

- ii) If fees is not received in July and August keep requesting members in every meeting.
- iii) Members inducted on or after 1st January pay ½ yearly dues (which is not equal half of annual dues). Letter regarding this will come from District Treasurer by 2nd week of January.
- iv) Fees of Honourary Members and Honoured Active Member (in the year member is made) is paid by the club from Club Account.
- v) Issue Receipts to members for fees received.
- vi) Take the help of Secretary to collect fees to mention it is meeting notice. Secretary too should mention dues payment in her notice and help Treasurer to collect dues.

2. Bills:

- i) Collect Expense Sheet from Club Officers/Project Chairman. Expense Sheet will clarify period, date, particulars, amount or could also be expense item-wise (total expenses on printing, etc.).
- ii) Check vouchers/bills. Any expense must be accompanied by voucher/bill. Behind the voucher it is better to mention for what purpose it was expensed (Eg. xerox of Minutes, Photo of Installation, etc. to be as clear as possible to help accounting).
- iii) Read out the Expense received in the meeting and get it sanctioned. First it must be sanctioned in Executive Committee Meeting and then in General Body Meeting. If Executive Meeting not held, then directly in General Body Meeting.
- iv) Reimburse the expenses sanctioned in the meeting or in the next meeting and get signature of receiver on Expense Sheet.
- v) Keep note of expenses sanctioned for events, projects.

3. Accounts:

- i) Read out Statement of Receipts and Payments Account till date of club of Club and Charity Account. Specify cash in hand and at banks in the two accounts.
- ii) If Trust Account is maintained then its Accounts too are read.

4. Collect order for Inner Wheel literature and pins from members, distribute them and collect the money from their sales.

Other Responsibilities: The work of treasurer is important during meetings but even other duties off the meeting are there to be fulfilled.

1. Sending Fees: Out of the fees collected from members the following components: (i) IIW Capitation, (ii) Association Dues, (iii) Triennial Fees, and (iv) District Fees are to be sent to District Treasurer

i) Fees is sent by 3rd week of August. For members joining on or after 1st January less amount as specified by District Treasurer is sent. Full year fees be sent by 1st week of December and half-yearly fees be sent by March end.

ii) The fees can be sent by Demand Draft in the name of/favour of Inner Wheel District _____ Account payable at place of town/city of District Treasurer. If sent by RTGS/NEFT then inform District Treasurer to avoid confusion as who sent the fees.

iii) The Demand Draft/RTGS/NEFT proof must be accompanied with covering letter and in the format sent by District Treasurer and must be sent by Registered AD or Speed Post only.

iv) Fees of Active Members, Honourary Member and Honoured Active Members is to be sent. Fees of Honourary and Honoured Active member (in the year member is made) is to be sent from Club Account, they don't pay. They give donations.

2. Order for Inner Wheel Literature and Lapel Pins:

i) Place order for Inner Wheel literature (IIW Constitution, Association Bye-laws, Guidelines and Association Directory) and lapel pins as decided in the meetings with District Treasurer.

ii) Send it in writing accompanied by Demand Draft in the name of/favour of Inner Wheel District ____ Account payable at place of town/city of District Treasurer to District Treasurer. RTGS or NEFT too could be done. This can also be purchased at District Events but District Treasurer be informed earlier to facilitate her to place order ahead.

3. Bank Activities:

i) Submit to bank the resolutions relating to opening of Bank Accounts, change of signatories, etc. by 15th July.

ii) Renew Fixed Deposit Receipts.

iii) Update pass books time to time especially before District Chairman's Official Visit.

4. Send Audited Statement of Previous Year to District Treasurer and a copy of same to District Chairman in case the previous Treasurer has not sent. This should be sent by September of your serving year.

5. Help President in Fund Raising Program and its budget preparation.

6. Issue of Receipts to sponsors/donors.

Responsibilities During April, May and June: The month of May and June is important for Treasurer as a lot important work has to be done during this year.

1. Apply for Awards : This is done by last week of April.

2. Finalize Accounts : Receipts and Payments, Income and Expenditure and Balance Sheet for the period starting from 1st July to 30 June. The work starts from May itself.

3. Send Accounts for Audit.

4. Pass on your material and files to Incoming Treasurer and guide her properly relating to Budget, Bank Accounts, etc. except those relating to audit of accounts.

In July

1. Give copies of audited statements to all members and get it passed in Executive as well as General Body Meeting.

2. Pass on the remaining files and material to present Club Treasurer.

3. Send Audited Statement of Accounts to present District Treasurer and a copy of same to District Chairman if possible or hand it over to incoming Treasurer to do so. Though the audited statement can be sent by 30th September of next Inner Wheel year it is better to finish it at the earliest.

GUIDELINES FOR CLUB INTERNATIONAL SERVICE ORGANIZER (ISO)

An Ambassador of Friendship

DUTIES:

Year-Long Duties:

1. Co-ordinate: Club ISO must coordinate with Club President and District ISO. She should keep in touch with District ISO through letter, e-mail, phone, etc. as District ISO arranges to get Indian and Foreign Link Clubs.

2. Correspond:

i) The ISO must correspond with all the Link Clubs in India and abroad and attend and reply promptly to all the letters received from them. Link Clubs are made with the help of District ISO but a Club ISO can also make Link Clubs with clubs in India and abroad in places where she has acquaintances/friends/relatives to make it easy for her to connect to such places with due information to District ISO.

ii) Regular correspondence to be done with other ISOs of the District too.

iii) With District Chairman and District ISO: Send Birthday and Wedding Day and other any other wishes and greetings to District Chairman and District ISO and send report of activities especially relating to fellowship and friendship to Dist. ISO.

3. Fostering Friendship At Various Levels: An ISO is required to foster and harness friendship at various levels of Inner Wheel which can be done as under:

i) **At International Level:** Link Clubs Overseas

a) Correspondence – Send Biodata (details of yourself, your family, club, District and town), festival greetings, project information, etc.

b) Exchange gifts/souvenirs/club flag (gift of typical Indian workmanship be sent).

c) If you or any of your club member/s is on a visit to another city try to attend I.W. meeting there.

d) Invite IYE student who is going abroad and give him/her flags, letter, gift, etc. to take with him for the I.W. clubs there. This will help making overseas link club.

e) Invite an IYE student/G.S.E. Team/foreign country members to your meeting project or get-togethers/festivals and exchange flags with them. They could be invited to speak on their local customs, culture, way of life, etc.

f) Make proper arrangements to welcome and be hospitable to members of IW Clubs visiting hometown from abroad.

g) Exchange flags when in an event there are members from foreign clubs.

ii) **At Association level/National Level:** Link Clubs with clubs in other Districts coming under Association of Inner Wheel Clubs in India

- a) Correspondence – Send Bio-data (details of yourself, your family, Club, District and town), Birthdays and Wedding Anniversary wishes, festival greetings, project information, etc.).
- b) Exchange gifts/souvenirs (gift of local workmanship be sent).
- c) Promote and organize Inter District Exchange or Inter District Fellowship Meet.
- d) Provide details of club meetings, addresses, etc. of link clubs or other clubs where members of home clubs are likely to visit. Encourage her to visit club meeting there and if yourself are going then attend the meeting/project.
- e) Make proper arrangements to welcome and be hospitable to members of Inner Wheel Clubs visiting hometown from other Districts.
- f) Exchange flags when in an event there are members from clubs from other Districts of India.

iii) **At District Level:** Clubs within the District

- a) Correspondence – Send Bio-data (details of yourself, your family, club and town), Birthdays and Wedding Anniversary wishes, festival greetings, project information, etc.
- b) Exchange gifts/flags at District Rally.
- c) Hold Intra District Competitions (could be related to theme of the year, projects of District, Association or IIW).
- d) Arranging Intra District fellowship meetings and events to foster goodwill and understanding.
- e) Visit nearby I Clubs at their meeting or project.
- f) Plan an Inter City Meet of 3-4 clubs.
- g) Provide help for District Rally/Conference, ISO Meet and actively attend and participate in it.
- h) Arrange IW Day program / picnic with nearby club.
- i) Make proper arrangements to welcome and be hospitable to members of Inner Wheel Clubs visiting from other clubs.

iv) **At Club Level:**

- a) Send Birthdays and Wedding Anniversary wishes, festival greetings to members.
- b) Arranging competitions and programs of fun, get-togethers, picnic of club members and have good fellowship.

v) **At Community Level:**

- a) Organise fun fair, cultural programs and competitions.
- b) Celebrate Women's Day along with other women's organizations.
- c) Organize a program on IIW Theme.

4. Participate and Motivate the club members to participate in

i) District and other club competitions.

ii) Competitions held at various District Events of the District.

5. Inform: Tell club members about the special projects, important information received from the District and other clubs. Write down names and addresses of members of Link Clubs correspondence is done. Give details how much letters you wrote and how many you received- greeting cards, photos, gifts, received. Provide geographical, historical and cultural background and information of their correspondence with link clubs at the time of regular meetings. Inform about the number of competitions in which you and your club members have participated and number of members from clubs who participated in competitions from other clubs/districts and events attended by you and the club members.

FILES AND MATERIAL:

1. Link Club File: For Clubs under Association of Inner Wheel Clubs in India and Overseas Clubs
2. Correspondence From District File (which will include letters from District ISO mainly)
3. Correspondence File of Club ISOs of District
4. Association Directory
5. Club Flags
6. Flags of Other Clubs
7. District Directory
8. Club Letterheads and envelopes



GUIDELINES FOR CLUB CORRESPONDENTS

CC is PRO of the club and therefore spreading information of club activities in the community and at various levels of Inner Wheel is the main responsibility of a CC.

At Club Level:

1. Proper publicity to club projects in newspapers, bulletins and local cable (if possible). She puts forward the activities of club to society.
2. Publication of club bulletin should be distributed not only among members but also eminent personalities among the society and those who helped in the project. She could also come up with E-bulletins instead of printed bulletins as it would be cheaper and could be circulated to a larger number of people instantly.
3. Informing Members about other clubs.
4. Keep records, history, photographs, press cutting of club activities and any other items which may help to enrich the history of the club.
5. In the last week of June pass on the various information and files to incoming CC and provide her proper guidance.

GUIDELINES FOR CLUB VICE PRESIDENTS (VP)

1. In the absence of President, VP presides at the meeting, but does not wear the collar.
2. If President is present, then Vice President proposes vote of thanks at meetings and events.

GUIDELINES FOR IMMEDIATE PAST PRESIDENTS (IPP)

1. In the absence of President and Vice President, IPP presides at the club meeting, but does not wear the collar.
2. After her year as IPP she has a fallow year whereby she cannot hold any elected post in the club.

Note: There will be no IPP for new club in the year of its inauguration.





IIW Theme 2020-21

Friendship & Service

INTERNATIONAL PROJECT

INNER WHEEL CLUB OF _____

Karnataka, INDIA

I W District 318

Charter No. _____

IIW President

District Chairman

Association President

PRESIDENT

President photo here

Name here

SECRETARY

Secretary photo here

Name here



IIW THEME

INNER WHEEL CLUB OF _____
Inner Wheel Dist 318 Charter No. __

INTERNATIONAL PROJECT

IIW President

DIST. CHAIRMAN

Association. President

PRESIDENT

Mrs. _____
Complete address
with Ph. No & Email ID

Printing should be in ROYAL
BLUE COLOR ONLY

SECRETARY

Mrs. _____
Complete address with
Ph. No & Email ID

(At Bottom of the letterhead)

Imm. Past President - Name & Phone No.
Vice - President - Name & Phone No.
Joint Secretary - Name & Phone No.
Treasurer - Name & Phone No.
ISO - Name & Phone No.
Editor - Name & Phone No.

EC Members

Names

- Color of the banner should be in Royal Blue & writing with silver or white color only
- Length & Breadth of the banner ratio should be 3 : 1

OCV CHECKLIST FOR CLUB FILES AND MATERIAL

Name of the Club: Inner Wheel Club of _____
Date of Visit :

PRESIDENT: Ms._____

1. Correspondence Files for
i) IIW ii) Association iii) District iv) Clubs in District
2. Photo Album
3. Project File (correspondence)
4. Member's List
5. IIW Constitution and Association Byelaws Book
6. Association Guidelines Book
7. District Directory
8. Collar
9. Gavel/Bell
10. Charter
11. Stamp of the Club

Comments:

SECRETARY: Ms._____

1. Meeting Minutes Register (including AGBM Minutes)
2. Executive Committee Meeting Minutes Register
3. Attendance Registers for i) General Body Meeting ii) EC Meeting
4. Correspondence Files- Inward and Outward for i) District ii) Clubs
5. Correspondence File of IIW and Association
6. Membership Form File
7. Club/Member Register (Members' History Register/File)
8. Club History Book
9. Notice File
10. District Directory
11. Club Banner/Theme Banners

Comments:

TREASURER: Ms._____

1. Of Club and Charity A/c
 - i) Cash Books and ledgers of last 3-5 years
 - ii) Bank Pass Books, Cheque Books, Deposit Slips
 - iii) Receipt Books and Voucher Book
2. Voucher Files of last 3-5 years
3. Fixed Deposit Receipts, if any
4. Stock of Lapel Pins and Inner Wheel literature
5. Rubber Stamp
6. Audited Accounts of last 10 years
7. Budget of last 7 years
8. All Books and Accounts of Trust Account, if any
9. Files of correspondence
10. Daily Diary or Book to register day to day transactions
11. File for Correspondence with District Treasurer including letters containing remittance of dues
12. Cash Book and ledger for
 - i) Club Account ii) Charity Account iii) Trust Account (if there)
13. District Directory
14. Bills and vouchers of Payment File

Comments:

ISO: Ms._____

1. Link Club File : For Clubs under Association of Inner Wheel Clubs in India and Overseas Clubs
2. Correspondence File for
 - i) District File (correspondence from mainly District ISO)
 - ii) Club ISOs of District
3. Outward Correspondence File/Activity File
4. Directories: i) District ii) Association
5. Flags of the club
- 75
6. Flags of other clubs received

Comments:

CLUB CORRESPONDENT: Ms. _____

1. Project File (with photos)
2. Newspaper Cutting File (Scrap Book)
3. Correspondence
 - i) From District File (mainly from District Editor)
 - ii) From Club Correspondents of District
4. District Directory
5. Bulletins Published
6. Bulletins Received of other Clubs

Comments:

Overall Comments: _____

Dear Members,

We are more Power full when we empower each other... we Grow STRONGER TOGETHER

“You are a WOMAN, THAT IS the SUPER POWER”

Thank You

Pushpa Gururaj

District Chairman – 2021-22

Ph: 94484 67088

Email.: pushpagururaj@gmail.com

Letter to the Bank Manager to change the signatories

DATE : - - -

To ,
The Manager,
_____ Bank
_____ Branch
_____ (Name of the Place)

Respected sir,

SUBJECT: Change of Office Bearers for the SB Account in the name of Inner Wheel Club of _____ , A/c Number _____

With regard to the above mentioned subject, we would like to bring it to your kind notice that, it was resolved in our Joint EC meeting held on _____ at _____ that the SB Account in the name of our organisation bearing number _____ Will now be operated / handled by the newly elected Treasurer Mrs. _____ and President Mrs. _____ OR Secretary Mrs. _____ for the year _____

The Specimen signatures of the Newly elected Treasurer, President and secretary are attached below for your reference. Outgoing President, Secretary & Treasurer have also given their consent for the above mentioned changes.

Kindly make necessary changes in your records and oblige
Thanking you,
Yours truly
Inner Wheel Club of _____

_____	_____	_____	_____	_____	_____
President (Old)	Secretary (Old)	Treasurer (Old)	President (New)	Secretary (New)	Treasurer (New)

(All the signature should be above each designation)

Resolution of the Joint EC / GB meeting for changing Signitories

Date: _____

It was Resolved in the Joint Executive Committee Meeting of Inner Wheel Club of _____ held on _____ (date) at _____ (place), that the present SB Account No. _____ in the name of INNER WHEEL CLUB OF _____ at _____ Bank, _____ Branch,

_____ (place) shall now be operated / handled by the newly elected and Treasurer Mrs. _____ and President Mrs. _____ or Secretary Mrs. _____ -for the Inner Wheel Year 2020-21.

It was further resolved that the above said newly elected **Treasurer, President Or Secretary shall be the signatories for all the transactions from 1st July 2020 to 30th June 2021.**

Proposed by : _____ (Name with designation)

Seconded by : _____ (Name with designation)

Some IMPORTANT INSTRUCTIONS

- 2 separate letters for both the accounts (Same letter with change of A/c numbers & Account name) must be given to the bank.
 1. One for club A/c
 2. Another for Charity A/c
- Xerox Copy of the same letter for receiving in the bank (Acknowledgement copy should be kept in the office. It's called OC (Office Copy- this applies to any letter for that matter)
- Along with this letter to the bank, duly signed Resolution copy made during the meeting to change the signatories should be attached
- A request letter to view online viewing of Club A/cs and For SMS alerts with the President's & Treasurer's Phone number can be given (It is not mandatory. But the president and Treasurer shall be updated with the bank balance regularly.

RESOLUTION LETTER TO APPOINT AUDITOR

(On the club Letter head)

Date: _____

It has been resolved at the Meeting held by the Inner Wheel Club of
..... at.....Date..... to appoint M/s.....
____(Complete address) as Auditor of our Club & Charity Account from
1st June 20__ To June 30th 20__.....

Thanking you,

Yours in Inner Wheel

Treasurer

President

Secretary

Thank you. Please send your feedback @ pushpagururaj@gmail.com for further
improvisation