

**GUIDELINES FOR CONSTITUTION AND CREDENTIALS COMMITTEE CHAIRMAN  
AT ASSOCIATION, DISTRICT AND CLUB LEVEL**

**ASSOCIATION CONSTITUTION AND CREDENTIALS COMMITTEE CHAIRMAN (CCCC)**

1. The CCCC is elected by the Association Council 30 months (2 ½ years) prior to the Association (Triennial) Conference.
2. She must be a Past Association President (PAP).
3. The elected Constitution and Credentials Committee Chairman forms the Committee which includes the following:  
Constitution and Credentials Committee Chairman  
4 PAPs as members opted by the Chairman  
Association President, Association Vice President and Immediate Past Association President are Ex-officio members of the Committee
4. Association CCCC must collaborate and coordinate with Association Executive Committee.
5. The CCCC should prepare the agenda for the Constitution and Credentials Committee Meetings. The venue, date, place of the meeting, financial implications of the meeting shall be the responsibility of the Association.
6. She shall prepare and issue the first circular to all clubs inviting proposals to amend the Association Bye-laws, District Committee Rules, Club Rules and General Motion.
7. She should send the second circular inviting amendments to the proposals – 10 months prior to the Conference.
8. Constitution and Credentials Committee Chairman shall be responsible for the final preparation of the booklet containing (i) Proposals, (ii) Amendments to the Proposals, (iii) General Motions to amend the Association Bye-laws, District Committee Rules, Club Rules and General Motion at the time of the Conference.
9. The CCCC will circulate an Excel Sheet by email to all the District Chairman for voting delegates of clubs and the District to be filled and sent back by email to her 90 days prior to the Conference.
10. She shall print and circulate Credential Forms for the Districts and Clubs along with the final proposals and amendments to the proposals to amend the bye-laws 3 months prior to the Association Conference.
11. She shall print voting slips and circulate them to the voting delegates at the time of the Conference.
12. She shall form a Committee of Stewardesses in consultation with the Association President and the Constitution and Credentials Committee members for the smooth conduction of voting procedures at the time of the Conference.
13. The CCCC shall assist the Association President during the business session when discussion and voting on Association Bye-laws, District Committee Rules, Club Rules and General Motion at the time of the Conference takes place.
14. She shall be seated on the dais in the Business Session of Triennial Conference.
15. She should update revisions in the Guidelines in accordance with the constitutional provisions, whenever necessary.
16. Fare of travelling shall be paid to the CCC members.
17. The Constitution and Credentials Committee Chairman must ensure to undertake the following responsibility:
  - (i) She should appoint Tellers and Stewardesses and Association President of the Triennial Year in consultation with Association CCCC should appoint Chief Scribe. Chief Scribe should be Tech savvy.

- (ii) She must hold an orientation session to brief the Chief Stewardess and the members of the Committee of Stewardesses, tellers, prior to the Association Conference.
- (iii) The CCCC must ensure that all the voting delegates are seated separately in the front rows from other Conference Delegates to maintain order and discipline.
- (iv) She shall be responsible for updating or reprinting the Association Bye-laws by the sanction of Association Council.
- (v) Association CCCC shall maintain a methodical file with relevant correspondence, copies of circulars, samples of voting and proxy voting delegates, copies of the agenda for future and further reference and guidance.
- (vi) Minutes of Triennial Conference are circulated within 45 days after Triennial Conference.
- (vii) The CCCC shall maintain in duplicate, statement of receipts and payments account in the file for future and further reference and guidance.

## **DISTRICT CONSTITUTION AND CREDENTIAL COMMITTEE CHAIRMAN (CCCC)**

1. She is appointed by District Executive Committee.
2. She must be a PAP/PDC and shall be appointed for a period of 3 years after passing it in the District EC.
3. District Constitution and Credential Committee (CCC) will consist of
  - (i) Constitution and Credential Committee Chairman (CCCC)
  - (ii) Not more than 3 PDCs co-opted by the CCC ChairmanAnd  
District Chairman, District Vice Chairman, IPDC and District Secretary shall be Ex-officio members of the committee
4. The Committee to serve for three consecutive years and may be reelected if there are no suitable persons to take over.
5. She may be invited for attending District EC meeting, if there is a need. She should not attend District EC meeting when Association President is on her official visit.
6. She should attend District Committee Meetings. She will seated in the front row and not on the dais during the District Committee Meeting Since She Is Not Part Of The District Executive Committee. If she has to read any proposals or report on constitutional matter she may come on the dais for the same, read the report and be back to her seat in the front row. This would be inserted in agenda prior to the event.
7. In the meetings she will put forward the views and decisions of Constitution and Credential Committee especially related to proposals to amend the IIW Constitution and Handbook and Association Byelaws or any issue relating to district referred to her.
8. The CCCC will take their meetings as and when required specially for sending proposals to amend the IIW Constitution and Handbook and Association Byelaws and for sending amendments to proposals to amend the IIW Constitution and Handbook and Association Byelaws on behalf of the District Committee.
9. She shall assist the District in sending the proposals to amend the IIW Constitution and Handbook and Association Byelaws.
10. District CCCC will train District Executive Committee Members during District EC Training Program which should be before District Assembly.
11. She should publicize IW information through District newsletter through an article or puzzle.
12. She will encourage clubs to further the knowledge of Inner Wheel among the club members. They may hold special programs, quiz etc. for this purpose.
13. The District Chairman should be should consult the District CCC Chairman regarding matters related to constitution, bye-laws protocol, before consulting association office bearers. It is better to sort out matters at this level itself rather than bring it up at other forums.
14. The District CCCC and members should get proper respect, but does not mean that they be asked about everything.
15. She should be consulted on Constitutional matters only and not on routine matters (agenda, minutes, banners, finance, etc.).



### CLUB CREDENTIAL COMMITTEE CHAIRMAN

1. She should be a Senior Member (could be PAP,PIIWP,PDC or PP but not a member of District EC) with IW knowledge as Chairman. She must have knowledge of English to help understand the IW Constitution and Handbook and Association Byelaws and Association Guidelines Book. While imparting Inner Wheel information she should either speak in English or local language depending on what members will understand better.
2. The Committee could consist of Chairman and 3 more members.
3. Committee could be elected for a year and for maximum for 3 consecutive years.
4. In every General Body Meeting she should provide Inner Wheel information for 3 to 5 minutes. She can also take help of other members of the Committee to speak on Inner Wheel information.
5. Organize Quiz Competitions at Club Level:
  - i) On Inner Wheel Information twice in a year (every 6 months). One could be taken during DC visit. Even District EC, PDCs not involved in preparing the quiz will participate, though may not be given prize if she wins.
  - ii) Club should give first three prizes.
  - iii) The quiz will be prepared by District Chairman with the help of District CCCC.
3. She should help the club CC to publicize Inner Wheel information in their club through club bulletins.

The information to be provided in the General Body Meetings will be as follows:

Meeting No.	Topics to be covered (reference of page no. of Assn Byelaws Book)
1	General Information – History, Formation Day (IW Day), IW Statistics of clubs and members and countries)
2	Basic Rules, Objects (p.no. 4), Naming of Club (p.no. 8)
3	Membership (p.no. 5-8) with point no. 17 (p.no. 89), upto Termination (see page no. 89 also)
4	International Governing Body in short (p.no. 1-13), Editor/Media Manager ((p.no. 18)
5	Convention (p.no. 24-27)
6	National Governing Body – Association of IW Clubs in India – Assn EC and AC (p.no. 31-32), CCC Chairman (p.no. 39 & 43), National Editor (p.no. 45)
7	Association Conference – Triennial Conference (p.no. 52-57) up to point no. 19, General Motion point XIII (p.no. 59), Voting Delegates to the Assn Conference point No. 19 (p.no. 90)
8	District Committee (p.no. 61-62), Qualifications point no. 10 (p.no. 63-65), Meetings (p.no. 73), Constitution Committee Chairman (p.no. 78-79)
9	Club Rules point no. 1-15 (p.no. 81-88)
10	Meetings with point no. 18 (p.no. 89-90), Quorum with point no. 22 (p.no. 91)

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Association CCCC  
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