



INNER WHEEL IN BRIEF

Inner Wheel, a 100% women's organization, is essentially a grass root level organization with most of its service efforts being carried out at the club level. The District, the Association and the International structure are designed to support the clubs and help them provide more service in their communities and beyond that.

Clubs

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

Districts

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

Association

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

International Inner Wheel (IIW)

IIW, the apex of the organization, with its headquarters in Manchester, U.K., has IIW President as its supreme.

Hierarchy of Inner Wheel



What we think, we become





IMPORTANT INNER WHEEL INFORMATION

GENERAL INFORMATION:

- ❖ **Inneer Wheel Year** – From **1st July** to **30th June**.
- ❖ **Colour of Inner Wheel Embelm, Badges and Collar** – For
 - **Clubs** – Royal Blue
 - **Districts** – Light Blue

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

CLUB LEVEL:

- ❖ **Formation** – A club is formed by minium **10 active members**.
- ❖ **Transfers** – An **Active Member** may take transfer to any Inneer Wheel Club in exceptional circumstances, provided both clubs agreeand permission is obtained from the **District Committee**.
 - If an Active Member transfers or resigns from the club, heer seniority and Inner Wheel qualifications will remain as it is on joining the new club.
- ❖ **Retirement** – When a member is no longer able to continue through sickness or infirmity she may termed 'retired' rather than 'resigned'.
- ❖ **Termination of Member** – Active Membership Terminates on failure to pay the Annual subscription by 31st December.





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- ❖ **Quorum – 4 members at Executive Committee Meeting and 20% of members at General Body Meetings.**

DISTRICT LEVEL:

- ❖ **Formation –** A District is formed with **minium four clubs** and consists of all clubs within its boundaries.
- ❖ No Club can have more than two members in the **District Executive Committee** in a particular Inner Wheel Year.
- ❖ Immediate Past Dist. Chairman, District Chairman and District Vice Chairman cannot be members of the same Club.
- ❖ If **District Executive Committee** fails to take charge or remains absent without reasonable cause for **two consecutive meetings** she shall be deemed to have resigned from office and in that event, the **District Executive Committee** shall appoint in the vacancy so caused, any member who is duly qualified to such office, to complete the year.
- ❖ **DISTRICT EXECUTIVE COMMITTEE MEETING:**
 - **Number – Minimum 2** in a year.
 - **Quorum – 30%.** If quorum is not complete then meeting is adjourned for 30 minutes and re-assembled for the meeting. A postal vote must be taken to decide recommendation.
 - **Special Meeting** may be **called by District Chairman** or when requested by **2 members of the Comittee**. **At least 4 days' notice** is required.

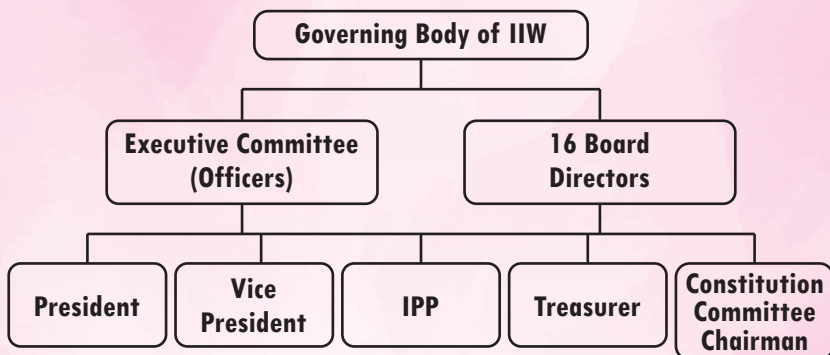




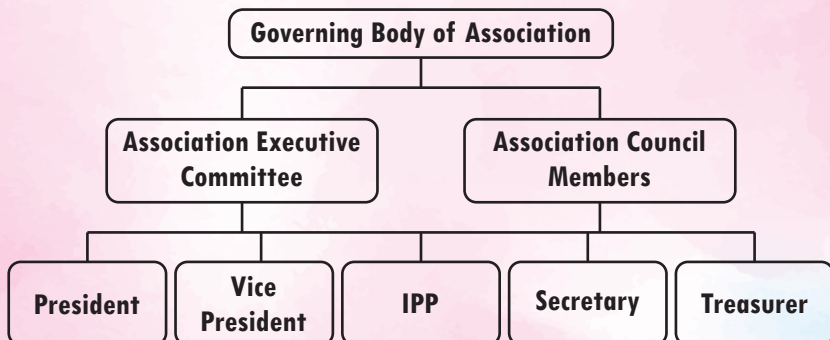
GOVERNING BODY IN INNER WHEEL

The hierarchy of Inner Wheel shows that at the apex is the International Inner Wheel under which is the Association consisting of various Districts and at the end are the clubs with its members providing selfless service. Every level of Inner Wheel has its Governing Body to help smooth functioning of Inner Wheel.

1. AT IIW LEVEL

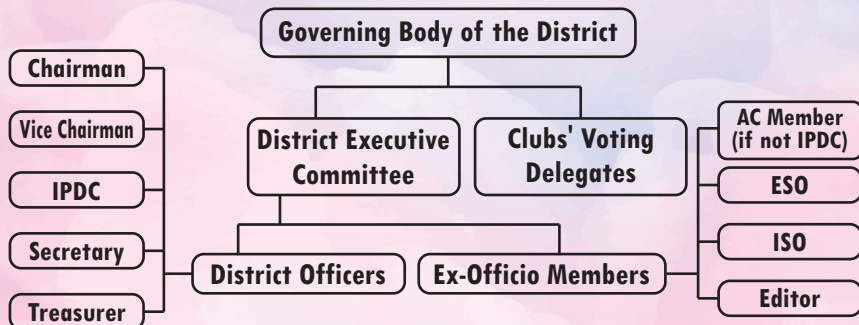


2. AT ASSOCIATION LEVEL

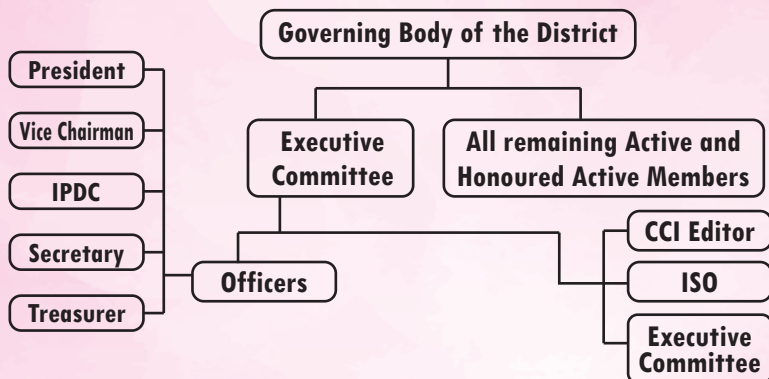




3. AT DISTRICT LEVEL



4. AT CLUB LEVEL



What ties us to one another is.....

The thread of friendship.....

The strand of service.....

The yarn of zeal.....

The rope of strength.....

And the rope of strength....

In this spirit of unity....

Let us prove to be

A Masterpiece !!

Whatever You Do, Do It Well





PROTOCOL IN INNER WHEEL

What is Protocol?

The dictionary meaning is – Customs and regulation of diplomatic conduct. Protocol is the formal etiquette and procedure for formal ceremonies. It also enhances the stature of all those who observe these customs and creates an ambience of goodwill and happiness all around.

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

Protocol in Inner Wheel for:

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





CLUB LEVEL

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AUDIENCE

- ❖ In Chairman's Official visit to the club, the District Chairman is the Chief Guest.
- ❖ If Association President or Guest of Honour is also present then they will sit between the President and Vice President.
- ❖ Place of Honour is to be given on the Dais to any other Association Officer present.

DISTRICT LEVEL

DISTRICT ASSEMBLY / CONFERENCE

INAUGURAL SESSION

ASSM/CONF CHAIR	DIST ISO	DIST TREA	A C MEM	ASSN PRES	DIST CHAIR	DIST VC	DIST SEC	DIST ESO	DIST EDIT	ASSM/ CONF.SEC
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BUSINESS SESSION

DIST ISO	DIST TREA	A C MEM	ASSN PRES	DIST CHAIR	DIST VC	DIST SEC	DIST ESO	DIST EDIT
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AUDIENCE

- ❖ If Association President is not present then the seating arrangement remains same except that Association President's chair is not kept.

Whatever You Do, Do It Well





AUDIENCE

- ❖ If Association President is not present then the seating arrangement remains same except that Association President's chair is not kept.
- ❖ All other Inner Wheel dignitaries-Past District Chairmen, Past and present Association Officers – to be seated in the 1st row.
- ❖ Rotary Governor is also seated in front row.

2. Addressing Inner Wheel Dignitaries.

CLUB LEVEL

- ❖ Club President presides over all the meetings. She must be addressed first, all others are to be addressed after her.
- ❖ If District Chairman is present, then she will be addressed after addressing the Club President. And when District Chairman is present she will be the Chief Guest.
- ❖ If both Association President and District Chairman are present then District Chairman must be addressed first then Association President.

DISTRICT LEVEL

- ❖ District Chairman presides over all the meeting and is to be addressed first.
- ❖ If Association President is present, she is next.
- ❖ Association President is the Chief Guest at the District Conference/ District Assembly. Any other Speaker can be a Guest Speaker.





- ❖ IIW President or Association Officers are to be addressed before District Executive, PDC's dignitaries and members of Inner Wheel.
- ❖ The above will be addressed before acknowledging Rotary dignitaries and guests.
- ❖ The spouse of the District Chairman, Association/District Officers, if present, must be seated in the first row, and their presence be acknowledged.
- ❖ The First Lady of Rotary District also must be in the front row, and her presence be acknowledged.

3. PROTOCOL DURING VISITS BY INNER WHEEL DIGNITARIES

Do remain present before your leader arrives and schedule your departure only after hers.

When any Inner Wheel Dignitaries visit then Protocol demands.

- ❖ Club President receives the District Chairman.
- ❖ District Chairman/Club President receives Association President.
- ❖ Association President/District Chairman receives IIW President.

4. PROTOCOL IN CORRESPONDENCE

Correspondence in Inner Wheel is done through proper channels.

There are very clear lines of communication and they should not be broken/bypassed.

INTERNATIONAL



Whatever You Do, Do It Well





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INTERNATIONAL

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ASSOCIATION



DISTRICT



CLUB

- ❖ Step 1 : Club members communicate to Club President.
- ❖ Step 2 : Club Officers to District Officers
- ❖ Step 3 : District Officers to Association Officers
- ❖ Step 4 : Association Officers to IIW Head Quarter.
- ◆ No official letter should be sent directly. It must go through the official line of communication as mentioned above.

Please Note:

- ❖ If any club wants to invite Association President, it should go

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