

GUIDELINES FOR CLUBS, DISTRICTS AND ASSOCIATION



ASSOCIATION OF
INNER WHEEL CLUBS IN INDIA
2020-21

Compiled and Edited by

Dr. Rashmi Sharma

Association CCCC 2019 - 2022

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
Endeavoring to make our badge of Inner Wheel worthwhile
Ensuring that we have not
Lived in vain

इनरव्हील प्रार्थना

मित्रभाव के सत्य अर्थ को, हम सब में हे ईश्वर भर दो ।
हम सब ही हैं तेरे बालक, भूलें ना यह इतना कर दो ॥
धर्म और संस्कृति भेदों का, मन में नहीं स्थान रहे ।
सभी मानवों की सेवा का, हमें सदा ही ध्यान रहे ।
आवश्यकता हमें मदद की, हो सकती है यह याद रहे ॥
सेवा करने की जरूरतें, जहाँ कहीं भी आन पड़े ।
सेवा करने को सब जन की, तत्पर हम सब डटे रहें ॥
“इनरव्हील” कि शान बढ़ाये, यह वर हमें प्रदान करो ।
मानव जीवन व्यर्थ न जाये, प्रभू यह कृपा प्रदान करो ॥

GUIDELINES FOR CLUBS, DISTRICTS AND ASSOCIATION



ASSOCIATION OF INNER WHEEL
CLUBS IN INDIA
2020-21

Compiled and Edited by

Dr. Rashmi Sharma

Association CCCC 2019 - 2022

Dear Inner Wheel Members,

Inner Wheel Greetings!

It gives me immense pleasure to compile and edit the Association Guidelines Book 2020-21. It is like a dream come true for me.

Inner Wheel is ours and we all must know about what is ours. As a simple member I would not understand the full form of ISO, or why Rally is not going into the streets, what is OCV, etc. Slowly along the way I learnt it and realized that many are like me. There were my seniors in the club – 2 PDCs when I joined the club, to tell me. When I entered the District each District Chairman under whom I worked as District EC member till I became a Chairman myself were always there to teach me and tolerate my doubts about the functioning of clubs and District. And I learnt a lot from the District Chairman paying visit to my club and Association Presidents paying visit to my District. Each one taught something new and important.

I was lucky enough to enter the Association as Hon. Secretary and I got to learn a lot from working with then Association President and now Past IIW President Dr. Kapila Gupta. And as Association President myself I saw the functioning of various Districts and picked up good procedures, patterns applied by them. It also allowed me to meet PAPs (including Past IIWPs) who are a bundle of knowledge and from whom I learnt a lot.

I really felt happy the time I was elected as Association CCCC as I knew that I would get a chance to come up with Association Guidelines Book, an initiative of PAP Dr. Saroj Lalwani followed by previous Association CCCCs. As a District Chairman I had prepared detailed guidelines for Club Executive Committee members and Club functioning and once again as Association President I prepared detailed guidelines for District EC and District functioning as well as guidelines for Association Secretary and Treasurer. The main aim was to help them function efficiently.

I have always believed that 'Knowledge is Power'. Gaining knowledge is the 1st step "Gaining knowledge is the first step to wisdom, sharing it is the first

step to humanity". In fact, knowledge is only increased when we share it with ours. This is the time for me to share the whatever knowledge I have gained. I have tried to come up with detailed guidelines. Hope it turns out to be useful to you. In this endeavour my Committee Members – Past IIW President Abha Gupta, Past IIWBD Vimala Abraham, PAP Pushpa Suryamurty and PAP Prabha Raghunandan have helped me a lot. I also thank Mamta Gupta, Association President 2019-20 for helping me get these guidelines published at a reasonable price.

This book contains all what you would require for efficient functioning of Club, District and Association. The guidelines and information in this guidelines book are as per IIW Constitution and Handbook and Association By-law.

No knowledge is enough. Do continue to learn more and more of Inner Wheel to fall in love with it. **Use the Knowledge. TAP** – Train Yourself, Amass Knowledge and Gain Power. With the Knowledge Tap you can become Apt and at the end of your year as a District Chairman you can Pat your own back.

So, my dear friends, make full use of this guidelines book and enrich yourself and act on knowledge gained.

Yours only,



Dr. Rashmi Sharma
Association CCCC 2019 - 2022
Association of Inner Wheel Clubs in India

INDEX

S. No.	Topic	Page No.
1.	ORGANIZATION OF INNER WHEEL	1
2.	GUIDELINES FOR CLUBS	3-59
i)	General Guidelines for Clubs	3
ii)	Guidelines for Club Executive Committee	5
a)	Guidelines for Club Presidents	5
(1)	Duties and Files and Material	5
(2)	Suggested Formats Helpful for President – Banner, Envelopes, Letterhead	10
(3)	Guidelines For Installation Function – invitation, agenda and seating arrangement	12
(4)	Agendas of EC And General Body Meetings	14
(5)	Format of Memo/Proforma Of Club History – Plans And Projects	26
(6)	Official Visit of District Chairman – Tips for Successful Planning and Execution of District Chairman’s Visit Format of Schedule of District Chairman’s Visit Invitation Card for Chairman’s Visit Agenda for General Body Meeting During Official Club Visit of District Chairman	18
(7)	Charter Presentation – Invitation, Agenda of Charter Presentation Function, Seating Arrangement on Dais	24
(8)	Projects – Agenda for Projects, Reporting of Projects	26
(9)	Annual Report for IIW in Relation to Statistics and UN Project	27
(10)	Welcome to New Members	27
b)	Guidelines for Club Vice Presidents (VP)	28
c)	Guidelines for Immediate Past Presidents (IPP)	28
d)	Guidelines for Club Secretary	28-40
(1)	Duties and Files and Material	28
(2)	Suggested Formats Helpful For Secretary – Notice of Executive Committee Meeting/General Body Meeting Minutes of General Body Meeting	32

Resolutions – Related to Bank and Appointment of Auditor
 Letter for Voting and Deputy Voting Delegates, History Book

e)	Guidelines for Club Treasurers	41
(1)	Duties and Files and Material	41
(2)	Suggested Formats Helpful For Treasurer – Rubber Stamp For Cheque Book Table To Remit Fees To The District Treasurer, Voucher Book Treasurer’s Report at Club Meetings – Receipt and Payments Account of Club’s Club Account and Charity Account Table for Details Of Fixed Deposits	47
f)	Guidelines For Club International Service Organizer (ISO)	52
(1)	Duties and Files and Material	52
(2)	Suggested Design of Club Flag	55
g)	Guidelines for Club Correspondents	55
(1)	Duties and Files and Material	55
(2)	Guidelines for Club Bulletins	57
h)	Guidelines for Other Members Of The Executive Committee	58
i)	Club Constitution Committee Chairman	58
3.	GUIDELINES FOR DISTRICTS	60-135
i)	General Guidelines for Districts	60
ii)	District Meetings	60
iii)	Guidelines for District Executive Committee	61
a)	Guidelines for District Chairman	61
(1)	Duties, Files and Material and Reporting at District EC and District Committee Meetings	61
(2)	Format of District Letter Head	70
(3)	Format of Envelope	71
(4)	Official Club Visit To Clubs – What To See, Do And Guide, OCV Checklist For Club Files And Material, Checklist for Official Club Visit Of District Chairman	71
(5)	Checklist for Official Visit to The District by Association President	76

(6)	Format for Reporting of Correspondence By District Chairman at DEC Meetings And District Committee Meetings	77
(7)	Annual Report for IIW In Relation to Statistics And UN Project	78
b)	Guidelines for District Vice-Chairman	79
c)	Guidelines for Association Council (AC) Member – Duties and Reporting at District EC And District Committee Meetings	80
d)	Guidelines for District Secretary	80
(1)	Duties, Files, Registers, Books and Material and Reporting at District EC and District Committee Meetings	82
(2)	Agendas of District Meetings – District Executive Committee Meetings, District Assembly – District Committee Meeting and Business Session, Agenda of Installation, Agenda of Awards Function, District Conference – Inaugural Function, District Committee Meeting and Business Session	92
(3)	Checklist for District EC Meeting and District Assembly / Conference	102
(4)	Table for Keeping Tab of Correspondence	103
(5)	Format for Sending Corrections in The Association Directory	103
(6)	Requirements for Elections	103
(7)	Resolutions – Relating to Bank And Appointment of Auditors	104
(8)	Format for Membership Form	106
e)	Guidelines for District Treasurer	107
(1)	Duties and Files and Material	107
(2)	Preparation for District Executive Committee Meetings and District Events	115
(3)	Sample of Rubber Stamp	116
(4)	Address of Dealers in IW Pins, Collars, etc. Authorized by IIW	116
(5)	Various Forms and Formats – Day Book Format to Remit Dues by District Treasurer to Association Treasurer	117

	Format for Record of Dues By District	
	Claim Form	
	Reporting of Membership Details in District EC And District Committee Meetings	
	Receipt Book	
	Voucher Book	
(6)	Procedure for Replacement Charter/Change of Name of Existing Club	122
(7)	Budget	123
f)	Guidelines for District Extension Service Organizer (ESO) – Duties And Reporting at DEC and District Committee Meetings	124
g)	Guidelines for District International Service Organizer (ISO)	124
(1)	Duties, Files, Registers, Books and Material and Reporting at District EC And District Committee Meetings	124
(2)	Design of District Flag	128
h)	Guidelines for District Editor	128
(1)	Duties and Files and Material	128
(2)	Publications by District	131
(3)	Guidelines for Publications	132
(4)	Guidelines for Reporting at District EC and District Committee Meetings	132
iv)	Guidelines for District Constitution and Credential Committee Chairman (CCCC) Role responsibilities and Format of Credential Form	133
3.	GUIDELINES FOR ASSOCIATION	136-202
i)	Guidelines for Association Executive Committee	136
a)	Guidelines for Association President as National Representative (NR)	136
b)	Guidelines as Association President	138
(1)	Duties	138
(2)	National Representatives Report 20__-20__	140
(3)	Checklist for District Executive Committee Meeting During Official Visit to The District	141
(4)	Agendas – ICI, Installation Function, 1 st Association Executive Committee Meeting, 1 st Assn EC Meeting, 1 st AC Meeting, 2 nd Assn EC Meeting, 2 nd AC Meeting	143

c)	Guidelines for Association Vice President/Deputy NR	153
d)	Guidelines for Immediate Past Association President	154
e)	Guidelines for Honorary Association Secretary	154
(1)	Duties	154
(2)	Reporting at Association EC And AC Meetings	167
(3)	Formats – Format for Reporting Correspondence, Record of Ballot Papers, Summary of Balloting of Districts Reported at Assn EC/AC Meetings	167
f)	Guidelines For Honorary Association Treasurer	168
(1)	Duties	168
(2)	Format of Important Resolutions to be Passed in 1 ST Association EC and AC Meetings as Incoming Treasurer – Bank Resolutions and Appointment of Auditor	177
(3)	Budget	179
(4)	Reporting at Assn EC and AC Meetings	179
(5)	Format for Keeping Record of Dues By Districts	186
ii)	General Guidelines for Association EC	186
iii)	Guidelines for Association CCCC	186
iv)	Guidelines for National Editor	189
v)	Guidelines for The Association (Triennial) Conference	190
a)	The Conference Agenda	191
b)	Roles and Duties of Committee Members of Conference – Duties of Association Conference Chairman, Association Conference Secretary and Association Conference Treasurer	191
c)	Procedure for Voting	193
d)	Proposals to Amend The Association Bye-Laws, District Committee Rules And Club Rules	194
e)	Procedure for Sending Proposals to Association CCCC For Triennial Conference	195
f)	Triennial Finance	199
g)	Association Meetings and Events	201
4.	GENERAL INFORMATION AND GUIDELINES	203-256
i)	Governing Body in Inner Wheel – at IIW, Association, District and Club level	203
ii)	Protocol in Inner Wheel – for Seating Arrangements, addressing Dignitaries, Visit by Inner Wheel Dignitaries and Correspondence	204

iii) Election – Importance & Procedure – at Club, District, Association and IIW level with required formats for nomination forms, ballots, ballot envelopes	208
iv) Eligibility of Nominees – at Club, District, Association and IIW level	220
v) Nomination of Voting Delegates – to District Committee, Triennial Conference and IIW Convention	222
vi) Membership Development – Internal Expansion (increasing and retaining members in existing clubs), External Expansion (forming new clubs) and Revival of Inactive Clubs	224
vii) Budget	244
viii) Preparing for Events	245
ix) Publicizing Inner Wheel	253
x) Fallow Year at Different Levels	256
xi) Handing Over of Files and Material by Outgoing to Incoming	256

ORGANIZATION OF INNER WHEEL

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

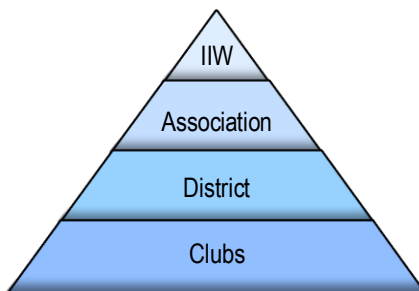
Clubs: A club consists of minimum 10 women related to Inner Wheel and Rotary or prominent women from society invited to join Inner Wheel. Each club elects its own officers and enjoys considerable autonomy within the framework of Inner Wheel Constitution and Bye-laws. They are the ones who do service to the society.

Districts: Minimum 4 clubs together form a District. There are 27 Districts in Association of Inner Wheel Clubs in India, each led by District Chairman.

Association: There are in all 15 Associations in Inner Wheel which function at the national level. In Association of Inner Wheel Clubs in India there are 27 Districts at present.

International Inner Wheel (IIW): IIW with its headquarters in Manchester, U.K. is the apex administrative body for 104 countries in which Inner Wheel exists.

Hierarchy of Inner Wheel



What is Inner Wheel?

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

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

Inner Wheel Emblem (Logo)

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

Importance of the Inner Wheel Badge (Lapel Pin)

It is a proud privilege to be a member of Inner Wheel and to have "Visibility for Vision" showing your identity as its member. Inner Wheel Badges are to be worn by members at Inner Wheel meetings, functions and projects and also while travelling abroad too. You never know when you will meet your friend of Inner Wheel and will enjoy her hospitality. Colour of Inner Wheel Badges should be uniform Royal Blue and Gold for Clubs and Light Blue and Gold for Districts.

Objects of Inner Wheel

To Promote True Friendship

सच्ची मित्रता को बढ़ावा देना

To Encourage the Ideals of Personal Service

व्यक्तिगत सेवा को प्रोत्साहन

To Foster International Understanding

अन्तर्राष्ट्रीय सद्भावना को बढ़ावा

GUIDELINES FOR CLUBS

GENERAL GUIDELINES FOR CLUBS

1. **Inner Wheel Year:** The new Inner Wheel year starts from 1st of July to end on 30th June
2. **Formation of a Club:** Minimum 10 Active Members are required to form a Club
3. **Colour of Inner Wheel Emblem, Badges and Collar:** should be uniform Royal Blue for Clubs
4. **Meetings:**
 - i) Club Executive Committee (EC) Meeting: Should be held as and when necessary – but minimum 2 is recommended
 - ii) General Body Meetings: Every Year at least 10 General Body Meetings should take place as decided by the members
 - iii) Annual General Meeting: One to be held in June by 30th June
 - iii) Special Meeting: May be called by the President or when requested by not less than 20% of the total members and at least 48 hours' notice shall be given for such meeting
5. **Quorum of Meetings:**
 - i) For General Body Meetings: 20% of Members of club
 - ii) For Club Executive Committee Meeting: 4 Members of ECA non-member, for any reason invited, should at no time be present when business is discussed
7. **Membership in Clubs:**

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

 - i) **Active Membership:**
 - a) Women related to present or former Inner Wheel members
 - b) Women related to Rotarians/former Rotarians
 - c) Women who have been invited to join – provided that a majority of the Club members agree.

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

- ii) **Honoured Active Membership:** It is an Award. A Club may confer Honoured Active Membership on an Active Member who has given outstanding service to Inner Wheel. The Club will pay the members' dues for the year in which Honoured Active Membership is awarded. In the following years, she retains Honoured Active status, but pays all her own dues. Such a member continues to retain all the rights of Active membership for life.
 - iii) **Honorary Membership:** International Inner Wheel, National Governing Bodies, Districts and Clubs may invite distinguished persons whom they wish to honour, to become an Honorary Member. Honorary Members have no vote and cannot hold any office on any administrative level of the organisation. The member should not exceed 4 at any given time. Such member shall be subject to nomination and election annually.
8. **Transfer:** An Active Member may in some circumstance, provided both clubs agree, and permission is obtained from the District Executive Committee/s, transfer to another IW Club
 9. **Resignation:** A month's notice of resignation must be given in writing to the Secretary before the end of May. The subscription and any indebtedness to the club shall be paid to the end of the year in which the notice expires
 10. **Termination:** Active Membership can be terminated on failure to pay the annual subscription by 31st December or exclusion for serious reasons, the member concerned having a right to reply.

Please Note:

- Be prompt in replying especially to an invitation, circular or letter.

- Members should wear Lapel Pin at all Meetings.
- Do not ask invited Inner Wheel Dignitary or Guests for any contribution, sunshine and raffles.
- Do not impose yourself on others while visiting other Cities, Districts or Countries.

GUIDELINES FOR CLUB EXECUTIVE COMMITTEE

GUIDELINES FOR CLUB PRESIDENTS

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

DUTIES AT MEETINGS:

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

OTHER DUTIES:

1. Have sound knowledge of IIW Constitution and Handbook, Association Byelaws, District Committee Rules and Club Rules Book and refer to them without hesitation. If the club does not have one, then it can be obtained by placing an order through District Treasurer or downloaded from IIW and Association websites.
2. The President should also oversee the duties of other club officers, especially Secretary, month-wise and general every now and then.

3. Work in harmony with the Secretary because she is like your better half.
4. Increase membership.
5. Arrange as many as possible fellowship programs with the help of Club ISO.
6. Make the club meetings as interesting as possible.
7. Be prompt in correspondence with International and Association and District officers.
8. Encourage and persuade members to attend club and district functions in large numbers.
9. Devote time to Inner Wheel work during the year.
10. Be just in her decisions.
11. Make sure of unity and frankness amongst the fellow members.
12. Act immediately and ensure that each member is contributing her bit by rendering some personal service.
13. Offer hospitality freely to the Inner Wheel members outside one's own club.
14. Celebrate club Charter Day with fun-fare and bang and worth-while projects.
15. Send Birthday, Wedding Anniversary, and other festive wishes to District Officers and fellow Presidents.
16. Be in constant touch with District Chairman and District Secretary.
17. Celebrate as many days like World Health Day, Population Day, etc. and good occasions as possible.
18. Take useful projects – at least one in a month.
19. Send reports as and when asked by the District Chairman.

PRESIDENT'S DIARY

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

April to June:

1. Get old files and material from Outgoing President to get some idea regarding work as President.
2. Read the Inner Wheel literature provided carefully.

3. Plan Budget for the year with the help of outgoing President and Outgoing and Incoming Treasurer.
4. Attend the District Assembly. Buy Association Directory there or place order with District Treasurer through club Treasurer. If available online, you can download it.
5. Arrange briefing session for the incoming team with the help of Past Presidents. Give them write-up on their duties.
6. Consult outgoing President and Secretary and Treasurer and Incoming Secretary for important and financial decisions to be taken at Annual General Meeting (AGM). Ensure that the decisions are taken at the AGM.
7. Collect all remaining files and material from outgoing President's in the last week of June.

July:

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

August:

1. Send Friendship Bands to District Officers and fellow Presidents.
2. Coordinate with Treasurer regarding dues sent to District and help in collection of dues from members who have not paid.

3. Encourage members to be nominated for District Executive Committee post to represent your club.

September and October:

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

November to December:

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

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

February to March:

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

April:

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

May to June:

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

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

FILES AND MATERIAL:


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

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

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


SUGGESTED FORMATS HELPFUL FOR PRESIDENT

DESIGN OF CLUB BANNER


IIW Service Project Log		IIW Theme
INNER WHEEL CLUB OF _____		
Charter No. _____		
Inner Wheel District _____		
World's Largest Women's Voluntary Organization for Friendship and Service		

- Colour of the banner should be royal blue and writing with silver/white or yellow/golden
- 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

ENEVELOPES

	INNER WHEEL CLUB OF _____ District _____
	To, _____ _____ _____ _____
From: Ms. _____ Post at club level Address Phone No.	


CLUB LETTERHEAD

IIW Service Project <u>logo</u>		IIW Theme logo
Inner Wheel Club of _____ Charter No. _____ District _____		
IIW President Name Place	Association President Name Place	District Chairman Name Place
<p>President Name Address & Phone No. Email id</p> <p>Vice President Name Address & Phone No. Email id</p> <p>Logo. Past President Name Address & Phone No. Email id</p> <p>Secretary Name Address & Phone No. Email id</p> <p>Treasurer Name Address & Phone No. Email id</p> <p>ISO Name Address & Phone No. Email id</p> <p>C.C. Name Address & Phone No. Email id</p> <p>Executive Members Names of max 6 members & their Phone No. (if club is of 100 or more members then max 12 members)</p>	<p style="text-align: center;">We Meet Every on every 1st/2nd/3rd/4th day at _____ (time) at _____ (venue)</p>	

Please Note : Printing should be in royal blue colour only

GUIDELINES FOR INSTALLATION FUNCTION

1. Invitation

	INSTALLATION INVITATION	IIW Theme
Inner Wheel Club of _____ District ____		
President and Members of Inner Wheel Club of _____ cordially invite you to grace the occasion of the Installation of President Mrs. _____ and her team for the year		
Mr./Mrs. _____ (post) has consented to be the Chief Guest		
Guest of Honor/s (names of Guest of Honor/s, if any)		
Date: _____ Time: _____ Venue: _____		
Mrs. _____ President		Mrs. _____ Secretary
Please join us for Lunch/Dinner/Tea thereafter		

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

2. Agenda

Date: _____

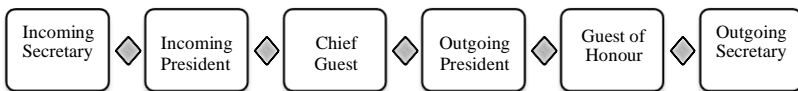
Venue: _____

Invite dignitaries on the dais – Outgoing President and Secretary, Incoming President and Secretary, Guest of Honour and lastly, the Chief Guest

- | | | |
|-------------------------------|---|-----------------------------|
| Collaring Outgoing President | - | by Outgoing Secretary |
| Meeting Called to Order | - | by Outgoing President |
| Inner Wheel Prayer | - | by Outgoing Secretary |
| Lighting of the Lamp | - | by dignitaries on the stage |
| Floral Welcome of Dignitaries | - | by Outgoing President |
| My Year Gone By | - | by Outgoing President |

Felicitations (Awards, 100%ers, etc.)	-	by Outgoing President
Introduction of Incoming President	-	by Outgoing President
Installation of President Handing over pin, gavel and charter (Exchange seats)	-	by Outgoing President of Incoming President
Handing over Lapel Pin (Exchange seats)	-	by Outgoing Secretary to Incoming Secretary
Address by President	-	Incoming President
Induction of Office Bearers	-	Incoming President
Pinning Badges (Photo of EC)		
Introduction of New Members	-	by Ms. _____
Induction of New Members (pinning and welcome)	-	by PDC/Past president
Introduction of Guest of Honour- (if any)		by Ms. _____
Address by Guest of Honour	-	by Guest of Honour
Introduction of Chief Guest	-	by Ms. _____
Address by Chief Guest	-	by Chief Guest
Memento to Chief Guest and Guest of Honour	-	by President
National Anthem		
Meeting Adjourned	-	By newly installed President
Felicitations	-	by Rtns, others, etc.
Members Group photo		
Lunch/HighTea/Dinner		

3. Seating Arrangement on Dais



AGENDAS OF EC AND GENERAL BODY MEETINGS

1. Agenda for Executive Committee (EC) Meeting

- Agenda No. 1 : Meeting Called to Order by President
- Agenda No. 2 : Inner Wheel Prayer by Secretary
- Agenda No. 3 : Condolences, if any
- Agenda No. 4 : Welcome and Opening Remarks by President
- Agenda No. 5 : Apologies for Absence by Secretary (only written apologies or apologies sent by emails are accepted)
- Agenda No. 6 : Attendance (Total Members ____, Total Members Present - ____, % - ____) by Secretary
- Agenda No. 7 : Confirmation of Minutes of Previous Meeting
- Agenda No. 8 : Matters arising, if any
- Agenda No. 9 : Treasurer's Report (Finance) by Treasurer (Letters from District Treasurer, Balance in Club A/c, Charity A/c, Sanction of Bills)
- Agenda No. 10 : Important Financial Resolutions
- Agenda No. 11 : Correspondence by Club Officers (from previous EC meeting to date)
 - i) President (Association, Districts and other Districts)
 - ii) Secretary (IIW, District and other clubs)
- Agenda No. 12 : Reports by Club Officers (from previous EC meeting to date)
 - i) President – IIW, Association, District Projects and Events
 - ii) Secretary – Work done for Club Projects
 - iii) ISO – Link Activity and Competitions, activities for fostering friendship, attending event
 - iv) CC – Publicity activities
- Agenda No. 13 : Project Planning
- Agenda No. 14 : Nomination of club/district/association/IIW, if any (Resolution for the same)
- Agenda No. 15 : Any other matter with the permission of the Chair
- Agenda No. 16 : Impressions of District Chairman (in case of Official Visit of Dist. Chairman)
- Agenda No. 17 : Announcement of Next Meeting

- Agenda No. 18 : Vote of Thanks by Vice President
- Agenda No. 19 : National Anthem
- Agenda No. 20 : Adjournment of Meeting by President

2. Agenda for General Body Meeting

- Agenda No. 1 : Meeting Called to Order by President
- Agenda No. 2 : Inner Wheel Prayer by Secretary
- Agenda No. 3 : Condolences, if any
- Agenda No. 4 : Welcome and Opening Remarks by President
- Agenda No. 5 : Apologies for Absence by Secretary
- Agenda No. 6 : Attendance (Total Members ____, Total Members Present ____, % ____) by Secretary
- Agenda No. 7 : Greetings by President (Birthday and Wedding Anniversary Greetings; greet chronologically)
- Agenda No. 8 : Felicitation of members (in case of achievements of members or their families) by President
- Agenda No. 9 : Introduction and Induction of New Members, if any
- Agenda No. 10 : Inner Wheel Information – coordinated by club CCCC
- Agenda No. 11 : Confirmation of Minutes of Previous Meeting
- Agenda No. 12 : Matters arising, if any
- Agenda No. 13 : Finance by Treasurer (Letter from District Treasurer, Balance in Club A/c, Charity A/c, Sanction of Bills)
- Agenda No. 14 : Important Financial Resolutions and decisions of the Executive Committee
- Agenda No. 15 : Correspondence by Club Officers (from previous EC meeting to date)
 - i) President (Association, Districts and other Districts)
 - ii) Secretary (IIW, District and other clubs)
- Agenda No. 16 : Reports by Club Officers (from previous EC meeting to date)
 - i) President – IIW, Association, District Projects and Events
 - ii) Secretary – Work done for Club Projects
 - iii) ISO – Link Activity and Competitions, activities for fostering friendship, attending events

- iv) CC – Publicity activities
 - Agenda No. 17 : Project Report by President (projects completed)
 - Agenda No. 18 : Project Planning
 - Agenda No. 19 : Nomination of club/district/association/IIW, if any (Resolution for the same)
 - Agenda No. 20 : Any other matter with the permission of the Chair
 - Agenda No. 21 : Announcement of Next Meeting
 - Agenda No. 22 : Vote of Thanks by Vice President
 - Agenda No. 23 : National Anthem
 - Agenda No. 24 : Adjournment of Meeting by President
- Note:

Agenda No. 11 and 12 of EC meeting and 14 and 15 of GBM could be merged into one

- Agenda No. 14 : Correspondence and Reports by Club Officers
 - i) Correspondence and Report by President
 - ii) Correspondence and Report by Secretary
 - iii) Report of ISO
 - iv) Report by CC

**FORMAT OF MEMO/PROFORMA OF CLUB HISTORY –
PLANS AND PROJECTS**

Inner Wheel District _____

MEMO/PROFORMA OF CLUB HISTORY – PLANS AND PROJECTS

(Form to be filled and sent to District Chairman at least 10 days prior to her official visit to club)

Name of the Club : _____

District No. : _____

Date of Inauguration : _____

Inaugurated By (Dist. Chairman) : _____

Sponsored by (Club) : _____

Name of Charter President : _____

Name of Charter Secretary : _____

Date of Charter Presentation : _____

Charter Presented by : Ms. _____, Post _____

No. of Charter Members:

i) At the time of Charter Presentation: _____ ii) Current: _____

Membership Details

- i) Active Members : _____
- ii) Honoured Active Members : _____
- iii) Honorary Members : _____
- iv) New Members Inducted : _____
- v) Are new members properly Welcomed and inducted? : _____
- vi) Resignation since last year : _____
- vii) Do you plan to increase membership? : _____

Have you any friends in areas in our District where we can have a new Inner Wheel Club? : Yes /No

If yes, then where : _____

Meeting Details

Regular

Executive

- i) Venue
- ii) Day
- iii) Time

What is your attendance in the meetings (in %)? _____

What steps have you taken to improve upon it?

Do you have Speaker Meetings and Demonstrations? Yes / No

If yes, mention a few:

Do you greet each-other on birthdays, etc.?: Yes / No

Do you read the correspondence from the Dist and Assn at the meetings? : Yes / No

Do you read the accounts at the meetings?: Yes / No

Do you observe Quorum Rules for :

i) Exe. Comm. Meetings? : Yes / No

ii) General Body Meetings? : Yes / No

Club Finance

Membership Fees : _____

When did you paid Inner Wheel dues? : _____

Is your fees sufficient? : Yes / No

How do you raise funds ? : Yes / No

If yes, then how? : _____

Do you maintain two separate Accounts : Yes / No

(Club Account and Charity Account)

Have you audited both : Yes / No

Club and Charity Accounts?

Name the Auditor (CA) : _____

Have you circulated Audited Accounts : Yes / No

among your members?

Project Details

Do you continue the continuous projects of your club?: Yes / No

If yes, mention a few:

What are your plans for the year? : _____

Do you have Fellowship Programs/Picnics? : Yes / No

Do you celebrate Charter Day? : Yes / No

How do you celebrate Charter Day? : _____

Attendance of Club Members at District Events

At Club Officers' Incoming Training? _____

At District Assembly? _____

District Rally/any other District Event _____

Unique Project

Unique Project Undertaken : _____

What are your activities under this program?

Signature of the President

Name of President

Signature of the Secretary

Name of Secretary

Date:

OFFICIAL VISIT OF DISTRICT CHAIRMAN

Clubs are in direct correspondence with the District Chairman as per the protocol and District Chairman once in a year pays an Official Visit to the club. It is an opportunity for all members of the club to know her personally and get proper guidance and advice from her through personal interaction

for proper functioning of the club. In addition, she may also visit the club when invited for the club event.

1. Tips for Successful Planning and Execution of District Chairman's Visit Plan her Arrival :-

- District Chairman decides her visit schedule of clubs. District Chairman has to decide on the dates between the clubs depending on their flexibility to days, modalities of reaching the venue and the necessity of providing for travel time. In case she asks the club to inform, decide on the date of her visit early enough.
- Do send it in writing confirming the dates, whether she gives or you give.
- Stick to the date. The Chairman finds it difficult to make adjustment and you might end up of not having her.

Before her Arrival :-

- In the earlier month than her visit's month plan her visit by consulting members in the Executive as well as General Body Meeting.
- The schedule of her visit decided should reach her 15 days prior to her meeting along with invitation and the copy of minutes of Executive and General Body Meeting to be confirmed during her visit.
- Start to prepare and check the files and material and complete them.
- Send Memo of Club History – Plans and Projects to reach her 15 days prior to her visit.
- If public meeting then prepare the invitation card for the same.
- Having invited her make sure that she is your Chief Guest. Other invitees cannot be called Chief Guest.
- If she is invited to the Rotary function ensure that protocol is maintained.
- Give her name prominence when you print your invitation cards. See that this invitation reaches her before her arrival.
- See that enough time is provided in the agenda for open house wherein any doubts from the members on IW matters can be cleared.
- Inform her of all Inner Wheel and other (if any) functions and other social obligations that she might have to fulfill on her visit.
- Keep her informed of the expected weather during her visit and also provide necessary details (trains, by road conveyance) about reaching your city.

- Keep her posted of any development in your club that she would be handling on her visit.
- Confirm the time, conveyance and place of her arrival.
- Confirm the departure date, time, mode of transport to next destination.

On her Arrival :-

- Meet her on arrival with your executive member and other members..... show that you want her!
- Organize a comfortable stay for her. Home Hospitality is preferred. Take into consideration her preferences regarding stay, food, medical needs if any etc. Never forget she is new to your city and might be lonely and nervous behind her smile. Go that extra mile to put her ease.
- Do, however, give her enough time to rest.

During Her Visit :-

- Give her time to interact with your executive members and form opinions.
- Keep your files and material ready and at place. She should see the files and material of your executive members and they have to show it to her in the EC meeting. Please note that this is not checking accounts or other such things but to motivate and improve the performance of the club.
- During the main session of the club general meeting see that she is properly introduced.
- Feel free to consult her during the business session (meeting) if you have any doubts. Remember she is there as a friend and a guide and not as a dictator.
- Her observations are valuable. Take it as a form of guidance. Give her enough time for this.
- Never forget that she cannot be relegated to second place even if your other guest is a great celebrity.
- Select a few important projects to be shown to the District Chairman.

After Her Visit :-

- Put as much effort in seeing her off as you did in receiving her.
- Send her a thank you note and photographs after she reaches home as courtesy.

- Send her minutes of the Executive Committee and General Body Meeting held during her visit at the earliest.

2. Format of Schedule of District Chairman’s Visit

(to be circulated among the members)

Inner Wheel Club of _____

District _____

Schedule of District Chairman’s Visit


Date :

Time	Particulars
-----	Arrival of District Chairman (details of conveyance, place and time of arrival)
-----	Stay at residence of Ms. _____ (name of the member and her post)
-----	Breakfast at _____ (place and host’s name, if any)
-----	Project (name and details of the project)
-----	Executive Committee Meeting at _____ (venue)
-----	Lunch at _____ (venue) – mention for all or for only EC Members
-----	General Body Meeting
-----	Tea
-----	Public Meeting (if any)
-----	Rest at Host’s place
-----	Leave by – details of conveyance and place from where she goes

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

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

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

	INVITATION	IIW Theme
Inner Wheel Club of _____ District _____		
President Ms. _____ and Members of Inner Wheel Club of _____ cordially invite you on the occasion of the Official Visit of the Ms. _____ District Chairman District _____		
Venue: _____		
Date: _____		Time: _____
Mrs. _____ President		Mrs. _____ Secretary
Please join us for Lunch/Dinner/Tea thereaft		

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


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

- Agenda No. 1 : Meeting Called to Order by President
- Agenda No. 2 : Inner Wheel Prayer by Secretary
- Agenda No. 3 : Condolences, if any
- Agenda No. 4 : Lighting of the Lamp (in District Chairman's Official Visit)
- Agenda No. 5 : Welcome and Opening Remarks by President
- Agenda No. 6 : Apologies for Absence by Secretary
- Agenda No. 7 : Attendance (Total Members _____, Total Members Present _____, % -) by Secretary
- Agenda No. 8 : Greetings by President (Birthday and Wedding Anniversary Greetings)
- Agenda No. 9 : Felicitation of members (in case of achievements of members or their families) by President
- Agenda No. 10 : Introduction and Induction of New Members, if any

- Agenda No. 11 : Confirmation of Minutes of Previous Meeting
- Agenda No. 12 : Matters arising, if any
- Agenda No. 13 : Finance by Treasurer (Letter from District Treasurer, Balance in Club A/c, Charity A/c, Sanction of Bills)
- Agenda No. 14 : Important Financial Resolutions and decisions of the Executive Committee
- Agenda No. 15 : Correspondence by Club Officers (from previous EC meeting to date)
 - i) President (Association, Districts and other Districts)
 - ii) Secretary (IIW, District and other clubs)
- Agenda No. 16 : Reports by Club Officers (from previous EC meeting to date)
 - i) President – IIW, Association, District Projects and Events
 - ii) Secretary – Work done for Club Projects
 - iii) ISO – Link Activity and Competitions, activities for fostering friendship, attending events
 - iv) CC – Publicity activities
- Agenda No. 17 : Project Report by President (projects completed)
- Agenda No. 18 : Project Planning
- Agenda No. 19 : Nomination of club/district/association/IIW, if any (Resolution for the same)
- Agenda No. 20 : Any other matter with the permission of the Chair
- Agenda No. 21 : Open Session (At OVC for clearing doubts)
- Agenda No. 22 : Introduction of District Chairman by Mrs. ---
- Agenda No. 23 : Impressions of District Chairman
- Agenda No. 24 : Presentation of Memento to Dist. Chairman
- Agenda No. 25 : Announcement of Next Meeting
- Agenda No. 26 : Vote of Thanks by Vice President
- Agenda No. 27 : National Anthem
- Agenda No. 28 : Adjournment of Meeting by President

CHARTER PRESENTATION

1. Invitation

	IIW Theme
CHARTER PRESENTATION FUNCTION INVITATION	
Inner Wheel Club of _____ District _____	
President Ms. _____ and Members of Inner Wheel Club of _____ are delighted to invite you to grace the occasion of the Charter Presentation of the club at the auspicious hands of Ms. _____ District Chairman, District _____ in the presence of Guest of Honor/s (names of Guest of Honor/s) on _____ (date) at _____ (time) at _____ (venue)	
Ms. _____ President	Ms. _____ Secretary
Please join us for Lunch/Dinner/Tea thereafter	

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

Note: District Chairman is the Chief Guest or else District ESP
Guest of Honour could be District ESO/other District Executive Members
(if present) and/or any other outside Inner Wheel

2. Agenda of Charter Presentation Function

Inner Wheel Club of _____
District _____

Date : day, date **Time:** _____ **Venue:** _____

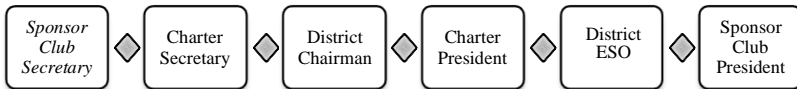
Master of Ceremony : _____

Agenda

- | | |
|-------------------------|--|
| Meeting Called to order | : District Chairman/Sponsoring IW Club President |
| Inner Wheel Prayer | : District ESO/Sponsoring IW Club Secretary |
| Lighting of the Lamp | : Chief Guest and Other Dignitaries on the Dias |

- Floral Welcome : Sponsoring Inner Wheel Club President/New Club President
- Introduction of Charter President : District ESO or President of Sponsoring Inner Wheel Club
- Charter Presentation (also badge and collar) : District Chairman Ms. _____ and District ESO Ms. _____
- Speech by Charter President : Ms. _____
- Installation of Charter Team : District Chairman Ms. _____ and District ESO Ms. _____
- Induction of New Members, if any : District Chairman Ms. _____ and District ESO Ms. _____
- Felicitation/s, if any : Chief Guest Dist Chairman Ms. _____
- Message of IIW President : ESO Member Ms. _____
- Message of Association President : AC Member Ms. _____ (if present)
- Introduction of Guest of Honour : New Club member
- Address by Guest of Honour : District ESO Ms. _____
- Introduction of Chief Guest : New Club member
- Speech by Chief Guest : District Chairman Ms. _____
- Presentation of Mementos : Charter President Ms. _____
- Vote of Thanks : Charter Vice President Ms. _____
- Secretary's Final Announcement : Charter Secretary Ms. _____
- National Anthem : All
- Meeting adjourned : Charter President Ms. _____
- Lunch/High Tea/Dinner

3. Seating Arrangement on Dais



PROJECTS

1. Agenda for Projects – For President

Agenda No. 1 : Inviting Guests on the Dais

Agenda No. 2 : Lighting of the Lamp (optional; only for large scale projects)

Agenda No. 3 : Welcome by Club President

Agenda No. 4 : Opening Remarks and Purpose by President

Agenda No. 5 : Introduction of the Guest

Agenda No. 6 : Speech/Presentation/Demonstration by the Guest

Agenda No. 7 : Presentation of Mementos

Agenda No. 8 : Vote of Thanks by Vice President

2. Reporting of Projects

Inner Wheel Club of _____

Report for the period of _____

S. No.	Date	Project	Brief Description	No. of Beneficiaries	Amount Spent	Members Attendance

Ms. _____

President

Send copies to District Chairman

ANNUAL REPORT FOR IIW IN RELATION TO STATISTICS AND UN PROJECT

(to be sent to District Chairman by April end)

Following format is used to send to District Chairman

Inner Wheel Club of _____

20 __ - __

Number of Members :

Number of Disbanded Clubs :

Approximate amount raised in GDP £ :

(Conversion rates found can be found on a variety of sites on the internet)

Approximate number of beneficiaries :

Approximate number of _____ :
Volunteer hours worked in service

Activity Report for the Year 20__ - __

S.No.	Service Activity	No. of Beneficiaries (Approximate No.)	Amount Spent (Approximate) in Rs.
1	Rights of the Child		
2.	Family		
3.	Status of Women		
4.	Ageing		
5.	Narcotic Drugs		
6.	Happier Futures		
	Total		

Note: This format is received from IIW and could change. But in general you could collect information in this format.

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.”

GUIDELINES FOR CLUB VICE PRESIDENTS (VP)

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

GUIDELINES FOR IMMEDIATE PAST PRESIDENTS (IPP)

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

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

GUIDELINES FOR CLUB SECRETARY

I. General Duties & Responsibilities:

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

II. **Other Duties:**

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

2. **Prepare:**

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

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

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

3. **Maintain:**

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

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

- ii) **Two attendance Registers** – one for General Body Meeting and another for Executive Committee Meeting be maintained in which the signatures of those present at the Meeting should be taken.
 - iii) **Membership File** containing membership forms with each members' date of joining and Offices held in Inner Wheel should be maintained and kept up-to-date. Once a person becomes members her membership form is duly filled and it is to be signed by District Secretary and she also puts District seal on the form.
4. **Correspondence:**
- i) Correspondence received, if any, **be replied promptly**. Inform the Members at the next meeting.
 - ii) **Correspondence from overseas Link Clubs** received should be **forwarded to the ISO**. A prompt reply always shows efficiency.
5. **Send:**
- i) Minutes of General Body Meetings to District Chairman and District Secretary after it is confirmed.
 - ii) Prompt replies to any letters and circulars.
 - iii) Birthday and Wedding Anniversary and other greetings and wishes or condolences to District Officers and other club Secretaries.

III. Month-wise Specific Duties

July:

1. Keep all material and records ready by 1st of July. Receive all Club Records from outgoing Secretary.
2. Take guidance from outgoing Secretary. Her guidance and experience will be of great help to you.
3. Help President prepare for the Installation Function.
4. Prepare up-to-date list of all members.
5. Help Treasurer collect Membership dues from all your members. This should be done promptly, and in July.
6. Send corrections in District Directory to District Secretary.

August:

1. Make a greater effort to collect the club membership dues from the members. Remind members that the District and Association Fees and IIW subscriptions have to be sent out immediately.

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

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

October: Call for nominations for the club posts.

November: Receive nominations for the club posts.

December: Make preparations for elections at Club level.

January/February:

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

March/April:

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

May/ June:

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

FILES AND MATERIAL:

1. Minutes Book of– i) General Body Meeting and ii) EC Meeting
2. Attendance Register of– i) General Body Meeting and ii) EC Meeting
3. Membership File (Forms filled in of new members are maintained) containing few blank Membership Forms
4. History Book
5. Notices File
6. Project Report File (if not with President)

7. Correspondence from IIW, Assn and Dist. EC Members File
8. Correspondence from Clubs in District File
9. Club Banner
10. District Directory
11. Club Letterheads and envelopes

SUGGESTED FORMATS HELPFUL FOR SECRETARY

NOTICE OF EXECUTIVE COMMITTEE MEETING/GENERAL BODY MEETING

Date:

Dear Members,

The (no.) Executive Committee Meeting/General Body Meeting/Annual General Body Meeting of Inner Wheel Club of _____ for Inner Wheel Year _____ will be held on _____ (date), at _____ (time), at _____ (venue) and will be hosted by (in case it is hosted by a member) Ms. _____. Please attend in large numbers and wear your lapel pin proudly.

Following is the Agenda (mention only important points to be discussed and not the whole agenda):

1. _____
2. _____

yours in Inner Wheel,

Ms. _____
Secretary

FORMAT OF MINUTES OF GENERAL BODY MEETING

Inner Wheel Club of _____, District ____

Minutes of the (No.) General Body Meeting

The ____ (no.) General Body Meeting of Inner Wheel Club of _____ was held on _____ (date) at _____ PM at _____ (place) hosted by Ms. _____ (name of the member, in case it is hosted by member/s).

Agenda No. 1 : Meeting Called to Order by President

The meeting was called to order by President Ms. _____.

Agenda No. 2 : Inner Wheel Prayer by Secretary

Secretary Ms. _____ recited the Inner Wheel prayer.

Agenda No. 3 : Condolence by President

President Ms. _____ informed about the sad demise of _____ . A two minutes silence was observed to pay homage to the departed soul/s.

Agenda No. 4 : Welcome and Opening Remarks by President

President Ms. _____ welcomed District Officers, Past Presidents and members present.

Agenda No. 5 : Apologies for Absence by Secretary

Secretary Ms. _____ informed the club that there was no apology OR Ms. _____ has/have sent her apology.

Agenda No. 6 : Attendance by Secretary

Total Members ____, Total Members Present ____. Attendance was ____%.

Agenda No. 7 : Greetings by President

President Ms. _____ wished the following members Birthday and Wedding Anniversary Greetings (greet chronologically):

Birthdays		Wedding Anniversaries	
Name	Date	Name	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Agenda No. 8 : Felicitation of Members by President

President Ms. _____ felicitated the following members :

- Ms. _____ for _____
- Ms. _____ for _____
- Ms. _____ for _____

Agenda No. 9 : Introduction and Induction of New Members

New member Ms. _____ was introduced by Ms. _____ and inducted at the hands of Ms. _____.

Agenda No. 10 : Inner Wheel Information (for around 3 to 5 minutes)

IW information on _____ (topic/s) was given by Ms. _____.

Agenda No. 11 : Confirmation of Minutes of Previous Meeting

The minutes of the last meeting held on _____ at _____ was confirmed. (in case of any corrections/changes write them and write 'After the above corrections the minutes were passed')

Proposed by : Mr. _____ Seconded by : Ms. _____

(Minutes to be proposed and seconded by members, preferably other than Club EC members, who were also present during the last meeting)

Agenda No. 12 : Matters arising, if any

(If certain changes are suggested or some discussion is held about the changes, Secretary should write about the same)

Agenda No. 13 : Finance by Treasurer Ms. _____

1. Received letter from District Treasurer Ms. _____ regarding _____
2. Copy of audited accounts and balance sheet (Audited Accounts of previous year by August month meeting)
3. Receipts and payments account of Club A/c as well as Charity A/c
Cash Balances as on _____ : Club A/c Rs. _____
Charity A/c Rs. _____
Bank Balances as on _____ : Club A/c Rs. _____
Charity A/c Rs. _____
4. FDRs of Club A/c as well as Charity A/c
5. Sanction of Bills: (Expenses of Club Officers or Project In-charge should be approved as per rule and should be in the minutes)

Agenda No. 14 : Important Financial Resolutions

Resolution relating to:

1. Resolution relating to Change/Opening of Bank A/c
2. Change of Signatories for Bank purpose due to change in officer bearers
3. FDRs
4. Auditor and his honorarium,
5. Expenses on a particular head, project, etc.

Agenda No. 15 : Correspondence by President and Secretary

1. President Ms. _____
-
-

2. Secretary Ms. _____

Agenda No. 16 : Reports by Club Office Bearers

1. President Ms. _____

2. Secretary Ms. _____

3. ISO Mrs. _____

4. CC Mrs. _____

Agenda No. 17 : Project Report by President

Date	Name of Project with Description	Beneficiaries (No.)	Expenses (Rs.)	Attendance
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Agenda No. 18 : Project Planning

Date	Name of Project with Description	Place	Time	Project In-Charge	Expense (Budget)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

- Notice of Forthcoming Projects could be sent in the same format as above after excluding budgeted expenses.

Agenda No. 19 : Nomination of Club/District/Association/IIW

Proposed by : Ms. _____ Seconded by : Ms. _____

Agenda No. 20 : Any other matter with the permission of the Chair

Agenda No. 21 : Announcement of Next Meeting

Date : _____ Venue : _____

Time : _____ Host : Ms. _____

Agenda No. 22 : Vote of Thanks by Vice President

Vice President Ms. _____ proposed vote of thanks.

Agenda No. 23 : Adjournment of Meeting by President

President Ms. _____ adjourned the meeting.

Agenda No. 24 : National Anthem

The meeting ended with National Anthem sung by all present.

These minutes were signed and confirmed on :

Proposed by : Ms. _____ Seconded by : Ms. _____

Ms. _____
President

Ms. _____
Secretary

- **In case of Official Club Visit of District Chairman:**

Add after Agenda No. 20 and before Agenda No. 21

Agenda No. 22 : Introduction of Dist Chairman by Ms. _____

(Post) Ms. _____ introduced the District Chairman Ms. _____

Agenda No. 23 : Impressions of District Chairman

Agenda No. 24 : Presentation of Memento to Dist. Chairman

President Ms. _____ presented a memento to District Chairman on behalf of the club.

And then continue numbering from 25 onwards (Agenda 21 becomes 25, and so on)

Please Note : Minutes should

1. be written according to Agenda.
2. be in points and not in essay form and should be as specific as possible.
3. be in a language understandable.
4. be sent to District Chairman and District Secretary once they have been confirmed (proposed and seconded by members) to reach them within a week after the meeting in which they were confirmed.

FORMAT FOR RESOLUTIONS (On Club Letterhead Only)

1. Opening of Bank Accounts:

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

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

Further it was resolved that the Accounts be jointly operated)

Proposed By :

Seconded By:

2. Change of Bank for Accounts:

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

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

Proposed By:

Seconded By:

3. Change of Signatories for Operation of Bank Accounts: (if no change in bank, just change in signatories)

In the Annual General Body Meeting/General Body Meeting of Inner Wheel Club of _____ held at _____ (venue) on _____ (date), in view of change in office holders, it was resolved that Inner Wheel Club of _____ A/c and Inner Wheel Club of _____ Charity A/c at _____ Bank (name of the bank) be jointly operated by Treasurer Ms. _____ as the first signatory And President Ms. _____ or Secretary Ms. _____ as the second signatory for the period 1st July _____ to 30th June _____.

Proposed By:

Seconded By:

Note: The above three resolutions should be typed– for each resolution separate letterhead of that year, when the resolution was made be used, and below proposed by and seconded by, add:

Sign:

President Secretary Treasurer
(of that year when the resolution was made)

4. Appointment of Auditor (including Honorarium):

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

Proposed By:

Seconded By:

LETTER FOR VOTING AND DEPUTY VOTING DELEGATES

(On club letterhead only)

Date : _____

Dear Ms. _____,
District Secretary,
Inner Wheel District _____.

At the regular meeting of Inner Wheel Club of _____ held on _____ (date),
it was resolved that the following be the Voting Delegates :

1.	2.
Full Name : Ms. _____	Full Name : Ms. _____
Post : President	Post : Secretary
Address : _____	Address : _____
_____	_____
Mob. No. : _____	Mob. No. : _____

Further, it was decided that in the absence of the above two/three the
following will be the Deputy Voting Delegates :

1.	2.
Full Name : Ms. _____	Full Name : Ms. _____
Post : President	Post : Secretary
Address : _____	Address : _____
_____	_____
Mob. No. : _____	Mob. No. : _____

Yours sincerely,

Name of President
President

Name of Secretary
Secretary

Note:

Only 2 names shall be sent for clubs with membership 50 or below and for others i.e., clubs with membership above 50 members 3 names and 1 additional name for every 50.



MEMBERS' HISTORY BOOK
INNER WHEEL CLUB OF _____
DISTRICT _____



Membership No.

Name :

<i>Date of Birth</i>	:	
<i>Wedding Ann.</i>	:	
<i>Husband</i>	:	
<i>Profession</i>	:	
<i>Date of Joining</i>	:	
<i>Date of Leaving</i>	:	
<i>Date of Rejoining</i>	:	
<i>Address</i>	:	
<i>Phone No.</i>	:	
<i>Mobile No.</i>	:	
<i>Email</i>	:	
<i>Blood Group</i>	:	
<i>Type of Membership</i>	:	

On the back of the page:

Posts Held in Inner Wheel

Year	Offices Held at Various Levels of IW

Note:

- Club can also have in the beginning Details of Club Charter followed by Charter Executive Committee Members and subsequent EC members (only names)

GUIDELINES FOR CLUB TREASURERS

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

DUTIES:

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

I. Duties Before Installation in June :

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

1. **Club Membership Fees:** Whether to increase it, decrease it or keep it the same. If same then no resolution needs to be passed but in case of decrease (unlikely case) or increase then a resolution to this has to be passed.
2. **Bank Account :** Any club must compulsorily maintain two accounts – Club Account and Charity Account in a Nationalized/Corporate/Cooperative Scheduled Bank. The functions of both the accounts are different.
 - i) **Club Account:** This is Account in the name of Inner Wheel Club of _____. Use the Club Account to deposit fees collected from members and undertake club administrative expenses like Printing and Stationery, Postage and Courier, Photographs, Fees to District, OCV expenses, rent of venue, salary of club employee, etc.

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

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

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

iii) **Passing Resolutions** regarding the following:

- i) **Opening of Bank Accounts** by new clubs or Change of Bank, in case, by old clubs
- ii) **Change in authorized signatories** due to change in office bearers. Treasurer is the first signatory and President or Secretary is the second signatory for the particular Inner Wheel Year.
- iii) **FDR:** a) Bank in which to keep deposit after weighing interest rates and convenience, b) Renewal Period, c) Amount to be reinvested, d) Purpose for which FDR be kept.

4. **Auditor:**

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

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

Resolutions regarding the above are to be passed.

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

- i) **Income Side :** Cash in Hand, fees from members, expected increase or decrease in fees due to change in membership and membership fees, etc.
- ii) **Expenditure Side :** Administrative Exps. like printing and stationery, postage and courier, fees to be sent to District, etc.

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

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

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

At Meetings:

- 1. **Fees :** The fees collection will have the following components : (i) IIW Capitation, (ii) Association Dues, (iii) Triennial Fees, (iv) District Fees and (v) Club Fees. The amount of first four components is sent by District Treasurer in the month of July and the remaining amount is for club. So, the club must keep fees more than the first four components to function properly.
 - i) **Collect fees from members** as decided in the AGM. This is mainly done in the month of July-August. If a member has not given her fees up to December end, her membership is automatically terminated.

- ii) **If fees is not received** in July and August **keep requesting members in every meeting.**
 - iii) **Members inducted on or after 1st January pay ½ yearly dues** (which is not equal half of annual dues). Letter regarding this will come from District Treasurer by 2nd week of January.
 - iv) **Fees of Honourary Members and Honoured Active Member** (in the year member is made) **is paid by the club** from Club Account.
 - v) **Issue Receipts** to members for fees received.
 - vi) Take the **help of Secretary to collect fees** to mention it is meeting notice. Secretary too should mention dues payment in her notice and help Treasurer to collect dues.
2. **Bills:**
- i) **Collect Expense Sheet** from Club Officers/Project Chairman. Expense Sheet will clarify period, date, particulars, amount or could also be expense item-wise (total expenses on printing, etc.).
 - ii) **Check vouchers/bills.** Any expense must be accompanied by voucher/bill. Behind the voucher it is better to mention for what purpose it was expensed (Eg. xerox of Minutes, Photo of Installation, etc. to be as clear as possible to help accounting).
 - iii) **Read out the Expense** received in the meeting and **get it sanctioned.** First it must be sanctioned in Executive Committee Meeting and then in General Body Meeting. If Executive Meeting not held, then directly in General Body Meeting.
 - iv) **Reimburse the expenses sanctioned** in the meeting or in the next meeting and get signature of receiver on Expense Sheet.
 - v) **Keep note of expenses sanctioned** for events, projects.
3. **Accounts:**
- i) Read out Statement of Receipts and Payments Account till date of club of Club and Charity Account. Specify cash in hand and at banks in the two accounts.
 - ii) If Trust Account is maintained then its Accounts too are read.
4. **Collect order for Inner Wheel literature and pins** from members, distribute them **and collect the money from their sales.**

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

1. **Sending Fees:** Out of the fees collected from members the following components: (i) IIW Capitation, (ii) Association Dues, (iii) Triennial Fees, and (iv) District Fees are to be sent to District Treasurer
 - i) **Fees is sent** by 3rd week of August. For members joining on or after 1st January less amount as specified by District Treasurer is sent. Full year fees be sent by 1st week of December and half-yearly fees be sent by March end.
 - ii) The fees can be sent **by Demand Draft in the name of/favour of Inner Wheel District ____ Account payable at place of town/city of District Treasurer.** If sent by RTGS/NEFT then inform District Treasurer to avoid confusion as who sent the fees.
 - iii) The Demand Draft/RTGS/NEFT proof must be **accompanied with covering letter and in the format sent by District Treasurer** and must be **sent by Registered AD or Speed Post only.**
 - iv) **Fees of Active Members, Honourary Member and Honoured Active Members is to be sent.** Fees of **Honourary and Honoured Active member** (in the year member is made) is to be sent from Club Account, they don't pay. They **give donations.**
2. **Order for Inner Wheel Literature and Lapel Pins:**
 - i) **Place order for Inner Wheel literature** (IIW Constitution, Association Bye-laws, Guidelines and Association Directory) **and lapel pins** as decided in the meetings with District Treasurer.
 - ii) **Send it is writing accompanied by Demand Draft** in the name of/favour of Inner Wheel District ____ Account payable at place of town/city of District Treasurer **to District Treasurer.** RTGS or NEFT too could be done. This can **also be purchased at District Events** but District Treasurer be informed earlier to facilitate her to place order ahead.
3. **Bank Activities:**
 - i) **Submit to bank the resolutions** relating to opening of Bank Accounts, change of signatories, etc. by 15th July.
 - ii) **Renew Fixed Deposit Receipts.**

- iii) **Update pass books** time to time especially before District Chairman's Official Visit.
- 4. **Send Audited Statement** of Previous Year to District Treasurer and a copy of same to District Chairman in case the previous Treasurer has not sent. This should be sent by September of your serving year.
- 5. **Help President in Fund Raising Program and its budget preparation.**
- 6. **Issue of Receipts to sponsors/donors.**

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

- 1. **Apply for Awards** : This is done by last week of April.
- 2. **Finalize Accounts** : Receipts and Payments, Income and Expenditure and Balance Sheet for the period starting from 1st July to 30 June. The work starts from May itself.
- 3. **Send Accounts for Audit.**
- 4. **Pass on your material and files to Incoming Treasurer and guide her** properly relating to Budget, Bank Accounts, etc. except those relating to audit of accounts.

In July

- 1. **Give copies of audited statements to all members and get it passed in** Executive as well as General Body **Meeting.**
- 2. **Pass on the remaining files and material** to present Club Treasurer.
- 3. **Send Audited Statement of Accounts to present District Treasurer and a copy of same to District Chairman** if possible **or hand it over to incoming Treasurer to do so.** Though the audited statement can be sent by 30th September of next Inner Wheel year it is better to finish it at the earliest.

FILES AND MATERIAL:

To be received from Previous Treasurer:

- 1. Cash Books of Club and Charity Accounts of last 3-5 years
- 2. Ledgers of Club and Charity Accounts last 3-5 years
- 3. Bank Pass Books of Club and Charity Accounts
- 4. Cheque Books of Club and Charity Accounts

5. Deposit Slips of Club and Charity Accounts
6. Receipt Books of Club and Charity Accounts
7. Voucher Book for those who don't provide bills
8. Voucher File of Club (kept date wise) and Charity Accounts (kept project wise) of last 3-5 years
9. General Other Files maintained (if any)
10. Fixed Deposit Receipts, if any
11. Stock of Lapel Pins and Inner Wheel literature
12. Rubber Stamp for Cheque book
13. Audited Accounts of last 10 years
14. Budget of last 5 years
15. All Books and Accounts relating to Trust Account (if Trust Account is opened)

To be kept ready before by the Treasurer herself:

1. Daily Dairy or Book to register day to day transactions
2. General File for Correspondence
3. Cash Book for (i) Club Account and (ii) Charity Account
4. Ledger for (i) Club Account and (ii) Charity Account
5. In case of Trust Account, then Cash Book and Ledger for the same.
6. District Directory
7. Letterheads and Envelopes

SUGGESTED FORMATS HELPFUL FOR TREASURER

RUBBER STAMP FOR CHEQUE BOOK

Inner Wheel Club of _____	
Treasurer	President /Secretary

TABLE TO REMIT FEES TO THE DISTRICT TREASURER

(on club letter head)

Inner Wheel Club of _____

Remittance of IW Fees to the District

S. No.	Name of the Member *	Type of Membership **	IIW Dues Rs.	Association Dues Rs.	Triennial Fees Rs.	Dist. Dues Rs.	Total Fees Rs.
1.							
2.							
3.							
4.							
5.							
Grand Total		Active:					
		Honorary:					
		Honored					
		Active:					

* Mark "(New)" for member joining during the year

**Active/Honorary/Honored Active

Details of Members:

No. of members in 20__-__ (previous year)	No. of members who have resigned in 20__-__ (current year)	No. of members inducted in 20__-__ (current year)	No. of members in 20__-__ (current year)

Particulars of Order for IIW Literature:

S. No.	Order for	Quantity	Rate Rs.	Total (Quantity x Rate)
1.	IIW Directory 20__-__			
2.	Association Directory 20__-__			
3.	IIW Constitution & Handbook (Blue book)			


4.	Association Bye-laws (Green Book)			
5.	Guidelines & Directions for Club, District & Association			
Total				

A sum of Rs. _____
(Rupees _____) is
remitted by DD / Cheque No. _____ / online transfer
Date _____ Bank _____ towards dues remittance of club
dues and order for IIW Literature/Duplicate Charter
Date:

Signature of Club Treasurer
Name of the Club Treasurer


- IIW Directory is available online. In case of need, it can be checked and downloaded from Internet. Therefore, the order for hard copy of IIW Directory (costing Rs. 680/-) should be booked only when the club earnestly needs a hard copy.

VOUCHER BOOK (Debit Voucher)
(only single copy for each voucher)

	Inner Wheel Club of _____ District _____ Voucher
Voucher No. _____	Date : / /20__
Paid to Mr./Mrs./M/s _____	
a sum of Rs. _____ on account of _____.	
In words _____	
Paid by Sign Ms. _____	Received by Sign Name (Treasurer)

RECEIPT BOOK (Debit Voucher)

(In duplicate or with counterfoil)

	Inner Wheel Club of ----- District _____ Receipt	Date : / /20__
No. _____		
Received with thanks from Mr./Mrs./M/s _____ a sum of Rupees _____ by cash / D.D. No. / Cheque No. _____ dt. _____ on account of _____		
Rs. _____	Received by Ms. _____ Club Treasurer	

TREASURER'S REPORT AT CLUB MEETINGS

By Treasurer Ms. _____

Inner Wheel Club of _____ Club Account

for the period _____ to _____

Receipts	Amount (in Rs.)	Payments	Amount (in Rs.)
Opening Balance: i) Cash ii) Bank A/c Club Members Fees (No. of members x Rs. ___ per member)		Fees Sent to the District (No. of members x Rs. _____ per member) Printing and Stationery Postage and Courier Photos Gifts and Prizes Venue Rent Salary to Staff OCV of District Chairman Closing Balance: i) Cash ii) Bank A/c	
Total		Total	

**Inner Wheel Club of _____ Charity Account
for the period _____ to _____**

Receipts			Payments		
Particulars	Amount (Rs.)	Amount (Rs.)	Particulars	Amount (Rs.)	Amount (Rs.)
Opening Balance: Cash Bank A/c					
i) Project Name:			i) Project Name:		
Donation from			Printing and Stationery Snacks Photos Gifts and prizes		
ii) Project Name:			ii) Project Name:		
Donation from			Printing and Stationery ----		
			Closing Balance: Cash Bank A/c		
Total			Total		

(Reports relating to Club A/c and Club Charity A/c are generalizations. Each club may do what is practical for them.)

DETAILS OF FIXED DEPOSITS

FDR No.	Purpose	Date of FD	Amount	Date of Maturity	Amount on Maturity

GUIDELINES FOR CLUB INTERNATIONAL SERVICE ORGANIZER (ISO)

An Ambassador of Friendship

DUTIES:

Year-Long Duties:

1. **Co-ordinate:** Club ISO must coordinate **with Club President and District ISO**. She should keep in touch with District ISO through letter, e-mail, phone, etc. as District ISO arranges to get Indian and Foreign Link Clubs.
2. **Correspond:**
 - i) The ISO must correspond **with all the Link Clubs** in India and abroad and attend and reply promptly to all the letters received from them. Link Clubs are made with the help of District ISO but a Club ISO can also make Link Clubs with clubs in India and abroad in places where she has acquaintances/friends/relatives to make it easy for her to connect to such places with due information to District ISO.
 - ii) Regular correspondence to be done **with other ISOs of the District** too.
 - iii) **With District Chairman and District ISO:** Send Birthday and Wedding Day and other any other wishes and greetings to District Chairman and District ISO and send report of activities especially relating to fellowship and friendship to Dist. ISO.
3. **Fostering Friendship At Various Levels:** An ISO is required to foster and harness friendship at various levels of Inner Wheel which can be done as under:
 - i) **At International Level:** Link Clubs Overseas
 - a) Correspondence – Send Biodata (details of yourself, your family, club, District and town), festival greetings, project information, etc.
 - b) Exchange gifts/souvenirs/club flag (gift of typical Indian workmanship be sent).
 - c) If you or any of your club member/s is on a visit to another city try to attend I.W. meeting there.

- d) Invite IYE student who is going abroad and give him/her flags, letter, gift, etc. to take with him for the I.W. clubs there. This will help making overseas link club.
 - e) Invite an IYE student/G.S.E. Team/foreign country members to your meeting project or get-togethers/festivals and exchange flags with them. They could be invited to speak on their local customs, culture, way of life, etc.
 - f) Make proper arrangements to welcome and be hospitable to members of IW Clubs visiting hometown from abroad.
 - g) Exchange flags when in an event there are members from foreign clubs.
- ii) At Association level/National Level:** Link Clubs with clubs in other Districts coming under Association of Inner Wheel Clubs in India
- a) Correspondence – Send Bio-data (details of yourself, your family, Club, District and town), Birthdays and Wedding Anniversary wishes, festival greetings, project information, etc.).
 - b) Exchange gifts/souvenirs (gift of local workmanship be sent).
 - c) Promote and organize Inter District Exchange or Inter District Fellowship Meet.
 - d) Provide details of club meetings, addresses, etc. of link clubs or other clubs where members of home clubs are likely to visit. Encourage her to visit club meeting there and if yourself are going then attend the meeting/project.
 - e) Make proper arrangements to welcome and be hospitable to members of Inner Wheel Clubs visiting hometown from other Districts.
 - f) Exchange flags when in an event there are members from clubs from other Districts of India.
- iii) At District Level:** Clubs within the District
- a) Correspondence – Send Bio-data (details of yourself, your family, club and town), Birthdays and Wedding Anniversary wishes, festival greetings, project information, etc.
 - b) Exchange gifts/flags at District Rally.

- c) Hold Intra District Competitions (could be related to theme of the year, projects of District, Association or IIW).
 - d) Arranging Intra District fellowship meetings and events to foster goodwill and understanding.
 - e) Visit nearby I Clubs at their meeting or project.
 - f) Plan an Inter City Meet of 3-4 clubs.
 - g) Provide help for District Rally/Conference, ISO Meet and actively attend and participate in it.
 - h) Arrange IW Day program / picnic with nearby club.
 - i) Make proper arrangements to welcome and be hospitable to members of Inner Wheel Clubs visiting from other clubs.
- iv) At Club Level:**
- a) Send Birthdays and Wedding Anniversary wishes, festival greetings to members.
 - b) Arranging competitions and programs of fun, get-togethers, picnic of club members and have good fellowship.
- v) At Community Level:**
- a) Organise fun fair, cultural programs and competitions.
 - b) Celebrate Women's Day along with other women's organizations.
 - c) Organize a program on IIW Theme.
- 4. Participate and Motivate** the club members to participate in
- i) District and other club competitions.
 - ii) Competitions held at various District Events of the District.
- 5. Inform:** Tell club members about the special projects, important information received from the District and other clubs. Write down names and addresses of members of Link Clubs correspondence is done. Give details how much letters you wrote and how many you received- greeting cards, photos, gifts, received. Provide geographical, historical and cultural background and information of their correspondence with link clubs at the time of regular meetings. Inform about the number of competitions in which you and your club members have participated and number of members from clubs who participated in competitions from other clubs/districts and events attended by you and the club members.

FILES AND MATERIAL:

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

SUGGESTED DESIGN OF CLUB FLAG



- There must necessarily be 6 spokes and cogs (teeth) on both the wheels must be 24
- You can add some special feature of your city/club theme also on the flag
- Size approximately should be 7" x 10"
- Material of the flag may be satin cloth, Rexene, handmade paper or flex

GUIDELINES FOR CLUB CORRESPONDENTS

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

At Club Level:

1. **Proper publicity to club projects** in newspapers, bulletins and local cable (if possible). She puts forward the activities of club to society.

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

At District Level:

1. With Clubs in District:

- i) **Send introduction** to other Club Correspondents of the District.
- ii) **Regularity in writing to other clubs** in District about various club activities, if bulletin is published then **send bulletins** (no need for club activities separately). If club activities of other clubs are received, then if there is something worth mentioning and doing at the club level please take the initiative.

iii) **Exchanging greetings** with other CCs of the District.

2. With District Officers: CC is mainly in contact with District Editor

- i) **Send introductory letters** to District Chairman and District Editor.
- ii) **Correspondence with District Editor** informing club activities for District Newsletter, its members' achievements and other events of club members. District Newsletter totally depends on the support of CC or Club Editor.
- iii) **Send club bulletins to District officers.**
- iv) **Greeting to District Chairman and District Editor** as you are to be in close touch with them mainly.
- v) If you receive any **news from the district** please **inform the club**.
- vi) In March/April **apply for award** (if required by the District)
- vii) In March/April **prepare in short projects short description with photos for District Souvenir** as per the instructions of District Editor with the help of President.

FILES AND MATERAIL:

1. Project File (with photos)
2. Newspaper Cutting File (Scrap Book)
3. Club History File
4. Correspondence with District File (which will include letters from District Editor mainly)
5. Correspondence with Club Correspondents of District File (incoming and outgoing correspondence can be kept one behind the other)
6. Bulletins Published
7. Bulletins received from other Clubs, Districts
8. District Directory
9. Club Letterheads and envelopes

GUIDELINES FOR CLUB BULLETINS

A club bulletin is a club's voice and thus should be interesting, and with substance. Every C.C. would like it to be the best and here are a few tips :

1. Club bulletin should be **published regularly**, whether monthly, quarterly or biannually, etc. An online version too can be produced on internet.
2. **Contents** make the difference. It should include i) District Chairman's message, ii) President's message, iii) Editorial, iv) PDC's Column (if they are in your club or else senior member's articles to give them an opportunity to share their views on issues relating to the Inner Wheel), v) Projects undertaken with photos and short description, vi) News about the achievements (special events in their lives) of your club members and their families, vii) Birthday wishes, wedding anniversary wishes, viii) Issues of common interest for women, xi) District Events, x) Association and IIW news, xi) forthcoming projects, etc.
3. You can go for any kind of printing, **what is important is neat print, its contents and the layout.**
4. Bulletin **should be sent to all members and other clubs as well as all District Officers and Club ISO** be given bulletins to be sent **to Link Clubs.**

GUIDELINES FOR OTHER MEMBERS OF THE EXECUTIVE COMMITTEE

A member of Executive Committee shall be nominated and elected for one year but shall be eligible for re-election annually for maximum 3 consecutive years. The Executive Committee shall have the overall management of the day to day affairs and funds of the club. Any club officer who fails to take charge or remain absent without reasonable cause for two consecutive meetings shall be deemed to have resigned from the office and in that event, the Executive Committee shall appoint in the vacancy so caused, any member who is fully qualified to such office, to complete the year.

CLUB CONSTITUTION COMMITTEE CHAIRMAN

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

6. She should help the club CC to publicize Inner Wheel information in their club through club bulletins.

Information to be provided in the General Body Meetings

Meeting No.	Topics to be covered (from Assn Byelaws Book)
1	General Information – History, Formation Day (IW Day), IW Statistics of clubs and members and countries)
2	Basic Rules, Objects, Naming of Club
3	Membership up to Termination
4	International Governing Body in short, Editor/Media Manager
5	Convention
6	National Governing Body – Association of IW Clubs in India – Assn EC and AC, CCC Chairman, National Editor
7	Association Conference – Triennial Conference, General Motion point, Voting Delegates to the Assn Conference
8	District Committee, Qualifications, Meetings, Constitution Committee Chairman
9	Club Rules
10	Meetings, Quorum

GUIDELINES FOR DISTRICTS

GENERAL GUIDELINES FOR DISTRICTS

1. **Formation**— A District is formed with **minimum four clubs** and consists of all clubs within its boundaries.
2. **No club can have more than two members in the District Executive Committee in a particular Inner Wheel Year.** Also, **Immediate Past District Chairman, District Chairman and District Vice Chairman – any two of them cannot be members of the same club in a particular IW year.**
3. **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.**
4. **District Executive Committee Meeting**
 - i) **Number: Minimum 2** in a year.
 - ii) **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.
 - iii) **Special Meeting** may be **called by District Chairman or when requested by 2 members of the Committee. At least 4 days' notice** is required.
5. **District Committee Meeting**
 - i) **Number: Minimum 2** in a year.
 - ii) **Agenda be sent at least 30 days before the meeting.**
 - iii) **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.
 - iv) **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.

6. **Increase in District Dues**– This should **be** mentioned in the agenda and **passed by 2/3rd majority of District Committee is required.**
7. **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: Please send letters/correspondence/competitions by email, WhatsApp is not official. Moreover, information on WhatsApp is difficult to save, print if required

DISTRICT MEETINGS

Officially every District must organize **three** Intra District **meetings** in an Inner Wheel Year:

S. No.	Events→	Intra District		
		Official Business Meetings		Friendship Meetings
		District Assembly	District Conference	District Rally
1.	Delegates	Members of the District and presence of Assn President at any one of these events		Members of the District
2.	Purpose	<ul style="list-style-type: none"> • Incoming Club Officers Training • District Committee Meeting and Business Session • Report of the 'Year Gone By' by Outgoing District 	<ul style="list-style-type: none"> • District Committee Meeting and Business Session • Report of District EC and appraisal of half year performance of District and Clubs • Reports by Club 	For Fun, Fellowship, Games, Competitions to Display Talent of Members and strengthening of Friendship

		<p>Chairman and Other District Officers</p> <ul style="list-style-type: none"> • Important Financial Decisions • Appreciation/ Awards of year gone by to appreciate Work of Outgoing Presidents • Installation of District Chairman and her Team 	<p>Presidents (if it is the trend in the District</p> <ul style="list-style-type: none"> • District Level Elections for District EC members and announcement of election results and new team of coming Inner Wheel year • Acceptance Speech of Chairman Elect 	
		<ul style="list-style-type: none"> • Association President attends either District Assembly or Conference. If she attends then she is the Chief Guest. Open Session is also held for Association President's Guidance. 		
3.	Time of Hosting	May to July end	November to February End	September-October

In addition the following could also be organized :

1. Intra District

District ISO Meet – Specially ISOs of Clubs in the District For Fun, Fellowship, Games, Competitions to Display Talent of Members and Strengthening of Friendship. It is generally held along with District Rally.

Inter City and Zonal Meets – It is an extension of District Rally to include members of other districts too.

District Seminars – Seminars, Work-shops, etc. on different topics could be organized at District Level or inter club level.

2. **Inter District Meets** – Like Inter District ISO Meet, Inter District Friendship Exchange Programs, Joint Picnic/Sight Seeing, etc. They are organized to strengthen the bond of friendship beyond the District.

GUIDELINES FOR DISTRICT EXECUTIVE COMMITTEE

GUIDELINES FOR DISTRICT CHAIRMAN

The **District Chairman is an officer of the District**. She is the head of the District Executive Committee, District Committee and ex-officio member all other District Committees with a vote on each.

GENERAL GUIDELINES FOR DISTRICT CHAIRMAN

GENERAL GUIDELINES

1. She should **have updated and sound knowledge of constitutional matters** and should have copies of IIW Constitution and Handbook, Assn. Bye-laws, District Committee Rules & Club Rules and the Association Guidelines Book. She should have proper knowledge of protocol, decorum, election procedures so as to be able to guide the presidents correctly and ensure that protocol is followed.
2. The District Chairman **presides over all meetings** and is responsible 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 on her behalf.
3. The Chairman has to **provide guidance regarding the duties of other District Executive Committee members**, especially Secretary, month-wise and general every now and then. She should **share news, views and responsibilities with all the EC members**. She must **keep her District officers well informed of her movements and must discuss with them all business, problems or controversial matters**. She could also **seek advice of PDCs. Consult Association President only if needed**.

4. **Coordinate with District Secretary.**
5. **Maintain** a total **transparency** with your District Executive Committee members.
6. Must **guide the Executive Committee** and accept the majority decision of the committee.
7. It is her primary **duty to visit each club in the district** officially, to observe their administrative work at the Club Executive Committee Meeting. She also visits projects and addresses at General Body Meeting. She is expected to give the club the date at the beginning of the IW year.
8. She should **be impartial**, fair and just in all matters. She should be neutral at all times and must not differentiate between clubs or members.
9. She should **publish at least 2 News Letters during the year** – at the time of District Conference and District Assembly.
10. **Exchange greetings and wishes** as per importance time to time. Send condolence and congrats letters whenever required.
11. **Be courteous** at all times. Do not be authoritative.
12. **Send prompt replies to any IIW and Association letters** (bold), circulars. Always **retain a copy of all mails sent**. Please record date of receipt of mail, this will aid reference.
13. **Files to be maintain systematically.** Use flaps for quick reference.
14. **Instruct club Presidents to acknowledge** receipt of all **correspondence from the District.**
15. **Maintain diary.** Jot down important points of clubs, district and district events. This diary will be useful in determining Awards too.
16. She being **Deputy A.C. Member**, she must **attend the AC Meeting, if the A.C. Member is unable to do so.**

CHAIRMAN'S MONTHLY DIARY

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

March:

1. **Read the Inner Wheel literature** provided carefully. Get old files and material from Outgoing Chairman to get some idea regarding work of a Chairman.
2. **See that order is placed** by District Treasurer **for IIW literature, Association Bye-laws, Association Directories and Guidelines Book.**
3. **Receive from District Treasurer copy of receipt of order** of IIW literature, Association Bye-laws, Association Directories and Guidelines Book.
4. **In case of Association President's visit to District in Assembly, plan well in advance.** Finalization of the date is done at least around a year in advance of her visit date.

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

Preparation for ICI

- Carry copy of receipt of order of IIW and Association literature.
- Write down queries if any relating to administration to be asked.
- Do note down and understand the guidance given at the ICI.

May:

1. **Plan realistic Budget** of her year in cooperation with Incoming District Treasurer, Outgoing District Chairman and Outgoing District Treasurer.
 - The budget for the Inner Wheel Year 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 club visits.**
3. **Make District Committees**, especially Scrutiny Committee with care. **Scrutiny Committee** which consists of District Chairman as head of the Committee, Vice Chairman, IPDC and Secretary as its members with two PDCs as Scrutiny Officers who will later act as Election Officers (the PDC need not be District CCCC)
4. **Ensure that District Directory is published on time.** Coordinate with District Editor if she is preparing District Directory.

5. **Arrange DEC training** for the incoming team with the help of PDCs and current outgoing District officers. Give them write-up on their duties. Update as been received at ICI.
6. **Prepare for Club Officers Training.** Prepare to give the incoming club teams various reporting formats, schedules, etc. to help them perform better.
7. **Prepare for District Assembly.**

June:

1. **Collect all remaining files and material** from outgoing Chairman in the last week of June.
2. **Give the incoming club teams various reporting formats,** schedules, etc. to help them perform better.
3. **Prepare for the forthcoming District Assembly**
 - If Association President is present, she is the Chief Guest.
 - At the installation collar, charter file and lapel pin (badge) is to be handed over by the outgoing to the incoming District Chairman.
4. **Purchase or download** soft copy (if available) of **Association Directory.**
5. **Keep mailing list** of following **ready:** i) Association EC, ii) District Chairmen of other Districts in the India, iii) District EC, iv) Presidents of Clubs in the District, v) PDCs of the District.

July:

1. **Send Greetings** for year to **District EC and club Presidents** on 1st July itself.
2. **In case of internal elections for IIW posts receive sample copy of ballot papers.**
3. **Follow up with clubs for sending it properly to reach on time.** In case ballots are not received by club/s then inform Association Secretary for duplicate ballots.

August: Coordinate with District Treasurer regarding dues collected and sent to Association.

September/October:

1. **Prepare for Scrutiny Meeting, District Rally, ISO Meet,** etc.
2. **Encourage clubs for maximum attendance at these District events.**
3. **Encourage clubs to observe 21st September 2014 as International Peace Day.** It is recommended by IIW.

4. **Receive forms for the post of Association President/Association Vice President** from Association Secretary.
5. **Attend Scrutiny Meeting.**
6. **Attend District Rally.**
7. **Receive IIW Directory.**
8. **Receive form for the post of Association Secretary/Association Treasurer.**
9. **In case there is a candidate for the post of Association President or Vice President then get form** for the post of Association President/Association Vice President **filled and send it to Association Secretary by speed post** preferably. Ensure that all instructions for sending nominations are duly complied with.

November: Prepare for District Conference. Prepare for District elections in coordination with District Secretary.

December:

1. **Follow up with District Secretary regarding Association level ballots** to be sent by clubs be checked and Presidents guided. If clubs have not received ballots then duplicate ballots be request to Association Secretary. (these ballots are received in October if it is Triennial Year).
2. **Follow up with Presidents regarding IIW ballots.**

January:

1. **Encourage clubs to celebrate Inner Wheel week and observe 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. The format too will be sent by Association as received from IIW.

February/March:

1. **Receive club activities information, compile them.**
2. **See that 100% voting is done of IIW ballots.**
3. **Receive information of results of Association Vice President and National Editor.**
4. **Send letter to clubs for getting information about their club activities, beneficiaries and expenses as required by the Association President.**
- 5.

6. **Receive results of the Incoming Association Secretary and Treasurer.**

April:

1. **Send District Report** which will be a compilation of club activities and information as per the format sent to them. This is then sent to Association President which she has to forward to IIW.
2. **Receive applications for District Awards** from club Presidents.
3. **Prepare for District Awards.**
4. **Pass on old files and material to incoming President** for her guidance.
5. **Call for nominations for Association President/Association Vice President and IIW Posts.**
6. **Expect the New Theme** for the incoming Inner Wheel year from the National Representative.
7. **Guide Incoming Chairman regarding Incoming Chairmen's Institute.**

May: Attend Awards Committee Meeting.

June :

1. **Prepare for District Assembly and Installation Function** for the new team.
2. **Help incoming Chairman and Treasurer for budget.**
3. Help incoming District Chairman **in arranging briefing session for the incoming team** with the help of PDCs. Give them write-up on their duties.
4. **Handover all remaining files and material** to incoming President's in the last week of June.
5. **Give proper guidance to Incoming Chairman** regarding present district matters, non-functional clubs, etc.

FILES AND MATERIAL:

- | | |
|--------------------------------|---|
| i) Collar | ii) Lapel Pin |
| iii) Association Bye-laws | iv) IIW Constitution and Handbook |
| v) Association Guidelines Book | vi) Information brochures of IIW Convention/Triennial/SAR |
| vii) District Directory | viii) Association Directory |
| ix) Association Directory | x) Photo Album |

- xi) IIW Directory (could be with District ISO)
- xii) Letterheads and Envelopes
- xiii) Correspondence Files:
 - of a) Clubs, b) Other Districts, c) IIW and Association and d) District File

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


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

3. Achievements of District

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


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

FORMAT OF DISTRICT LETTERHEAD

IIW Service Project <u>logo</u>	 Inner Wheel Club District _____	IIW Theme logo
District Chairman Name Address Ph. No. Email	Association President Name Place	IIW President Name Place
District Vice Chairman Name Address, Phone No. Email id	IPDC & AC Member Name Address, Phone No. Email id	
District Secretary Name Address, Phone No. Email id	District Treasurer Name Address, Phone No. Email id	
District ISO Name Address, Phone No. Email id	District Editor Name Address, Phone No. Email id	

Please Note: Printing should be in light blue colour only

FORMAT OF DISTRICT ENVELOPE

	INNER WHEEL DISTRICT _____
	To, _____ _____ _____
From: Ms. _____ Post at District Address & Phone No.	

- *If the District wants to put IIW Theme on the envelope, it can*

OFFICIAL CLUB VISIT TO CLUBS

1. WHAT TO SEE, DO AND GUIDE

Why Club Visits?

1. A right
2. A part of the duty of DC
3. To have a feel of working of the clubs
4. To guide the Inner Wheel objectives clubs to work efficiently and effectively
5. To report i) at the DEC and District Committee meetings, ii) to Incoming DC about the working of clubs

See, Do and Guide – What is to be done?

- I. **Before the Visit** – Check the following
 1. Date: whether the date given is maintained or changed?
 2. Invitation: Has invitation of her visit been received?
 3. Itinerary: Visits to projects, other social organizations whether i) Informed well in advance or ii) Changed time to time
 4. Status: At public meetings she is the Chief Guest
 5. Minutes: Club EC and General Body minutes which are to be confirmed during her visit are received beforehand (15 days prior to her visit)
 6. Memo of Club History: to reach her 15 days prior to her visit

7. Information: about expected weather and necessary details (trains, road conveyance) to reach the city

II. On Arrival – note whether

1. Properly received or not
2. Sufficient time to rest was given before starting her meetings and projects
3. Proper food at proper time was given or not on her arrival

III. During the Visit – At EC and GB Meetings and Projects, etc.

1. Attendance of members
2. Display of Banner
3. Lapel Pins: Were all the members wearing their lapel pins?
4. Ensure files and material ready and at place at EC Meeting
5. Check files and material at Club's Executive Committee Meeting
6. Interaction Time: at EC and GB meetings – ask questions and discuss
7. Whether enough time is provided in the agenda for open house wherein any doubts from the members on IW matters can be cleared
8. Guide and inform of events at various levels of IW and important projects
9. Program Schedule: Did the whole program go as per schedule?
10. Hospitality – preferred food, time to rest

After the Visit

1. Was the DC seen off properly? – Clubs must put in much effort in seeing her off as you did in receiving her
2. Did the DC receive a thank you note and photographs after she reaches home as courtesy?
3. Did she receive the minutes of the EC and GB Meetings held during her visit at the earliest?

After the visit the District Chairman should report of her experience and observations

- i) At the DEC and District Committee meetings and
- ii) To the incoming DC about the working of clubs

About

- The general functioning of all clubs
- Achievements of the clubs– administration, finance, attendance, membership, programs, projects, celebrations

- Problems in clubs– Not to be discussed in District Committee Meeting as it might be embarrassing for the club

2. OCV CHECKLIST FOR CLUB FILES AND MATERIAL

Name of the Club: Inner Wheel Club of _____

Date of Visit :

PRESIDENT: Ms. _____

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

Comments:

SECRETARY: Ms. _____

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

Comments:

TREASURER: Ms. _____

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

Comments:

ISO: Ms. _____

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

6. Flags of other clubs received

Comments:

CLUB CORRESPONDENT: Ms.

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

Comments:

Overall Comments:

3. 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 guide the clubs. The District Chairman must ensure:
 - i) Proper maintenance of files
 - ii) Preparations of agenda / recording of minutes and attendance
 - iii) Financial procedure and administrative procedure is followed
2. Speech
3. Collar and Lapel Pin/Badge
4. Railway tickets/air tickets with Photo ID
5. Minutes of last Executive Committee Meeting and General Body Meeting to be proposed and seconded during her visit. She should read and note down the points to be discussed.
6. IIW Constitution and Handbook and Association Bye-laws Book

7. Association Guidelines Book
8. Information brochures of IIW Convention / Triennial Conference / South Asia Rally
9. Gifts– if any to be given by DC
10. Pen and Notepad
11. Directories – District, Association and IIW Directory (in some Districts IIW Directory is kept by District ISO)
12. Diary maintained must have the good points and lapses of each club.

Note:

- The cost of the District Chairman’s visit to clubs is borne by the District. Any additional visits say to Charter Presentation, Commemoration parties, etc. are responsibility of the club concerned.
- Do not impose yourself.
- Send your travel plans to the Club President.
- 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 THE DISTRICT
BY ASSOCIATION PRESIDENT**

(which is either at District Assembly or District Conference)

1. Correspondence and Report
2. Files and Material (Information brochures of IIW Convention, etc.)
3. Gifts for Association President and others (optional)
4. Pen
5. Notepad
6. Agenda
7. Keep in touch with the Association President regarding her travel to your District
8. Keep a separate room for the Association President as she has much work to do
9. 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 to help the AC member

10. Please do not abandon her specially when the program is over, and she is ready to leave
 11. Please receive her and see her off at the airport or railway station
 12. If Association President is on her official visit, she is the Chief Guest. Please do not call Guest of Honour during her official visit.
- For Association President’s visit to the District send her the itinerary well in advance.
 - Travelling expenses of Association President for her official visit is paid by the Association.

FORMAT FOR REPORTING OF CORRESPONDENCE BY DISTRICT CHAIRMAN
at DEC Meetings and District Committee Meetings

Inner Wheel District _____
Correspondence by District Chairman Ms. _____
For the period _____ to _____

1. At IIW level		
Letters Received		
Date	From	Matter
Letters Sent		
Date	To	Matter

Just like At IIW level, same to be given

2. At Association level
3. At Other Districts level
4. At District level
5. At Club level
6. Correspondence with other organizations like Rotary, etc.

**ANNUAL REPORT FOR IIW IN RELATION TO STATISTICS AND UN PROJECT
(to be sent by Association President to IIW by May end)**

Following format is used to send to Association President

- Number of Clubs : _____
- Number of Members : _____
- Number of newly formed Clubs : _____
- Number of Disbanded Clubs : _____
- Number of merged Clubs : _____
- Approximate amount raised in GDP £ : _____
- (Conversion rates found can be found on a variety of sites on the internet)
- Approximate number of beneficiaries : _____
- Approximate number of : _____
- Volunteer hours worked in service : _____

**Inner Wheel District _____
Activity Report for the Year 20__ - __**

S.No.	Service Activity	No. of Beneficiaries (Approximate No.)	Amount Spent (Approximate) in Rs.
1	Rights of the Child		
2.	Family		
3.	Status of Women		
4.	Ageing		
5.	Narcotic Drugs		
6.	Happier Futures		
	Total		

Note: This format is received from IIW and could change. But in general DC could collect information in this format.

GUIDELINES FOR DISTRICT VICE-CHAIRMAN

1. **Presides at the meetings in the absence of the Chairman.** She can deputize for the Chairman whenever necessary. But while taking

meeting in the absence of District Chairman or representing District Chairman she 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 meeting and District Committee **meetings and District Events.**
4. **Send for application of awards** to Club Presidents **in** February.
5. She should **prepare for her year as Chairman** through learning and observation.

GUIDELINES FOR ASSOCIATION COUNCIL (AC) MEMBER

A Vital Link between Association and District

as she is member of Association Council and is also a member of District Executive Committee. She has a dual role to play. **AC member is a District Officer** of the District Executive Committee **if she is** also **Immediate Past District Chairman of the District.** 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.** 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. But she still remains as AC member of her District.

DUTIES 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 or years. Thus, she should
 - i) Be a part of District Events
 - ii) Advice and Guide the District in more than one way.
 - iii) Give the District the continuity and stability in administration.
 - iv) Help in formulating the policy for the new Inner Wheel year
 - v) 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.** Explain the highlights of the meeting related to— both at the Association and IIW level. This report must be circulated among the DEC 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** but will not wear the collar while representing District Chairman in meetings.
6. **During the visit of Association President** to her District:
 - **Introduce** and present the **Association President**. It is customary.
 - **Aide to Association President**. She could guide the district about Association Presidents choice relating to food, stay, itinerary, etc.
7. **During the Charter Presentation Ceremony of a New Club**, if the **AC member** is present, she **carries the message of the Association President**.
8. The AC Member **can take up the responsibility of following up the ballots sent to the clubs.**

II Towards the Association

1. **Attend Association Events and function**
 - i) **Installation Function of Association President** as AC member is ceremoniously installed by Association President at this function.
 - ii) **AC Meetings: Mandatory to attend at least one Council Meeting to be eligible for higher office in the Association.**
 - iii) **All Association Events**—Triennial Conference, South Asia Rally, and 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:
- i) **Represent the District** at the Council Meetings. **In case** she is **not attending** the meeting **then** she must **immediately write 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 as the Council Meeting is not appreciated.
 - ii) **Go through the previous AC Meeting minutes**, note down necessary corrections/clarifications, if required.
 - iii) **Carry the relevant minutes** while attending the AC Meeting.
 - iv) Have a **say in the management and funds of the Association** for more efficient functioning of the Association and Inner Wheel Clubs in India. Agenda of AC meeting is received by her 45 days prior to the meeting. She must discuss important matters in the agenda in the District so as to enable her to make fruitful contribution in the discussions on those important items.
 - v) **Present the report** about the projects, activities and achievements **of the District**.
 - vi) **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.

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. 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.

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

Also, do not forget to fill in Expense Form for reimbursement of sanctioned expenses. For this maintain diary of expenses.

GUIDELINES FOR DISTRICT SECRETARY **A Source of Support to District Chairman and District**

The **District Secretary is an officer of the District**. She is a member of the District Executive Committee and District Committee and ex-officio member of all other committees at District level all other District Committees.

GENERAL DUTIES & RESPONSIBILITIES OF A SECRETARY **(to be undertaken throughout the year)**

1. **Correspondence:** She conducts all correspondence.
 - Must **be prompt** in attending to all the correspondence. **Become computer savvy** for cheaper and faster communication and check emails every day.
 - **Send a copy** of each correspondence **to the District Chairman**.
 - **Retain copy of all outgoing mails and circulars**.

2. **Knowledge:**
 - Be thorough with the Bye-laws. Be aware of all the rules and regulations. She should follow all the rules and regulations and procedures strictly.
 - Possess an up-to-date knowledge of all the procedure.

In case of doubt consult and take advice of seniors on any matter. They are always ready to help.
3. **History Book:** Update District and Club Information and keep District History Book updated. 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 lot of 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 files each year, keeping only those things which are useful for reference, e.g., Records, History, Meeting Books and Attendance Register which 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: Agenda of DEC to be sent only to DEC members. For any District Event and District Committee **to District Executive Committee, PDCs and Club Presidents/Secretaries at least 45 days before the meeting.**
6. **Minutes:**
 - i) **Prepare Minutes:** They should be prepared **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.
 - ii) **Send Minutes on time: (within a month of the meeting)**

- a) **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**.
- b) **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**.
- iii) **Maintain Minutes books** – for future reference.
- 7. **Forward correspondence from overseas link club to District ISO**.
- 8. **Membership Forms:** Duly sign and stamp membership forms of clubs as and when received and return it to them at the earliest.
- 9. **Send greetings and wishes** as per importance time to time.
- 10. Send condolence letter on behalf of the District.
- 11. **Maintain close liaison** and work in understanding **with the District Chairman**.
- 12. **Guide club Secretaries**. Any query be heard and replied patiently.

**DISTRICT SECRETARY’S DIARY
MONTH-WISE CHECKLIST**

May/June:

- 1. From Outgoing District Secretary
 - i) **Receive files**, books and material
 - ii) **Take guidance**
- 2. **Purchase or download** soft copy (if available) of **Association Directory**
- 3. **Keep mailing list** of following **ready:** i) Association EC, ii) District Secretaries, iii) District EC, iv) Presidents and Secretaries of Clubs in the District and v) PDCs

July:

- 1. **Send:**
 - i) **Greetings and Congrats** to Association Secretary and Dist. Office Bearers, Other Dist. Secretaries, Club Secretaries, etc.
 - ii) **To Club Secretaries**
 - **Letters**

- **Calling for corrections/additions in District Directory**, if any.
 - **regarding 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
2. **Receive Report of District's A.C. Member and circulate it to DEC members, PDCs and club members**, if District Assembly is over before 1st AC meeting.

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 and so **no need to receive and send it** separately.
 3. **Check the Association Directory for corrections and inform Association Secretary accordingly.**
 4. **Encourage Club Secretaries to prepare Club Roster and send a copy to District Secretary.**
 5. **Receive correction in District Directory** from club Secretaries.
 6. **Inform the Association Secretary corrections/additions** in Association Directory.
 7. **Receive Minutes** of the District Executive Committee Meeting and District Assembly from previous District Secretary.

August:

1. **Send letter to Club Secretaries**
 - i) **Asking for Voting Delegates**, Deputy Voting Delegates with sample format of sending such names.
 - ii) **Inviting nominations for post of District EC** along with draft copy of sending nominations and consent letter.
 - iii) **Invitation regarding Inter Rally and District Meet** (if any).
2. **Prepare Agenda of**
 - i) **Scrutiny Committee Meeting and District Executive Committee Meeting** in consultation with District Chairman.
 - ii) **District Rally and Inter District Meet** 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 corrections in Association Directory** from Association Secretary.

September:

1. **Send**
 - i) **To Club Secretaries**
 - **Corrections in Association Directory** to Club
 - **Reminder for list of Voting & Deputy Voting Delegates**
 - **Reminder for District Dues**
 - **Reminder for History Book**
 - ii) **Agenda of Scrutiny Meeting** to Scrutiny Committee members and of District Executive Committee Meeting to District Executive Members.
 - iii) **Agenda of District Rally and Inter District Meet** to District Executive Committee Members, PDCs and Club Presidents and ISOs.
2. **Coordinate 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 invitation letter for District Conference.**
5. **Send more corrections/additions in Association Directory**, if any, **to Association Secretary.**
6. **Prepare for District Executive Committee Meeting and all other District Events.**
7. **Once again receive corrections in Association Directory from Association Secretary** (if any).

October:

1. **Send corrections in Association Directory received from Association Secretary to clubs.**
2. **Attend Scrutiny Meeting** and help in scrutinizing nominations.
3. **Attend District Executive Committee Meeting.**

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 letter to District Executive Committee 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.**
6. **Prepare minutes** of Scrutiny Meeting and District Executive Committee Meeting. (The decisions of Scrutiny Meeting will come in District EC meeting to be held after Scrutiny Meeting)
7. **Prepare minutes of** District Executive Committee Meeting held in September.
8. **Prepare reports of District Events**– Inter District Meet and District Rally, etc.
9. **Prepare Agenda for District Conference** and send to District Chairman for checking.
10. **Send reminder for names voting and deputy voting delegates** and informing them to send names on club letterhead if there are changes in the voting or deputy voting delegates.
11. **Send minutes of Scrutiny Meeting to members of Scrutiny Committee.**
12. **Send Minutes of** District Executive Committee **Meeting** to District Executive Members.
13. **Send reports of** District Events like Inter District Meet and District Rally to District Officers, PDCs, and Club Presidents/Secretaries.

November:

1. **Send Agenda of District Conference or any other Inter-District Event** to Association President, District Executive Committee Members, PDCs and Club Secretaries.
2. **Prepare for District Conference** (all files, registers, books and material required) [Minutes Book to be received from Previous District Secretary at Conference and History Book be updated]
3. **Send letter regarding club elections** and remind that they be held by December end and maximum by January end and ask them to send the

names and details of the newly elected President, Secretary and ISO which is for Association Directory.

December: Help District Chairman in follow-up regarding IIW and Association Ballot Papers. Check if all clubs have received the ballot papers Ballot Papers of Association. If Association ballots are not received. by any club/s, inform the Association at the earliest.

January:

1. **Prepare Minutes** of District EC Meeting and District Conference.
2. **Send Minutes** of District EC Meeting to District Executive Committee Members and Association President.
3. Send Minutes of District Conference.
4. **Send 1st letter for District Assembly invitation.**

February:

1. **Receive information from Association regarding the results of elections of the Association Vice President and Deputy National Representative and National Editor** (if Triennial Year then it is in December).
2. Receive information from Association regarding the **results of Hon Assn Secretary and Hon Assn Treasurer.**
3. **Collect all Club Information** required for **Association Directory** and send reminders to clubs from whom such information is not received.
4. **Send letter** to Club's incoming Presidents and Secretaries **regarding Incoming Club Officer's Institute.**
5. **Send District and Club Information to Association Secretary** as required by her for Association Directory.

March:

1. **Start preparing Annual Report** to be presented in District Assembly.
2. **Preparation for Award Meeting** – agenda, place, date and time.

April:

1. **Receive applications for Awards** from clubs.
2. **Motivate clubs to attend Incoming Club Officers Training Program and District Assembly.**

May:

1. **Attend Awards Committee Meeting.**

2. **Prepare for the Incoming Officers Training Program and District Assembly.**
3. **Send Agendas of District EC Meeting and District Assembly.**
4. **Prepare for District Executive Committee Meeting** to be held before District Assembly.
5. **Prepare Minutes of Award Meeting.**
6. **Send Minutes of Award Meeting** to District Executive Committee Members.
7. **Prepare Annual Report** to be presented to the District Committee Meeting held during District Assembly.

June:

1. **Start preparing for a smooth handover** of records.
2. **Attend Joint District Executive Committee Meeting, Incoming Officers Training Program and District Assembly.**
3. **Prepare Minutes of District EC Meeting, and District Assembly and report of Incoming Officers Training Program.**
4. **Guide Incoming District Secretary.**
5. **Handover all the remaining files, registers and material** to incoming District Secretary.

July:

1. **Send Minutes of District EC Meeting, District Assembly & report of Incoming Officers Training Program.**
2. **Any other remaining work** of District Secretary **be completed.**
3. **Remaining material, if any, to be handed over** to the incoming District Secretary.

FILES, REGISTERS, BOOKS AND MATERIAL:

1. **Files :**
 - i) Correspondence from IIW, Association, Other Districts and District
 - ii) Club Files: Minutes File, Project Report File and Correspondence from Clubs File
 - iii) Outward Correspondence File
 - iv) Election File (includes nominations received, letters of clubs for voting and deputy voting delegates, list of voting and deputy voting delegates correspondence for elections, etc.)

- v) Minutes of DEC Meeting and District Committee Meetings File
 - vi) List of Membership of Clubs and Roster File
2. **Registers and Books :**
- i) Minutes Book of
 - District Executive Committee Meetings
 - District Committee Meetings
 - ii) Attendance Register of
 - District Executive Committee Members and
 - District Committee Members
 - iii) Award Register (When given Running Shields)
 - iv) History Book
 - v) Voting and Deputy Voting Delegates Register
3. **Material for Elections :**
- i) Election File
 - ii) Bio-data of contesting candidates
 - iii) Ballot Paper
 - iv) Ballot boxes
 - v) Stamp pads*
 - vi) Stamps*
 - vii) Voting & Deputy Voting Delegates Register
- * Optional, or else pen could be used to mark X on ballot paper
4. **Other Material :**
- i) Association Directory
 - ii) District Directory
 - iii) IIW Constitution
 - iv) Association Byelaws
 - v) Flags of Clubs
 - vi) Name Plates
 - vii) District Secretary's Pin
 - ix) Secretary's Diary
5. **Material at District Events and Executive Meetings :**
- i) Minutes of the previous meetings
 - ii) Agendas of the events
 - iii) Sheet to write minutes of the meeting
 - iv) Expense Sheet duly filled
 - v) Secretary's Report
 - vi) Calculator
 - vii) Note Pad
 - viii) Extra pens
 - ix) Pen drive (having her documents)
 - x) Gifts

GUIDELINES FOR REPORTING BY DISTRICT SECRETARY

at DEC and District Committee Meetings

Inner Wheel District _____

Report of District Secretary _____

For the period _____ **to** _____

1. **District Events:** A short report of Incoming Officers' Training/District Assembly/District Conference/District level Felicitation program for Association or IIW post holder/PDC Meet/etc.
2. **Functions/Events Attended:**
 - of IIW, Association and other Districts
 - of clubs like installation, joint or zonal projects, etc.
3. **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.
 - All queries of club officers heard patiently and solved to the best of my ability.
 - Correspondence done promptly and working as per guidelines of Association for District Secretaries.
 - Sent letter for preparing district history book and received good response.
4. **Opinions:** Relating to functioning of clubs and club Secretaries – anything extraordinary

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

AGENDAS OF DISTRICT MEETINGS

I. AGENDA OF DISTRICT EXECUTIVE COMMITTEE MEETING Inner Wheel District ____

____ (No. of meeting) District Executive Committee Meeting

Date : Time :

Venue : Host :

Agenda

1. Meeting called to order: District Chairman Ms. _____
2. Inner Wheel Prayer: District Secretary Ms. _____
3. Condolence, if any: District Chairman Ms. _____
4. Welcome and Opening Remarks: District Chairman _____
5. Apologies for Absence : District Secretary _____
6. Attendance: District Secretary _____
7. Confirmation of Minutes of last EC Meeting held on _____ (date) at _____ (place) : District Secretary Ms. _____
8. Matter arising out of Minutes
9. Finance: District Treasurer Ms. _____
 - i) Pass the Audited Statement of Accounts for the period 1st July 20__ to 30th June 20__ (taken up in the District EC Meeting once the accounts are audited)
 - ii) Pass Statement of Accounts for the period 1st July 20__ (starting of the year) to _____20__ (date must be 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 must be maximum 3 days prior to meeting) (taken up in the District EC Meeting once the accounts are audited along with Audited Statement of Accounts)
 - 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__. (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.
10. Correspondence:
 - i) District Chairman Ms. _____
 - ii) District Secretary Ms. _____
 11. Reports of District Officers:
 - i) District Chairman Ms. _____
 - ii) District Vice Chairman Ms. _____
 - iii) AC Member Ms. _____
 - iv) District Secretary Ms. _____
 - v) District ESO Ms. _____
 - vi) District ISO Ms. _____
 - vii) District Editor Ms. _____
 12. Nominations, if any, for the post of IIW or Association (followed by resolution)
 13. 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)
 14. Resolutions, if any
 15. Any other matter with the permission of District Chairman Ms. _____
 16. Observation by Association President Ms. _____ (if present)
 17. Concluding Remarks : District Chairman Ms. _____
 18. Vote of thanks : District Vice Chairman Ms. _____
 19. National Anthem: All present
 20. Meeting adjourned : District Chairman Ms. _____

Signature
 Name
 District Secretary

II. AGENDAS AT DISTRICT ASSEMBLY

1. Agenda of District Committee Meeting And Business Session Inner Wheel District ____

____ (No. of Assembly) DISTRICT ASSEMBLY “specific name given”

Date : Time :

Venue : Host :

Registration Fee : (optional)

Registration and Breakfast : time

Briefing Session for Club Officers : time

District Committee Meeting And Business Session

(Date and Time)

Agenda

Agenda 1 : Meeting Called to Order : District Chairman Ms. _____

Agenda 2 : Inner Wheel Prayer : District Secretary Ms. _____

Agenda 3 : Condolence (if any) : District Chairman Ms. _____

Agenda 4 : Welcome & : District Chairman Ms. _____

Opening Remarks

Agenda 5 : Apologies for Absence : District Secretary Ms. _____

Agenda 6 : Confirmation of Minutes of Last District Committee Meeting &
Business Session held during District Conference on _____
(date) at _____ (place) : District Secretary Ms. _____

Agenda 7 : Matters arising out of Minutes, if any

Agenda 8 : Finances : District Treasurer Ms. _____

- 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 must be 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 Inner Wheel District ____ Publication Account for the period 1st July 20__ to ____ 20__ (date must be maximum 3 days prior to meeting)
- v) Pass the audited statement of District Conference
- vi) Pass the budget for the Inner Wheel Year 20__ - 20__
- vii) Resolutions for District and Publication Account:
 - a) Shifting of Bank Account of Inner Wheel District ____
 - b) Appointment of Auditor of Inner Wheel District ____ Account
 - c) Renewal of FDR/Short term deposits for various purposes (each could be taken separately)
- viii) Any other Financial Resolution

Agenda 9 : Correspondence

- i) District Chairman Ms. _____
- ii) District Secretary Ms. _____

Agenda 10 : Reports by District Officers

- i) District Chairman Ms. _____
- ii) District Vice Chairman Ms. _____
- iii) AC Member Ms. _____
- iv) District Secretary Ms. _____
- v) District ESO Ms. _____
- vi) District ISO Ms. _____
- vii) District Editor Ms. _____

Agenda 11 : Resolutions : District Chairman Ms. _____

- i) Nomination for the post of Association President / Vice President / National Editor / Association Secretary / Association Treasurer / IIW Post
- ii) Any other resolution/s

Agenda 12 : Reports of 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

Agenda 13 : 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 14 : Resolutions, if any

Agenda 15 : Any other discussion with the permission of the Chair

Agenda 16 : Open Session– only if Association President is present on her official visit

Agenda 17 : Introduction of Association President : AC Member Ms. _____ (if AP is present on official visit to the district)

Agenda 18 : Address by Association President Ms. _____ (if present) – she will give her observations

Agenda 19 : Roll Call : District Secretary Ms. _____

Agenda 20 : Venue of Next District Function

Agenda 21 : Concluding remarks : District Chairman Ms. _____

Agenda 22 : Vote of thanks : Dist. Vice Chairman Ms. _____

Agenda 23 : National Anthem : All

Agenda 24 : Meeting Adjourned : District Chairman Ms. _____

Signature

Name

District Secretary

Note: To save time District Committee Meeting and Business Session are held together. In District Committee Meeting only voting delegates participate (Agenda No. 6 to 8, 11, 13, 14, 15)

2. Agenda of Installation

Inner Wheel District ____

INSTALLATION OF NEW TEAM

(Date and Time)

Agenda

Agenda 1 : Meeting Called to Order : District Chairman Ms. _____

Agenda 2 : Lighting of the Lamp : District Chairman Ms. _____

Agenda 3 : Inner Wheel Prayer : District Secretary Ms. _____

Agenda 4 : Invocation Song : Host Club

Agenda 5 : Welcome Address and : Host Club

Agenda 6 : Messages and Greetings : District Secretary Ms. _____

- Agenda 7 : Review of Year 20__-20__ : District Chairman Ms._____
- Agenda 8 : Release of District Chairman’s Newsletter and District Souvenir (if any)
- Agenda 9 : Introduction of _____ : District Chairman Ms._____ Incoming District Chairman
- Agenda 10: Installation of New Team and Address by Newly Installed District Chairman Ms._____
- Agenda 11 : Introduction of Guest of Honor, if any : Ms._____, Post
- Agenda 12 : Greetings by Guest of Honor, if present
- Agenda 13 : Introduction of Chief Guest : Ms. _____, Post (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 (Optional)
- Agenda 16 : Presentation of Mementos to Chief Guest and Guest of Honour
- Agenda 17 :Vote of Thanks _____ : Host Club and newly elected District Vice Chairman Ms._____
(Host Club to those who helped them organize and newly elected Vice Chairman to guests and host club)
- Agenda 18 :National Anthem _____ : All
- Agenda 19 : Meeting Adjourned _____ : District Chairman Ms._____

Signature
Name
District Secretary

3. Agenda of Awards Function

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

Inner Wheel District ____
District Awards/Appreciation Function
(date and time)

Agenda

- Agenda 1: Meeting Called to Order : District Chairman Ms._____
- Agenda 2: Opening Remarks : District Chairman Ms._____
- Agenda 3: Awards : District Chairman Ms._____

- Agenda 4: Closing Remarks : District Chairman Ms. _____
- Agenda 5: Vote of thanks : Host Club
- Agenda 6: Meeting Adjourned : District Chairman Ms. _____
- District Chairman is the Outgoing District Chairman

IV. AGENDAS OF DISTRICT CONFERENCE

1. Agenda of Inaugural Function

Inner Wheel District ____
 _____ (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 : District Chairman Ms. _____
- Agenda 2 : Inner Wheel Prayer : District Secretary Ms. _____
- Agenda 3 : Lighting of the Lamp : Chief Guest and other dignitaries on the dais

(if Association President is present then she is the Chief Guest)

- Agenda 4 : Invocation Song : Host Club Member Ms. _____
- Agenda 5 : Welcome : Conference Chairman / Convener Ms. _____
- Agenda 6 : Floral Welcome : Host Club
- Agenda 7 : Welcome and Opening Remarks : District Chairman Ms. _____
- Agenda 8 : Greetings and Messages : District Secretary Ms. _____
- Agenda 9 : Address : District Chairman Ms. _____
- Agenda 10 : Release of Publications : Assn President Ms. _____
 District Chairman’s (if present) or Chief Guest
 Newsletter / Conference
 Souvenir of Host Club, etc.
- Agenda 11 : Greetings and Blessings : Dignitaries (DG, PDC, etc.)
 (Optional)

Agenda 12 : Introduction of Chief Guest: AC Member Ms. _____
(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 Ms. _____

Agenda 15 : Vote of thanks : Host Club

Agenda 16 : National Anthem : All present

Agenda 17 : Adjournment of Meeting : District Secretary Ms. _____

Signature

Name

District Secretary

2. Agenda of District Committee Meeting and Business Session Inner Wheel District _____

_____ (No. of Conference) DISTRICT CONFERENCE "specific name given"

Date : _____ Time : _____

Venue : _____ Host : _____

Registration and Breakfast : Time _____

District Committee Meeting And Business Session

Date: _____ Time: _____

Agenda

1. Meeting Called to Order : District Chairman Ms. _____
2. Inner Wheel Prayer : District Secretary Ms. _____
3. Condolence, if any : District Chairman Ms. _____
4. Welcome and Opening Remarks : District Chairman Ms. _____
5. Apology of Absence : District Secretary Ms. _____
6. Confirmation of Minutes of last : District Secretary Ms. _____
held on ____ (date) at _____ (place)
7. Matter arising out of Minutes, if any
8. Finance : District Treasurer Ms. _____
 - i) Pass the Audited Statement of Accounts for the period 1st July 20__ to 30th June 20__ (if not passed in District Assembly)

- ii) Pass Statement of Accounts for the period 1st July 20__ to maximum to _____ (date must be 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 IW District _____ Publication Account for the period 1st July 20__ to _____ 20__ (date must be maximum 3 days prior to meeting)
 - v) To pass Audited Statement of District Assembly and District Rally
 - vi) Financial resolutions, if any
9. Correspondence:
- i) District Chairman Ms. _____
 - ii) Any other District EC member Ms. _____
10. Reports by District Officers
- i) District Chairman Ms. _____
 - ii) District Vice Chairman Ms. _____
 - iii) AC Member Ms. _____
 - iv) District Secretary Ms. _____
 - v) District ESO Ms. _____
 - vi) District ISO Ms. _____
 - vii) District Editor Ms. _____
11. Project Report of Clubs _____ : Club Presidents (1 min per club)
(if District has the tradition)
12. Reports on IIW/Association Events
13. 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)
14. Resolutions, if any
15. Nominations, if any, for the post of IIW, Association
16. Announcement of Elections _____ : District Secretary Ms. _____
17. Announcement of Election Officers: District Chairman Ms. _____
18. Floral Welcome of Election Officers: District Chairman Ms. _____
19. Voting Instructions _____ : District Chairman Ms. _____

20. District Elections : District Chairman _____
 - i) Declaration of unopposed District EC members for the year _____ : District Chairman Ms. _____
 - ii) Introduction of Candidates : Election Officer
 - iii) Rules for Voting : Election Officer
 - iv) Casting of Votes by Voting/Deputy Voting Delegates
21. Open Session (could be taken while counting is on) – if only Association President is present on her official visit)
22. Announcement of Results of District Election : Election Officers
23. Welcome of next year’s District Executive Committee : District Chairman Ms. _____
25. Introduction of Incoming District Chairman : District Chairman Ms. _____
25. Acceptance Speech : Incoming District Chairman Ms. _____
26. Roll Call of Voting Delegates : District Secretary Ms. _____

*Members from clubs present
1st Registration/Maximum Attendance/Full Team Registration
27. Venue and Date of District Assembly: District Chairman Ms. _____
28. Announcement of Prizes of Various Competitions, if held : District ISO and Host Club
29. Impressions of District Conference: Delegates (2 to 3)
30. Any other matter with the permission of District Chairman
31. Observations : Association President Ms. _____
(if Assn Pres is present)
32. Concluding Remarks : District Chairman Ms. _____
33. Vote of thanks : District Vice Chair. Ms. _____
34. National Anthem : All
35. Meeting Adjournment : District Chairman Ms. _____

Signature
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, 14 to 20)

* Roll Call of members present can be mentioned in minutes in a tabular form:

S.No.	Name of Club : Inner Wheel Club of	No. of Members Present
1		
2		
	Total	

CHECKLIST FOR DISTRICT EC MEETING AND ASSEMBLY / CONFERENCE

S. No. Books, Registers, materials, etc.

1. District Secretary's Pin
2. Name Plates
3. Pen and Sheets/notepad to write minutes
4. Agenda of the Meeting
5. District Directory
6. Attendance Register
7. Secretary's Report (including agendas to be approved)
8. Minutes of previous meeting
11. Expense Sheet for District EC Meeting only
12. Voting & Deputy Voting Delegates Register
13. Calculator (for attendance, expenses)
14. Pen drive of reports and minutes
15. Gifts (Optional)
16. Flags of other District (for inaugural function at District Conference or during visit of Association President)
17. Club Flags/Banners for Flag Parade
18. All Files, Books and Registers and Records, Election Material for display (at District EC meeting at the time of Association President's visit)
19. Election File and Material (at District Conference)

TABLE FOR KEEPING TAB OF CORRESPONDENCE FOR IW YEAR _____

Correspondence Recd. from Clubs

(just put a tick if received)

S . N o .	Name of the Club	Inst all. Invi-ta-tion	Con-grats & Intro. Letter	His-tory Book Info	Bull -e-tins	Gre-et-ings	Voting Dele-gates	Nomi-na-tions	List of Mem-bers	Min-utes	Project Report
1											
2											
3											

FORMAT FOR SENDING CORRECTIONS IN THE ASSOCIATION DIRECTORY

Inner Wheel District _____

Corrections in the Association Directory _____ (year)

Page No.	Heading	Printed in the Association Directory	Corrections/Additions
_____	IWC _____ President <i>(could be Secretary or ISO)</i>	Mobile No. _____ <i>(It could be name, address, mobile or email id)</i>	Mobile No. _____

Yours in Inner Wheel,

Signature

_____ (name)

District Secretary, District ____

REQUIREMENTS FOR ELECTIONS

1. List of Voting and Deputy Voting Delegates.
2. Letter from clubs of names of Voting and Deputy Voting Delegates received from clubs, if not received earlier but presented at the time of elections.

3. Correspondence for Elections
4. Nominations Received from Clubs (Nomination Forms, Consent Letter and Bio-data and minutes)
5. Agenda and Minutes of Scrutiny Meeting
6. Envelopes sent for Nominations to be sent
7. Ballot Papers (use different colour ballot papers for different posts)
8. Stamp 'X', Ink pad – if no stamp then keep 2-3 pens to mark X
9. Biodata of contesting candidates

RESOLUTIONS

Resolutions for District Accounts and Appointment of Auditors (to be passed at District Assembly)

1. Opening of Bank Account of District

In the __ (no. of meeting) District Committee Meeting of Inner Wheel District __ held at _____ (place) on _____ 20__ it was resolved that the present Account No. ____ of Inner Wheel District ____, at ____ Bank, ____ Branch, _____ (place) be closed and reopened at _____ Bank, _____ Branch, _____ (place) for the Inner Wheel Year 1st July 20__ to 30th June 20__.

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

Proposed by: Ms. _____, post, Inner Wheel Club of _____

Seconded by: Ms. _____, post, Inner Wheel Club of _____

Note: It is advisable not to change the bank or its branch due to present Bank rules. Better to just keep changing the signatories.

2. Fixed Deposit

In the __ (no. of meeting) District Committee Meeting of Inner Wheel District __ held at _____ (place) on _____ 20__ it was resolved that the amount of Rs. _____ be kept as Fixed Deposit at ____ Bank, ____ Branch, _____ (place) up to _____ (date) for the purpose of _____.

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

Proposed by: Ms. _____, post, Inner Wheel Club of _____

Seconded by: Ms. _____, post, Inner Wheel Club of _____

Note:

- **Maturity date of F.D.** should not beyond **June 30th 20__**.
- **‘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.

The above resolutions should be typed– for each resolution separate letterhead of that year, when the resolution was made be used, and below proposed by and seconded by, add:

Sign:

Chairman Secretary Treasurer
(of that year when the resolution was made)

3. Appointment of Auditor for District Accounts

In the __ (no. of meeting) District Committee Meeting of Inner Wheel District __ held at _____ (place) on _____ 20__ 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 20__ to 30th June 20__. It was further resolved to give him honorarium of Rs. _____.

Proposed by: Ms. _____, post, Inner Wheel Club of _____

Seconded by: Ms. _____, post, Inner Wheel Club of _____

Note:

- **Members proposing/seconding should be the voting delegates** of their clubs.
- The above are resolutions are passed in District Committee Meeting. **Same are earlier passed in District Executive Committee Meeting**, and then
✓ **It will be proposed and seconded by DEC members**

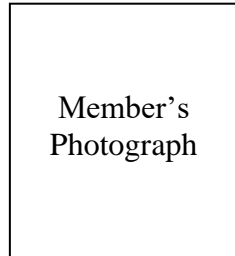
- ✓ Instead of **wording** it as “In the ___ District Committee Meeting” it will be “In the ___ District Executive Committee Meeting”
- ✓ **Date will change** as DEC Meeting is taken one day prior to District Assembly.
- ✓ **Venue might change.**

FORMAT FOR MEMBERSHIP FORM



**INNER WHEEL DISTRICT ___
MEMBERSHIP FORM**

MEMBERSHIP NO: _____



Name of the Club: Inner Wheel Club of _____

Name of the Member: _____

Date of Induction as Member: _____

Husband's Name: _____

Date of Birth: _____ **Wedding Anniversary:** _____

Qualification (if any): _____

Class of Member:

1. Active Membership **2. Honorary Membership**

Address:

Telephone No.: _____ **Email ID:** _____

Member's Signature: _____

Date: _____

Club Secretary's Name and Signature: _____

District Secretary's Name and Signature: _____ District Seal

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

GUIDELINES FOR 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 – Concentration, Accountability, Responsibility and Transparency to carry out her work through the year. Utmost clarity and transparency is required in discharging the duties as a Treasurer.

GENERAL DUTIES OF DISTRICT TREASURER

1. Being **custodian of funds** of the District, she **supervises all financial matters of the District**, and all monies raised by the committee.
2. **Maintain accounts regularly:** Keep record of money received from clubs, money sent to Association Treasurer, money kept in various Accounts– Savings/Current A/c And FDRs, stock of Inner Wheel literature, lapel pins, collar, vouchers issued against payments, etc. If accounts are maintained in accounting software then take out hard copy at regular intervals for backup.
3. **Submit report and Statement of Accounts:** Receipts and Payments A/c to be produced **at every District Executive Committee Meeting and** at every **District Committee Meeting** having a date of maximum 3 days prior to the date of the meetings. Update the District Executive Committee members of District finance and club membership in every meeting. At the end of the Inner Wheel year final accounts duly audited too have to be submitted.
4. **Issue Account Payee Cheques:** Payments from the funds of the District Committee shall be made **by A/c Payee cheques**. Online transfers like

RTGS, NEFT too are done but the payee needs to be informed about such transfers.

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 20__ and rest by 31st December 20__. For members joining on or after 1st January 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 20__ 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 and Honoured Active Members by the club concerned.** For Honoured Active members only the year in which she is given the honour, the dues is paid by club but from next year onwards, such members have to pay their dues.
6. **Reply promptly to any correspondence or query received from any Inner Wheel authority** – Club President, Treasurer, District Chairman, Association Treasurer and Association President.
8. Always **send copy of important letters** like letter of details of fees, guidelines sent and new club formation fees sent **to the District Chairman.**
9. Always **maintain a copy of all correspondence** for further reference.
10. **Do prompt and proper filing** especially of vouchers and bills.
11. **Whenever a new club is formed** she should **collect the dues** soon after formation **and send a DD (or do electronic transfer) to Association Treasurer along with photocopy of Charter Application Form and Letter of Sponsoring Club.**
12. **Guide Club Treasurers** through training programs, if possible and solve their queries promptly.
13. **Motivate Club Treasurers and guide them for efficient working.** For better performance by Club Treasurers following **prizes could be kept:**
 - i) Sending Dues Early
 - ii) Best Treasurer (criteria – fees, sending audited copies, etc.)
 - iii) Membership growth (if declared by District Chairman then don't)
14. **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 Treasurer must educate themselves and keep abreast with banking procedures.

MONTH-WISE PLANNER

May to June (or up to District Assembly):

1. **Prepare budget** of incoming Inner Wheel year.
 - 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.**

For District Assembly– June-July:

In District Committee Meeting at District Assembly

1. **Pass**
 - i) **The Budget** for the new Inner Wheel year
 - ii) **Financial Resolutions** relating to:
 - a) **Opening/Transferring of Bank Account**
 - The Bank Account should be an approved Nationalized Bank or Cooperative Schedule Bank or Corporate Bank.
 - Bank Account must in the name of Inner Wheel District
 - b) **Change of authorized signatories:** District Treasurer will be the first signatory and District Chairman or District Secretary will be the second signatory from 1st July to 30th June only.
 - c) **Appointment of auditor** to audit the accounts along with the honorarium/fees payable to him.
 - d) **Fixed Deposit Receipts (FDRs):** Specify term, purpose and amount of each FDR.

- e) **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 it has to be passed in the District Executive Meeting held prior to District Assembly

2. **Receive from previous District Treasurer**
 - i) **Files and materials** (mentioned in files and material)
 - ii) **D.D. or cash of amount remaining as balance** (you may get final remaining balance in the 1st District Executive Committee Meeting in September if accounts are to be finalized)
3. **Keep mailing list of following ready:** i) Association EC, ii) Other District Treasurers, iii) District Executive Committee members and iv) Club Treasurers in the District

July:

1. **Send congrats letters to Association Treasurer and District Treasurers of other Districts.**
2. **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.
3. **Give letter to the Auditor appointed** along with copy of resolution attached.
4. **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 20__ and semi-annual dues for members joining on or after 1st January 20__):
 - i) **Dues per member** details: (a) IIW Capitation (ii) Association Dues (iii) Triennial Fees (iv) Total Fees to be sent to Association Treasurer
 - ii) **Format for sending dues** to the Association Treasurer at her postal address.
 - iii) **Price of Inner Wheel Literature and Duplicate Charter Fees:** a) IIW Constitution (Blue Book) b) IIW Directory c) Association Bye-laws (Green Book) d) Association Directory e) Guidelines Book f) Duplicate Charter Fees

- iv) **Last Date of receiving dues:** it is generally 30th September
- v) **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 or online transfer only in favor of Association of Inner Wheel Clubs in India payable at ____ (place of Association Treasurer)**

Note : Regarding half yearly dues, it may be 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 price of Inner Wheel literature, etc.

5. **Send congrats letter and guidelines** (information and instructions) **to club Treasurers**
6. Send letter regarding dues, etc. to club treasurers after receiving letter from Association Treasurer. The **letter should include** the following:
 - i) **Dues per member details – In addition to dues to be sent to the Association, it will also include District Dues which will be included in** Total Fees to be sent to District Treasurer at her postal address.
 - ii) **Last Date for Dues** to be sent to District Treasurer: Generally by 31st August 20__ so that District Treasurer is able to send fees to Association on time.
 - iii) **Format for sending dues** to the District Treasurer
 - iv) **Price of Inner Wheel Literature, etc.** (as sent by Association Treasurer)
 - v) **Request for contribution to souvenir**, if the District feels
 - vi) **Mode of sending the dues:** Fees or order for Inner Wheel Literature be sent to District Treasurer by D.D. by registered AD or speed post or online transfer only in favor of Inner Wheel District ____ A/c payable at ____ (place of District Treasurer).
6. **Bank Activities:**
 - i) **Give the bank the copy of resolution** of authorized signatories and resolution of bank sanctioned for opening the account on District letterhead.

- ii) **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 20__ because as per resolution it cannot be operated by the signatories after the above date.
- iii) **Get cheque book, deposit slip book and pass book** from the bank where the account is opened
- iv) **Make FDRs**– for one year or less than one year as decided as soon as possible (max. by end of September)

August:

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

Check:

- **Name of the club** should be as per Charter (no short forms allowed)
 - **Amount:** Total amount paid should be **proper**
2. **Receive order for IW 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.

September:

1. **Send dues to Association Treasurer** in format received duly filled. Remember: This dues 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 to December:

1. **Keep track of new members** formed in clubs **and collect their dues.**
2. **Send dues collected** to Association Treasurer in format received.

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 20__).
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: Follow up on club dues.

March:

1. **Place order for Inner Wheel Literature**, i.e., IIW Directory, IIW Constitution (Blue Book), Association Directory and Association Bye-laws (Green Book), **for Incoming Inner Wheel year**; a copy of which is sent to Incoming District Chairman which she shall carry with her at Incoming Chairmen's Training Institute. (The last date for ordering it is March end).
2. **Send half yearly dues by 31st March.** Please note that continuing members have to pay full year dues. Half yearly dues are payable only by members inducted on or after 1st January 20__.

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/Receipts and Payments Account and Balance Sheet for the period 1st July to 30th June. Take care of **adding surplus of Publication Account**, 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 DEC 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 2015.

July onwards till following duties are discharged:

1. **Follow up auditing** of Statement of Accounts.
2. **Place the audited statement by the time of District Executive Meeting** held in September/October.
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 at least 3 weeks before the District 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 7 years.
6. **Send copy of audited accounts to Association Treasurer** of the current Inner Wheel year.

FILES AND MATERIAL:

Received from the previous District Treasurer

Keep ready by District Treasurer before her year as District Treasurer starts

- | | | | |
|---|---|---|--|
| 1 | Accounts of District of last 7 years | 1 | Day Book (Daily Transaction Record Book) |
| 2 | Rubber Stamp | 2 | Cash Book |
| 3 | IW Lapel Pins and Collar | 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
- Association Guidelines Book 7 *File for outgoing correspondence
- 5 Balance Sheets of last 7 years 8 *General File for greetings, letter from clubs
- 6 Data regarding membership details of each club * These could be continued in files received from previous District Treasurer
- 7 Receipt Book
- 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

PREPARATION FOR DISTRICT EXECUTIVE COMMITTEE MEETINGS AND DISTRICT EVENTS

1. **Collect Claim Form** (with Expense Sheets) of District Executive Members at DEC Meetings.
2. **Check** that each **expense has a bill or voucher attached**.
3. **See bills are sanctioned** by District Executive Committee Members at the DEC Meeting.
3. **Reimburse the amount** of bills **sanctioned** to the District Executive Committee Members and get vouchers signed as duly received.
4. **Prepare Receipts and Payments Account** from 1st July to maximum 3 days prior to each DEC Meeting and read it out.
6. **Read Publication A/c** also. Get audited Publication A/c to be read out at 1st DEC Meeting.

7. **Report** regarding special work done as a Treasurer, Accounts, club-wise details of members in the District, details of dues received from clubs, stock of IIW literature, pins, collar, work of club Treasurers, audit reports from clubs, results of competitions (like club sending fees first, increase in membership, etc.), etc.
8. **Carry** the following:
 - i) **Lapel Pins, Collars** for sale
 - ii) **Cash**
 - iii) **Receipt Book**
 - iv) **Stationery**– Pen, file/folder to keep expense sheets and other records, stapler, punching machine, extra claim forms and expense sheets, ink pad, rubber stamp, calculator, etc.
 - v) **Cheque Book** for signature of District Chairman or District Secretary.

Trust Account

General Motion states that Club/District should not form any Trust. In case of Trusts formed earlier, the interest designated from the trust corpus should be utilized for the purpose it was ordained in the trust deed and should be used within the period specified. The Trust Accounts of Clubs need to be audited annually and sent by club to District to Association Treasurer of Club Trust Account and from District to Association Treasurer of District Trust Account.

SAMPLE OF RUBBER STAMP

Inner Wheel District _____	
District Treasurer	District Chairman/Secretary

ADDRESS OF DEALERS IN IW PINS, COLLARS, ETC. AUTHORIZED BY IIW

Place order for IW Lapel pins, as and when required, with the dealers

1. Better Services,
22, Meghna, 64, S.V. Road,
Santacruz (West), Mumbai – 400054, Maharashtra.
Telephone : (022) 26491143, 26491826

Email : better@betterservices.org

Website : www.better.in

2. Mohan Plastic Industries,
63, Roshanara Plaza Complex, Roshanara Road, Delhi – 110007.
Telephone : (011) 23828130, 23821258
Email : mohanplastic@yahoo.com
Website : www.mohanindustries.com

VARIOUS FORMS AND FORMATS
DAY BOOK

(Daily Transaction Record Book)

Maintain daily transaction record book date wise

District _____

Receipts			Payments		
Date	Particulars	Amount	Date	Particulars	Amount

FORMAT TO REMIT DUES BY DISTRICT TREASURER TO ASSOCIATION
TREASURER

Details of Remittance of IW Dues to Association Treasurer

S. No.	Name of the Club	Type of Membership	Total Member H	IIW Dues (Rs. ___ per member) E	Assn Dues (Rs. ___ per member) F	Triennial Fees (Rs. ___ per member) G	Total Amo-unt M (Rs. ___ per member)
	Inner Wheel Club of:	A. Active B. Honorary C. Honour-ed Active	A+B+C = H	Rs. Per member xH=E	Rs. Per member xH=F	Rs. Per member xH=E	Rs. Per member xH=M
1.							
2.							
3.							

4.							
5.							
		Total					

Note: In case of sending fees of new club, it should be sent separately with D.D. or through online transfer and its proof along with Charter Form and Sponsoring Club's letter

Details of Members:

No. of members in 20__-__ (previous year)	No. of members who have resigned in 20__-__ (current year)	No. of members inducted in 20__-__ (current year)	No. of members in 20__-__ (current year)

Particulars of Order for IIW Literature:

S. No.	Oder for	Quantity	Rate Rs.	Total (Quantity x Rate)
1	IIW Directory 20__-__			
2	Association Directory 20__-__			
3	IIW Constitution & Handbook (Blue book)			
4	Association Bye-laws (Green Book)			
5	Guidelines & Directions for Club, District & Association			
Total				

A sum of Rs. _____

(Rupees _____) is

remitted by DD / Cheque No. _____ / online transfer _____

Date _____ Bank _____

towards dues remittance of IW dues and order for IIW Literature/Duplicate Charter

Date:

Signature of District Treasurer

FORMAT FOR RECORD OF DUES BY DISTRICT

Date	Name of the Club	Received on	DD No./ RTGS/ NEFT /etc. and Date	Amount		Deposited on	Remarks
	Inner Wheel Club of:			No. of members	Assn. Dues Rs.		

CLAIM FORM



**INNER WHEEL DISTRICT _____
CLAIM FORM**

District Executive Member's Expenditure Statement

Name of the District Executive Committee Member:

Designation:

No. of Meeting:

Place of the Meeting:

Date:

S.No.	Account Head	Particulars	Amount (in Rs.)
1.	Traveling		
2.	Stationery		
3.	Printing/Typing/DTP		
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 Exp.		
13.	Any other (pl. specify):		
	District Expenses		
	Total		

Total (in words): Rupees _____

Signature of claimant:

Note:

- Please attach relevant bills/vouchers in support of expenditure incurred.
- Use separate sheet for details of expenditure, if required.

REPORTING OF MEMBERSHIP DETAILS IN DISTRICT EC AND DISTRICT COMMITTEE MEETINGS
Club Membership Details

S.N.	Name of the Club Inner Wheel Club of:	Total Members (Previous Year)	Total Members (Current Year)	Member (increase/decrease)	Member (% increase/decrease)
1.					
2.					
3.					
4.					
5.					
	Total				

RECEIPT BOOK

(In duplicate or with counterfoil)



INNER WHEEL DISTRICT _____
RECEIPT

Receipt No. _____

Date : / / 20__

Received with thanks from _____
a sum of Rupees _____
by cash / D.D. No. / Cheque No./Online Transfer _____ dt. _____
on account of _____

Rs. _____

Received by
Sign
Name

VOUCHER BOOK

(for cash payments)



INNER WHEEL DISTRICT _____
VOUCHER

Voucher No. _____

Date : / / 20__

Paid to _____
a sum of Rupees _____
on account of _____

Rs. _____

Paid by: Sign
Name

Received by: Sign
Name

PROCEDURE FOR REPLACEMENT CHARTER/CHANGE OF NAME OF EXISTING CLUB

If a club loses a charter, a replacement charter can be applied for or if it wants to change the name, then too a new charter with new name can be applied for. The procedure is as follows:

1. A Demand Draft/online transfer of amount mentioned by Assn Treasurer in her first letter in the name of IW District ____ be sent by the club to District Treasurer along with a covering letter specifying that the amount is sent for replacement charter or change of name.
2. Club President should send written request to District Chairman along with a copy of DD/online transfer proof and copy of Charter (if the club has one).
3. On receiving DD/online transfer proof from the club, District Treasurer will send another D.D. or transfer online to the Assn Treasurer and forward a copy of the DD/online transfer proof to District Chairman.
4. District Chairman will now send request letter to Assn President/NR along with copy of request of the club and copy of DD/online transfer proof sent by District Treasurer to Assn Treasurer and copy of Charter.
5. Association Treasurer will meanwhile forward DD/online transfer proof for the said purpose to IIW Treasurer.
6. Association President will now send request for Replacement Charter along with photocopy of DD/online transfer proof and Charter to IIW Head Quarters.
7. IIW on receipt of DD or online money transfer will send the Replacement Charter/Charter with new name of the club 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.
- List of clubs with the date of Formation of the club, Charter Number and date of registration, sponsoring Inner wheel club's/Rotary Club's name with their charter number is helpful.

BUDGET
Inner Wheel District Committee ____
Proposed Budget for IW Year ____
(Proposed Receipts and Payments Account)

Receipts	PY	CY	Payments	Year before PY	Proposed PY	Actual PY	Proposed CY	Sanctioned
Opening Balance Surplus of Previous Year (including <u>Publication A/c</u>) Cash Bank Membership Dues recd. from Clubs (Separate for half year and full year) (IWV Capitation, Association Fees, Triennial Fees, Dist. Dues for __ members @ Rs. __ Sale of IW Literature Sale of IW Pins/collars Sale of Scrap Bank Interest Other Source/s of Income, if any			Membership Dues Fees sent to Assn (Separate for half year and full year) (__ members @ Rs. __ each and __ members @ Rs. __ each, i.e., of total __ members) Officers Allowances: Chairman TA Secretary 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 (exps of different DEC members to be shown separately) Meeting Expenses Telephone/Fax Traveling (of each DEC separately including ICI travel to Vice Chairman) DC's Assistant Exps (Steno) Chairman's Newsletter District Banner (if 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					

CY: Current Year

PY: Previous Year

- While preparing the budget conservative attitude is applied
- Take into account all expenses
- Income be taken less
- It is prepared after taking into account actual figures of last 3 years.

GUIDELINES FOR DISTRICT EXTENSION SERVICE ORGANIZER (ESO) (Extension Chairman or Organizer)

The ESO is **responsible for expansion work in the District**. Extension means growth and definitely every member wishes to see internal as well as external expansion of Inner Wheel.

Extension work is 3 dimensional

1. **Starting/Forming New Inner Wheel Clubs** – External Expansion
2. **Continued efforts that the existing clubs grow** – Internal Expansion
3. **Revive clubs that have become inactive** (dysfunctional, non-functioning)

Extension work is not only forming new clubs but also reviving inactive clubs.

Guidelines for Reporting by District ESO at DEC and District Committee Meetings

- Efforts taken for starting new clubs
- New clubs formed
- Overall Membership Growth in the District, highlighting week clubs and efforts to increase their membership
- Revival of week or non-functioning clubs, if any

GUIDELINES FOR DISTRICT INTERNATIONAL SERVICE ORGANIZER (ISO) **An Ambassador of Friendship**

District ISO 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.**

DUTIES OF AN ISO

I In the beginning of Inner Wheel Year (June-July 20__)

- 1. From Outgoing District ISO**
 - i) Take guidance**
 - ii) Collect files and material**
- 2. Purchase Association Directory** at District Assembly.
- 3. Keep mailing list** of following **ready**: i) Other District Chairmen ii) Other District ISOs iii) District Executive Committee members iv) PDCs v) Presidents and ISOs in the District
- 4. Send to other District ISOs**
 - i) Congratulation and Self Introduction Letters with photo to other District ISOs** for friendship. Letter should contain– biodata containing information about your district, hometown and yourself.
 - ii) 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**
 - i) Introductory letter**
 - ii) Competitions** held by their District

II Throughout the Year

- 1. Foster Friendship at Various Levels**
 - i)** Foster friendship herself and facilitate fostering of friendship at various levels of Inner Wheel by club ISOs.
 - ii)** 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**
 - i) all Club ISOs in the District to send them**
 - a) details of competitions** held by other districts.
 - b) 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.
 - ii) other District ISOs of the Districts** in Assn of IW Clubs in India and inform them about the culture and activities of your District.

- iii) **Secretaries of overseas clubs** to foster friendship.
- 3. **Co-ordinate** through letter, e-mail, phone, etc. with–
 - i) **District Chairman**– Keep her well informed. Also send copy of letter sent to ISOs – District and Club.
 - ii) **Other members of District Executive Committee.**
 - iii) **Club ISOs**– to help them get Indian and Foreign Link Clubs. Request club ISOs to send in report to her.
- 4. **Organize**– Inter District Meets, Zonal Meets, District Rally, Inter-District visits 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. **Inform**– about
 - i) **various competitions** held by other Districts/Clubs and Inter District Meets/Rally.
 - ii) **club meetings, addresses, etc. of foreign clubs** which members of home club are likely to visit. Encourage members to know people in other countries.
- 8. **Send copies of District Publications to other District ISOs**. Also Exchange information on worthy projects which can be mutually beneficial.
- 9. **Hold competitions of interest** thus bringing members of other Districts closer.
- 10. **Properly report at** District Executive Committee meeting and District Committee **meeting**.
- 11. **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.

12. **Welcome visiting Inner Wheel members** and, if possible, provide home hospitality.
13. Establish personal contact with members from other Districts.
14. **Receive friendly letters** from clubs from District, Districts in Association of Inner Wheel Clubs in India and from Foreign Countries.
15. **Gift other District ISOs and club ISOs** at various events.
16. **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)

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

FILES AND MATERIAL:

Files	Material
1. Correspondence Files Inward and Outward:	1. District's Flags
i) IIW/Association	2. Directory
ii) Other District ISOs	i) IIW Directory (received by September end)
iii) District EC File	ii) Association Directory
iv) Club ISOs of District	iii) District Directory
2. Link Club File	3. Books
(For Clubs under Association of Inner Wheel Clubs in India and Overseas Clubs)	i) IIW Constitution and Handbook
3. Activity File	ii) Association Bye laws Book
of various competitions /events organized, taken part in & various events	iii) Association Guidelines Book
	4. Flags of other Districts
	(passed on from Outgoing to Incoming District ISO during the year)
	5. District Letterheads and Envelopes

GUIDELINES FOR REPORTING AT DISTRICT EC AND DISTRICT COMMITTEE MEETINGS

1. **Correspondence** received from and sent to other Districts – for friendship endeavour
2. **District Flags Exchanged** – friendship endeavour
3. **Events Attended** – i) at IIW, ii) Association, iii) Inter-District organized by other Districts
And efforts for encouraging to members of the District for attending such events
4. **District Events organized** – i) District Rally ii) Inter District ISO Meet iii) Multi District Meet
5. **Competitions held** – for each competition i) Number of Participants, ii) 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 this maintain diary of expenses.



DESIGN OF DISTRICT FLAG

- There must necessarily be 6 spokes and cogs (teeth) on both the wheels must be 24
- You can add some special feature of your city/club theme also on the flag
- Size approximately should be 7" x 10"
- Material of the flag may be satin cloth, Rexene, handmade paper, flex, etc.

GUIDELINES FOR DISTRICT EDITOR The Power of Pen, Print and E-Media

District Editor plays an important role in people coming to know about Inner Wheel and one's District. The credit goes to her. It is the skill and efficiency

of handling the power of pen and print. She is a means to publicize her district. She is thus **the PRO of her District.**

DUTIES OF DISTRICT EDITOR

I In the beginning of Inner Wheel Year (June-July)

1. **From Outgoing District Editor** i) **take guidance** and ii) **Collect files and material**
2. **Prepare Budget** taking into account i) printing charges, ii) quality of paper and iii) number of pages and iv) number of copies to be printed. Also keep in mind the sources from which funds could be collected.
3. **Send Introductory Letters to other District Editors** for friendship.
4. **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.
5. **Keep mailing list** of following **ready**: i) Association EC ii) Other District Chairmen, iii) Other District Editors, iv) District Executive Committee members, v) PDCs and vi) Presidents and Club Correspondents in the District.

II Throughout the Year

1. **Collect, compile and publish** current, updated **information** about i) IIW ii) Association iii) District iv) 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.
 - i) **Send copies of publications** to
 - Association Executive Committee
 - Other District Chairmen and District Editors
 - District Executive Committee
 - PDCs
 - Club Presidents and Club Correspondents

- Other NGOs
 - Libraries to access desired audience
- ii) **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. **Raise Funds** – Editor needs to raise funds for the publications. This may be through advertisements, donations, contributions from clubs. The District Chairman & District Executive Committee should assist in this.
 5. **Transparency** – Give complete detailed accounts of amount received as ads, as club contribution, from the district, expenses towards printing and final amount given to district. She gives the account, which ultimately will also be incorporated in District Account.
 6. **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.
 7. **Work in close contact with District Chairman** – send copies of letters sent to Club Correspondents to her.
 8. **Maintain close bond** with i) District EC ii) Club Presidents iii) Club Correspondents iv) Other District Editors
 9. **Proper reporting during District EC and District Committee Meetings.**
 10. **Keep copies of letters sent.**
- III At the end of Inner Wheel Year (May-June)**
1. **Guide Incoming District Editor** and pass on files and material to her.
 2. **Ensure that District Directory is printed**, if District Editor is given the responsibility by the District.

FILES AND MATERIAL:

1. **Correspondence Files**
 - i) Inward Correspondence Files: a) Other District Editors, b) District File, c) Club Correspondents of District
 - ii) Outward Correspondence File
2. **Newsletters File**
 - i) Other Districts
 - ii) Own District
3. **Directory**
 - i) Association Directory
 - ii) District Directory
4. **District Letterheads and Envelopes**

PUBLICATIONS BY DISTRICT

1. **Chairman's Newsletter** – District Editor along with the District Chairman publishes **minimum 2 newsletters** in an Inner Wheel year. It includes different district 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 correspondents for project reports and photographs.
2. **District Directory** – This is **published at the end of the Inner Wheel Year for the incoming Inner Wheel Year**. District Editor assists the Incoming Chairman with the publication of District Directory containing detailed information of officers at International Inner Wheel, Association, District and Club levels. It allows creation of new friendships and contributes towards Inner Wheel Friendship and Service. It establishes link between members and the clubs in the District and also provides information about District, Association and IIW.
3. **District Souvenir** – Souvenir is the **main publication of the District released either at District Conference or Assembly highlighting the achievements of the District during the Inner Wheel year**. It must include the following in it– messages of dignitaries, district officer's important reports, highlight of club activities, important district events, other interesting information about Inner Wheel.

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 E-Newsletter, Blogs, Face Book, Twitter, LinkedIn. In fact, Districts should come up with E-newsletter and E-bulletins and encourage clubs too to publish E-bulletins. E bulletins are highly recommended as these can even be monthly, since they do not incur much expenses. The editor can learn and do it herself.

GUIDELINES FOR PUBLICATIONS

1. **Regularity**– in publishing the publications. She should know the frequency with which publications are published in her District. It should also be published timely.
 2. **Contents**– especially of Chairman’s Newsletter and District Souvenir
 - i) **Messages** of a) IIW President b) Association President c) District Chairman e) District Editor f) PDCs
 - ii) **News** of
 - a) Special achievements of PDCs and District EC members and their immediate family in the District
 - b) Sad news of members or immediate family
 - c) Birthday, wedding day
 - iii) **Projects/Events** of a) IIW b) Association c) District d) Clubs – Be impartial with clubs in printing out their project reports, whether big or small.
 - iv) **General** – Jokes, cookery, tips, etc.
 3. Organize **Essay/Poetry Competitions** to be published in **Newsletter/Souvenir**
 4. **Good Printing Quality** – Specially take care of quality of photographs
- 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
- Club Bulletins received
- Mention good work by 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. For this maintain diary of expenses.

GUIDELINES FOR DISTRICT CONSTITUTION AND CREDENTIAL COMMITTEE CHAIRMAN (CCCC)

1. She is appointed by District Executive Committee.
2. She must be a PAP/PDC and shall be appointed for a period of 3 years after passing it in the District EC.
3. District Constitution and Credential Committee (CCC) consists of
 - (i) Constitution and Credential Committee Chairman (CCCC)
 - (ii) Not more than 3 PDCs co-opted by the CCC Chairman
 And
 District Chairman, District Vice Chairman, IPDC and District Secretary shall be Ex-officio members of the committee
4. The Committee to serve for three consecutive years and may be reelected if there are no suitable persons to take over.
5. She may be invited for attending District EC meeting, if there is a need. She should not attend District EC meeting when Association President is on her official visit.
6. She should attend District Committee Meetings. She will seated in the front row and not on the dais during the District Committee Meeting since she is not part of the District Executive Committee. If she has to read any proposals or report on constitutional matter she may come on the dais for the same, read the report and be back to her seat in the front row.

7. In the meetings she will put forward the views and decisions of Constitution and Credential Committee especially related to proposals to amend the IIW Constitution and Handbook and Association Byelaws or any issue relating to district referred to her.
8. The CCCC will take their meetings as and when required specially for sending proposals to amend the IIW Constitution and Handbook and Association Byelaws and for sending amendments to proposals to amend the IIW Constitution and Handbook and Association Byelaws on behalf of the District Committee.
9. She shall assist the District in sending the proposals to amend the IIW Constitution and Handbook and Association Byelaws.
10. District CCCC will train District Executive Committee Members during District EC Training Program which should be before District Assembly.
11. She should publicize IW information through District newsletter through an article or puzzle.
12. She will encourage clubs to further the knowledge of Inner Wheel among the club members. They may hold special programs, quiz etc. for this purpose.
13. The District Chairman should be should consult the District CCC Chairman regarding matters related to constitution, bye-laws protocol, before consulting association office bearers. It is better to sort out matters at this level itself rather than bring it up at other forums.
14. The District CCCC and members should get proper respect.
15. She should be consulted on Constitutional matters only and not on routine matters (agenda, minutes, banners, finance, etc.).

CREDENTIAL FORM

(to be filled in by the District for District and Clubs Voting Delegates)

DISTRICT NO District Chairman Dist. Exe. Voting Dele. AC Member PAP		298						
S.No.	Name of Club	No. of Mem- bers	No. of Votes	Regd. For Triennial	Name of Voting Delegate	Qualifica tion of Voting Delegate	Name of Proxy Voting Delegate	Qualifica tion of Proxy Voting Delegate
1	IWC ATTUR							
2	IWC CHIDAMBARAM							
3	IWC CUDDALORE							
4	IWC CUDDALORE SILVER BEACH							
5	IWC DHARMAPURI							
6	IWC HOSUR							
7	IWC KALLAKURUCHI							
8	IWC KARAİKAL							
9	IWC KAVERIPATTINAM							
10	IWC KUMARAPALAYAM							

so on till District 329 and its clubs

GUIDELINES FOR ASSOCIATION

GUIDELINES FOR ASSOCIATION EXECUTIVE COMMITTEE

GUIDELINES FOR ASSOCIATION PRESIDENT AS NATIONAL REPRESENTATIVE (NR)

As NR she holds a key position as the link between IIW and Association

1. Communication:

- i) NR must communicate with IIW and report of happenings in the Inner Wheel Clubs in India.
- ii) All correspondence/queries from the Clubs, Districts or Association to the IIW must be routed through NR only.
- iii) Communication from IIW to be summarized and disseminated to all the Inner Wheel members in the country through District Chairmen or AC member.

2. Margarettte Golding Award: Sign and submit all applications received for the award from her country to reach IIW HQs at least 14 days before the Executive Committee Meeting (the dates are listed in the International Inner Wheel Directory).

3. Report:

- i) Prepare a) Report relating to number of Districts, Clubs Members, beneficiaries and amount of hours of voluntary service and also b) Projects relating to the UN Committee (in not more than 500 words) on which Inner Wheel is represented (this form is received from IIW).
 - ii) Send them to IIW Headquarters for circulation to the Executive, Board Directors and Secretary not later than 31st May annually.
 - iii) Submit the above reports to members in her country in the 1st Assn EC and AC meetings.
- All NRs shall submit one Report to I.I.W Headquarters. The report is to be a general survey of work undertaken by Members, covering activities and projects implementing the Presidential Theme and relating to the UN Committees on which Inner Wheel is represented

(Rights of the Child, Family, Status of Women, Ageing, Narcotic Drugs and Happier Futures Social Project).

4. **Information of Incoming Team:** Ensure that names elected NR and Deputy NR and Association Secretary and Treasurer reaches IIW HQs by 30th April on the form provided.
5. **IIW Directory:** Ensure that Association Secretary sends Association Directory, after removing i) all names other than that of District Chairman and Secretary, ii) names of Club ISOs and iii) all extra information, to NR who then forwards it to IIW HQs within the stipulated time to be included in the IIW Directory.
 - Must notify any changes in the names, addresses or omissions or corrections in the IIW Directory immediately on receipt of the IIW Directory.
6. **Minutes** (Must be in English):
 - i) Confirm the minutes of the meetings of Association Council and
 - ii) Send soft copy of the AC Meeting Minutes to IIW, after removing non-essential, matters/matters relating to India, to IIW HQs within 14 days before the Executive Committee Meeting.
7. **Charters:**
 - i) Forward the duly filled charter application forms to IIW.
 - ii) Receive charters from IIW.
 - NR signs it and forwards the same to the respective District Chairmen along with IIW President's Message.
 - If NR is invited to attend the Charter Presentation Ceremony, she must read the message of IIW President.
 - iii) Forward application for Duplicate Charters/Change of Name of the Club.
8. **IIW President's Visit:**
 - i) She is responsible for the care and all the arrangements of IIW President from the place and time she arrives in the country till her departure from the country.
 - ii) She must follow the guidelines by the IIW HQ on request about IIW President's visit.
 - iii) When the IIW President is invited to visit a country, all her accommodation and travel within the country **must** be paid for by

- that country/District/Club from the agreed point of entry until her departure. We do not pay for IIW President's travel expense.
9. Must **notify the IIW Administrator of any item** they wish to be considered **for inclusion on the agenda for IIW Governing Body Meeting** not later than **30 days** before Governing Body Meeting. (The dates of the meeting are listed in IIW Directory).
 10. **Websites:** All websites must link with the IIW website. NR must be informed and be aware of the contents of website started by District(s)/Club(s).
 11. **In IIW Convention year** she must guide the Districts while filling up the Voting Delegate Forms at the Convention.
 12. National Representative **must keep her Deputy fully informed.**
 13. NR must be **fluent in English**, the official language, i.e., must be able to read, speak and understand.

GUIDELINES AS ASSOCIATION PRESIDENT

Association President in India is also the National Representative (NR). As NR her role and duties are mentioned in Guidelines for Association President as NR. But as Association President she has additional responsibilities:

1. She should have a **thorough knowledge of the IIW Constitution and Association Byelaws.**
2. Association President must **preside over all the meetings and events** of the Association.
3. She must **keep mailing list ready** of the following in advance of taking over as Association President: i) IIW governing body and IIW HQ, ii) Association EC, Association CCCC and National Editor, iii) AC members, iv) District Chairmen and v) PAPs.
4. Immediately after installation, the newly installed Association President can wear the collar for the 1st AC meeting and during the official visits to the Districts from installation to 30th June.
5. **Responsibilities in relation to Association – EC and AC members, Elections, website, etc.:**

- i) She must help Association Secretary prepare the agenda, including all relevant items, which are to be discussed at the EC and AC meeting and Incoming Chairmen's Institute in consultation with the other members of Association EC.
 - ii) Association President should share her views and information with her EC.
 - iii) At the meetings she must give her suggestions and recommendations. Give a patient hearing to members of the Council. She must consult and take their views too. Decision must be taken after ascertaining majority opinion.
 - iv) Association President has the power to vote and has the right of a casting vote when there is a tie in elections for Association posts and internal elections for IIW posts.
 - v) Ensure accuracy and update the Association Website.
6. **Responsibilities in relation to Districts:**
- i) She must keep in close touch with the Districts and ask for and receive reports or District events and minutes of District Committee Meetings.
 - ii) She must supervise the work and activities of the clubs through the District Chairmen.
 - iii) She must visit each District at least once a year, either at District Assembly or at District Conference. If unable to do so, she must deputize the Association Vice President to attend it.
 - iv) She must ensure that she receives the itinerary of her visit and agenda of the meetings. She must read the minutes of District EC and District Committee meeting which are to be confirmed during her visit and try to give fruitful inputs on it.
 - v) By mid-January take follow up of IIW Ballots received and guide the District Chairmen and Secretaries properly for ensuring 100% balloting.
 - vi) She must check with all District Chairman and verify that all the necessary database have been complete and sent to IIW Headquarters by the due date as prescribed. Failure to comply with the above would mean that the club information will not be

included in the IIW Directory and clubs will not receive any voting papers, thus will be debarred from exercising the right to vote.

7. **Send** to District Chairmen and Assn. EC (email to AC Members and District Secretaries) **details of IIW Convention / Triennial / South Asia Rally** prepared on the basis on information and guidance received from IIW President and Association President.
8. **Coordinate for IIW Convention** – District-wise members registered to be compiled for her records.
9. **Once** the incoming Association President’s **installation takes place** and the newly installed Association President has chaired the 1st AC meeting, the **previous Association President must not call or take action relating to issues of 1st AC meeting** unless directed by incoming Association President to do so.
10. The **cost of official visits** to the Districts will be borne by Association.

NATIONAL REPRESENTATIVES REPORT – 20__-20__

NAME OF COUNTRY	:
Number of Districts	:
Number of Disbanded Districts	:
Number of Clubs	:
Number of Members	:
Number of newly formed Clubs	:
Number of Disbanded Clubs	:
Number of merged Clubs	:
Approximate amount raised in GDP £	:
(Conversion rates found can be found on a variety of sites on the internet)	
Approximate number of beneficiaries	:
Approximate number of	:
Volunteer hours worked in service	:

Your Name

Date of submission

REPORT NOT EXCEEDING 500 WORDS

You do NOT need to report on the activities of individual Clubs in detail. If you need more space please continue your report on a separate page. BUT please be aware there is a word limit of 500 words.

Rights of the Child

Family

Status of Women

Ageing

Narcotic Drugs

Happier Futures

Besides the above paragraph, send the above topics in a tabular form, stating Number of Beneficiaries and Amount spent.

(to be collected from individual clubs and compiled by District and then District Chairman sends to Association President who once again compiles information received from all districts all together in not more than 500 words and sends it to IIW HQ)

- The topics could change as per the decision of UN.

**CHECKLIST FOR DISTRICT EXECUTIVE COMMITTEE MEETING
DURING OFFICIAL VISIT TO THE DISTRICT**

Association of Inner Wheel Clubs in India

Association President's Official Visit

District _____

Assembly/Conference name of the assembly/Conference

Place _____

Date: _____

1. District Chairman

Clubs File

Charter File

History of District

File - Assn Pres, IIW Pres, Main Projects

Project File

Other Material and Files –

Observations _____

2. Vice Chairman

Report

Observations _____

3. AC Member

Report

Observations _____

4. District Secretary

Agenda and Minutes Register/s or Books of District EC and District Committee

Attendance Register of District EC and District Committee

All Correspondence Files – i) IIW ii) Assn iii) District

Election File and Material

Other Files and Material –

Observations _____

5. District Treasurer

Files – Correspondence, Resolutions

Budget file

Receipts Book

Vouchers

Bank Account passbook/ Bank statement

Deposit slip

Cheque book

FDR/FDRs

Trust Account if any

Audited balance sheets of 10 years at least

Claim Forms File

Observations _____

6. ESO's File

Report

New clubs

Observations _____

7. ISO's file

Report of work

Link clubs

Observations _____

8. Editor's file

Report

Publications of the Year

Website

Observations _____

Overall Observations

Observations _____

AGENDAS

1. INCOMING CHAIRMEN'S INSTITUTE

Incoming Chairmen's Institute 20__ Name of the Institute

Date : _____ Place : _____ Host : Inner Wheel District _____

AGENDA

Day 1

Date: _____ Time : _____ am to _____ pm

Day 1		
Date: _____		Time : _____ to _____
Entry at Venue		_____ sharp
PHOTO SESSION		_____ to _____
Occupying Seats		_____ to _____
SESSION	SPEAKER	TIME
INAUGURAL SESSION	The Pious Beginning	_____ to _____
Meeting Called to Order	Assn President _____	_____ mins.
Inner Wheel Prayer	Assn Secretary _____	_____ mins.
Welcome	Host District _____	_____ mins.
Apologies for Absence	Assn Secretary _____	_____ mins.

Opening Remarks and Purpose of the Institute	Assn President _____	__ mins.
Ice Breaker	Assn President Elect _____	__ mins.
INTERACTIVE SESSION I	Role of District Executives	___ to ___
Chairman– The Leader	Post, Name	__ mins.
AC Member– Bridge between District and Association	Post, Name	__ mins.
District & Club Secretary – Lifeline of District (agenda, minutes, resolutions, call for nominations)	Post, Name	__ mins.
Treasurer– Custodian of Funds of Club/District (duties, taxation)	Post, Name	__ mins.
Importance	Post, Name	__ mins.
Exercise on Preparation of Budget	Post, Name	
My Experiences	Outgoing Assn Treasurer	__ mins.
TEA BREAK		___ to ___
INTERACTIVE SESSION I		___ to ___
ISO– Ambassador of Friendship District ISO and Club ISO	Post, Name	__ mins.
District Editor – Power of Pen, Print and e-medias	National Editor	__ mins.
Open House	Incoming District Chairmen	__ mins.
INTERACTIVE SESSION II	Strengthening Ourselves	___ to ___
Elections at all Levels (including process of Downloading IIW Ballots)	Post, Name	__ mins.
My Experiences	Outgoing Assn Secretary	__ mins.
Mock Voting for IIW and Assn.	Post, Name	__ mins.
Membership Development	Post, Name	__ mins.
Exercise on Filling of Charter Form	Post, Name	__ mins.

LUNCH BREAK		__ to __
INTERACTIVE SESSION III	Better Working	__ to __
Club and District Work Simplified	Post, Name	__ mins.
Club Visits – What to see, do and guide (what needs to be done)	Post, Name	__ mins.
Reporting at all levels	Post, Name	__ mins.
Protocol	Post, Name	__ mins.
Hosting District Events	Post, Name	__ mins.
Hosting Association Events	Post, Name	__ mins.
DC's Voice	Incoming District Chairmen	__ mins.
INTERACTIVE SESSION III	Towards Efficient Administration	__ to __
Role of CCC Chairman and Triennial Conference /Convention	Post, Name	__ mins.
Proposals for Amending IIW Constitution and Handbook/Association Byelaws (procedure, etc.)	Post, Name	__ mins.
Preparation for IIW Convention/Triennial Conference	Post, Name	__ mins.
Voting Delegates at all levels	Post, Name	__ mins.
Results of Mock Voting	Post, Name	__ mins.
Results of Charter Filling	Post, Name	__ mins.
Open Session	Incoming District Chairmen	__ mins.
Day 2		
Date: _____ Time : ____ am to ____ pm		
INTERACTIVE SESSION IV	A Peep into IW Year 20__ - __	__ to __
Assn. President – A Friend & Guest	Post, Name	__ mins.
Role of National Representative	Post, Name	__ mins.

A Quiz – Know Inner Wheel	Post, Name	__ mins.
Important Dates and Schedule of Visits of Assn. President	Assn President Elect	__ mins.
Unveiling of IIW Theme	Post, Name	__ mins.
Association President's Goals	Assn President Elect	__ mins.
TEA BREAK		__ to __
INTERACTIVE SESSION IV Contd.		__ mins.
Total Literacy Program	Post, Name	__ mins.
Importance of IIW Convention	Post, Name	__ mins.
Open House	Incoming District Chairmen	__ mins.
Concluding Remarks	Assn President	__ mins.
Vote of Thanks	Assn Vice President	__ mins.
LUNCH		__ to __
DEPARTURE OF DELEGATES		

- Could add topics like team building, leadership, communication, etc.

2. INSTALLATION FUNCTION

Installation Function "Name"

Time: ____ to ____ Venue: _____

Host District: ____

Fellowship and Registration: ____ to ____ (time)

All to be seated in the hall by ____ am/pm

- Flag Parade : Chief Guest, Outgoing and __ am/pm
Incoming Assn President, other
Outgoing and Incoming Assn EC,
Assn CCCC, AC members
- Installation Function : Outgoing Assn President __ mins.
Called to Order
- Invocation Song : Host District __ mins.
- Inner Wheel Prayer : Outgoing Assn Secretary __ mins.

- Lighting of the Lamp : Chief Guest, Outgoing and Incoming Assn President, Host District Chairman, Convener __ mins.
- Welcome Address : Convenor __ mins.
- Recognition of Guests : Host District __ mins.
- Address and Review : Outgoing Association President __ mins.
- Release of President : Chief Guest __ mins.
- Newsletter at the hands of
- Introduction of Incoming Association President : IPAP __ mins.
- Installation of Association President : Outgoing Assn President Pushpa __ mins.
- Installation of Association Executive Committee Members : Newly Installed Association President __ mins.
- Installation of Association Council Members : Newly Installed Association President __ mins.
- Address : Newly Installed Association President __ mins.
- Introduction of Guest of Honour, if any : __ mins.
- Address : Guest of Honour __ mins.
- Introduction of Chief Guest : __ mins.
- Address by Chief Guest : __ mins.
- Release of Publications at the hands of : __ mins.
- Assn President's Newsletter at the hands of : __ mins.
- Release of Association Directory : __ mins.

- Blessings : PIIWP, Spouse of Newly Installed Assn President ___ mins.
- Messages : Newly Installed Assn Secretary ___ mins.
- Vote of Thanks (Optional) : Host District ___ mins.
- Vote of Thanks : Newly Installed Assn Vice President ___ mins.
- National Anthem : All present ___ mins.
- Adjournment of the Function : Newly Installed Assn President ___ mins.

3. AGEND OF 1st ASSOCIATION EXECUTIVE COMMITTEE MEETING
1st Association Executive Committee Meeting 20__-20__

Date: __ June, 20__

Time:

Place:

Host: District __

AGENDA

1. Meeting Called to Order: -----Association President _____
2. Inner Wheel Prayer: ----- Assn Secretary _____
3. Welcome: -----Host District _____
4. Opening Remarks: ----- Association President _____
5. Apologies for Absence: ----- Assn Sec _____
6. Confirmation of Minutes of 2nd Assn EC Meeting of 20__-__ held on _____ (date) at _____ (place), hosted by IW District __: -----
-----Imm. Past Assn Secretary _____
7. Matters Arising, if any
8. Finance:
 - By Imm Past Assn Treasurer _____
 - i) Report
 - ii) Association Finance in India
 - iii) Sanction of Bills
 - iv) Inner Wheel Literature
 - By Association Treasurer _____
 - v) Bank Resolutions
 - vi) Appointment of Auditors for 20__-__
 - vii) Budget Estimate for 20__-__
9. Report: ----- Immediate Past Assn Sec _____

10. Report on Incoming Chairmen's Institute held at ____ (place), hosted by District ____ on ____ (date): -----Imm Past Assn Sec _____
11. Report: ----- Imm Past National Rep _____
12. Report of ____ (no.) IIW Convention / ____ (no.) Triennial Conference / South Asia Rally
13. Discussion on IIW Convention / Triennial Conference / South Asia Rally
14. Proposals for IIW Convention/Triennial Conference
15. Bifurcation, if any
16. Increase in Association Fees
17. Scrutiny of nominations received for IIW Offices and Association CCCC
18. President's Visits to the Districts: -----Assn President _____
(official visits as well as other visits)
19. Correspondence:
 - i) Immediate Past Association President _____
 - ii) Association President _____
20. Date & Venue of 2nd EC & AC Meetings & Incoming Chairmen's Institute for year 20__-20__: -----Assn President _____
21. Any other business with the permission of the Chair
22. Closing Remarks: ----- Assn President _____
23. Vote of Thanks: ----- Assn Vice President _____
24. National Anthem: All present
25. Adjournment of Meeting: ----- Assn President _____

4. AGEND OF 1st ASSOCIATION COUNCIL MEETING

1st Association Council Meeting 20__-20__

Date: __ June, 20__

Time:

Place:

Host: District ____

AGENDA

1. Meeting Called to Order: --Association President _____
2. Inner Wheel Prayer: ----- Assn Secretary _____
3. Welcome: -----Host District ____
4. Opening Remarks: ----- Association President _____
5. Apologies for Absence: ----- Assn Sec _____

6. Confirmation of Minutes of 2nd AC Meeting of 20__ - __ held on _____ (date) at _____ (place), hosted by IW District _____: -----
-----Imm. Past Assn Secretary _____
7. Matters Arising, if any
8. Finance:
By Imm Past Assn Treasurer _____
 - i) Report
 - ii) Association Finance in India
 - iii) Sanction of Bills
 - iv) Inner Wheel Literature
 By Association Treasurer 20__ - __ (incoming) _____
 - v) Bank Resolutions
 - vi) Appointment of Auditors for 20__ - __
 - vii) Budget Estimate for 20__ - __
9. Report: ----- Immediate Past Assn Sec _____
10. Report on Incoming Chairmen's Institute held at ____ (place), hosted by District ____ on ____ (date): -----
-----Imm Past Assn Sec _____
11. Report: ----- Imm Past National Rep _____
12. Report of ____ (no.) IIW Convention / ____ (no.) Triennial Conference / South Asia Rally
13. Discussion on IIW Convention / Triennial Conference / South Asia Rally
14. Proposals for IIW Convention/Triennial Conference
15. Consolidated Report of Districts for the year 20__ - __: -----
----- Imm. Past Association President _____
16. Reports of the Districts: ----- AC Members
- 17.** Discussion on District Matters
18. Bifurcation, if any
19. Increase in Association Fees
20. Nominations Received for IIW Offices and Assn CCCC
(in case there are more than 1 nomination for Assn CCCC then elections by secret ballots will be held in the meeting and results will be declared by the end of the meeting)
21. President's Visits to the Districts

22. Correspondence:
 - i) Immediate Past Association President _____
 - ii) Association President _____
23. Date & Venue of 2nd EC & AC Meetings & Incoming Chairmen's Institute for year 20__-20__ : -----Assn President _____
24. Any other business with the permission of the Chair
25. Closing Remarks: ----- Assn President _____
26. Vote of Thanks: ----- Assn Vice President _____
27. National Anthem: All present
28. Adjournment of Meeting: ----- Assn President _____

Note: In the 1st Assn EC and AC meeting

- The new team is addressed as Association President, Vice President, Sec, and Treasurer and the outgoing as Imm. Past.
- Outgoing IPAP of that year does not attend these meetings.

5. AGEND OF 2nd ASSOCIATION EXECUTIVE COMMITTEE MEETING
2nd Association Executive Committee Meeting 20__-20__

Date : _____ **Time :** _____
Place : _____ **Host : District** ____

AGENDA

1. Meeting Called to Order: --Association President _____
2. Inner Wheel Prayer: ----- Assn Secretary _____
3. Welcome: -----Host District ____
4. Opening Remarks: ----- Association President _____
5. Apologies for Absence: ----- Assn Sec _____
6. Confirmation of Minutes of 2nd AC Meeting of 20__ - __ held on _____ (date) at _____ (place), hosted by IW District ____ : ----- Assn Secretary _____
7. Matters Arising, if any
8. Finance: ----- Association Treasurer _____
 - i) Report
 - ii) Association Finance in India
 - iii) Sanction of Bills
 - iv) Bank Resolutions, if any
 - vi) Inner Wheel Literature

9. Report: ----- Association Secretary _____
10. Report of National Rep: ----- Association President _____
11. Report of District Assemblies: ----- Assn President _____
12. Correspondence: ----- Association President _____
13. Date and Venue of District Conferences: -- Assn President _____
14. Discussion on Convention/Triennial/South Asia Rally
15. Proposals for IIW Convention/Triennial Conference
15. Scrutiny of Nominations received for Association Offices
17. Date & Venue of 2nd AC Meeting and Incoming Chairmen's Institute – 20__ - __: ----- Assn President _____
18. Date & Venue of Installation, 1st EC and AC Meetings – 20__ - __: -----
-----Assn Vice President _____
19. Any other matter with the permission of the Chair
20. Closing Remarks: ----- Association President _____
21. Vote of Thanks: ----- Association Vice President _____
22. National Anthem: All present
23. Adjournment of Meeting: ----- Assn President _____

6. AGEND OF 2nd ASSOCIATION COUNCIL MEETING

2nd Association Council Meeting 20__-20__

Place : _____ **Host : District** ____

Date : _____ **Time :** _____

AGENDA

1. Meeting Called to Order: --Association President _____
2. Inner Wheel Prayer: ----- Assn Secretary _____
3. Welcome: -----Host District ____
4. Opening Remarks: ----- Association President _____
5. Apologies for Absence: ----- Assn Sec _____
6. Confirmation of Minutes of 2nd AC Meeting of 20__ - __ held on _____
(date) at _____ (place), hosted by IW District ____: -----
----- Assn Secretary _____
7. Matters Arising
8. Finance: ----- Association Treasurer _____
 - i) Report
 - ii) Association Finance in India

- iii) Sanction of Bills
 - iv) Bank Resolutions, if any
 - vi) Inner Wheel Literature
9. Report: ----- Association Secretary _____
 10. Report of National Rep: ----- Association President _____
 11. Report of District Assemblies and Conferences Attended: ----- Assn President _____
 12. Date and Venue of District Conferences: -- Assn President _____
 13. Correspondence: ----- Association President _____
 14. Discussion on District Matters
 15. Discussion on IIW Convention/Triennial Conference/South Asia Rally
 16. Proposals for IIW Convention/Triennial Conference
 17. Date & Venue of Incoming Chairmen’s Institute – 20__ - __: -----
----- Assn Vice President _____
 18. Date & Venue of Installation Function 1st EC and AC Meetings – 20__ - __: -----
----- Assn Vice President _____
 19. Announcement of Results for Association Offices 2011-12
 20. Information on Election of Association Secretary and Association Treasurer 2011-12
 21. Any other matter with the permission of the Chair
 22. Closing Remarks: ----- Association President _____
 23. Vote of Thanks: ----- Association Vice President _____
 24. National Anthem: All present
 25. Adjournment of Meeting: ----- Assn President _____

GUIDELINES FOR ASSOCIATION VICE PRESIDENT/DEPUTY NR

1. Association Vice President, after taking up the office, must thoroughly observe and prepare herself for the office of a very responsible and prestigious post of Association President.
 - She should read the Association Council minutes of last 5 years to understand working of Districts and financial matters thoroughly
2. She must assist the President whenever required.

3. She shall preside in the absence of President and shall perform the duties of the President as and when required. But she will not wear the President's collar while presiding in the absence of President.
4. She helps Association President to prepare consolidated annual report of the service projects of the clubs to IIW.
5. Association Vice President should form groups or start formal communication with DCs six months prior to becoming AP (from 1st January) and form a group of ACs after 2nd AC meeting is over.

GUIDELINES FOR IMMEDIATE PAST ASSOCIATION PRESIDENT

1. She shall preside in the absence of President and Vice President but will not wear the President's collar while presiding.
2. She must cooperate and participate and assist President and Council with her past experience.

GUIDELINES FOR HONORARY ASSOCIATION SECRETARY

DUTIES THROUGHOUT THE YEAR

1. Coordinate with Association President –
 - i) Consult Assn President regarding letters to be sent and also send a copy of every correspondence sent to Association President.
 - ii) In case of certain issues consult Association President.
2. Keep in touch with other members of Association EC – All important correspondence in consultation with Association President be sent to all members of the Association EC.
3. Be in touch with District Chairmen and District Secretaries.
4. On the day of posting of any letter, a soft copy by email be also sent to the concerned members to make communication faster.
5. Send:
 - i) Congratulations letter to District Chairmen and District Secretaries on their installation.

- ii) 'Best Wishes' to District Chairmen for all invitations received for Rallies, Meets and Conferences hosted by the District 2 to 3 days before the event.
 - iii) Messages for Souvenirs to be printed on occasion of District Event time to time whenever asked for.
 - iv) Send thanks letters to host district and clubs organizing Association Events.
6. Inform about the sad demise of Inner Wheel member or its near and dear family members to Association EC, AC Members and District Chairmen and send condolence letter to the bereaved member on the same day of receiving such information on behalf of the Association.
 7. Send agenda of Association EC and AC meeting 45 days prior to the meeting. It should be prepared in consultation with Assn President.
 8. Carry Attendance Register for Association EC and AC meetings and Incoming Chairmen's Institute.
 9. Minutes:
 - i) For timely preparation and despatch of minutes of Assn EC and AC meetings ask Association EC and AC members to email their reports as early as possible (within a week of the meeting).
 - ii) Before sending the minutes, first circulate it among the Association EC and after their approval, finalize it.
 - iii) Send minutes of Association EC and AC meeting within 30 days of the meeting.
 - iv) Keep extra copies of meeting minutes.
 10. Elections:
 - i) In case of internal elections for IIW posts, elections for the post of Association Vice President, National Editor, Association Secretary and Association Treasurer always send a ballot to Association President as casting vote, if required during tie between contesting candidates.
 - ii) For counting for elections for internal elections for IIW post or for Association Secretary/Treasurer, invite another member of Association EC to be present during counting, if the counting is not done during Association EC or AC meetings.

- Internal elections for IIW posts should be done before 3rd week of August.
 - Election process for Association Secretary and Treasurer before 31st March.
- iii) During counting of ballots for any election, CA has to be appointed for counting and certifying the number of ballots received by the candidates. If the counting is done in another city/state than that of Association Secretary, she should request the host club/District to appoint a CA.
 - iv) Preserve the ballot papers and Chartered Accountant's Certificate for at least one year.
11. Properly follow up for all important letters, nomination forms etc., and specially for:
- i) Association EC and AC Minutes.
 - ii) Elections: Internal Elections for IIW post, Elections for Association Vice President/National Editor and Association Secretary and Association Treasurer Elections with details of balloting and percentages.
 - iii) Information for Association Directory.

MONTH-WISE DUTIES

April:

1. Attend Incoming Chairmen's Institute
 - i) Give guidelines on the topic allotted to Incoming Association Secretary and copies of it (hard/soft copies) to the faculty and DC elect.
 - ii) Bring 5 hard copies of your passport size photo which will be required by Association President, Association Treasurer and National Editor (bring also soft copy to be given to whoever asks for).
 - iii) Check and confirm that the files for Association EC and Incoming DCs have all the material provided by trainers – guidelines, forms and formats, biodata, messages and photos of Assn EC.
 - iv) Receive from Incoming Association President letterheads and envelopes.

- v) Take guidance from Outgoing Association Secretary.
- vi) Collect from Outgoing Association Secretary the following records/material:
 - a) Correspondence File – hard copies as well as soft copy of letters sent, agendas, forms and formats, election ballot papers, ballot envelopes, election booklets, etc.
 - b) Attendance Register
 - c) Minutes Book File (minutes of 1st and 2nd Assn EC and AC Meetings of the year)
 - d) Name Plates
 - e) Flags– National Flag, Association Flags and District Flags
 - f) Association Banner
 - g) Rubber Stamps of ‘Duplicate Ballot’ and ‘For Information Only’
- 2. Start preparing for letters to be sent during the year as Association Secretary– type and keep it ready.
- 3. Send to Association EC, Imm. Past Assn. Secretary and Treasurer details, preparation and requirements for 1st EC and AC Meetings and its Agenda as well as information regarding Installation of Association President.
- 4. Send to AC member/Deputy AC member details, preparation and requirements for 1st AC Meeting and its Agenda along with District Report Format to be filled and presented during the meeting.

May:

- 1. Get ready estimates of printing of Assn EC and AC minutes.
- 2. Keep the mailing list of the following ready:
 - i) IIW HQ
 - ii) Association EC
 - iii) AC Members
 - iv) District Chairmen
 - v) District Secretaries
 - vi) PAPs
 - vii) Club Presidents (District-wise)
- 3. If internal elections for IIW posts are expected then:
 - i) Consult the Association President and bring blank ballot papers (of bit thick card sheet) to be signed by Association President, Association Vice President and Immediate Past Association President during 1st Association EC and AC Meeting.

- Coordinate with Outgoing Secretary regarding nominations, if any, which may lead to internal elections for IIW posts.
- ii) Keep self-addressed coloured ballot envelopes (it should be a bit thick) ready.
- iii) Keep ready blank ballot papers – 1 or 2 or more of different colours depending on number of posts for which internal elections are to take place (it should be a bit thick).
- iv) Prepare the Election Booklet to the extent possible.
- v) The big envelope in which booklet and ballot papers and envelopes are going to be sent (it should be a bit thick) and keep them ready with addresses of Association EC, AC members, District Chairmen and Club Presidents.

June:

1. Attend 1st Association EC and AC meeting and Installation Function of Association President:
 - i) Check during the Association EC and AC meetings
 - a) Association banner is displayed
 - b) Name plates placed on the table
 - c) Files ready with agenda and reports as per agenda sequence
 - ii) Listen to the proceedings of the meeting and write it down properly and accurately.
 - iii) Take note of the installation function as it has to be reported in the 2nd EC meeting and 2nd AC meeting.
 - iv) Give 2 passport size photos to Incoming Assn Treasurer for opening Bank Account.
 - v) Receive remaining Records/Material (including old records, material, if any) by Transport/Courier from outgoing Association Secretary.
 - vi) Send by sms and email valid and invalid nominations for the posts of IIW to Assn EC, AC members, District Chairmen and candidates along with last date of withdrawal of nomination.
 - vii) If internal elections for IIW posts are expected then get blank ballot papers to be signed by Association President, Association Vice President and Immediate Past Association President.
2. For internal elections for IIW posts after date of withdrawal is over:

- i) Get ballot papers printed signed by Association President, Association Vice President and Immediate Past Association President in the back during the 1st Association EC and AC Meeting and post them immediately.
 - ii) Send Ballots to clubs who vote and for information are also sent to Association EC, AC members, DCs and candidates and thus on their ballot papers and envelopes it should be stamped 'For Information Only'.
 - iii) Keep proper records of them.
3. Start preparing the minutes side by side of internal elections preparation once returned from the meetings.
 4. Prepare summary of AC meeting for AC members to report during their DEC and District Committee Meetings and send it by email to AC members (copy to Association EC).

July:

1. Send to Association EC, AC Members and District Chairmen and District Secretaries a request for sending corrections, if any, in Association Directory
2. Send to Assn EC, Imm. Past Assn. Secretary and Treasurer 1st EC Meeting Minutes within 30 days of the meeting– soft as well as hard copy be posted on the same.
3. Send 1st AC Meeting Minutes, within 30 days of the meeting, along with letter regarding 2nd EC and AC Meeting and dates and registration details of IIW Convention/Triennial/SAR to be held to
 - i) Assn EC, Imm. Past Assn. Secretary and Treasurer,
 - ii) AC Members (to Deputy and Deputized AC Members, if they attended it),
 - iii) PAPs,
 - iv) District Chairmen and District Secretaries
 - v) Club Presidents
 (soft as well as hard copy be posted on the day; soft copy should be posted to all together and not in bunches)
4. Send to Association President soft copy of First AC Meeting Minutes (after removing District AC Members reports and issues and questions relating to Inner Wheel in India) to be forwarded to IIW.

5. Send dates and registration details of IIW Convention / Triennial / SAR to be held
6. Follow up the position of ballot papers of Association level elections for IIW posts.
7. For clubs' request through their District Chairmen for Duplicate Ballots to Association Secretary, the ballots must be sent by speed post and on top of the main envelope, election booklet, ballot envelope and ballot paper must be stamped "Duplicate Ballot".
8. Receive ballots of internal elections for IIW posts.
9. Send ballot summary of posting ballots to all District Chairmen and for information to Assn EC and AC members. The first summary be sent within a month and then after every 10 days and increase frequency of sending summary.

August:

1. Send to District Secretaries and Assn. EC (email to AC Members and DC) corrections received from various Districts in Association Directory properly compiled as 1st List of Corrections.
2. Send to District Chairman and for information to Assn. EC and AC Members letter calling for nominations for Assn. President/National Representative, Assn. Vice President/Deputy National Representative and National Editor for the coming year along with Nomination Forms.
3. Conduct counting of ballot papers– appoint an auditor (of the place where Assn Secretary stays) for the same. One more Assn EC member will be present. If observers are appointed by contesting candidates they too will attend the counting.
4. Send to District Chairmen and to Association EC and AC members results of internal elections.
5. Receive ballots of internal elections for IIW posts by around 20th August.
6. Send to District Chairmen details regarding ballots details of internal elections – valid, invalid with reasons for it being invalid, clubs who didn't send ballots, etc. of their respective Districts and overall balloting.

7. Organise counting of ballots (generally in her own hometown or somewhere nearby her hometown). For counting appoint a CA. At least one member of the Association EC should be present during counting.
8. Receive corrections in Association Directories from various Districts.
9. Compile all corrections in Association Directories received from Districts together district-wise and page number wise and send it to Districts by August end.
10. Send the results of internal elections for IIW posts.
11. Send to IIW Head Quarters 1st list of corrections in Association Directory relating to District Chairmen, District and Club Secretaries by end of August.
12. Send to District Chairmen and for information to Assn. EC, AC Members letter calling for nominations for Hon. Assn. Secretary / Hon. Assn. Treasurer elections along with Nomination Forms by August end.

September:

1. Send to Association EC details, preparation and requirements for 2nd EC and its Agenda by 2nd week of September.
2. Send to District Secretaries and Assn. EC (email to AC Members and DC) 2nd List of Corrections in Association Directory by 3rd week of September.
3. Send to IIW Head Quarters 2nd List of Corrections in Association Directory relating to District Chairmen, District and Club Secretaries by last week of September.

October: Prepare for 2nd Association EC Meeting to be held around 1st week of November.

Keep prepared

- i) 2 different colour ballot papers for signature on the back of Assn President, Assn Vice President and Imm. Past Association President – one for Assn Vice President/Dy. National Rep. and other for National Editor (it should be a bit thick).
- ii) Self-addressed coloured ballot envelopes ready (it should be a bit thick).
- iii) Election Booklet be prepared to the extent possible.
- iv) Blue coloured main envelope in which booklet and ballot papers and envelopes are going to be sent be with addresses of

- Association EC, AC members, District Chairmen and Club Presidents (it should be a bit thick).
- v) Association Secretary's Report to be presented (from 1st Assn EC and AC Meeting till date) – make hard copies for each Assn EC member attending to be kept in their files.
 - vi) Keep ready i) Coloured self addressed envelopes and ii) Coloured ballot papers (40 for each post) for election of Honorary Association Secretary and Treasurer.
 - Envelopes on the front will be the same as that for Association Vice President and National Editor elections except that name of club or District no. on the front will not be there and on the back no seal is required)

November:

1. Attend 2nd Association EC Meeting
 - i) Check whether Association banner is displayed and name plates are there on the table as per protocol.
 - ii) Files ready with agenda and reports of each Assn EC member as per agenda sequence.
 - iii) Listen to the proceedings of the meeting and write it down properly and accurately.
 - iv) Get blank ballot papers for the post of Association Vice President and National Editor to be signed by Association President, Association Vice President and Immediate Past Association President on the back.
 - v) Get signature on back of the blank ballot papers (for election of Honorary Association Secretary and Treasurer) of Association President, Association Vice President and Immediate Past Association President.
2. Send to District Chairmen of Districts from where nominations were received and copy to Association EC members valid nominations for post of Assn. Vice President / Deputy National Representative for the coming IW year as per scrutiny and last date of withdrawal (email from venue of EC meeting itself for fast communication).
3. Wait for last day of withdrawal and send email of contesting candidates.

4. Within 10 days of Assn EC Meeting send booklet containing instructions for voting and bio-data of candidates contesting for Association Vice President/Dy. National Rep. and National Editor along with coloured Ballot Papers and self-addressed coloured Ballot Envelopes be put in a main coloured envelope and posted.

December:

1. Send in 1st week of December to AC Members invitation letter and agenda of 2nd AC Meeting.
2. Send within a month of 2nd Association EC Meeting. Email of 2nd Association EC Meeting Minutes be followed by hard copy.
3. Receive ballot papers from clubs.
4. Follow up the position of ballot papers of Association level elections.
5. For clubs' request through their District Chairmen for Duplicate Ballots to Assn Secretary, the ballots must be sent by speed post and on top of the main envelope, election booklet, ballot envelope and ballot paper must be stamped "Duplicate Ballot".
6. Send ballot summary of posting ballots to all District Chairmen and for information to Assn EC and AC members. The first summary be sent within a month a month and then after every 10 days and increase frequency of sending summary

January:

1. On 1st January send to District Chairmen, Vice Chairmen and Secretaries and to Association. EC and PAPs letters asking for information for Association. Directory to be released at Installation function in June.
2. Coordinate with Association Treasurer regarding clubs which have not paid their dues District wise to make those clubs ballots invalid outrightly and kept aside and for not sending duplicate ballots to them on their request. Coordinate with Association Treasurer regarding clubs who have not paid their dues.
3. Prepare for 2nd AC Meeting:
 - i) Report to be read at 2nd AC Meeting – make hard copies for each Assn EC and AC member attending to be kept in their files
 - ii) Blank coloured ballot papers for signature on its back by Association President, Association Vice President and Immediate Past Association President.

- iii) Request Host District to preparing ballot boxes and appoint a Chartered Accountant for counting of ballots for votes of Association Vice President and National Editor.
 - Boxes will be equal to number of candidates contesting for the post/s. Sufficient helpers will be needed with CA.
- 4. Association. EC and AC members by speed post Ballot papers of Association Secretary and Treasurer along with instructions for balloting and photocopy of duly filled nomination forms of contesting candidates.

February:

1. Attend 2nd AC Meeting
 - i) Check:
 - a) Association banner is displayed
 - b) Name plates placed on the table
 - c) Files ready with agenda and reports as per agenda sequence
 - ii) Listen to the proceedings of the meeting and write it down properly and accurately.
 - iii) Organize counting of ballots for the post of Assn. Vice President/Deputy National Representative and National Editor. The auditor is appointed by host District of the place where 2nd AC Meeting is held by) for the same. Whole Assn EC member is present. If observers appointed by contesting candidates come they too will attend the counting.
 - iv) Bring
 - a) Summary of ballots (prima-facie those ballots which seem to be invalid be kept aside, list be made and Assn EC be consulted on it).
 - b) Ballot papers bundled District-wise.
 - v) Send to District Chairmen and for information to Association EC, AC members & Candidates by email results of election of Assn. Vice President/Deputy National Representative and National Editor. This is done from the venue of AC meeting itself.
 - vi) Send to District Chairmen and for information to Assn. EC, AC members & Candidates (by email) results of scrutiny of nominations for the post of Asson Secretary and Treasurer.

2. Just after reaching home from 2nd AC Meeting within a week send to District Chairmen Details regarding ballots– valid, invalid with reasons for it being invalid, clubs who didn't send ballots, etc. of their respective Districts and overall balloting.
3. Prepare summary of AC meeting for AC members to report during their DEC and District Committee Meetings and send it by email to AC members (copy to Association EC).
4. Send to Assn. Vice President Elect, Association Secretary Elect, Association Treasurer Elect & CCCC invitation for ICI.

March:

1. Send to Assn EC, AC members, District Chairmen, District Secretaries, PAPs and Club Presidents 2nd AC Meeting Minutes by email and hardcopy within 30 days of 2nd AC meeting.
2. Send to Association President soft copy of Second AC Meeting Minutes after removing non-essential matters/matters relating to India to be forwarded by Association President to IIW.
3. Start preparing for Assn Directory for the coming year. Coordinate with Association Treasurer the number of copies ordered by Districts.
4. Conduct counting of ballot papers of Assn. Secretary and Assn. Treasurer – (Auditor be appointed of the place of Assn Secretary) for the same. One more Assn EC member will be present. If observers are appointed by contesting candidates they too will attend the counting.
5. Send to Assn. EC, AC Members and DC results of Assn. Secretary and Assn. Treasurer.
6. Encourage District Chairmen and District Secretaries for changing the names of office bearers of their clubs and District on IIW website.
7. Start preparing for Assn Directory in consultation with Incoming Association President.
8. Send Agenda of ICI to Assn EC and Incoming District Chairmen.
9. Prepare for ICI – presentation, material to be handed over to Incoming Association Secretary and other Incoming Assn EC.
10. Send to District Chairmen and Assn EC and copy to AC members (only by email) passing of nomination for IIW office along with Nomination Form and for Assn. President/Vice President at District Assembly.

April:

1. Attend ICI
 - i) Give guidelines on the topic allotted to Incoming Association Secretary
 - ii) Copies (hard as well as soft copies) of your presentation
 - iii) Handover to the Incoming Association Secretary the records/material at ICI.
 - iv) Give minutes of 1st and 2nd Association EC and AC Meetings of the year to Incoming Association Vice President, Incoming Association Secretary and Incoming Association Treasurer
2. Send congrats letter to member/s, if any, on behalf of Association on being elected on an IIW post for Inner Wheel Year.
3. Coordinate with Assn Treasurer order placed for Assn Directory and additionally; Print accordingly.

May:

1. Continue to finalize Assn Directory.
2. From Association Directory remove i) all names from District EC list other than that of District Chairman and Secretary and ii) names of Club ISOs from club list and iii) all names extra information in the directory and send it to NR who then forwards it to IIW HQs within the stipulated time to be included in the IIW Directory.

June:

1. Attend 1st Assn EC and AC meetings– present report (make hard copies for each Assn EC and AC member attending to be kept in their files by Incoming Assn Secretary before the meeting).
2. Parcel the remaining material of Assn Secretary.
3. Finalize Association Directory and prepare for its grand release – hard copy and soft copy.
4. Post/parcel the copies District-wise and the remaining be sent to Incoming Association Treasurer.

Please Note: If it is a Triennial Year, every activity relating to Association level elections (especially of Association Vice President and National Editor) and 2nd Association EC and AC meetings will be have to be done around 2 months earlier.

REPORTING AT ASSOCIATION EC AND AC MEETINGS

S. No.	2 nd Association EC Meeting	2 nd AC Meeting	1 st Association EC and AC Meeting
1.	Report of		
	i) Association President's Installation Function ii) First Association EC Meeting iii) First AC Meeting iv) Visit of IHW official/s to District/s if any v) Internal Elections – details* and statistics**	Same as that at 2 nd Association EC Meeting Plus vi) Second Association EC Meeting vii) Elections for the post of Assn Vice President and National Editor – details* and statistics**	i) 2 nd AC Meeting ii) ICI iii) Elections for the post of Assn Vice President and National Editor – details* and statistics** iv) Elections for the post of Assn Secretary and Assn Treasurer – details* and statistics**
2.	Correspondence		
	since ICI till 2 nd EC Meeting	since ICI till 2 nd AC Meeting	since 2 nd AC Meeting till Date
3.	Work done as Association Secretary		
4.	Impressions and Suggestions		

* Details of valid/invalid candidates, contesting candidates, last dates of receiving ballots, procedure followed in balloting, ballot opening

**Statistics relating to elections means details like (i) Total number of Ballots sent (ii) Total number of Ballots received (iii) Total number of invalid votes (iv) Percentage of balloting

FORMATS

FORMAT FOR REPORTING CORRESPONDENCE

Date	To	Matter
		In case action was taken on letter sent or reply was given, mention it

RECORD OF BALLOT PAPERS
(for each District Separate Table)
DISTRICT NO. ____

S. No.	Name of the Club	Ballot Papers			Duplicate Ballot Papers		
		Sent		Received	Sent		Received
		On	By (with details)	On	On	By Speed Post No.	On

Or in the 2nd column there could be name of the District with name of clubs under it.

**SUMMARY OF BALLOTING OF DISTRICTS REPORTED
AT ASSN. EC/AC MEETINGS**

District No.	No. of Ballots		Percentage
	Sent	Recd.	
Total			

In received column it could be bifurcated into valid and invalid.

GUIDELINES FOR HONORARY ASSOCIATION TREASURER

Association Treasurer is custodian of funds of the Association of Inner Wheel Clubs in India and supervises all financial matters of the Association funds. The Association Financial Year starts from 1st July and ends on 30th June.

DUTIES THROUGHOUT THE YEAR

1. Be in constant touch with Association President.
 - i) Keep Association President informed of all transactions, funds available, etc.

- ii) Copy of any official letter sent be sent to Association President for her information and knowledge.
 - iii) Inform Association President about Association and District statistics time to time whenever inquired by Assn President like total membership, number of clubs and districts who have not paid dues, etc.
2. Work closely with the Association Secretary. Both can be a great help to each other by working together.
 3. Email reports presented at Assn EC and AC Meetings to Assn Secretary once it is approved in the meeting within a week of the meeting.
 4. Receive dues and order for IW literature, Charter Replacement from Districts time to time –
 - i) Check all information details /totals/club names carefully.
 - ii) Make note of dues received and order for IW literature.
 - iii) Deposit DDs received from Districts towards dues and IW literature.
 - iv) Send sms/email to District Treasurer and Chairmen regarding receiving. dues and order for IW literature.
 - v) Issue receipts to District Treasurers. Send a copy to Assn President for her records.
 5. She should send the format to District Treasurer for details of dues sent by the District.
 6. Follow up with the Districts for dues.
 7. Inform Association Secretary about clubs defaulting in paying dues which is required for elections as those clubs not paying dues are not eligible for voting.
 8. Prepare District wise club membership and the dues for Association, Triennial and International Inner Wheel.
 9. Maintain statistics of the clubs and their membership.
 10. Send remittance to IIW – this will include
 - i) Membership dues – yearly and half yearly
 - ii) New Club membership dues
 - iii) Order for IIW literature, if any
 - iv) Charter Replacement, if any
 - v) PNR Badge (generally order is sent with the 1st remittance)

Remittances to IIW 4 to 5 times – keep an eye on the exchange rate of pound and rupee and send when it is lowest.

Note:

- Keep a copy of the entire records and send a copy of it to Association President for her records.
11. Maintain daily diary and up to date accounts. She must maintain accounts meticulously.
 12. She must maintain separate accounts – Association Account and Triennial Account and maintain all passbooks, cheques, books relating to accounts intact.
 13. All payments should be made by cheques, or through online transfers.
 14. Only the amount sanctioned in the budget shall be paid. If any item of expenses exceeds the budgeted amount, it has to be passed in the Association EC/AC meetings and sanctioned only when it is authentic.
 - Expenses incurred in carrying out the work of Association shall be met from the Association Funds.
 15. The Association Treasurer will be responsible for the sale of IIW Constitution and Handbook, Association Bye-laws Book and Association Guidelines Book and Association Directory. She will dispatch IIW and Association literature to District Treasurers as per order received.
 16. Prepare for Assn EC/AC Meeting
 - i) Prepare TA for Assn EC /AC Members.
 - a) Get the fares – 2nd AC Express trains from www.indianrail.gov.in/www.irctc.co.in
 - b) For calculating Travelling Allowance calculate lowest 2nd AC fare of distance travelled.
 - c) Send the amount by NEFT after reaching home from the Association EC and AC meeting after taking their bank details.
 - d) Send amount by NEFT for Association EC and AC meeting to host District once the event is over.

Note: For 1st Assn EC and AC Meeting Outgoing Assn Treasurer will bring; for 2nd Assn EC and AC Meeting and 1st Assn EC and AC Meeting of June 20__ Assn Treasurer will bring.

- ii) Consult Assn President whether any other payment is to be made towards EC expenses, etc.
- iii) Prepare Report – make hard copies of report for each Assn EC/AC member attending.

MONTH-WISE DUTIES

April:

- Attend Incoming Chairmen’s Institute
 - i) Give guidelines on the topic allotted to Incoming Association Treasurer and copies of it (hard/soft copies) to the faculty and DC elect
 - ii) Receive from Incoming Association President letterheads and envelopes
 - iii) Receive from Outgoing Association Secretary minutes 1st and 2nd Association EC and AC Meetings
 - iv) Take guidance from Outgoing Association Treasurer
- Talk to Nationalized/Cooperative/Corporate Bank in the town for opening two Association accounts, i.e., Association of Inner Wheel Clubs in India and Association of Inner Wheel Clubs in India – Triennial Account. Understand the formalities to be completed to open the account.
- Talk to an auditor who will be ready to audit the Accounts of Association of Inner Wheel Clubs in India.
- Purchase Daily Accounts Book.

May:

1. Finalize bank and auditor
2. Prepare for 1st Assn EC and AC Meetings:
 - i) Keep Resolutions ready to be proposed and seconded at the meetings (Refer to the 1st EC/AC Minutes of previous June meeting) related to
 - a) Opening of savings account in the bank of
 - (1) Association of Inner Wheel Clubs in India and
 - (2) Association of Inner Wheel Clubs in India – Triennial Account,

- b) FDs of these accounts,
 - c) Authorized signatories for operating bank accounts which are Association Treasurer as first signatory and Association President or Association Secretary as second signatory, and
 - d) Appointment of Auditor and his honorarium
 - e) Any other in consultation with Association President
(Important resolutions of opening of bank accounts, FDRs and change of signatories should be on Association letterhead with photos of Association President, Secretary and Treasurer and their signatures)
 - ii) Prepare Budget for Incoming Inner Wheel Year with the help of Incoming Assn President. Actual expenditure incurred in the current year will be given to Incoming Treasurer by 15th June __ by outgoing Assn Treasurer.
 - iii) Prepare TA for Assn EC /AC and inform outgoing Association Treasurer by June 1, so that she can bring the amount to be handed over to you before the Meeting.
3. Prepare and keep ready circular regarding:
- i) Inner Wheel Dues – Annual and Semi Annual Dues (continuing members and members joining before 31st December 20__ and semi-annual dues for members joining on or after 1st January 20__)
 - ii) Last Date of receiving dues: it is generally 30th September
 - iii) Mode of sending dues: Fees or order for Inner Wheel Literature be sent to Association Treasurer by D.D. or online transfer proof by registered AD or speed post only in favor of Association of Inner Wheel Clubs in India payable at _____ (place of Association Treasurer).
 - iv) Price of Inner Wheel Literature: Price of (a) IIW Constitution (b) IIW Directory (c) Association Bye-laws (d) Association Directory and (e) Guidelines Book.
 - v) Format for sending dues by Districts to the Association Treasurer at her postal address
 - vi) Format of clubs remitting dues to the District
4. Keep following files ready –

- | | |
|---|---|
| i) IIW Files | ii) District Files |
| ➤ IIW Remittances | ➤ District Dues |
| ➤ IIW Literature Orders | ➤ IW Literature Order |
| ➤ Correspondence | ➤ Correspondence |
| iii) Assn Correspondence | iv) Miscellaneous |
| v) New Club Application
Forms from Districts | vi) Duplicate Charter Forms |
| vii) Chartered Accountant
Correspondence | viii) Bank File (Bank
Documents and
Correspondence) |

June:

1. Keep mailing list of following ready:

i) Association EC	ii) IIW Head Quarters
iii) District Chairmen	iv) AC Members
v) District Treasurers	
2. Prepare receipt books – at least 3 (new receipts books are used for new Inner Wheel Year).
3. Prepare stamps –
 - i) Seal in round shape: Association of Inner Wheel Clubs in India
 - ii) For cheque book in rectangular shape:

Association of Inner Wheel Clubs India	
Treasurer	President /Secretary
4. Attend 1st Assn EC and AC Meetings
 - i) Take signatures on bank forms from bank Association President and Association Secretary
 - ii) Collect 2 photographs each of Association President and Association Secretary for safety
 - iii) Present the resolutions and budget in the meeting and take note of changes suggested. Assn Secretary to be emailed report after making the necessary changes in the report.
 - iv) Get details of order received for IIW literature and Assn Bye-laws and guidelines
 - v) Receive stock Inner Wheel literature from outgoing Assn Treasurer

4. After reaching home send Meeting Convener Allowance and TA to Association EC and AC members by NEFT transfer.

July:

1. On 1st July send congrats letters and circular regarding details of Inner Wheel dues, Inner Wheel literature, Format of remitting dues by Districts to the Association and by clubs to Districts by email to District Treasurers and for information to Assn EC and AC Members and District Chairmen followed by posting hard copy to all.
2. Check with outgoing Assn Treasurer and follow up transfer of both Accounts on 1st July from previous Assn Treasurers town to Assn Treasurers town.
3. Complete formalities of bank and open required bank accounts and F.D.s.
4. Give letter to the Auditor appointed along with copy of resolution attached.
5. Post the IIW Constitution and Handbook and Assn Bye laws as per order received to either District Treasurer.
6. Receive remaining Assn Directories – hard copies and CDs from Imm. Past Assn Secretary to be sold according to the rate given.
7. Receive past records and files from Outgoing Assn. Treasurer (Balance Sheet File, etc.).

August: Receive dues and order for IW literature from Districts.

September:

1. Receive dues and order for IW literature from Districts.
2. IIW Directories are received about this time. Send to District Treasurers according to order placed with outgoing Assn. Treasurer (List is received in June from outgoing Assn Treasurer). Inform District Chairmen too.
3. Start preparing for the 1st Remittance.
4. Send reminders to District Treasurers, regarding dues not received from Districts/Clubs in the District.
5. Send 1st remittance to IIW.

October:

1. Receive dues and order for IW literature from Districts.
2. Send 2nd remittance to IIW.

3. Keep a check on all Districts/clubs regarding dues not received.
4. Prepare for 2nd Assn EC Meeting– Report, TA and Convener Allowance.
 - Consult Assn President whether any other payment is to be made towards. EC expenses, etc.

November:

1. Receive dues and order for IW literature from Districts.
2. Attend 2nd EC Meeting: Present report and take note of changes suggested.
3. After reaching home send Meeting Convener Allowance and TA to Association EC and AC members and make any other payment towards Assn EC expenses as per budget/ amount sanctioned by NEFT transfer.

December:

1. Receive dues and order for IW literature from Districts.
2. Send 3rd remittance to IIW.
3. Prepare 2nd circular with Half yearly dues, price of literature. Ask Districts to place order for IW literature for 2015-16 up to 31st March with the Assn Treasurer.

January:

1. Email and Post 2nd circular to all District Treasurers on 1st January and to Assn EC and AC and District Chairmen for information.
2. Prepare for 2nd AC Meeting – Report, TA, Convener Allowance and any other expenses to be paid in consultation with Assn President.
3. Inform Assn Secretary about clubs from whom dues are not received so that the election ballots, if received, are considered invalid and kept aside by Assn Secretary.

February:

1. Attend 2nd AC Meeting at Nainital: Present report and take note of changes suggested.
2. After reaching home send Meeting Convener Allowance and TA to Association EC and AC members and make any other payment towards Assn EC expenses as per budget/ amount sanctioned by NEFT transfer.
3. Receive dues and order for IW literature.
4. Remittance, if any, to IIW.
5. Reminders by email to District Treasurers regarding dues nor received.

March:

1. Receive dues and orders for IIW literature from District Treasurer.
2. Place order for IW with IIW along with remittance. For this address of Incoming Treasurer may be given for better follow-up.
3. Prepare for presentation at ICI.
4. Send Remittance, if any, to IIW.

April:

1. Attend ICI
 - i) Give presentation on the topic allotted to Incoming Association Treasurer.
 - ii) Give guidelines on the topic allotted to Incoming Association Treasurer and copies of it (hard/soft copies) to the faculty and DC elect.
 - iii) Confirm with District Chairmen Elect regarding order placed for IW literature.
 - iv) Give guidance to Incoming Association Treasurer.
 - v) Give to Incoming Assn Treasurer the following rrecords/material.
2. Receive dues and order for IW literature from Districts.
3. Send Remittance, if any, to IIW.

May:

4. Send Remittance, if any, to IIW.
5. Start closing/compiling the Accounts.
6. Compile District and club membership and send to the Association Secretary for the Association Directory.
7. Finalize Accounts by end of May – Receipts and Payment Account, Income and Expenditure Account and Balance Sheet.

June:

1. Prepare for 1st Assn EC/AC Meeting for– Ask Incoming Assn Treasurer regarding the TA of Assn EC and AC. After reaching home send Meeting Convener Allowance and TA to Association EC and AC members and make any other payment towards Assn EC expenses as per budget/ amount sanctioned by NEFT transfer.
2. Attend 1st Assn EC/AC Meetings
 - i) Give details of order received for IIW literature and Assn Bye-laws and guidelines to Incoming Assn Treasurer
 - ii) Present Annual Report

3. Parcel all Inner Wheel literature in stock to the Incoming Assn Treasurer.
4. Finalize Accounts with the Auditor; get it signed/stamped and send it to the Association Secretary for it to be published in the Minutes of the first Association EC and AC meeting. This should be done on or before 30th June.

July:

1. Coordinate with the incoming Association Treasurer and transfer both the Accounts.
2. Send all the Accounts and remaining records and material to the Incoming Assn Treasurer so that records can be kept safely for future reference and record.

**FORMAT OF IMPORTANT RESOLUTIONS TO BE PASSED
IN 1ST ASSOCIATION EC AND AC MEETINGS AS INCOMING TREASURER
(For Treasurer to Function Smoothly)**

1. BANK RESOLUTIONS:

Resolution No.1

In the 1st Assn EC Meeting of Assn of Inner Wheel Clubs in India held at _____ (place) on _____ (date) it was resolved that the present Bank Accounts standing in the name of Association of Inner Wheel Clubs in India and Association of Inner Wheel Clubs in India– Triennial Account at _____ Bank, _____ Branch, _____ (place) be closed and reopened at Bank, _____ Branch., _____ (place) for the Inner Wheel Year 1st July 20__ to 30th June 20__.

It was further resolved that the above said Accounts be jointly operated by Assn Treasurer Ms. _____ as the first signatory AND Assn President or Assn Secretary Ms. _____ as the second signatory.

Proposed by:

Seconded by:

Resolution No. 2

In the 1st Assn EC Meeting of Association of Inner Wheel Clubs in India held at _____ (place) on _____ (date) it was resolved that Fixed Deposit Receipts of Association of Inner Wheel Clubs in India and Association of Inner Wheel

Clubs in India– Triennial Account– Triennial Account made in the Inner Wheel year 20__-20__ in _____ Bank, _____ Branch, _____ (place) be liquidated and transferred into their respective accounts and new Fixed Deposits be made in Bank, _____ Branch, _____ (place).

Proposed by:

Seconded by:

(FDRs are to be made for period ending on or before 30th June)

Resolution No. 3

In the 1st Assn EC Meeting of Association of Inner Wheel Clubs in India held at _____ (place) on _____ (date) it has been resolved that accounts can be opened if required by individual Association Executive Committee members for the year 20__-20__ and the same will be jointly operated by Association Executive members opening the accounts and the Association Treasurer 20__-20__, the same be closed on or before 30th June 20__.

Proposed by:

Seconded by:

The above three resolutions should be typed– for each resolution separate letterhead of that year when the resolution was made be used and below proposed by and seconded by add:

Sign:

President

Secretary

Treasurer

(of that year when the resolution was made)

2. RESOLUTION FOR APPOINTMENT OF AUDITOR For IW Year ____:

In the 1st Association Executive Committee Meeting of Association of Inner Wheel Clubs in India held at Bhusawal on 10th June 2014 it was resolved that Mr. _____, Chartered Accountant, M/s _____, _____ (place) be Appointed as Auditor of “Association of Inner Wheel Clubs in India” and “Association of Inner Wheel Clubs in India– Triennial Account” for Inner Wheel year 1st July 20__ to 30th June 20__ for an honorarium of Rs. ____.

Proposed by:

Seconded by:

Note: For resolutions in AC meetings wordings will remain the same except that instead of 1st Association Executive Committee Meeting it will be AC Meeting and instead of 10th June the date will be 12th June.

BUDGET

Budget Estimate for Association EC for the year ____:

Income:

Association Membership (of current IW year)		No. of Members
1	Total Amount (Membership Dues@ Rs. 45/-)	Rs. _____
2	Interest Accruing from FD & Association Saving A/c	Rs. _____
3	Total Income (Total of 1 and 2)	Rs. _____

Expenditure:

S. No.	Particulars	Sanctioned Budget (current year)	Actual Expenditure (current year)	Proposed Budget (coming year)	Sanctioned Budget (coming year)
1					
2					
	Total				

Proposed by:

Seconded by:

REPORTING AT ASSN EC AND AC MEETINGS

2nd Association EC Meeting, 2nd AC Meeting and

1st Assn EC and AC Meeting (as outgoing Assn Treasurer)

I. Report

- Membership Fees** (collected): Details of steps taken to collect the dues.
- Association Statistics of current year:** Overall statistics relating to (in general):
 - Fees collected from Districts
 - Total members' fees from number of clubs collected till date (of yearly and half yearly)

- iii) Increase in membership
 - iv) Non-functioning clubs
 - v) New clubs formed
 - vi) Number of clubs who have not paid their dues
 - vii) Replacement Charters applied for and received
- For 1st Assn EC and AC Meeting (as outgoing Assn Treasurer) the following four too are mentioned:
- viii) Clubs with highest membership
 - ix) District highest membership
 - x) Districts with highest number of clubs
 - xi) New clubs formed – District which formed maximum number of new clubs

3. Membership Dues Remittance to IIW: (Details of remittance sent from 1st July till date of the meeting

Sent remittance from _____ Bank, _____ Branch, _____ (place) through electronic transfer.

1st/2nd/__ Remittance on _____ (date):

Exchange rate of _____ INR per GBP

(for each remittance make a separate table)

S. No.	Particulars	No.	@	Amount in GBP	Amount in INR
1	Yearly Membership Dues				
2	Membership Dues of New Clubs				
3	Charter Replacement Application				
4	IIW Constitution and Handbook				
5	IIW Directory				
6	PNR Badge (generally sent with 1 st Remittance)				
A	Total Amount Sent				
B	Bank Commission + Bank Transfer (Telex Charges)				
	Total Amount in Rs. (A+B)				

For 1st Assn EC and AC Meeting (as outgoing Assn Treasurer) in this report half yearly dues is also sent then the remittance column be divided into two rows – Yearly and Half Yearly; same for new clubs

4. Dues Received Till Date (from 1st July till date):

For 2nd EC and AC meetings

Dist. No.	Clubs in (previous year)	New Clubs (current year)	Clubs in (current year)	Members (pre-vinous year)	1 st Remittance	2 nd Remittance	Total Members (current year)
Total		--- + --- N	--- + --- N				

*N means number of members of new clubs formed. (The above list excludes clubs functioning till last year but dues not received till date)

For 1st Assn EC and AC Meeting (as outgoing Assn Treasurer)

Comparative Study of Dues Received from Districts till _____ (date):

District No.	No. of Clubs (PY)	No. of clubs formed (CY)	No. of Clubs revived (CY)	No. of Clubs closed (CY)	Not received the due (CY)	No. of Clubs (CY)	No. of members (PY)	No. of members (CY)	Increase in No. of Members (CY)
Total									

5. Details of New Clubs Formed: (from 1st July till date of the meeting)

For 2nd EC and AC meetings

S. No.	District No.	*Name of the New Club	No. of Members	Date of Fee Received	Sent With Remittance
		Total			

*If the club is a New Gen Club then in the bracket mentions New Gen

For 1st Assn EC and AC Meeting (as outgoing Assn Treasurer)
**District-wise list of Clubs Formed, Clubs Closed and Dues Not Received
in the year:**

Dist. No.	New Clubs	Clubs Closed	Dues Not Received

Note : CNR – Charter Not Returned CR – Charter Returned

6. Duplicate Charter Application Fee Received and Sent: (from 1st July till date of the meeting)

S. No.	Dist. No.	Name of the Club	Charter No.	Charter Date	Reason for Application	Date Received	Sent With Remittance (1 st /2 nd /__)

*If the club is a New Gen Club then in the bracket mentions New Gen

7. Clubs Revived: (Clubs with no dues in previous year, revived this year till date)

S. No.	District No.	Name of the Club	Members
1.			
2.			

Action taken – congratulated ----

8. Dues Not Received of Clubs Functioning Till Last Year:

S. No.	District No.	Name of Inner Wheel Club – IWC of
1		a) b) c)
2		a) b) c)

Action taken – sent reminders, etc.

9. Trust Accounts:

S. No.	District No.	Inner Wheel Club of _____
1		
2		
3		

II. Finance of Association of Inner Wheel Clubs in India

1. **Accounts Opened** in _____ Bank, _____ Branch and their Account Nos.:

- i) Association of Inner Wheel Clubs in India A/c No. _____
- ii) Association of Inner Wheel Clubs in India Triennial A/c No. _____

Details of

- a) Transfer from previous bank accounts
- b) FDs made
- c) Interest received
- d) Expenses undertaken
- e) TDS details, etc.

For 1st Assn EC and AC Meeting (as outgoing Assn Treasurer) also mention the following: Mention rate of Sterling Pounds

Details of IW Dues:

Fees (in Rupees)	Yearly Dues	Half Yearly Dues
IIW Capitation fee	_____	_____
Association Dues	_____	_____
Triennial Dues	_____	_____

2. **Receipts & Payments A/c of both accounts of Association of Inner Wheel in India:**

Receipts & Payments A/c of Association of Inner Wheel in India
(A/c No. -----)

From 1st July 20__ till ___ October/November 20__

S. No.	Particulars	Receipts in Rs.	Payments in Rs.
	Total		

**Receipts and Payments Account of
Association of Inner Wheel in India –Triennial Account (A/c No. -----)
From 1st July 20__ till --- November 2014**

S. No.	Particulars	Receipts in Rs.	Payments in Rs.
	Total		

Other details, if any

(it is to be continued from beginning of year after the Triennial to the next Triennial year; thus after Triennial Year it will be of 1 year, and in Triennial Year it will be of 3 years)

3. Details of FDRs:

FD Number	Amount (in Rs.)	Duration	Maturity Amount	Rate (P.A)

III. Payments against Sanction of Bills Till Date:

S. No.	Particulars	Sanctioned Amount (in Rs.)	Amount Paid Till Date (in Rs.)

Besides the Budgeted, any other expenses:

Bank Resolutions: (if any) – **Importance decisions relating to finance, if any** to be proposed and seconded. This is only for 2nd EC and AC meetings.

IV. Inner Wheel Literature and Pins: (Stock details)

i)	IIW Constitution & Hand Book (latest):		
	Particulars	Quantity	Balance
	Received from Previous Assn Treasurer		
	Received from IIW		
	Dispatched/Sent to District/s (as per order placed)		
	Fresh Order placed with IIW		
	Received from IIW		
ii)	IIW Directory:		
	Particulars	Quantity	Balance
	Received from IIW		
	Dispatched/Sent to District/s (as per order placed)		
	Fresh Order placed with IIW		
	Received from IIW		
	Dispatched to --- as per order		
iii)	Association Bye-laws (latest):		
	Particulars	Quantity	Balance
	Received from Previous Assn Treasurer		
	Dispatched/Sent to District/s (as per order placed)		
	Complimentary Copies Given		
iv)	Association Directory:		
	Particulars	Quantity	Balance
	Received from Previous Assn Secretary		
	Dispatched/Sent to District/s (as per order placed during the period)		
	Complimentary Copies Given		
v)	Guidelines for the Association, District & Clubs:		
	Particulars	Quantity	Balance
	Received from Previous Assn Treasurer		
	Dispatched/Sent to District/s (as per order placed)		
	Complimentary Copies Given		
vi)	PNR Badge		
	Particulars	Quantity	Balance
	Received from IIW		
	Dispatched		

V. Remarks/Suggestions of Association Treasurer

FORMAT FOR KEEPING RECORD OF DUES BY DISTRICTS

Date	District No.	Received on	DD No. / Online Transfer Details	Amount		Deposited on	Remarks
				No. of members	Assn. Dues Rs.____		

GENERAL GUIDELINES FOR ASSOCIATION EC

1. They should function with harmony. There should be proper communication among them.
2. Association EC should communicate/reply to any correspondence received promptly, how so ever busy they are.
3. Any official correspondence be done via email and not orally or through what'sApp.

GUIDELINES FOR ASSOCIATION CONSTITUTION AND CREDENTIALS COMMITTEE CHAIRMAN (CCCC)

1. The CCCC is elected by the Association Council 30 months (2 ½ years) prior to the Association (Triennial) Conference
2. She must
 - i) be a Past Association President (PAP).
 - ii) have detailed knowledge and understanding of the legal concepts on which the International Inner Wheel Constitution is based.
 - iii) She must have previous experience of the construction of proposals to change a Constitution.

- iv) The ability to express herself in the English language, both written and spoken and possess good communicative and comprehension skills.
3. The elected Constitution and Credentials Committee Chairman forms the Committee which includes the following:
 Constitution and Credentials Committee Chairman
 4 PAPs as members opted by the Chairman
 Association President, Association Vice President and Immediate Past Association President are Ex-officio members of the Committee
 4. Association CCCC must collaborate and coordinate with Association President and other members of Association Executive Committee.
 5. She must guide Association President on constitutional matters.
 6. She attends the Association Council Meeting but does not have any voting rights.
 7. Check for changes to Association Bye-laws and submit to Association Executive Committee for discussion and then pass in the AC meeting the accepted proposals.
 8. Though CCC Chairman's work get over with the Triennial but could come for ICI held after the Triennial but not for the 1st AC meeting after the Triennial is over. Newly elected Association CCCC to attend it, in case she elected unopposed should attend. Else the newly elected Association CCCC will attend from 2nd AC meeting of the year following the Triennial Year.
 9. The CCCC should prepare the agenda for the Constitution and Credentials Committee Meetings. The venue, date, place of the meeting, financial implications of the meeting shall be the responsibility of the Association.
 10. She shall prepare and issue the first circular to all clubs inviting proposals to amend the Association Bye-laws, District Committee Rules, Club Rules and General Motion.
 11. She should send the second circular inviting amendments to the proposals – 10 months prior to the Conference.
 12. Receive from the Clubs and District proposals and amendments for each discuss it in the CCC meeting.
 - Motivations to be limited to 120 words and reworded if necessary.

- Check all references and work out cross-references to all proposals and amendments.
13. Constitution and Credentials Committee Chairman shall be responsible for the final preparation of the booklet containing (i) Proposals, (ii) Amendments to the Proposals, (iii) General Motions to amend the Association Bye-laws, District Committee Rules, Club Rules and General Motion at the time of the Conference.
 14. The CCCC will circulate an Excel Sheet by email to all the District Chairman for voting delegates of clubs and the District to be filled and sent back by email to her 90 days prior to the Conference.
 15. She shall send the final proposals and amendments to the proposals to amend the bye-laws 3 months prior to the Association Conference.
 16. She shall print voting slips and ensure that they are given to the voting delegates at the time of the Conference.
 17. In consultation with Association President and the Constitution and Credentials Committee members she shall
 - i) form a Committee of Stewardesses in consultation with the Association President and the Constitution and Credentials Committee members for the smooth conduction of voting procedures at the time of the Conference.
 - The Chief Stewardess is Association Vice President.
 - ii) appoint a) Chief Teller and Tellers, b) Chief Scribe (a responsible PAP or PDC) and other scribes and c) Time-keeper in consultation with Association President of the Triennial Year.
 - Chief Scribe should be Tech savvy.
 - iii) She must hold an orientation session to brief the Chief Stewardess and the members of the Committee of Stewardesses, tellers, prior to the Association Conference.
 18. The CCCC shall assist the Association President during the business session when discussions and voting on Association Bye-laws, District Committee Rules, Club Rules and General Motion at the time of the Conference takes place.
 19. She shall be seated on the dais in the Business Session of Triennial Conference.

20. The CCCC must ensure that all the voting delegates are seated separately in the front rows from other Conference Delegates to maintain order and discipline.
21. Immediately after the Triennial Conference, she shall be responsible for incorporating proposals and amendments carried at that Conference into the Association Bye-laws and printing the updated Association Bye-laws with the sanction of Association Council.
22. Ensure that minutes of Triennial Conference are circulated within 45 days after Triennial Conference.
23. She should update revisions in the Guidelines in accordance with the constitutional provisions, whenever necessary.
24. Fare of travelling shall be paid to the CCC Chairman and members.
25. Association CCCC shall maintain a methodical file with relevant correspondence, copies of circulars, samples of voting and proxy voting delegates, copies of the agenda for future and further reference and guidance.
26. The CCCC shall maintain in duplicate, statement of receipts and payments account in the file for future and further reference and guidance.

GUIDELINES FOR NATIONAL EDITOR

1. **Position:** The Editor shall not be a member of the Executive Committee. She in her capacity cannot attend Executive Committee and Association Council meetings.
2. **Qualifications:**
 - i) Must have been a Past District Chairman for at least one year, at the time of nomination.
 - ii) Should have been District Editor and well versed in computer and handling online communication.
3. **Work:** She shall manage the Association website, bring out news on the web tri monthly from the Clubs and Districts, help in bringing out Association President's Newsletter.

4. **Voting for National Editor is** by postal vote, each club having the right to one vote. Ballot can be sent in the same envelope as Association Vice President / Deputy National Representative.
5. **Tenure of office:** The National Editor to be nominated and elected annually.

GUIDELINES FOR THE ASSOCIATION (TRIENNIAL) CONFERENCE

1. The Association Conference is held once in 3 years.
2. Any Inner Wheel member may attend, but the business shall be attended by the Voting Delegates.
3. Information about the venue of the Association conference will be announced one year in advance by the Association.
4. In the 2nd A.C. meeting as Vice President (in whose year as Association President Triennial Conference will be held), Triennial President informs abouts the committees, plan and the line of action.
5. Committees suggested: A Conference Committee has to be made for which a Conference Chairman should be appointed at the first meeting of the Host District on the recommendation of the Association President. The Conference Committee in consultation with the Association President must appoint a Conference Secretary, Conference Treasurer, Conference Joint Secretary.
Other Committees under it come Committees of Finance, Publication or Souvenir, Reception, Registration, Travel, Accommodation, etc. whose Chairmen to have to be decided.
Association Constitution and Credentials Committee Chairman and members have an important part to play specially in the Business Session.
6. The Association Officers should be duly posted of all the preparations, for the conference from time to time.

I. THE CONFERENCE AGENDA:

CONFERENCE AGENDA IS THE RESPONSIBILITY AND DUTY OF THE ASSOCIATION PRESIDENT.

1. The agenda of the conference must be prepared by the Association President and dispatched by the Association Secretary 45 days before the conference to all the clubs.
2. The Association President, in consultation with the Association executive, decides on inviting the Chief Guest, the speaker, etc.
3. The Appointment of the Inner Wheel hostesses and Chief (Stewardesses) is made by the Association President in consultation with the Credential Committee Chairman.
Duties of Inner Wheel hostesses (stewardesses) is to i) assist in registration, ii) assist in the business session, iii) assist in conduction of voting etc. Identification badges should be given to tellers and the chief stewardess.
4. Preparation of ad hoc conference budget and fixation of conference registration fees must have the sanction of Association Council.

II. ROLES AND DUTIES OF COMMITTEE MEMBERS OF CONFERENCE

1. DUTIES OF ASSOCIATION CONFERENCE CHAIRMAN

- i) The Association Conference Chairman shall be appointed by Association Council 15 months prior to the Conference.
- ii) She, in consultation with Association President, shall form relevant conference committees.
- iii) The Association Conference Chairman shall be responsible and answerable to Association President and Association Council.
- iv) Conference Chairman along with her conference committees shall plan, prepare for the physical arrangements, boarding, lodging, transportation, social cultural activities, reception of delegates, hall etc. These plans, and the flow charts of the preparations must be placed before the Association Council, for its final approval and suggestions, if any.
- v) The Association Conference Chairman may suggest a panel of guests, keynote speakers to the Association President for final approval.

- vi) The Association Conference Chairman will submit an estimated budget for the Association Conference expenditure, one year in advance of the Association Conference, to the Association President, for presentation to the Association Council for their final approval, suggestions and ad hoc budgetary sanctions.
- vii) Conference Chairman will have no authority to exceed the approved sanctioned budget without prior permission and sanction of the Association Council.
- viii) The Association Conference Chairman will have to observe the protocol rules, and procedures in regard to the reception meted out to past and present Inner Wheel Officials.
- ix) She shall maintain a file with relevant correspondence documents, circulars, brochure, handouts, for future guidance, and reference. This must be handed over to the Association Secretary.

2. DUTIES OF THE ASSOCIATION CONFERENCE SECRETARY

The Association Conference Secretary must be, appointed by Conference Committee. She must:

- i) prepare agenda for conference committee meetings,
- ii) maintain minutes of the proceedings, and
- iii) keep Association Secretary posted of all the important decisions taken thereon.

3. DUTIES OF ASSOCIATION CONFERENCE TREASURER

- i) Association Conference Treasurer is appointed by Conference Committee and shall prepare an estimated budget for the conference.
- ii) Open bank account as per banking rules.
- iii) Must maintain all accounts, cashbook, ledger, vouchers, bills and receipts.
- iv) She shall appoint auditor.
- v) She must be vigilant, and work within the sanctioned budget.
- vi) The Assn Conference Treasurer must coordinate with Association Treasurer and must keep her posted with the following:
 - a) Utilization, statements of payments and expenses as to enable the Association Treasurer to issue further sanctioned payment, as the case may be.

- b) The Association Conference Treasurer must submit a quarterly statement of Receipt and Expenditure Statement to the Association Treasurer and the Executive.
- vii) Ensure that all conference accounts are audited and presented in time, to the Association Council by 1st Association EC/AC meeting held after the Triennial Conference.

III. PROCEDURE FOR VOTING

1. Voting on proposals as stated in the printed booklet should be followed in numerical order.
2. At least one fourth of those entitled to vote in person or by proxy constitutes a quorum for any meeting of the Conference.
3. All voting/proxy/ex-officio delegates, should be seated in the front rows of the hall, District wise, to enable the tellers to conveniently collect the voting slips. The area should be earmarked for voting delegates. Placards with District numbers may be placed row wise, to facilitate seating of delegates, and also facilitate identification.
 - The fares of Voting Delegates attending the Association Conference shall not be paid by the Association.
4. It is advisable to ensure discipline at the voting sessions. No movement or disturbance is permissible. All delegates should be, in the hall 10 minutes, before the meeting is called to order.
5. No latecomer should be permitted to enter the hall to interrupt the proceedings. Non-punctuality will debar them from exercising their right to vote. The voting delegates have to be notified about this decision in advance. Also, no voting delegate shall hand over her voting slips and leave the hall.
6. Each motion submitted to amend the Bye-laws, District rules or Club rules at the Conference, is decided by a majority of two thirds of those who cast their vote in person or by proxy. But, all general motions shall be decided by a majority vote.

Note: Amendments to the bye-laws of the Association of Inner Wheel Clubs in India and the Standard District Rules and the Standard Club Rules shall be made only at a Conference of the Association by the

resolution passed by a majority of Two-thirds of those, who being entitled so to do, vote in person or by proxy.

7. All voting shall be by voting card, especially provided and distributed to all Voting Delegates. The cards shall be held up on request.
8. Votes are to be recounted, only when the proposer wishes it be done. The proposer must request recounting in written, and this request must be addressed to Constitution and Credentials Committee Chairman and that too only at the session in question, after the results of the item of the proposer has been announced, and before the next item is voted on.
9. No voting slips should be removed from the hall.
10. A copy of the proposals, which has been passed, must be given to the Association, who will then forward it to the IIW Headquarters for ratification and thereafter all adopted amendments will be implemented.

Note:

- Each Voting Delegate shall be entitled to one vote.
- List of voting delegates must be delivered to the Constitution Credentials Committee Chairman three months before the Triennial Conference.

IV. PROPOSALS TO AMEND THE ASSOCIATION BYE-LAWS, DISTRICT COMMITTEE RULES AND CLUB RULES

1. The Association Council, District Committees & Clubs may submit proposals to amend the Association Bye-laws, District Committee Rules, Club Rules and General Motions. Such proposals from the Association Council and the District Committees shall be sent directly to the Association. Clubs shall submit such proposals to the District Committee for consideration. The Clubs may then forward them to the Association.
 - i) Such proposal must include a seconder
 - ii) The proposer cannot second the proposal
 - iii) Proposals from the Association Council which are made on behalf of all members, do not require a separate seconder as they must be approved by the Council.

2. Any proposal to amend the byelaws is to be received by Association CCC Chairman not later than 12 months prior to the Conference.
3. Amendments to these proposals shall be received by the Constitution and Credential Committee Chairman not later than 6 months prior to the Conference.
4. All amendments to any General Motions shall be submitted by the clubs to their District Committee for consideration. The clubs may then forward them to the Constitution and Credentials Committee Chairman in writing not less than 4 months before the start of the Conference Business Meeting and shall be circulated to all Voting Delegates.
- Any Proposal containing similar subject to one presented and lost at two consecutive Triennials will not be accepted for the following Triennial Conference.

In case of urgency, when the proposal cannot wait up to the Association Conference:

1. In case of urgency and provided that not less than 45 days notice in writing has been given, the Bye-laws may be amended at a meeting of Governing Body attended by all members in person or by their deputies by a resolution passed by a majority of not less than 75% of those entitled to vote in person or by proxy.
2. Such amendment shall be subject to ratification by the Triennial Conference within two years of the meeting of Governing Body at which such resolution is passed, but shall become immediately and temporarily effective for a period not exceeding two years until it shall be ratified or rejected by such Triennial Conference or failing this shall lapse. The decision must be unanimous at the EC meeting.

PROCEDURE FOR SENDING PROPOSALS TO ASSOCIATION CCCC FOR TRIENNIAL CONFERENCE

1. **When it is proposed by a club (seconded by another Club or the District)**
 1. A senior member of the club will help come up with a Proposal.
 2. Pass the proposal (duly proposed and seconded) in the General Body Meeting held before the District Assembly.

3. In case the club wants another club to second it, then it should send the proposal to that club which will then discuss it in their General Body Meeting and pass it as seconded.
4. Once communicated from the other club that it has been passed, send it along with the minutes of the General Body Meeting in which it was proposed and passed to District Chairman/Secretary for confirmation/framing of the proposal.
5. The proposals will be read in the District EC meeting and read by the District CCCC in the District Committee Meeting and will be approved at District Committee meeting.
6. The proposal form will then be duly filled.
7. The said proposal form shall then be sent to Association CCCC along with copy of relevant page of the minutes of the District Committee in which it was passed. It may be sent either by District Chairman or District Secretary or District CCCC or the club proposing the proposal directly.
8. However, if the club wants the District Committee to second it then it sends the proposal to District Chairman/Secretary. The proposals will be read in the District EC meeting duly proposed and seconded and read by the District CCCC in the District Committee Meeting and will be passed to second the proposal and then the said proposal shall be sent by District Chairman or District Secretary or District CCCC or the club proposing the proposal directly to Association CCCC along with copy of relevant page of the minutes of the District Committee in which it was passed.

Sample of Resolutions to the passed at the Club and District Level

1. In case of Club Proposing the Proposal

The following resolution is passed in the Club General Body Meeting

Agenda No. __: Proposals to Amend Association Byelaws, District Committee Rules and Club Rules and General Motion

Club President informed that she had received proposal from Ms. _____ which was read and after discussion was passed.

Resolution:

In the General Body Meeting of Inner Wheel Club of _____ held on _____ (date) at _____ (place) it was resolved to send the proposal:

Proposal

Reference:

Page: __ Box Title: _____ Number with Heading: _____

Letter of relevant section: _____ Small letter of paragraph : _____

Proposal:

Motivation:

Proposed by : Ms. _____

Seconded by : Ms. _____

2. In case of Another Club Seconding the Proposal

The following resolution is passed in the Club General Body Meeting

Agenda No. __: Proposals to Amend Association Byelaws, District Committee Rules and Club Rules and General Motion

Club President informed that she had received the following proposal from Inner Wheel Club of _____ to be seconded by their club. It was read and after discussion was passed to be seconded by the club.

Resolution:

In the General Body Meeting of Inner Wheel Club of _____ held on _____ (date) at _____ (place) it was resolved to send the proposal:

Proposal

Reference:

Page: __ Box Title: _____ Number with Heading: _____

Letter of relevant section: _____ Small letter of paragraph : _____

Proposal

Motivation:

Proposed by : Ms. _____

Seconded by : Ms. _____

3. In case of the District Seconding the Proposal

The following resolution is passed in the Extraordinary District Committee / District Committee Meeting

Agenda No. __: Proposals to Amend Association Byelaws, District Committee Rules and Club Rules and General Motion

District Chairman/Secretary informed that the following proposals were received which was read and after discussion was passed to be seconded by the Inner Wheel District ___:

Proposal

Proposed by Inner Wheel Club of _____

Reference:

Page: __ Box Title: _____ Number with Heading: _____

Letter of relevant section: _____ Small letter of paragraph : _____

Proposal

Motivation:

Proposed by : Voting Delegate, Post, IWC _____

Seconded by : Voting Delegate, Post, IWC _____

II. When it is Proposed by the District

1. District CCCC will hold her Committee Meeting before the District EC Meeting and District Committee Meeting to discuss the various proposals.
2. The proposals will be finalized and sent to District Chairman/Secretary.
3. The said proposals will be read in the District EC meeting and duly passed and then read by the District CCCC in the District Committee Meeting to be passed as proposed by the District.
4. The said proposal in the District Committee Meeting is to be seconded by a club in the District.
5. After being passed, the Proposal Form will be duly filled.
6. The said proposal form shall then be sent by District Chairman or District Secretary or District CCCC to Association CCCC along with copy of relevant page of the minutes of the District Committee in which it was passed.

The following resolution is passed in the Extraordinary District Committee / District Committee Meeting

Agenda No. __: Proposals to Amend Association Byelaws, District Committee Rules and Club Rules and General Motion

District Chairman/Secretary informed that the following proposals were proposed by the District which was read and after discussion was passed as proposed by the Inner Wheel District ___:

Proposal

Reference:

Page: __ Box Title: _____ Number with Heading: _____

Letter of relevant section: _____ Small letter of paragraph : _____

Proposal

Motivation:

The said proposal was seconded by Inner Wheel Club of _____

Proposed by : Voting Delegate, Designation, IWC ___

Seconded by : Voting Delegate, Designation, IWC ___

III. When it is proposed by The Association

Proposals from the Association Council which are made on behalf of all members, do not require a separate seconder as they must be approved by the Council. Proposals recommended by a member of Association EC or Association CCCC are discussed in the Association EC and AC meeting and passed.

TRIENNIAL FINANCE

1. Triennial President will present the budget for the Triennial Conference at the AC meeting at least 12 months prior to the Conference.
 - A set pattern of Budget needs to be followed, after all it's an Association event.
 - The conference to be planned not only to be financially self-supportive but also to provide a small surplus to cover unexpected expenses. Please always remember that it's an Association event and Not your personal.

- No registration is payable by Association President and IIW President.
2. Association would transfer initially a seeding money to Triennial account which would be used for initial payments and it would be an agreeable amount – with the understanding to be returned to Association and to be recoverable from Registration money or funds raised otherwise.
 - It's only seeding money, a fixed amount, which is to be agreed upon mutually by Association EC to be transferred to Host District Triennial account.
 - Amount given from the Account for preparations of Triennial is a Percentage of Total. Full Amount is never given. This is Seed money to begin Preparations.
 - Amount is given before Registrations and other methods of Fund generation begins. Once Registration starts ,no more is given.
 3. Regular Income and Expenditure or Receipts and Payments Account to be presented before each Association EC and AC meeting.
 - There should be consistency in presentation of accounts
 - Income expense Statements/Receipts and Payments in the Association Meetings presented by the Association Treasurer should cover all three years of planning & Execution of Triennial year.
 - Triennial Account should be presented in a Set pattern, not changing in every Triennial or as per Accountants advice.
 - The Statement presented after Triennial should show Income raised every year ; not just Consolidated Income.
 4. Audited accounts of the Conference to be submitted to Association within 60 days and be passed in Council following the Conference.
 5. Any money remaining after all the expenses are met with should be carried forward in the Triennial account of Association to be used for next Triennial 's initial expenses.

ASSOCIATION MEETINGS AND EVENTS

S. N .	Events	Installation of Assn President	1 st Assn EC Meeting	1 st AC Meeting	2 nd Assn EC Meeting	2 nd AC Meeting	Incoming Chairmen's Institute	Triennial Conference
1	Delegates	Assn EC			Assn EC	Assn CCCC	Assn EC Elect	IIW President as Chief Guest
		+ Assn CCCC + AC Members + all interested in attending it	+ Outgoing Assn Sec and Treasurer	+ Assn CCCC + AC Members		+ AC Members	+ Assn CCCC + Chairmen Elect	+ Members from India and neighboring countries (for business session only voting delegates can attend)
2	Host	District of Incoming Assn President during her Installation			District Offering to Host		Host District of Assn President	
3	Purpose	Formal Installation – Exchange of Collar and Pins and report of outgoing President and Plans of Incoming President	To help better functioning of Districts and Clubs			Training Incoming DC for efficient functioning of Districts	For Friendship and to Amend Assn By-laws	
4	Preparations:							

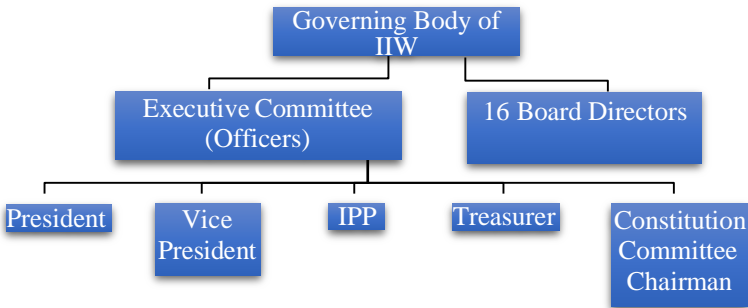
i.	List of Delegates	Delegates are as mentioned in S. No. 1		
ii.	Budget	Host District and Registration from delegates other than Assn EC – incoming and outgoing, Assn CCCC and AC members	<ul style="list-style-type: none"> ➤ An amount from Assn is received for these events ➤ No Registration Fees Free Accommodation to delegates ➤ Special Room for Association President 	Registration Fees + Sponsors
iii.	Agenda To be followed	As finalized by Association President and Host District	As finalized by Association President	As finalized by Host District

GENERAL INFORMATION AND GUIDELINES

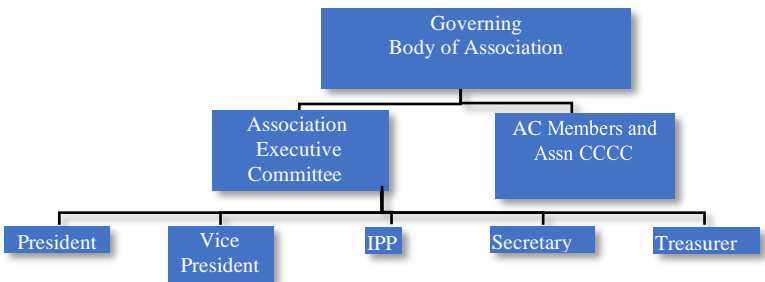
GOVERNING BODY IN INNER WHEEL

The hierarchy of Inner Wheel (IW) 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 IW has its Governing Body to help smooth functioning of IW.

1. At IIW Level

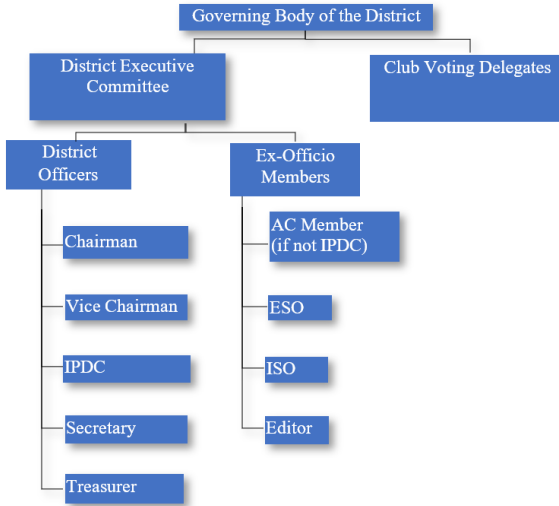


2. At Association Level

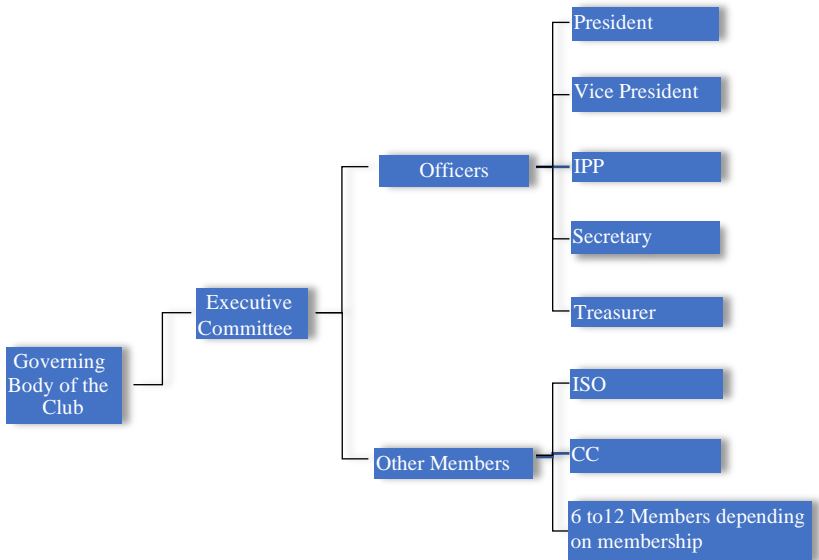


Association CCCC has no voting rights

3. At District Level



4. At Club Level

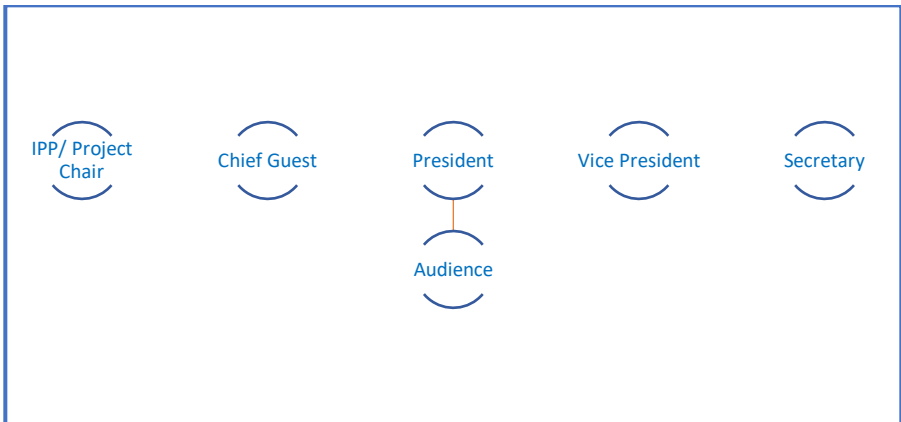


PROTOCOL IN INNER WHEEL

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

1. Protocol for Seating Arrangements

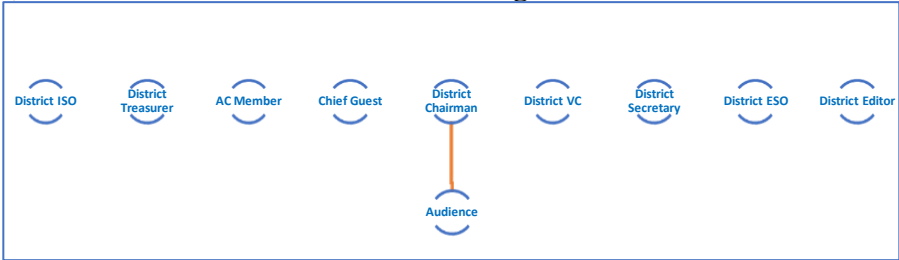
i) Club Level: At Club Function



Note:

- The above seating arrangement is for practical purpose – for easy movement and more members in the audience
- Other EC members be seated in the first row
- IPP should be seated only on official visit of District Chairman
- For club projects/programs instead of IPP, Project Chairman should be seated
- During Chairman's Official Visit to the Club, she is the Chief Guest and thus sits where it is written Chief Guest

ii) District Level : At District Meetings and Events



If Association President is on her official visit to the District then she is the Chief Guest

- If Guest of Honour is present, then she/he be seated between District Chairman and District Vice Chairman

2. Protocol for Addressing Dignitaries

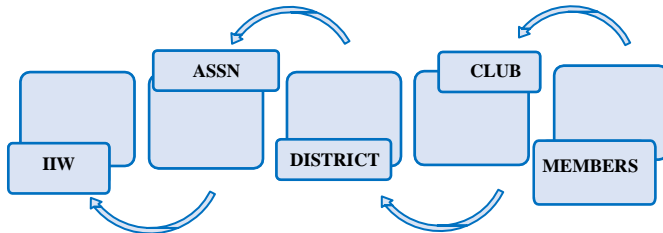
Members of Inner Wheel are not to be addressed as Inner Wheelers but as Inner Wheel Members or members of Inner Wheel.

i) Club Level:

- At all Club Level functions President is in the Chair. She must wear the collar and must be addressed first.
- All others, including District Chairman/Chief Guest, will be addressed after addressing the President.
- In case Association President is present then after addressing President, Association President will be addressed followed by addressing the District Chairman.
- In case IIW President/Vice President is Chief Guest she will be addressed first, then , Association President, then District Chairman.
- Do not address District Chairman as District Chairperson – only as District Chairman.
- During official visit of District Chairman, she is the Chief Guest and takes precedence over anyone else. Sometimes another local dignitaries may be asked to be present at the inaugural function, but not at the business meeting.

ii) District Level:

- At all District Level functions Chairman is in the Chair. She presides over the meeting. She must wear the collar and must be addressed first. All other dignitaries like IIW President/ Association President



will be addressed after her.

- Association President is the Chief Guest at the Conference/ Assembly as that is her official visit; all others could only be Guest Speaker/s or Guest of Honour/s. But avoid calling others.
- All Past District Chairmen, Past and Present Association Officers, District Executive Committee Members to be seated in the first row and to be addressed before acknowledging Rotary Dignitaries and Guests.
- Rotary Governor's wife to be seated in front row too.

3. Protocol for Visit by Inner Wheel Dignitaries:

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

4. Protocol for Correspondence:

Correspondence in Inner Wheel is done through proper channels. The lines of correspondence and communication is very clear and should not be

broken/bypassed. Steps for correspondence flowing from club level to IIW level is:

Step 1 : Club Members communicate to Club President

Step 2 : Club Officers to District Offices

Step 3 : District Officers to Association Officers and

Step 4 : Association Offices to IIW Head Quarters

Please Note :

- No correspondence be done by Club or District with IIW directly. Requests for messages, etc. are also not entertained by IIW. District Chairman receives all messages in the month of June from IIW which can be used for District and Club publications.
- Greetings or newsletters of clubs with prior permission of District Chairman to be sent directly only to Association level and nothing else be sent directly.
- No communication is allowed by bypassing any level.

ELECTION – IMPORTANCE & PROCEDURE

Every level of Inner Wheel has its Governing Body. 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. It is important that the elections should be held in fair and impartial manner at every level.

1. Elections at Club Level

The Elections at club level takes place for Executive Committee (other than for IPP which a President, after her tenure, automatically becomes). Elections are to be held by December 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. Only those members who have paid their dues fully are eligible for taking up the posts.

Steps for elections at Club Level:

- i) Secretary takes out the Election Notice one month in advance of the Election Meeting asking for nominations for different posts at club level.
- ii) Nominations are sent in writing duly proposed and seconded by club members along with consent letter of the member nominated to take up the particular post to the Secretary.
- iii) Secretary receives the nominations for various posts.
- iv) Notice of Election Meeting (held in the General Body Meeting) which is to be held preferably in December is circulated among members. The notice of the election meeting should be specified as Election Meeting.
- v) In Election Meeting the nominations received are read out and if no objection is raised then the proposed members are duly elected. In case nomination of more than 1 member for the same post/s is received then elections take place through secret ballot. In case no nomination for a particular post is received then election on floor too takes place for the particular post/s.

**SAMPLE OF PROPOSAL FORM NOMINATING MEMBERS
FOR CLUB ELECTIONS (Not on letterhead)**

Date:

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

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

yours in Inner Wheel,

Proposed by : Ms. _____ Signature

Seconded by: Ms. _____ Signature

SAMPLE FORM OF CONSENT LETTER OF NOMINATED MEMBER

(Not on letterhead)

Date:

To,

Ms. _____

Secretary,

Inner Wheel Club of _____.

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

yours in Inner Wheel,

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 of the District – Chairman, Vice Chairman, AC Member, Secretary, Treasurer, ESO, ISO and Editor takes place. No club can have more than two members in the District Executive Committee in an Inner Wheel Year.

Steps for elections at District Level (Secret Ballot):

- i) District Secretary to call for nominations from clubs well in advance (more than or 60 days prior to the District Conference) in consultation with District Executive along with the instructions on how to send it. It generally is nomination form accompanied by short biodata and consent of candidate and minutes of the General Body meeting in which the resolution of nomination was passed.
- ii) The Nomination Forms will be opened at the Scrutiny Meeting held by the Scrutiny Committee. During this meeting nomination forms are scrutinized in the sense that whether the clubs/members nominated by clubs fulfil the eligibility criteria and a list of valid and invalid candidates is prepared.

- All those within the EC too should be scrutinized strictly for validity of their nominations. Promotions cannot be taken for granted. The ladder is customary but not prescribed by constitution as such.
- iii) District Secretary to circulate 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.
 - iv) District Secretary to circulate the nominations with brief of the nominee not less than 30 days before the District Conference.
 - v) Election takes place at District Conference or a District Committee meeting. 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 Letter head, signed by the Club President and Club Secretary, which states that these members have been nominated at a Club's General Body Meeting held on ____ (date) as deputy voting delegates. This letter is a must and should be handed over to the Election Officer. No voting Delegate can cast more than 1 vote. For voting put only an 'X' as any other mark is invalid. Before voting, Voting Delegate Register has to be signed by such delegates.
Any new Inner Wheel Club formed in a District shall be eligible for voting at District level only on receipt of Charter from the IIW and on completing 6 months from the date of formation of the club, whichever is later.
 - vi) Election Officer counts the votes. District Chairman has the casting vote in case of a tie. Votes polled are not disclosed.
 - xi) 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. Here, the candidates wishing to stand for elections must ensure that their President writes on the letter head that their club proposes the name of the candidate wishing, with the signature of President or Secretary.



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

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

CERTIFIED THAT THIS RESOLUTION WAS ADOPTED AT THE GENERAL BODY MEETING OF OUR CLUB HELD ON
(DATE) AT (VENUE)

SHE HAS PAID HER CLUB DUES FULLY FOR INNER WHEEL YEAR 20__-__.

FOR AND ON BEHALF OF INNER WHEEL CLUB OF

PRESIDENT/ SECRETARY'S SIGNATURE

INFORMATION ABOUT THE CANDIDATE

NAME:

ADDRESS :

PHONE/ MOBILE NUMBER

MEMBER OF INNER WHEEL CLUB OF INNER WHEEL DISTRICT ____

YEAR OF JOINING INNER WHEEL.....

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


	CLUB LEVEL	YEAR	DISTRICT LEVEL	YEAR
1				
2				
3				
4				
5				

CONSENT OF THE CANDIDATE

I,, HEREBY ACCEPT MY NOMINATION BY MY CLUB AS A CANDIDATE
FOR THE POST OF DISTRICT..... FOR THE YEAR 20__ - 20__.

SIGNATURE OF THE CANDIDATE

SAMPLE OF BALLOT PAPER

	Inner Wheel District _____ BALLOT PAPER Date: _____ For the Post of District _____ Name of the Candidate (in alphabetical order)		
S.No.	Name	Inner Wheel Club	Mark X

Mark X against the candidate of your choice

- Mark could be rubber stamp 'X' or pen may be use

3. Elections at Association Level


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

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

- i) The District Executive shall call for nominations from clubs with the written consent of the nominee of the member duly qualified for the above offices by 30th September.
- ii) The nominations received are then passed in the District Committee Meeting. In case 2 or more nominations are received from the District for the same post there shall be election by the District Committee by secret ballot on the floor of the house. If time is insufficient to convene a District Committee Meeting then voting by postal ballot is done. In the event of votes being equal, the District Chairman's vote is the casting vote.
- iii) The validity of the nomination shall be scrutinized in the Association Executive Committee Meeting.

- iv) Booklet with instructions of voting and list of nominees with their short description of offices held in Inner Wheel is sent by Association Secretary by 2nd week of December (or earlier in Triennial year) to all club Presidents with an official ballot slips (for each post ballot slip will be of different color) and envelope for return which on the back is signed by initials of the Association President, Immediate Past Association President and the Vice President.
 - If the club does not receive the ballot paper then they have to request for duplicate ballots to Association Secretary through their District Chairmen.
 - In case the clubs receive duplicate as well as original ballot papers then they should post only duplicate ballots.
- v) The club in its General Body Meeting gets the choice of candidate passed.
- vi) One vote per club is casted and sent to Association Secretary by speed post so as to reach Association Secretary not later than the time and the date specified.
 - Votes from Clubs which have not paid their dues will be declared null and void.
- vii) Ballot envelope will be opened and the votes counted at the 2nd AC Meeting by a Registered Chartered Accountant appointed for this purpose. This meeting is to be held before the end of February.
- viii) Results of the Election is initiated to all the Association E.C./A.C. Members as well as the District Chairmen and candidates.

**SAMPLE OF ASSOCIATION BALLOT(VOTING PAPER) FOR ASSOCIATION
VICE PRESIDENT/DEPUTY NATIONAL REPRESENTATIVE**


 ASSOCIATION OF INNER WHEEL CLUBS IN INDIA <u>BALLOT PAPER</u> For the Office of Association Vice President and Deputy National Representative 20__ - __ (Names of Candidates are in Alphabetical Order)		
S.No.	Name	Mark
1.	Name Surname	
2.	Name Surname	
3.	Name Surname	
4.	Name Surname	
Please Cross (X) Mark against the name of the candidate of your choice		

- Same would be for National Editor

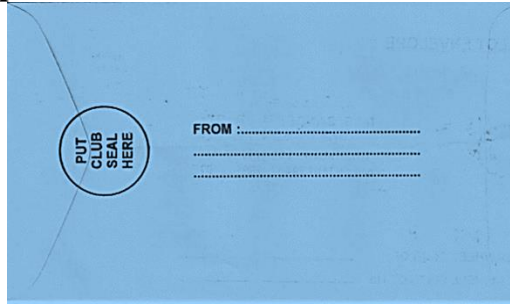
BALLOT ENVELOPE

(same is used for internal elections for IIW posts)

Ballot Envelope – Front

<u>BALLOT ENVELOPE</u>	
	To, Association Secretary Ms. _____, _____, _____
Inner Wheel Club of : _____ District No. : _____	

Ballot Envelope – Back



1. The seal could be round or rectangular.
2. For From:
 - Ballot paper can be sent either by Club President or Club Secretary
 - Write Name, Designation (Club President/Secretary) on 1st line
 - and address with or without phone number in the remaining lines
3. Same envelope is used for internal elections for IIW post/s

Steps for elections for Association Secretary and Association Treasurer (Postal Ballot):

- i) The District Executive shall ask for nominations from clubs with the written consent of the nominee of the member duly qualified for the above offices by 2nd EC Meeting or any other event where the Association EC will meet but on or before 31st December. Only AC members-elect are eligible to apply for the posts.
- ii) The nomination received are then passed in the District Committee Meeting which when sent to Association are scrutinized by Association EC.
- iii) Association Secretary then sends the ballot papers along with photocopy of nomination forms of all candidates by speed post which are to be sent back to Association Secretary by Association EC and AC members.
- iv) The result of the elections are declared on or before 31th March.

4. Elections at International Inner Wheel (IIW) Level

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

IIW CCC is elected by the IIW Governing Body. The first two steps given below are to be followed and then she is elected by the IIW Governing Body.


Steps for elections (Postal Ballot):

- i) The nominations from clubs with the written consent of the nominee of the member duly qualified may be made by District Committees. In case of more than 1 nomination for the same post is received from District Committees then internal election takes place.
 - If Association has Internal Elections, the ballot papers will come by end July to be returned by end August. District Chairman should be very alert. Do the needful immediately. If clubs do not get the ballots by end July, clubs should inform the District Chairman/Secretary and the District Chairman/Secretary will inform Association Secretary for Duplicates.
- ii) Completed nomination forms for IIW posts must be received at International Inner Wheel Head Quarters not later than 30th September.
- iii) IIW will send election booklet and ballot papers along with other documents to club Presidents to be received in December/January. The booklet containing the biodata of candidates should be read at club meetings and after finalizing the candidates to be voted for, President will fill and send it to District Chairman for bulk posting. In case the ballots/booklet is not received by the clubs, they can be downloaded from IIW website.
 - The present recommended practice is that clubs, vote and seal the envelope, put in separate envelope and post to the District Chairman or the person in charge of balloting in the district. All the votes of the district are speed posted or couriered to IIW. This way it is possible to trace the ballots. Individual ballots sent by ordinary airmail cannot be tracked. Every ballot of clubs matters to the country and thus this practice.

- iii) The voting papers duly filled are to be sent back by clubs to reach IIW Head Quarters by on or before 31th March through postal ballot. Envelope reaching after due date to IIW Head Quarters will not be valid and also clubs with outstanding capitation fees will be invalid vote.
- iv) In the event of tie of votes IIW President will have the casting vote.

SAMPLE FORM OF IIW BALLOT/VOTING PAPERS

1. Sample Form of IIIW Voting Papers For Vice President / Treasurer / Editor/MM



VOTING PAPER OF ____ (post) 20__/_
VOTE OF 1 NOMINEE ONLY

IMPORTANT – INSTRUCTIONS FOR VOTING
 Please put an 'X' in the box beside your choice for ____ (post) 20__/_
 This voting paper must be returned to International Inner Wheel office to arrive by 31st March __, sealed in the special ballot envelope provided.

Name Surname

Name Surname

Name Surname

Please Note :

- Such ballot papers will be received for IIW Treasurer, IIW Editor too in different colours
- Number of nominees will vary depending upon how many valid applications are received by IIW

BALLOT ENVELOPE

BALLOT PAPERS ONLY	Stamp required
Name of Club..... District No. Country..... CAPITAL LETTERS PLEASE	International Inner Wheel Suite 2.3 MyBuro, 20 Market Street, Altrincham, Cheshire, United Kingdom, WA14 1PF

- Please Note:**
1. The Return Address may be written at the back of the envelope
 2. Mark AIR-MAIL on the envelope and Paste Air Mail Postage if sent by mail
 3. Name of Club as in Charter
 4. District No. DO NOT add Zero as Rotary does

ELIGIBILITY OF NOMINEES STANDING FOR ELECTIONS

I. At Club level

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

II. At District level

1. The nominee must have paid her dues
2. The club must have paid the dues
3. The nominee must have completed minimum 5 years at the time of sending the nomination (i.e., in her 6th year or thereafter only can a member apply for District post)
4. She must have attended at least one of the two District Committee meetings as club voting delegate.
5. Nominations must be received by the date and time specified by the District Secretary

6. No tampering of minutes should be done
7. No extra pages be put in the envelope in which nomination is sent – only Minutes of the General Body Meeting and nomination form along with a brief biodata of not more than 150 words.
8. Any other specific information of District Secretary relating to nomination for District post should be followed.

III. At Association level

1. The nominee must have paid her dues
2. The club must have paid the dues
3. For Association President and Vice President: she must be a PDC and must have attended at least one of the two Association Council Meeting as an AC member. For Association Secretary and Treasurer: they must be District Chairman or PDC at the time of sending the nomination.
4. Nominations must be received by the date and time specified by the Association Secretary
5. No tampering of minutes should be done
6. Signature of DC and DS on minutes need not be asked for
7. No extra pages be put in the envelope in which nomination is sent – only Minutes of the District Committee Meeting (in some District minutes of Business Session are after District Committee Meeting, then it is find along with other events like inaugural, installation, awards, etc. then it is fine as it is a times in a booklet form) along with agenda in which the nomination was passed and nomination form
8. Any other specific information of Association Secretary relating to nomination for District post should be followed

IV. At IIW level

1. The nominee must have paid her dues
2. The club must have paid the dues
3. Must be a Past Association President at the time of nomination (except for IIW Board Director0 when Imm Past Assn President can apply
4. Nominations must be received by the date and time specified by the Association Secretary
5. No tampering of minutes should be done
6. Signature of DC and DS on minutes need not be asked for

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

For understanding of more about eligibility of a candidate for each post at various levels Association Bye-laws should be referred to.

NOMINATION OF VOTING DELEGATES

1. To District Committee

i) Club Voting Delegates:

a) Number of Voting Delegates to District Committee:

- (i) Clubs up to 50 members– 2 voting delegates
- (ii) Clubs with 51-100 member– 3 voting delegates
- (iii) Clubs with 101-150 – 4 voting delegates
- (iv) for every additional 50 thereafter – 1 additional voting delegate

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

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

(v) In the event of vacancy, the club shall appoint a qualified successor.

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

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

- ii) Voting Delegates of District:** Each member of District Executive Committee

2. to Association Conference

i) Club Voting Delegates:

a) Number of Voting Delegates to District Committee:

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

b) Eligibility: Any active member.

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

- ii) District Voting Delegates:** Any 2 members of District EC

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

Proxy VD

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

Chairman at the Conference to entitle proxies to participate as such in the Conference.

3. To IIW Convention

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

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

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

iii) Association Voting Delegate: 1 per National Governing Body

If Club/District/Association voting delegate are not able to attend, appoint a Deputy.

iv) IIW Voting Delegates: IIW EC, IIW BD and Past IIWPs

Proxy Voting Delegate

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

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

MEMBERSHIP DEVELOPMENT

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

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

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

- 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 difficult, it is not impossible. 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:

$$\begin{aligned} \text{Net Increase} = & \text{Existing Members in the beginning of the year} \\ & + \text{New Members added during the year} \\ & - \text{Members leaving during the year} \end{aligned}$$

A. Increasing Members

For this there is a required to understand the need for new members, why should one join Inner Wheel, why should one become a member of a club, and how to attract new members.

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 and 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— There are clubs where almost 75-80% members are above the age of 55. This makes the members, club and in turn the organization dull and lacks enthusiasm and becomes difficult for the organization to survive. Younger ones are not interested in joining the club. This is one of the chief reasons in clubs where membership is dwindling. In India we must understand that as our women are coming out of their houses they want to get involved in dynamic organizations like ours! It is a reality that new members are waiting to join and the

out came is that record number of new clubs are formed every year in India and record no of members are also added to our organization.

- More Hands to Serve
- New Ideas and Ways of Serving Mankind – They bring with them new ideas, thoughts and more hands to serve humanity. It increases horizon of friendship and service.

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 our 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	One learns a lot leading to self-development. Try stressing to new members on point of Personality Development through development of skills, such as leadership skills, oratory skills, persuasive skills, elocution skills to learn finance transactions, administrative skills, letter writing, making new friends world over, social etiquettes, exposure to meet members from all over the world. We simply Learn, Learn and Learn.
Repay	Opportunity for repaying to the society
Work for Peace	Due to better understanding through cultural and friendship exchange programs
Help service	Provide help to others and gain satisfaction from
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. 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. Prospective members may be made to understand the benefits Inner Wheel offers.

Reasons for a Member to join a Club

Why should anyone become a member of your club? Why should she choose your I.W. Club over other I.W. Clubs? Is there anything special in your 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 your 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— Sensible, having wisdom members should be there.
- Individual and collective image of Inner Wheel
- Club Image is important— types of projects undertaken.

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 our values. There are many who are eligible to join Inner Wheel, only we have to approach them. It is not just the responsibility of the President to bring in new members but also of each member of the club. 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. Some of the suggestions or action plan to get new members. etc.

1. **Appoint Membership Development Committee:** A club can appoint a Membership Development Committee where senior, experienced, enthusiastic members, may be with Rotary connections. I.W. connections and with an exposure to other voluntary organization are included. The club can cash on the seniority and experience of the

Committee Members. This committee can work for a longer tenure— for 3 to 5 years, for better results. Every Inner Wheel Club needs a well-crafted membership development action plan to stay dynamic and effective.

2. **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 group, Twitter are new means where one can load photos with small write-up. Many of the Districts have formed a group of their District on Facebook where all Inner Wheel members from all over are responding. News of clubs in that District is spread loud and wide.

3. **Hunt for Members:** For new members hunting is required. For this the club should Tap on Resources.

IW Members— Once a new member is made, instead of relaxing the club can tap on her resources. Very senior members also are reluctant or lack enthusiasm to suggest names of prospective members. They in turn can get more members. Their acquaintances, friends qualified to become members are prospective member.

Rotary Anns— Make it a point to talk subtly at the Rotary meetings on Inner Wheel projects and motivate Rotary Anns to become Inner Wheel members as many clubs in mofissil 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. 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.

4. **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 I.W. member, talks about the people and activities that sparked her interest in Inner Wheel, how you 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. it 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!
5. **Developing Club to Fulfill Each Member's Needs:** Members join IW 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.
6. **Proper Invitation:** A personal invitation, a phone call, mail, 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 or 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!"
7. **Follow-up:** If a prospective member is not ready to join immediately, don't be discouraged. There is 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 to make a decision on their own time. We must invite them again and again and keep up our efforts.

Retaining Members in clubs– 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. Avoid turnovers.

Problems of Retaining Members

There are numerous reasons for members leaving the organization:

1. Health, old age, transfer, death– these are natural and one cannot do anything about it.
2. Groupism among members leading to fights and members leaving the club.
3. Ownership of club by some members.
4. Lack of involvement of member making them feel neglected.
5. 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.
6. Failure to give proper information and education about Inner Wheel.
7. Improper time and place of meetings.
8. Lack of proper programs.
9. Lacunae on part of leadership.
10. Rotary groups affect Inner Wheel.
11. Too much paperwork and that too in English and if a member is pressurized to take up post the member resigns.
12. Reluctance of Rotary members to encourage Inner Wheel. They encourage IW members to join Rotary.

These problems hamper membership development efforts and have to be tackled at the earliest.

Membership relation is an 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.

It is truly said that “**Prevention is better than cure**”. Although clubs cannot prevent a certain amount of natural attrition, they can minimize its effect by working towards a balanced club membership across all demographics.

Suggestions for Retention of Members

1. **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 at home address or sms** (for fast and personal communication in case of emergency) **of meetings and projects is appreciated.**
 - **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.**

2. **Time and Place of the Meeting:** It is also important to know your membership and 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, children is important.
3. **Time Management: Meetings or programs** need to be well organized. They should **be started on time and be finished in time.** Members are not comfortable with disorganization and leaders lack of concern for their time. It shows lack of interest in members’ valuable time. To encourage time maintenance **Punctuality Gifts could be given.**
4. **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 towards interests and likes of members. Most members want a variety of meetings and programs 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.

5. **Worthwhile Projects:** It is the duty of the club to take worthwhile projects which will help **to satisfy the needs of members who join Inner Wheel to be a part of the social service** Inner Wheel does.
6. **Healthy Environment:** A healthy friendly and 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 other to listen and not to discourage, dominate any member. Ego clashes should be avoided and hurting someone's ego need not be done.
7. **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 show 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. On the other hand **encourage new members to speak in meetings** about Inner Wheel.
Note: No one likes to do administrative work in Inner Wheel and new members are given this responsibility which should be avoided till she is not aware of Inner Wheel and its working.
8. **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. Provide visibility to IW Projects through

print media, audio visual media, and as well as through media of information Technology also encourages members.

9. **Awards:** Awards/prizes for **Best Member, Best Project Director, 100% Attendance** at General Body Meetings, Executive Committee 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.
10. **Suggestion Box:** This **enables members to give** their **valuable suggestions**.
11. **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**.
12. **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 other IW Clubs in the city
 - **Colour Code** for Dress at Meetings/Projects
 - **Theme parties**

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

13. **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.
14. **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 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.
15. **Let men of Inner Wheel know Inner Wheel.**
16. **Exit Interviews:** When a club member resigns do you ask her why you are resigning? Many times we get a clue from her as to the shortcomings of the club which can be improved upon to attract new members and stop members from leaving the club.
17. **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.
18. **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.

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

STEPS TO BRING AND RETAIN MEMBERS

DO's

1. IDENTIFY: potential, qualified members.
 - Talk to family members of Inner Wheel members.
 - Talk to former Inner Wheel members who left due to personal reason and could rejoin.
 - Attract younger members who have the potential to lead at the Club, District, Zone and National level.
 - Ask for Rotary Roster.
 - Talk to Rotarians or Past Rotarians whose wife, sister, mother, daughter could become members.
2. INFORM/EDUCATE : 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.
3. 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 one another and work together.
4. INDUCT: preferably on Installation, District Chairman's visit, etc.
 - Make this a very memorable occasion when this new member is inducted into the Club.
 - Invite new member family to attend the induction.
5. 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 might be a good time to re-educate existing members with the Inner Wheel Constitution and By-laws.
 - 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 nature in the club with experience. Keep the simple in a beginning.
 - Provide Inner Wheel information to new members though appointing a senior experienced member as her mentor. Members' Orientation program is a must.
6. 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.
 7. IMPROVE: Projects and meetings and other fellowship activities. Good combination of all is required.
 8. IMAGE: Build image of the club as good image attracts others towards it.
 9. INSPIRE: Give award to the member proposing the new member. This will inspire others to do the same.

DON'T's :

1. IGNORE: Never ignore any member. Dejected member will leave the club.
2. IMPORTANCE: Let any member in the club not feel unimportant.
3. 'I' : Replace I with wWe even if you do the job alone.

4. **INDIVIDUAL INDUCTION:** 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 in 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:-

- i) Women related to Rotarians/former Rotarians
- ii) Women related to Inner Wheel members/former Inner Wheel members
- iii) 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 either by Inner Wheel Club or Rotary Club

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.

Difficulties for Formation of Inner Wheel Club

1. **From Rotarians:** Rotary President or Senior Rotary members show interest to start IW in the beginning. Later on they **come up with excuses** like
 - We will discuss in the meeting and let you know
 - We will think about it

- No, not possible. They have small children.
- We have Rotary Anns Club.
- Rotary Anns are already helping us in our projects.
- All women Rotary Club is our priority and not Inner Wheel

They **prefer Rotary Anns to join Rotary**. Most of the Rotarians avoid IW because they don't have knowledge of **Inner Wheel**.

2. **From Rotary Anns:**

- They are not only **involved in Rotary activities** but they are **members of other organizations**, so they feel to join IW means more time and energy will be required.
- R/Anns **happy with being a member of R/Anns Clubs** formed by Rotarians and this club mainly helps in projects and programs of Rotary.
- **Priorities of ladies are different**– small children, joint family, working. These women find it difficult to devote extra time.

3. **Women Rotarians:** They are **proud to be Rotarians** as image of Rotary is much more than that of Inner Wheel as **Inner Wheel is still considered as an organization of housewives** who have nothing better to do. They are already **paying and give time as Rotarians** and say that they do not have time for Inner Wheel.

Perseverance, Patience, Positive Approach will make us Succeed.

STEPS IN FORMING A NEW CLUB

(Including Instructions for filling and sending the Charter Application Forms)

1. **Association President provides an Original Charter Application Form at Incoming Chairmen's Institute. Send a photocopy of Charter Application Form to District ESO.** It can also be downloaded from IIW website.
2. If District ESO is convinced about the viability of the new club **she requests the probable Charter President to fix a meeting** with the ladies of the Club. She also informs District Chairman to attend the meeting, if possible. District Chairman and ESO should **be present** for guiding the members of the new club. It is **called formation/inaugural meeting** held to decide the Executive Committee. The date on which it

is held is to be filled in the charter application form as Date of Formation. Clear explanation should be given to the new club regarding annual subscription to be collected by clubs from members, which should cover the dues to be sent to District Treasurer and an estimate of club expenses.

3. **Assist the new club President to complete the form** in all respects. 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,--.
4. **Receive Sponsorship Letter** from sponsoring club (Rotary/Inner Wheel Club/District Executive) on their letterhead.
5. **Get from the club Demand Draft (DD) in favour of District or get that amount transferred by online means.**
 - If formation date is on or before 31st December full dues have to be paid although the charter may be sent on or after 1st January. For clubs with formation date on or after 1st January only half dues is to be paid.
6. **District Chairman should send original DD or proof of online transfer along with soft copies of form and sponsorship letter to District Treasurer** (one for District Treasurer and one for Association Treasurer).
7. **District Treasurer**, on receiving the DD/proof of online transfer and documents **will make a DD or do online transfer 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/online transfer** and not with dues of other existing clubs received.

8. **District Treasurer shall send to**
 - i) **Association Treasurer**
 - A covering letter
 - Original DD/online transfer proof
 - Copy of charter form
 - Sponsorship letter
 - ii) **District Chairman**
 - Copy of the DD or online transfer proof
9. **Association Treasurer informs District Treasurer receipt of DD who then informs the District Chairman** accordingly.
10. **District Chairman sends to**
 - i) **Association President** (National Representative) the following:
 - Covering Letter
 - Copy of the Form duly filled
 - Copy of letter of sponsorship
 - Copy of Demand Draft/proof of online transfer sent to Association Treasurer by District Treasurer
 - ii) **Association Secretary**
 - Copy of covering letter sent to Association President
 - Copy of Form and sponsorship letter
 - Copy of Demand Draft sent to Association Treasurer by District Treasurer

Note: Copy of Charter Application Form and Sponsorship letter shall be sent to **District ESO** and **New Club** President/Club Secretary/Club Treasurer for information and record:
11. **Association Treasurer sends dues to IIW.**
12. **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.**

13. 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 officially becomes a part of IIW.

Remember:

- ✓ Name of Inner Wheel Club: When formed/sponsored
 - By a Rotary Club 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.
 - Try to keep the name short and geographically related for easy recollection. The name is used for ballots and other official work.
- ✓ Once the inaugural is over and the charter application forms and the dues reach the Association, the clubs can start their programs & 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.
- ✓ Clubs forming after the 1st of April may postpone formation 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.

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**.

REVIVAL OF INACTIVE CLUBS

Symptoms of inactive/dysfunctional clubs/non-functioning (at times Dues may be paid by District for minimum 4 members for a year or so)

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. Never in touch with the District
7. Do not reply to any correspondence; at times do not even open/read it.
8. Always talk of closing the club

Reasons of Inactive/Dysfunctional Clubs

1. Uninspiring leadership/ Lack of proper leadership
2. No teamwork
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 ESO
12. Misunderstanding with the District
13. Friction in Rotary Club reflected in Inner Wheel

Suggested Actions/Remedies

The role of the ESO 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, in this discussion we come to know that they don't want to close the club
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. Ask to induct new members of given membership criteria to infuse new ideas
10. Take the help of IW 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

PREPARATION OF BUDGET

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

Budget brings before you that tentative layout of plan within which you have to work. In every organization petty differences of opinion arise because of finance. Hence proper budgeting is very important.

1. Who should prepare the budget – Budget has to be prepared at Club, District and Association Level. Though the budget is prepared by the incoming Treasurer but budget preparation is not the sole responsibility of any one person. It is the collective responsibility of both the incoming and outgoing team. The main reason being the budget is calculated based on the actual expenditure of last year and tentative plans for the coming year.

So, the best thing to do is but both the incoming and outgoing Club Presidents/Chairmen/Assn Presidents and Incoming and Outgoing Treasurers sit together and prepare the budget.

2. How must a budget be – It is always best to have a conservative one with surplus on the income side. At no point of time the Expenditure exceed over the income. A certain amount of money must be set aside to meet contingency expenses.

3. How to prepare the Budget – To prepare the budget we must collect the following information:

i) The actual income received from various sources basis during the year and the tentative source of income in the coming year.

ii) The payment made earlier 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.

4. When must the budget be made – A budget is made before the beginning of the year, in June, for the coming year.

5. What is to be done after the budget has been prepared – The budget has to be put forth first before EC members in the E.C. Meeting and

then before Governing Body (the GBM at club/District Committee at District Assembly/AC Meeting. The budget has to be passed– proposed and seconded and pass in the both the meetings of EC and Governing Body.

6. How should be budget be implemented – The Treasurer has to make all payments within the sanctioned amount after collecting all supporting documents Claims from bill etc. It is very important that every officer works within the budget and support their 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 preparation to the license under various heads of the payments. All expenditure over and above this has to be met by the officer concerned only.

The 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.

PREPARING FOR EVENTS

President(s)/District Chairman/Association President here are addressed as leaders here for explaining ‘How To Organize an Effective Event at Club, District or Association Level’.

Any event is not one’s own personal event. So planning needs to be done accordingly keeping in mind who all are attending. Working in coordination and maintaining transparency among EC is important for official events.

I. Finalizing Host and Committees

1. **Identify the host/s:** Decide who is going to host the event–
 - For club event– a member or few members
 - For District Events– i) Single Club ii) Group of clubs/Zone (cluster of clubs)
 - For Association Events– i) District ii) District/s or Zone (cluster of Districts)
2. **Identify Core Organizing Committee:** who will be the key person/s for effective planning and execution of the event (other than Club President and Secretary at club level, District Chairman and Secretary at District level and Association EC at Association level). The following have to be identified depending upon the need of the program:
 - i) Event Convener/Chairman
 - ii) Event Secretary
 - iii) Event TreasurerOther posts like Coordinator, Joint Secretary, etc. could be added. But do not increase the number of posts of core committee. It depends on the scale of the event. At times only Convener or Chairman is appointed, not both.

(Please Note: For a small program hosted by a club there is no need to appoint a separate Treasurer. Club Treasurer will do and similarly no need for Program Secretary)

The Core Committee will remain in regular in contact with leaders who will guide them regularly for effective organization of the event.
 - Avoid giving important posts to aspiring candidates
3. **Identify Sub Committees to be formed:** Following Committees under the Program Chairman/Convener are required (generally):
 - i) Registration Committee
 - ii) Refreshment Committee – May be different for breakfast, lunch, dinner, tea, etc.
 - iii) Stage and Venue Decoration Committee
 - iv) Transportation Committee
 - v) Accommodation Committee
 - vi) Public Relations Committee
 - vii) Welcome Committee
 - viii) Entertainment Committee (if any entertainment program)

- ix) Publication Committee – literature for publication, funds required for publication
 - x) Kit Committee
 - xi) Lucky Draw Committee – lucky draw coupons, basket for keeping them
 - xii) Advisory Committee– Always have an advisory committee with at Past Presidents or PDCs at club level, PDCs at District level and PIIWPs and PAPs at Association level— experience counts. They could be consulted to prepare the agenda too.
 - Appoint Aids and enough ushers to take care of Dignitaries
4. **Whom to Choose for Sub Committees:** Along with the members of core organizing committee the leaders have to decide upon various other Committee Chairmen and members to assist the Chairmen. To choose the Chairman and other Committee Members following should be considered:
- Criteria for choosing:
- i) Past experience
 - ii) Their adaptability with other members
 - iii) Their capacity to work and get word done
- Try to Involve all senior and experienced members in all endeavours.

President/s Secretary(ies) of clubs, District Chairman(s)/Secretary(s) at District level and Association President and Event Core Committee are ex-officio member of all committees)

II. Preliminary Meeting of all Committee Chairmen – for planning the nitty-gritties of the event

1. **Set:**
 - i) Date – possibly a holiday
 - ii) Time
 - iii) Venue – a) See that Venue facilities should be suitable for all age group friendly b) Book it
2. **Budget:** A tentative budget is prepared to help host club/s raise funds and meet the expenses of the program. The following have to be considered:
 - i) Income

- ii) Expenditure
 - iii) How will you raise funds? :
 - a) Registration Fee
 - b) Sponsorship from members (members can donate due to happy moment in their life like birthday, wedding day, achievement in her family, etc.)
 - c) Raffle Tickets
 - d) Fund Raising Program – Charity Film Show, Musical Show, etc.
 - Taking registration money from delegates should be in line with the facilities provided
3. **Choice of Chief Guest/Guest Speaker and Judges:**
- i) Chief Guest/Guest Speaker to be chosen keeping in mind interest of attending members. Judges should be expert in the field they are judging.
 - ii) Give responsibility to someone to find their availability
 - iii) Entrust leaders or Event Convener/Chairman to send a Formal Letter Inviting them and get confirmation and Bio-data from them
 - iv) Appoint a Special Aide to take care of the Chief Guest/Guest Speaker
 - v) Invite qualified personalities for Judgment in competitions held. Take proper care of them, offer them welcome and farewell.
4. **Printing** (print only required material)
- i) If you are planning to print letterheads specially for the event, then it should be according to protocol
 - ii) Invitation cards, coupons, banners, raffle tickets (if any), etc.
 - iii) Souvenir containing Messages, Advertisement, Informative Write-ups
5. **Circulars or Mailers**
- i) Plan how many circulars you will send – Ideal to send at least two official circulars – First circular to be sent once preliminary meeting is over and second circular 15 days before the Meet. The Timing depends on the Meet. But send as many reminders as possible.
 - Invitation- should be in the hands of the invitee at least three days before the Meeting.

- ii) To whom you will send
 - iii) The address list should be ready
- III. Preparations After Preliminary Meeting**
1. **Bio-data of Chief Guest/Guest Speake/Judges** – Send a formal invitation letter to those finalized including asking for the biodata. Get it and give it to a person who has to introduce well in advance to help her prepare well.
 2. **Table Agenda**
 - i) Get the Table Agenda ready – it should be as precise as possible
 - ii) Timings can be noted – This helps to check that meeting keeps to its scheduled time
 - Time management while planning events is important
 - iii) Events such as awards to be planned well to avoid lengthy affair
 3. **Master of Ceremonies (MOC)**– Could be 1 or more and different for different sessions
 - i) Decide whether you need one
 - ii) MOC to be briefed well to avoid confusion
 - iii) Give a copy of the agenda
 - iv) MOC should be brief and not take too much time by herself/themselves
 4. **Head Table**
 - i) Who all will be on the dais?
 - ii) Seating Arrangements – according to Protocol
 - iii) A single row or two rows (depending on the stage area; but preferably have only one row)
 - iv) Provide space for movement to the mike
 - v) Table Cloth
 - vi) Get Name Plates ready
 - vii) Place to keep the podium
 - viii) Mike arrangements– podium mike, cord less mike, collar mike – how many are needed and their working condition
 - ix) Power point- LCD screen arrangement
 - x) Table Agenda on the dais
 - xi) Others – Water glasses bottles, coasters

- While inviting IHWPPs to Dias or stage for some role to play ,it should be as per protocol.
5. **Plan**
 - i) Bouquets and Flowers required for the function
 - ii) Stage and venue decoration– number of Chairs, tables, cassette player, LCD projector
 - iii) Mementoes/gifts and prizes for competitions
 - iv) Photographer, video shooting
 - v) Material for distribution, if any
 6. **Lighting of the Lamp**

i) Lamp	ii) Oil, Wick
iii) Kolam, Rangoli around the lamp	iv) Garland
v) Match Box	iv) Candle to light the Lamp
vi) Photo of Ms. Oliver Golding	vii) Table, etc.
 7. **Display Table**
 - i) For display of competitions held/to be held – generally in the corner of the hall
 - ii) For sale of District Material – generally at the entrance of the hall
 - iii) For flowers, bouquets, mementoes, awards – generally on the stage
 8. **Hall arrangements**– Sitting arrangements in front of the dais, should be according to protocol- 1st Row-PDC, Guests, Invitees, Rotarians; 2nd Row- District committee members, 3rd Row onwards all members etc. Name tags to be put while making sitting arrangements for dignitaries.
 9. **Backdrop or Banners**
 - i) Plan the Backdrop/Banner
 - ii) Matter on the Backdrop
 - iii) Banners on the Road to identify the venue
 10. **Information to the Press**
 - i) Send the information to the Press
 - ii) See that the meeting is included in the Today's Engagements Column of the local Newspaper (Inner Wheel activities need to be publicized)
 - iii) Keep a press meet before the meet/program
 - iv) Invite the press for the event

11. **Publication Committee**

- i) Arrangements for publication of souvenir / bulletin etc.
- ii) Ask District dignitaries for messages and write up in well in advance
- iii) Ask members well in advance for write up
- iv) Inform the respective member to be ready for opening of publication

12. **Food– Sumptuous** food be served. The success of a program depends greatly on the food served. Therefore, care should be taken that nobody will remain hungry for long time.

- i) Decide the menu of : a) Breakfast b) Tea c) Lunch d) Food Packets, if any e) Mobile services, if any (for all or dignitaries)
- ii) See that order is placed
- iii) Arrangement for clean drinking water and ice
- iv) Members' Duty
- v) Watch the arrangements and ask caterer to arrange tables, plates, cutlery, etc. on clean tables to maintain hygiene
- vi) Count number of plates, arrange to collect coupons, check for the menu given, supply of food, salads, etc.
 - Proper Tea breaks for dignitaries to be kept. For those sitting in front rows becomes difficult to get up for tea and sit for hours without eating anything. Else have mobile service.

13. **Registration**

- i) The Treasurer of the meet/program to have all the lists of registered delegates in place
- ii) Identify registration committee members. The responsibility of the members in this committee is more; hence provide adequate number of members. Divide Clubs/Districts into parts for smooth and peaceful registration.
- iii) Provide adequate Registration Table– According to Registration Committee members decide the number of tables and chairs required for registration.
- iv) Material required for registration ready – table registers, receipt book/s, papers, pens, colour pens, kits, badges, names of the members sitting, box for keeping registration amount, etc.

- v) Display board – Registration Counter.
14. **Accommodation**
- i) Home Hospitality for outstation guests, if possible
 - ii) If hotels are to be booked, then booking the hotels – preferably near the venue; send list of Hotels with their addresses, tariff to clubs and payment medium
 - iii) Check the facilities provided by the hotel
 - iv) See that at least tea/coffee/cold-drinks are available at places of accommodation/s
 - v) Safety of members be ensured in the hotel
 - vi) Prior arrangements for check-in facility for all delegates to be planned. Members shouldn't wait long to complete check-in—they travel long distances and wish to rest.
15. **Transportation**
- i) Keep the schedule of arrival as well as departure of delegates by trains, flights, buses or own private vehicles
 - ii) Make arrangement of vehicles to receive them at railway stations and airport
 - iii) Special transportation arrangements should be for Chief Guest and other dignitaries
 - iv) Banner on vehicles for identification
 - v) Time-wise duty be allotted to members (of host clubs/district) for receiving and seeing off guests
16. **Reception committee –**
- i) Reception Table be arranged at hotels and event venue
 - ii) The Members to be welcomed with the tradition of flowers and Kum-Kum, arrangements to be made
17. **Health care/ Medical support**
- i) Appoint members who are Doctors
 - ii) Make arrangements for medical support– first aid box, antiseptic cream, etc.
18. **Entertainment program**
- i) **Lucky draw and games** – Entertainment should be provided to the members for the relaxation in the hectic business session. **Guide**

- club to keep coupons in provided in kits with food coupons for lucky draw
- ii) **1st Day** – Starting program of 10 minutes classical dance in form of blessings of the Almighty
 - iii) Entertainment program of 20 minutes should start in the beginning/ 10 minutes in between /half or 1 hour at the end of session as the time permits
 - iv) Find out the time in Agenda and ask host club to draw the numbers. But it should not be dragged.

PUBLICIZING INNER WHEEL

It is always felt that women are not recognized for the untiring efforts they are carrying out in day to day practice. Same applies true to Inner wheel work also. This is in spite of the fact that Inner Wheel is one of the largest women's organizations. So we have to make an identity of ours and show that we are also pioneers in planning and carrying out innovative services towards humanity.

Suggestions for Publicizing and Promoting Inner Wheel

- Wearing Inner Wheel pins & badges of Inner Wheel
 - Letters e.g. direct mail, e-mail of thanks to people outside Inner Wheel who have helped Inner Wheel in one way or the other
 - Publication in print media (local newspapers) by individual clubs of its activities and articles on Inner Wheel
 - Press Conferences to highlight Inner Wheel activities
 - Publications of different kinds, e.g. club/district newsletters, souvenirs distributed to places where it will be accessed by general people (eg. school/college/public library, etc.)
 - Posters: Posters etc. could be placed in surgeries, libraries and public places about Inner Wheel, displaying projects with Inner Wheel helping children and women around the world, and asking the question 'Would you be interested in becoming a member?'
- Emergency phone number list (Police, Fire brigade, Ambulance,

Hospital, etc.) could be displayed at different important location of the city along with Inner Wheel club name and logo.

- Pamphlets
- Information leaflets
- Banners/Billboards at prominent places (on fences, walls, out of windows, railway stations, bus stands, at conferences and so on) of the Club, its logo, its motto and its activities
- Graffiti
- Light aircraft flying with a banner (those who can swing a sponsorship for it!)
- Radio & T.V. talks about Inner Wheel and its service projects
- Local Cable
- Playing Inner Wheel song on radio, T.V., Cable, Theatres
- Website
- Blog
- Facebook
- Telephones, for things like Direct calling
- Mobile phone technology like SMS messages
- Promotional events– your own or others’, like:
 - Fun days
 - Fund raising events
 - National and international focus days that relate to our work
 - Learning events, like conferences, workshops
 - Debate forums
 - Photo exhibitions
 - Coupling service activities with National days in public
 - Honour citizens for their special achievements
- Networks with other NGOs, government bodies, Sarpanch, etc.
- Networks of non-governmental organisations’ publications
- Door-to-door event organising
- Inviting a celebrity endorsing Inner Wheel
- Printing Inner Wheel logo on used CDs and displaying it at places
- Putting stickers of Inner Wheel on purses, members’ vehicles, brooches, etc. or promoting Inner Wheel Projects

- Carrying bags having Inner Wheel logo
 - Printing Inner Wheel logo on railway reservation forms, products, etc.
 - Handmade badges with Inner Wheel message like save girl child, save environment, etc.
 - Greetings to Friends outside Inner Wheel with Inner Wheel logo, its motto and work
 - Gifting coffee mugs with Inner Wheel logo, theme, photo of District Chairman, etc.
 - Handmade bookmarks with Inner Wheel logo
 - Quotation Book of Inner Wheel with members penning down their favourite quotes
 - Conduct greeting card competition on Inner Wheel
 - Celebrating Inner Wheel Day/Charter Day with pomp and show
 - Calendars with Inner Wheel photos and information
 - Inner Wheel logo coasters
 - Taking up a forest area or a garden and naming it Inner Wheel For
 - Felicitation of women who have achieved the impossible by their perseverance, dedication
 - Pasting lazer stickers with IW logos behind trucks, or any vehicles, to avoid mishaps in the night
 - Celebrating members birthdays at old age home, orphanages, with mentally/physically challenged children
 - Making project videos/pictures/slideshows viral through whatsapp and other social media
 - Hoardings/banners/poster of Inner Wheel under signals, on dustbins, other crowded places like railway station, bus stands, etc.
 - During festive seasons like Ganesh Utsav, Navratri, can declare best pandal or Inner Wheel pandal
 - Getting an area named after Inner Wheel – like Inner Wheel square, etc.
- Every Inner Wheel Member is innovative. While discussing promotional activities at club level, suggestions from members can be conveyed by the club president to the District Chairman, so that these suggestions can be put to the open house at the District Event.

After all, our organization is not driven by profit, but help to improve the world we all live in.

FALLOW YEAR AT DIFFERENT LEVELS

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

HANDING OVER OF FILES AND MATERIAL BY OUTGOING TO INCOMING

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

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

NOTES

NOTES

NOTES

NOTES

