

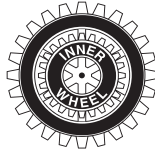


Association of Inner Wheel Clubs in India

Hand Book and Diary 2019-20



Mamta Gupta
President & National Representative 2019-20



Association of Inner Wheel Clubs in India

Inner Wheel Diary 2019-20

This Daily Diary belongs to:

Name : _____

Member : Inner Wheel Club of _____

District Post : _____

District : _____

Address : _____

Phone : _____

Cell : _____

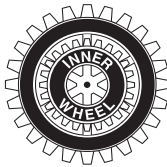
Email : _____

Association Website : www.innerwheelindia.com

IIW Website : www.internationalinnerwheel.org

Inner Wheel Prayer

Instil in us O' Lord, the true meaning of friendship
Never let us forget that we are all thy children
Notwithstanding the differences in our culture and creeds
Endow us with a desire to serve our fellowmen
Remembering that we too often need help
Whenever or wherever the need for service arises
Help us to be ready to serve
Endeavouring to make our badge of Inner Wheel worthwhile
Ensuring that we have not
Lived in vain



Objects of Inner Wheel

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



My Dear Chairmen,

Alone we can do little; together we can do so much -Helen Keller
Lets serve together would be our MANTRA for the year.

It gives me immense pleasure to bring out this handy book for the Inner wheel year 2019-20 on the occasion of Incoming Chairman's Institute.

The name given is 360° & Beyond – so that our legacy is carried forward and continued by the incoming leaders.

It contains all the roles and responsibilities of the District executive committee members, details of agendas, resolutions and many such important information which will help you through the entire year. This information should always be on your fingertips for better and smooth functioning of your district.

You have reached this position because of your contribution, potential, eligibility, dedication, strength & proficiency. As part of your duty, you have to guide & coordinate the working of the District with the District TEAM and Club President.

As District Chairman, you must have thorough knowledge of your responsibilities and of the working of the District Executive Committee, their status and responsibilities as well as important points relating to clubs and District in particular, Association and International Inner Wheel in general.

So, friends, make full use of this diary and enrich and empower yourself. My thanks to PDC Mashulekha Sen for all help and support in compiling this book.

Together we can move the mountains so focus on your goals.

Goals are something that transforms insurmountable mountains into walkable hills. They propel us to move forward into our lives. They are constant reminder of what we need to accomplish. They control our lives and create accountability. In a way, they are oxygen to our dreams.

I urge you all to work in unison with your District committee & President. You will find it to be a mammoth task in which GOAL has been achieved flawlessly. Always remember these lines and believe in TEAM work.

"Coming Together Is A Beginning; Keeping Together Is Progress; Working Together Is Success." – Henry Ford.

Warm regards

Mamta Gupta

President & National Representative 2019

Association of Inner Wheel Clubs in India

Association President Goals

Miracles

Mission Mamta



5 year plan to end orphanages and orphan in India.

- ⊙ Creating awareness
- ⊙ Encouraging Adoption
- ⊙ Foster Care
- ⊙ Guardianship
- ⊙ Hunting for orphan
- ⊙ Merge Old age home and orphanage one person can adopt one child.
- ⊙ Adopting remand Home

IW Convention

3rd - 6th March, 2021



First time India gets the opportunity to host the IIW convention at Jaipur.

Please promote the event in all your District programs . Each and every member must know about it.

*R*emoval of Plastic- 250,000 Vegetable Bags



Boycotting plastic bags while shopping vegetables, instead use cloth bags specially designed for the purpose, having multiple pockets for separate vegetables. We are 50,000 IW members in India, representing 50,000 families. It is an easily achievable target, if each one of us distribute 5 bags to our friends & relative. Just imagine – when 2,50,000 families start using these bags, the rippling effect it would create -- millions of plastic bags would be out of circulation.

*A*dopt Village

5 villages by each District

Adoption of at least 5 villages by each of the 27 Districts with the aim to provide pure drinking water facility, one proper school and one health centre. Also, awareness of proper sanitation and provision of housing facility should be our goal. This should be your continuing project for the following years. You will be thrilled and satisfied to see the result of a blooming self sufficient village.





Alone we can do little; together we can do so much -Helen Keller

Aim to open at least one new Gen club per District. Let us ensure induction of 5 members in each club i.e. $1300 \times 5 = 6500$ members. **Aim is to make 50% of the world IW members from India.**

Logo Everywhere – Inner Wheel Everywhere.

Paint buses, trains, trams, auto rickshaw any visible public transport to publicize Inner Wheel. Friends just put IW Logo...write **Inner Wheel-world's largest women volunteer service organization.**

- ☞ Bleed without fear –Distribution of 300,000 Sanitary Napkin pads.



- ☞ Installation of 1000 Sanitary napkin Vending Machines painted with Inner Wheel Logo. This project will be supported by Swachh Bharat Abhiyaan.
 - ☞ Permanent Project for visibility& identity
- Construction and renovation of Vocational Training center, water kiosk, old age home, orphanages, schools, hospitals.

*E*ducation - Key priorities for girls is to have necessary basic education.

The name of the school should be 'INNER WHEEL SCHOOL'

Effective, Efficient Economical Primary school for the under privileged. Provide facilities especially for girls – pure drinking water, sanitation, library, mid-day meals, uniforms etc.

Support enrolment in skill development courses for self sufficient employment and entrepreneurship.

Youth Opportunity through MSME –(Ministry of Micro, small & Medium Enterprises) Central Tool Room & Training Center.



South Asia Rally

“Pride and performance” on 20th & 21st March 2020 at Dhaka Bangladesh, hosted by District 345 and 328.

Mission Mamta

ITW Convention

Removal of Plastic-

Adopt Village

Clubs

*Logo Everywhere –
Inner Wheel Everywhere.*

*Education - Key priorities for girls is
to have necessary basic education.*

South Asia Rally



Date	Place	Host District	Event
2nd-4th April 2019	Vapi	306	Incoming Chairman's Institute
15th June 2019	Kolkata	329	1st Association EC Meeting
16th June 2019			44th Installation of Association President
17th & 18th June 2019	Kolkata	329	1st Association Council Meeting
31st -1st Nov 2019	Moradabad	310	2nd Association EC meeting
14th-16th Feb 2020	Delhi	301	2nd Association Council Meeting
17th & 18th Nov 2019	Udaipur	305	National Event

***IIW PRESIDNT VISIT TO INDIA 5th November -22nd November 2019.**

Visiting District 301, 303, 305, 311, 315, 314 & attending Local IIW Convention Commiittee meeting at Udaipur

***20th & 21st March 2020 5th South Asia Rally "Pride and Performance"**
 – at DHAKA, Bangladesh hosted by Dist 345 & 348

Date	Place	Host District	Zone	Districts
17th&18th Aug 2019	Mysuru	318	South	298,316,318,319,320,321,323
31st aug * 1st sept	Jammu	307	North	301,307,308,309,310,311,312
14th & 15th Sep 2019	Goa	317	West	303,304,305,306,313,314,317
21st & 22nd Sep 2019	Guwahati	324	East	302,315,324,325,326,329

Association President's Official Visits to the Districts

ASSEMBLY

2019-20

1	316	22-23 JUNE 19	SAT-SUN	ANANTAPUR
2	313	29-30 JUNE 19	SAT-SUN	AHMEDNAGAR
3	319	4H-5TH JULY 19	THRU-FRI	BANGALORE
4	318	6-7TH JULY 19	SAT-SUN	KADUR
5	301	10TH-11TH JULY	WED-THRU	DELHI
6	305	13-14TH JULY	SAT-SUN	JODHPUR
7	304	20-21ST JULY	SAT-SUN	RATLAM
8	307	27-28TH JULY	SAT-SUN	AMRITSAR
9	309	3RD-4TH AUGUST	SAT-SUN	BHATINDA

CONFERENCE

10	303	9TH -10TH NOV	SAT-SUN	AKOLA
11	315	13TH-14TH NOV	WED-THRU	GUNTUR
12	308	23-24TH NOV	SAT-SUN	PANIPAT
13	311	3RD-4TH DEC	TUE-WED	BARELY
14	329	6TH-7TH DEC	FRI-SAT	KOLKATA
15	325	14TH-15TH DEC	SAT-SUN	PATNA
16	306	21ST-22TH DEC	SAT-SUN	BHARUCH
17	310	18TH-19TH DEC	WED-THRU	MURADABAD
18	302	28TH -29TH DEC	SAT-SUN	VISAKHAPATNAM
19	326	4TH-5TH JAN 20	SAT-SUN	RAIPUR
20	314	8TH-10TH JAN 20	WED-FRI	MUMBAI
21	320	18TH-19TH JAN 20	SAT-SUN	COIMBTOUR
22	323	24TH-25TH JAN 20	FRI-SAT	CHENNAI
23	324	28TH-30TH JAN 20	TUE-THRU	SILCHAR
24	317	1ST -2ND FEB 20	SAT-SUN	BAJALKOT
25	321	8TH-9TH FEB 20	SAT-SUN	RAMESWARAM
26	298	22ND -23 FEB 20	SAT-SUN	
27	312	29TH FEB-1ST MAR 20	SAT-SUN	LUCKNOW

Contacts

International Inner Wheel
IIW President **Phyllis Charter**

ASSOCIATION OF INNER WHEEL CLUBS IN INDIA

Executive Committee 2019-20

ASSOCIATION PRESIDENT & NATIONAL REPRESENTATIVE

Mamta Gupta (District 329)

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Kolkata – 700 045, West Bengal

Ph: + 91 98312 04787 / + 91 98312 84824 / 033 – 2417 8169

Em: guptamam@gmail.com

ASSOCIATION VICE PRESIDENT & DEPUTY NATIONAL REPRESENTATIVE

Vasudhaa Chandrachud (District 314)

A-11, Datta Guru Society, Near Telecom Factory, Deonar, Mumbai – 400 088

Ph: 022 – 2551 8477 / + 91 95940 66803 Em : vasudhachandrachud@gmail.com

IMMEDIATE PAST ASSOCIATION PRESIDENT

Smita Pingale (District 313)

Shiv – Parvati Bungalow, 391 – C, South Main Road,
Lane 7, Koregeon Park, Pune – 411 001, Maharashtra

Ph : + 91 98220 16454 Em : smitainnerwheelindia@gmail.com

HONORARY ASSOCIATION SECRETARY

Krishna Mohanty (District 326)

10/1, Hill View Colony, Ainthapali Road, Sambalpur, Odisha – 768 004

Ph : + 91 94373 07703

Em : krishnamahajanam@gmail.com

HONORARY ASSOCIATION TREASURER

Rachna Agarwal

13, Lord Krishna Residency, 5/28, Teg Bahadur Road,
Dehradun – 248 001, Uttarkhand

Ph : 135 - 2669147 / + 91 99272 00252 Em : rachna.pawan@gmail.com

DISTRICT CHAIRMEN 2019-2020

DIST.	DISTRICT CHAIRMAN & PLACE	CELL PHONE & EMAIL
298	Sujatha Senthikumar Truchengode, Tamil Nadu	9942012385 sujathasenthikumar71@gmail.com
301	Madhu Nagpal Delhi	9718410930 madhu.nagpal1@gmail.com
302	K. Laxmi Visakhapatnam, Andhra Pradesh	9985096365 kuchi.lakshmi@yahoo.com
303	Vaijanthi N Pathak Akola, Maharashtra	9822565881 vaijayantinpathak@gmail.com
304	Deepa Kacholia Ratlam, Madhya Pradesh	9424020921 deepa.kacholiya@gmail.com
305	Rachna Sanghi Jodhpur, Rajasthan	9829027688 rachna@sanghi.co.in
306	Kalpna Shah Dhule, Maharashtra	9923879021 kalpanashah12@gmail.com
307	Anita Bhalla Amritsar, Punjab	9915044485 anitaarorabhalla@gmail.com
308	Seema Chopra Panipat, Haryana	9812505050 seema.17973@gmail.com
309	Rajni Katia Bathinda, Punjab	9915067797 rajnikatia@gmail.com
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312	Rita Bhargava Lucnow, Uttar Pradesh	9451244549 ritabhargava09@gmail.com
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326	Jagurati Doshi Dhantari, Chhatisgarh	9425204925 jkdoshi326@gmail.com
329	Ruchi Gupta Kolkata, West Bengal	9830023240 docruchigivd329@gmail.com

Know your Inner Wheel

Inner Wheel, a 100% women's organization, is essentially a grass root level 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 and help them provide more service in their communities and beyond that.

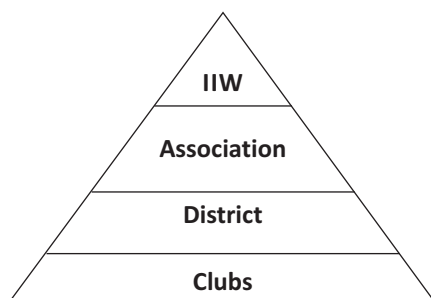
Clubs : Womenfolk, generally related to past or present Rotary/Inner Wheel members, are the members of Inner Wheel Clubs which belong to the global organization— International Inner Wheel. The Club President is the leader of the club. Each club elects its own officers and enjoys considerable autonomy within the framework of Inner Wheel Constitution and Bye-laws.

Districts: Group of clubs are clubbed into Districts. In Association of Inner Wheel Clubs in India, there are 27 Districts, each led by a District Chairman.

Association: Districts together in a country or countries form an Association headed by Association President.

International Inner Wheel (IIW): IIW, the apex of the organization, with its headquarters in Manchester, U.K., has IIW President as it's supreme.

Hierarchy of Inner Wheel



Important Inner Wheel Information

General Information:

- **Inner Wheel Year** – From **July 1st July to 30th June**.
- **Colour of Inner Wheel Emblem, Badges and Collar** – for
 - **Clubs: Royal Blue**
 - **Districts: Light Blue**

The international **Inner Wheel** is an **NGO**, inserted in the ECOSOC roster. It has several **representatives at the UN**.

Club Level:

- **Formation** – A club is formed by **minimum 10 active members**.
- **Transfers** – An active member may take transfer to any Inner Wheel Club in **exceptional circumstances, provided both clubs agree and permission is obtained from the District Committee**.
 - If an Active Member transfers or resigns from the club, her seniority and Inner Wheel qualifications will remain as it is on joining the new club.
- **Retirement** – **When a member is no longer able to continue through sickness or infirmity** she may be termed “retired” rather than “resigned”.
- **Termination of Membership** – Active Membership terminates **on failure to pay the annual subscription by 31st December**.
- **Quorum** – **4 members at Executive Committee Meeting and 20% of members at General Body Meetings**.

District Level:

- **Formation** – A District is formed with **minimum four clubs** and consists of all clubs within its boundaries.
- **No club can have more than two members in the District Executive Committee in a particular Inner Wheel Year**.
- **Immediate Past District Chairman, District Chairman and District Vice Chairman cannot be members of the same club**.
- **If District Executive Committee member fails to take charge or remains absent without reasonable cause for two consecutive meetings she shall be deemed to have resigned from office and in that event, the District Executive Committee shall appoint in the vacancy so caused, any member who is duly qualified to such office, to complete the year**.

- **District Executive Committee Meeting–**
 - **Number: Minimum 2** in a year.
 - **Quorum: 30%.** If quorum not complete then meeting is adjourned for 30 minutes and be re-assembled for the meeting. A postal vote must be taken to decide recommendations.
 - **Special Meeting** may be **called by District Chairman** or when **requested by 2 members of the Committee.** At least **4 days’ notice** is required.
- **District Committee Meeting–**
 - **Number: Minimum 2** in a year.
 - **Agenda be sent** at least **30 days before the meeting.**
 - **Quorum: 30%** of District Committee. If quorum not complete then meeting is adjourned for 30 minutes and be re-assembled for the meeting. A postal vote must be taken to decide recommendations.
 - **Extra Ordinary Meeting: Called by District Chairman on request by 2/3rd of the clubs.** At least **15 days’ notice** is required. If such meeting is not called then the members who requisitioned shall be at liberty to call the meeting.
- **Increase in District Dues–** This should **be** mentioned in the agenda and **passed by 2/3rd majority of District Committee is required.**
- **If a member of District Executive Committee is not able to attend a District Executive Committee Meeting or District Committee Meeting then** she should **send her report along with letter of apology** for not being able to attend it.

Note: For more and detailed information regarding Inner Wheel rules **refer to IIW Constitution and Handbook and Association Bye-laws** which are **also available on IIW website and Association website** respectively.

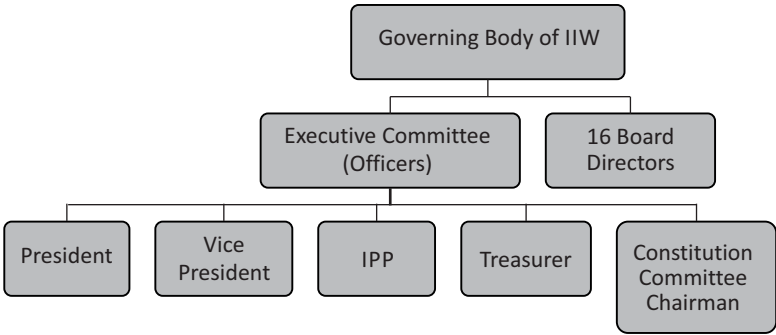
“Talent wins games, but teamwork and intelligence win championships.”

--Michael Jordan

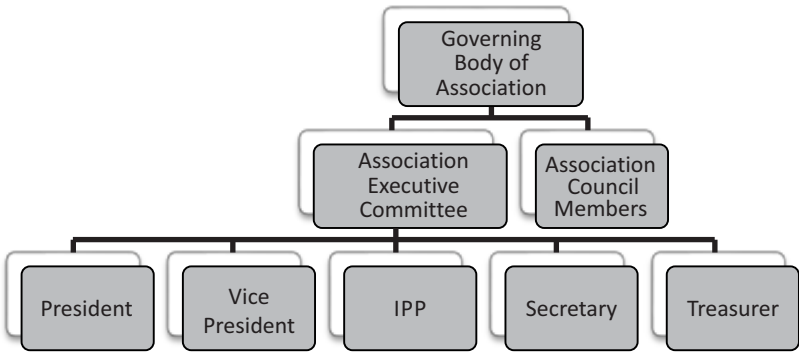
Governing Body in Inner Wheel

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.

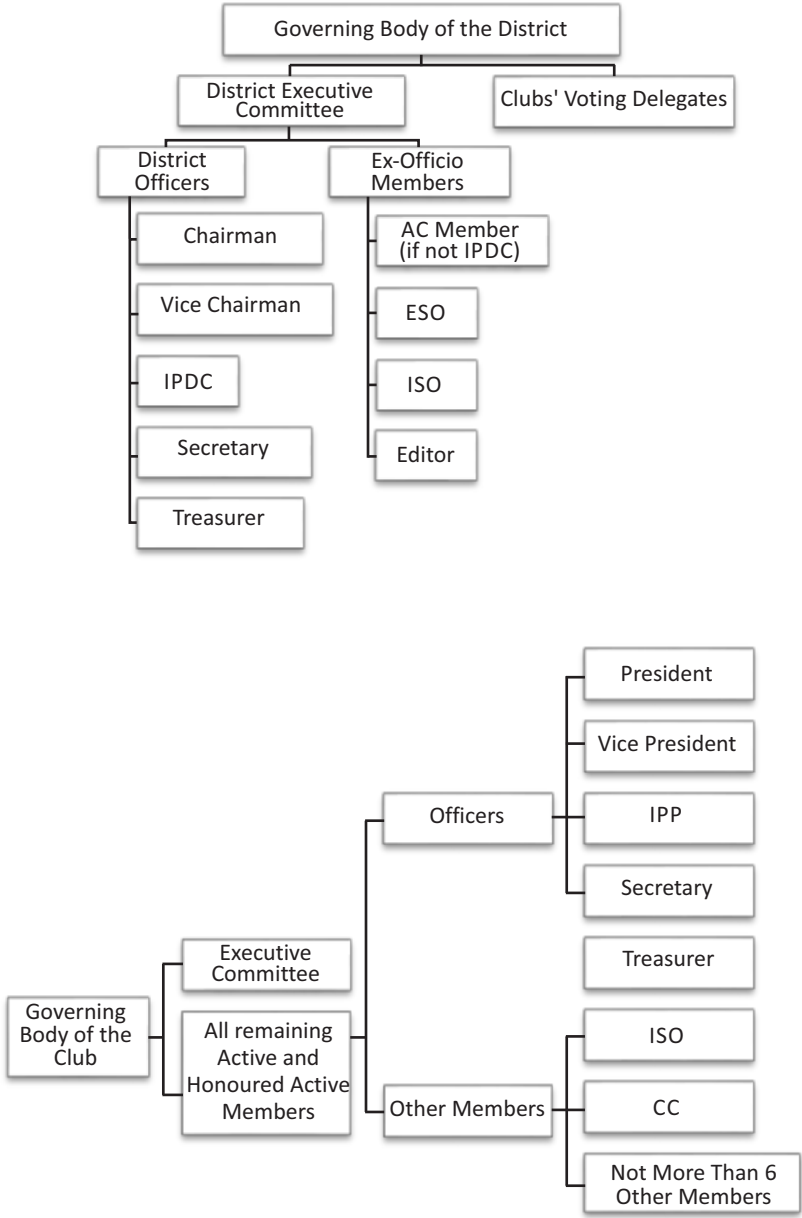
1. At IIW Level



2. At Association Level



3. At District Level



Election – Importance and Procedure



From every 1st July onwards new Governing Body takes over at all levels of Inner Wheel– International, Association, District and Club. Since Inner Wheel is a democratic organization at all levels **every year** this **change of guards** is brought about through election.

The members elected are the navigators of the course and pace of Inner Wheel organization and its development. It is essential that the Election process is taken seriously and everything done very carefully for there is what is called a ladder system. Every office held at the lower level qualifies one for the higher office. Any mistake can lead to problems later– not only procedural but also constitutional.

General Rules for Eligibility of Member to Vote in Elections

- a. She must have paid her dues fully.
- b. Her club has not paid its dues fully.
- c. She is an active member/honoured active member.

General Rules for Valid Nominations of Candidates

- a. **Nominated Candidate fulfills eligibility** to apply for elected posts **as per IIW Constitution and Handbook and Association Bye-laws** rules like
 - Must have paid her Inner Wheel Dues
 - The club to which she belongs must have paid dues
 - Must be an active member or honoured active member
 - Fulfills the criteria required for the post

- b. **Nomination Form is sent as per instructions** relating to
- Filling up of nomination form– post applied for, bio-data, photo, signatures, dates, etc.
 - Documents to be accompanied with the nomination form– relevant minutes (minutes in which the resolution regarding her nomination was passed, consent letter, etc.
 - Mode of sending nomination form– in official envelope by ordinary post, speed post, courier, etc.

1. ELECTIONS AT CLUB LEVEL

The Elections take place **for Executive Committee (other than for IPP** which a President after her tenure automatically becomes) **by Secret Ballot.**

Steps for Elections:

- Secretary takes out the Election Notice** one month in advance (**around mid-November**) of the Election Meeting **asking for proposals** for different posts at club level.
- Proposals are sent in writing** duly proposed and seconded **by club members along with consent letter of the member proposed** to take up the particular post to the Secretary.
- Secretary receives the proposals** for various posts.
- Secretary sends notice of Election Meeting** (held in one of the General Body Meeting) which is to be held **preferably in December** is to be circulated among members. The notice of the election meeting should be **specified as Election Meeting. Note: Election should be completed before 31st December** and latest by 31st January to enable the new office bearers prepare well in advance of 6 months for their year and to enable flow of information regarding incoming office bearers up to International level.
- In the Election **Meeting** the **proposals** received **are read out and if no objection** is raised on eligibility of the candidate, **then** the proposed **members are duly elected. In case proposal of more than 1 member for the same post/s is received then elections** take place **through secret ballot. Each active member** (including Honoured Active) **has 1 vote** and in

case votes are equal then **President has a casting vote**. In case no proposal for a particular post/s is received then election on floor too takes place for the particular post/s.

Sample of Proposal Form of Club Elections

(Not on Club Letterhead)

To,
Ms.
Secretary,
Inner Wheel Club of _____.

We, the undersigned, propose the name of Ms. _____ for the post of _____ of _____
(President/Vice President/Secretary/Treasurer/ISO/CC/Other Executive Members) for the Inner Wheel year _____.

Yours in Inner Wheel,
Proposed by : Ms. _____ Signature
Seconded by : Ms. _____ Signature

Sample Form of Consent Letter of Member Nominated

(Not on Club Letterhead)

To,
Ms.
Secretary,
Inner Wheel Club of _____.

I, Ms. _____, hereby give my consent for nomination for the post of _____ for the Inner Wheel Year _____.

Yours in Inner Wheel,

Signature
Ms. _____

2. 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 in District Executive Committee**—District Chairman, District Vice Chairman, Association Council (AC) Member, District Secretary, District Treasurer, District EO, District ISO and District Editor takes place **by Secret Ballot**.


Steps for Elections:

- i) **District Secretary to call for nominations from clubs** well in advance (usually September) in consultation with District Chairman along with 2 Nomination Forms (as from any club maximum two can apply).
- ii) **Club will pass resolution of nomination of club members** for District Executive Committee member in its General Body Meeting. If more than one member applies for same post then internal elections through secret ballot will be held. Club President will have a casting vote in case of tie.
- iii) **Club Secretary will send the nomination form** duly filled along **with** relevant Meeting's **Minutes and Consent Letter** (at times if consent is in the form itself then separate consent letter not required) **in the club envelope to District Secretary**.
- iv) The **Nomination Forms will be opened** in Scrutiny Committee Meeting. During this meeting nomination forms are scrutinized in the sense that whether the clubs/members nominated by clubs fulfill the eligibility criteria. Election Officer/s are finalized for conducting the elections, who are senior members of the District usually Past District Chairmen.
Note: Scrutiny Committee consists of District Chairman, District Vice Chairman, AC Member, District Secretary and 2 to 3 PDCs generally. At times scrutiny is done in the District Executive Committee Meeting itself with 2-3 PDCs invited within the meeting for scrutiny only who will then and there scrutinize the nominations separately and give their report.
- v) **District Secretary circulates the final list of nominations** received, both valid and invalid **and asking for letter for withdrawal of nomination/s, if any, which are to be received 45 days prior to elections**.
- vi) **After the last date of withdrawal, District Secretary circulates the nominations with brief bio-data of the nominee not less than 30 days before the District Conference**.
- vii) **Election always takes place at District Conference** (to be held not later than 28th February) **by secret ballot**.

Note:

- Only **Voting Delegates** of the club are eligible to vote.
 - If the **Voting Delegate is not attending** the District Conference, a **Deputy may be appointed**, who carries a letter on the club letterhead, 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 a must and should be handed over to the Election Officer (they are members of Scrutiny Committee).
 - **No voting Delegate can cast more than 1 vote** (a District Executive Committee member cannot be voting delegate of her club too).
 - Before voting, **Voting Delegate Register** has to be **signed by such delegates**.
 - **Ballot boxes, ballot papers and appointment of** senior members preferably **PDCs as tellers for the conduction of elections**.
 - **Nomination of a candidate not physically present at the time of election may be considered valid only if a letter of apology for her absence has been provided.**
- viii) **Election Officer counts the votes. District Chairman has the casting vote** in case of a tie. **Votes polled are not disclosed.** It is duty of the District Chairman to abide by the bye-laws and act in an impartial and correct manner. Only then true democracy can prevail.
- ix) **In case of no nominations for a post District Chairman can call for instant floor elections/nominations from amongst the members present** and then this exercise must be put on the agenda.
- If more than one nomination then there will be **elections by secret ballot.**
 - An **absentee member cannot be nominated** for any office on the **floor** of the District Conference.
 - The **Club must nominate its member for election on floor by giving its consent** on club letterhead.

Sample of Ballot Paper

	Inner Wheel District _____		
	Theme _____		
	Date _____		
	For the Post of District _____		
S. No.	Name (in alphabetical order)	IWC Club	Mark X
1.			
2.			
3.			

Note: Different colour ballot papers could be used for different posts.

“Coming together is a beginning. Keeping together is progress. Working together is success.”

--Henry Ford



INNER WHEEL DISTRICT
ELECTION FOR DISTRICT EXECUTIVE COMMITTEE FOR THE YEAR.....
NOMINATION FORM

INNER WHEEL CLUB OF.....IS PLEASED TO NOMINATE ITS
MEMBER.....AS A CANDIDATE FOR THE POST OF DISTRICT
.....OF IW DISTRICT.....FOR INNER WHEEL YEAR.....

CERTIFIED THAT THIS RESOLUTION WAS ADOPTED AT THE GENERAL BODY
MEETING OF OUR CLUB HELD ON (Date).....AT (Venue).....

FOR AND BEHALF OF INNER WHEEL CLUB OF.....

SHE HAS PAID HER CLUB DUES FULLY FOR INNER WHEEL YEAR.....

PRESIDENT / SECRETARY'S SIGNATURE

INFORMATION ABOUT THE CANDIDATE

NAME.....

ADDRESS.....

PHONE / MOBILE NO.:.....EMAIL:.....

MEMBER OF INNER WHEEL CLUB OF

INNER WHEEL DISTRICT.....

YEAR OF JOINING INNER WHEEL.....

OFFICE HELD IN INNER WHEEL - PAST AND PRESENT

Posts At The Club Level To Be Mentioned of President / Vice President / Secretary /
Treasurer / I.S.O. / CC

	CLUB LEVEL	YEAR	DISTRICT LEVEL	YEAR
1				
2				
3				
4				
5				
6				
7				

CONSENT OF THE CANDIDATE

I,.....HEREBY ACCEPT THE NOMINATION BY ME CLUB AS A
CANDIDATE FOR THE POST OF DISTRICTFOR THE
YEAR.....

SIGNATURE OF THE CANDIDATE

3. ELECTIONS AT ASSOCIATION LEVEL

Elections are held at Association level by Postal Ballot for

- a. **Members of Association Executive Committee**, i.e., President/National Representative, Association Vice President/Deputy National Representative, Association Secretary and Association Treasurer **and**
- b. **National Editor** (not a part of Association EC or AC meetings).

Note: Association Council Members are already voted at their respective District Conferences.

I **Steps for Elections of Association President/National Representative, Association Vice President/Deputy National Representative and National Editor:**

- **Only PDCs are eligible**
- i) **Letter is received in the month of March regarding passing nominations** for post of Association President, Association Vice President and National Editor **from Association Secretary to District Chairmen.**
- i) District Chairman instructs District Secretary **to circulate it to clubs.**
- ii) **Club passes in its General Body Meeting a resolution to the effect of nomination of its member** for the post. **A covering letter, the relevant minutes along with consent letter of the nominated member are sent to District Secretary.**
- iii) **The nomination/s are opened in the District Executive Committee Meeting held prior to District Assembly and scrutinized** for their validity. **If two members apply for the same post then internal elections through secret ballot at District Assembly takes place.**
- iv) The **resolution is now passed in the District Committee Meeting** held during District Assembly.
- v) **District Chairman receives Nomination Form and instructions from Association Secretary in September.**
- vi) The **nomination form** is duly filled **and sent along with relevant minutes** in a District Envelope written on top of the envelope “Contains Nomination Form” **to Association Secretary** by around November 1st week.
 - Nomination Form contains photograph of the nominated member which should not be older than 6 months.
- vii) The **nominations are then scrutinized in the 2nd Association EC meeting** held around 2nd week of November.

- viii) The **Association Secretary sends letter to District Chairmen regarding valid and invalid nominations and last date of withdrawal** of nomination.
- ix) **After the last date of withdrawal the Association Secretary sends to each Club President in a blue colour envelope list of nominees** for each post **with their short description** of offices held in Inner Wheel **in a booklet form** containing instructions (to be read carefully) **along with self-addressed coloured envelope** (colour of the envelope is greyish blue) **containing official ballot papers** (one for each post of different colour for Association Vice President and National Editor) by October end. Back side of each ballot paper is signed by Association President, Vice President and Immediate Past Association President.
- x) **One vote per club is casted and sent to Association Secretary** by registered post/courier/speed post so as to reach Association Secretary not later than around 30th January or the date specified. If clubs haven't received the ballot paper then duplicate ballots are requested by District to Association Secretary.

Note:

- Clubs must read the instructions carefully before exercising their votes.
 - Post ballots immediately; do not wait for the last date.
- xi) Ballot envelopes are opened and the **votes counted at the 2nd AC Meeting by a Registered Chartered Accountant** appointed for this purpose. This meeting is held generally by mid-February. In case of a tie between candidates, the Association President has a casting vote.
- xii) **Results of the Election is initiated to all the Association E.C./A.C. Members as well as the District Chairmen.**

“ Alone we can do so little, together we can do so much. ”

--Helen Keller

- II Steps for Elections for Association Secretary and Association Treasurer:**
- **Only AC members-elect are eligible**
 - i) **Association Secretary sends to District Chairmen nomination forms** for the post of Hon. Association Secretary and Treasurer by 1st week of November.
 - ii) **District Chairmen** who will be IPDC and AC member in the following year **interested in applying for the post shall pass it in her club.**
 - iii) **Club sends for her nomination along with her consent letter and relevant minutes to the District Secretary** in club's envelope.
 - iv) **In the District Executive Committee meeting** held a day prior to the District Conference the **nomination is scrutinized and in the District Committee the resolution** relating to her nomination **is passed.**
 - v) **The nomination form is duly filled and 35 copies of it are made** by the applicant.
 - vi) **The nomination form** along with its 35 copies and **relevant minutes are sent to Association Secretary** by speed post to reach her before the due date which is normally January end.
 - vii) The **nominations** received **are scrutinized in the 2nd AC Meeting** held in the first week of February.
 - viii) **Association Secretary sends letter relating to valid and invalid nominations and last date of withdrawal of nominations to District Chairmen and for information to Association EC and AC members.**
 - ix) After last date of withdrawal **photocopy of nomination form of contesting candidates along with a self-addressed coloured envelope (green colour) with two ballot papers** (one for each post of different colours or same colour) **is sent to Association EC members and AC members** by Association Secretary by speed post. Last date is mentioned which is around mid of March. Back side of ballot paper contains signatures of the Association President, Association Vice President and Immediate Past Association President. Duplicate ballots are to be requested to Association Secretary if ballots are not received.
 - x) **Each Association EC and AC member cast their votes** and sends it in the self-addressed envelope by speed post to Association Secretary.
 - xi) Ballot envelopes are opened and the **votes counted by a Registered Chartered Accountant** appointed for this purpose in the presence of Association Secretary and one more member of Association EC at Association Secretary's place. Association President has a casting vote, if required.

xii) **Results** of the Election is **initiated to all the Association E.C./A.C. Members as well as the District Chairmen.**

Note:

- **If the balloting is done in 2nd AC Meeting then it is done by Secret Ballot.**
- **Envelope** is the same as that which is used for Internal Elections for IIW post and Association Vice President and National Editor except that **front side does not contain name of the club** and on the **back side club seal is not asked for.**

4. ELECTIONS AT INTERNATIONAL INNER WHEEL (IIW) LEVEL

Elections at IIW level are held for IIW President, Vice President, Treasurer, Constitution Committee Chair, IIW Editor and 16 Board Directors by Postal Ballot.

Note: IIW Editor is **not** a member of IIW Executive Committee but she too is elected.

Qualifications for IIW Posts:

IIW President and Vice President	:	Past Association President or Past IIW Board Director or Past IIW Treasurer
IIW Treasurer	:	Past Association Treasurer or Past District Treasurer
IIW Board Director	:	Association President or Past Association President (no Past IIWP can apply)
Constitution Committee Chair	:	Past member of IIW Governing Body
IIW Editor	:	Past National Body or District Editor

Steps for Elections:

- i) **Letter is received in the month of March regarding IIW posts along with nomination form** for the same from Association Secretary to District Chairmen who then informs the clubs.
- ii) **Club passes in its General Body Meeting a resolution to the effect of nomination of its member** for the post. **Covering letter, the relevant**

minutes along with consent letter of the nominated member are sent to District Secretary in club's envelope before District Assembly.

- iii) The **nomination/s are opened in the District Executive Committee Meeting held prior to District Assembly and scrutinized** for their validity. **If more than one member apply for the same post then internal elections through secret ballot at District Assembly takes place.**

Note: If District Assembly is held later than last date of receiving nominations by Association then a Special District Committee Meeting be called for passing the nomination at District.

- iv) The **nomination form is duly filled and sent to Association Secretary along with relevant minutes in District envelope** written on top "Contains Nomination Form" to reach Association Secretary by 2nd week of June.
 - Nomination Form contains photograph of the nominated member which should not be older than 6 months.
- v) **Nomination Forms are scrutinized in the 1st Association EC meeting** held in 3rd week of June and in case of more than 1 nomination for the same post is received then a letter relating to withdrawal is sent.
- vi) **If no one withdraws or more than 1 candidate is there for a post then internal election takes place.**
- vii) **After the last date of withdrawal the Association Secretary sends to all club Presidents in a blue colour envelope list of nominees for each post with their short description of offices held in Inner Wheel in a booklet form containing instructions (to be read carefully) along with self-addressed pink colour envelope containing official ballot papers** (one for each post) by mid-July. On the back side of ballot paper is signed the Association President, Immediate Past Association President and Association Vice President.
- viii) **One vote per club is casted** and sent to Association Secretary by registered post/courier/speed post so as to reach Association Secretary not later than around 3rd week of August.
- ix) **Ballot envelopes are opened and the votes are counted by** a Registered **Chartered Accountant** appointed for this purpose by 4th week of August at Association Secretary's place in the presence of one more member of Association EC.
- x) **Results of the Election is initiated to all the Association E.C./A.C. Members as well as the District Chairmen.**
- xi) **The winning candidates' nomination is sent along with their form**

received from IIW to IIW Headquarters not later than 30th September.

- xii) **IIW Head Quarters will send in a brown envelope list of Nominees with their photographs and short description of offices held, official ballot slips for each post (each coloured differently) and white colour envelope for return to all club Secretaries** who should receive them **by December end**. If any club has not received the ballot by the end of December inform the Chairman who in turn will guide them in downloading duplicate ballots from IIW website.

Note: For Board Director, clubs have to put X against 16 names only

- xiii) The **voting papers duly filled are to be sent back by clubs by post to reach IIW Head Quarters on or before 31th March**. Envelope reaching after due date to IIW Head Quarters will not

be valid and also clubs with outstanding capitation fees will be invalid vote.

Note: Post ballots immediately; do not wait for the last date.

- xiv) **In the event of tie of votes IIW President will have the casting vote.**
- xv) **The results are declared in the first week of April** to the National Representative.

“ Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results. “

--Andrew Carnegie

Voting Delegates

Note:

- Only Active Members of Clubs can be Voting or Deputy/Proxy Voting Delegates
- Active Members includes Honoured Active Members

I Voting Delegates at Club Meetings

All Active and Honoured Active Members.

II Voting Delegates at District Meetings

a. District Executive Committee Members

b. Clubs' Voting Delegates :

● Number and Eligibility of Voting Delegates to District Committee:

- (i) **Clubs with 50 or less** than 50 active members– **2 Voting Delegates: Club President and Club Secretary** are normally the voting delegates when club has 2 voting delegates and in case they are not able to attend the Conference then any other member could be the Voting Delegate.
- (ii) Clubs with more than 50 active members– 1 additional vote. Voting Delegates therefore will be Club **President and Club Secretary** (generally but not necessarily) **and** a member of the club.

Note:

- **No voting delegate can have more than 1 vote.** If a member is a District Executive Committee Member then she cannot be the voting delegate of her club too.
- If a **District Executive Committee Member** is not attending the meeting she **cannot deputize her vote.**
- **In District Assembly for 2019-20** the general rule is that **Voting Delegates are of 2018-19.**

Club's Deputy Voting Delegate:

In case the club's Voting Delegates are not able to attend the District Committee the club can appoint Deputy Voting Delegates who too should fulfill the criteria as required by Voting Delegates and such authorization should be on Club Letterhead only.

III Voting Delegates at Triennial Conference

- a. **Association Executive Committee Members – Ex officio** Voting Delegate
- b. **AC Members – Ex officio** Voting Delegate
- c. **Past IIW Representatives – Ex officio** Voting Delegate
- d. **Past Association Presidents – Ex officio** Voting Delegate

Above 4 categories have 1 vote each. All the above if not represented may designate as proxy a District Committee Voting Delegate or to their club.

- e. **District's Voting Delegate – 2** Voting Delegates
- f. **Clubs' Voting Delegates** – Club Voting Delegates shall be elected from amongst the active members but need not be Executive Committee Members.
 - (i) **Clubs having 50 or less than 50 members** can send **1 Voting Delegate**.
 - (ii) **Clubs having a membership of 51 to 100** then the club can send **2** Voting Delegates.
 - (iii) **Clubs having more than 100 members** then the club is entitled to send **3 Voting Delegates**.

Proxy Voting Delegate

It arises **when some club is not represented at or a voting delegate for the Triennial is not able to attend the Triennial**. In such a case the **voting right can be given to a proxy voting delegate**. The following could be the Proxy Voting Delegate:

- **District Proxy Vote Holder** (for clubs, it has to be passed in District Committee, could be DC or other District Executive Committee Member or a President of a club in the District)

IV Voting Delegates for IIW Convention

- a. **IIW EC and Board – 1 vote each**
- b. **Past IIW Presidents – 1 vote each**
- c. **Past Board Member/Director – 1 vote each**
- d. **National Representatives – 1 vote**
- e. **District Committee – 1 vote** (District Chairman generally but in case she is not able to attend then the District can appoint a District Committee

Voting Delegate who should be a member of District Committee)

f. Clubs: 1 vote per club

Proxy Voting Delegate:

It arises **when some club is not represented at or a voting delegate for the Convention is not able to attend the IIW Convention.** In such a case the **voting right can be given to a proxy voting delegate.** The following could be the Proxy Voting Delegate:

- **National Representative** (Association President)
- **Past Board Member/Member**
- **Past National Representatives**
- **District Committee Voting Delegate** (could carry votes of clubs of other Districts too)

Each proxy vote holder can carry maximum 70 votes.

Remember !!!

Voting is Your Right

Vote and Devote Yourself to a Better Inner Wheel

“ Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results.”

--Andrew Carnegie

Protocol in Inner Wheel

What is protocol ?

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.

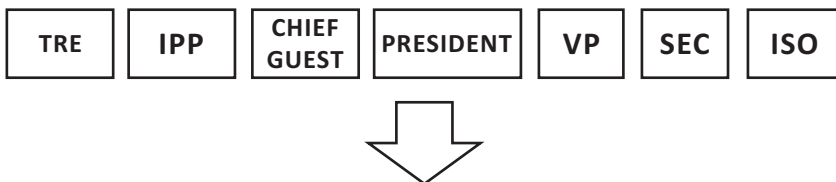
Inner Wheel being an International organization with different layers of administration has to follow certain norms in a meeting to add dignity and maintain decorum.

Protocol in Inner Wheel for :

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

Seating arrangements at various meetings

Club Level :



AUDIENCE

- 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

DIST ISO	DIST TREA	AC MEM	ASSN PRES	DIST CHAIR	DIST VC	DIST SEC	DIST ESO	DIST EDIT
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If you have the Assembly/Conference Chairman & Secretary

CONF CHAIR	DIST ISO	DIST TREA	AC MEM	ASSN PRES	DIST CHAIR	DIST VC	DIST SEC	DIST ESO	DIST EDIT	CONF SEC
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AUDIENCE

- 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 Dignitaries

CLUB LEVEL

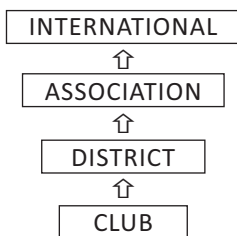
- Club President preside over all the meetings, she must be addressed first, all other are to be addressed after her.
- If District Chairman is present, than she will be addressed after addressing the Club President. And when District Chairman is present she will be the chief Guest.
- If both Association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

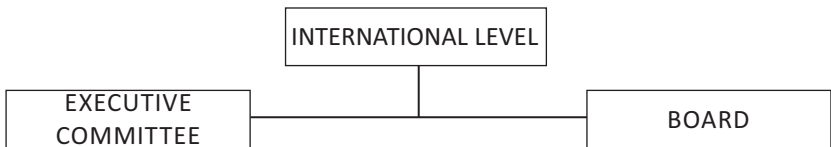
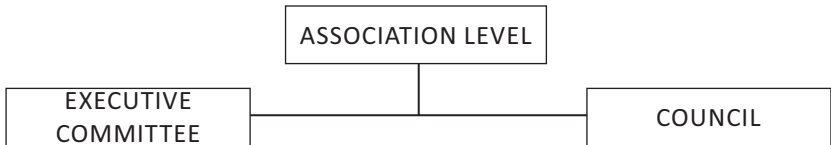
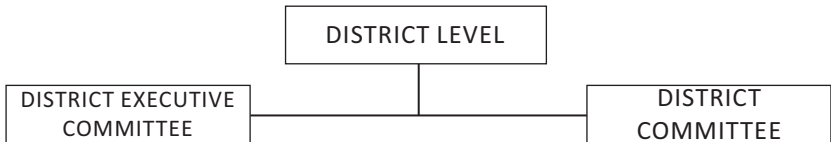
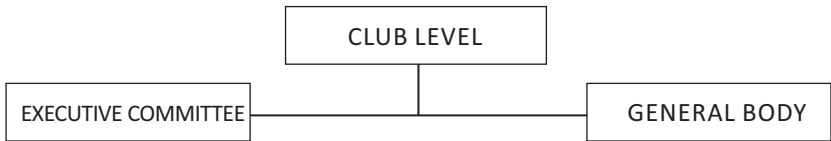
Colour of Badges and ribbon of the Collar—

- 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 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.

“ As we lose ourselves in the service of others, we discover our own lives and our own happiness. “

- Dieter F. Uchtdorf

Hierarchy of administration in Inner Wheel



Membership Development



Importance of Members

Inner Wheel is an organization based on the motto of friendship, service and international understanding. For effective functioning of the organization it functions at 4 levels. The real work of the organization is done at club level and the other three levels are the administrative levels – District, Association and International. The members form the roots of the organization and every member of the organization is a part of the actual work the organization does. Their active participation in clubs leads to strengthening of organization at District, Association and International level. To fulfill the mottos of Inner Wheel what is required are clubs with large membership as then only one can think of District, Association and International levels being effective.

Inner Wheel is one of the largest women's volunteer service organizations throughout the world mainly because of its membership. Thus, as members of Inner Wheel organization we must realize that strength of Inner Wheel lies in its membership. It should not dwindle and for this it is we who must care for and share Inner Wheel with others.

Membership Qualifications

A female above 18 years can take up membership which is classified into three categories—

I Active Membership

II Honoured Active Membership and III Honorary Membership

The first category consists of members related to Rotary, Inner Wheel and those invited. They have the right to vote and take up posts in Inner Wheel. Honoured Active Membership is bestowed upon Active Members who have proved their dedication as Active Members in Inner Wheel. The third category of membership, i.e., Honorary Members, are ones who have contributed to the society and the club would like to honour them as Inner Wheel members by paying their dues and they do not vote or take up any post in Inner Wheel.

I. Active Membership

Any female above 18 years of age who:

1. is related to Rotarian or former Rotarian in following ways:
 - a) Wife (widow of former Rtn. too)
 - b) Female partner (this is only for present Rtn.)
2. is related to a Rotarian or former Rotarian or Inner Wheel member or former Inner Wheel member in following ways:

a. Mother	b. Sister	c. Daughter
d. Step Daughter	e. Daughter in law	f. Mother in law
g. Sister in law	h. Aunt	i. Niece
j. Cousin	k. Granddaughter	
3. is a Rotarian or Former Rotarian
4. is Former Inner Wheel member
5. is related to Rotaract in following ways:
 - a. Former Rotaractor
 - b. Wife of a Rotaractor
 - c. Mother of a Rotaractor
6. has been
 - a. an IYE Student
 - b. an Ambassadorial Scholar
 - c. a GSE Team member
7. is invited to join— provided that a majority of the club members agree

- **Inner Wheel has simplified the membership categories in the 15th IIW Convention held in Istanbul vide proposal no. 17. Women who**

believe in the importance of friendship, personal service and international understanding with no connection to Inner Wheel or Rotary can be invited to join.

- **The Constitution states that majority of the Club members must agree** but does not state how the vote should be taken, therefore the **vote can be taken either:- a) at a Club meeting or b) by a postal vote.** It is up to each Club to decide how they wish to conduct the vote **but must not be in the presence of the proposed member.**
- **If the Club selects a) to vote at a Club meeting, then all the members should be informed,** prior to the meeting that a vote will be taken, **and if they cannot attend** that meeting they should **submit their vote by post, before** the date of the **meeting.** If their vote has not been received when the meeting takes place, those votes will be counted as abstentions (abstaining/refraining/no vote).
- A simple majority of all the votes cast is all that is required as per the Constitution. In many places too much dilution with any one becoming a members of the Inner Wheel is happening. Thus, **2/3rd majority of voting is recommended** to maintain the sanctity of the organization.

II. Honoured Active Membership

By paying a member's dues a club can confer such membership to an Active Member who has given outstanding service to Inner Wheel. Her dues are paid by the club only in the year she is conferred the status of Honoured Active. **From the following year she pays the dues but retains the title.** Such member shall retain all rights of Active Membership and shall be subject to nomination and election annually.

III. Honorary Membership

If the Club wishes to honour someone, for example, a local dignitary, or a person who has helped the Club in some way, or someone from a Charity, they can invite them to join as an Honorary Member for an Inner Wheel year. **Clubs can invite up to 4 persons** whom they wish to honour **to become Honorary Members in an Inner Wheel year.** Such members cannot hold office and cannot vote, and they must be elected annually. **Honorary Members' dues are paid by the club.**

When considering inviting someone to be an Honorary Member, the Club President should propose that person's invitation to the members first at the Club Executive Committee Meeting and when it is passed then in the Club meeting. The members present at that meeting should then be asked to vote, and if a majority of those present agree, she be invited to join.

Membership Growth



Membership Development has been an ongoing process since that day in 1924 in Manchester, 95 long years ago, when the first Inner Wheel Club was born. Today the Inner Wheel movement is spread over 104 Countries with more than 108,000 members & is continuing to grow. But we still have 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
 - a. Increasing members
 - b. Retaining members
- II External Expansion, i.e., forming new clubs

I INTERNAL EXPANSION

Internal Expansion means increasing members within a club. Though a difficult task, it is not an impossible one. It increases horizon of friendship and service. But increasing members does not mean just bringing in new members as it is only gross increase. What is strived for in Inner Wheel is net increase i.e., not only bringing in new members but also retaining the existing members. Net increase in a particular Inner Wheel year is calculated as under:

Net Increase = Existing Members in the beginning of the year
+ New Members added during the year
– Members leaving during the year

1. Increasing Members – This means inducting new members in the club.

Need For New Members

We are all aware that to make this organization strong we do require experienced and long standing members but on the other hand we also need new members as they bring with them new ideas, new enthusiasm and thoughts. Here, each one can contribute their little bit by taking efforts to bring in new eligible members and also take efforts to retain them for their lifetime. Membership is essential to the future of our very organization for the following reasons:

- Continued growth
- Revitalization of Club– If there are no new members then problem of leadership arises. Past Presidents of the club in rotation take post of President and there is dearth of new zeal and ideas.
- More hands to serve
- New ideas and ways of serving mankind

Reasons for anyone to join Inner Wheel

Motto of Inner Wheel is Friendship and Service but women are drawn to Inner wheel for various other benefits it offers in addition to the above two. Key reasons why many women are drawn to membership in voluntary social organization like Inner Wheel are:

Identity	Creating one’s own identity.
Noble Cause	Working on meaningful service projects.
Networking	Make friends with like-minded people till international level. Due to Inner Wheel and development of personal relations professional opportunity to is received.
Empowerment	We simply learn, learn and learn leading to self-development through development of skills like leadership, oratory, persuasive, elocution, administrative, letter writing, etc., learn finance, making new friends world over, social etiquettes and have exposure to meet members from all over the world.
Repay	Opportunity for repaying to the society what it has given them.

World Peace	Due to better understanding through cultural and friendship exchange programs.
Help from service.	Provide help to others and gain satisfaction
Enjoyment	Enjoying friendship and personal service. Inner Wheel provides a very pleasant and fun-filled environment.
Exposure	Through service to society. You are the elite of the society.
Leadership	Development of leadership qualities.

In this new professional multitasking world one has to sell these benefits also to bring new, intelligent smart and efficient members. Prospective members may be made to understand the benefits Inner Wheel offers. Every club has to look into the matter as to what can be done to help prospective members choose Inner Wheel over other organizations and make an effort to be one step ahead to other parallel organization at any given time.

Reasons for a Member to Join a Club

Why should anyone become a member of a particular club? Why should she choose that particular Inner Wheel Club over other IW Clubs? Is there anything special in that club that she would like to be a part of? A thought must be given to the aspect of membership. Stress on that particular point and make it happen in the club.

For a prospective member to join a club depends upon

- Number of members in any club over the years as it speaks for that club's integrity.
- Type of members— Members who are sensible and display wisdom
- Individual and collective image of Inner Wheel.
- Club Image— types of projects undertaken is important.

Attracting New Members—Increasing Members in a club

Every member is a potential extension officer, and should always be looking around to find women who fully agree with the objects of Inner Wheel, and share its values. It is not just the responsibility of the President to bring in new members. Thus, the **slogan should be Each One – Reach One – Induct One**. This involves every member bringing in at least one new member who is eligible to

be a member. Just by wishing or sleeping over club's dream of making new members will not achieve the desired goal of making new members. Some solid action has to be taken. They are many who are eligible to join Inner Wheel, only we have to approach them. Every Inner Wheel Club needs a well-crafted membership development action plan to stay dynamic and effective.

Action plan to attract new members

i) Appoint Membership Development Committee

A club can appoint a Membership Development Committee where senior, experienced, enthusiastic members, may be with good Rotary and Inner Wheel connections and with an exposure to other voluntary organization are included. The club can cash on their seniority and experience. This committee can work for a longer tenure for better results, may be say 3 to 5 years.

ii) Communicate our Vision– Publicize

Public Image directly results in increasing membership. By publicizing club's events and service projects one can let more people know the good work the club is doing and increase its appeal to prospective members. The club should use

electronic as well as print media to highlight their meaningful activities. Coverage in media– newspapers, on television, radio, or the internet generates interest in Inner Wheel. Facebook, Twitter, Blogs, What's App, etc. are new means where one can upload photos with small write-up. News of clubs in that District is spread loud and wide.

iii) Hunt for Members

The club should **Tap on Resources** to hunt for new members.

- **Members**– Once a new member is made, instead of relaxing the club can tap on her resources. They in turn can get more members. Their acquaintances, friends qualified to become members are prospective member. Old members also are resourceful in getting prospective members. They should also be motivated.
- **Rotary Anns**– Make it a point to talk subtly at the Rotary meetings on Inner Wheel projects in Rotary meetings and motivate Rotary Anns to become Inner Wheel members. Many clubs in mofossil areas still depend on their counterpart Rotary for their membership and club growth. Speak to them and develop personal relation before inviting them to Inner Wheel.
- **Other places** like Kitties, women's organizations, etc. are potential hunting ground for new members.

One has to literally hunt for new potential members. Many women are good and enthusiastic members but due to their backgrounds or other circumstances they are shy. Encourage sisters, daughter-in-laws and other female relations of members to join or form new clubs. New generation clubs for the younger crowd is gaining momentum. Many times the ideas to form a club or to become members have to be thrust on new generation as well as on more women, as they are not aware of their own skills.

iv) **Spread the Word**

Word has to be spread. Information and importance of joining Inner Wheel needs to reach as many potential members as possible. It is seen time and again that if an existing Inner Wheel member conveys her pride in being an Inner Wheel member, talks about the people and activities that sparked her interest in Inner Wheel, how she got so involved in the activities of the club and projects, wonderful experiences of taking prestigious office at the Club, District or Association level, her love for the work she and others are doing in Inner Wheel, etc. sends a very positive and most important message to the prospective member that she has to join and that by joining this very important and prestigious organization she is entering a new phase in her life!

v) **Developing Club to Fulfill Each Member's Needs**

Members join Inner Wheel for either friendship or service or both. Thus, a club should have balanced yet variety of programs to cater to fulfill each member's needs.

vi) **Proper Invitation**

A personal invitation, a phone call, mail, or sms inviting a potential member always gives a personal touch and the prospective member feels wanted. Of course one has to put warmth and good wishes in all these invitations. When club makes the invitation or when members of the club have a dialogue or when she visits the club then whoever talks to her must demonstrate her enthusiasm for her club's projects and show pride in being the member of that club. The message should be simple and clear—"It is your privilege and honor to become a part of this prestigious club and this organization and if you don't join you are losing on something!"

vii) **Follow-up**

If a prospective member is not ready to join immediately, don't be discouraged. We need to follow up and not give up. At some point of time they may become ready to join Inner Wheel. It is good to be persistent but give the prospective member space and time to make a decision on their own. We must invite them again and again and keep up our efforts.

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:

“..... 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. If most of the members are above 50 age then induct members of younger age to balance it. A balanced club membership across all demographics is considered good.
- xvi) **Let men of Inner Wheel know Inner Wheel.**
- xvii) **Exit Interviews:** When a club member resigns do 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.

DON'T'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 IIW 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 IIW informed of the possible formation.

Steps in Forming a New Club
(Including Instructions for filling and sending
Charter Application Forms)

1. National Representative/**Association President provides an Original Charter Application Form at Incoming Chairmen's Institute.**
2. District Chairman should take out **colour photocopies** of the Original Charter Application **Form** on thick bond paper **and keep it in a separate file.**
3. District Chairman **sends few of the coloured photocopy of** Charter Application **Form to** District **EO** and on receiving it EO keeps in safely.
4. **District EO** in consultation with District Chairman **takes efforts to form new clubs.** For this:
 - The **help of Past Presidents of other IW clubs, PDCs, Rotarians** may be taken to form a club.
 - **Get** a copy of the **Rotary District Directory** and go through the Membership details of each Rotary club to get an idea of the strength of the clubs. **Appeal to Rotary Presidents through GML** to encourage Inner Wheel.
 - **Make enquiries from Rotarians,** Rotary Governors, particularly the Assistant Governors who have an in-depth knowledge about the Rotary clubs. A Strong Rotary Club would mean a strong Inner Wheel Club too otherwise a lackluster Rotary club will mean an equally weak Inner Wheel Club which will not survive.
 - **In case a Rotary Club is keen** on sponsoring an Inner Wheel Club, **6 months should lapse from the date of the formation of the Rotary Club** to establish itself firmly **before it can sponsor an Inner Wheel Club.**
 - **Approach the Rotary President** of the clubs short listed **giving details about** information of **Inner Wheel,** its activities, its development and benefits of having Inner Wheel Clubs.
 - ◆ Should the Rotary Club show no interest, **meet Rotary Anns asking them to work under Inner Wheel banner,** though they are helping in Rotary activities in big way. Those ladies other than Rotary Anns who

qualify to be Inner Wheel members may also be approached directly if it is evident that they wish to form a new club.

- At times in some Inner Wheel clubs the average age is above 50 and young women do not want to join them, especially daughter-in-laws, sister-in-laws, etc. Similarly, former Rotaractors may form a Rotary Club. At such places **New Gen Clubs** may be **promoted** which consists of women in age group of 18 to 35.
 - **Prepare a short list of clubs where you think it is possible to have an Inner Wheel Club.**
 - **Whenever Rotarians or Rotary Anns are met for forming Inner Wheel** they should be **approached with Inner Wheel literature**, and give a briefing to them about history, aims and objects of Inner wheel, functioning of Inner Wheel in general.
 - District EO (at times District Chairman) has to **be very persuasive**. It is the “sales talk” that can bring success.
5. If District EO is convinced about the viability of the new club **she requests** the **probable Club President to fix a meeting** with the ladies of the Club. She also informs District Chairman to enable her to attend the meeting, if possible. District Chairman and EO should **be present** for guiding the members of the new club. It is **called Formation/Inaugural Meeting** held to decide the Executive Committee and club dues.
- The **Charter President should be a strong and dynamic**. Choose the leader wisely.
 - Regarding club dues clear explanation should be given to the new club regarding annual subscription which **should cover the dues to be sent to District Treasurer and an estimate of club expenses**.
 - The **date of this meeting is** to be filled in the Charter Application Form as **Date of Formation**.
6. **Assist** the new club **President to complete the form** in all respects. Provide full cooperation to her. Following points be remembered:
- **Form should be filled in Capital (Block) letters (In English) or typed.**
 - **Be neat.** Avoid over writing or erasing on the original Charter Application Form.
- Note:** To avoid overwriting or erasing first take black and white Xerox of original charter application form and fill it up and then after checking that everything is written correctly, then complete the original form.
- **Each Charter member's name and signature must be on the forms.**

- **In case there are more than 19 charter members** (as only 19 Serial No. is there) then **Xerox the last page and start from 20, 21,--.**
7. **Receive Sponsorship Letter** from sponsoring club (Rotary/Inner Wheel Club/District Executive) on their letterhead.
 8. **Get from the club Demand Draft (DD) in favour of District.**
 - **If formation date is on or before 31st December 2014 full dues have to be paid** although the charter may be sent on or after 1st January 2015.
 - **Clubs forming after the 1st of April may postpone registration** with the Association until the following 1st July and **so not become liable for payment of IIW Subscription, Association & Districts fees until 1st July.** Such clubs will be included in the Directory whenever possible. **Clubs formed after 1st October may postpone registration with the Association** until the following **January 1st to become liable for only half yearly dues.**
 9. **District Chairman should send original DD along with 2 photocopies of form and sponsorship letter to District Treasurer** (one for District Treasurer and one for Association Treasurer).
 10. **District Treasurer**, on receiving the DD and documents **will make a DD in the favour of 'Association of Inner Wheel Clubs in India'** payable as mentioned by Association Treasurer as dues of charter members fees (the District should also send DD for full year or half year depending upon when the club was formed).
Note: Dues of new club should always be sent **by separate DD** and not with dues of other existing clubs received.
 11. **District Treasurer will then send to**
 - a. **Association Treasurer**
 - A covering letter
 - Original DD
 - Photocopy of charter application form and sponsorship letter
 - b. **District Chairman**
 - Photocopy of the DD
 12. **Association Treasurer informs District Treasurer of receipt of DD who then informs the District Chairman** accordingly.
 13. **District Chairman sends to**
 - a. **Association President** (National Representative) the following:

- Covering Letter
- Original and 2 photocopies of the charter application form duly filled
- Original and 2 photocopies of letter of sponsorship
- Photocopy of Demand Draft sent to Association Treasurer by District Treasurer

b. Association Secretary

- a. Photocopy of covering letter sent to Association President
- b. Photocopy of charter application form and sponsorship letter
- c. Photocopy of Demand Draft sent to Association Treasurer by District Treasurer

Note: Remaining photocopies of Charter Application Form and Sponsorship letter shall be sent to the following for information and record:

- **District EO**
- **New Club** i) President ii) Secretary and iii) Treasurer

14. Association Treasurer sends dues to IIW.

15. The National Representative (Association President) after verification and on receipt of confirmation from Association Treasurer sends the duly completed **Original Charter Application Form along with sponsorship letter and their photocopy to IIW Headquarters and keeps one photocopy with her.**

16. The Association President then receives Charter of the new Club from IIW.

- The new charter is expected to be received within 6 months. The time period could be shorter too.
- All charters are granted by International Inner Wheel and signed by IIW President, the National Representative (Association President) and the District Chairman.
- All who join within two months of the inaugural meeting are founder members and may sign on the back of the Charter.
- Once the club receives its Charter it becomes a part of IIW.

Remember:

✓ **Name of Inner Wheel Club:** When formed/sponsored

- By a Rotary Club it takes the name of the corresponding Rotary Club.
- Out of more than one Rotary Club, the members of the new Club may

decide on a geographically suitable name.

- By an Inner Wheel Club, it may decide on a suitable name which must be approved by International Inner Wheel.
- Is a New Gen Club then it may have the name of the sponsoring club with a suffix like New Gen, Blossom, Udaan, Star, etc.
- ✓ **In case the club is New Gen Club** then it must be **mentioned in the covering letter** of District Chairman and District Treasurer because in the form there is no column to mention it.
- ✓ **Once the charter application forms and the dues reach the Association, the clubs can start their programs and projects.**
- ✓ **The new club is entitled to receive the Association ballots once the Association dues have been remitted and the IIW ballots once IIW receives the International dues.**
- ✓ **While starting a new club please see that members are those related to Rotary or Inner Wheel** though it is allowed to invite members from outside and start clubs. It is so because it will be easier for them to understand Inner Wheel. **Later on** once formed **they could invite others.**
- ✓ **Don't open clubs just to open them. Analyze their viability** and keep proper follow-up.

After the inauguration of the new club:

1. **Welcome** of new club by publishing in the newsletter.
2. The **new club** should **be introduced** to the rest of the District **at a District Function.**
3. **Continue to show interest in the new club:** Call them, visit them, guide them & join them if possible in their projects. Monitor their progress till they learn the ropes. The first 5 years are crucial to the existence of any new club.
4. **Ensure** that the **club adds more** qualified and enthusiastic **members.**

GUIDELINES FOR DISTRICT OFFICIALS

District Chairman



*If your actions inspire others to dream more, learn more, do more
and become more, you are a leader.*

- C – Charismatic
- H – Humble
- A – Amicable
- I – Initiative
- R – Responsible
- M – Modest
- A – Attentive
- N – Non-Discriminatory

Rules for District Chairman as per IIW Constitution and Association Bye-laws

1. **District Chairman is an officer of the District.** She is a member of the District Executive Committee, District Committee and all other District Committees with a vote on each. In short, she is ex-officio member of all Committees.
2. She must have **served on District Committee as an Ex-officio member for at least one year** at the time of taking office **and must have been President of a club in that District.**
3. She is **nominated and elected for one year.**
4. **In the event of vacancy, the Vice Chairman will succeed the office to complete the year.**
5. It is preferable for the ruling **Chairman to be elected as Deputy A.C. Member, and she must attend the AC Meeting, if the A.C. Member is unable to do so** or else depute a PDC.

General Guidelines for District Chairman

1. The District Chairman **presides over all meetings** and is responsible for the wellbeing and interest of the Inner Wheel movement and, as Chief Executive Officer, she supervises the work and activities of the District. If she is unable to preside at any meeting owing to illness etc., she must appoint her Vice-Chairman to act for her.
2. She should **have sound knowledge of constitutional matters** and should have copies of IIW Constitution and Hand book, Association Bye-laws, District Committee Rules & Club Rules, and any other I.W Literature. She must see to it that protocol is followed.
3. **Share news, views and responsibilities with all the EC members.** She must keep her District EC well informed of her movements and must discuss with them all business, problems or controversial matters.
4. She could also **seek advice of PDCs and** must not hesitate to **consult Association President**, if needed.
5. The Chairman has to **oversee the duties of other District Executive Committee members**, especially Secretary, month-wise and general every now and then in addition to her own duties and responsibilities.
6. Must **guide the Executive Committee** and accept the majority decision of the committee.
7. **Coordinate with District Secretary.**
8. **Consult with AC Member before she goes for her AC meeting** to discuss any important issue/s that might come up at the AC Meeting and let her know the District's view. Issues of the District too could be told to her which requires advice of Association. AC member, as a member of governing body has a very important vote on a lot of issues including financial matters.
9. **Maintain a good rapport with District Executive Committee members and club Presidents.**
10. She should **publish at least 2 News Letters during the year**— at the time of District Conference and District Assembly. At times District Chairman merges the Newsletter with District Souvenir.
11. **Monthly Communiqué**— Some District Chairmen like to issue monthly communiqué having the information similar to the Newsletter.
12. She should **be impartial**, fair and just in all matters. Please be neutral at all times. Do not differentiate between clubs or members.
13. **Be courteous** at all times. Do not be authoritative.

14. **Exchange greetings and wishes** as per importance time to time. Thanks letter be sent after every District event and Official club visit to host club. Condolence letters be sent whenever required.
15. **Send prompt replies to any IIW and Association letters**, circulars. Always **retain a copy of all mails sent**. Please record date of receipt of mail, this will aid reference.
16. Learn to **file systematically**. Use flags from quick reference.
17. **Instruct club Presidents to acknowledge** receipt of all **correspondence from the District**.
18. **Instruct clubs to welcome new members properly**– read welcome of new members.
19. **Maintain diary**. Jot down important points of clubs, district and district events. This diary will be useful in determining Awards too.
20. **Encourage PDC Meet** at District and **Past Presidents Meet** at Club level.
21. **Form Constitution and Credentials Committee** and encourage PDCs and senior members of the clubs **to send proposals and amendments to proposals for IIW Constitution and Handbook and Association Bye-laws**.
22. **During club visits collect (Voting Forms) guide clubs** as to how to **fill the IIW Convention Credential Forms**.
23. **In case a club is being closed** and it has **funds in its account must not distributed among members but instead used for charity by the club**.
24. **Check and use District Inner Wheel email** ids to correspond.

Feathers are light; but when they come together, they become heavy!

.....Mehmet Muratildan

Chairman's Monthly Diary – Month-wise Checklist



Officially year starts for District Chairman from 1st July but she has to start planning for her year 3-4 months prior to commencement of the year.

MARCH 2019 :

1. **Read the IIW Constitution and Handbook and Association Bye-laws carefully.**
2. **Get old files and material from Outgoing Chairman** to get some idea regarding work of a Chairman.
3. **See that order is placed** by District Treasurer **for IW literature**– IIW Constitution and Handbook, IIW Directory, Association Bye-laws and Association Directories.
4. **Receive from District Treasurer copy of receipt of order** of IW literature.
5. In case of **Association President's visit to District, finalize her visit date** 6 months to a year in advance since she has to plan well in advance.
6. **Send bio-data and passport size photo to Association EC and other District Chairmen** to reach them before ICI.

APRIL 2019 :

1. **Attend Incoming Chairmen's Institute** held in the 1st week of April.

Preparation for ICI

- ✓ Take Congrats and Best wishes card for Association EC and fellow Chairmen.
- ✓ Carry copy of receipt of order of IIW and Association literature.
- ✓ Write down queries if any relating to administration to be asked.
- ✓ Note down instructions given at the ICI.
- ✓ Interact with other DCs to gain more information about how other districts function.
- ✓ Carry gifts for hosts, batch mates and Association Executive Committee members (this is optional).

The new theme is also given by Association President in ICI.

2. **Check with outgoing District Secretary that District and Club Information is changed on the IIW website.**

MAY 2019 :

1. **Plan Budget** of her year in cooperation with Incoming District Treasurer, Outgoing District Chairman and Outgoing District Treasurer.

Note: The budget for the Inner Wheel should be prepared, submitted and passed at the District Executive and District Committee Meeting held at the time of District Assembly.

2. Plan and **finalize dates of club visits.**
3. **Coordinate with District Editor** for District Directory.

JUNE 2019 :

1. **Attend Installation of Association President** held in 3rd week of June—Just freak out, interact. If not possible then send greetings.
2. **Prepare for District Assembly and Installation.**

For Installation

Call a Chief Guest who could be a non-Inner Wheel member too.

At the installation collar, charter file and lapel pin (badge) is to be handed over by the outgoing to the incoming District Chairman.

3. **Arrange District EC training** for the incoming team with the help of PDCs and current outgoing District officers. Give them write-up on their duties.
4. **Collect all remaining files and material from outgoing Chairman** in the last week of June.
5. **Receive Association Directory** (complimentary copy is received)
6. **Keep mailing list** of following **ready:**
 - a. Association EC
 - b. National Editor
 - c. Other District Chairmen
 - d. District EC
 - e. PDCs
 - f. Club Presidents
 - g. District Coordinators, if any

JULY 2019 :

1. **Take charge of District e-mail id** from previous District Chairman **and change the password** and **inform District Secretary of the password.**
2. **Send Greetings** for year to District EC and club Presidents.
3. **In case of internal elections for IIW posts receive sample copy of ballot papers.**
4. **Follow up** with clubs **for sending ballot papers properly in time.** In case ballots are not received by club/s then inform Association Secretary for

duplicate ballots. Ensure **100% balloting for internal elections for IIW posts.**

AUGUST 2019 :

1. **If clubs celebrate Breast Feeding Awareness Week** from 1st to 7th August **then ask for report to be sent to the Dr. A. Muthuswami** (BPNI nodal Person) or any District Official or Project Coordinator. Address: 99, Railway Station Road, Chettinad-630102. Mobile No.: 09443222670 Email id: a-muthuswami@yahoo.com
2. **Coordinate with District Treasurer regarding dues** collected and sent to Association.

SEPTEMBER 2019 :

1. **Prepare for District Rally, ISO Meet or any other District Meet** (if organized).
2. **Encourage maximum attendance at these District events.**
3. **Encourage clubs to observe 21st September 2014 as International Peace Day.**
4. **Receive nomination forms for the post of Association President/ Association Vice President** from Association Secretary.
5. **Receive IIW Directory.**
6. **Prepare for District Executive Committee Meeting.**

Note: Scrutiny of Nominations for District Posts – This is done in the District Executive Committee Meeting held in around October. Generally AC Member and District ESO (if she is PDC) scrutinize the nominations received separately in the meeting and give their report to the District EC. One or two more PDCs could be invited as members of scrutinizing committee. The AC Member and District ESO and one or two more PDCs who were in the Scrutiny Committee handle the elections held during the Conference.

OCTOBER 2019 :

1. **In case there is a candidate for the post of Association President or Vice President** then **get form** for the post filled and **send it to Association Secretary** preferably by speed post.
2. **Attend District Rally, ISO Meet, etc.**
3. **Call for reports of clubs to be presented at District Conference.**

NOVEMBER 2019 :

1. **Encourage maximum attendance at District Conference.**
2. **Prepare for District Conference.**

3. **Prepare for District elections** in coordination with District Secretary.
4. **Receive nomination form for the post of Association Secretary/Treasurer.**
5. **Receive Association ballot papers** for post of Association Vice President and National Editor **for information.**

DECEMBER 2019 :

1. **Pass resolution at District Conference for the post of Association Secretary/Association Treasurer, if the District Chairman wants to apply.**
2. **Follow up with District Secretary regarding Association level ballots** to be sent by clubs and Presidents be guided properly for avoiding invalid balloting. If clubs have not received ballots then send request for duplicate ballots to Association Secretary.

JANUARY 2020 :

1. **Encourage clubs to celebrate Inner Wheel Day.**
2. **See that 100% balloting is done for Association Ballot Papers.**
3. **Receive letter from Association Vice President regarding Annual Report of the District activities** and amount spent on activities for the year 2014-15. The format too will be given. **Note:** Format is given on page no. 90.
4. **Send letter to clubs for getting information about their club activities and expenses** in the same format as given by the Association Vice President.
5. **If District Chairman's name is passed for nomination for Association Secretary or Treasurer** in the following year then **filled the nomination form received** for Association Secretary/Association Treasurer in November **and send it to Association Secretary** to reach her before the due date.

FEBRUARY 2020 :

1. **Send District reports** in the format received from Association Vice President.
2. **Receive club activities information;** compile them.
3. **See that 100% voting is done by IIW ballots.**
4. **Receive results of Association Vice President/National Editor elections** which is to be informed to all clubs.

MARCH 2020 :

1. **Celebrate 8th March as IIW Day Against Violence to Women.**
2. **Guide Incoming Chairman regarding Incoming Chairmen's Institute.**
3. **Send District activities information to Association Vice President.**
4. **Receive results of Association Secretary and Treasurer elections.**

APRIL 2020 :

1. **Coordinate with the District Secretary regarding filling up of District and Club Information on IIW website.**
2. **Receive applications for District Awards** from club Presidents.
3. **Receive results of elections of IIW.**
4. **Prepare for District Awards Meeting.**
5. **Pass on old files and material to incoming President** for her guidance.
6. **Call for nominations for Association President/Vice President and IIW Posts.**

MAY 2020 : Attend Awards Committee Meeting.

JUNE 2020 :

1. **Prepare for District Assembly** and Installation Function for the new team.
2. **Help incoming Chairman and Treasurer for budget.**
3. **Arrange briefing session for the incoming team** with the help of Past Presidents. Give them write-up on their duties.
4. **Handover all remaining files and material to incoming Chairman** in the last week of June.
5. **Give proper guidance to Incoming Chairman.**

Files and Material

1. Files:
 - IIW and Association Correspondence File
 - Correspondence with other Districts
 - District Correspondence File
 - Club Correspondence File – Incoming and Outgoing
2. Collar
3. Lapel Pin
4. IW Literature: a) Association Bye-laws b) IIW Constitution and Handbook
5. Information Brochure of IIW Convention
6. Photo Album
7. Directories: a) IIW b) Association c) District
8. District Letterheads and Envelopes
9. Daily Diary

Checklist for Official Club Visit of District Chairman

1. **Checklist of records and materials to be kept by club officials:** The District Chairman on her official visits must meet the club executive members and see the files etc., and ensure that procedural efficiency is maintained administratively, guide the clubs. The District Chairman must ensure:
 - a. Proper maintenance of files.
 - b. Preparations of agenda / recording of minutes.
 - c. Transparency in financial matters.
2. Speech
3. Collar
4. Lapel Pin/Badge
5. Railway tickets/air tickets with Photo ID
6. Minutes of last Executive Committee Meeting and General Body Meeting to be proposed and seconded during her visit sent by the club. They should be read and points to be discussed be noted down.
7. Association Bye-laws Book
8. IIW Constitution and Handbook
9. Collect Credential Forms (Voting Forms) for IIW Convention
10. Information brochures of IIW Convention
11. Gifts– if any to be given by DC
12. Pen and Notepad
13. Directories – (i) IIW (ii) Association (iii) District
14. Diary maintained– must have good points/lapses of each club

Note:

- The cost of the District Chairman's official visit is borne by District. Any additional visits, say to Charter Presentation, Commemoration parties, etc., are responsibility of the club concerned.
- Do not impose yourself.
- Try to accommodate with the arrangements provided.
- Remember to pen “Thank You” notes after a visit or program.
- Appreciate the club's good work.
- Emphasize on friendship and service equally.

Checklist for Official Visit to District

by Association President

(at District Assembly or District Conference)

1. Report
2. Files and Material
3. Pen
4. Notepad
5. Agenda
6. Daily Diary
7. Gifts for Association President and others (not compulsory)
8. Coordinate with other District EC members and remind them to bring their files and material for the District EC Meeting

Preparation for Association President's visit

- **Keep in touch** with Association President **regarding her travel** to your District.
- **Send her itinerary early** enough for her to plan
- **Keep separate room** for Association President as she has much work to do.
- Though **Association Council member is Association President's Aide**, but at times AC member is not from the same town and thus **a local senior member may be additionally appointed** as Aide to Association President. Please do not abandon her specially when the program is over and she is ready to leave.
- **Receive her and see her off** at the airport or railway station.
- **Do not call any Key-note Speaker** if Association President is on her official visit and she is the Chief Guest. Also do not give a big role to Guest of Honour. Maintain the dignity of the Association President.
- **Provide her only with mineral water and vegetarian meals.**

Note: If you want to invite the Association President for any other function than her official visit, please provide her travel expenses.

Format for Reporting of Correspondence by District Chairman

at DEC and District Committee Meetings

Inner Wheel District _____

Correspondence of District Chairman _____

For the period _____ to _____

1. At IIW level
2. At Association level
3. At Other District level
4. At District level
5. At Club level
6. With other organizations like Rotary, etc.

At each level mention a) Letters Received b) Letters Sent

Letter Received and sent at each level could be in the following format:

Letters Received

Date	From	Matter

Letters Sent

Date	To	Matter

At times only received is shown separately and sent is shown together starting from IIW to club.

Guidelines for Reporting by District Chairman

At DEC and District Committee Meetings

Inner Wheel District _____

Report of District Chairman _____

For the period _____ to _____

1. Functions/Events Attended :

- of IIW like IIW Convention
- of Association like Incoming Chairmen's Institute, Triennial Conference, South Asia Rally, etc.
- Seminars by District
- of clubs like installation, joint or zonal projects, etc.
- of other organizations like Rotary, etc.
- Club Formation Meetings or Charter Presentation Functions

2. Report of Official Club Visits– extraordinary achievements of clubs, observations, etc.

3. Project Report – This could be mentioned by District Secretary in her report; District Chairman need not repeat it.

4. Achievements of District

- Membership
- Opening of clubs
- Projects and Beneficiaries (club-wise or project-wise)



OCV Checklist for Club Files and Material

Name of the Club : Inner Wheel Club of _____

Date of Visit :

PRESIDENT : _____

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

Comments :

SECRETARY : _____

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 Inward and Outward Files for
 - i) IIW
 - ii) District
 - iii) Clubs
5. Membership Form File
6. Club/Member Register (Members' History Register/File)
7. Club History Book

8. Notice File
9. District Directory
10. Club Letterheads and Envelopes
11. Club Banner/Theme Banners

Comments :

TREASURER : _____

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. Balance Sheets of last 7 years
7. Budget of last 3 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. Directories:

i) District	ii) Association
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14. Club Letterheads and Envelopes
15. Bills and vouchers of Payment File

Comments :

ISO: _____

- 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. Club Letterheads and Envelopes
- 6. Flags of the club
- 7. Flags of other clubs received

Comments :

CLUB CORRESPONDENT: _____

- 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. Outward Correspondence File
- 5. District Directory
- 6. Club Letterheads and Envelopes
- 7. Bulletins Published
- 8. Bulletins Received of other Clubs

Comments:

**Points for Discussion by District Chairman during her
Official Club Visits**

1. Membership

- a. No. of Charter Members: _____
- b. No. of members as on date: _____
- c. No. of members resigned during the year: _____
- d. No. of New Members: _____
- e. Is Welcome and Induction of new members done in proper form? _____
- f. Have you any Honorary Members? _____
- g. Have you any Honoured Active Members? _____
- h. Do you have any transfers? _____
- i. What steps have you taken to increase membership?

- j. Have you any friends in other Rotary Clubs in our District where we can
have a new Inner Wheel Club?

- k. What is your attendance? _____
- l. What steps have you taken to improve upon it?

2. General Administration

- a. Do you have Speaker Meetings and Demonstrations?
- b. Are the instructions by different District Officers being followed?

3. Finance

- a. Have you paid Inner Wheel dues?
- b. Did you pay within 2 months?
- c. Do you collect dues immediately for old and new members?
- d. Is your fees sufficient?
- e. Do you have any financial difficulties?
- f. Do you raise funds for your activities?
- g. If yes, then how?

4. Service Projects

- a. Do you continue old projects?
- b. How do you find and adopt new projects?
- c. Do you participate in Rotary projects?
- d. How do you involve your members both—old and new in projects?

5. Programs

- a. Do you have Fellowship Programs and Picnics?
- b. Do you have Educational Programs?
- c. Do you have Entertaining Programs and Programs of interest to the ladies?

6. Celebrations

- a. Do you greet members on their birthdays, wedding anniversaries?
- b. If yes, then how are the members greeted?
- c. Do you celebrate Charter Day?
- d. How do you celebrate Charter Day?

7. Attendance at District Events

- a. How many Incoming Officers attended Incoming Officers' Training?
- b. How many members attended District Assembly?
- c. How many members attended District Rally/any other District Event?

7. Unique Club Activity

- a. Any unique activity worth mentioning taken by your club?
- b. If yes, then what unique activity is taken?

Individually, we are one drop. Together, we are an ocean.

Ryunosuke Satoro

District Chairman's Address during OCVs 2019-20

- Salutations
- Express happiness at being with the club
- Give observations about your meetings with Club Executive Committee members and PDCs (if any)
- Visit to Club's projects – appreciate and recognize
- IIW Theme – its meaning and importance
- Programs and Projects for the year 2014-15
- Club level functioning
- Achievements of the Club and What needs to be done and how
- Importance of District events and participation of members
- District Conference – when where, host and highlights
- Encourage public relations
- Membership – new members and new clubs
- District/Association/International news
- Appreciation of club President/Secretary
- Thank your aide, host

“ We think sometimes that poverty is only being hungry, naked, and homeless. The poverty of being unwanted, unloved, and uncared for is the greatest poverty. We must start in our own homes to remedy this kind of poverty.”

- Mother Teresa



Sample of Club Letter Head

(Printing should be in royal blue colour only)

Inner Wheel Club of _____

District _____

Charter No. _____



IIW President

Name

Place

Association President

Name

Place

District Chairman

Name

Place

President

Name; Address;
Phone No.; Email id

Vice President

Name; Address;
Phone No.; Email id

Imm. Past President

Name; Address;
Phone No.; Email id

Secretary

Name; Address;
Phone No.; Email id

Treasurer

Name; Address;
Phone No.; Email id

ISO

Name; Address;
Phone No.; Email id

C.C.



Name; Address;
Phone No.; Email id

Executive Members

Names of maximum
6 members & their
Phone No.

We Meet Every 1st/2nd/-- ---(day) of every month at ---- (time) at ---- (venue of meeting)

Suggested Design of Club Banner

	
INNER WHEEL CLUB OF -----	
Inner Wheel District _____	
Country _____	
Charter No. _____	
International Volunteer Service Organization of Women's for Friendship and Service	

- Colour of banner should be royal blue and writing with silver or white only
- Length and breadth ratio should be 3:1
- Theme could be written on the banner or a separate small banner be made by clubs for the same so that this above banner without theme of the year could be used for many years

District Vice Chairman



Rules for District Vice Chairman as per IIW Constitution and Association Bye-laws

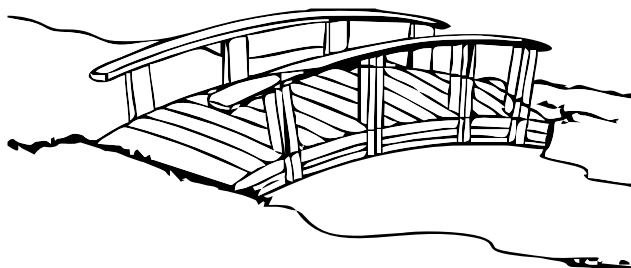
1. Vice-Chairman **must have served on the District EC as an officer for at least one year** at the time of nomination, **and** also have **been President of a club** in the District.
2. In case of transfer from one club to another, she must have served for at least 1 year in the EC of the club.
3. **Can be nominated and elected for one year** only and will not be eligible for re-election for 2nd consecutive year.

Guidelines for District Vice Chairman

1. **Preside at the meetings in the absence of the Chairman.** She can deputize for the Chairman when necessary.
Remember: Vice Chairman taking meeting in the absence of District Chairman or representing District Chairman does not wear the collar.
2. **Help Chairman:** She can gain much useful experience by helping the Chairman in every possible way.
3. **Propose vote of thanks** at **District Executive Committee Meetings** and **District Committee Meetings and District Events.**
4. **Send letters** to Club Presidents **for application of awards** in March 2015.
5. **Prepare for her year as Chairman.**
6. **Purchase Association Directory** to help her be in touch with her batch of Chairmen.

Association Council (AC) Member

A Vital Link between Association and District



The **Association Council (AC) Member** who is **generally the Immediate Past District Chairman** holds an important office. One may think that her duties and responsibilities towards the District are over the moment she steps down as the District Chairman. On the contrary her duties and responsibilities increase as she has to uphold the values and systems built over the years by all her predecessors. It is a matter of convention that after completing a very successful, satisfying and effective year in her respective District as District Chairman she is elevated to the Association as a representative of her District.

AC Member is the vital link between the Association and the District as she is member of Association Council and is also a member of District Executive Committee. She has a dual role to play.

Rules for AC Member as per IIW Constitution and Association Bye-laws

1. **AC member is a District Officer** of the District Executive Committee if she is also **Immediate Past District Chairman of the District**.
2. **She is an Ex-Officio member** of the District Executive Committee if **AC member** is not Immediate Past District Chairman but a **Past District Chairman**.
3. AC member **can be reelected except during her fallow year, but cannot be re-elected for more than two consecutive years**.
4. **In case there is a vacancy** and the Immediate Past District Chairman cannot, due to any reason, take up the office of the AC Member, a **PDC may be elected to this office**.

Roles and Responsibilities of AC Member

I TOWARDS THE DISTRICT

1. **Help the District:** AC Member has the unique position to lend a helping hand to the District as she has been at the helm of affairs of the District the previous year and knows the pros and cons of the District. She, as a responsible District EC member, should
 - a. Attend District Events
 - b. Advise and Guide the District in more than one way
 - c. Give the District the continuity and stability in administration
 - d. Help in formulating the policy for the new Inner Wheel year
 - e. Help sorting the problems if and when it arises in the clubs or in the District
2. **Work in close harmony with the District Executive Committee Members.**
3. **Represent the District at the Council Meetings.**
4. **Present a detailed report of the Council Meeting to the District.** Explains the policies of the Association and highlight the various points—both at the Association and IIW level. This report must be circulated among the District EC and clubs. At times if the AC meeting is followed by District Committee Meeting then there is no need to circulate it as it is in the minutes itself. Some Districts publish AC meeting report in their Newsletter.
5. **Preside at the meeting** of the District Executive Committee/District Committee meeting, **in the absence of the District Chairman and the District Vice Chairman.**
6. The Association Council member **may be called upon to serve as the Hon. Secretary or the Hon. Treasurer of the Association** for which she should be both willing and prepared.
7. **During the visit of Association President** to her District:
 - **Introduce** and present the **Association President.** It is customary.
 - **Act as Aide to Association President.** She could guide the district about Association Presidents choice relating to food, stay, itinerary, etc.
8. **During the Charter Presentation Ceremony of a New Club,** it is the **AC member** who **carries the message of the Association President.**
9. The AC Member **can take up the responsibility of following up the ballots sent to the clubs,** guide the clubs on the various elections and see that the clubs post the ballots correctly and in time.

II TOWARDS THE ASSOCIATION

1. **Attend Association Events and Functions**
 - a. **Installation Function of Association President** as AC member is ceremoniously installed by Association President at this function.
 - b. **AC Meetings: Mandatory to attend at least one Council Meeting to be eligible for higher office in the Association.**
 - c. **All Association Events**– Triennial Conference, South Asia Rally, any other all India level events. She **must** also **motivate her District members to attend** them. Since she is more informed about these events she could take a big responsibility off the shoulders of District Chairman by organizing the stay and travel of members of her district.
2. **For AC Meetings:** She is the vital link between the Association and District and it is her duty to:
 - a. **Represent the District** at the Council Meetings. **In case** she is **not attending** the meeting **then** she must **immediately writes a letter of apology** and **informs** the **District Chairman who is** normally the **Deputy AC Member** so that the District can be represented at the Council. If the District Chairman cannot attend herself then she deputizes a PDC. Avoid informing at the last minute as it is difficult to book tickets and travel at the last minute. District remaining unrepresented at the Council Meeting is not appreciated.
 - b. **Carry the relevant minutes** while attending the AC Meeting.
 - c. **Go through the previous AC Meeting minutes**, note down necessary corrections/clarifications, if required.
 - d. Have a **say in the management and funds of the Association** for more efficient functioning of the Association.
 - e. **Present the report** about the projects, activities and achievements **of the District.**
 - f. **She is the spokesperson for her district** at the Association level. Each AC member is given time to put forward district matters which she wants to bring to the attention of the Association and for which she requires opinion and guidance of the Association. She may refer the matter/problem in the meeting and seek their opinion and guidance. It is thus expected that before leaving for AC meeting the AC member should talk to her District Chairman who could brief her on matters requiring guidance/opinion.
3. **Vote for Honorary Association Secretary and Association Treasurer for 2020-21** from among the AC member elect. The ballot papers are received after the 2nd AC meeting by speed post.

III GENERAL

It is essential for AC member to be **fully conversant with the IIW Constitution and Association Bye-laws**. She must keep herself updated about the developments in the Association. This would keep her well informed and enhance her ability to guide the District. She would also be able to put forward useful suggestions at the AC Meetings.

Two of the AC Members are elected as Association Secretary and Association Treasurer every year. These two officers have an important role to play in the effective functioning of the Association. Major duties revolve on their shoulders as Association Secretary and Association Treasurer. They become members of the Association Executive Committee. These two members take on these additional duties but their original responsibility as AC Member still needs to be performed by them.

The AC Member is a friend in need for the District and the link that binds the Association and the District. It is essential to understand the responsibility that rests on her shoulders. If she fulfills her duties sincerely, she can be instrumental in enhancing the image of her District and also the Association. By a skillful use of her influence she can help maintain a balance in the District and help it grow.

Guidelines for Report of AC Member

Highlight

- various dates of IIW and Association events
- points and issues relating to IIW, Association, District and Club put forward and discussed in AC meetings

District Secretary

A Source of Support to District Chairman and District



According to Reader's Digest Universal Dictionary "a secretary" means "an officer who keeps records of meetings and legal transactions and is responsible for the day-to-day business of a club, society, or similar organizations". This

definition describes the role and responsibility of a Secretary in Inner Wheel at levels.

Rules for District Secretary

as per IIW Constitution and Association Bye-laws

1. The **District Secretary is an officer of the District**. She is a member of the District Executive Committee, District Committee and all other District Committees with a vote on each. In short, she is ex-officio member of all Committees.
2. She must have **served on District Committee as an Ex-officio member for at least one year** at the time of taking office **and must have been President of a club in that District**.
3. She is **eligible for re-election for a maximum period of three consecutive years**.
4. In the event of **vacancy**, the District Executive Committee should **appoint** a qualified successor.
5. The District Secretary is **responsible for sending out notices of meetings, writing, keeping and circulating all Minutes and Records**.

General Duties and Responsibilities of District Secretary

1. **Correspondence:** She conducts all correspondence.
 - Must **be prompt** in attending to all the correspondence. She must **become computer savvy** for cheaper and faster communication and check emails every day.

- **Send a copy of each correspondence to the District Chairman and other District EC members.**
- **Retain copy of all outgoing mails and circulars.**

2. **Knowledge:**

- Should be thorough with the Bye-laws and must possess up-to-date knowledge of all procedures, rules and regulations and follow them strictly.
- In case of doubt consult and take advice of seniors on any matter. They are always ready to help.

3. **History Book:** Keep District History Book updated by updating District and Club Information. History Book contains information about origin, growth and development of their District and the contribution of their past leaders.

4. **Filing:** A Secretary deals with correspondence. It is thus imperative that she maintains separate files for different subjects and filing be done promptly and systematically. She receives a lot of files from the outgoing Secretary. She must sort through files each year, keeping only those things which are useful for reference. Records, History and Minutes Books should be carefully preserved. Under no circumstances should Minutes Books be thrown away or destroyed.

5. **Agenda:**

- Prepare Agenda:** for any District Event, Meeting of DEC and District Committee **in consultation with District Chairman.**
- Send Agenda** on time: of
 - DEC Meeting to DEC members.
 - **any District Event and District Committee Meeting to District Executive Committee, PDCs and Club Secretaries**
at least 30 days before the meeting.

Note: If Association President is attending DEC Meeting or District Committee Meeting then the **agenda be sent to her too.**

6. **Minutes:**

- Prepare Minutes: on time.** These should be limited to decisions made on the basis of Agenda or action to be taken. It is not necessary to record discussions. It should be crisp, concise and clear.
- Send Minutes on time: (within a month of the meeting)**
 - **DEC Minutes** to be sent to **DEC members.** It should not to be sent

to Association except **to Association President of DEC prior to her visit as well as of her visit.**

● **District Committee Minutes** be sent:

- ✓ In District **to District Executive Committee members, PDCs, Club Presidents and**
- ✓ In Association **to Association President and Association Vice President.**

c. **Maintain Minutes books.**

Note: Some Districts **maintain Resolution Book** in addition to Minutes Book to record important resolutions. This should be recorded in the exact wording used. It is maintained **for quick reference.**

7. **Forward correspondence from overseas link club to District ISO.**
8. **Transfers:** It is essential that **all details of members and circumstances of transfer** should **be given.** District Secretaries should refer to the Association President if there is any doubt about transfer.
9. **Membership Forms:** Duly sign and stamp membership forms of clubs as and when received and return it to them at the earliest.
Note: Help club Secretaries to maintain/prepare membership register with membership numbers from the inception of the club. This number is important as it has to be written on the membership form of the member. This becomes a master list
of all members who have joined or left (Important for club history as well as for transfer of membership).
10. **Exchange greetings and wishes** as per importance time to time. Thanks letter be sent to host clubs of District events and meetings. Condolence letters be sent whenever required.
11. **Must maintain close liaison** and work in understanding **with the District Chairman.**
12. **Guide club Secretaries.** Any query be heard and replied patiently.
13. **Corrections/additions in District Directory** as and when necessary **to Association Secretary and Clubs.**
14. **Whenever proposals/amendment to proposals booklet** for IIW Constitution and Hand Book/Association Bye-laws **is received send them to clubs.**
15. **Check** whether **credential forms of IIW Convention** are received by clubs or not. Make a list of voting/proxy voting delegates from your District for IIW Convention.

District Secretary's Diary – Month-Wise Checklist



JUNE 2019

1. **From Outgoing District Secretary**
 - a. Receive files, books and material
 - b. Take guidance
2. **Receive Association Directory** (complimentary copy is given by Association)
3. **Keep mailing list of following ready**
 - a. Association EC
 - b. District Secretaries
 - c. District ECs, PDCs
 - e. District Coordinators
 - f. Club Presidents in the District
 - g. Club Secretaries in the District

JULY 2019

1. **Get District email id password** from District Chairman.
2. **Send:**
 - a. **Greetings and Congrats** to Association and District EC, Other District Secretaries, Club Secretaries, etc.
 - b. **To Club Secretaries**
 - **Letters for**
 - **Corrections/additions in District Directory**, if any.
 - **material for history book**– (a) photo of current President of the club (passport size), (b) collar changing photo and (c) short description of best project with photo
 - **Blank Membership Form**, if they do not have them. These forms can be photocopied by club Secretaries and kept in a separate file.
3. **Receive Report of District's A.C. Member and circulate it to DEC members, PDCs and club members.**

Note: In some Districts after AC meeting District Assembly is held when the report is read and is in the minutes. If it is in the minutes of District Assembly **no need to receive and send it** separately.

4. **Check the Association Directory for corrections and inform Association Secretary accordingly.**
5. **Encourage Club Secretaries to prepare Club Roster and send a copy to District Secretary.**
6. **Receive letter from IIW** regarding IIW President's Message and other IIW information about IIW Newsletter.
7. **Inform Club Secretaries regarding dues** and sending the copy of audited accounts of previous Inner Wheel year to District Treasurer.
8. **Receive corrections in District Directory** from club Secretaries.
9. **Inform the Association Secretary corrections/additions** in Association Directory.
10. **Receive Minutes** of the District Executive Committee Meeting and District Assembly from previous District Secretary (if the outgoing District Secretary prepares the minutes).

AUGUST 2019

1. **Send letter to Club Secretaries**
 - a. Asking for **Voting Delegates**, Deputy Voting Delegates with sample format of sending such names.
 - b. **Inviting nominations for post of District Executive** Committee along with nomination form and instructions.
 - c. **Invitation regarding Inter District Meet, District Rally**, etc.
2. **Prepare Agenda of**
 - a. District **Executive Committee Meeting/Scrutiny Committee Meeting** in consultation with District Chairman.
Note: District Executive Committee Meeting and Scrutiny Meeting could either be taken together or separately.
 - b. **Inter District Meet and District Rally** in consultation with District Chairman (for all events) and District ISO (for District Rally). Some Districts have District Rally a day prior to District Conference. They may prepare agenda later.
3. **Receive minutes of 1st AC Meeting from Assn. Secretary** & acknowledge its receipt.
4. **Receive corrections in Association Directory from Association Secretary.**

SEPTEMBER 2019

1. **Send**
 - a. **To Club Secretaries**

- Corrections in Association Directory to Club.
 - Reminder for list of voting delegates and District Dues.
 - Reminder for History Book.
- b. **Agenda of District Executive Committee Meeting/Scrutiny Committee Meeting** to District EC Members and Scrutiny Committee members.
 - c. **Agenda of Inter District Meet and District Rally** to District Executive Committee Members, PDCs and Clubs.
2. **Follow up with the District Treasurer** if all the clubs have paid the dues in full. Check on weak clubs and pursue the matter early with all seriousness and earnestness.
 3. **Receive nominations** from clubs **for post of District Executive Committee Member** and keep it safely and separately for Scrutiny Meeting.
 4. **Send more corrections/additions in Association Directory**, if any **to Association Secretary**.
 5. **Prepare for District Executive Committee Meeting and all other District Events**, reports, registers, etc.
 6. Once again **receive corrections in Association Directory from Association Secretary**.
 7. **District Executive Committee Meeting/Scrutiny Meeting** and help in scrutinizing nominations in the District Executive Committee Meeting.

OCTOBER 2019

1. **Send corrections in Association Directory** received from Association Secretary **to clubs**.
2. **Prepare minutes** of District Executive Committee Meeting/Scrutiny Committee Meeting held in September.
3. **Prepare reports of District Events**– Inter District Meet and District Rally, etc.
4. **Send letters regarding valid nominations** and withdrawal of nominations to District Executive Committee Members and clubs **and intimate** them **last date for withdrawal of nominations**.
5. **Send invitation letter for District Conference**.
6. **Send letter to District EC and Clubs regarding elections** at District Conference **with final list** for elections **containing bio-data of contesting candidates**. It should be **not less than 30 days before the District Committee meeting** held at District Conference **in which elections are held**.

7. **Send Minutes of District Executive Committee Meeting / Scrutiny Committee Meeting** to District Executive Members & Scrutiny Committee Members.
8. **Send reports of District Events** like Inter District Meet and District Rally to District Officers, PDCs, and Clubs.
9. **Take consent for deputation as Election Officers** from 2 PDCs.
10. **Send letters and minutes of scrutiny meeting to Election Officers.**
11. **Prepare Agenda for District Conference** or any other Inter District Event and send to District Chairman for checking.

NOVEMBER 2019

1. **Send Agenda of District Conference** or any other Inter-District Event to District Executive Committee Members, PDCs and Club Secretaries and to Association President, if she is attending it.
2. **Send circular of District Conference**, information regarding power-point presentation and instructions to District Executive Members and club Presidents.
3. **Prepare for District Conference.**

DECEMBER 2019

1. **Receive copy of IIW ballot paper and District Information and Club Information Forms.** Order form of IIW District Directory is also received.
2. **Send letter regarding IIW and Association Ballot Papers and Club Information Forms** to club Secretaries.
3. **Send letter regarding club elections** and remind that they be held by January 2015.
4. **Follow-up regarding IIW and Association Ballot Papers and Club Information Forms** with club Secretaries. Check if all clubs have received the ballot papers of IIW and Ballot Papers of Association. If not received by any club/s either or both inform the District Chairman at the earliest to take further action.

JANUARY 2020

1. **Prepare Minutes of District Executive Committee Meeting and District Conference.**
2. **Send Minutes of District Executive Committee Meeting** to District Executive Committee Members and Association Presidents
3. **Send Minutes of District Conference.**
4. **Encourage clubs for proper voting at IIW level.**

5. **Send letter to District Executive Committee Members for correct addresses** to forward to IIW and Association.
6. **Call for details from clubs of Incoming President, Secretary, and ISO** for being able to send to Association Secretary for Association Directory.

FEBRUARY 2020

1. **Send details of Incoming Club President, Secretary and ISO to Association Secretary** for Association Directory.
2. **Receive information** from Association regarding the results of the Association Vice President / Deputy National Representative and National Editor.
3. **Send letter to Club's incoming Presidents and Secretaries regarding Incoming Officer's Institute.**
4. **Send letter for District Assembly invitation.**

MARCH 2020

1. **Receive minutes of 2nd AC Meeting from Association Secretary & acknowledge its receipt.**
2. **Start preparing Annual Report.**
3. **Motivate clubs to apply for awards.**
4. **Receive results of the Incoming Association Secretary and Treasurer.**

APRIL 2020

1. **Update District Information and Club Information for the incoming Inner Wheel Year on the IIW website using District and Club passwords** (use passwords are the ones which are informed when the District and Club email accounts are opened in the first e-mail received by the club in 2012/ask IIW Administrator by using club e-mail id) up to 15th April 2020.
2. **Receive results of IIW elections** which is to be informed to all clubs.
3. **Prepare for Award Meeting** agenda, place, date and time.
4. **Receive applications for Awards** from club.
5. **Motivate clubs to attend Incoming Officers Training Program** and District Assembly.

MAY 2020

1. **Prepare for the Incoming Officers Training Program and District Assembly.**
2. **Prepare and send Agendas of District Executive Committee Meeting and District Assembly.**

3. **Attend Awards Meeting.**
4. **Prepare Minutes of Award Meeting.**
5. **Send Agenda of District Executive Committee Meeting and District Assembly and Minutes of Award Meeting** to District Exe. Comm. Members.
6. **Prepare Annual Report** to be presented to the District Committee Meeting held during District Assembly.

JUNE 2020

1. **Start preparing for a smooth handover of records.**
2. **Prepare for** District Executive Committee Meeting, Incoming Officers Training Program and **District Assembly.**
3. **Guide Incoming District Secretary.**

JULY 2020

1. **Prepare Minutes** of District Executive Committee Meeting, and District Assembly and report of Incoming Officers Training Program (if outgoing Secretary prepares the minutes).
2. **Send Minutes** of District Executive Committee Meeting, District Assembly & report of Incoming Officers Training Program.
3. **Hand over Minutes Book and Resolution Book, Voting Delegates register (election material)** after completing minutes **to incoming District Secretary.**
4. **Any other remaining work of District Secretary be completed.**

“ I Can Do Things You Cannot, You Can Do Things I Cannot; Together We Can Do Great Things “

– Mother Teresa

Checklist for District Secretary's Files, Registers, Books and Material

1. Files :

- a. Correspondence from (i) IIW and Association, (ii) Other Districts and (iii) District Executive Committee Members
- b. Club Files (Correspondence from Clubs)
- c. Outward Correspondence File
- d. Minutes of DEC Meeting & District Committee Meetings File
- e. List of Membership of Clubs and Roster File.

2. Registers and Books :

- a. Minutes Book of
 - District Executive Committee Meetings
 - District Committee Meetings
- b. Attendance Register of
 - District Executive Committee Members
 - District Committee Members
- c. Resolution Book
- d. Award Register (When given Running Shields)
- e. History Book
- f. Voting and Deputy Voting Delegates Register

3. Material for Elections :

- a. Election File
 - i) List of Voting and Deputy Voting Delegates
 - ii) Letter from clubs of names of Voting and Deputy Voting Delegates received from clubs
 - iii) Correspondence for Elections.
 - iv) Nominations Received from Clubs (Nomination Forms, Consent Letter and Bio-data)
 - v) Agenda and Minutes of 2nd District Executive Committee Meeting (Scrutiny Meeting)
 - vi) Envelopes sent for Nominations to be sent
 - vii) Letters to Election Officers.
- b. Bio-data of contesting candidates
- c. Ballot Papers
- d. Ballot boxes

- e. Ink pad
- f. Stamps
- g. Voting and Deputy Voting Delegates Register
- 4. Other Material :**
 - a. Directories of IIW, Association and District
 - b. Secretary's Diary
 - c. IIW Constitution and Hand Book
 - d. Association Bye-laws
 - e. Flags of other districts
 - f. Flags of Dist. Officers, PDCs and Clubs
 - g. Name Plates
 - h. District Event's Chairman's Pin
 - i. District Secretary's Pin
- 5. Daily Diary**

Format for Reporting of Correspondence by District Secretary

at DEC and District Committee Meetings

Inner Wheel District _____

Correspondence by District Secretary _____

For the period _____ to _____

- 1. At IIW level**
- 2. At Association level**
- 3. At Other District level**
- 4. At District level**
- 5. At Club level**

At every level details of Letter Received and Letters Sent be given.

Format of details of letters sent and received:

Letters Received

Date	From	Matter

Letters Sent

Date	To	Matter

At times only received is shown separately and sent is shown together starting from IIW to club.

Guidelines for Reporting by District Secretary

at DEC and District Committee Meetings

Inner Wheel District ____

Report of District Secretary _____

For the period ____ to ____

- **District Events:** Short report of Incoming Officers' Training/District Assembly/District Conference/District level program for Association or IIW post holder/PDC Meet.
- **Functions/Events Attended :**
 - of IIW and Association
 - of clubs like installation, joint or zonal projects, etc.
- **Projects of Clubs** (at times could be given by District Secretary)
- **Function :** work done as Secretary like
 - Membership forms duly filled received from clubs sent back to respective clubs.
 - Sending Agenda and Minutes in time.
 - Corrections in Minutes sent by clubs duly communicated.
 - Encouraged secretaries to work better.
 - Encouraged secretaries to prepare club roster.
 - Correspondence done promptly and working as per guidelines of Association for District Secretaries.
 - Sent letter for preparing district history book and received good response.
- **Opinions :** Relating to functioning of clubs and club Secretaries

**Preparation for
District EC and District Committee Meetings**

S. No.	District EC Meeting	District Conference	District Assembly
1.	District Secretary's Pin	District Secretary's Pin	District Secretary's Pin
2.	Name Plates	Name Plates	Name Plates
3.	Pens	Pens	Pens
4.	Agenda of the Meeting	Agenda of the District Conference	Agenda of the District Assembly
5.	Note-pad for writing down instructions and minutes	Note-pad for writing down instructions and minutes	Note-pad for writing down instructions and minutes
6.	Minutes of previous meeting	Minutes of and District Assembly Special District Committee Meeting, if held	Minutes of District Conference and Special District Committee Meeting, if held
7.	Secretary's Report	Secretary's Report	Secretary's Report
8.	District Directory	District Directory	District Directory
9.	Attendance Register of DEC	Attendance Register of District Committee Meeting	Attendance Register of District Committee Meeting
10.	All Files, Books and Registers and Records, Election Material for display (at time of Association President's visit)	Election File and Material for Elections	All Files, Books and Registers and Records, Election Material to hand over to Incoming District Secretary
11.	Gifts for each other and host club (not compulsory)	Gifts for each other and host club (not compulsory)	Gifts for each other and host club (not compulsory)

12.	Expense Sheet	Calculator (for attendance)	Calculator (for attendance)
13.	Agenda of the future District event (for discussion in the meeting)	-----	-----
14.	-----	Flags of other Districts for display	Flags of other Districts for display

Letters to be Sent for Elections

Date	Sent to	Matter of Letter
	Club Secretaries	1. Calling for names of Voting and Deputy Voting Delegates and with sample format for sending these names 2. Inviting nominations for post of Dist. Officers along with sample of (i) sending such nominations & (ii) consent letter of members nominated by the clubs
	District Officers	Agenda of Scrutiny Meeting
	Club Secretaries	Letter regarding nominations scrutinized and last date for withdrawal of nominations
	Election Officers	Letter regarding their nomination to the post as Scrutinizer/Teller
	Club Secretaries and PDCs	Letter regarding elections at District Conference— a. posts declared unopposed, b. posts for which elections are to take place and c. reminder for voting and deputy voting delegates (i) names, if not received (ii) bringing to the Dist. Conference letter regarding them

**Sample Table for Keeping Tab of
Correspondence Received from Clubs**

S. No.	Name of Club	Install Invitation	Congrats & Intro. Letter	History Book Info	Bulletins	Greetings	Voting Delegates	Nominations	List of Members	Minutes	Project Report
1											
2											
3											
4											

Format for Sending Corrections in Association Directory

Inner Wheel District ____
Corrections in the Association Directory 2014-15

Page No.	Heading	Printed in the Association Directory	Corrections/Additions

yours in Inner Wheel Friendship,
(Signature)

_____ (name)

District Secretary

District ____

MEMBERSHIP FORM



Member's Photo

DISTRICT NUMBER:

Inner Wheel Club of

MEMBERSHIP NO:

NAME OF MEMBER:

DATE OF BIRTH: **WEDDING ANNIVERSARY:**

NAME OF HUSBAND: **PROFESSION:**

ADDRESS WITH PINCODE:

.....

PHONE NOS: **MOB NOS:**

EMAIL: **BLOOD GROUP:**

MEMBERSHIP : Only for females above 18 years (Tick the appropriate box)

I. ACTIVE MEMBERSHIP

☐

a. Relation to Rotarian :

b. Relation to Inner Wheel :

c. Relation to Rotaract :

d. Women invited to join :

II. HONOURED ACTIVE MEMBERSHIP

☐

III. HONORARY MEMBERSHIP

☐

(not more than 4 at any given time; subject to election annually)

IV INVITED MEMBERSHIP



DATE OF MEMBER JOINING THE CLUB:

MEMBER'S SIGNATURE

CLUB PRESIDENT NAME :

SIGNATURE

CLUB SECRETARY NAME :

SIGNATURE

DISTRICT SECRETARY NAME AND SIGNATURE :

DISTRICT SEAL

Page no. 1

(On page 2)

IW POSTS AT CLUB / DISTRICT/ASSOCIATION/IIW LEVEL:

S.No.	Year	Post
-------	------	------

Page no. 2

Note:

- Use A-4 size paper for the form.
- Page no. 1 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.
- Page no. 2 is printed on the back of the form and utilized for keeping up to date the history of the member in Inner Wheel at various levels of Inner Wheel.

RESOLUTIONS

(to be passed at District Assembly)

1. Opening of Bank Account of District

In the District Committee Meeting of INNER WHEEL DISTRICT ____ held at ____ (place) on ____ 2019 it was resolved that the present Savings Account No. ____ of INNER WHEEL DISTRICT COMMITTEE ____ at ____ Bank, ____ Branch, ____ (place) be closed and reopened at ____ Bank, ____ Branch, ____ (place) for the Inner Wheel Year 1st July 2019 to 30th June 2020.

It was further resolved that the above said Account will be operated by District Treasurer Mrs. ____ as the first signatory AND District Chairman Mrs. ____ or District Secretary Mrs. ____ as the second signatory.

Proposed by : Mrs. ____, designation, Inner Wheel Club of ____

Seconded by: Mrs. ____, designation, Inner Wheel Club of ____

2. Appointment of Auditor for District Accounts

In the District Committee Meeting of INNER WHEEL DISTRICT ____ held at ____ (place) on ____ 2019 it was resolved that ____ (name of CA), Chartered Accountant, ____ (name of audit firm, if exists), ____ (place) be appointed as Honorary Auditor of INNER WHEEL DISTRICT ____ ACCOUNT for the Inner Wheel Year 1st July 2019 to 30th June 2020. It was further resolved to give him honorarium of Rs. ____.

Proposed by : Mrs. ____, designation, Inner Wheel Club of ____

Seconded by: Mrs. ____, designation, Inner Wheel Club of ____

3. Fixed Deposit

In the District Committee Meeting of INNER WHEEL DISTRICT ____ held at ____ (place) on ____ 2019 it was resolved that the amount of Rs. ____ be kept as Fixed Deposit at ____ Bank, ____ Branch, ____ (place) upto ____ (date) for the purpose of ____.

It was further resolved that the above said Account will be operated by District Treasurer Mrs. _____ as the first signatory AND District Chairman Mrs. _____ or District Secretary Mrs. _____ as the second signatory.

Proposed by : Mrs. _____, designation, Inner Wheel Club of _____

Seconded by: Mrs. _____, designation, Inner Wheel Club of _____

Note:

- **Maturity date of F.D. should not beyond June 30th 2020.**
- **‘for the purpose of _____’ will come only if F.D. or its interest is to be used for specific purpose like District events, trophies, calamities, etc.**

4. Opening of Publication Account

In the District Executive Committee Meeting of INNER WHEEL DISTRICT _____ held at _____ (place) on _____ 2019 it was resolved that the present Savings Account No. _____ of INNER WHEEL DISTRICT _____ PUBLICATION ACCOUNT at _____ Bank, _____ Branch, _____ (place) be closed and reopened at _____ Bank, _____ Branch, _____ (place) for the Inner Wheel Year 1st July 2019 to 30th June 2020.

It was further resolved that the above said Account will be jointly operated by District Chairman Mrs. _____ as the first signatory AND District Editor Mrs. _____.

Proposed by : Mrs. _____, designation, Inner Wheel Club of _____

Seconded by: Mrs. _____, designation, Inner Wheel Club of _____

Note:

- **Members proposing/seconding should be the voting delegates of their clubs.**
- ***The above are resolutions passed in District Committee Meeting. If passed in District Executive Committee Meeting, then***
 - ✓ ***It will be proposed and seconded by DEC members***
 - ✓ ***Instead of wording it as “In the District Committee Meeting” it will be “In the District Executive Committee Meeting”***
 - ✓ ***Date will change as DEC Meeting is taken one day prior to District Assembly.***

District Treasurer



District Treasurer's post is very important as **she is the custodian of funds of the District. Handling the money of the District requires CART** to carry out her work through the year. This CART is **Concentration, Accountability, Responsibility and Transparency** - the watchwords to be adhered to, as it is public funds. Complete and accurate knowledge and proper understanding of Treasurer's work is utmost important for smooth functioning. Perfect coordination and clarity will further build the image of the district.

General Duties of District Treasurer

1. **Supervises all financial matters of the District**, and all monies raised by any committee.
2. **Maintain Accounts Regularly:** District Treasurer must keep record of money received from clubs, money sent to Association Treasurer, money kept in various Accounts Savings A/c And FDRs, stock of Inner Wheel literature, lapel pins, collar, vouchers issued against payments, etc. **If accounts are maintained in accounting software, say TALLY, then take out hard copy at regular intervals for backup.**
3. **Submit Report and Statement of Accounts:** Receipts and Payments A/c and Balance Sheet to be produced **at every District Executive Committee Meeting** and District Committee Meeting having a date of maximum 3 days prior to the date of the meetings. She must update the District Executive Committee members of District finance and club membership in every meeting.

4. **Issue Account Payee Cheques:** Payments from the funds of the District Committee shall be made by **A/c Payee cheques**. Now a days multi-city cheques or at par cheques and **electronic transfers** are available. They **save on clearance time and bank commission** also
5. **I.I.W Capitation, Association, Triennial & District Dues:** Send dues received from clubs (**excluding District Dues**) time to time but see that majority of the annual dues are sent by 15th September and rest by 31st December. For members joining between 1st January and 30th June only half yearly dues (which is not exactly half as Triennial Dues remains the same) must be sent to Association Treasurer. This should be received from clubs by 31st March to be able to send to Association Treasurer at the earliest as she too has to remit to I.I.W. **Dues are payable for all Honorary Members by the club concerned.**
6. **Reply promptly to any correspondence or query received from any Inner Wheel authority** - Club President, Club Treasurer, District Chairman, Association Treasurer and Association President, etc.
7. Always **send copy of important letters** like letter of details of fees, guidelines sent and new club formation fees sent **to the District Chairman as well as other** District EC members. Always keep a copy of all your correspondence for further reference.
8. **Prompt and proper filing** especially of vouchers and bills.
9. **Guide Club Treasurers** through training programs, if possible and solve their queries promptly.
10. **Motivate Club Treasurers to work better.**
11. **Get Update of Banking:** Banks are coming up with attractive schemes to encourage people to save money and so also there are many bank policies that change from time to time with RBI regulations. Besides, each bank has a different policy. Hence for betterment of one's district, the District Treasurers must educate themselves and keep abreast with banking procedures. **Please take the NETBANKING that makes your work easiest.**

District Treasurer's Month-wise Planner



MAY to JUNE 2019

(Or up to District assembly)

1. Prepare budget

- Consult outgoing and Incoming District Chairman and Outgoing Treasurer.
- Take into account the expenses of last 3 years and any drastic change.

2. **Keep ready files and material** with yourself (mentioned in files and material).

3. **Finalize the bank in which account of the District is to be opened.**

4. **Finalize Auditor** for auditing of District Accounts.

5. **Purchase Association Directory.**

JUNE-JULY 2019- District Assembly

In District Committee Meeting at District Assembly

1. Pass

a. The **Budget**

b. **Financial Resolutions** relating to:

Opening/Transferring of Bank Account

- The Bank should be an approved Nationalized Bank or Cooperative Schedule Bank.
- It should be a Savings Account.
- Bank Account must in the name of Inner Wheel District ____.
- The financial year is from 1st July to 30th June and thus authorized signatory shall be signatories for that period only.
- Expenses in carrying out work of the District are paid out of funds of the District Committee.

Change of authorized signatories

District Treasurer will be the first signatory and District Chairman or District Secretary will be the second signatory.

Appointment of auditor

To audit the accounts along with the honorarium/fees payable to him. If the District has a Publication Account then that too is audited by the auditor as Publication Account is a part of District Account

- (i) **Fixed Deposit Receipts** (FDRs): Specify term, purpose and amount of each FDR.
- (ii) Increase in District Dues, if any: This can be done if passed by 2/3rd majority in District Committee meeting. The appropriate resolution must appear on the agenda.

Note : Before putting up in the District Committee Meeting held at District Assembly all the above have to be passed in the District Executive Meeting held prior to District Assembly

1. Receive from previous District Treasurer

a. **Files and materials** (mentioned in files and material)

b. **D.D or cash of amount remaining as balance** (Incoming District Treasurer may get final remaining balance in the District Executive Committee Meeting in September if accounts are to be finalized)

2.

3. Keep mailing list of following ready:

a. Association EC

b. Other District Treasurers

c. District EC members

d. Club Treasurers in the District

JULY

1. **Send congrats letter and Claim Form (Expense Sheet) to District Executive Committee Members** of the District to help them submit their expense details at District Executive Committee Meetings.

2. **Give letter to the Auditor appointed** along with copy of resolution attached.

3. **Receive letter from Association Treasurer** regarding the following in 1st week of July relating to annual dues (continuing members and members joining before 31st December and semi-annual dues for members joining on or after 1st January):

a. **Dues per member** details:

IIW Capitation

Association Dues

Triennial Fees

Total Fees to be sent to Association Treasurer

- b. **Format for sending dues** to the Association Treasurer at her postal address.
 - c. **Price of Inner Wheel literature:** (i) IIW Constitution & Handbook 2018 (ii) IIW Directory (iii) Association Bye-laws 2019 (iv) Association Directory (v) Guidelines for Clubs, District & Association.
 - d. **Last Date of receiving dues:** it is generally 30th September
 - e. **Mode of sending dues:** Fees or order for Inner Wheel Literature be sent to Association Treasurer by D.D by registered AD or speed post only in favor of The "Association of Inner Wheel Clubs in India" payable at
 - f. **Note :** Regarding half yearly dues if included in the same letter then the District Treasurer need not wait for letter from Association Treasurer in January. If not so then in the 1st week of January another letter is received from Association Treasurer regarding half yearly dues and again price of Inner Wheel literature, etc.
4. **Send congrats letter and guidelines** (information and instructions) to club Treasurers in the District after receiving letter from Association Treasurer. The letter should include the following:
- a. **Dues per member details**
IIW Capitation
Association Dues
Triennial Fees
District Dues
Total Fees to be sent to District Treasurer at her postal address.
 - b. **Last Date for Dues** to be sent to District Treasurer: Generally by 31st August 2019 so that District Treasurer is able to send fees to Association on time.
 - c. **Format for sending dues** to the District Treasurer.
 - d. **Price of Inner Wheel literature.**
 - e. **Mode of sending the dues:** Fees or order for Inner Wheel Literature be sent to District Treasurer by RTGS/NEFT or by D.D in favour of Inner Wheel District _A/c payable at __ (place of District Treasurer)

2. Bank Activities:

- a. **Give the bank the copy of resolution** of authorized signatories and resolution of bank sanctioned for opening the account.
- b. **Open Bank Account** with the amount received from previous District Treasurer or from your own money to be withdrawn later. This account is to be closed on 30th June 2019 because as per resolution it cannot be operated by the signatories after the above date.
- c. **Get cheque book, deposit slip book and pass book** from the bank where the account is opened
- d. **Prepare FDRs**- for one year or less than one year as decided as soon as possible (max. by end of September) to mature on or before 30th June 2020.

3. Give letter to Auditor-regarding his appointment&honorarium.

AUGUST

1. **Receive dues from clubs** in the format given (full fees up to 31st December 2019).

Check:

- **Name of the club:** It should be as per Charter (also, no short forms allowed).
 - **Amount:** Total amount paid should be proper.
2. **Receive order for Inner Wheel lapel pins, collar and IIW literature from clubs.**
 3. **Keep reminding clubs not sending fees** by due date specified in the letter sent to clubs.
 4. **Place order for Inner Wheel lapel pins, collar** taking into account the stock in hand, orders received and number of new clubs to be opened (address of sellers given below).

SEPTEMBER

1. **Send dues to Association Treasurer** in format received duly filled. Remember: this due does not include District Dues.
2. **Remind clubs not sending dues** by due date specified in the letter sent to clubs. In case club is inactive, try to convince the club members to send in membership fees for minimum of 8 to 10 members.
3. **Place order for IIW literature**, if reqd., as and when, with Association Treasurer. This should again be sent by separate D.D. and not mix it with club

dues.

4. **Send Receipts to clubs for moneys** -for dues, Inner Wheel Literature, lapel pins, collar, etc., donations, etc. received.
5. **Receive audited statement of accounts** of clubs as well as audited accounts of Trust, if any club has one. Follow up with clubs not sending audited accounts.

OCTOBER - DECEMBER

1. **Keep track of new members** in clubs **& collect their dues.**
2. **Send dues collected** to Association Treasurer.
3. **Receive dues/orders** for lapel pins, collar, Inner Wheel literature.
4. **Send receipts of dues** and order received.
5. **Send dues** to Association.
6. **Send order** received and if out of stock then place order for the same.

JANUARY

1. **Receive letter from Association Treasurer regarding half yearly dues, price of Inner Wheel literature**, etc. (same details as 1st letter received from Association Treasurer in July 2019)
2. **Send letter to Club Treasurers regarding half yearly dues**, price of Inner Wheel literature, last date of receiving dues {March end}, mode of sending dues, etc.

FEBRUARY-MARCH

1. **Receive dues. Place order for Inner Wheel literature, for Inner Wheel year 2019-20**, a copy of which is sent to Incoming District Chairman which she shall carry with her at District Chairman's Training Institute. The last date for ordering it is 31st March 2019.
2. **Send half yearly dues by 31st March.** Please note that old members are to pay full year dues. Half yearly dues are payable by members inducted on or after 1st January 2020.

APRIL to MAY

Start finalizing the accounts.

JUNE

1. **Help** Incoming Treasurer and Incoming District Chairman to **prepare budget.**
2. **Finalize Statement of Accounts** i.e, Income and Expenditure Account and Balance Sheet for the period 1st July to 30th June. Take care of **adding surplus of Publication Account** (if maintained), if any.

3. **Collect bills from District Executive Committee** to be paid at District Executive Committee held prior to District Assembly **and check the amount sanctioned in proposed budget in the beginning of the year with the actual figures.** Ensure that expenses have remained within the budgeted parameters taking into consideration the income of the year. **If the expenses have exceeded the budgeted amount then District Chairman be informed and it must be passed in Dist. EC meeting before payment.**
4. **Send the Accounts for audit.**
5. **Hand over files and material received from previous Treasurer to the Incoming Treasurer** and guides her.
6. **Withdraw FDRs and close Bank Accounts** by 30th June 2019.

JULY 2019 Onwards till following duties are discharged

1. **Follow up auditing** of Statement of Accounts.
2. **Place the audited statement in the District Executive Meeting** held one day prior to District Rally.
3. **Get audited statement passed.** Audited accounts must mention details of fixed deposits.
4. **Send copies of audited statement** to club Presidents and District Officers and PDCs by August end. It is most desirable that copies of District Accounts audited by an auditor be circulated to all clubs at least 3 weeks before the conference.
5. **Hand over the remaining files, registers and material and surplus money** pertaining to District **to District Treasurer.** All relevant records (bills, receipts and payments, voucher books and bank passbook, final audited accounts) pertaining to the year must be passed on to the incoming Treasurer and must be stored for a minimum period of 5 years.
6. **Send copy of audited accounts to Association Treasurer** of the current Inner Wheel year.

“ The strength of the team is each individual member. The strength of each member is the team. ”

--Phil Jackson

Role of Treasurer in the formation of new club:

- District Treasurer should be invited to the new club in their formation so that she can guide the new club treasurer in handling the funds and maintain the accounts.
- Dist Treasurer should give the details of the dues to both the ESO and incoming club treasurer to realise its financial commitments before fixing the annual subscription of the club.
- Make it a point to **collect the dues** soon after formation and **send a DD to Association Treasurer along with photocopy of Charter Application Form and letter of Sponsoring Club**. In case the new club is a New Gen Club then in the covering letter it must be mentioned to enable Association Treasurer to keep a record of New Gen Clubs formed.
- Clubs newly formed in the month of June will be liable to pay half yearly dues and immediately the club is liable to pay full year membership fees for the following year in the month of July. **Do not encourage to form in new clubs after April.**

Replacement /Duplicate Charter –How to apply

- If a club loses a charter, a replacement charter can be applied through the District Chairman to the Association president along with the copy of request of the club. A photocopy of the charter if available with the District is helpful.
- On receiving the Rs. 1200/- (may change year to year) from the club, District Treasurer will transfer it through a Demand Draft or NEFT/RTGS to Association Treasurer along with the club's details e.g. **District number, the date of formation of the club, charter number and date of registration.**

Files and Material

Received from the previous District Treasurer	Kept ready by District Treasurer before her year as District Treasure starts
1. Accounts of District of last 7 years	1. Day Book (Daily Transaction Record Book)
2. Rubber Stamps	2. Cash Book
3. Inner Wheel Lapel Pins and collars	3. Ledger
4. Inner Wheel Literature	4. Voucher File
● IIW Constitution and Handbook (Blue Book)	5. File for Club Membership fees received
● Association Bye-Laws (Green Book)	6. *file for correspondence from IIW, Association and District
● Guidelines Book	7. *File for outgoing correspondence
5. Balance Sheet of last 7 years	8. *General File for greetings, letter from clubs
6. Data regarding membership details of each club	
7. Receipt Book	• These could be continued in files received from previous District Treasurer.
8. Payment Voucher Book	
9. Stock Book for Inner Wheel Literature and Pins	
10. File for correspondence from IIW, Association and District	
11. File for outgoing correspondence	
12. General File for greetings, Letter from Clubs	



Format of Day Book

(Daily Transaction Record Book - date wise record)

Receipts			Payments		
Date	Particulars	Amount	Date	Particulars	Amount

Format to Remit Dues by Clubs to the District Treasurer

Sr. No.	Name of the Member	Type of Membership a. Active b. Honorary c. Honoured Active	IIW Dues RS. 350 per member	Assn. Dues RS. 45 per member	Triennial Dues RS. 15 per member	Dist. Dues RS. ___ per member	Total Dues
1.							
2.							
3.							
Total							

Also request to club treasurer to send details of the following :

- No. of members in the previous year
- No. of members who have resigned in the current year
- No. of members inducted in the current year
- No. of members in the current year
 - (i) Active Members
 - (ii) Honorary Members
 - Total Members

Format to Remit Dues by District Treasurer to the Association Treasurer



Sr. No.	Name of the Member	Type of Membership a. Active b. Honorary c. Honoured Active	IIW Dues RS. 350 per member	Assn. Dues RS. 45 per member	Triennial Dues RS. 15 per member	Total membership	Total Dues
1.							
2.							
3.							
Total							

Also send details of the following :

- No. of members in the previous year
- No. of members who have resigned in the current year
- No. of members inducted in the current year
- No. of members in the current year
 - (iii) Active Members
 - (iv) Honorary Members
 - Total Members

Format for Expenses Sheet



Inner Wheel District _____

Expenses Sheet

District Executive Committee Member's Expenditure Statement

Designation :

No. of Meeting : ____ Place of the Meeting : ____ Date :

Sr. No.	Account Head	Particulars	Amount (in Rs.)
1.	Travelling		
2.	Stationery		
3.	Printing / Typing / DTH		
4.	Xerox		
5.	Postage / Courier		
6.	Telephone		
7.	Trophy Maintenance		
8.	Prizes		
9.	IIW Literature		
10.	IIW Pins		
11.	Dist. Chairman's Assistance		
12.	Miscellaneous Expenditure		
13.	Expenses for District		
	Total		

Total (in words) : _____

Signature :

Note :

Please attach relevant bills/ vouchers in support of expenditure incurred

District Budget

BUDGET



Preparation of Budget is of top most purity for everyone be it and individual, a business of charity organization. A Budget preparation means to know your pocket before you spend

Budget brings before you the tentative layout of plan within which you have to work. In every organization petty differences of opinion arises because of finance hence proper budgeting is very important. **For practical purpose District Treasurer is required to prepare a tentative budget of her district for the coming year.**

1. **Who should prepare the budget** - Budget has to be prepared at Club, District and Association Level. The budget is prepared by the incoming Treasurer but it is not sole responsibility of any one person but collective responsibility of the both the incoming and outgoing team. Thus, Budget is prepared for the **District by incoming District Treasurer with the support and guidance of Incoming and Outgoing District Chairman and Outgoing District Treasurer.** The main reason being that the budget is prepared on the basis of actual expenditure of last year and tentative plans for the coming year.
2. **How must a budget be** - It is always better to have a conservative one. Take into account all expenses. Income be taken less. A certain amount of money must be set aside to meet contingent expenses too.
3. **How to prepare the Budget**-To prepare the budget one must collect the following information:
 4. The **actual income received** from various sources during the year and the tentative source of income in the coming year.
 5. The **payment made** earlier under various heads during the year and the tentative payment to be made in the coming year. After collection of facts put them on paper and discuss over the figures.
 6. How must be the budget be made- A budget is made before the beginning or at the beginning of the year, for the coming year 2017-18.
 7. What is to be done after the budget has been prepared- The budget has to be put forth first before Executive Committee members in the District EC Meeting and then before the District Committee Members

at the time of District Assembly. The budget then has to be proposed and seconded and passed in the both the meetings.

8. How should the budget be implemented-The Treasurer who prepares the budget has to makes all payments within the sanctioned amount after collecting all supporting documents like Claims from bills, etc. It is very important that every District EC member must work within the budget and support her payments with payments vouchers.

In case under special circumstances the expenditure crosses the budget amount and payment has to be made it is important that it is passed in the meeting and approved by the members. Budgeted amount under the head should not be utilized under any other head.

A budget need not necessarily meet all the actual expenditure but it is an estimate of payments under various heads of the payments. All expenditure over and above this has to be met by the concerned District EC member only.

The District Treasurer in a very responsible person. And a good budget at the beginning of the year puts most of the things in order. A good Treasurer is an asset and a good budget the foundation to smooth functioning of the district.

Procedure for Replacement Charter

If a club loses a charter, a replacement charter can be applied for as follows:

1. A Demand Draft for Rs. 1200 (may change from year to year) in the name of Inner Wheel District ____ be sent by the club to District Treasurer along with a covering letter specifying that the amount is sent for replacement charter.
2. Club President should send written request to District Chairman along with a photocopy of DD and photocopy of Charter (if the club has one).
3. On receiving DD from the club, District Treasurer will make and send another D.D. along with covering letter to the Association Treasurer and forward a copy of the DD to District Chairman.
4. District Chairman will now send request letter to Association President/National Representative along with
 - (i) copy of request of the club,
 - (ii) copy of DD sent by District Treasurer to Association Treasurer and
 - (iii) copy of Charter.
5. Association Treasurer will meanwhile forward DD for the said purpose to IIW Treasurer.
6. Association President will now send request for Replacement Charter along with photocopy of DD and Charter to IIW Head Quarters.
7. IIW on receipt of DD will send the Replacement Charter to Association President.
8. Association President will forward it to club through District Chairman.

Note:

- It is always recommended that the District maintains a Charter File with photocopies of all the club charters to assist in the case of replacement charter application.
- The date of Formation of the club, Charter Number and date of registration, sponsoring Rotary Club/Inner wheel club's name with their charter number is helpful.

Change of Name of Existing Club

If a club loses a charter, a replacement charter can be applied for as follows:

1. A Demand Draft for Rs. 2000 (may change from year to year) in the name of Inner Wheel District _____ be sent by the club to District Treasurer along with a covering letter specifying that the amount is sent for change in club name.
2. Club President should send written request to District Chairman along with a photocopy of DD and original Charter.
3. On receiving DD from the club, District Treasurer will make and send another D.D. along with covering letter to the Association Treasurer and forward a copy of the DD to District Chairman.
4. District Chairman will now send request letter to Association President/National Representative along with copy of request of the club, original Charter and copy of DD sent by District Treasurer to Association Treasurer.
5. Association Treasurer will meanwhile forward DD for the said purpose to IIW Treasurer.
6. Association President will now send request for Replacement Charter along original Charter with photocopy of DD to IIW Head Quarters.
7. IIW on receipt of DD will send the a new Charter with required change in name to Association President.
8. Association President will forward it to club through District Chairman.

Role of District Treasurer in Formation of a New Club

District Treasurer should be invited to the new clubs in the formation so that she can guide the new club treasurer in handling the funds and maintaining the accounts. If the Extension Service Organizer is a PDC or has been a District Treasurer then she herself can advise.

Receipts and Payments Account

Receipt	2018-19	Actuals	2019-20	Payments	2018-19	Actuals	2019-20
Opening Balance Surplus of Previous Year (including Publication A/C) Cash Bank Membership Dues recd. from Clubs (Separate for half year and full year) (IIW Capitation, Association Fees, Triennial Fees, District Dues for member @ Rs.____ Sale of I.W. Literature Sale of I.W. Pins/collars Sale of Scrap Bank Interest Other Source/s of Income, if any				Membership Dues Association Fees (Separate for half year and full year) (____ members @ Rs. 360 each and members @ Rs. 190 each, i.e., of total _____ members) EC Allowances Chairman TA; Secretary's Postage/Printing/Minutes; Treasurer; ISO; Editor I.W. Literature I.W. Pins/Collar Xerox Printing and Stationery (of letter heads, envelopes, nameplates, etc.) Postage and Courier (correspondence expenses of each DEC members to be shown separately) Meeting Expenses Telephone/Fax Traveling (of each DEC separately including ICI travel to Vice Chairman) Chairman's Assistant (Steno) Expenses Chairman's Newsletter District Banner (if to be printed) District Flags Prizes/Awards and Gifts Repair of Running Trophies Website Expenses (designing/renewing) Allowances for District Projects District Functions Bank Commission & Charges Publication A/c (if any amount given to Publication A/c) Closing Balances: Bank A/c F.D.R. with _____ Bank: For Trophies and Shields (FDR No. _____) F.D. with _____ Bank (FDR No. _____) Cash in hand (including Publication A/c)			
Total				Total			

District Extension Organizer (EO) (Extension Chairman)



*With Motto of Friendship and
Service through Clubs and Members
Expansion of Inner Wheel helps it
Grow Stronger*

Rules for District Extension Organizer or Chairman as per IIW Constitution and Association Bye-laws

1. District EO is an **Ex-officio** member of the District.
2. She **must have served on the District Executive Committee for at least one year** at the time of nomination.
3. She is **eligible for re-election annually for a maximum period of three consecutive years**.
4. She **must have experience in Inner Wheel administration** and sound knowledge of IIW Constitution and Handbook and Association Bye-laws.

Guidelines for District Extension Organizer

Extension is a very interesting assignment—a great challenge, as it is the efforts of the Extension Organizer that enlarges the canvas of Inner Wheel Friendship and Service through more clubs and members. Extension work is not only forming new clubs and increasing membership in existing clubs but reviving inactive clubs and avoiding closing of clubs.

The EO is **responsible for expansion work in the District**. The District EO should be in close contact with District Chairman and inform District Chairman about her efforts for forming new clubs and reviving and revitalizing clubs.

Extension work is 3 dimensional

- I. **Starting/Forming New Inner Wheel Clubs**— External Expansion
- II. **Continued efforts to see that the clubs grow in membership**— Internal Expansion
- III. **Revive Inactive** (dysfunctional, non-functioning) **Clubs**

Guidelines for Reporting by District EO

at DEC and District Committee Meetings

- Efforts taken for starting new clubs.
- New clubs formed – their status like formation meeting, charter application form filled/sent, charter received/not received, charter function, number of members, etc.
- Overall Membership Growth in the District, highlighting week clubs and efforts to increase their membership.
- Revival of week or non-functioning clubs, if any – efforts taken, number of members, future action plan.

Note: Details regarding formation of new clubs is given in Association Bye Law under Membership Development

Revival of Inactive Clubs

Extension work of District EO not only involves forming new clubs and increasing membership in existing clubs but reviving inactive clubs and avoiding closing of clubs.

Symptoms of Inactive (dysfunctional/non-functioning) Clubs

(at times District Dues may be paid)

1. Club Meetings are rare
2. Improper maintenance of records
3. Static Membership
4. Leadership Crisis– hesitation to take responsibility as club's EC
5. Seldom attending District events
6. Are never in touch with the District
7. Do not reply to any correspondence; sometimes do not even open/read it
8. Always talk of closing the club

Reasons of Inactive Clubs

1. Uninspiring leadership/ Lack of Proper Leadership
2. No team work
3. Politics and groupism among club members
4. Lack of funds
 - Less membership fees leading to funds far less for projects after sending District Dues
 - Sea-saw effect: Increase in membership dues – Decrease in membership

- Fund raising program, sponsorship, etc. difficult in small towns
 - Lack of voluntary contribution to service projects
5. Dull and boring Meetings
 6. Lots of writing work
 7. Having different ideas before joining
 8. Communication gap leading to lack of involvement of members
 9. Monotonous or Stereotyped functioning– No scope for new ideas about projects
 10. Not having proper IW Information and guidance
 11. Lack of interest shown by District Chairman and District EO
 12. Misunderstanding with the District
 13. Friction in Rotary Club reflected in Inner Wheel

Suggested Actions Plan

The role of the EO is very important in finding a solution. Together with the District Chairman she must use all her skills and deal with the issue with great sensitivity.

1. Call them on the Telephone
2. Identify the problem
3. Arrange for a meeting with PDC (if there is in that club), Past Presidents and members in friendly atmosphere
4. Talk to them and find a solution acceptable to all
5. Inspire confidence in them
6. Selected a member with dynamic personality as President
7. Encourage them to have friendship & fellowship programs and regular meetings
8. Appreciate their projects and programs
9. Asked to induct new members of given membership criteria to infuse new ideas
10. Take the help of club's Past Presidents or Rotarians of their Rotary Club to guide them
11. Project them at the District Functions
12. Inspire them by projecting and highlighting their achievements
13. Take special care to mention their achievements in the Chairman's Newsletter
14. Try and wish them on their birthdays and Wedding anniversaries
15. Follow up the club's development for the next three years

District International Service Organizer (ISO)



*True friends are never apart
May be in distance, but not in heart*

District ISO – An Ambassador of Friendship

District ISO plays an important role in developing friendship within the District and with other Districts and beyond. Her job includes corresponding with members from different parts of the country and the world. **She is truly an Ambassador of Friendship** who strengthens existing relations and builds new relationships. **District ISO acts as a facilitator to Club ISOs to foster friendship at various levels.**

Rules for District ISO

as per IIW Constitution and Association Bye-laws

1. She is an **Ex-officio Member** of the District Executive Committee.
2. She shall be **Chairman of International Service Committee**, if such committee exists.
3. She is **eligible for re-election for a maximum period of three consecutive years.**
4. **In the event of vacancy**, the District Executive Committee should **appoint** a qualified successor from **any past or present member of District Executive Committee.**

Duties of District ISO

I IN THE BEGINNING OF INNER WHEEL YEAR (June-July 2019)

1. **From Outgoing District ISO**
 - a. **Take guidance**
 - b. **Collect files and material**

2. **Receive Association Directory** at District Assembly (a complimentary copy is received from Association)
3. **Keep mailing list of following ready:**
 - a. Association EC
 - b. Other District Chairmen
 - c. Other District ISOs
 - d. District EC members
 - e. PDCs
 - f. Club Presidents in the District
 - g. Club ISOs in the District
4. **Send to other District ISOs**
 - a. **Congratulation and Self Introduction Letters with photo** for friendship. Letter should contain– biodata containing information about District ISO's Inner Wheel District, hometown and herself and her passport size photo.
 - b. **Send competitions** (Inter District), the results of which are to be announced at the District Rally or District Conference.
5. **Send Introductory Letters and Guidelines to Club ISOs** of the District. Guidelines will be relating to Club ISOs role and responsibilities.
6. **Receive from Other District ISOs**
 - a. **Introductory letter**
 - b. **Competitions** held by their District

II THROUGHOUT THE YEAR (2019-20)

1. **Foster Friendship at Various Levels**
 - a. Foster friendship herself and facilitate fostering of friendship at various levels of Inner Wheel by club ISOs.
 - b. Exchange flags with other District ISOs during meeting them personally at their residence or at various events held at inter-district level.
2. **Correspond– through letters, emails and calls with**
 - a. **all Club ISOs in the District to send them**
 - (i) **details of competitions** held by other districts.
 - (ii) **addresses of clubs in other Districts in India and overseas** where they could form link clubs. Encourage club ISOs to correspond with link clubs and reply promptly to the letters.
 - b. **other District ISOs of the Districts** in Association of Inner Wheel Clubs in India and inform them about the culture and activities of your District.

- c. **Secretaries of overseas clubs** to foster friendship as IIW Directory contains addresses of club Secretaries.
3. **Co-ordinate** through letter, e-mail, phone, etc. with
 - a. **District Chairman**– Keep her well informed. Also send copy of letters sent to ISOs– District and Club.
 - b. **Other members of District Executive Committee**– send copy of letters sent to Club ISOs.
 - c. **Club ISOs**– to help them get Indian and Foreign Link Clubs. Request them to send in report to the District ISO.
4. **Organize**– Inter District Meets, Zonal Meets, District Rally, Inter-District visits and friendship exchanges for members. If members are coming from other Districts then help them to visit clubs and arrange interactive forums. Could also organize competitions at District Conference to make them interesting.
5. **Participate**– in Inter-District meets and other District competitions organized by other Districts and in Association events. Please **do not forget to carry your District flags** at such events.
6. **Motivate**– club ISOs to participate and to motivate members to participate in Competitions held (i) by various clubs (ii) at various District Events of the District and (iii) Association Events.
7. **Encourage**– club ISOs for visits and exchange flag with ISOs of clubs in other Districts. Flags could also be exchanged during various Multi District events, Association and IIW events.
8. **Inform**– about
 - a. **various competitions** held by other Districts/Clubs in Inter District Meets/Rally.
 - b. **club meetings, addresses, etc. of foreign clubs** which members of home club are likely to visit. Encourage members to know people in other countries.
9. **Send copies of District Publications to other District ISOs.** Also Exchange information on worthy projects which can be mutually beneficial.
10. **Hold competitions of interest** thus bringing members of other Districts closer.
11. **Properly report at** District Executive Committee meeting and District Committee meeting.

12. **Exchange** festive **greetings**, birthdays and wedding anniversaries **with other District ISOs and DEC and club ISOs**. Could send condolence letter in case of news of death in family of District ISO of other District or Club ISO.
13. **Welcome visiting Inner Wheel members** and if possible provide home hospitality.
14. Establish personal contact with members from other Districts.
15. **Receive friendly letters** from clubs from District, Districts in Association of Inner Wheel Clubs in India and from Foreign Countries.
16. **Gift other District ISOs and club ISOs** at various events.
17. **Facilitator for International Service**— An important duty of District ISO from service perspective is to lead and encourage international service by helping provide international aid to needy people in overseas countries. She **encourages the clubs through their ISOs to look for avenues for service overseas**.

III AT THE END OF INNER WHEEL YEAR (May-June 2020)

Help incoming District ISO— pass files and material, give information of link clubs and guide her whenever she needs.

“Not all of us can do great things, but we can do small things with great love.”
- Mother Teresa

Guidelines for Reporting at District EC and District Committee Meetings

1. **Correspondence** received from and sent to other Districts – for friendship endeavor
2. **District Flags Exchanged** – friendship endeavor
3. **Events Attended**
 - a. IIW
 - b. Association
 - c. Inter-District organized by other Districts
or efforts for encouraging to members of the District for attending such events
4. **District Events Organized**
 - a. District Rally
 - b. Inter District ISO Meet
 - c. Multi District Meet
5. **Competitions Held** – for each competition
 - a. Number of Participants
 - b. Winners
6. **Participation in Competitions held by Other Districts**
7. **Encouragement to and Participation in Inter District or Overseas Service Projects**

Also do not forget to **fill in Claim and Expense Form** for reimbursement of sanctioned expenses for every District EC Meeting. For this maintain diary of expenses.

Files and Material

Files

1. **Correspondence Files :**
 - a. **Inward:**
 - (i) IIW/Association
 - (ii) Other District ISOs
 - (iii) District File (correspondence with District EC Members)
 - (iv) Club ISOs of District
 - b. **Outward:**
 - (i) Other District ISOs
 - (ii) District EC
 - (iii) Club ISOs
2. **Link Club File :** For Clubs in other Districts in India and Overseas Clubs
3. **Activity File :** of various competitions/events organized and taken part in and various events

District Editor



Districts Editor plays an important role in people coming to know about Inner Wheel. If today people know you and your district, a lot of credit for this should go to your editor.

It is the skill and efficiency of handling the **power of pen, print and electronic media.**

She is a means to publicize her district. She is the PRO of her District.

It is the District Editor who communicates and spreads information about her District, Association and IIW in an effective manner so that it can convey information with great impact.

In short, she is the link between all the clubs in the district, Association, IIW and to the society at large. Through the post one can give wings to their hidden potential and imaginations.

Rules for District Editor as per IIW Constitution and Association Bye-laws

1. She is an Ex-officio Member of the District Executive Committee.
2. Must have served on District Committee for at least one year at the time of nomination and must have been President of a club in that District.
3. She is eligible for re-election for a maximum period of three consecutive years.
4. In the event of vacancy, the District Executive Committee should appoint a qualified successor from any past or present member of District Executive Committee.

To be a good PRO of her District the District Editor requires certain qualities:

1. **Clear Vision-** What and how she wants to convey through the publications.
2. **Command over language- For effective Communication**
 - a. Vocabulary b. Grammar
 - C. Documentation d. Presentation Skill
 - e. Proof Reading (ability to check printing mistakes properly)
3. **Creative Mind-** Thinking of new ways to bring out the same thing to make it more attractive and appealing. Come up with innovative ideas. This quality is required to make publications more interesting.
4. **Cool Headedness -** At times when things go haywire, to remain cool headed till the publication is released and after releasing complaints of clubs or DEC or PDCs.
5. **Crave -** For knowledge and correct information.
6. **Convincing Power -** Strongly needed to collect advertisements from people.
7. **Computer Savvy -** Editor must have knowledge of computers or else it is difficult for her to function and she becomes handicapped especially for fast communications and e publications. Though these are inborn but to a great extent it can be learnt by hard work and persistence.

Publications by District

Chairman's Newsletter-

District Editor along with the District Chairman **publishes minimum 2 newsletters - one at the time of the Conference and other at District Assembly.**

In some Districts it is clubbed with Souvenir released at District Assembly.

It includes different events that have taken place, messages, charter presentations of new clubs, club installations, outstanding club projects, Upcoming events and other important news about the District.

The District Editor coordinates with club ISO for project reports and photographs.

- 2. District Directory** -This is **published at the end of the Inner Wheel Year**. District Editor helps the Incoming Chairman with the publication of District Directory containing detailed information of **officers** at International Inner Wheel, Association, District and Club levels.

Also provides information about District, Association and IIW.

It allows creation of new friendships and contributes towards Inner Wheel Friendship and Service. It creates link between members and the clubs in the District.

- 3. District Souvenir** - Souvenir is the **key publication of the District released at the end of the year highlighting the achievements of the District during the Inner Wheel year**.

It must include the following in it-

Messages of dignitaries,

District officer's reports,

Highlight of club activities,

Important district events,

Other interesting information about Inner Wheel and outside and winning entries of competitions held, if any.

It contains concise reports of the activities done by each club and motivates members to perform better.

Souvenir is the mirror of the District. It also contains a fair amount of advertisements that would **bring in** enough funds for its publishing and for the District. Besides these, advertisement in the Souvenir is sometimes also one of the main sources of funds for the District and for the publication.

Note: Do not print amount spent by clubs on projects; only projects undertaken under different heads and number of beneficiaries in each.

4. E-Publications-

It is publications on internet via e-mails, etc. and includes:

- a. E-Newsletter
- b. Blogs
- c. Face Book
- d. Twitter

Duties of District Editor

IN THE BEGINNING OF INNER WHEEL YEAR

1. Before starting of Inner Year pass resolution in the District Executive Committee and also in District Committee Meeting at District Assembly for opening separate Account.

in the name of the District Publication in a nationalized or cooperative schedule bank to be operated jointly by District Chairman and District Editor.

2. **From Outgoing District Editor**

a. Take guidance b. Collect files and material

3. **Prepare Budget taking into account**

Printing charges

quality of paper

number of copies and keep in mind the sources from which funds could be collected.

4. Open Publication Account in Bank as per resolution by completing the formalities required.
5. Send Introductory Letters to other District Editors for friendship.
6. Send Introductory Letters and Guidelines to Club Correspondents of the District. Guide the clubs to send their reports of activities within a particular time frame and in the prescribed format as it will simplify her work.
7. Purchase Association Directory.
8. Keep mailing list of following ready:
 - a. Association EC
 - b. National Editor
 - c. Other District Chairmen
 - e. District EC members
 - g. Club Presidents in the District

II THROUGHOUT THE YEAR

1. Collect, compile and publish current, updated information in District Publications about
 - a. IIW
 - b. Association
 - c. District
 - d. Clubs in the District
2. **Ensure interest** of the reader **through effective documentation and presentation** of Inner Wheel activities.

3. **Enhance and improve image of Inner Wheel** - As much as it is important to print the publications, it is equally important that it reaches maximum number of people from Inner Wheel and outside to reap maximum benefit. Publications are the silent machines that will do all the talking for you. It is the responsibility of District Editor to exploit all avenues to project Inner Wheel activities to the world.

a. **Send copies of publications to**

- Association Executive Committee
National Editor
- Other District Chairmen and District Editors
District Executive Committee
PDCs
- Club Presidents and Club Correspondents
Rotary Governor
libraries to access desired audience

b. **Send Inner Wheel news** of project/activities with photographs for publication in

IIW Newsletter - It is **released twice in a year** and

so all information must be sent once by the end of August and then by the end of February for timely publication. This information is sent by Association. So, do not send it directly from District and instruct clubs also to refrain from doing so.

- **Rotary Publications** like GML, Rotary News, etc.
 - **local Newspaper**- Highlight commendable Inner Wheel activities to the society through print media.
4. Be in **constant touch with National Editor**.
 5. **Encourage Club Correspondents to publish club bulletin** in print ore-bulletin.
 6. **Transparency** - All money collected should be deposited in the bank and payments should be made by cheques. This account needs to be closed before the District Treasurer
closes her account so that the funds generated are reflected in the statement of accounts of the District Treasurer in the current year itself.
 7. **Courtesy** - Timely appreciation, acknowledgement and thanking all who have helped like printer, advertiser, reader, proof reader with thanks letter, receipts and copies of publication. For advertisements

she may send request letters to advertiser with the proposed advertisement rates seeking their help and contribution.

8. Work in close contact with District Chairman -send copies of letters sent specially to Club Correspondents to her and other District EC members.
9. Maintain close bond with
 - a. District EC
 - b. Club Presidents
 - c. Club Correspondents
 - d. Other District Editors
10. Proper Reporting during District EC and District Committee Meetings.
11. Keep copies of letters sent.

III. AT THE END OF INNER WHEEL YEAR

1. Close Publication A/c before District Treasure closes her ccount. Send to District Treasurer for Audit with books and files relating to publication account.
2. Post District Directories and Souvenirs to District EC members,PDCs, clubs, Association EC and National Editor and other Incoming District Chairmen.
3. Guide Incoming District Editor and pass on files and material to her Files and Material
1. Correspondence Files
 - a. Inward Correspondence Files:
 - a. Other District Editors
 - b. District File
 - c. CCs of District
 - b. Outward Correspondence FileNewsletters Files Other Districts
3. Directory
 - b. Own DistrictAssociation Directory
- b. District Directory
4. District Letterheads and Envelopes
- Material Relating to Publication Account
1. Cheque Book
2. Pass Book

3. Accounts Books-Journal and Ledger
4. Rubber Stamp for cheque book
5. Voucher File
6. Receipt Book

So, friends, remember: District Editor is the ambassador of Goodwill for Inner Wheel in Society. It is up to her to maximize the use of pen, print and the electronic media to spread Inner Wheel in the world.

Guidelines for Reporting at District EC and District Committee Meetings

- Publication/s during the period
- Publicity of News of District in IIW Newsletter, GML, etc.
- Any specific letter from IIW/Association
- Special appreciation for publications from those who matter
- Publications received from other Districts
- Club Bulletins received
- Good Club Correspondents

Publication A/c be prepared in a separate sheet which is to be read by District Treasurer

Also do not forget to fill in Expense Form for reimbursement of sanctioned expenses in the District EC Meeting. For this maintain diary of expenses.

- d. Other District Editors
- f. PDCs
- h. CCs in the District

3. **Directory**
4. **District Letterheads and Envelopes**

Material Relating to Publication Account

- b. Own District

1. Cheque Book
2. Pass Book
3. Accounts Books-Journal and Ledger
4. Rubber Stamp for cheque book
5. Voucher File
6. Receipt Book

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Also do not forget to fill in Expense Form for reimbursement of sanctioned expenses in the District EC Meeting. For this maintain diary of expenses.

Be the change you wish to see in the world.

- Mahatma Gandhi

Agenda of Charter Presentation Function

Inner Wheel Club of _____

Inner Wheel District ____

Theme : _____

2019-20

Date :

Time :

Venue :

Master of Ceremony : _____

Agenda

Ganesh Vandana : _____

Meeting Called to order : District Chairman / Sponsoring
Rotary /
Inner Wheel President

Inner Wheel Prayer : District EO/Sponsoring Inner
Wheel Club
Secretary

Lighting of the Lamp : Chief Guest and Other
Dignitaries on the Dais

Floral Welcome : Sponsoring Rotary/Inner
Wheel Club President /New
Club President

Introduction of Charter President : District EO or President of
Sponsoring Inner Wheel
Club

Charter Presentation : District Chairman and
(also badge and collar) District EO

Speech by Charter President : Mrs. _____

Installation of Charter Team : District Chairman and District
EO

Induction of New Members, if any : District Chairman and District
EO

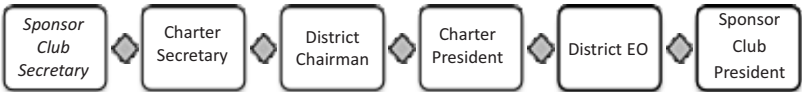
Felicitations, if any : Chief Guest District
Chairman

Message of Asso President : Charter Secretary

Introduction of Guest of Honour	: New Club member
Address by Guest of Honour	: District EO
Introduction of Chief Guest	: New Club member
Speech by Chief Guest	: District Chairman
Presentation of Mementos	: Charter President
Vote of Thanks	: Charter Vice President
Secretary's Final Announcement	: Charter Secretary
National Anthem	: All
Meeting adjourned	: Charter President
National Anthem	

Lunch/Dinner/High-tea

Please Note : *Seating Arrangement on Dais*



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

--Vince Lombardi



AGENDA FOR DISTRICT EXECUTIVE COMMITTEES

Inner Wheel District _____

Theme _____

----- (No. of meeting) District Executive Committee Meeting

Date :

Time :

Venue :

Agenda

1. **Meeting Called to Order** : District Chairman _____
2. **Inner Wheel Prayer** : District Secretary _____
3. **Welcome and Opening Remarks** : District Chairman _____
4. **Apologies for Absence** : District Secretary _____
5. **Condolence, if any** : District Chairman _____
6. **Attendance** : District Secretary _____
7. **Confirmation of Minutes of last EC Meeting** : District Secretary _____
8. **Matter arising out of Minutes**
9. **Finance** – District Treasurer _____
 - (i) Pass the Audited Statement of Accounts for the period 1st July 20__ to 30th June 20__
 - This is taken up if the accounts are audited
 - (ii) Pass Statement of Accounts for the period 1st July 20__ (starting of the year) to _____ 20__ (date maximum 3 days prior to meeting)
 - (iii) Pass Audited Statement of Receipts and Payments of Publication Accounts for the period 1st July 20__ (starting of the year) to 30th June 20__ (date maximum 3 days prior to meeting)
 - This is taken up if the accounts are audited
 - (iv) Pass Statement of Receipts and Payments of Publication Accounts for the period 1st July 20__ (starting of the year) to _____ 20__ (date maximum 3 days prior to meeting)
 - (v) Pass the Budget for the Inner Wheel Year 20__ -20__.
 - Taken up in the DEC held prior to District Assembly
 - (vi) Sanction of Bills
 - (vii) Financial resolutions (like shifting of bank account, change in

signatories, changes, sanction expenses for a program, FDRs, etc.)

- (viii) Audited statement of District Event submitted by host club (this is just for information and financial discipline and need not be discussed in detail).

10. Correspondence :

- (i) District Chairman _____
(ii) District Secretary _____

11. Reports of District Officers :

- (i) District Chairman _____
(ii) District Vice Chairman _____
(iii) AC Member _____
(iv) District Secretary _____
(v) District Treasurer _____
(vi) District ESO _____
(vii) District ISO _____
(viii) District Editor _____

12. Discussions on District Events, Meetings, Elections and Matters like proposals/amendments to IIW Constitution and Handbook, Association Bye-laws (for each item discussed separate number on agenda be given)

13. Resolutions, if any

14. Nominations, if any, for the post of Association or IIW or Appointment as Deputy AC Member

15. Any other matter with the permission of District Chairman _____

16. Observation by Association President _____ (if present)

17. Concluding Remarks : District Chairman _____

18. Vote of thanks : District Vice Chairman _____

19. Meeting adjourned : District Chairman _____

20. National Anthem

Name

District Secretary



CHAIRMAN'S INSTALLATION FUNCTION

Agenda

- Agenda 1 : Meeting Called to Order : District Chairman
- Agenda 2 : Lighting of the Lamp : District Chairman
- Agenda 3 : Inner Wheel Prayer : District Secretary
- Agenda 4 : Invocation Song : Host Club
- Agenda 5 : Welcome Address and : Host Club
Floral Welcome
- Agenda 6 : Messages and Greetings : District Secretary
- Agenda 7 : Welcome and Review of Year 20_ -
20_ : District Chairman _____
- Agenda 8 : Release of District Chairman's Newsletter and District Souvenir
- Agenda 9 : Introduction of Incoming District Chairman : District Chairman

- Agenda 10 : Introduction of Guest of Honor, if any : District Secretary
- Agenda 11 : Greetings by Guest of Honor
- Agenda 12 : Installation of New Team and Address by Newly Installed District Chairman -----
- Agenda 13 : Introduction of Chief Guest : District _____
(if Association President is there then she is the Chief Guest and AC Member introduces her)
- Agenda 14 : Address by Chief Guest _____
- Agenda 15 : Blessings by dignitaries : PDC
- Agenda 16 : Presentation of Mementos to Dignitaries
(Chief Guest and Guest of Honour/s)
- Agenda 17 : Vote of Thanks : Host Club
- Agenda 18 : Meeting Adjourned : District Chairman
- Agenda 19 : National Anthem
- Name

District Secretary

* If District Awards are given in a separate function in District Assembly

Inner Wheel District ____

Theme

DISTRICT AWARDS FUNCTION

(time)

Agenda

- | | | |
|----------|---------------------------|------------------------------|
| Agenda 1 | : Meeting Called to Order | : Outgoing/Incoming DC |
| Agenda 2 | : Opening Remarks | : Outgoing District Chairman |
| Agenda 3 | : Awards | : Outgoing District Chairman |
| Agenda 4 | : Closing Remarks | : Outgoing District Chairman |
| Agenda 5 | : Vote of thanks | : Host Club |
| Agenda 6 | : Meeting Adjourned | : Outgoing/Incoming DC |
| Agenda 7 | : National Anthem | |

**Agenda 1 and 6 is by Outgoing/Incoming District Chairman depending on whether Installation function has taken place or not.*

“ Coming together is a beginning. Keeping together is progress. Working together is success. “

--Henry Ford



AGENDA FOR DISTRICT ASSEMBLY

Inner Wheel District _____

Theme _____

_____ (No. of Assembly) District Assembly "specific name given"

Date :

Time :

Venue :

Host :

Registration and Breakfast: time _____

Briefing Session for Club Officers: time _____

DISTRICT COMMITTEE MEETING AND BUSINESS SESSION

(time) _____

Agenda

- | | | |
|----------|---|----------------------|
| Agenda 1 | : Meeting Called to Order | : District Chairman |
| Agenda 2 | : Inner Wheel Prayer | : District Secretary |
| Agenda 3 | : Welcome & Opening Remarks | : District Chairman |
| Agenda 4 | : Apologies for Absence | : District Secretary |
| Agenda 5 | : Condolence (if any) | : District Chairman |
| Agenda 6 | : Confirmation of Minutes of Last District Committee Meeting & Business Session (District Conference) | : District Secretary |
| Agenda 7 | : Matters arising out of Minutes | |
| Agenda 8 | : Finances | : |

District Treasurer _____

- (i) Pass the Audited Statement of Accounts for the period 1st July 20__ to 30th June 20__ (if audited by District Assembly)
- (ii) Pass Statement of Accounts for the period 1st July 20__ (starting of the year) to _____ (date maximum 3 days prior to meeting)
- (iii) Pass Audited Statement of Receipts and Payments of Publication Accounts for the period 1st July 20__ (starting of the year) to 30th June 20__ (if audited by District Assembly)
- (iv) Pass the Statement of Receipts and Payments Account of No. ____

Inner Wheel District Publication Account for the period 1st July 20__ to _____ 20__ (date maximum 3 days prior to meeting)

(v) Pass the budget for the Inner Wheel Year 20__ - 20__

(vi) Resolutions for District and Publication Account :

- a. Shifting of Bank A/C of No. ____ Inner Wheel District
- b. Appointment of Auditor of No. ____ Inner Wheel District Account
- c. Shifting of Bank A/C of No. ____ Inner Wheel District Publication Account
- d. Renewal of FDR/Short term deposits for various purposes (if more than 1 then each FDR could be taken separately)
- e. Audited statement of District Conference (for financial discipline)

vii) Any other Financial Resolution

Agenda 9 : Correspondence

- (i) District Chairman _____
- (ii) District Secretary _____

Agenda 10 : Reports by District Officers

- (i) District Chairman _____
- (ii) District Vice Chairman _____
- (iii) AC Member _____
- (iv) District Secretary _____
- (v) District Treasurer _____
- (vi) District ESO _____
- (vii) District ISO _____
- (viii) District Editor _____

Agenda 11 : Resolutions, if any : District Chairman

- (i) Nomination for the post of Association President / Vice President
- (ii) Any other resolutions

Agenda 12 : Release of District Directory/Newsletter/Souvenir

(it could be at installation function too)

Agenda 13 : Reports of Special IIW / Association Events attended like Triennial Conference,

South Asia Rally, IIW Convention, Felicitation Functions of IIW Presidents held at multi-district or all-India level (for each item discussed separate number on agenda be given)

Agenda 14 : Discussions on District Events, Meetings, Elections and Matters like proposals/amendments to IIW Constitution and Handbook/Association Bye-laws
(for each item discussed separate number on agenda be given)

Agenda 15 : Resolutions, if any

Agenda 16 : Any other discussion with the permission of the Chair

Agenda 17 : Roll Call : District Secretary

Agenda 18 : Venue of Next District Function

Agenda 19 : Awards Presentation : Outgoing DC

Agenda 20 : Introduction of Association President : AC Member
(if present)

Agenda 21 : Address by Association President (if present)

Agenda 22 : Concluding remarks : District Chairman

Agenda 23 : Vote of thanks : Dist. Vice Chairman

Agenda 24 : National Anthem : All

Agenda 25 : Meeting Adjourned : District Chairman

Agenda 26 : National Anthem

Name

District Secretary

Note:

- To save time Business Session and District Committee Meeting are held together. In District Committee Meeting only voting delegates participate (Agenda No. 6 to 8, 11, 14, 15)
- Roll Call be mentioned in minutes in a tabular form:

S.No.	Name of Club : Inner Wheel Club of	No. of Members
Present		
1	Total	



AGENDA FOR DISTRICT CONFERENCE

Inner Wheel District _____

Theme :

_____ (No. of Conference) District Conference "specific name given"

Inaugural Function

Date: Time:

Venue: Host:

Registration:

Registration and Breakfast : time

Agenda

- Agenda 1 : Meeting Called to Order : Host Club President
Agenda 2 : Inner Wheel Prayer : District Secretary
Agenda 3 : Lighting of the Lamp : Association President
& Dignitaries on the dais
Agenda 4 : Invocation Song : Host Club Member
Agenda 5 : Welcome : District Chairman
Agenda 6 : Floral Welcome : Host Club
Agenda 7 : Welcome : Conference Chairman
Agenda 8 : Greetings and Messages : District Secretary
Agenda 9 : Address : District Chairman
Agenda 10 : Release : Association President

a. District Chairman's Newsletter or Chief Guest

b. Conference Souvenir of Host Club

- Agenda 11 : Greetings and Blessings : Dignitaries
Agenda 12 : Introduction of Chief Guest : AC Member
(AC member introduces if Association President is present or else any senior member)
Agenda 13 : Address by Chief Guest :
Agenda 14 : Presentation of Mementos : Dist. Chairman
Agenda 15 : Vote of thanks : Host Club Convener
Agenda 18 : National Anthem
Agenda 19 : Meeting Adjournment : Host Club President
Agenda 20 : National Anthem

DISTRICT COMMITTEE MEETING AND BUSINESS SESSION : (Time)

Agenda

1. Meeting Called to Order : District Chairman
2. Inner Wheel Prayer : District Secretary
3. Floral Welcome : Host Club
4. Welcome and Opening Remarks : District Chairman
5. Apology of Absence : District Secretary
6. Condolence, if any : District Chairman
7. Roll Call of Voting Delegates : District Secretary
8. Confirmation of Minutes of last meeting : District Secretary
9. Matter arising out of Minutes
10. Finance – District Treasurer
 - (i) Pass the Audited Statement of Accounts for the period 1st July 20__ to 30th June 20__.
 - (ii) Pass Statement of Accounts for the period 1st July 20__ to maximum 3 days prior to Conference.
 - (iii) Pass the Audited Statement of Publication Account for the period 1st July 20__ to 30th June 20__.
 - (iv) To pass Statement of Receipts and Payments of Publication Account for the period 1st July 20__ to maximum 3 days prior to Conference
 - (v) To pass Audited Statement of District Rally
 - (vi) Financial resolutions, if any
11. Correspondence:
 - (i) District Chairman
 - (ii) District Secretary
12. Reports by District Officers
 - (i) District Chairman
 - (ii) District Vice Chairman
 - (iii) AC Member
 - (iv) District Secretary
 - (v) District Treasurer
 - (vi) District ESO
 - (vii) District ISO
 - (viii) District Editor

13. Project Report of Clubs during the year: Club Presidents
14. Reports on IIW/Association Events (for each item separate number on agenda be given)
15. Discussions on IIW/Association/District Events, Meetings, Elections and Matters like Proposals/amendments to proposals of IIW Constitution and Handbook, Association Bye-laws (for each item discussed separate number on agenda be given)
16. Resolutions, if any
17. Nominations, if any, for the post of Association Secretary / Treasurer or IIW or Appointment as Deputy AC Member
18. Announcement of Elections : District Secretary
19. Announcement of Election Officers/ : District Chairman
Tellers
20. Floral Welcome of Election Officers/ : District Chairman
Tellers
21. Voting Instructions : District Chairman _____
22. District Elections : District Chairman _____
 - (i) Declaration of unopposed District Executive Committee members for the year
20__-20__ – District Chairman _____
 - (ii) Introduction of Candidates – Election Officer
 - (iii) Rules for Voting – Election Officer
 - (iv) Roll Call of Voting Delegates – District Secretary
 - (v) Casting of Votes by Voting/Deputy Voting Delegates
23. Open Session (could be taken while counting is on)
24. Announcement of Results : Election Officers
of District Election
25. Welcome of next year's : District Chairman
District Executive Committee
26. Introduction of : District Chairman
Incoming District Chairman
27. Acceptance Speech : Incoming District Chairman
28. Venue of District Assembly

29. Announcement of Prizes of : District ISO & Host Club
Various Competitions
30. Roll Call : District Secretary
1st Registration
Maximum Attendance
Full Team Registration
31. Impressions of District Conference : Delegates (1 to 2)
32. Any other matter with the permission of District Chairman
33. Observations : Association President
34. Concluding Remarks : District Chairman
35. Vote of Thanks : District Vice Chairman
36. National Anthem : All
37. Meeting Adjournment : District Chairman
38. National Anthem