



**IW DISTRICT 331 GUIDELINES
FOR
DISTRICT COMMITTEE**

JANUARY 2024

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FOREWORD

I am happy to be able to lead in reproducing this new book of IW District 331 Guidelines for the District Committee. The guidelines currently in use was produced in 2013 and since then there have been many new developments in the District administration that need to be incorporated.

I would like to give special thanks to PDC Datin Gillian Lee who re-wrote District Secretary's guidelines giving detail description of the duties and tasks of District Secretary. Datin Gillian has also redesigned the various forms making them easier to use.

To District Chairman Cecilia Amid and the rest of District EXCO members 2023-2024, thank you for helping to fine-tune the guidelines in this revised edition.

Rokiah Staun

Past National Representative.

INTRODUCTION

The IW District 331 Guidelines for the District Committee can be downloaded from D331 Website at www.innerwheel331.org

The guidelines serve the following purposes:

- To inform new District Committee members of the scope of their responsibilities.
- To provide the District Executive Committee (in short DEXCO) members with the timing of their administrative duties.
- To provide checklists of the required tasks for each DEXCO member.
- To be used for the training of new/potential DEXCO members.
- To enable members who aspire to stand for election of any DEXCO positions to know exactly what will be required from them during their term of office.

REGISTRAR OF SOCIETIES MALAYSIA D331 REGISTRATION CERTIFICATE

ASAL
19882

(PERTUBUHAN 3)

No. PPM SBH0914/12

No. PPP SBH0142/12 (4)



MALAYSIA

AKTA PERTUBUHAN 1966

PERATURAN-PERATURAN PERTUBUHAN 1984

BORANG 3
(Peraturan 5)

SIJIL PENDAFTARAN

Adalah diperakui bahawa

DAERAH INNER WHEEL 331, MALAYSIA (INNER WHEEL DISTRICT 331, MALAYSIA)

**LOT 2, MAKAT INDUSTRIAL ESTATE PHASE 2, KOLOMBONG
88450 KOTA KINABALU, SABAH**

*telah pada hari ini didaftarkan sebagai suatu pertubuhan di bawah Seksyen 7 Akta
Pertubuhan 1966 dan bahawa nombor pendaftarannya ialah*

0969-12-SBH

Diperbuat dengan ditandatangani oleh saya pada

16 haribulan Mei 2012



Mazliah
(MAZLIAH BINTI LAHIR)
b.p. *Pendaftar Pertubuhan,
Malaysia*

IMPORTANT INFORMATION AT A GLANCE

1. D331 Registered Address : P.O Box 11079
88811 Kota Kinabalu, Sabah
2. ROS Office address where D331 is registered : Suite 5-03A,
Tingkat 5, Menara MAA,
Lorong Api-Api 1, Sabah, 88000 Kota Kinabalu
Tel: 088-447609
3. International Inner Wheel HQ address: Administrative Secretary
International Inner Wheel
Suite 2.3 MyBuro
20 Market St.
Atrincham, Cheshire
WA14 1PF United Kingdom

Tel: 00-44-161-9273116
email: admin@internationalinnerwheel.org
4. Bank detail : Account Name - Daerah Inner Wheel 331
Public Bank Berhad, City Parade Branch,
Kota Kinabalu, Sabah
5. Composition of DEXCO : District Chairman, District Vice Chairman, Imm.
Past District Chairman, District Secretary, District
Treasurer, District Extension Organiser/Chairman,
District ISO, District Editor
6. Composition of District Committee : DEXCO and all Club Voting delegates.
7. Types of Meetings : DEXCO, District Committee, District Sub-
Committee, DAGM, DEGM.
8. Abbreviations Used in this Guidelines.
D331 - District 331
DEXCO – District Executive Committee
IPDC - Immediate Past DC
IIW – International Inner Wheel
DEGM - District Extraordinary General Meeting
Club EXCO – Club Executive Committee
ROS - Registrar of Society
DC – District Chairman
NR – National Representative
DAGM – District Annual General Meeting

DISTRICT PROTOCOL AND DECORUM

Order of Precedence

- District Chairman
- National Representative
- IIW President (if she is present)
- Club Presidents
- Rotary dignitaries/guests
- Inner Wheel Members

Seating Arrangement

- District Chairman as hostess - centre
 - National Representative - right of DC
 - IIW President (if present), must be guest-of-honour - between DC and NR
 - Guest-of-honour (If IIW President is not present - between DC and NR
- Current serving IIW Board Director's presence to be acknowledged as a courtesy.

Salutations

- Guest of Honour
- District Chairman as hostess or presiding
- National Representative (if she is guest of honour, to be addressed first)
- IIW President (if she is guest of honour, to be addressed first)
- Club Presidents
- Rotary dignitaries
- Distinguished Guests
- Inner Wheel Members

Note : MC to ensure correct titles are used. To save time and not to sound repetitive, only MC to do detailed salutations, the rest : “ Distinguished Guests, Ladies and Gentlemen “

GUIDELINES

DISTRICT CHAIRMAN

QUALIFICATIONS

Must have served on the District Executive Committee for at least one 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.

Tenure : Elected annually and may serve for a maximum period of 2 consecutive years.

DUTIES AND RESPONSIBILITIES

General

1. To preside and conduct all meetings of the DEXCO, District Committee and Past District Chairmen.
2. To supervise and coordinate the work and activities of the District during the year in office and to regularly update and keep Clubs informed.
3. To approve all expenses to be incurred by DEXCO members.
4. Be an ex-officio member of all Committees formed by the District.
5. To liaise with the National Representative and to keep her informed of District activities for her onward reporting to IIW.
6. To coordinate and follow-up with the District Editor to update the District Website with District and Club activities and any other appropriate IW materials.
7. To attend Club installations when invited and to give a speech if invited as guest-of-honour.

	DUTIES
Mar (immediately after being elected)	<ul style="list-style-type: none"> ● To personally approach a member (preferably from your own Club) to be the organiser for the DAGM during your term of office.
Jul	<ul style="list-style-type: none"> ● Send letters to all Club Presidents and DEXCO members when your term starts, outlining your objectives and goals for the year. ● Define clearly DUTIES AND RESPONSIBILITIES of each DEXCO member and Chairman of any Committee established or proposed to be established at the first DEXCO meeting. ● Plan your visit to Clubs in the District in consultation with the Club Presidents. Travel via the most economical and convenient mode of transport.
Jul - Aug	<ul style="list-style-type: none"> ● Work with District Secretary on the lists of D331 Club members eligible for nomination as NR, Deputy NR, IIW Board Directors, IIW Editor/Media

	<p>Manager. Liaise with NR on these eligibility lists.</p> <ul style="list-style-type: none"> ● Conduct the 1st District Committee Meeting to approve the Budget for the year.
Oct	<ul style="list-style-type: none"> ● Remind District Treasurer to send Capitation Fees to IIW. ● Ensure that District Secretary has forwarded to all Clubs, the Nomination forms received from NR for next year's NR and DNR, and the following year's IIWBD and IIW Editor/Media Manager. ● Ensure that District Secretary reminds all Clubs of the submission deadlines for the Nomination of the above posts.
Nov - Dec	<ul style="list-style-type: none"> ● Ensure that District Secretary send to all Clubs nomination forms for next year's DEXCO positions, on time. ● Go through provisions of District Constitution with a few other nominated DEXCO members and raise amendments where necessary. ● Ensure that the District Treasurer has received the audited financial accounts of the previous year.
Dec - Jan	<ul style="list-style-type: none"> ● Prepare District Chairman's report for inclusion in the District Annual Report
ANNUAL GENERAL MEETING	
Feb	<ul style="list-style-type: none"> ● Coordinate with District Secretary on the nominations received for the District posts and ensure that the District Secretary do the required follow up actions. ● Go through any proposals received as at the closing date of 31 Jan and instruct District Secretary to distribute the proposals to all the Clubs in the District for any counter-proposals. ● Work with the District Secretary on the Notice and Agenda for the DAGM and ensure that the District Secretary sends the Notice of the DAGM according to the time frame given in the District Constitutions. ● Ensure that the audited financial accounts has been sent by the District Treasurer to all Clubs. ● Ensure that all proposals and counter-proposals to be tabled at the DAGM are sent by the District Secretary to all Clubs prior to the DAGM. ● Work with the District Editor and District Secretary on the compilation, proof-reading and the printing of the Annual Reports for tabling at the DAGM. ● Send invitations to all Past District Chairmen for PDC Meeting. ● Ensure that the nominations of the Incoming DEXCO members are in order.
Mar	<ul style="list-style-type: none"> ● Preside and conduct the District Annual General Meeting. ● Install the Incoming District Chairman at the DAGM, if there is an Installation ceremony. The handing over is ceremonial as the work of the incumbent District Chairman only ends on 30th June.
CLUB VISITS	
	<ul style="list-style-type: none"> ● Meet with Club EXCO before the Club General meeting. Listen and advise

on issues, if any, especially on matters related to Inner Wheel.

- Address members at Club meeting/fellowship to inspire members on Inner Wheel matters and to encourage attendance at the DAGM. Fellowship or project visit organised for District Chairman is optional.
- Complete a detailed report on the progress of each Club visited for the DEXCO and the Incoming District Chairman.

Note : Clubs to offer home hospitality wherever possible. If not, Club to pay for hotel accommodation or District Chairman to pay if she chooses to stay in hotel.

DISTRICT CHAIRMAN'S CLUB VISIT REPORT

Name of Club :

Date of visit :

Total number of Members :

Number of new members for the year :

Name of President :

Report on Club Strength:

.....
.....
.....

Report on Club Weakness:

.....
.....
.....

Club Projects for the year:

1.

2.

Etc ...

Club Fund Raising Projects :

1.

2.

Etc

DC's Observations :

.....
.....

HAND OVER CHECKLIST FOR DISTRICT CHAIRMAN

Out-going District Chairman

Name :

Year :

In-Coming District Chairman

Name:

Year :

	Items	Tick	Remarks
1.	District Chairman's Collarette/Jewels		
2.	District Chairman's Badge		
3.	District Rostrum Banner		
4.	District Bannerettes; number of pieces		
5.	District Bannerettes from other Districts, number of pieces		
6.	Meeting Bell		
7.	Others (specify) : a) b)		

Handed over by:

Name :

Signature :

Received by:

Name :

Signature :

Date :/...../.....

Distribution : In-Coming District Chairman and Out-Going District Chairman

DISTRICT VICE CHAIRMAN

QUALIFICATIONS

Must have served on the District Executive Committee for at least one year at the time of nomination, and have been a Club officer. She must not be a member of the same Club as the Chairman.

Tenure : Elected annually and may serve for a maximum period of 2 consecutive years.

DUTIES AND RESPONSIBILITIES

General

- To deputise for the Chairman in her absence and when called upon to assist the Chairman when required.
- To be prepared to be nominated for the Chairman's position the following year.
- To be in charge of updating the District Directory.
- To be responsible for replenishing/replacing bannerettes when necessary.
- To look into the training programmes required by District Committee and the Clubs.

	DUTIES
Jul	<ul style="list-style-type: none">● Conduct a survey on the types of trainings required by District Committee and the Clubs.● Discuss with District EXCO whether an updated District Directory should be produced.● Prepare Training budgets.● Prepare District Directory budgets.
Sept- Dec	<ul style="list-style-type: none">● Compile the training survey results and schedule the required training sessions.● Appoint trainers and arrange the trainings to be conducted.
Dec - Jan	<ul style="list-style-type: none">● Prepare Vice Chairman's report for inclusion in the District Annual Report
Oct - Feb	<ul style="list-style-type: none">● If a new District Directory is to be produced, then get the updated details from all Clubs.● Print the new District Directory.

IMMEDIATE PAST DISTRICT CHAIRMAN

Tenure : May serve for a maximum period of 2 consecutive years. She shall not be eligible to serve on the District EXCO or the District Committee during the year following her term of office as Immediate Past District Chairman completes The Immediate Past Chairman shall not serve on either the District Executive or the District Committee during the year following her term, unless approved at the DAGM.

DUTIES AND RESPONSIBILITIES

General

- To provide advisory services to District EXCO members and to assist matters in governing the District.
- To assist the Extension Committee and continues to nurture new Clubs in the District.
- To assist in updating District Constitution and Guidelines when necessary.
- To prepare Immediate Past District Chairman Report for inclusion in the District Annual Report.

DISTRICT SECRETARY (DS)

QUALIFICATIONS

- a) Must have served on the District Committee for at least one year at the time of nomination. (The secretary should preferably be from the same club or town as the District Chairman).
- b) Elected annually and may serve for a maximum period of 3 consecutive years.

ABBREVIATIONS USED	CY-1	CY	CY+1	CY+2
	YEAR BEFORE TAKING OFFICE	CURRENT YEAR	YEAR AFTER TAKING OFFICE	YEAR AFTER NEXT

DUTIES AND RESPONSIBILITIES

MONTH		DUTIES
INCOMING DISTRICT SECRETARY	A.	AS SOON AS THE AGM IS OVER:
	1.	Prepare District Letterhead with the new IW theme and logo (when made available) and the contact email addresses and mobile numbers of the Incoming District Officers and National Representative.
	2.	Forward the draft District Letterhead to the Incoming District Chairman (DC) for her approval.
	3.	Once approved, forward the soft copy of the District Letterhead to the Incoming District Officers for their review and approval.
		<p>NOTE:</p> <p><i>i. As Inner Wheel is an International organisation, titles that are recognised are professional ones eg. Dr, Ir, etc.</i></p> <p><i>ii. Local titles are only recognised here in Malaysia.</i></p> <p><i>iii. The National Representative (NR) 's name, mobile number and email address are to be printed at the bottom of the District Letterhead, as her duty is ONLY to oversee and advise the District Officers and to liaise between District and IIW. This has been confirmed with IIW.</i></p> <p><i>District DOES NOT need to print any special Letterhead for her.</i></p> <p><i>iv. The Deputy NR duties are to assist the NR, at the NR 's request. The DNR does not need to be invited to District Meetings unless requested by the NR.</i></p>
	B.	COMPILE THE DISTRICT EXECUTIVE COMMITTEE (DEXCO) & CLUB EXECUTIVE COMMITTEE CONTACT DETAILS
	1.	To obtain all the duly completed FORMs B, C and D from the Outgoing District Secretary (DS) who should have received them by 31 st January, and compile the Incoming DEXCO's and the various Clubs' EXCO's:
		(a) Current address; (b) Contact numbers; and (c) Email address.
	2.	Upon completion, forward the draft to the Incoming DC for her approval. Once approved, a copy should be emailed to all DEXCO members for their information.

	3.	Keep one copy in the District Secretary's File.
APRIL- MAY (CY-1)	4.	Forward the soft copy to all District 331 Club Presidents for their information.
	C.	FILING OF CORRESPONDENCES
	1.	To consider keeping 2 Correspondence Files - one for incoming and the other for outgoing correspondences, if more convenient.
	D.	E-FILING WITH ROS
	1.	To go online and complete/update all information as required by E-roses. NOTE: <i>Filing of Returns with the Registrar of Societies, Malaysia (ROS) via E-roses must be done within 60 days after the DAGM.</i>
MAY/JUNE OUTGOING DISTRICT SECRETARY	A.	NOTE: (i) At the "March CY-1" DAGM, the NR for CY-1 will announce the Nomination Results for Malaysia's nominee/s for IIW Board Director and/or Media Manager for CY+2. This would have been determined from the nominations submitted by both D331 and D330 to the NR before the deadline of 31 October of the previous CALENDAR YEAR . (ii) Should there be more than one nominees for either positions, NR will inform all Clubs after the closing date, and voting will be done in (iii) If, at the said DAGM, a candidate from D331 is announced as the nominee for Malaysia, then the Outgoing DISTRICT SECRETARY should complete the IIW Form forwarded by the NR in May/June (See next paragraph). If the Outgoing DISTRICT SECRETARY did not do so, then the Incoming DISTRICT SECRETARY should ensure that this is done in accordance with her AUGUST duties . (See also REMINDER for AUGUST Duty #A2.1) 1. (iv) Ensure that ballot papers from the AGM are kept until the end of the IW year i.e 30 th June.
	2.	At the DAGM in March, the NR would announce the name of the successful Candidate/s nominated by the Clubs from Districts 331 and 330, for the posts of IIW Board Director and/or IIW Editor/Media Manager for CY+2. In May/June, the Outgoing District Secretary will receive a notification from NR to download from the IIW Website, the Nomination Forms for IIW BOARD DIRECTORS and IIW EDITOR/MEDIA MANAGER for her CY+2* (FORM IIW). D331 is presently not eligible to nominate any candidates for the other posts on the IIW Governing Body. NOTE*: For Incoming DISTRICT SECRETARY, this is for year CY+1. Should any of the Candidates be from D331, the Outgoing DS to arrange for BOTH the Nominee/s from D331 and the DISTRICT CHAIRMAN, <u>together with</u> the National Representative, to sign the Forms. Kindly ensure that a copy of the DAGM Minutes and any other documentation required by IIW are forwarded to IIW in good time. Nomination papers to be received at IIW headquarters by 30th September.
JUNE (CY-1)	B.	CREATE CONTACT GROUPS FOR DISTRICT EXCO & FOR CLUB PRESIDENTS/ SECRETARIES & TREASURERS NOTE: This is to be used effective from 1 July of the Inner Wheel year
	1.	Create an " Official Matters " What's App Chat Group AND an Email Group for

		<p>both:</p> <p>(a) the District EXCO members and National Representative, and</p> <p>(b) Club Presidents, Secretaries and Treasurers, and including the District EXCO members and National Representative.</p>
JULY (CY)	A.	DISTRICT CHAIRMAN's CLUB VISITS & MESSAGES
	1.	Discuss with District Chairman the proposed dates for her Club visits.
	2.	Send letters to Clubs to inform them of the dates. NOTE: To discuss with DC <u>before</u> sending out the letters, as DC may wish to communicate with the Clubs directly.
	3.	(a) Forward DC ' s message to the Clubs, or inform the Clubs when the District Chairman's message is available on D331 website. (b) Forward IIW President's message as well, when available.
	B.	1st DISTRICT EXCO (DEXCO) MEETING
	1.	Discuss with DC the time, date and venue for the DEXCO meeting.
	2.	Prepare the Agenda and send this together with the Notice of Meeting, the Minutes of the last DEXCO Meeting, District Committee Meeting and DAGM, at least 2 weeks before the DEXCO Meeting.
	3.	Take down Minutes of the 1 st DEXCO meeting. Please liaise with DC for completeness and any amendments to be made to the draft, before sending the finalised Minutes out to the DEXCO.
	4.	Any further amendments to the Minutes of the previous meeting may be brought up at the following DEXCO meeting prior to the confirmation of the said Minutes. To note that any amendments thereto will be recorded in the Minutes of the following DEXCO meeting. No retrospective amendments are to be made to the signed Minutes of the previous meeting.
	5.	Once the Minutes of the DAGM have been approved, IPDS and IPDC to sign 3 copies of the said minutes. One copy for IPDC to keep in her file, one for the DS's File and the 3 rd copy to be given to the Bank (See #B6 below).
	6.	DS to then prepare the BANK LETTER (Appendix 3) in respect of the Change in Signatories. This, together with the original signed copy of the Minutes of the DAGM (See #B5 above) are to be given to the District Treasurer (DT) for her further action.
	C.	UPDATE OF DISTRICT MEMBERSHIP REGISTRY
	1.	(a) Send the List as per the District Directory to all Clubs for a membership update at Club level ie. new members, resignations (FORM A). SUGGESTION: The District Directory to be printed once every 3 years.
	(b) Find out the breakdown of each Club's membership, its active members and also the Honorary Members. (Suggested Deadline: 15 August)	
2.	(a) Email the draft Updated List of Members to DT before 31 August for collection of dues. (b) Ask DT to advise of any amendments or updates if the numbers and names on the List do not agree with DT's records. (Suggested Deadline: 30 September)	

	3.	<p>Once the List of Members has been confirmed by DT:</p> <p>(a) Update the District’s database. (b) Send the details of the final number of members and the breakdown of each Club’s membership to the DEXCO. (Suggested Deadline: 15 October)</p>
JULY (CY)	D.	<p>CANDIDATES FROM THE DISTRICT ELIGIBLE FOR NOMINATION AS:</p> <p>(a) IIW BOARD DIRECTOR (b) IIW EDITOR/MEDIA MANAGER (c) NATIONAL REPRESENTATIVE (d) DEPUTY NATIONAL REPRESENTATIVE</p>
	1.	<p>DS to compile a List of Candidates from her District who are eligible for nomination to the posts of:</p> <p>(a) IIW Board Director and (b) IIW Editor/Media Manager for CY+2, AND (c) National Representative and (d) Deputy National Representative for CY+1.</p> <p>The QUALIFICATIONS for (c) and (d) are as follows:</p> <p>i. Must be a Past District Chairman or Past District Vice Chairman or Past District Secretary or Past District Treasurer ii. The candidate for National Representative need not have been a Deputy National Representative iii. A Deputy National Representative will not be automatically be nominated as National Representative iv. It is essential that the candidate be fluent in the IW Official language ie. must be able to read, speak and understand the English language.</p> <p>The List of Nominees from D331 should be forwarded to the Current Year’s National Representative for her compilation thereof with her List from D330. DEADLINE: 1 AUGUST</p>
	E.	<p>INTERNET ACCOUNT FOR DISTRICT SECRETARY</p>
	1.	<p>IIW now expects the District Secretary to have a gmail account with a password (secure access code) which is passed to the Incoming Secretary yearly. The access code is only known to the DISTRICT CHAIRMAN and DISTRICT SECRETARY. All changes (eg name of DISTRICT SECRETARY and DISTRICT CHAIRMAN) are done through this internet account.</p> <p>NOTE: Please key-in the information into the IIW Database</p>
AUGUST	A.1	<p>NOMINATION FORMS FOR:</p> <p>(a) NATIONAL REPRESENTATIVE (NR) & DEPUTY NR (for CY+1) (b) IIW BOARD DIRECTOR (IIWBD) & IIW MEDIA MANAGER/EDITOR (for CY+2)</p>

AUGUST	1.1	DS will receive from the NR, the full List of Candidates (from BOTH D330 and D331) who are eligible for nomination for the above positions.
	1.2	DS to send to the Clubs the following: (a) Nomination & Consent Forms for NATIONAL REPRESENTATIVE & DEPUTY NATIONAL REPRESENTATIVE (FORMS E & F) together with the List of Eligible Past District Chairmen, Past Deputy District Chairmen, Past District Secretaries, Past District Treasurers from both Districts 330 and 331.
		NOTE: * <i>These positions will be for CY+1. Refer to #Guidelines on Qualifications of Nominees dd 2 July 2017 (as updated at the PAST DISTRICT CHAIRMEN meeting held on 17 March 2017 in Bangsar)</i> * <i>To inform Club Secretaries to clearly indicate whether their nominations are for the post of NR or DNR by deleting the irrelevant position accordingly. Failure to do so may render their Nomination Form to be DECLARED as NULL AND VOID</i> (b) Nomination Forms for IIW BOARD DIRECTOR (FORM H) for CY+2 with a List of eligible candidates from both Districts 331 and 330. Return to: National Representative by e-MAIL, and/or COURIER SERVICE in the Pre-printed envelope, OR as instructed by NR. DEADLINE: 31 OCTOBER
	A.2	SUBMISSION OF: (i) NOMINATION FORMS FOR IIW GOVERNING BODY (ii) FORM FOR PROPOSALS TO INTERNATIONAL IW CONVENTION (<i>if applicable</i>)
	2.1	If not already submitted by the previous District Secretary: Refer to MAY/JUNE Note A(i) and (ii) – If there are any nominees from the District, to ensure that the Nomination Form for IIWBD and/or IIW EDITOR/MEDIA MANAGER for CY+1 (FORM IIW) from IIW are duly signed by the Incumbent, the Nominating District and the National Representative. NOTE: <i>Also required from the District are the relevant Minutes from the DAGM at which the nomination was approved and any other documentation as required by IIW.</i> Return to: IIW, as instructed by IIW Administrator DEADLINE: 30 SEPTEMBER, or as per instructed by IIW Administrator
	3.	FORM for Submission of PROPOSALS TO IIW CONVENTION , where applicable (FORM IIW) Return to: IIW, as instructed by IIW Administrator DEADLINE: As instructed by IIW Administrator
NOV	A.	IIW CONVENTION YEAR (Where Applicable)
	1.	In the IIW Convention year, which is held once in every 3 years, DS will receive a Voting Instruction Pack from IIW. The District will have to decide at the DEXCO meeting who the District Voting Delegate will be and how each proposal will be voted

		<p>on. Notwithstanding this, the DEXCO is encouraged to leave the final vote to the discretion of the Voting Delegate, based on the arguments for and against any proposals that may be put forth by the other Inner Wheel delegates during the Business Session of the Convention.</p> <p>The elected representative will carry the votes for the District and any Club that chooses to have her as their Voting Delegate (ie Proxy).</p> <p>DEADLINE: Deadline for submission of names of Voting Delegates and Proxies for the District and Clubs to the National Representative will be advised by the NR.</p>
NOV	B.	NOMINATION FORMS FOR DISTRICT OFFICERS & SUBMISSION OF PROPOSALS TO BE TABLED AT DAGM
	1.	Send out the Nomination Form for DISTRICT OFFICERS (FORM D) and the Form for submission of PROPOSALS TO BE TABLED AT THE NEXT DAGM (FORM G) to all Clubs.
	2.	If there are any resolutions to be tabled, the resolutions need to have a proposer and a seconder. NOTE: The proposer and seconder <i>MUST NOT</i> come from the same Club.
	3.	Nominations received from the Clubs are <i>Private & Confidential</i> and should be treated as such. Return to: District Secretary DEADLINE: 31 JANUARY
	C.	INTERNATIONAL INNER WHEEL DIRECTORY
	1.	If required, the IIW Directory may be downloaded from the IIW Website.
NOV/DEC (For District Secretary's Information Only)	D.	VOTING OF NATIONAL REPRESENTATIVE (NR) & DEPUTY NATIONAL REPRESENTATIVE (DNR) FOR CY+1 <i>(Applicable only if there is more than one nominee, from the List of Successful Nominees to be announced by CY NR)</i>
	1.	CY NR to send out to all CLUBS an official BALLOT SLIP AND ENVELOPE together with a short bio-data of nominees for CLUBS to vote.
	2.	DEADLINE: Ballot papers to be scanned and emailed, and/or couriered by CLUBS to NR by 15 FEBRUARY , or as otherwise instructed by NR.
DEC	A.	PREPARATION FOR DISTRICT ANNUAL GENERAL MEETING (DAGM)
	1.	Remind all Clubs through WhatsApp/email to have their Club elections before the DAGM.

		<p>2. Send the Forms for the INCOMING CLUB EXCO (FORM B) and CLUB DELEGATES & DEPUTY DELEGATES (FORM C) to all Clubs for their completion.</p> <p>Return to: District Secretary Deadline: 28 February</p>
		<p>3. Remind Club Presidents to bring their Regalia and Club Rostrum Banner to the DAGM.</p>
		<p>4. To prepare District Secretary's Report for inclusion in the District Annual Report.</p>
DEC	B.	DISTRICT ANNUAL REPORT
	1.	<p>(a) Request all District EXCO members and National Representative to submit their individual reports. Only two A4 sized pages are allowed for each Club Report printed in the District Annual Report. However, this is at the discretion of the District Secretary.</p> <p>Deadline: 31 January <i>(EXCEPT FOR the District Treasurer who will be given an additional 2 weeks to complete the Projected Accounts for the current Inner Wheel year ending 30 June.)</i></p> <p>(b) Request all Clubs to submit their Club activities reports and photographs with captions.</p> <p>(c) Any editing to the Club Reports will be at the discretion of the DS.</p> <p>(d) DS to inform the Clubs that editing may be required to ensure that the Reports conform with the printing requirements.</p> <p>Deadline: 31 January</p>
	2.	<p>In the event that any Club does not submit their Report by the Deadline, then the onus is upon that Club to print their own Report at their own expense and distribute the required number of copies at the DAGM.</p>
JAN	A.	BALLOT PAPERS FOR IIW GOVERNING BODY FOR CY+1
		<p>Clubs will receive BALLOT PAPERS from IIW for the above posts in December. Should the Clubs not receive the Ballot papers by the end of December, DS to inform the Clubs to download the Ballot papers from the IIW Website.</p> <p>Deadline: All Ballot papers to be submitted to IIW by 31 March</p> <p>NOTE: As IIW is now transitioning to electronic voting, DS is reminded to be alert for any voting instructions received from the IIW Administrator via email or from the NR, and to ensure that all Club Secretaries are updated accordingly.</p>
	B.	PREPARATION FOR DAGM
	1.	<p>Prepare Attendance Sheet for the following:</p>

		<ul style="list-style-type: none"> i. District EXCO meeting - including any invited guests ii. District Committee meeting - ie DEXCO, Club Delegates, and invited guests iii. DAGM - Attendance List of DEXCO, Club Delegates, invited guests, and Observers, iv. Incoming & Outgoing District Officers meeting
	2.	<ul style="list-style-type: none"> (a) Contact the printers and enquire about the cost of printing the Annual Report. Also enquire of the printers the timeline required by them in order to meet an early March Deadline. (b) Inform DEXCO as to the costs quoted by the printers and get their approval before confirming with the printers.
1st FEB	A.	<p>BALLOT PAPERS FOR VOTING OF NATIONAL REPRESENTATIVE (NR) & DEPUTY NATIONAL REPRESENTATIVE FOR CY+1</p> <p>NOTE: <i>This step is applicable <u>ONLY</u> if there is more than one nominee for either of the posts. (Refer to guidelines for NOVEMBER/DECEMBER Note #D1 & D2)</i></p>
	1.	To remind all CLUBS that their Voting Ballot papers for NR & DNR for CY+1 have to be scanned and emailed and/or couriered directly by the CLUBS to the NR by 15 FEBRUARY , unless otherwise instructed by her.
FEB	B.	PREPARATION FOR DAGM
	1.	<p>Compile all Nominations received for the Incoming District Officers and:</p> <ul style="list-style-type: none"> (a) summarise in Annual Report (b) send to all Club Delegates
	2.	<p>Compile all Resolutions received and:</p> <ul style="list-style-type: none"> (a) record in Annual Report (b) send to all Club Delegates
	3.	<p>Obtain from the District Treasurer:</p> <ul style="list-style-type: none"> (a) a copy of the signed Audited Accounts for the previous financial year. (b) Projected accounts for the current year.
	4.	Compile for insertion into the Annual Report, all the District EXCO and Club reports received, together with the signed Audited Accounts and Summaries of Nominations for the Incoming District Officers and Proposed Resolutions to be Tabled.
	5.	Prepare the draft Notice of, and Agenda for the DAGM, District Committee Meeting and DEXCO Meeting and get DC's approval.
	6,	Collate the materials for the printing of the Annual Report and confirm with District Chairman before sending for printing. Proof-read with District Chairman before giving the printers approval to commence with the printing.
	7.	To forward the Notices, Agendas, the last Minutes of the various Meetings and a copy of the signed audited accounts to the relevant attendees of the forthcoming Meetings at least 14 days before the Meetings.
	8.	Prepare voting slips and extra casting vote for DC, if required for the DAGM.

MARCH/ APRIL	A.	POST DISTRICT ANNUAL GENERAL MEETING
	1.	Following the DAGM, District Secretary to prepare the minutes of the various Meetings and forward to DC for her input and approval. Upon obtaining the DC's approval, DS to arrange for the draft Minutes to be distributed to both the incoming and outgoing DEXCO.
	2.	Update IIW Website or email to IIW Administrator Mr Alan Phillips, the contact details (ie mailing address, mobile number and email address) of Incoming: <ul style="list-style-type: none"> (i) District Chairman (ii) District Secretary (iii) District Treasurer and (iv) all Club Presidents, Secretaries and Treasurers from District 331. Deadline: 1 May
		NOTE: <i>IIW may request for the information to be submitted as early as 1 April.</i>
MARCH/ APRIL		To prepare the Bank Letter (See APPENDIX 3) in respect of the Change in Bank Signatories. This, together with an original signed copy of the Minutes of the DAGM (once available) are to be given to the incoming District Treasurer, for her further action.
		NOTE: <i>Incoming signatories will need to sign their specimen signatures in the presence of a Public Bank Berhad's officer (anywhere in Malaysia) as witness to their signatures. This is in accordance with Public Bank Berhad's regulations.</i>
MAY/JUN	A.	BEFORE THE END OF THE INNER WHEEL YEAR
	1.	Upon receipt of the following items from the NR, to forward to all Club Presidents & Secretaries with a cc to the Incoming and Outgoing DEXCO: <ul style="list-style-type: none"> (a) the Theme and Logo for the next Inner Wheel year (b) the message and photograph from the Incoming IIW President.
		NOTE: <i>This is especially for those Clubs which need her message and photo for their Installation magazine.</i>

DISTRICT TREASURER

QUALIFICATIONS

- a) Must have served on the District Committee for at least one year at the time of nomination.
- b) Elected annually and may serve for a maximum period of 3 consecutive years.

ABBREVIATIONS USED	CY-1	CY	CY+1	CY+2
	YEAR BEFORE TAKING OFFICE	CURRENT YEAR	YEAR AFTER TAKING OFFICE	YEAR AFTER NEXT

DUTIES AND RESPONSIBILITIES

JUN	<p>1. Ensure that outgoing District Secretary has written a letter to the Bank regarding the change of signatories and the effective date of change. Incoming District Treasurer to obtain this letter together with a duly signed copy of the DAGM minutes for onwards submission to the Bank. (Deadline : End of June)</p>
JUL	<p>1. The following should be handed over to the Incoming Treasurer (mid July)</p> <ul style="list-style-type: none"> a) District Treasurer's guidelines b) All past years files c) Authorised signature stamp (if still in use) d) Cheque book/books <p>2. Write to all Clubs' Treasurers, reminding them to send the District's dues to you as early as possible but not later than 30th September . (Appendix I) This is very important because you are required to send the District's Capitation Fees to International Inner Wheel Headquarters by 31st October. You must remember TO USE THE ORIGINAL IIW FORM and follow the format (Appendix II and III)</p> <ul style="list-style-type: none"> a) Ask Clubs to give you their TOTAL NUMBER of Members and NAMES as at 1st July and ensure the District Dues received tally with the corresponding number of members from each Club. b) Clubs may wish to send District dues on line to the District account. Clubs will have to send you the Banking slip and the list of members. <p>3. Try to bank in cheques for your District year when all the cheques issued by the previous District Treasurer have been honored. Check and seek advice from your previous District Treasurer.</p> <p>4. Request all District EXCO members to submit to you their working budget figures for the whole year.</p> <p>5. Prepare Treasurer's Budget Report For the Year - Use the sample Template.</p> <p>6. Present the Budget at the First District Committee Meeting in.</p>

AUG & SEPT	1. Receiving Club dues and checking the Bank Statements from time to time.
OCT	<p>1. By the first week of October you should purchase a DEMAND DRAFT/ Telegraphic transfer in POUND STERLING in favour of INTERNATIONAL INNER WHEEL to cover the full Membership of the District. Please ensure that you are using the current Capitation Fee rate.</p> <p>2. Send the Demand Draft/telegraphic transfer document with a covering letter addressed to the IIW Treasurer, stating the number of members you are paying for, to</p> <p style="text-align: center;">INTERNATIONAL INNER WHEEL HEADQUARTERS Suite 2.3 MyBuro, 20 Market Street, Altrincham CHESHIRE WA14 1PF UNITED KINGDOM</p> <p>3. This bank draft must reach International Inner Wheel Headquarters on or before the 31st October</p> <p>4. If the Capitation Fees are submitted later than this date it will result in the following: The rights to vote for International Inner Wheel officers at the International Inner Wheel Convention is lost.</p> <p>IT IS IMPORTANT TO ADHERE TO ALL DEADLINES GIVEN AS INTERNATIONAL INNER WHEEL HEADQUARTERS DOES NOT WAIVE THESE DEADLINES FOR ANY REASONS. THIS IS YOUR RESPONSIBILITY.</p>
NOV	<p>1. a) Write to National Representative, District Officers and Club Delegates asking them to obtain the most economical fare from their home town to the location of the District Annual General Meeting (if applicable). This pertains to airfares, or train and/or bus fares, if these modes of transport are available.</p> <p>b) Find out from the airlines or travel agent the most economical fares for comparison.</p> <p>c) Compile a projected costing of airfares for presentation to the District Committee Meeting (if one is called)</p> <p>d) Present projected costing, as well as prices given to you by the District Officers/Delegates if a District Committee Meeting is called (Appendix IV)</p> <p>e) Discuss with the District Chairman the amount to be given.</p> <p>f) Inform District Officers/Club Delegates the maximum that will be allowed.</p>

	<p>Emphasis that ONLY FARES will be reimbursed (Appendix V)</p> <p>2. If you have not received a copy of the Audited Accounts, enquire of your predecessor the progress of the audit.</p>
DEC	<p>1. Remind Clubs that for those members joining after December, they must pay half year ' s District Dues. This is to be sent to International Inner Wheel Headquarters.</p> <p>2. Prepare District Treasurer's Report for inclusion in the District Annual Report.</p>
JAN	<p>1. Prepare the following for the DAGM and for inclusion in the District Annual Report:</p> <ul style="list-style-type: none"> - Statement of receipts and payments from 1st July to 31st December - Projection of receipts and payments for the period from 1st January to 30th June - Capitation Fees and Fares pool - Balance Sheet as at 31st December and Projected Balance Sheet as at 30th June. <p>2. Audited Accounts for the previous year should be reviewed, discussed and signed before handed to the District Secretary for inclusions in the Annual Report (The preparation of this is done by your Predecessor)</p>
FEB.	<p>1. Make copies of your Audited Accounts and send a copy to Clubs with a covering letter at least 2 weeks before the DAGM. This will enable Clubs/ Club Voting Delegates time to study the accounts before attending the DAGM.</p>
MAR	<p>Usually the District Annual General Meeting is held in March.</p> <p>a) Bring along the cheque book/books and IW District stamp to the AGM</p> <p>b) Pay travelling expenses to District Officers and Club Voting Delegates as determined, and other expenses incurred for the AGM. Remember to request all claimants to fill in the claim forms together with the relevant documents.</p> <p>c) Remind all claimants that claims will not be entertained after 30th of June. Also that they should bank in their cheques as soon as possible in order not to complicate the accounts of the incoming IW District year.</p>
JUN	<p>Prepare to hand over the past year ' s accounts, badges, files, documents, stationery, stocks of IW regalia and others to the incoming District Treasurer. Make a list of things that you have handed over and signed by both parties</p>
JULY & AUG (CY+1)	<p>Prepare to give to the Auditor all the relevant accounts, supporting documents and copies of minutes for audit purposes.</p>
NOV-DEC (CY+1)	<p>Write a thank you letter to the Auditor after the accounts have been audited.</p>

Sample Format of Budget Report

DISTRICT TREASURER'S REPORT - BUDGET FOR THE YEAR ENDING(date)

1st District EXCO / District Committee Meeting

Date of Meeting :

	Budget for the year ending	Actual for previous year (Unaudited)
	RM	RM
Income		
District Dues		
Etc.....		
Other Income		
Interest from Fixed Deposits		
Etc.....		
Less: Expenditure		
Bank Charges		
Capitation Fees to IIW		
Contribution towards hosting of District AGM (RM15 x number of members)		
Hosting Fees for Virtual Meetings and Training		
Travelling Fares for District Chairman		
Travelling Fares for other District EXCO members		
Travelling Fares for Club Voting Delegates		
Printing of Annual Report		
Postages, Printing and Stationeries		
Purchase of Regalia		
Website Expenses		
Etc.....		
SURPLUS/DEFICIT		

Subsequent Treasurer's Report

Date of Meeting :

DISTRICT TREASURER'S REPORT - FOR THE PERIOD ENDING(date)

	Actual for period ended	Budget for the year ending
	RM	RM
Income		
District Dues		
Etc.....		
Other Income		
Interest from Fixed Deposits		
Etc.....		
Less: Expenditure		
Bank Charges		
Capitation Fees to IIW		
Contribution towards hosting of District AGM <i>(RM15 x number of members)</i>		
Hosting Fees for Virtual Meetings and Training		
Travelling Fares for District Chairman		
Travelling Fares for other District EXCO members		
Travelling Fares for Club Voting Delegates		
Printing of Annual Report		
Postages, Printing and Stationeries		
Purchase of Regalia		
Website Expenses		
Etc.....		
SURPLUS/DEFICIT		

**DISTRICT TREASURER'S REPORT - FOR INCLUSION IN THE DISTRICT ANNUAL REPORT & FOR DISCUSSION
AT THE DISTRICT EXCO MEETING PRIOR TO DAGM**

**Income and Expenditure Statement
For the 6 months ended 31 December(year) and Projected 12 months ending 30 June(year)**

	6 months ended 31 December(year)	Projected 6 months ending 30 June(year)	Projected 12 months ending 30 June (year)	AUDITED Year ended 30 June(year)
	RM	RM	RM	RM
Income				
District Dues				
Etc.....				
Other Income				
Interest from Fixed Deposits				
Etc.....				
Less: Expenditure				
Bank Charges				
Capitation Fees to IIW				
Contribution towards hosting of District AGM <i>(RM15 x number of members)</i>				
Hosting Fees for Virtual Meetings and Training				
Travelling Fares for District Chairman				
Travelling Fares for other District EXCO members				
Travelling Fares for Club Voting Delegates				
Printing of Annual Report				
Postages, Printing and Stationeries				
Purchase of Regalia				
Website Expenses				
Etc.....				
SURPLUS/DEFICIT				

DISTRICT EXTENSION CHAIRMAN (DEC)/ORGANISER (DEO)

QUALIFICATIONS

- (a) Must have served as an officer of the District Committee for at least one year at the time of nomination, preferably as a member of the District Executive Committee.
- (b) Elected annually and may serve for a maximum period of 3 consecutive years.

REQUIREMENTS

- Must have a comprehensive knowledge of the Constitution, History and Objects of Inner Wheel
- Must know the Annual Capitation Fees due to International Inner Wheel (IIW) and the District Dues and the respective due dates.
- Must have knowledge of all publications issued to new Clubs by IIW and should apply to IIW for any literature needed for guidance.

NOTE:

1. The Extension Organiser shall be the Chairman of the Extension Committee, only if a Committee is deemed necessary.
2. The Extension Committee should consist NOT MORE than 4 elected members, who must have been Voting Delegates to a District Committee for at least 1 year at the time of nomination.
3. The designation “District Extension Chairman (DEC)” to be used only if an Extension Committee exists. Should an Extension Committee be deemed unnecessary for the year concerned, then the incumbent will be known as the District Extension Organiser (DEO).

ABBREVIATIONS USED	CY-1	CY	CY+1	CY+2
	YEAR BEFORE TAKING OFFICE	CURRENT YEAR	YEAR AFTER TAKING OFFICE	YEAR AFTER NEXT

MONTH	LIST OF ADMINISTRATIVE DUTIES	
MARCH (CY-1)	A.	AT THE AGM:
	1.	If elected as District Extension Organiser at the AGM, to consider, if deemed necessary, an Extension Committee (of not more than 4 eligible members – see NOTES 1 and 2 above) is elected by the District Committee.
JUNE (CY-1)	B.	AFTER THE AGM:
	1.	Familiarise yourself with the various aspects of Extension work. These include: <ul style="list-style-type: none"> (a) Membership growth (b) Membership retention (c) Formation of new clubs

		(d) Revival of ailing clubs (e) Creating an awareness of Inner Wheel in the District
	2.	Speak to the Current Year's DEC/DEO to ascertain any issues pertaining to Extension work that need to be addressed in the coming year.
	3.	Determine the needs of the District and of the Clubs within your District. This knowledge will help you in your planning process and the formulation of a programme for the coming year.
JULY (CY)	A.	1st DISTRICT EXTENSION COMMITTEE (DEXTCOMM) MEETING
	1.	Discuss plans with members of the Extension Committee, if such a committee has been elected. Ensure that minutes are properly recorded to facilitate your report thereon at the 1 st District Executive Committee meeting. NOTE: DExtComm meetings may be held as and when required. As ex-officio members, the District Chairman and Secretary should be invited to the meeting.
JULY Onwards	B.	DUTIES
	1.	Formation of New Clubs
	(a)	Refer to GUIDELINES ON FORMATION OF NEW CLUBS and CHARTER PRESENTATION. (See Appendices 5 and 6)
	(b)	To ascertain the most recent budget allocation for the DExtComm as approved at the DAGM in respect of the formation of new Clubs.
	(c)	DExtComm will be responsible for: <ul style="list-style-type: none"> • the formation process of the new Club and ensuring that all requirements as stipulated by IIW and the local Registrar of Societies are complied with, and • the Charter of the new Club.
	(d)	To provide guidance to the newly formed Club.
	(e)	To invite the District Officers to visit the new Club.
	2.	Revival of Ailing Clubs
	(a)	A budget allocation has also been approved specifically for DExtComm to address this issue of reviving and rejuvenating ailing clubs in the District. To ascertain the most recent amount approved at the DAGM prior to starting any extension work in this respect.
	3.	Other Duties

	(a)	To carry out any other duties as required or deemed necessary.
DEC/ JAN	C.	IN PREPARATION FOR THE DAGM
	1.	DEC to prepare her report for inclusion in the District Annual Report.
MID JUNE	D.	HANDOVER
	1.	Handover of files to incoming DEC/DEO.

DISTRICT INTERNATIONAL SERVICE ORGANISER or CHAIRMAN

QUALIFICATIONS

- a) Must have served on the District Committee and has been a member of the District International Service Committee where such a committee exists, for at least one year at the time of nomination.
- b) Elected annually and may serve for a maximum period of 3 consecutive years.

DUTIES AND RESPONSIBILITIES

- The District ISO is the main channel of communication between the clubs of the District, as well as between the District and other Districts of International Inner Wheel.
- All official communication to be made via email and copied to District Chairman and respective EXCO members.
- Respond to any official emails as soon as possible.
- Correspond with District ISOs from around the world. DISO will be given a copy of IIW Directory. **Reason:** This is to exchange ideas with clubs from different countries and to raise the profile of our District especially before International Conventions. The latest contact List is also available in the **IIW database**.
- Write to Clubs regarding the IIW Social Projects when informed by National Representative.
- Promote the exchange of visits or organise and coordinate visits to and from other Districts.
- Given one vote for election of each position and on each resolution/amendment at District Committee Meetings and Annual General Meeting.
- Appoint (if not elected) not more than 4 members who have been voting delegates or Club ISO of at least one year at the time, to form and chair an International Service Committee. Tenure of members: 3 years, elected annually.

DISTRICT EDITOR

QUALIFICATIONS

- a) Must have served on the District Committee or has been a Club Correspondence for at least one year at the time of nomination.
- b) Preferably be computer competent or have access to a person so qualified who will assist.
- c) Elected annually and may serve for a maximum period of 3 consecutive years.

DUTIES AND RESPONSIBILITIES

- To promote Inner Wheel branding and campaigns in publications.
- To maintain contact with Club Correspondents in the District.
- To communicate with Club Correspondents requesting reports and photographs for club activities and fellowship events.
- To send articles of District 331 news to NR for publication in IIW Newsletter.
- To attend official District and inter-District events, including AGM, and report the proceedings through the website.
- All official communication to be made on email and copied to District Chairman and respective Executive Committee members.
- To respond to any official emails as soon as possible.
- Given one vote for election of each position and on each resolution/amendment at District Committee Meetings and Annual General Meeting.

DUTIES WITH DEADLINES

JUN	<ul style="list-style-type: none"> • Budgeting - Obtain estimates and discuss with District Chairman for the costing, editing, design and upload of articles in District Websites.
JULY	<ul style="list-style-type: none"> • Obtain email addresses of Club Correspondents. • Send out letters of introduction to Club Correspondents. • Remind Club Correspondents to check their emails and respond in a timely manner. • Provide a timetable for Club Correspondents of when materials will be required from them together with deadlines. • Send a copy of this information to Club Presidents.
JULY TO MAY	<ul style="list-style-type: none"> • Collect material from NR, District Chairman and other District EXCO members, Clubs for uploading to District Website. • Send reminders if materials have not been received. • Submit to Webmaster for uploading in District Website.
DEC/JAN	<ul style="list-style-type: none"> • Prepare District Editor report for inclusion in the Annual Report.

DISTRICT WEBMASTER

QUALIFICATIONS

Must have served on the District Committee or has been a Club Correspondence for at least one year at the time of nomination.

Additional Qualification:

- a) Able to maintain and manage websites and servers to the requirements set by the District.
- b) Has diverse skill sets required in the modern digital environment
- c) Has proficiency in web-based skills like programming, layout and content development

DUTIES AND RESPONSIBILITIES

- To serve as the primary contact for all aspects of the website, handling a range of responsibilities that include web design and development, routine site and content maintenance..
- To make sure that the website function correctly and to trouble-shoot technical glitches.
- To manage the updates and the integration with databases and servers .
- To manage and track user access rights on website.
- To do testing of various browsers and adjusting code accordingly.
- To ensure the functionality, security, and efficiency of web infrastructure are according to the agreed standards or greater. .

NOTE : If there is no member from the District qualified to be the District Webmaster, the District can appoint an outsider to this post in which case she/he will not be a member of the District Executive Committee.

CLUB VOTING DELEGATE

QUALIFICATIONS

- a) Must have served on Club EXCO for at least one year at the time of nomination.
- b) Elected annually and may serve for a maximum period of 3 consecutive years.
- c) In the event of a vacancy, a Club shall appoint a qualified successor and inform District Secretary of the change.
- d) Each Club is allowed 2 Voting Delegates. An additional Voting Delegate may be elected in Clubs with 51 or more Active Members.

DUTIES AND RESPONSIBILITIES

- To attend District Committee Meeting and represent the Club in voting.
- Each Voting Delegate has one (1) vote for election of each District EXCO post and on each resolution/amendment of the District Constitution.
- To act as liaison officer between District and Club. District Secretary will correspond directly with them.
- At Club meetings, to report on all matters pertaining to a) District, b) IIW c) any other correspondence with the District.
- To attend District AGM, and EGM (if held) to convey wishes and decisions of her Club members.
- To report to Club members on the Business Session of District AGM and any fellowship events that may follow.

FORMS



MEMBERSHIP FORM INNER WHEEL CLUB OF

FORM A

NAME OF MEMBER			
PREFERRED NAME			
NAME OF SPOUSE			
NAME OF ROTARY CLUB (If spouse is a Rotarian)			
CATEGORY OF INNER WHEEL MEMBERSHIP (√)	ACTIVE MEMBER	HONORARY MEMBER	Date Joined
POSTAL ADDRESS			
CONTACT DETAILS	MOBILE	EMAIL ADDRESS	
PERSONAL PARTICULARS	NRIC/PASSPORT NO.		NATIONALITY
	DATE OF BIRTH		WEDDING ANNIVERSARY (if applicable)
PROFESSION			
INNER WHEEL OFFICE HELD	Position	Year	
	Position	Year	
	Position	Year	
	Position	Year	
INTRODUCER	NAME	IWC of	IW DISTRICT

CONFIRMATION:

MEMBER (Name)	Signature	Date	
CLUB PRESIDENT (Name)	Signature	Date	Induction Date



DAERAH INNER WHEEL 331

FORM B

**INNER WHEEL DISTRICT 331
MALAYSIA**

Reg. No. PPM-017-12-16052012
www.innerwheel331.org

CLUB EXECUTIVE OFFICERS FOR THE YEAR _____
INNER WHEEL CLUB OF _____

President	Name:
	Corres. Address:
	Mobile/Contact No:
	Email Address:
Vice President	Name:
	Mobile/Contact No:
	Email Address:
Imm. Past President	Name:
	Mobile/Contact No:
	Email Address:
Secretary	Name:
	Corres. Address:
	Mobile/Contact No:
	Email Address:



DAERAH INNER WHEEL 331

**INNER WHEEL DISTRICT 331
MALAYSIA**

Reg. No. PPM-017-12-16052012
www.innerwheel331.org

**CLUB DELEGATES & DEPUTY DELEGATES FOR THE YEAR _____
INNER WHEEL CLUB OF _____**

Club Delegate 1	Name:
	Current Position held in Club:
	Mobile/Contact No:
	Email Address:
Club Delegate 2	Name:
	Current Position held in Club:
	Mobile/Contact No:
	Email Address:
Deputy Club Delegate 1	Name:
	Current Position held in Club:
	Mobile/Contact No:
	Email Address:
Deputy Club Delegate 2	Name:
	Current Position held in Club:
	Mobile/Contact No:
	Email Address:



DAERAH INNER WHEEL 331

**INNER WHEEL DISTRICT 331
MALAYSIA**

Reg. No. PPM-017-12-16052012
www.innerwheel331.org

NOMINATION FORMS FOR DISTRICT POSTS FOR THE YEAR _____

POST	DISTRICT CHAIRMAN
Name:	IWC of:
Nationality:	Occupation:
NRIC No:	
POSTS HELD IN DISTRICT (YEAR)	POSTS HELD IN CLUB (YEAR)
<p>I, _____ ACCEPT THIS NOMINATION.</p> <p>Signature: _____</p>	
Proposed by IWC of	Seconded by IWC of:
Club President/Vice President (Delete as appropriate) Name: Signature:	Club President/Vice President (Delete as appropriate) Name: Signature:

POST	DISTRICT VICE CHAIRMAN
Name:	IWC of:
Nationality:	Occupation:
NRIC No:	
POSTS HELD IN DISTRICT (YEAR)	POSTS HELD IN CLUB (YEAR)
I, _____ ACCEPT THIS NOMINATION.	
Signature:	
Proposed by IWC of	Seconded by IWC of:
Club President/Vice President (Delete as appropriate)	Club President/Vice President (Delete as appropriate)
Name:	Name:
Signature:	Signature:

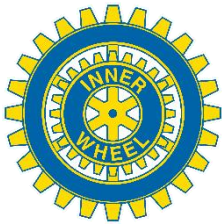
POST	DISTRICT SECRETARY
Name:	IWC of:
Nationality:	Occupation:
NRIC No:	
POSTS HELD IN DISTRICT (YEAR)	POSTS HELD IN CLUB (YEAR)
I, _____ ACCEPT THIS NOMINATION.	
Signature:	
Proposed by IWC of	Seconded by IWC of:
Club President/Vice President (Delete as appropriate)	Club President/Vice President (Delete as appropriate)
Name:	Name:
Signature:	Signature:

POST	DISTRICT TREASURER
Name:	IWC of:
Nationality:	Occupation:
NRIC No:	
POSTS HELD IN DISTRICT (YEAR)	POSTS HELD IN CLUB (YEAR)
I, _____ ACCEPT THIS NOMINATION.	
Signature:	
Proposed by IWC of	Seconded by IWC of:
Club President/Vice President (Delete as appropriate)	Club President/Vice President (Delete as appropriate)
Name:	Name:
Signature:	Signature:

POST	DISTRICT EXTENSION CHAIRMAN
Name:	IWC of:
Nationality:	Occupation:
NRIC No:	
POSTS HELD IN DISTRICT (YEAR)	POSTS HELD IN CLUB (YEAR)
I, _____ ACCEPT THIS NOMINATION.	
Signature:	
Proposed by IWC of	Seconded by IWC of:
Club President/Vice President (Delete as appropriate)	Club President/Vice President (Delete as appropriate)
Name:	Name:
Signature:	Signature:

POST	DISTRICT EDITOR
Name:	IWC of:
Nationality:	Occupation:
NRIC No:	
POSTS HELD IN DISTRICT (YEAR)	POSTS HELD IN CLUB (YEAR)
I, _____ ACCEPT THIS NOMINATION.	
Signature:	
Proposed by IWC of	Seconded by IWC of:
Club President/Vice President (Delete as appropriate)	Club President/Vice President (Delete as appropriate)
Name:	Name:
Signature:	Signature:

POST	DISTRICT ISO
Name:	IWC of:
Nationality:	Occupation:
NRIC No:	
POSTS HELD IN DISTRICT (YEAR)	POSTS HELD IN CLUB (YEAR)
I, _____ ACCEPT THIS NOMINATION.	
Signature:	
Proposed by IWC of	Seconded by IWC of:
Club President/Vice President (Delete as appropriate)	Club President/Vice President (Delete as appropriate)
Name:	Name:
Signature:	Signature:



DAERAH INNER WHEEL 331
INNER WHEEL DISTRICT 331
MALAYSIA

Reg. No. PPM-017-12-16052012

www.innerwheel331.org

NOMINATION FORM FOR NATIONAL REPRESENTATIVE / DEPUTY NATIONAL REPRESENTATIVE (To delete as appropriate)

I, _____

(Member's Name)

(Designation in District EXCO / Club Voting Delegate/ President)

Inner Wheel Club of _____

hereby nominate the following candidate for the position of National Representative / Deputy National Representative (to delete as appropriate) for the year _____

Name & IW Designation of Nominee _____

Inner Wheel Club of _____

Signature _____

Date _____

Nominee's Consent

I, _____ (Nominee's Name)

of Inner Wheel Club of _____

hereby accept the Nomination as National Representative / Deputy National Representative for the year _____

Signature _____

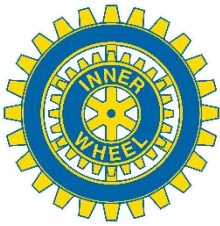
Date _____

**PARTICULARS OF NOMINEE FOR NATIONAL REPRESENTATIVE /
DEPUTY NATIONAL REPRESENTATIVE** *(To delete as appropriate)*

NAME:	
POSTAL ADDRESS:	
MOBILE NUMBER:	
EMAIL ADDRESS:	
PAST OFFICE HELD IN CLUB (YEAR):	
PRESENT & PAST OFFICE HELD IN DISTRICT (YEAR):	

Signature _____

Date _____



DAERAH INNER WHEEL 331
INNER WHEEL DISTRICT 331
MALAYSIA

FORM G

Reg. No. PPM-017-12-16052012

www.innerwheel331.org

RESOLUTIONS TO BE TABLED AT THE DISTRICT 331 ANNUAL GENERAL MEETING

Resolution

Motivation

PROPOSER

Name:	Signature:
IWC of	

SECONDER

Name:	Signature:
IWC of	

NOTE: Kindly note that the Proposer and Seconder cannot be from the same Inner Wheel Club.

**CLUB NOMINATION FORM OF IIW BOARD DIRECTOR/
IIW EDITOR-MEDIA MANAGER *(to delete as appropriate)*
FOR THE YEAR _____**

SURNAME:

.....

GIVEN NAME:

.....

POSTAL ADDRESS:

.....
.....
.....

EMAIL ADDRESS:

.....

MOBILE NUMBER:

.....

INNER WHEEL CLUB OF

.....

TO BE SIGNED BY THE NOMINEE

I accept the nomination for:

International Inner Wheel Board Director, or IIW Editor/Media Manager *(to delete as appropriate)* for the year _____

Signature _____

Date _____

NOTE:

1. *Nominees must send details of their Inner Wheel Qualifications to the National Representative by 31st October.*
2. *All Ballot papers are to be received by the National Representative by 15th February, or any other date as otherwise instructed by the National Representative.*

APPENDICES



DAERAH INNER WHEEL 331

APPENDIX 1

**INNER WHEEL DISTRICT 331
MALAYSIA**

Reg. No. PPM-017-12-16052012
www.innerwheel331.org

INTER-CLUB TRANSFER

I, _____
(Name of Member) _____ (Signature)

of the **Inner Wheel Club** of _____
would like to give notice of my transfer to
the **Inner Wheel Club** of _____

Reason/s for Transfer: _____

To be completed by the Inner Wheel Club the member is transferring from:

_____ has been a member since _____
(Name of Member) _____ (Year)

She is a member of good standing and has no outstanding fees due to the Club.

NOTICE OF TRANSFER received by:

(Name of President) _____ (Signature) _____ (Date)

Inner Wheel Club of _____ Inner Wheel District _____

To be completed by the Inner Wheel Club the member is transferring to:

TRANSFER accepted by:

(Name of President) _____ (Signature) _____ (Date)

Inner Wheel Club of _____ Inner Wheel District _____

NOTE: KINDLY SUBMIT A COPY OF THIS FORM TO THE DISTRICT SECRETARY WITHIN 2 WEEKS OF ACCEPTING THE TRANSFER.

FOR DISTRICT USE ONLY

Acknowledgement thereof, and records updated by District Secretary.

(Name) _____ (Signature) _____ (Date)



ANNUAL GENERAL MEETING (Year)

PROXY FOR DISTRICT 331 EXECUTIVE COMMITTEE/DISTRICT COMMITTEE MEMBER

(Please delete as appropriate)

THIS PROXY FORM IS TO BE USED ONLY IF THE DISTRICT EXECUTIVE COMMITTEE / DISTRICT COMMITTEE MEMBER IS UNABLE TO ATTEND THE DISTRICT ANNUAL GENERAL MEETING

Kindly return the duly signed and completed Form to the **District Secretary** (Name)

By email : (Email address)

@gmail.com

Before : (Date)

This is to certify that

_____ (name of PROXY)

a member of the Inner Wheel Club of _____ of District 331

is the appointed PROXY of District Executive Committee/ District Committee member

(Please delete as appropriate)

_____ (name)

from the Inner Wheel Club of _____

IW Designation and Name of District Executive Committee /
District Committee member (Please delete as appropriate)

Signature

Date:

NOTE: Your PROXY must be from Inner Wheel District 331 and MUST be present at the District Annual General Meeting. Kindly INFORM your PROXY accordingly.

SPECIMEN BANK LETTER
CHANGE IN BANK SIGNATORIES FOR IW DISTRICT 331

(To be typed on District 331 Letterhead)

The Manager
Name of Bank
Address

Date

Dear Sir/Madam

Change in Signatories for Daerah Inner Wheel 331 Malaysia
Current Account Number : xxxxxxxxxxxx and
Fixed Deposit Account Number : xxxxxxxxxxxx

We wish to inform you that at ourth Annual General Meeting held on *(date and venue)*, the following ladies were elected for the post of :

District Chairman : *(Name)*
District Treasurer : *(Name)*
District Secretary : *(Name)*

The above-mentioned Officers will take office from 1st July (year), and we would be grateful if you could arrange for them to be the authorized signatories, with the mode of operation being any TWO of the three to sign. In this respect, please find enclosed a copy of the Minutes of the ...th Annual General Meeting for your kind attention.

We would also appreciate if you could arrange for the bank statements and all future correspondences to be addressed to District Treasurer (name), and sent to the following address:

(Postal Address)

For your easy reference, the signatories for the previous year were:

District Chairman : *(Name)*
District Treasurer : *(Name)*
District Secretary : *(Name)*

Thank you for your kind attention in this matter.

Yours sincerely

(Name)

District 331 Secretary

cc. District Chairman *(Name)*
cc. District Treasurer *(Name)*
cc. IP District Chairman *(Name)*

cc. IP District Treasurer (*Name*)

APPENDIX 4

SPECIMEN LETTER OF APPRECIATION TO THE DISTRICT AUDITORS

(To be typed on District 331 Letterhead)

The Audit Partner

Name of Audit Firm

Address

Date

Dear Sir/Madam

Daerah Inner Wheel 331 Malaysia

Accounts for the year ended 30th June (year)

On behalf of the Chairman of Daerah Inner Wheel 331, I would like to record our thanks to your esteemed good office for rendering the honorary service in examining the books and records of the Accounts of our organisation.

Thank you.

Yours sincerely

(Name)

District 331 Secretary

cc. District Chairman (*Name*)

cc. District Treasurer (*Name*)

cc. Incoming District Chairman (*Name*)

cc. Incoming District Treasurer (*Name*)

PROCEDURE ON THE FORMATION OF A DISTRICTED INNER WHEEL CLUB

GENERAL

In an area where there is a District, the formation of new Clubs shall be the responsibility of the **District Extension Organiser (DEO) OR Chairman (DEC)** and her Committee, if there is an elected committee.

A new Club can be formed and sponsored by an Inner Wheel club or the District Executive, with invited members provided they are over eighteen (18) years of age. The DEO/DEC should be involved to explain the objects of Inner Wheel and how Clubs and Districts function.

Where there is an existing Rotary Club, the family members of Rotarians may be invited to join (IIW Constitution & Handbook 2021 page 52).

When interest is displayed in the formation of a Club, the Extension Chairman/Organiser should endeavour to arrange a meeting to speak to the interested ladies.

1. INTEREST MEETING

To be conducted by the District Extension Chairman. To form a new Club, there must be a minimum of 10 interested ladies present at the Interest Meeting.

At this meeting, the following topics should be addressed:

- (a) the history of Inner Wheel,
- (b) the aims and objects of Inner Wheel,
- (c) a briefing on the relevant points in the Constitution including the Annual Club Subscription payable, and
- (d) an emphasis on the opportunities for friendship and service as an Inner Wheel member.

If no decision is reached among the interested parties to form a new Club at this meeting, another meeting may be arranged for a later date.

2. INAUGURAL MEETING

An Inaugural meeting may be convened when at least 10 potential members agree to form a Club. Again, the DEC is to conduct the Inaugural Meeting.

- (i) Prior to the Inaugural Meeting:
 - the potential members to be asked to submit to the DEC, suggested names for the new Club.
 - DEC and her Committee to then check with IIW and the Registrar of Societies Malaysia, whether the list of names submitted are appropriate and acceptable.
- (ii) At the Inaugural Meeting, potential members present will be asked to select one of the suggested names on the List.
- (iii) The following motion "That this meeting agrees to the formation of an Inner Wheel Club to be called The Inner Wheel Club of" must then be proposed and seconded.
- (iv) If the motion is carried, the Meeting will continue with the election of the Club Officers i.e the Charter President, the Vice President, Secretary, Treasurer, Club Correspondent, International Service Organiser and not more than six (6) committee members.
- (v) To brief the Officers of their duties and responsibilities.
- (vi) To decide on the amount of the annual Club subscription payable.

- (vii) The President, Secretary, and Treasurer are elected at this meeting.
- (viii) New members to sign the Membership Forms
- (ix) To collect appropriate amount of Capitation Fees payable to IIW from the potential members and to ensure that they complete the Membership Form for onward submission to IIW.

Note: A Club formed between 1st January and 30th June of an Inner Wheel year only pays half the yearly Capitation Fee to IIW. The full Capitation Fee is payable from 1st July of the following year.

3. POST INAUGURAL MEETING

- (a) DEC and DExtComm to do the following:
 - (i) To complete the Charter Application Form (to download from IIW Website). Please see Appendix 7.
 - (ii) To ensure that Capitation fees payable to IIW is collected from all Charter members
- (b) send the following to the IIW Administrator:
 - (i) A covering letter to accompany the Application for the Charter of a New Club
 - (ii) The duly completed Charter Application Form including the list of Charter members
 - (iii) Capitation Fees Payable to IIW

All these forms should be sent to IIW within two months of the Inaugural Meeting. Any unnecessary delays could jeopardise the Charter being received in time for the Charter Function.

NOTE: It is recommended that a period of six (6) months elapse between the Inaugural Meeting and the presentation of the Charter to the Club.

- (c) DT to order all relevant badges and the Presidential Jewel and ribbons for the Charter members.

4. SECOND AND SUBSEQUENT MEETINGS UNTIL CHARTER NIGHT:

- (a) DEC to invite the District Chairman, with the Club President chairing the meeting.
- (b) The responsibility to attend these meetings rests with the District Chairman, the District Executive Committee, and the District Extension Committee.
- (c) District Officers to share and advise on Inner Wheel information until the Charter has been presented.
- (d) The DEC and her Committee to assist the Club to draw up the Club's Constitution (ie. by-laws) based on the International Inner Wheel Constitution and Handbook and the local ROS requirements. To later submit the bye-laws together with the application for registration to the ROS.
- (e) If at any time the District Chairman is unable to assume responsibility of guiding the Club through to its Presentation of Charter, she may appoint a suitably qualified member to deputise for her.
- (f) A possible date for this Presentation of Charter should be discussed. The date is to suit the Club calendar and the District Chairman. It is a courtesy to contact the National Representative to see if the date is suitable for her.

5. REGALIA AND CLUB BANNER

Once IIW approve the formation of the Club, regalias must be purchased.

In some instances where there is no IW Mother Club, the other clubs may offer to present the new Club with Regalia.

Basic requirements for a new Club:

- CLUB BANNER – sponsor
- Presidential Collar and Jewel – sponsored by IW Mother Club OR any other IW Clubs
- IW badge x number of members - provided by D331
- Club name bar x number of Members - provided by D331
- Executive and Committee bars - provided by D331

These basic requirements, provided and paid for by D331, are to **initial CHARTER MEMBERS** only. DExtComm to determine a cut-off date.

NOTE:

- (a) Those members who join the Club and pay their dues within the first two months are the **Founder Members**, and may sign, or have their names recorded on the back of the Charter for historical records.
- (b) Those Members who join up to the Charter Presentation Night and who have paid their dues, are called Charter Members and may also have their names recorded in a separate column on the back of the Charter.

This may be done on official District letterhead and pasted onto the back of the Charter.

REGISTRATION OF THE CLUB WITH THE MALAYSIAN REGISTRAR OF SOCIETIES

This is done in parallel with the Club Charter Application with IIW.

The Extension Organiser/Chairman

- assists the Club to draw up the Club's ROS Constitution based on IIW Constitution and Handbook and the Malaysian Registrar of Societies requirements.
- assists the Club to submit the registration through ROS on-line registration facility.

OPENING OF CLUB'S BANK ACCOUNT

The new Club Treasurer together with the duly approved bank signatories will bring the relevant documentation (ie. the certificate of registration from ROS, minutes of the Inaugural Meeting stating the names of the bank signatories, the Club's constitution and any other documents that may be required by the bank) to open a bank account in the name of:

The Inner Wheel Club of.....

Once the account is opened, the Club Treasurer should bank in the Club subscriptions received. The subscriptions must be sufficient to cover all dues payable to District and IIW, and allow a reasonable sum to meet the running expenses of the Club.

PRESENTATION OF CHARTER CEREMONY

- Recommended that a period of 6 months elapse between the Inaugural meeting and the Presentation of the Charter.
- District Chairman inform NR of the date of the Charter Presentation so that she can inform IIW.

The following procedure is suggested:

- 1) Opening Remarks by the District Chairman, who presides until after the Charter has been presented.
- 2) Roll Call of Clubs present by the District Secretary
- 3) Presentation of the new Club to the District Chairman by the Extension Organiser/Chairman.
- 4) Presentation of the Charter by District Chairman to the Club President, when all present should stand. This is followed by the Installation of the Charter President with the Club Presidential Jewel.
- 5) District Chairman welcomes the new Club into the District.
- 6) Chair is now taken by Club Charter President who then conducts the Induction of Charter Members.
- 7) NR or her representative read out the Greetings from IIW President
- 8) Additional items, if any.
- 9) Omnibus Vote of Thanks by the Vice-President of the Club.

CHARTER APPLICATION

1. This Charter Application Form must be completed in full.
2. It is essential to complete the whole form before submission.
3. Complete, preferably, in typescript the details of the Club together with the name and address of the President and the Secretary, respectively. The box will expand as more words are typed.
4. This form must be signed by all the members joining.
5. The minimum number of Active Members required to form a Club is 10.
6. Active membership may be retained or taken up by women who have been invited to join provided that they are over 18 years and the majority of the club members agree.
7. Once completed, this form with all the original signatures must be returned to:
International Inner Wheel Headquarters,
Suite 2.3, My Buro,
20 Market Street, Altrincham
WA14 1PF United Kingdom.
8. A copy can be scanned and via the National Representative, emailed as an attachment addressed to:

Mr Alan Phillips
alan@internationalinnerwheel.org
9. Charter will not be sent until Capitation Fees have been paid to International Inner Wheel.
10. All correspondence will be sent to the Club Secretary.
11. It is usual to take the name of the corresponding Rotary Club if it is sponsoring the new Inner Wheel Club. A geographical name is acceptable if more than one Rotary Club **or** Inner Wheel Club is involved in the formation of the new Inner Wheel Club. Sponsorship of a "Next / New Generation Club" is encouraged whereby membership may consist of younger, working women, with more flexible meeting arrangements (page 52, C&H 2018).

Charter Application Form (continued)

We, the undersigned on behalf of the Club, wish to apply for membership of International Inner Wheel and undertake to accept the International Inner Wheel Constitution and Bye-laws.

Inner Wheel Club of	
Country	
Inner Wheel District No.	
Number of members	
Formation meeting date	
Name of sponsoring Rotary or Inner Wheel Club(s)	

Name of President		Signature
Address		
Postcode		
Tel / Mobile No.		
Email		

Name of Secretary		Signature
Address		
Postcode		
Tel / Mobile No.		
Email		
Any additional contact information that might be useful.		



To be completed by **all** persons applying for membership (including the President and Secretary).

Name (1)		Signature
Name (2)		Signature
Name (3)		Signature
Name (4)		Signature
Name (5)		Signature
Name (6)		Signature
Name (7)		Signature
Name (8)		Signature
Name (9)		Signature
Name (10)		Signature



Name (11)		Signature
Name (12)		Signature
Name (13)		Signature
Name (14)		Signature
Name (15)		Signature
Name (16)		Signature
Name (17)		Signature
Name (18)		Signature
Name (1)		Signature
Name (19)		Signature
Name (20)		Signature



Name (21)		Signature
Name (22)		Signature

The number of names/signatures must tally with the number of members in the application. Add on if more than 22