



Friendship & Service

INNER WHEEL DISTRICT 323

Club President's Manual

2021 - 2022



INDEX



INNER WHEEL EVENTS	2
CLUB MEETINGS	4
MEMBERS DETAILS FORM (SPECIMEN)	6
INDUCTION OF NEW MEMBERS	8
LETTER HEAD (SPECIMEN)	9
RESOLUTION FOR OPENING BANK ACCOUNT	10
RESOLUTION FOR APPOINTING CLUB AUDITORS	10
RECEIPT AND VOUCHER SPECIMEN	11
ELECTIONS	12
FORMAT FOR PROXY VOTER LETTER	16
PROTOCOL AND AGENDA FOR INSTALLATIONS AND CHAIRMAN'S VISIT	17
SPONSORING A NEW CLUB	27



INNER WHEEL EVENTS



1. **International Inner Wheel Convention** : Held every third year. Amendments to the International Inner Wheel Constitution are passed here.
2. **Triennial Conference** : Held every third year in India, usually the year following the IIW Convention. Amendments to the Association Bye laws are passed here. This year the Triennial Conference will be held between the 11th to 13th of February at the Trade Facilitation Centre at Varanasi.
3. **South Asia Rally** : a friendship rally in which members of Inner Wheel Clubs in the South Asia Region participate. This too is held every third year. Provides a good opportunity to get to know members from our neighbouring countries.
4. **District Assembly** : Held in the New Inner Wheel year, every year. The very first event in the Inner Wheel year.
 - 1) **Inaugural Session** : The New District Executive Committee takes up office. A Chief Guest and other guests are invited for this Session.
 - 2) **Business Session** : Reports of the previous year are read, Resolutions for the coming year are passed. This session is attended by members only.
 - 3) **Briefing Session** : for the new Club Office Bearers is also connected to this event. The Briefing in our District is done a few days earlier to the District Assembly.
5. **District Conference** : In our District, this is the official visit of the Association President to our District. She is the Chief Guest at this event. Usually held in January. This too has 3 parts:
 - 1) **Inaugural Session** : The District Souvenir is released at this event. Guests are invited to this session.

- 2) **Business Session** : Reports for the first half of the year are read, Resolutions are passed. The Association President conveys her impression on the Functioning of the District. This session is attended by members only.
3. **District Rally** : It is usually conducted on the evening preceding the Inaugural and business sessions.

It may also be conducted earlier in the year. Entertainment, games etc are the usual fare of the event. Provides a good opportunity to get to know members from other Clubs in the District.

6. **Installation Meetings of Clubs** : They are held soon after the District Assembly and before the end of July. The new Executive Committee of the Club is installed. Reports and accounts of the previous year are presented to the General Body of the Club.
7. **Chairman's Visit to Clubs** : The District Chairman's official visit to the Club in order to oversee the functioning of the Club. This is done in the first half of the year, before the District Conference. This consists of 3 parts:
 - 1) **Project Visit** : where the Chairman visits some of the Club's projects.
 - 2) **Executive Committee Meeting** : where she scrutinizes the Club's records and accounts, clarifies doubts and offers suggestions and advice where needed.
 - 3) **General Body Meeting** : where he addresses the members of the Club and appraises them of her impression of the Clubs performance. This is a good opportunity for all members of the Club to meet the Chairman.



CLUB MEETINGS



A Club must hold a minimum of 10 General Body Meeting and 10 Executive Committee Meetings. Each General Body Meeting should be preceded by at least one Executive Committee meeting.

Executive Committee Meeting of Clubs

- * The President informs the EC of any correspondence she has received from the IIW, Association, District or another Club. The Committee discussed the action to be taken accordingly.
- * Appeals/Service Projects are discussed. If found valid and viable, they will be put to the General Body.

General Body Meeting of Clubs

- * The President informs the members of any correspondence she has received from the IIW, Association, District or another Club. The action to be taken is discussed with the members present.
- * The Appeals/Service Projects found valid are discussed. If approved, the allocation of funds to the project is decided.
- * The progress/status of projects already undertaken is reported.

Agenda for Club General Body Meeting

- 1) Collaring of President & Meeting called to order
- 2) IW Prayer
- 3) Presidents' opening Remarks
- 4) Apologies of absence
- 5) Minutes of the previous meeting to be read, passed with corrections, if any, and signed
- 6) Matters arising (follow up action if any required)
- 7) Projects discussed, decisions taken.
- 8) Correspondence
- 9) Reports
- 10) Any other matter
- 11) Meeting adjourned

Quorum

The quorum required to conduct a Club General Body meeting:

1. 4 members of the Club Executive Committee, of which at least 2 will have to be Club Officers.
2. 20% of the members of the Club.

The quorum required for a Club Executive Committee Meeting:

Induct 4 members of the Club Executive Committee, of which at least 2 will have to be Club Officers.



MEMBERS DETAILS FORM (SPECIMEN)



NAME OF INNER WHEEL CLUB :

DISTRICT NUMBER :

NAME OF MEMBER :

DATE OF BIRTH :

PHOTO

Membership No:

WEDDING ANNIVERSARY :

NAME OF HUSBAND :

PROFESSION :

NAMES OF CHILDREN :

ADDRESS WITH PINCODE :

.....

.....

PHONE NOS : RES : MOB :

EMAIL : BLOODGROUP :

MEMBERS (Tick the appropriate description)

I. ACTIVE MEMBERSHIP Women over the age of 18 years who fit any one of the following description:

- * Related to Rotarians/former Rotarians
(specify relationship)
- * Related to Inner Wheel members/former Inner Wheel members
(specify relationship)
- * Former Rotary /former Inner Wheel members
- * Female Rotaract members/Former female Rotaract members
- * Wife/mother/sister of Rotaract members/Former Rotaract members
- * Have participated in a Rotary International Program (GSE / Students Exchange / Ambassadorial Scholarship)

- * Have been invited to join - provided that the majority of Club members agree

(*Relationship to Rotarian/Inner Wheel member may be wife, partner, mother, daughter, step-daughter, sister, mother-in-law, daughter-in-law, sister-in-law, grand-daughter, cousin, niece, aunt)

II. HONOURED ACTIVE MEMBERSHIP

III. HONORARY MEMBERSHIP

DATE OF MEMBER JOINING THE CLUB : ADMITTED AT :

SECRETARY: _____ PRESIDENT: _____

MEMBER'S SIGNATURE:

INNER WHEEL POSTS HELP WITH YEAR

AT CLUB LEVEL:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

AT DISTRICT LEVEL:

1. 2. 3. 4. 5. 6. 7. 8.



INDUCTION OF NEW MEMBERS INTO CLUB



CLASSES OF MEMBERSHIP

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.

Honoured Active Membership is an award a Club may confer on an Active member who has given outstanding service to the Club. The Club pays membership dues in the year the Honoured Active Membership is awarded. In the following years, she pays the dues herself. She, however, remains Honoured Active member and retains her rights of Active Membership for life, or until she leaves Inner Wheel.

Honorary Membership. A Club may invite upto 4 persons they wish to honour to be Honorary Members. Such members need to be re-elected annually. They may not hold office and have no vote in the Club.

Induction consists of reading the Induction Passage to the proposed member and the Club members welcoming her into the fold. An Inner Wheel pin is pinned on to the lapel of the new member. Inductions in Clubs can be done by the President or any of the Past Presidents of the Club. The induction passage has been translated into Tamil in our District, and both versions are given in the Office Bearers Directory of our District.

LETTER HEAD (SPECIMEN)



Friendship & Service

Inner Wheel Club of _____
IIW District 323



We, for women

Charter No.: Charter Date :

District Chairman xxxxx xxxxxxxxxxxxx	Association President xxxxx xxxxxxxxxxxxx	IIW President xxxxx xxxxxxxxxxxxx
--	--	--------------------------------------

President	Secretary
Name	Name
Address	Address
Ph.	Ph.
Mobile	Mobile
Email Id	Email Id

Imm. Past President Name Address Ph. Mobile Email Id	Vice President Name Address Ph. Mobile Email Id	Treasurer Name Address Ph. Mobile Email Id	ISO Name Address Ph. Mobile Email Id
--	---	--	--

RESOLUTION FOR OPENING BANK ACCOUNT

(The Resolution has got to be printed on a Club letterheads)

Resolved at the General Body meeting of the Inner Wheel Club of held at (venue of meeting)
on (date)..... to open a Savings Bank Account 'Inner Wheel Club of Charity (or Administrative/Club) account at Bank, Branch, (address of Bank).....

The signatories for this account will be two of the following, whose specimen signatures appear alongside:

President - Name - Signature

Treasurer - Name - Signature

Secretary/Vice President/ Committee Member – Name - Signature

sd/-

sd/-

sd/-

..... (Outgoing) President (Outgoing) Secretary (Outgoing) Treasurer

RESOLUTION FOR APPOINTING CLUB AUDITORS

(The Resolution is recorded in the minutes)

Resolved at the General Body Meeting of the Inner Wheel Club of held at (venue of meeting) on (date)..... to appoint M/S.....
(address).....
as auditors of the Club for the year.....

sd/-

sd/-

sd/-

..... President

..... Secretary

..... Treasurer

SAMPLE RECEIPT

		Inner Wheel District 323	Inner Wheel District 323
Friendship & Service		Inner Wheel Club of	Inner Wheel Club of
Friendship & Service Charter No.		Charter No.	Charter No.
No.	Date :	Date :	
Received with thanks from		Received with thanks from	
a sum of Rs. (words)		a sum of Rs. (words)	
in cash/electronic transfer/cheque/DD No. on		in cash/electronic transfer/cheque/DD No. on	
towards		towards	
Rs.	10	Rs.
Treasurer		Treasurer	

SAMPLE VOUCHER

		Inner Wheel District 323	Inner Wheel District 323
Friendship & Service		Inner Wheel Club of	Inner Wheel Club of
Friendship & Service Charter No.		Charter No.	Charter No.
No.	Date :	Date :	
Paid to		Paid to	
A sum of Rs. (words)		A sum of Rs. (words)	
towards		towards	
Bank drawn on		Bank drawn on	
Rs.		
Treasurer		Treasurer	



ELECTIONS



Inner Wheel is a democratic organisation at all levels. Every year there is a change of guard, and this change is brought about through elections. It is important to hold these elections in a fair and impartial manner.

It is essential that the election process is taken seriously. Every post held at the lower level qualifies one for a higher office.

Voting is a right and a duty.

Qualification

The qualification for the Officers at every level, Club, District, Association and International, are specified in the Bye-Laws Book.

ELECTIONS FOR CLUB OFFICES

If there is more than one member interested in holding a post, nominations should be called for, consent of the nominee taken and elections held. In such an eventuality, approach the Chairman for advice.

Club elections should be completed and Officers chosen by 31st December, so that the list of Office Bearers may be sent to the Association and IIW in time.

ELECTION FOR DISTRICT POSTS

In our District, the District Secretary sends out nomination forms in the month of August or September. This year nomination forms will be sent in August. Clubs that wish to nominate a member to a District post should fill this form carefully and send it to the District Secretary before the last date. Guidelines for Code of Conduct during the period leading to Elections will be provided by the District.

Canvassing and coercion are strictly forbidden in Inner Wheel.

Nomination

The nominating Club should pass a Resolution nominating its candidate. The extract of this nomination, the consent of the candidate, the posts held by of

the candidate at the Club and District level are all incorporated in the Nomination Form in our District. No Club can have more than 2 members on the District Executive Committee.

The Scrutiny Committee scrutinises the validity of the nominations. The District Secretary distributes the details of the valid candidates to Clubs.

Voting

District elections are held during the District Conference.

The District Committee members are the voting delegates of the District. They are

1. The Presidents and Secretaries of all Clubs
2. The District Executive Committee.

- * Though Presidents and Secretaries vote, the decision of whom to vote for is taken at the General Body meeting of the Club. *It is not the personal decision of the Presidents and Secretaries.*
- * Read the instructions carefully before you vote. Do not tick if the instructions ask you to mark an 'X'.
- * If any Club Voting Delegate is not available to vote, a proxy may be appointed, with the consent of the General Body. A letter on the Club letterhead in the prescribed format should be produced by the proxy vote holder.
- * Any Club with more than 50 members gets 3 votes. the 3rd Voting Delegate should be chosen with the consent of the General Body and should produce a letter on the Club letterhead with the true extract of the Resolution passed in her Club appointing her as the third voting delegate.
- * No Voting Delegate may cast more than one vote.
- * The candidates should be present during the election. If not, she will not be eligible for election.

ASSOCIATION ELECTION

Association Elections are held by postal ballot. These elections are held all through the year for various posts. The Association Secretary sends the Ballot Papers and Envelope to the presidents of Clubs.

Elections held at Association level

1. Elections for the posts of Association officers.
2. Internal elections if there are candidates from more than one District for the posts of IIW Officers or Board Directors.

Nomination

Any Club that wishes to nominate a member for a post in the Association should pass a Resolution to this effect and send its true extract to the District Chairman, with the request to send in the nomination.

Voting

- * Every Club has a vote. The Club chooses the candidate it wants to support.
- * Make sure that the signatures of the Association President, Association Vice President and Immediate Past Association President are there on the ballots. Ballots that do not have these signatures will be considered invalid.
- * Read the instructions and vote carefully. (The names of candidates will be written with surname or husband's name first)
- * Be sure to mark your Club's chosen candidate with an 'X' and not a tick mark.
- * Write the name of the Club as it appears in your Charter and the District number on the envelope.
- * The flap of the envelope has to be stamped with the Club seal. Otherwise, it will be considered invalid.
- * If you do not receive the ballot papers. inform the District Chairman. She will arrange a duplicate ballot for your Club. **Once a duplicate is**

asked for, use only the duplicate ballot for voting. Do not use the original if you have asked for a duplicate.

- * Make sure the allots are sent well within the last date by registered post/speed post. Fix the correct stamp.
- * Do not enclose anything else in the envelope.

Take the help of a senior or an advisor if necessary.

IIW ELECTIONS

IIW elections are held by electronic voting. Clear instructions and guidelines will be given on the procedure to be followed.

FORMAT FOR PROXY VOTER LETTER

(To be typed or written on the Club Letterhead)

To
The Chairman
Inner Wheel District 323.

It was resolved at the General Body Meeting of IWC of.....
..... held on.....
at..... to nominate
.....whose signature is given below, as a
proxy voting delegate of the Club at the District Elections to be held on
..... in lieu of

Signed by:

(Any two of the following: President/Vice-President/Secretary/
Treasurer/Immediate Past President)

1.....

Name:

Post:

2.....

Name:

Post:

Specimen Signature of Proxy Vote Holder:

Similar format to be used for appointing third voting delegate in Clubs
with more than 50 members.

PROTOCOL AND AGENDA FOR INSTALLATIONS AND CHAIRMAN'S VISIT

SEATING

INSTALLATIONS

Vice President (optional)	Incoming President	Chairman (Chief Guest Guest)	Outgoing President*	Guest of Honour (if any)	Secretary (optional)	Rotary President (optional)
---------------------------	--------------------	------------------------------	---------------------	--------------------------	----------------------	-----------------------------

President sits in the middle

JOINT INSTALLATION OF 2 CLUBS

Rotary President B	New President B	Old President B	District Chairman (if present)	Old President A	Guest of Honour*	New President A	Rotary President A
--------------------	-----------------	-----------------	--------------------------------	-----------------	------------------	-----------------	--------------------

* Either here, or next to the other Club President

CHAIRMAN'S VISIT

Treasurer (optional)	Chairman	President	Secretary	Vice President (optional)
----------------------	----------	-----------	-----------	---------------------------

JOINT CHAIRMAN'S VISIT

Secretary	President	President	Chairman	President	Secretary	Secretary
-----------	-----------	-----------	----------	-----------	-----------	-----------



AGENDA



Innovation and lighting of the Kuthu Vilakku are optional can be done either

- a. Before dignitaries are escorted to the dais, or
- b. After escorting the dignitaries to the dais and after collaring of Presidents and then the Chairman. (Collaring is done only on the dais).

INSTALLATION

1. Club officers escort dignitaries to the dais
2. Collaring of the President and then the Chairman (Collaring should be done only on the dais)
3. IW Prayer
4. Welcome address by President & and President's report
5. Reports by Secretary, Treasurer and ISO of Club
6. Introduction of incoming President
7. Installation
 - * New President is collared, the President's pin is pinned and gavel handed over by the President laying down office.
 - * The new President pins the Immediate Past President's pin on the President laying down office.
8. Acceptance Speech & Introduction of new team (and pinning of team) (Old and New Presidents exchange places on the dais. if Secretary sits on the dais, the New Secretary occupies the seat now)
9. Handing over of Club Charter-past Secretary to new secretary
10. Projects
11. Introduction & Induction of new members
12. Introduction & Address of District Chairman (A short introduction is enough. Detailed introduction is done at the Chairman's visit)
13. Introduction & Address by Guest of Honour.
14. Felicitations by Rotary President, PDC and Visiting Club President
15. Greetings (if any)
16. Secretary's Announcements
17. Vote of Thanks

JOINT INSTALLATION OF 2 CLUBS

1. Both Presidents escort dignitaries to the dais
2. Collaring of the two Presidents and the Chairman (Collaring should be done only on the dais)
3. IW Prayer
4. Club A
 - * Welcome address by President A and her report.
 - * Report by Secretary, Treasurer and ISO of Club A.
 - * Introduction & Installation of new President A.

New President is Collared, the President's pin is pinned and gavel handed over by the President laying down office.

The new president pins the Immediate Past President's pin on the President laying down office.

- * Acceptance Speech & Introduction of new team by New President A.
- * Handing over of Club Charter - past Secretary to new secretary of Club A.
- * Projects by Club A

5. Club B
 - * Reports by President, Secretary, Treasurer and ISO of Club B
 - * Introduction & Installation of New President B.

New President is collared, the President's pin is pinned and gavel handed over by the President laying down office.

The new President pins the Immediate Past President's pin on the President laying down office.

- * Acceptance Speech & Introduction of new team by New President B
- * Handing over of Club Charter - past Secretary to new Secretary of Club B
- * Projects by Club B

6. Introduction of new members by Club A

7. Introduction of new members by Club B
8. Induction of new members in both Clubs by District ESO (as far as possible)
9. Introduction & Address - District Chairman (A short Introduction is enough)
10. Introduction & Address- Guest of Honour
11. Felicitations by Rotary Presidents A&B, PDC and Visiting Club President
12. Greetings (if any)
13. Announcements of both Secretaries
14. Vote of Thanks by President B

ALTERNATE AGENDA FOR JOINT INSTALLATIONS

1. Both Presidents escort dignitaries to the dais
2. Collaring of the two Presidents and then the Chairman (Collaring Should only be done on the dais)
3. IW Prayer
4. Welcome address and report by President A.
5. Reports by Secretary, Treasurer and ISO of Club A
6. Reports by President and Secretary, Treasurer and ISO of Club B
7. Installation of President A
 - * Introduction & Installation of New President A.
 - * Acceptance Speech & Introduction of new team by New President A
8. Installation of President B
 - * Introduction & Installation of new President B.
 - * Acceptance Speech & Introduction of new team by New President B
9. Handing over of Club Charter - past Secretaries to new Secretaries of Club A, and then Club B
10. Projects - Club A, Club B

11. Introduction of New Members - Club A, and then Club B
12. Induction of new members in both Clubs
13. Introduction & Address - District Chairman
14. Introduction & Address - Guest of Honour
15. Felicitations by Rotary President A & B, PDC and Visiting Club President
16. Greetings
17. Announcements of both Secretaries
18. Vote of Thanks by President B

CHAIRMAN'S VISIT

1. President escorts District Chairman to the dais
2. Collaring of the President and then the Chairman (Collaring should only be done on the dais)
3. IW Prayer
4. Welcome address by President - including her report.
5. Reports by Secretary, Treasurer and ISO of Club
6. Projects
7. Introduction of new members
8. Induction of new members
9. Introduction of District Chairman
10. Address by District Chairman
11. Secretary's Announcements
12. Vote of Thanks

JOINT CHAIRMAN'S VISIT

1. One President escorts District Chairman to the dais
2. Collaring of the Presidents and then the Chairman (Collaring should only be done on the dais)
3. IW Prayer

4. Club A

- * Welcome address by President A & her report.
- * Reports by Secretary, Treasurer and ISO of Club A.
- * Projects by Club A

5. Club B

- * Reports by President, Secretary, Treasurer and ISO of Club B
- * Projects by Club B

6. Club C

- * Reports by President, Secretary, Treasurer and ISO of Club C
- * Projects by Club C

7. Introduction of new members by Club A

8. Introduction of new members by Club B

9. Introduction of new members by Club C

10. Induction of new members in all Clubs

11. Introduction of District Chairman by President B, or someone in her Club

12. Address by District Chairman

13. Announcements of Secretaries

14. Vote of Thanks by President C

ORDER OF ADDRESS

AT INSTALLATIONS

Presidents

1. Chairman
2. Presidents B&C (If Joint Installations)
3. District EC
4. IIW Past President (if present)
5. Past Association Presidents & PDCs
6. Other Club Presidents, Secretaries
7. Guest of Honour

8. Rotary President(s)
9. Members of Club (Clubs A, B & C for Joint Installations)
10. Guests & Friends

For Secretaries/Treasurers/ISOs, Vice Presidents and anyone who addresses the audience

1. President of their own Club
2. District Chairman
3. President of the other Club (if Joint Installation)
4. Guest of Honour (optional)
5. Rotary President(s)(optional)
6. Friends (They need not address all the other dignitaries individually)

AT CHAIRMAN 'S VISIT

Presidents

1. Chairman
2. President B & C (if it is a joint Chairman's Visit)
3. District EC
4. IIW Past Presidents (if present)
5. Past Association Presidents & PDCs
6. Other Club Presidents, Secretaries
7. Members of Club (Clubs A, B & C for joint Chairman's Visit)
8. Guests & Friends

For Secretaries/Treasurers/ISOs, Vice presidents and anyone who address the audience

1. President of their own Club
2. District Chairman
3. President of the Club (if Joint chairman's Visit)
4. Friends (They need not address all the other dignitaries individually)



CONTENTS OF CLUB OFFICERS REPORTS



AT INSTALLATION & CHAIRMAN'S VISITS

Each Club Is to Restrict itself To 15 Minutes For All Its Reports, especially at Joint Installations and Chairman's Visits. If a report is too lengthy and has details of things that all Clubs do, no one will listen. So talk only of the important/novel projects. If Presidents want to give a list of all Projects, they can be printed and given to all those who attend. Photocopies will do.

President's Report

President reports a few key projects done by the Club. Please do not give an account of all projects. Just talk of

1. Important Projects.
2. Total amount spent on projects
3. Number of beneficiaries of all projects put together
4. The District Chairman's Project visit and EC meeting with the District Chairman.

Secretary gives report of:

1. Number of General Body Meetings held
2. Number of Executive Committee Meetings
3. Special events organised and guest speakers, if any.

Treasurer's Report will be :

Club/ Administrative Account

1. Opening Balance - Rs.xxxxx
2. Dues received from X number of members - Rs.xxxx
3. Dues of X members paid to District - Rs. xxxx
4. Towards other Administrative Expenses - Rs. xxxx
5. Closing Balance/Balance as on date - Rs. xxxxxxxx

Project/Charity Account

1. Opening Balance - Rs. xxxx
2. Donations received - Rs.xxxxxxxx
3. Amount spent on Projects - xxxxxxxxxxxx
4. Closing Balance/Balance as on date - Rs. xxxx

Total amount in Fixed Deposits - Rs. xxxxx (optional)

ISO Report will have

1. Participation in District ISO program
2. ISO Program of the Club, and winners if it is a contest.
3. ISO program that members participated in, and prizes won
4. Clubs in the District and outside that she is corresponding with.

THING TO KEEP READY FOR CHAIRMAN'S VISIT

1. Attendance Register and Minutes book of the Executive Committee Meeting
2. Attendance Register and Minutes book of the General Body Meeting
3. Files of all Office Bearers
4. Audited balance sheet of the previous year.
5. Bank pass books of the current year
6. Original Charter
7. Register of members, with details of all posts held by each member, with the year in brackets. (this Register should be kept updated)

SUGGESTION FOR JOINT INSTALLATIONS AND CHAIRMAN'S VISITS

Instead of trying to fix 2 or 3 individual Club banners, make one banner of size 3x6 feet or 3x8 feet. It will not cost more than Rs 150-200.

Installations

IW Logo	Inner Wheel District 323	IW Theme
INSTALLATION		
of		
xxxxxxxxxx xxxxxxxxxxxxx as President, IWC of xxxxxxxx		
Charter No. Date		
xxxxxxxxxx xxxxxxxxxxxxx as President, IWC of xxxxxxxx		
Charter No. Date		
Association President	District Chairman	International President

IW Logo	Inner Wheel District 323	IW Theme
DISTRICT CHAIRMAN'S VISIT		
to		
IWC of xxxxxxxx xxxxxxxxxxxx		
Charter No. Date		
IWC of xxxxxxxx xxxxxxxxxxxx		
Charter No. Date		
IWC of xxxxxxxx xxxxxxxxxxxx		
Charter No. Date		
Association President	District Chairman	International President

SPONSORING A NEW CLUB

Any Inner Wheel club that knows of a group of women who wish to form an Inner Wheel club may sponsor the new club, provided the sponsoring club has been in existence for at least 5 years. A new club may also be sponsored by a Rotary Club, or jointly by a Rotary and Inner Wheel club.

The club that wishes to sponsor a new club should approach the District ESO. The District ESO and the Chairman will meet the group of ladies to assess if this group of potential members can form a good and sustainable club.

If the group of ladies find approval, the potential officers of the club are identified and a date is set for the inauguration of the club, where the members are inducted and Club officers are installed.

The Charter application process begins on the day of the inauguration. The sponsoring club is expected to help the District ESO to fill the Charter Application. The membership fee will be collected from all members of the new club. The Chairman will then apply for the Charter. Once the Charter is received, the Charter may be presented during the next District event, like the Assembly or the Conference, or a Charter Presentation program is organised.

The restriction of 51% membership being from women connected with Rotary or Inner Wheel does not apply to new clubs. New clubs may be formed with members not connected with Rotary or Inner Wheel at all. However, caution should be exercised to make sure this new group of women will comply with the rules, regulations and practices of Inner Wheel.

The general practice is that the Charter President of the new club continues as President for the next year too. This helps provide stability to the new club.

Responsibilities of the Sponsor Club

1. Organise and pay for the Inauguration of the new club. However, if the new club opts to have its own Charter Presentation ceremony, the sponsor club is not obliged to organise or pay for it.
2. Buy the Presidential Jewel (collar) and gavel, the officers' and members' pins.

3. Guide the club
 - to organise Club Executive Committee and General Body Meetings and record the minutes of the meetings
 - to open bank accounts – Administrative and Project accounts
 - to maintain a ledger for both accounts
 - to help it assimilate into the Inner Wheel movement

President's Schedule - Month wise

By June

Make sure

1. Your Executive Committee is selected.
2. Your Club banner is there
3. Your theme banner is collected at the Briefing Session
4. All officers' pins are there
5. Your Installation is planned
 - Date taken from Chairman
 - Venue fixed
 - Chief Guest fixed
 - Agenda made & MC fixed. Guidelines for the agenda is given in the Presidents' Manual.
 - Invitations made
6. Have at least a rough plan for your projects for the year. Decide on your Installation Projects.
7. Fix the date for the Chairman's visit EC and Project visit if you have not done so already.

By July

1. Your term as President starts on July 1st and ends on June 30th next year.

2. Your installation should be done before the end of July
3. All files, relevant records, literature and documents should be handed over to you by your predecessor. Make sure all files and records are handed over to your Secretary and Treasurer by their predecessors.
4. Make sure you have the Bye-laws book and the Presidents' Manual.
It is cheaper to download and print the IIW Constitution from the IIW website than buying the book.
5. Change of signatories of Club accounts should be done. Treasurer will be first signatory and you or the Secretary will be 2nd signatories.
6. Attend Installations of other Clubs – as many as possible.

By August

1. If you have plans for a big project, you might want to start working on it. Make sure you take good photos of Projects.
2. You will attend your 1st Presidents' Meeting.
3. Ideally your Club dues are paid by the end of August.

By September

1. If your Club dues are not paid already, please pay them by 15th Sept latest.
2. District usually calls for nominations to the District posts in this month, giving you about a month to send in the nominations. If there is a candidate from your Club, make sure her nomination is passed in a GB Meeting prior to the last date for sending nominations.

By October - November

1. Send the nomination well within the last date. Care should be taken in filling up the nomination form correctly. Though the candidate will take care of filling the form, as President, you are also responsible to see that it is done correctly.
2. If your Club has a nomination for the District post, you will be given time to withdraw the nomination if the candidate wishes to.

3. The District Secretary will send you a final list of Nominations.
4. Mazhalai Oli generally is scheduled in October, before Deepavali.
5. Plans for the District Conference will go on full swing. You and your Club will be assigned duties. Announce the date and Registration amount of the Conference at your Club meeting. Encourage your members to attend and stay for the Business Session. It will help them understand how the District works.

By December

1. This is the ideal month for choosing the President and other Office Bearer for the next year.
2. Make sure dues of any new members are paid by 15th December.

The District Treasurer has to pay the Assn. Treasurer before the end of December.

3. District Conference is usually held in December or January. This year the District Conference will be held on 9th December.
4. District elections are held at the Conference.
5. Who your Club votes for is a decision taken by the General Body of your Club. Not the personal choice of the voting delegates.
6. You and the Secretary are the voting delegates if your Club has less than 50 members. If you have more than 50, your Club has one more vote.
7. The proxy voting delegate and the 3rd voting delegate should bring the Proxy voting letter on the Club letterhead. The Tellers will not allow them to vote without the letter.
8. Resolutions will be passed at the Business Session where, as voting delegates, you and the Secretary can propose and second Resolutions.
9. The District Secretary will ask you for Project report and photos for making a report at the Conference.

By January

1. Any member joining the Club after January 1 will have to pay only half-year dues. District Treasurer will tell you the half-year dues.
2. January 10 is International Inner Wheel Day. Observe it in an appropriate way.
3. Polio Immunisation

By February - March

1. Send the list of Club officers for the next year to the District Secretary. Please do not delay as she has to send it to the Association Secretary in turn.

By April

1. Practically the last active month of your term. Make sure you complete all your projects by this month.
2. District Secretary will ask for a report of your projects with money spent and the number of beneficiaries. Send it by the date she gives.

By May

Holiday month in Inner Wheel. No meeting. Nobody is around.

By June

1. Make sure your Club accounts are finalised and are given for auditing.
2. Get your files and records ready to be handed over to your successor. Make sure your Club Officers too do the same.
3. Help your successor plan her Installation and facilitate her taking over.
4. You will continue to be on the EC the following year too as the Immediate Past President.



Friendship & Service