

INTERNATIONAL INNER WHEEL



**CONSTITUTION
AND HANDBOOK
2018**

International Inner Wheel

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INTERNATIONAL INNER WHEEL

BASIC RULES

The International Constitution shall be binding on all Members and shall be as follows:

1. The name shall be "International Inner Wheel".
2. The emblem shall be:



3. The Inner Wheel year shall be from 1st July to 30th June.
4. Inner Wheel shall not be sectarian or party political.
5. There shall be a standard naming system for all offices at International, National, District and Club levels.
6. The official language is English.

OBJECTS

The objects shall be:

1. To promote true friendship.
2. To encourage the ideals of personal service.
3. To foster international understanding.

MEMBERSHIP

1. At International level

Includes all Inner Wheel Clubs

The minimum number of Active Members required to form a Club is 10.

Applications for membership shall be sent to the Administrator of International Inner Wheel, together with an agreement to adopt the standard rules and to observe the Constitution. This agreement is binding on all Clubs except where it conflicts in any way with the laws and customs of a particular country.

All Clubs, within countries which have National Bye-Laws, must conform to their National Bye-Laws, and the Governing Body of International Inner Wheel must be consulted when changes are contemplated in the National Bye-Laws.

The International Governing Body must approve any proposed changes in the naming system.

2. At National level

Includes all the Districts and Clubs within its boundaries. The minimum number of Districts required to form a National Governing Body is **2**.

3. At District level

Each District includes all the Clubs within its boundaries. The minimum number of Clubs required to form a District is **4**.

4. At Club level

A member may belong to one Club only.

Classes of membership

A. Active Membership.

B. Honoured Active Membership (Active members within a Club who have been given a special award, because of their outstanding service to Inner Wheel).

C. Honorary Membership.

A Active Membership may be retained or taken up by the following, provided that they are over 18 years:

- a) Women related to Inner Wheel members/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.

Active Membership should be taken up in the Inner Wheel Club most convenient for an Inner Wheel member to attend.

The International Inner Wheel Executive Committee is empowered to clarify this section of the membership rule, and to include in this clarification those changes to clause (A) of the membership rule, which have been passed at the International Inner Wheel Convention.

B. Honoured Active Membership

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 retains all the rights of Active membership for life, or until she leaves Inner Wheel.

C. Honorary Membership

International Inner Wheel, National Governing Bodies, Districts and Clubs may invite distinguished persons whom they wish to honour, to become an Honorary Member. Honorary Members have no vote and cannot

hold any office on any administrative level of the organisation. The number should not exceed 4 at any given time.

D. Membership at Large

a) Countries with a National Governing Body.

If an active member resides in an area of a country where there is no Inner Wheel Club, the National Governing Body of that country can grant her 'Membership at Large' status. Application must be made to the National Governing Body, through her former Club, or District if there is no former Club due to disbandment. Payment of International Inner Wheel Capitation Fees must be made to that Governing Body. Such a member cannot vote or hold office.

b) Countries without a National Governing Body.

Any active member of Inner Wheel who takes up residence in an area or a country where there is no Inner Wheel Club, shall be entitled to 'Membership at Large' on application to International Inner Wheel Headquarters, through her former Club, and on payment of the appropriate International Inner Wheel Capitation Fee. Such a member cannot vote or hold office.

E. Transfers

An Active Member may, in some circumstances, provided both Clubs agree, and permission is obtained from the District Executive Committee/s, transfer to another Inner Wheel Club.

F. Retirement

When a member is no longer able to continue through sickness or infirmity, she may be termed “retired” rather than “resigned”.

G. Termination of membership

Active Membership terminates on failure to pay the annual subscription by 31st December or by exclusion for serious reasons, the member concerned having a right of reply. The decision to exclude a member for serious reasons must be approved by a two thirds majority vote by the club members by way of secret ballot and submitted for agreement to the District Executive Committee or the Executive Committee of International Inner Wheel in the case of non districted clubs. The Club Executive Committee shall notify the member concerned of its intentions by writing at least 30 days in advance, the notice to be sent by registered mail to her last known address. No final decision to be taken without mediation. Any Inner Wheel member going to the court of law without exhausting the provisions for such grievances within Inner Wheel shall be excluded from membership. An excluded member cannot return to her former Club.

Naming a Club

When a new Inner Wheel club is formed, the members of the new Club may decide on a geographically suitable name, subject to the approval of International Inner Wheel.

THE INTERNATIONAL GOVERNING BODY

A candidate for an International Inner Wheel office, whether elected or appointed, may not hold any other office in Inner Wheel. No Past International President shall be eligible to be nominated for the International Inner Wheel Governing Body.

1. The International Governing Body consists of the Officers and the Board Directors.

A Officers:

President

Vice-President

Immediate Past President

Treasurer

Chairman of the Constitution Committee

These officers form the Executive Committee and have a 1 vote each. In addition the President has a casting vote. Executive Committee Quorum - 3 members.

B Board Directors:

There shall be 16 Board Directors. Each Board Director to have 1 vote.

DUTIES of International Governing Body

- 1) In conformity with the Constitution, the Governing Body has the control and management of the affairs and funds of International Inner Wheel and subject thereto, may order its own proceedings. Its decision on matters of administration is to be final, but on matters of principal any Club, District or National Governing Body may appeal against a decision to the Convention. Quorum - 75% of the International Governing Body.

- 2) The International Governing Body is to have jurisdiction over Non districted Clubs and over Districts, where there is no National Governing Body.

2. The International Governing Body is to be elected as follows:

A Officers:

a) President

- Qualifications:

Must have served at some time as a President of a National Governing Body, or an International Board Director or a Board Member, or the International Treasurer.

- Nominations:

A District Committee of a National Governing Body may nominate a member suitably qualified for the position of President. Members may accept nomination only from the District Committees of the National Governing Body of which they are members.

- Voting:

By postal vote, each Club having the right to one vote.

- Tenure of Office:

The President is to serve for 1 year only and cannot serve again in this office.

The Immediate Past President, the President and the Vice-President must not be members of Inner Wheel in the same country or National Governing Body.

b) Vice-President

- Qualifications:

Must have served at some time as President of a National Governing Body, or an International Board Director or a Board Member or the International Treasurer.

- Nominations:

A District Committee of a National Governing Body may nominate a member suitably qualified for the office of Vice-President. Members may accept nomination only from District Committees of the National Governing Body of which they are members.

- Voting:

By postal vote, each Club having the right to one vote.

- Tenure of Office:

The Vice President is to serve for one year only and cannot serve again in this office.

c) Treasurer

- Qualifications:

Must have served on a National Governing Body or District as a Treasurer and have served as a member of a National Governing Body for at least 1 year at the time of nomination.

- Nominations:

A District Committee of a National Governing Body may nominate a member suitably qualified for the office of Treasurer. Members may accept nomination only from District Committees of the National Governing Body of which they are members.

- Voting:

By postal vote, each Club having the right to 1 vote.

- Tenure of Office:

The Treasurer may serve for a maximum of 3 consecutive years only, but must be nominated and elected annually and cannot serve again in this office.

- Duties of Treasurer:

She must have computer skills, knowledge of accounting software, on-line banking and use spreadsheets, be able to read financial forecasts in order to ensure continuity of payments to suppliers, prepare budgets, ensure financial integrity of organisation and work closely with the bookkeeper and accountant/auditor on a weekly basis.

d) Constitution Chairman

- Qualifications:

Must have been a past member of the International Inner Wheel Governing Body.

- Nominations:

A District Committee of a National Governing Body may nominate a member suitably qualified for the office of Constitution Chairman. Members may accept nomination only from District Committees of the National Governing Body of which they are members.

- Voting and Tenure of office:

The Constitution Chairman shall be elected by the International Governing Body annually and may serve for a maximum of 3 years.

B Board Directors

- Qualifications:

Must be a Past National Representative or a Past President of a National Governing Body to stand for election as a Board Director of the International Governing Body.

- Nominations:

A District Committee within a country, which has a National Governing Body or an elected National Representative, may nominate a suitably qualified member for the office of Board Director.

- Voting:

By postal vote.

The Board Directors are to be elected in the same ballot as the Officers.

Each Club to have 16 votes, all of which must be for nominees from different countries. If more than 16 persons are nominated, each Club must vote for a total of 16 nominees. The voting paper must declare a vote of 16 in total. Any voting paper which declares a vote for more than 16, or less than 16, shall be invalid.

- Tenure of Office:

A Board Director may serve for a maximum of 2 years only, but must be elected annually.

An Inner Wheel member who holds an elected or appointed office at National Governing Body, District or Club level, or who is an Immediate Past President or Immediate Past Chairman cannot be, at the same time, a member of the International Governing Body.

3. Meetings

A - Non Convention year:

One Governing Body Meeting will be held annually.

B – Convention year.

A second Governing Body Meeting will be held the day prior to the Convention. The International Governing Body may pass a resolution on urgent matters between Meetings. A copy of the resolution, in writing, must be sent to each member of the Governing Body, whose acceptance or rejection must be sent, in writing, to the Administrator of International Inner Wheel. The decision must be by a 75% majority. The procedure is to be instigated by the Executive Committee.

ELECTION OF THE INTERNATIONAL GOVERNING BODY

1A. Executive Committee:

The procedure for the election of the President, Vice President, Treasurer and Constitution Chairman to the Governing Body of International Inner Wheel is to be as follows:

Nominations, with the consent of the nominee, may be made by District Committees of the National Governing Body of which they are members, to their National Governing Body.

If 2 or more nominations for any one office are made by District Committees in the same National Governing Body, there must be an internal election organised by the National Governing Body. The National Governing Body must then inform the District Committees, the result of that internal election.

1B.Board Directors:

The procedure for the election of Board Directors to the Governing Body of International Inner Wheel is to be as follows:

Nominations:

- a)** A District, which has a National Governing Body, may nominate for the position of Board Director. If 2 or more nominations are received from District Committees in the same National Governing Body, there must be an internal election, organised by the National Governing Body. The National Governing Body must then inform the District Committees the result of that internal election.
 - b)** In the case of a Districted country, without a National Governing Body, but which has an elected National Representative, a District may nominate for the position of Board Director.
If 2 or more nominations are received from District Committees in the same country, there must be an internal election organised by the National Representative. The National Representative must then inform the District Committees, the result of that internal election.
- 2.** The District Committee must submit completed nomination forms for all International Officers and Board Directors, to International Inner Wheel Headquarters not later than 30 September.

Canvassing, that is asking for votes, is FORBIDDEN, whether by letter or any other means, and will result in the disqualification of the candidate concerned.

- 3. A list of nominees**, with a short description of offices held, will be sent to all Clubs, with an official ballot slip and envelope for return. The recorded vote must be received at International Inner Wheel Headquarters no later than 31st March, otherwise it will be invalid. Any votes received from Clubs with outstanding Capitation Fees will be null and void.
- 4.** If any 2 nominees receive the same number of votes, the President will have the casting vote.
- 5.** In the eventuality of death, disability or disqualification of any candidate/nominee during the election for Board Director, the election will take place as per schedule. The next nominee receiving the highest number of votes will be declared elected as Board Director, in the place of the deceased, disabled or disqualified candidate/nominee.
- 6.** The result of the elections for President, Vice President, Treasurer, Board Directors and Editor of International Inner Wheel will be sent out to all National Governing Bodies, Districts and Non Districted Clubs simultaneously.
- 7. In the event of a vacancy** in the office of: **President**, the Vice President is to succeed to the office to complete the year, which will not debar her from accepting nomination and election as President.

Vice President, the International Governing Body may appoint a suitably qualified successor to complete the year, which will not debar her from accepting nomination and election as Vice President.

Treasurer, the International Governing Body may appoint a qualified successor to complete the year.

Constitution Chairman – the International Governing Body may appoint a qualified successor to complete the year.

Board Director, the position to remain vacant until the following 30th June.

COMMITTEES

1. Executive Committee

Duties of Executive Committee

- a) The Executive Committee shall consist of the President, Vice President, Immediate Past President, Treasurer and Constitution Chairman.
- b) The Executive Committee shall have the overall management of the day-to-day affairs and funds of International Inner Wheel on behalf of the International Governing Body.
- c) The Executive Committee shall arbitrate in the name of the IGB if mediation has failed on all other administrative levels (Club, District and National Governing Body) and a final decision is implemented.

2. Constitution Committee

The Constitution Committee shall consist of the Constitution Chairman, the President and Vice President.

3. Convention Committee

The Convention Committee is to consist of a Chairman, herein designated as Convention Co-ordinator, to be appointed by the Governing Body from members nominated by the host country at the time of submitting the application to host the Convention, the International Vice President and Treasurer ex officio, and other members appointed according to the Convention blueprint. In addition the International President of the Convention year shall be a member of the Committee during that year.

EDITOR/MEDIA MANAGER

The Editor/Media Manager shall not be a member of the Executive Committee, but she may be invited as an observer when necessary, to attend the International Executive Committee meetings or the International Governing Body Meetings and the Triennial Convention as an observer with the same benefits as a Board Director, including payment of costs incurred in attending these meetings.

- Qualifications:

Must have served on a National Governing Body or District as an Editor for at least 1 year at the time of nomination.

- Nominations:

Any District Committee may nominate a person suitably qualified for the office of Editor.

- Voting:

By postal vote, each Club having the right to 1 vote.

- Tenure of Office:

The Editor may serve for a maximum of 3 consecutive years but must be elected annually.

- In the event of a vacancy the International Governing Body may appoint a qualified successor to complete the year.

Duties of Editor/Media Manager

Is responsible for the IIW website, media output and promotional documents therefore she must have advanced computer skills and editorial skills, expertise in modern technology, graphics software, desktop publishing and layout.

FINANCE

The financial year of International Inner Wheel shall be from 1st July to 30th June.

1. Dues

Each Club shall pay to International Inner Wheel such annual Capitation Fee for each member as shall be determined from time to time at the Convention or, if in the years between, the inflation of the pound sterling makes a Capitation Fee increase necessary, the Governing Body is authorised to increase the Capitation Fee with the

same percentage as the increase in the cost of living index in the U.K, but not exceeding 5%. Any proposal to alter the Capitation Fee at a Convention must be circulated in writing to all Clubs at least 4 calendar months prior to the Convention.

2. Expenses

Expenses incurred in carrying out the work of the International Governing Body shall be met from the funds of International Inner Wheel. These expenses must be agreed by the International Executive Committee.

3. Audit

A qualified accountant, appointed annually by the Governing Body, shall audit the accounts of International Inner Wheel. Copies of such accounts shall be circulated to all Clubs with the Minutes of the International Governing Body Meeting.

4. Payments

Any payment from the funds of International Inner Wheel may be made by cheque, standing order, direct debit or bank transfer, provided that payment is authorised and evidenced in writing by two members of the International Executive Committee.

TRUSTEES

The International Governing Body has the power to incorporate a company limited by guarantee on behalf of International Inner Wheel, to hold property and any other relevant investments or assets, including without limitation government bonds and mutual securities as determined by the Governing Body from time to time.

Investments of a speculative nature are not permitted.

The International Governing Body shall have the power to appoint 2 Trustees in whom shall be vested the responsibility for properties of International Inner Wheel.

- 1.** On behalf of the membership, the Trustees shall be responsible for the general management of the property vested in them, and shall authorise major repairs and alterations as needed.
- 2.** The International Governing Body shall indemnify the Trustees against all liabilities, costs, claims and demands incurred by them as Trustees.
- 3.** The International Governing Body shall have the power to appoint or dismiss Trustees.
- 4.** A Trustee must be a Past Board Member/Board Director, 1 from Great Britain and Ireland and 1 from another country.

NATIONAL REPRESENTATIVES

A National Representative may be elected by any country with 1 or more Districts with 4 or more Clubs, which have been functioning as a District for a minimum of 2 years. Districts that are newly formed after division or disbandment of a District may nominate qualified members and participate in the election of a National Representative in their country

Qualifications

1. For Districted countries without a National Governing Body

Must be or have been a Deputy National Representative, a PAST DISTRICT Chairman, Vice Chairman, Secretary or Treasurer, where nominated and elected. A suitably qualified Deputy must be elected at the same time as the National Representative. In the event of a vacancy the Deputy National Representative shall take office and the District Committee(s) of the country concerned must elect a suitably qualified Deputy National Representative to complete the year.

2. For countries with a National Governing Body

Must be or have been a Deputy National Representative, a PAST DISTRICT Chairman, Vice Chairman, Secretary or Treasurer, where nominated and elected, and have also served as a member of a National Governing Body for at least 1 year at the time of nomination. A suitably qualified Deputy must be elected at the same time as the National Representative.

In the event of a vacancy the Deputy National Representative shall take office. The National Governing Body concerned must elect a suitably qualified Deputy National Representative to complete the year.

Nominations:

Each District may nominate not more than 1 National Representative and Deputy. Nominations, with the consent of the nominee, must be sent in writing, to the National Governing Body or National Representative (if no National Governing Body exists), not later than 31st October. If 2 or more National Representatives or Deputies are nominated by Districts in the same country, there must be an internal election. The National Governing Body or National Representative shall send to all Clubs a list of nominees, with a short description of the offices held, together with an official ballot slip and envelope for return, no later than 15th February. A National Representative must not hold at the same time another position on Club or District level

Voting:

All the clubs in the country may vote to elect the National Representative and Deputy. By postal vote, each Club having 1 vote. Election by a simple majority.

Tenure of Office:

A maximum period of 2 years, but must be elected annually by 31st March.

Duties of the National Representative:

The National Representative is the link between the District and the International Governing Body; she receives, translates and sends all communications.

It is essential to be fluent in the official language of Inner Wheel, the English language. In a country with no National Governing Body, the National Representative plays no part in the running of the District(s) A National Representative must not hold at the same time another position on Club or District Level. The role of National Representative qualifies for the position of Board Director.

AFFILIATION

An Inner Wheel Club, District, or National Governing Body shall not affiliate with (i.e. become members of) other organisations, as it cannot bind its members to a constitution nor to any decision over which it has no control. That does not prevent individual members joining other organisations.

CONVENTION

- 1. International Conventions** shall be held at intervals of not less than 3 years in a place to which the Governing Body reasonably believes Voting Delegates, from any country, would have free access. The International Governing Body shall decide the meeting place for the Convention.
- 2. Business of the Convention**
 - A** The Official Report and audited Statement of Accounts shall be presented by the Governing Body.
 - B** The Capitation Fee for International Inner Wheel shall be fixed.

- C** Alterations in, or additions to, the International Constitution shall be considered and appropriate action taken.
 - D** Alterations in, or additions to, the Standard District Rules and the Standard Club Rules shall be considered and appropriate action taken.
 - E** Matters of Inner Wheel interest shall be discussed.
- 3.** Each country sending Voting Delegates to the Convention shall be responsible for its own financial arrangements for those delegates.
 - 4.** Each Club, each District Committee and each National Governing Body is entitled to send 1 Voting Delegate and to appoint a deputy in the event of a vacancy. Each International Inner Wheel Officer, each Board Director, each National Representative and each Past President of International Inner Wheel is to be a Voting Delegate.

All of the above if not represented, may designate as proxy, provided they will be elected Voting Delegates at the Convention, a National Representative, a Past National Representative, a Past Board Member, a past Board Director, a District Committee Voting Delegate or the International Official Proxy Vote holder. The International Official Proxy Vote holder must follow strictly the directives given, but other proxies may be given discretion on how to vote. Any voting delegate, other than the International Official Proxy Vote Holder, must not hold more than 70 proxy votes. Any Inner Wheel member may attend as an observer, but the business must be conducted only by the Voting Delegates.

2. Voting:

Each proposal or amendment submitted to change the Constitution must be carried by a majority of 2/3rds of those voting in person or by proxy. All other motions shall be decided by a simple majority.

3. Translation:

Each country or District sending delegates to a Convention may ask for simultaneous translation of the Convention proceedings in its own language, or a language of its choice. In such a case that country or District shall be responsible for the financial expenses incurred.

STANDING ORDERS

- 1.** The International President, the Vice President, or, if circumstances necessitate, an International Past President, shall preside at the Convention as proposed by the Executive Committee of International Inner Wheel and ratified by a simple majority at the meeting of the Governing Body immediately prior to the Convention.
- 2.** All business must be conducted by Voting Delegates, except in the presentation of a proposal. A Voting Delegate may nominate any member to present a proposal and reply on her behalf, but may not delegate any other right or responsibility.
- 3.** All Voting Delegates shall address the chair.
- 4.** Voting Delegates must speak to the proposal under discussion.

- 5.** If two or more Voting Delegates rise at the same time, the Presiding Officer shall determine who shall speak first.
- 6.** Each proposal must be proposed by the Club, District or National Governing Body or by their duly appointed proxies.
- 7.** Each proposal must be seconded before discussion.
- 8.** The proposer of a proposal may not speak for more than 3 minutes.
- 9.** Other Voting Delegates speaking to a proposal shall not exceed 2 minutes.
- 10.** The proposer of a proposal shall have the right of reply, but shall not speak for more than 3 minutes.
- 11.** No Voting Delegate shall propose or second more than 1 amendment to each proposal, except where she is also acting as a proxy.
- 12.** Each amendment shall be relevant to the proposal to which it is proposed.
- 13.** Each amendment must be proposed and seconded before discussion.
- 14.** The proposer of an amendment may not speak for more than 3 minutes.
- 15.** Other Voting Delegates speaking to an amendment shall not exceed 2 minutes.
- 16.** The proposer of an amendment shall have the right of reply, but shall not speak for more than 2 minutes.
- 17.** On each proposal to change the Constitution a majority of 2/3rds is necessary.
- 18.** All other General Motions shall be decided by a simple majority. In the event of the votes being equal the Presiding Officer shall have the casting vote.

CHANGES TO THE CONSTITUTION

- 1.** The International Governing Body, National Governing Bodies, District Committees, and Clubs, may submit proposals to change the Constitution of International Inner Wheel by the required date. Clubs can only submit proposals to change the Constitution after they have been presented to their District Committee for administrative checking and suitability of wording. Non Districted Clubs should submit Proposals to International Inner Wheel for administrative checking and for suitability of wording.
- 2.** Proposals and amendments to be put for Clubs and Districts where there is no National Governing Body will only be accepted from those Clubs and Districts and from the International Governing Body. Only those Clubs and Districts, where there is no National Governing Body, will vote on these proposals and amendments.
- 3.** Any proposal to change the Constitution shall be received at International Inner Wheel Headquarters not later than 18 months prior to the Convention.
 - a)** Such proposals **MUST** include a seconder.
 - b)** The proposer cannot second the proposal.
 - c)** Proposals from the Governing Body of International Inner Wheel, which are made on behalf of all members, do not require a separate seconder as they must be approved by the Governing Body before presentation.
- 4.** Amendments to these proposals shall be received at International Inner Wheel Headquarters not later than 6 months prior to the Convention.

5. a) In case of urgency and provided that not less than 30 days notice in writing has been given, this Constitution may be changed at a meeting of the International Governing Body, attended by a quorum of 75% of the members of the Governing Body, by a resolution passed by a majority of 75% of those present. Such changes shall become immediately and temporarily effective for a period not exceeding 2 years, and shall be ratified or rejected by an International Convention, or failing this, shall lapse.
- b) In case of urgency and 30 days notice cannot be given, this Constitution may be changed at a meeting of the International Governing Body, attended by a quorum of 75% of the members of the Governing Body, by a resolution passed by a majority of 75% of those present. Such changes shall only be valid until the next following meeting of the International Governing Body. Any proposal containing similar subject matter to one presented and defeated at 2 consecutive Conventions will not be accepted for the following Convention, with the exception of proposed changes to membership.

Retention of all Voting Papers.

Following a Convention, all Voting Papers must be returned to IIW Headquarters and retained until the end of the following Convention (3 years), when the Voting Papers from the previous Convention should be destroyed.

In the event of a dispute the Chairman of the Constitution Committee will make the final decision.

STANDARD RULES FOR CLUBS WITH NO NATIONAL GOVERNING BODY

1. Name

The name of the Club shall be the Inner Wheel Club of:-
.....

2. **The Club** includes all Active, Honoured Active and Honorary members.

A. Club Governing Body

Governing Body of the Club shall be elected from all the Active and Honoured Active Members of the Club.

a) Officers:

President.

Vice President or Vice Presidents.

Immediate Past President.

Secretary or Secretary/Treasurer.

Treasurer.

b) Other Members:

Club Correspondent.

International Service Organiser.

c) Not more than 6 other members.

a), b), and **c)** form the Executive Committee (Governing Body) of the Club.

3. Qualifications

President and Vice President:

Must have served on the Executive Committee for at least 1 year at the date of taking office.

4. Nominations

The Club members may nominate, with the consent of the nominee, members qualified for the following as Officers of the Club:

Correspondent.

International Service Organiser.

Not more than 6 other members of the Executive Committee.

Voting Delegates to the District Committee and Deputies.

Nominations for the above shall be made, in writing, to the Secretary at least 7 days before the meeting at which the elections are to take place. Such a meeting shall be held not later than 31st March. Club members should nominate (with the consent of the nominee) and elect a Voting Delegate to the International Convention whenever a Convention is to be held, and appoint a Deputy.

5. President

A. The President shall be nominated and elected for 1 year. A further year may be allowed in special circumstances. (Permission to be requested from the District Committee). Non Districted Clubs should apply to the International Inner Wheel Headquarters. If the President of a newly formed Club so wishes, she may, with the Club's agreement, serve for a whole Inner Wheel year in addition to the part-year which immediately follows the Club's formation.

B. In the event of a vacancy, the Vice President shall succeed.

- C. The President shall:
 - a) preside at all meetings of the Club.
 - b) as Chief Executive Officer, supervise the work and activities at the Club.

6. Vice President(s) shall:

- A. be nominated and elected annually and shall not serve for more than 2 consecutive years.
- B. deputise for the President when necessary.
- C. In the event of a vacancy, the Club shall elect a past or present member of the Executive Committee to fill the office.

7. Secretary

- A. The Secretary shall be nominated and elected for 1 year but shall be eligible for re-election annually for a maximum period of 3 consecutive years.
- B. In the event of a vacancy, the Executive Committee shall appoint a successor.
- C. The Secretary shall:
 - a) send out all notices of meetings.
 - b) keep minutes of meetings.
 - c) prepare an annual report.
 - d) deal promptly with all general correspondence.

8. Treasurer

- A. The Treasurer shall be nominated and elected for 1 year but shall be eligible for re-election annually for a maximum period of 3 consecutive years.
- B. In the event of a vacancy, the Executive Committee shall appoint a successor.

- C. The Treasurer shall:
 - a) receive all monies.
 - b) be the custodian of the funds of the Club.

9. Immediate Past President

The Immediate Past President shall not be eligible for election to any office in the Club or to the Executive Committee for the year following her period as Immediate Past President.

10. Club Correspondent and Club International Service Organiser.

- A. Shall be nominated and elected for 1 year but shall be eligible for re-election annually for a maximum period of 3 consecutive years.
- B. In the event of a vacancy, the Club Executive Committee shall appoint a successor.

11. Other members of the Executive Committee

- A. All other members of the Executive Committee shall be nominated and elected for 1 year but shall be eligible for re-election for a maximum period of 2 consecutive years.
- B. In the event of a vacancy, the Executive Committee shall appoint another member of the Club to complete the year.

12. Voting Delegates to the District Committee

- A. Voting Delegates must have served on the Executive Committee of a Club for at least 1 year at the time of nomination.

- B.** They may not serve for more than three consecutive years unless elected to the District Executive.
- C.** In the event of a vacancy, the Club shall appoint a qualified successor.

13. Membership in Clubs

As stated in the International Inner Wheel Constitution (under Membership, 4ABC)

Active - Honoured Active - Honorary.

14. Meetings

- A.** Meetings of the Executive Committee shall be held as often as necessary. Special meetings may be called by the President, or when requested by 2 members of the Committee.
- B.** Meetings of the Club shall be held as agreed by members. Special meetings may be called by the President, or when requested by not less than 20% of the members. At least 48 hours notice shall be given.
- C.** An Annual General Meeting shall be held before 30th June.

15. Voting

- A.** Voting at elections shall be by ballot.
- B.** Other voting shall be by show of hands unless otherwise demanded by not less than 1/3rd of those present and entitled to vote.
- C.** If the votes are equal, the President shall have the casting vote.
- D.** No proxies are allowed.

16. Quorums

- A. Executive Committee Meeting – 4 members, at least 2 shall be Officers of the Club.
- B. The Club Meeting - 20% of the members of the Club.

17. Finance and Audit

A. The financial year shall be from 1st July to 30th June.

B. Dues

Each Member shall pay an annual subscription agreed by the Club, due on 1st July. Members failing to pay within 3 months shall be notified in writing by the Secretary.

New members joining during the year may pay a reduced subscription at the discretion of the Executive Committee.

C. Expenses

Expenses incurred in carrying out the work of the Club shall be met from Club funds.

D. Payment

Payments from the funds of the Club shall be made by cheque, standing order, direct debit, bank transfer or online banking, signed by 1 of the following Officers: The President, Treasurer or Secretary with approval of another Club Officer.

E. Audit

The account of the Club shall be audited and copies circulated to members at least 4 days before the Annual General Meeting.

18. 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.

STANDARD RULES FOR DISTRICTS WITH NO NATIONAL GOVERNING BODY

1. NAME

The name of the Committee shall be the
Number.....

Inner Wheel District Committee, the number to be given
by International Inner Wheel who will also define the
boundaries.

2. GOVERNING BODY

The Governing Body of the District shall be the District
Committee **A + B + C**:-

A. Officers:

Chairman.

Vice Chairman or Vice Chairmen, Immediate Past
Chairman.

Secretary.

Treasurer.

B. Ex-officio members with power to vote:

Extension Chairman or Organiser if elected.

International Service Chairman or Organiser.

Editor.

Webmaster.

C. Club Voting Delegates:

2 Voting Delegates from each Club, or their deputies.

An additional Voting Delegate may be elected in Clubs
with 51 or more Active and Honoured Active members.

A and B form the District Executive Committee

3. QUALIFICATIONS

Chairman:

Must have served on the District Executive Committee for at least 1 year at the time of nomination, and also have been a Club Officer. She must not be a member of the same Club as the Vice Chairman or Immediate Past Chairman.

Vice Chairman:

Must have served on the District Executive Committee for at least 1 year at the time of nomination, and also have been a Club Officer. She must not be a member of the same Club as the Chairman or Immediate Past Chairman.

Secretary and Treasurer:

Must have served on a District Committee for at least 1 year at the time of nomination.

Extension Chairman or Organiser:

Must have served as an Officer of a District Committee for at least 1 year at the time of nomination.

International Service Chairman or Organiser:

Must have served on a District Committee and have been a member of the District International Service Committee, where such a Committee exists, for at least 1 year at the time of nomination.

Editor:

Must have served on a District Committee for at least 1 year at the time of nomination.

Webmaster:

Must have served on a District Committee or served as a Club Correspondent for at least 1 year at the time of nomination.

Voting Delegates and their deputies:

Must have served on a Club Executive Committee for at least 1 year at the time of the nomination.

A candidate for an office on a District Executive Committee must not serve at the same time on her Club Committee. Where a District divides, members of the new District may carry forward into the new District their Qualifications held in the old District.

4. NOMINATIONS AND TENURE OF OFFICE

Nominations shall be made in writing to the District Secretary, not later than 1st February. Each Club may nominate, with the consent of the nominee, members qualified for the following:

Chairman:

Nominated and elected for 1 year, but may be elected for a second consecutive year, if there is no other candidate for the position of Chairman.

Vice Chairman or Vice Chairmen:

Nominated and elected for 1 year, but may be elected for a second consecutive year, if there is no other candidate for the position of Vice-Chairman.

Secretary, Treasurer, Extension Chairman/Organiser, International Service Chairman/Organiser, Editor, Webmaster:

All nominated and elected annually and may serve for a maximum period of 3 consecutive years.

5. NATIONAL REPRESENTATIVE, DEPUTY NATIONAL REPRESENTATIVE, BOARD DIRECTOR AND EDITOR

Nominations:

- A.** Nominations, with the consent of the nominee, may be made by the District Committee(s) and must be sent, in writing, to the National Representative. Nominations must be received in writing not later than 31st October.
- B.** A list of nominees, with a short description of offices held, will be sent by the National Representative to all Clubs with an official ballot slip and envelope, for return not later than 15th February to the National Representative. To be eligible to vote, Clubs must have paid Capitation Fees by 31st October. Each Club is entitled to 1 vote.
- C.** Ballot envelopes shall be opened and votes counted by a responsible person and the results sent to International Inner Wheel Headquarters in England immediately.

DUTIES OF OFFICERS

6. CHAIRMAN

The Chairman shall:

- A** preside at all meetings of the District Committee, and as Chief Executive Officer, supervise the work and activities of the District.
- B** be an ex-officio member of all committees. In the event of a vacancy the Vice Chairman shall succeed to office.

7. VICE CHAIRMAN

The Vice Chairman shall deputise for the Chairman in her absence.

8. SECRETARY

The Secretary shall:

- A.** send out notices of meetings and keep all minutes and records.
- B.** conduct all correspondence.
- C.** send out a list of nominations, together with a short description of offices held, to Club Secretaries, not later than 14th February.
- D.** make an annual report to the District Committee.
- E.** be an ex-officio member of all committees.

9. TREASURER

The Treasurer shall:

- A.** be the custodian of the funds of the District.
- B.** submit to the District Committee a report and statement of accounts.

DUTIES OF EX-OFFICIO MEMBERS

10. EXTENSION CHAIRMAN OR ORGANISER

The Extension Organiser shall:

- A.** be the Chairman of the Extension Committee, if a committee is elected.
- B.** promote the Extension work of the District.

11. INTERNATIONAL SERVICE CHAIRMAN OR ORGANISER

The International Service Organiser shall:

- A.** be the Chairman of the International Service Committee if a committee is elected.
- B.** promote correspondence with link Clubs, organise exchange visits and encourage practical service.
- C.** encourage members to know people in other countries.

12. EDITOR

The Editor shall be responsible for the District Magazine or any similar publication.

13. WEBMASTER

Shall be responsible for the District Homepage

VACANCIES

If there is a vacancy in any of the foregoing offices, Numbers 7-12, the District Committee shall appoint a qualified successor to complete the year. For a vacancy in the office of District Chairman see No. 6.

14. IMMEDIATE PAST CHAIRMAN

The Immediate Past Chairman shall not be eligible to serve on either the District Executive or the District Committee during the year following her term of office as Immediate Past Chairman.

15. CLUB VOTING DELEGATES

Club Voting Delegates shall represent their Clubs on the District Committee. Voting Delegates shall not serve for more than 3 consecutive years, unless elected to the District Executive Committee.

16. VOTING DELEGATE TO INTERNATIONAL INNER WHEEL CONVENTION

The District Committee is entitled to send 1 Voting Delegate and to appoint a deputy in the event of a vacancy.

17. DUTIES OF THE DISTRICT COMMITTEE

The Committee shall:

- A.** hold office from 1st July to 30th June.
- B.** supervise and co-ordinate the work of the Clubs.
- C.** organise new Clubs in the District.
- D.** fix the annual Capitation Fee to the District
- E.** elect before the 31st March:
 - a) District Officers.
 - b) District Editor.
 - c) Extension Organiser.
 - d) International Service Organiser.
 - e) Members of committees where necessary.
- F.** further the purposes of Inner Wheel within the District.
- G.** promote friendly relations among the Clubs of the District.

18. MEETINGS OF THE DISTRICT COMMITTEE

- A.** The District Committee shall meet at least twice a year unless any District within any country, because of its geographical and climatic conditions, finds it more practical to hold 1 yearly meeting: 1 meeting shall be the Annual General Meeting.
- B.** The Annual General Meeting shall include on its agenda, the presentation of the Annual Report by the Chairman or Secretary, and its adoption: the presentation of the Financial statement by the Treasurer, and its adoption. The appointment of an auditor or independent examiner. Motions to be put to the AGM and any other relevant business.
- C.** An extraordinary meeting may be called at the request of 50% of the Clubs.
- D.** Items for inclusion on the agenda shall be forwarded to the District Secretary at least 30 days before a meeting.
- E.** Notice of meetings, together with a copy of the agenda shall be sent to all Club Secretaries at least 14 days before the meeting.

19. VOTING

- A.** Voting at elections shall be by ballot.
- B.** Other voting shall be by show of hands unless a ballot is requested by a majority of the Voting Delegates present at the meeting.
- C.** If the votes are equal, the Chairman shall have a casting vote. Business may be transacted by post with the approval of the Chairman; the voting shall be considered closed at the end of 14 days after the posting of the proposal or earlier if all members have returned their votes.

Decisions by postal vote shall be confirmed at the next meeting of the District Committee.

- D.** Voting shall be conducted only by those who have paid their current Capitation Fees.

20. QUORUM

50% of the District Committee or of any standing Committee shall constitute a quorum.

21. COMMITTEES

Executive Committee:

Officers.

Ex-officio members with the power to vote.

A member may not serve on the District Executive Committee for more than 6 years consecutively, unless elected as District Vice Chairman.

If any of the following committees are deemed by the District Committee to be unnecessary in any 1 year, they need not be appointed.

Extension Committee:

Extension Organiser (Chairman).

Members (not more than 4) who must have been Voting Delegates to a District Committee for at least 1 year at the time of nomination.

International Service Committee:

International Service Organiser (Chairman).

Members (not more than 4) who must have been Voting Delegates to a District Committee or International Service Organisers in their Clubs for at least 1 year at the time of nomination. Members of these committees are eligible for re-election annually for a maximum period of 3 years, unless elected as District Chairman.

Chairmen of these Committees shall not be eligible for re-election to the same committee for a period of 1 year after their service as Chairman.

Other Committees:

The District Committees may elect other committees as required.

22. FINANCE AND AUDIT

A. The financial year shall be 1st July to 30th June.

B. Dues

Each Club shall pay to the District Fund by 31st October such annual fee as may be determined by a 2/3rds majority of the District Committee at the Annual General Meeting. The appropriate resolution must appear on the agenda.

C. Expenses

Expenses incurred in carrying out the work of the District shall be met from funds of the District Committee.

D. Payments

Payments from the funds of the District Committee shall be made by cheque, standing order, direct debit or bank transfer, signed by 2 of the following officers: the Chairman, Treasurer and Secretary. The responsibility for correct accounting procedures lies with these individuals jointly. No one individual should take control of the finances of the District.

E. Audit

The accounts of the District Committee shall be audited annually and copies circulated to all Clubs.

HANDBOOK

GENERAL INFORMATION

The following information leaflets are available from International Inner Wheel Headquarters or from the website **www.internationalinnerwheel.org**

Formation of a Club

Division of a Club

Merger of Clubs

Disbandment of a Club

Formation of a District

District Guidelines

Division of a District

Disbandment of a District

Formation of a National Governing Body

Disbandment of a National Governing Body

Creation of a National Representative and Deputy National Representative

WHAT IS INNER WHEEL?

Inner Wheel concentrates on friendship and personal service. It is not what is termed 'a money raising organisation' but each Club selects its own charities and channels of service.

One of the greatest features of Inner Wheel is the opportunity given to members the world over to get to know one another, thus contributing to international friendship and understanding.

International Conventions are held at intervals - any member may attend.

FACTS YOU SHOULD KNOW

International Inner Wheel links together members all around the world, on every continent. Members are able to communicate with one another through correspondence, exchange visits, and joining together in international projects. Presidential tours bring members closer together as they learn of Inner Wheel activities in vastly different territories. Clubs give service in their own community as well as looking beyond their national boundaries.

In order to appreciate fully the strength and traditions of Inner Wheel, one must of course, look back at the inspiration, devotion and vision of our Founder President Mrs. Oliver Golding (Margarette), who formed the first Inner Wheel Club in Manchester in 1924, and also those members who have given such fine leadership over the years.

The roots from which International Inner Wheel has grown, were established in 1934 when the Association of Inner Wheel Clubs in Great Britain and Ireland was formed with Mrs. Oliver Golding as the Founder President and Mrs Nixon as Secretary, both being members of the Manchester Club, England. They realised that unity is strength and had the wisdom and foresight first, to group Clubs into Districts and then, later to bring the Districts together to form an Association.

At an early stage in its existence Inner Wheel began to spread overseas, Ballarat (Australia), Berger (Norway), Napier (New Zealand), Winnipeg (Canada) and Port Elizabeth (South Africa) being amongst the first Clubs formed. In 1947 the words 'in Great Britain and Ireland' were removed from the title and it became known as the Association of Inner Wheel Clubs.

In 1962 for the first time members from countries outside Great Britain and Ireland were invited to sit on the Governing Body, but it was not until 1967 when International Inner Wheel came into being that there was the opportunity for qualified Members in any country to become Officers, e.g., President.

In 1993 it was agreed to restructure the International Governing Body with Officers and Board Directors limiting the number of persons forming the Governing Body.

In 2012 it was agreed that the Constitution Chairman should become an officer, ex officio, on the International Executive Committee.

International Inner Wheel Theme

Each year a theme is submitted by the International Vice-President to the International Executive Committee for its approval. No alternative themes should take precedence over the International theme.

The term 'International Inner Wheel' must not be used on Club, District or National Governing Body paperwork as a primary heading.

THE CONSTITUTION

The Constitution of International Inner Wheel is binding on all members and covers the emblem, objects, qualifications for membership, election of International Officers and Board Directors.

The official language is English.

All Charters are granted by International Inner Wheel and signed by the International President. When a new Club is part of an Association/National Council, the Charter should be signed by the International President and either the Association/National President or the National Representative. When a new Club does not have a National Governing Body, the Charter should be signed by the International President and the National Representative, if one exists. The Charter will not be sent until the Capitation Fees have been paid.

National Level structures

1.

- (a) Countries with a large number of Clubs, many Districts, a National Governing Body and an elected National Representative.
- (b) Countries with a number of Clubs, some Districts and an elected National Representative.
- (c) Countries with a small number of Clubs, which form a District or Districts, but without an elected National Representative.
- (d) Countries that have no National or District structure but have a number of individual Non Districted Clubs.

Districts and Clubs within a designated boundary can form a National Governing Body (minimum of 2 Districts) The NGB shall consist of the elected Officers and Council members and an elected National Representative. (See 1 (a) above)

Where there is a single District or a group of Districts with a National Representative. The National Representative shall report on the work of the Districts and liaise with International Inner Wheel. This is the structure referred to as (b) above.

It is possible to divide a District.

It is possible to disband a District, where the number of Clubs are unable to sustain a District. The Clubs would then become Non Districted Clubs as in 1(d) above, or may join an adjoining District. There is no restriction on the number of members a Club may have. If it is considered the Club is too large to operate satisfactorily it may divide. Consideration must be given that a new Executive and

Committee shall need to be elected for a subsequent Club. Where a Club diminishes in size, it can continue to operate as long as the members wish. It is possible to disband and allow members to join other Clubs. Small Clubs may merge.

NATIONAL BYE-LAWS

National Bye-Laws at Club, District and National level must receive the approval of the International Executive Committee. These Bye-Laws enable members to enjoy their membership according to the customs and traditions of their own country.

CLUB MEETINGS

It is usual for Clubs to meet monthly, although some Clubs do prefer to meet fortnightly. Attendance is not compulsory. Where Clubs have a speaker at every meeting, the business items should be transacted before he or she arrives. Club business should be transacted with regularity and it is advisable sometimes to hold separate business meetings. The following is a suggested procedure:-

President's opening remarks

Apologies for absence.

Minutes to be read, confirmed and signed.

Matters arising.

Correspondence.

Reports.

Any other business.

International Inner Wheel Minutes, National Governing Body Minutes and District Minutes should be summarised and explained at Club meetings.

1. Should a discussion arise, the President must maintain an impartial attitude and be sure that all decisions reflect the wishes of the majority of the members.
2. All speakers must address the chair.
3. A proposal shall be seconded before it is opened up for general discussion.
4. An amendment to a proposal must embody some improvement or alteration: any amendments shall be voted on before the proposal.
5. The decision of the President regarding the conduct and order of the meeting shall at all times be final.
6. At all meetings, if votes are equal, the President shall have a second or casting vote.
7. The Club should advise its delegates on how it wishes them to vote at District meetings, but should give them discretionary power on hearing other points of view or in the case of amendments.

NEW MEMBERS

The Secretary of the Rotary Club etc should always be asked to help by sending the names and addresses of all new Rotarians to the Secretary of the Inner Wheel Club.

In the case of women not connected to Rotary or Inner Wheel, the President, or her representative, should make a personal visit to a possible new member and extend an invitation to attend a Club meeting, as a guest or prospective member.

Since 2005, some 'Next Generation Clubs', with more flexible meeting arrangements, have been formed, to encourage younger, working women to join. For further information contact IIW Headquarters.

Welcome to new members

The following is a suggested form of procedure for welcoming new members:

At the beginning of the meeting the President should read the Objects of Inner Wheel (Constitution & Handbook page 4) 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 Organisation 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 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 you to extend your friendship to her.

CLUB ANNIVERSARIES

The date of registration and the date of the inaugural meeting are shown on the Charter, and either may be regarded as the official anniversary of the Club. Sometimes a special anniversary celebration is held and this gives an opportunity to renew the objects of Inner Wheel.

INTER CLUB VISITS

Visits between Clubs widens the circle of friendship, as well as providing an opportunity for the exchange of ideas.

VISITORS

The time and place of meetings may vary during the year and members visiting other Clubs are therefore asked to telephone Club Secretaries beforehand.

Members invited to speak when visiting Clubs in countries other than their own, do so in a personal capacity. Care should be taken that any facts or information given, are accurate and up to date.

TRANSFER

A member who has moved to another town may transfer to the Inner Wheel Club of that town. The Secretary of the Member's previous Club shall communicate with the Secretary of her new Club. Any adjustment of subscription is a matter for agreement between the Treasurers concerned. In the case of a member from a Non-Districted Club wishing to apply for a transfer, application should be made to International Inner Wheel Headquarters.

A member moving to a country or town where there is no established Inner Wheel Club may retain her membership through her former Club. Any question of dues is a domestic matter for the Club concerned.

FINANCE – CLUBS

The money for the running of Inner Wheel at all levels comes from members' subscriptions. In fixing the annual subscription, the Club must ensure that it will cover the International Inner Wheel Capitation Fee, National and District dues (where they are established) and sufficient for the day-to-day working expenses of the Club.

When a Club is part of a District, if there is no District Fares Pool for District Meetings, then the Club subscription should be sufficient to cover the travelling expenses of the Voting Delegates when attending District Meetings. A Delegate should always accept these expenses, as it is the policy of Inner Wheel to ensure that no member is debarred from taking any office, because of the expense involved. Non Districted Clubs pay their Capitation Fees direct to International Inner Wheel Headquarters.

Clubs are reminded that failure to pay Capitation Fees will affect the eligibility to vote in elections and participation in other Inner Wheel matters.

Treasurer

The Treasurer is the custodian of all Club funds, including any monies raised by the sub-committees. All payments from the Club funds should be made by cheque, standing order, direct debit, bank transfer or on-line banking, and signed by 1 of the following officers: President, Secretary or Treasurer with approval of another club officer. The responsibility for correct accounting procedures lies with these individuals jointly. No one individual should take control of the finances.

Two accounts should be kept:

Account No. 1 General Account

Account No. 2 Charity Account

At each meeting the Treasurer should give a report of the balances of these 2 accounts.

Audit

The accounts of the Club must be audited and copies circulated to all members at least 4 days before the Annual General Meeting.

Account No. 1

General Account

This covers all Capitation Fees to Inner wheel: International, National and District; plus such items as stationery, postage and telephone, printing, hire of hall, speakers' fees, and any other necessary administration costs.

Account No. 2

Charity Account

All monies raised for service and charitable gifts to which members of the public have subscribed must be used for this purpose only. They cannot be used to defray Club expenses.

Allocation of Charity Funds

All members should have the opportunity to voice their opinions. It does, however, save time if the Club Executive Committee can bring recommendations to the general meeting for discussion and decision by the majority.

Raising Money

Each Club finds different ways and means of raising funds. Some examples are raffles, bring and buy sales, good as new shops, sales of goods made by members, boutiques, games evenings, speaker evenings, fashion shows etc.

EXTENSION

No member should speak on behalf of International Inner Wheel without prior consultation with International Inner Wheel Headquarters.

Every member finds opportunities to talk about Inner Wheel especially when meeting prospective new members. In order to give correct information, she should be familiar with the Constitution and the history of this worldwide organisation.

Extension in Districts

The Extension Committee or Extension Organiser is responsible for this work in the District.

The Extension Chairman or Organiser could in the first instance approach the Rotary Club or an Inner Wheel Club, to sponsor a new Club. If neither show any interest, those ladies who wish to be Inner Wheel members may be approached directly, if it is evident that some would like to form a Club or join an existing Club.

DISTRICT MEETINGS

See District Rule 17, A, B, C, D, E

Assembly

This takes the form of group meetings of Club Presidents, Secretaries, Treasurers, Correspondents and International Service Organisers, each group being presided over by the appropriate District Officer or Executive Member. These meetings enable each Officer to be briefed about her duties and give opportunities for discussion of new ideas. They are particularly helpful to members taking office for the first time.

Rallies

The Rally is a gathering of every Club in the District, which all members may attend. It is not a business meeting, but provides an opportunity for Club members to meet together socially at District level.

International Service meetings, Inter-District meetings and Inter-country gatherings also create much enthusiasm amongst members.

CORRESPONDENCE

There is a naming convention for all paper work.

Clubs will be known as: The Inner Wheel Club of..... (name) Districts will be known as: District.....(number) of..... Country/ies/ geographical regions National Governing Bodies will be that of the country/ies or geographical region.

Districted Clubs

The normal procedure is for the Club to communicate with the District and for the District to communicate with the National Governing Body/Association and National Representative, if any, who will refer the matter to International Headquarters if necessary. In special circumstances Clubs may write direct to International Headquarters, or the Association/National Governing Body, but copies of the correspondence must be sent to the National Representative, and the District Secretary where applicable.

Non Districted Clubs

Non Districted Clubs correspond directly with International Inner Wheel.

ELECTIONS

There are 4 kinds of elections:

(1) Club; **(2)** District; **(3)** Association or National Governing Body; **(4)** International Inner Wheel.

1. Members nominate for the Club Executive Committee.
2. Clubs nominate for the District Executive Committee.
3. District Committee(s) nominate for the Association or National Governing Body.
4. District Committee(s) within countries with a National Governing Body may nominate for International Officers, Board Directors, Editor/Media Manager, National Representatives and Deputy National Representatives.
5. Countries with only District Committee(s) and a National Representative may nominate for National Representative, Deputy National Representative and IIW Board Director and Editor.
6. Countries with only District(s) may nominate for International Editor

Nominations for Officers and Board Directors of the International Inner Wheel Governing Body should reach International Headquarters not later than 30th September. It is the responsibility of the District to ensure that any nominee is physically capable of carrying out the work involved.

The Association/National Governing Body or District concerned must check the details of the past and present Inner Wheel offices of Nominees.

The consent of every nominee must be obtained.

Canvassing for any office or nominee is not permitted.

All Officers and Members of Committees must be nominated, in writing, by an agreed and specified time.

They must be elected annually even though they are eligible to serve for more than 1 year. The method of voting at each level shall be by a simple majority of the votes cast.

Retiring Officers and Officials

It is the duty of all those relinquishing office to see that their successors receive any previous minutes or other documents, which afford continuity and information about that office.

Standing Committees

These are referred to in paragraphs 19 and 20 of the Standard Rules for Districts with no National Governing Body, or in the National Bye-Laws. The work of a Standing Committee is delegated to them by the District Committee to whom they are responsible.

Election of Standing Committee

The election of Standing Committees takes place before the 31st March, and these Committees function from 1st July to 30th June. If an Extension Committee is not considered necessary an Extension Organiser may be elected. The Chairman of the Extension Committee, or the Extension Organiser, and the Chairman of the International Service Committee, or International Service Organiser, should be elected before 31st March, and function from 1st July to 30th June.

Ad-hoc and other Committees

Ad-hoc Committees may be formed at Club or District level when required for any special events such as a Rally or Inter-District Conference. Some Districts have a Publications Committee to assist the Editor where Clubs involved are numerous. All such Committees are responsible to the District Committee. The District Chairman and Secretary are ex-officio members of all District Committees.

BADGES

Only badges of approved designs are permitted and these are worn at Inner Wheel functions. A member should wear her badges of office at a Rotary function only when she is officially invited to represent Inner Wheel. A Club President should wear her chain of office at all functions of her own Club, and in addition when visiting other Clubs or attending Charter Presentations, District Meetings, Rallies, Conferences and Conventions. If a member is invited to attend functions or other organisations to represent her District or Club, the appropriate badge of office must be worn. If a transferred member wishes to wear her former Club badge with past service bars, she may do so provided it is worn separately from her new Club badge. Members are encouraged regularly to wear the approved miniature lapel badge, especially when travelling.

When a Club is formed the following badges are recommended:

Club Member's Badge for each member.

Bar for Secretary and Treasurer.

President's Jewel.

These should be ordered direct from:-

A.W. Matthews Ltd 54 High Street Gillingham Kent UK ME7 1BA	Toye, Kenning & Spencer Regalia House Newtown Road Bedworth, Warwickshire UK CV12 8QR	Mohan Plastics Office No 63 Roshanara Plaza Complex Roshanara Road Delhi, 110007 India
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Some countries have their own official suppliers, but care should be taken to ensure that only designs approved by International Inner Wheel are used.

INNER WHEEL EMBLEM

When the emblem (logo) is shown in colour, the colours shall be PMS Reflex Blue and PMS Yellow 116. The emblem must not be changed or defaced. Use of the emblem is restricted to Inner Wheel materials.



PUBLICATIONS

The official publications of International Inner Wheel are:-

1. Combined International Inner Wheel Constitution/General Information section.
2. Annual Directory.
3. The International Inner Wheel Newsletter – published once a year or as desired by the Governing Body.
4. Introducing International Inner Wheel leaflet.

A price list of the above publications is issued each year with the exception of the International Inner Wheel Newsletter, which is included in the Capitation Fee. All orders must be accompanied by a remittance to cover the cost.

Website:

All Clubs and Districts are encouraged to keep in touch regularly with the International Website

www.internationalinnerwheel.org and to urge their members to do so. The website is available for all the

latest information including 'News', 'Service', 'UN', 'Events' (Convention) and is regularly updated.

Official websites of Inner Wheel countries around the world are linked to the IIW website.

There is a library where all official documentation, Forms, leaflets, magazines and training material may be downloaded for duplication.

In order to keep the website up to date with news and service projects National Representatives are required to send information to the IIW Editor/Media Manger for inclusion on the website.

FaceBook and Social Media

The official FB homepage of IIW is
<www.facebook.com/InternationalInnerWheel>.

The official FB homepages of IW countries should be administered by the National Governing Bodies, countries with a National Representative and Districts with no National Representative.

The name of these official Facebook pages should be "Inner Wheel (name of the country)".

The checking for accuracy of all information about IW matters is the duty of the NR and the Webmaster for countries with no NR.

If IW clubs host Facebook page these should be named "Inner Wheel Club of" "

Open or closed social groups on Facebook or other social media must choose other names than “International Inner Wheel” or “ Inner Wheel (name of the country)” and should be aware that all information about IW has to be in conformity with the objects and rules of IIW.

MISCELLANEOUS

Records

All Clubs and Districts are advised to keep a record book in which to enter details of events, activities and other items of special interest.

Forms

In order to economise as much as possible, and where practicable, a master copy of the different forms for domestic circulation will be sent by International Inner Wheel to each country for duplication and despatch.

Forms can also be found at:

www.internationalinnerwheel.org or can be e-mailed direct to the Club/District/National Governing Body e-mail address.

Margarette Golding Award

An award was created, in 2000, in the name of Margarette Golding, the founder of Inner Wheel, for highly commendable personal service to the community. The award may be given to Inner Wheel members, or to members of the general public, for outstanding personal service, which must be completely unconnected with work on behalf of Inner Wheel or for Inner Wheel fundraising.

International Inner Wheel CONVENTIONS

1st Convention 1970	The Hague, The Netherlands
2nd Convention 1973	Copenhagen, Denmark
3rd Convention 1976	Sydney, Australia
4th Convention 1979	Brighton, England
5th Convention 1982	Paris, France
6th Convention 1985	Orlando, Florida USA
7th Convention 1988	Stavanger, Norway
8th Convention 1991	The Hague, The Netherlands
9th Convention 1993	Sydney, Australia
10th Convention 1997	Berlin, Germany
11th Convention 2000	Stockholm, Sweden
12th Convention 2003	Florence, Italy
13th Convention 2006	Christchurch, New Zealand
14th Convention 2009	Kota Kinabalu, Malaysia
15th Convention 2012	Istanbul, Turkey
16th Convention 2015	Copenhagen, Denmark
17th Convention 2018	Melbourne, Australia

International Inner Wheel General Motions accepted at Conventions

THIRD CONVENTION – *Sydney, Australia, May 1976*

The Executive Committee of District 39, Sweden suggests that, bearing in mind the competent organisation and firmly established ideals, which Inner Wheel stands for today, all Inner Wheel, members adopt and participate in a theme on an International basis. The chosen theme will be decided yearly by the Board.

SIXTH CONVENTION – *Orlando, Florida USA, May 1985*

Conventions shall extend over 3 days, not counting the day of registration. Workshops shall be arranged and lectures shall be given on subjects important to mankind i.e. subjects that are essential to women all over the world, such as education, independence, equality etc.

SEVENTH CONVENTION – *Stavanger, Norway May, 1988*

International Inner Wheel should study the question of child abuse in the pornographic industry and use every means at its disposal to condemn the practice and its perpetrators.

EIGHTH CONVENTION – *The Hague, The Netherlands, April 1991*

It is proposed that a fund be set up to mark the 25th Jubilee year of International Inner Wheel, the monies arising there from to be used in the country in which they are raised. The charities to benefit from the Fund will be the 'Save the Children Fund' and similar children's organisations.

NINTH CONVENTION – *Sydney, Australia, October 1993*

International Inner Wheel must confine its involvement with The United Nations (e.g. ECOSOC and UNICEF) to being an Observer on the Roster with consultative status.

TENTH CONVENTION – *Berlin, Germany, April 1997*

International Inner Wheel make provision for a member of the Executive Committee, responsible for the organisation's United Nations interests during the year of office which falls in the year of the World Conference of Women, to represent International Inner Wheel and be an official delegate to the Conference. The President stated, as the above proposal stood, it contravened the Affiliation Clause, but as a General Motion it was not binding. There would be 2 Conventions held before the next World Conference of Women, which would allow members to submit either change to the Affiliation Clause or a rewording to the above General Motion.

ELEVENTH CONVENTION – *Stockholm, Sweden, May 2000*

International Inner Wheel make provision for a member of the Executive Committee, responsible for the Organisation's United Nations interests during the year of office, which falls in the year of the World Conference of Women, to be an observer for International Inner Wheel at the Conference.

Social Project. At every World Convention, International Inner Wheel designates a Social Project, which would be supported by Inner Wheel Clubs worldwide.

Margarette Golding Award An award be created, in the name of Mrs. Oliver Golding similar to the Rotary Paul Harris Fellowship.

THIRTEENTH CONVENTION – *Christchurch New Zealand,*

May 2006 An award, in the name of Margarette Golding, to be given for highly commendable personal service through Inner Wheel or in the community. Unicef Global Girl's Education in Madagascar was named the International Social Project for 2006 – 2009.

FOURTEENTH CONVENTION – *Kota Kinabalu, Sabah, Malaysia, May 2009*

Unicef Global Girl's Education in Bolivia was named as the International Inner Wheel Project for 2009 – 2012.

FIFTEENTH CONVENTION 2012 – *Istanbul Turkey, April 2012*

It was agreed that the IIW Governing Body would be allowed to investigate the possible establishment of a **Constitution Council**. Any proposed constitutional changes to be voted on in 2015, and the first Constitution Council meeting to be held in 2018.

SIXTEENTH CONVENTION - *Copenhagen, Denmark, May 2015*

It was agreed that minor changes to the Constitution such as corrections of printing omissions, typographical errors, simplifications, clarifications and cross referencing could be undertaken by the Constitution Chairman, Constitution Committee and IIW Governing Body without putting each minor alteration to Convention for voting.

It was agreed that the organisation would recognise **United Nations International Day of Peace on 21st September annually**.

It was agreed that **cooperation with NGO's** that had similar programmes to that of IIW should be encouraged.

International Social Project 2012 – 2015

It was agreed that the umbrella for fund raising worldwide would be 'Happier Futures' with particular emphasis on the needs of children. Countries should choose their own projects, which encompass the theme 'Happier Futures for children'. A logo has been designed, to be used for all IW fund raising purposes.



helping children
around the world now



International Social Project 2015-2018

International Social Project 2015-2018 It was agreed that the umbrella for fund raising worldwide would continue to be 'Happier Futures- Better Lives' allowing help for children to continue but also enabling help to projects assisting all to achieve a better life outcome.



International Social Project 2018-2021

The umbrella for fund raising worldwide would be Caring for Women and Girls



