



STEPS IN THE FORMATION OF A NEW CLUB

(Including Instructions for filling and send
Charter Application Forms)

1. National Representative / Association President provides an **Original Charter Application Form** at Incoming Chairmen's Institute.
2. District Chairman should take out **colour photocopies** of the Original Charter Application Form on thick bond paper and **keep it in a separate file.**
3. District Chairman **sends few of the coloured photocopy** of Charter Application **Form** to District **ESO** and on receiving it ESO keeps in safely.
4. **District ESO** in consultation with District Chairman **takes efforts to form new clubs.** For this:
 - The **help of Past Presidents** of other **IIW Clubs, Past Dist. Chairman, Rotarians** may be taken to form a club.
 - **Get** a copy of the **Rotary District Directory** and go through the Membership details of each Rotary club to get an idea of the strength of the Clubs. **Appeal to Rotary Presidents through GML** to encourage Inner Wheel.
 - **Make enquiries from Rotarians,** Rotary Governors, particularly the Assistant Governors who have an in-depth knowledge about the Rotary clubs. A Strong Rotary Club would mean a strong Inner Wheel Club too otherwise a lackluster Rotary club will mean an equally weak Inner





Wheel Club which will not survive.

- **In case a Rotary Club is keen** on sponsoring an Inner Wheel Club, **6 months should lapse from the date of the formation of the Rotary Club** to establish itself firmly **before it can sponsor an Inner Wheel Club.**
- **Approach the Rotary President** of the clubs short listed **giving details about** information of **Inner Wheel**, its activities, its development and benefits of having Inner Wheel Clubs.
- **Meet Rotary Anns asking them to work under Inner Wheel banner**, though they are helping in Rotary activities in big way. Those ladies other than Rotary Anns who qualify to be Inner Wheel members may also be approached directly if it is evident that they wish to form a new club.
- At times in some Inner Wheel clubs the average age is above 50 and young women do not want to join them, especially daughter-in-laws, sister-in-laws, etc. similarly, former Rotaractors may form a Rotary Club. At such places **New Gen Clubs may be promoted** which consists of women in age group of 18 to 35.
- **Prepare a short list of clubs where you think it is possible to have an Inner Wheel Club.**
- **Whenever Rotarians or Rotary Anns meet for forming Inner Wheel**, they should be **approached with Inner Wheel literature**, and give a briefing to them about history, aims and objectives of Inner Wheel, functioning of Inner Wheel in general.

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- District ESO (at times District Chairman) has to **be very persuasive.**
5. If District ESO is convinced about the viability of the new club, **she requests the probable Club President to fix a meeting** with the ladies of the Club. She also informs District Chairman to enable her to attend the meeting, if possible. District Chairman and ESO should **be present** for joining the members of the new club. It is **called Formation / Inaugural Meeting** held to decide the Executive Committee and Club dues.
- The **Charter President should be a strong and dynamic members.** Choose the leader wisely.
 - Regarding club dues, clear explanation should be given to the new club regarding annual subscription which **should cover the dues to be sent to District Treasurer and an estimate of club expenses.**
 - The **date of this meeting is** to be filled in the Charter Application Form as **Date of formation.**
6. **Assist** the new club **President to complete the form** in all respects. Provide full cooperation to her. Following points to be remembered:
- **Form should be filled in Capital (Block) letters** (in English) **or typed.**
 - **Be neat.** Avoid over writing or erasing on the original Charter Application form.

Note: To avoid overwriting or erasing, first take black and white Xerox of original charter application form and fill it up and





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then after checking that everything is written correctly, then complete the original form.

- **Each Charter member's name and signature must be on the forms.**
 - **In case there are more than 19 charter members** (as only 19 Serial No. is there) then **Xerox the last page and start from 20, 21, ...**
- 7. Receive Sponsorship Letter** from sponsoring club (Rotary/Inner Wheel Club/district Executive) on their letterhead.
 - 8. Get from the club Demand Draft (DD) in favour of District.**
 - **If formation date is on or before 31st December 2021 full dues have to be paid** although the charter may be sent on or after 1st January 2021.
 - **Clubs forming after the 1st of April may postpone registration** with the Association until the following 1st July and **so not become liable for payment of IIW Subscription, Association & districts fees until 1st July.** Such clubs will be included in the Directory whenever possible **Clubs formed after 1st October may postpone registration with the Association** until the following **January 1st to become liable for only half yearly dues.**
 - 9. District Chairman should send original DD along with 2 photocopies of form and sponsorship letter to District Treasurer** (one for District Treasurer and one for Association Treasurer).





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9. District Chairman should send original DD along with 2 photocopies of form and sponsorship letter to District Treasurer (one for District Treasurer and one for Association Treasurer).





10. **District Treasurer**, on receiving the DD and documents **will make a DD in the favour of "The Association of Inner Wheel Clubs in India"** payable as mentioned by Association Treasurer as dues of Charter members fees (the District should also send DD for full year or half year depending upon when the club was formed).

Note: Dues of new club should always be sent **by separate DD** and not with dues of other existing clubs received.

11. **District Treasurer will then send to**

a. **Association Treasurer**

- A covering letter
- Original DD
- Photocopy of charter application form and sponsorship letter

b. **District Chairman**

- Photocopy of the DD

12. **Association Treasurer informs District Treasurer of receipt of DD who then informs the District Chairman** accordingly.

13. **District Chairman sends to**

a. **Association President** (National Representative) the following:

- Covering Letter
- Original and 2 photocopies of the charter application form





INTERNATIONAL INNER WHEEL ASSOCIATION OF MEMBERSHIP FORM INNER WHEEL CLUBS OF INDIA

MEMBERSHIP FORM

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

Name of the Inner Wheel Club _____

District No. _____

Date of Member joining the Club _____

Membership No. _____

A. Active Membership

- a) Wife/Female Partner of Male Rotarian
- b) Widow of Rotarian or former Rotarian
- c) Wife/Mother/Sister/Daughter/over 18 years/Step daughter over 18 years/Daughter in law over 18 years of age of Rotarian or former Rotarian.
- d) Mother/Sister/Daughter over 18 years of age of an Inner Wheel member.
- e) A female Rotarian or former Female Rotarian.
- f) Former Female member of Rotaract/Wife of member of Rota ract.
- g) Honorary Members who have been made Active member.
- h) Women who have been invited to join - provided that a majority of the club members agree.

B. Honoured Active Membership Name:

- C. Honorary Membership (Not more than 4 members at any given time but subject to election annually) Name:

Date of joining _____ Admitted at : _____

Secretary

President

Member's Signature

Subsequent Inner Wheel post held at Club/ District Level.

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BIO-DATA OF MEMBERS



Name of Member: _____

Address: _____

Phone No: _____ Mobile No: _____

Name of Husband / Guardian : _____

Date of Birth : _____

Qualification : _____

Blood Group : _____

Date of Wedding : _____

No. of Children: _____

Hobbies : _____

Date of Joining : _____

Date : _____ Signature of Member _____

President

Secretar

District Chairman's Signature _____

Date _____

Note: Get the Chairman's signature during her official visit to your clubs.

NOTE

- ◆ Use A-4 size paper for the form.
- ◆ Form is to be completed by each new member of a club in consultation with the Club Secretary and to be sent to the District Secretary by Club Secretary for information and signature and District Seal which is then returned to the Club Secretary for her files. If a member is permitted transfer to another club, a copy of this form should be sent to the Secretary of the new club.
- ◆ It can utilized for keeping up to date the history of the members in Inner Wheel at various levels of Inner Wheel.





ELECTION – IMPORTANCE AND PROCEDURE

From every 1st July onwards, new Governing Body takes over at all levels of Inner Wheel – International, Association, District and Club. Since Inner Wheel is a democratic organization at all levels **every year** this **change of guards** is brought about through election. It is important that these elections should be held in a fair and impartial manner.

Elections conducted in the right spirit generate great enthusiasm and trust all around. It creates a feeling of goodwill which makes for efficiency and smooth working of the Organization.



The members elected are the navigators of the course and pace of Inner Wheel organization and its development. It is essential that the Election process is taken seriously and everything done very carefully.

Qualifications:

Clubs - only the Clubs which have paid their dues are entitled to vote. (Some Clubs do not send their dues in time and their ballots are not counted).

Candidates - I.I.W. Constitution and Association bye laws have set down their qualifications and the election procedure very clearly. It is important to go through the qualification carefully as they are liable to change and can be amended after IIW Convention and Triennial Conference.

The District Chairman must emphasize the importance of these qualifications to the Clubs for that is where the real ladder starts. Club elections may be routine but nevertheless they are very

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important. The District Chairman must see that all the Clubs in the District have paid their dues. This is what entitles them to a vote in the District, Assn. and I.I.W. elections. Nominations must be very carefully filled, after verifying that the Nominee fulfils all the qualifications laid down. Along with the nomination, it is necessary to send the consent of the nominee in writing. It is a must. It is the responsibility of the Club, District, and Assn. to ensure that the candidate has the mental and physical capacity to discharge the duties of the office. The photograph which is necessary for higher level of Assn. /I.I.W. Elections must be a recent one taken within 6 months.

The bio data of the candidate also needs attention. It is necessary at all levels. But at the Club and District Level it can be on the letter head of the Club, for the Assn. I.I.W. elections there is a proper format which must be adhered to and has to be submitted in printed forms.

Please put in only what is asked for and the personal bio data has to be put in space provided for. It must be in the number of words which are specified. Do not miss out any qualification. Procedure of Election has been explained in the I.I.W. Constitution and Handbook.

There are four levels (i) Club (ii) District (iii) Association (iv) I.I.W.

General Rules for Valid Nominations of Candidates

a. Nominated candidate must fulfill eligibility criteria to apply for elected posts **as per IIW Constitution and Handbook and Association Bye-Laws** rules like:

- Must have paid her Inner Wheel Dues.
- The Club to which she belongs must have paid dues.
- Must be an active member or honoured active member.
- Fulfills the criteria required for the post.

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- Must be an active member or honoured active member.
- Fulfills the criteria required for the post.





b. Nomination Form is sent as per instructions relating to:

- Filling up of nomination form – post applied for, bio-data, photo, signatures, dates, etc.
- Documents to be accompanied with the nomination form – relevant minutes (minutes in which the resolution regarding her nomination was passed, consent letter, etc.
- Mode of sending nomination form – in official envelope by ordinary post, speed post, courier, etc.

1. ELECTIONS AT CLUB LEVEL

The Elections take place **for Executive Committee (other than for IPP** which a President after her tenure automatically becomes) **by Secret Ballot.**

Steps for Elections:

- Secretary takes out the Election Notice** one month in advance (**around mid-November**) of the election Meeting asking for proposals for different posts at club level.
- Proposals are sent in writing** duly proposed and seconded **by club members along with consent letter of the member proposed** for different posts at club level.
- Secretary receives the proposals** for various posts.
- Secretary sends notice of Election Meeting** (held in one of the General Body Meeting) which is to be held **preferably in December** is to be circulated among members. The notice of the election meeting should be **specified as Election Meeting**

Note: Election should be **completed before 31st December** to enable the new office bearers prepared well in advance of 6 months for their year and to enable flow of information regarding incoming office bearers up to international level.

- In the Election **meeting** the **proposals** received **are read**

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- (ii) **Proposals are sent in writing** duly proposed and seconded **by club members along with consent letter of the member proposed** for different posts at club level.
- (iii) **Secretary receives the proposals** for various posts.
- (iv) **Secretary sends notice of Election Meeting** (held in one of the General Body Meeting) which is to be held **preferably in December** is to be circulated among members. The notice of the election meeting should be **specified as Election Meeting**

Note: Election should be **completed before 31st December** to enable the new office bearers prepared well in advance of 6 months for their year and to enable flow of information regarding incoming office bearers up to international level.





(v) In the Election **meeting** the **proposals** received **are read out and if no objection** is raised on eligibility of the candidate, **then** the proposed **members are duly elected**. In case **proposal of more than one member for the same post/s** is received then elections take place **through secret ballot**. Each **active member** (including Honoured Active) **has one vote** and in **case votes are equal** then **President has a casting vote**. In case no proposal for a particular post/s is received then election on floor too takes place for the particular post/s.

SAMPLE OF PROPOSAL FORM OF CLUB ELECTIONS

(Not on Club Letterhead)

To,

Ms. Secretary

Inner Wheel Club of _____

We, the undersigned, propose the name of Ms. _____ for the post of _____ (President / Vice President / Secretary/ Treasurer/ISO/CC/Other Executive Members) for the Inner Wheel year _____.

Yours in Inner Wheel

Proposed by : Ms _____ Signature

Seconded by : Ms _____ Signature

SAMPLE FORM OF CONSENT LETTER OF MEMBER NOMINATED

(Not on Club Letterhead)

To,

Ms. Secretary

Inner Wheel Club of _____





- (v) In the Election **meeting** the **proposals** received **are read out and if no objection** is raised on eligibility of the candidate, **then** the proposed **members are duly elected**. **In case proposal of more than one member for the same post/s is received then elections take place through secret ballot. Each active member** (including Honoured Active) **has one vote** and in **case votes are equal** then **President has a casting vote**. In case no proposal for a particular post/s is received then election on floor too takes place for the particular post/s.

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Yours in Inner Wheel

Proposed by : Ms _____ Signature

Seconded by : Ms _____ Signature

SAMPLE FORM OF CONSENT LETTER OF MEMBER NOMINATED (Not on Club Letterhead)

To,

Ms. Secretary

Inner Wheel Club of _____

I, Ms. _____ hereby give my consent for nomination for the

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SAMPLE OF NOMINATION LETTER

INNER WHEEL DISTRICT 326

ELECTION FOR DISTRICT EXECUTIVE COMMITTEE FOR THE
YEAR 2021-22

Inner Wheel Club of _____ is pleased to nominate its Member
_____ as a candidate for the post of district of _____ IW
District _____ for Inner Wheel Year _____
Certified that this Resolution was adopted at the General Body
Meeting of our Club held on (Date) _____ at (Venue) _____
For and behalf of Inner Wheel Club of _____
She has paid her Club dues fully for Inner Wheel Year _____

President Signature

Secretary's Signature

OFFICE HELD IN INNER WHEEL - PAST AND PRESENT

Posts at the Club level to be mentioned of President / Vice-President/ Secretary / Treasurer / ISO / Editor.

Club Level

Year

District Level

Year

1

2

3

4

5

6

CONSENT LETTER

I, _____ hereby accept the Nomination by me Club as
a candidate for the post of District _____ for the year _____

Whatever You Do, Do It Well





Inner Wheel Club of _____ is pleased to nominate its Member
 _____ as a candidate for the post of district of _____ IW
 District _____ for Inner Wheel Year _____
 Certified that this Resolution was adopted at the General Body
 Meeting of our Club held on (Date) _____ at (Venue) _____
 For and behalf of Inner Wheel Club of _____
 She has paid her Club dues fully for Inner Wheel Year _____

President Signature

Secretary's Signature

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Posts at the Club level to be mentioned of President / Vice-President/ Secretary / Treasurer / ISO / Editor.

Club Level	Year	District Level	Year
1			
2			
3			
4			
5			
6			

CONSENT LETTER

I, _____ hereby accept the Nomination by me Club as
 a candidate for the post of District _____ for the year _____

Signature of the Candidate

3. ELECTIONS AT ASSOCIATION LEVEL

Association Elections:

- Elections to different posts are held throughout the year.
- As different ballot papers are received by the Club, one should

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be careful.

- It is the duty of the District Chairman with the Executive to guide the Clubs properly.
- Association Elections are held by Postal Ballot.
- The Association Secretary sends out the Ballot papers with the Ballot Envelope to the Club President.
- It is essential that the official Ballot paper should have been signed by the Association President, Immediate Past Association President and Association Vice President.
- The Club decides at their Club Assembly and marks their choice with an X and the District number on the Envelope.
- The flap of the Envelope has to be stamped with the rubber stamp of the Club. A ballot returned in an envelope without the stamp of the Club on the flap will become invalid.
- Please post immediately, take into the account of postal delays.

The Important Elections held at Association Level:

- Internal elections for Board Directors or IIW offices if there are more than one candidate.
- Association Vice President / Deputy National Representative.
- Club President directly receives the ballots from the Association Secretary.
- Chairman must impress upon the Clubs to send their votes in time to avoid unforeseen delays in postal delivery or other problems.
- Send the ballots by Registered Post / Courier / Speed post, do not enclose any other written matter in the envelope and follow the instructions strictly to avoid invalidation of the ballots.





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- Send the ballots by Registered Post / Courier / Speed post, do not enclose any other written matter in the envelope and follow the instructions strictly to avoid invalidation of the ballots.
- The Club should also be told to cast the vote properly. Put an (

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SAMPLE OF DISTRICT BALLOT PAPER

	Inner Wheel District _____		
	Theme _____		
	Date _____		
	For the Post of District _____		
S.No.	Name (in alphabetical order)	IWC Club	Mark X
1.			
2.			
3.			

Note: Different colour ballot papers could be used for different posts.



SAMPLE ASSOCIATION OF INNER WHEEL CLUBS IN INDIA BALLOT PAPER

For the Office of Association Vice President/
Deputy National Representative Record your X in this column.
Names of Candidates (in alphabetical order)

1.	Mrs. A	
2.	Mrs. B	
3.	Mrs. C	
4.	Mrs. D	

Kindly read the instructions carefully before exercising your vote.

Leadership is not about the next election, it is about the next generation.
- Simon Sinek

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INSTRUCTIONS FOR VOTING

Please read the following instructions before exercising your vote
Put only a cross 'X' beside your choice of candidate

It is essential that the Official Ballot Paper should have been signed by the Association President, Immediate Past Association President and Association Vice President (2014-15).

Put only Ballot Paper in the Ballot Envelope provided by the Association President. Please do not enclose any other correspondence in the Ballot Envelope.

The Flap of the Envelope has to be stamped with the Rubber Stamp of the Club. A Ballot sent in an Envelope without the Rubber Stamp of the Club on the Flap will become invalid when it reaches the Association Secretary.

It is essential to put your Club Name and District No on the Ballot Envelope (IN CAPITAL LETTER). If this is not complied with, the vote will be declared invalid.

Do not sign or write on the back of the Ballot Paper anything else other than a cross X on the Ballot Paper against your candidate choice.

Election is by Postal Ballot. You are advised to send Ballot Paper in the enclosed address Envelope by Regd. Post / Speed Post / Courier to the Association Secretary and the Ballot should reach on time not later than the date given by the Association Secretary.

Ballot Paper received after the date will be invalid. Kindly allow time for postal transit and to reach Association Secretary on time.

Nomination of contesting Candidates will be considered Valid only if their capitation-Association Dues have been paid (IIW, Association and District).

Votes received from Clubs, which have not paid their dues by 31st December of the current Inner Wheel Year will be declared null and void.

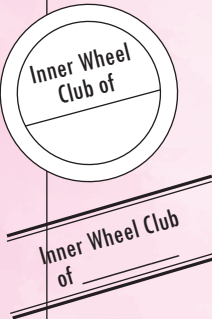
Ballot Envelope will be opened and the Votes counted at the 2nd AC Meeting by a registered Chartered Accountant appointed for this purpose in the presence of Association Executive.





SAMPLE OF ASSOCIATION BALLOT ENVELOPE

<p>BALLOT PAPER</p> <p>Name of Club District No.</p>	<p style="text-align: right;">Stamp Required</p> <p>To Ms Association Secretary</p> <p>_____</p> <p>_____</p> <p>_____</p>
---	--

	<p>From :</p> <p>Name _____</p> <p>President _____</p> <p>Address _____</p>
--	---

Sample of International Inner Wheel Ballot Papers and Envelope.

The Ballot papers would be received by the President. The samples of the Ballot Papers and the envelope of the International Inner Wheel are given





**VOTING PAPER FOR
International Inner Wheel
VICE PRESIDENT**

**SAMPLE
IIW BALLOT**
Record your X in
this column.

1.	Mrs. A	
2.	Mrs. B	
3.	Mrs. C	
4.	Mrs. D	
5.	Mrs. E	
6.	Mrs. F	
7.	Mrs. G	
8.	Mrs. H	

IMPORTANT - INSTRUCTIONS FOR VOTING

Please put a (X) CROSS beside your choice of Vice President No other form of voting paper will be accepted.

More than one cross or any other mark will invalidate the voting paper. This voting paper must be returned to the International Inner Wheel Headquarters by 31st March 2021, sealed in the special white envelope provided.



**VOTING PAPER FOR
International Inner Wheel
TREASURER**

**SAMPLE
IIW BALLOT**
Record your X in
this column.

1.	Mrs. A	
2.	Mrs. B	

IMPORTANT - INSTRUCTIONS FOR VOTING

Please put a (X) CROSS beside your choice of Treasurer No other form of voting paper will be accepted.

More than one cross or any other mark will invalidate the voting paper. This voting paper must be returned to the International Inner Wheel Headquarters by 31st March 2021, sealed in the special white envelope provided.





VOTING PAPER FOR International Inner Wheel EDITOR

SAMPLE IIW BALLOT

Record your X in
this column.

1.	Mrs. A	
2.	Mrs. B	

IMPORTANT - INSTRUCTIONS FOR VOTING

Please put a (X) CROSS beside your choice of Editor. No other form of voting paper will be accepted. More than one cross or any other mark will invalidate the voting paper.

This voting paper must be returned to the International Inner Wheel Headquarters by 31st March 2021, sealed in the special white envelope provided.



VOTING PAPER FOR International Inner Wheel BOARD DIRECTOR

SAMPLE IIW BALLOT

Record your X in
this column.

1.	Mrs. A	
2.	Mrs. B	
3.	Mrs. C	
4.	Mrs. D	
5.	Mrs. E	
6.	Mrs. F	
7.	Mrs. G	
8.	Mrs. H	
9.	Mrs. I	
10.	Mrs. J	
11.	Mrs. K	
12.	Mrs. L	
13.	Mrs. M	
14.	Mrs. N	
15.	Mrs. O	
16.	Mrs. P	
17.	Mrs. Q	
18.	Mrs. R	
19.	Mrs. S	
20.	Mrs. T	

IMPORTANT - INSTRUCTIONS FOR VOTING

Please put a (X) CROSS beside your choice of Board of Directors No other form of voting paper will be accepted.

Voting for more than 16 or less than 16 will invalidate the voting paper.

This voting paper must be returned to the International Inner Wheel Headquarters by 31st March 2021, sealed in the special white envelope provided.

Whatever You Do, Do It Well

