



BALLOT PAPER

Name of Club.....

District No.....

Stamp
required

International Inner Wheel
Suite 2.3, 20 Market Street
Altrincham
Cheshire WA14 IPF
United Kingdom

Please Note:

1. The Return Address may be written at the back of the envelope.
2. Mark AIR-MAIL on the envelope and paste Air Mail postage.
3. Name of Club as in Charter.
4. District No. DO NOT add Zero as Rotary does.

The right to vote is the basic right without which all others are meaningless. When we vote we take back our power to choose, to speak up and to stand with those who support us and each other.





VOTING DELEGATES

Note:

- v Only Active Members of Clubs can be Voting or Deputy/Proxy Voting Delegates.
- v Active Members includes Honoured Active Members too.
- I. **Voting Delegates at Club Meetings**
All Active and Honoured Active Members.
- II. **Voting Delegates at District Meetings**
 - a. **District Executive Committee Members**
 - b. **Clubs' Voting Delegates:**
- v **Number and Eligibility of Voting Delegates to District Committee:**
 - (i) **Clubs with 50 or less than 50 active members – 2 Voting Delegates:**
Clubs President and Club Secretary are normally the voting delegates when club has 2 voting delegates and in case they are not able to attend the Conference then any other member could be the Voting Delegates.
 - (ii) Clubs with more than 50 active members – 1 additional vote. Voting Delegates therefore will be Club **President and Club Secretary** (generally but not necessarily) and a member of the club.

Note:

- **No voting delegate can have more than 1 vote.** If a member is a District Executive Committee Member then she cannot be the voting delegate of her club too.
- If a **District Executive Committee Member** is not attending the meeting she cannot deputize her vote.
- In **District Assembly for 2020-21** the general rule is that **Voting Delegates are of 2019-20.**

Clubs Deputy Voting Delegate:

In case the club's Voting Delegates are not able to attend the District Committee the club can appoint Deputy Voting Delegates who too should fulfill the criteria as required by Voting Delegates and such authorization should be on Club Letterhead only.

SAMPLE OF PROXY LETTER

Whatever You Do, Do It Well



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SAMPLE OF PROXY LETTER

Dear Election Officer,

In a meeting held on _____ our club had decide to

What we think, we become





send _____ as Proxy Voting
delegate on behalf of President/Secretary _____
_____(Name & Designation) at the District Elections
to be held in the District Conference on 11th January 2021 at Bhubaneswar.

Sign. of President

Club Seal

Sign. of Secretary

LETTER OF CONSENT

Letter of consent, I _____ member
_____ Club agree to act as proxy holder and vote in the
place of _____ (Name & Designation).

(Signature of the Proxy holder)

Note: You can print this matter on your club letter head directly.

III. Voting Delegates at Triennial Conference

- a. **Association Executive Committee Members** – Ex-officio Voting Delegate.
- b. **AC Members** – Ex-officio Voting Delegate.
- c. **Past IIW Representative** – Ex-officio Voting Delegate.
- d. **Past Association Presidents** – Ex-officio Voting Delegate.
Above 4 categories have 1 vote each. All the above if not represented may designate as proxy a District Committee Voting Delegates or to their club.
- e. **District's Voting Delegate** – 2 Voting Delegates.
- f. **Club's Voting Delegates** – Club Voting Delegates shall be elected from amongst the active members but need not be Executive Committee Members.
- (i) **Clubs having 50 or less than 50 members** can send **1 Voting Delegate**.
- (ii) **Clubs having a membership of 51 to 100** then the club is entitled to send **3 Voting Delegates**.
- (iii) **Clubs having more than 100 members** then the club is entitled to send **3**





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Sign. of President

Club Seal

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LETTER OF CONSENT

Letter of consent, I _____ member _____ Club agree to act as proxy holder and vote in the place of _____ (Name & Designation).

SOCIAL MEDIA ETIQUETTES

Facebook pages are a great way of publicizing your club activities.

Make/join whatsapp and Facebook groups to make contacts and publicise club projects. It helps to get ideas for projects too. But we have to maintain some etiquettes while using these apps.

Whatsapp Etiquette

- Do not send irrelevant forwards on IW groups.
- Stick to projects / club programmes only.
- Good mornings, wishes, philosophical messages are only for friends and family groups. Don't send them in District/club official whatsapp groups
- During any condolence msg day..kindly don't post any other forwarded messages or project pics atleast that day as a respect to the departed soul.

Facebook etiquette

- Do not tag anyone outside the photo group in your pictures
- Don't tag even if they are things like Health messages etc. If she is a friend, she will read it, no need to tag.
- Don't put personal comments on timeline. Send messages instead. The club Facebook page is only for club activities,
- Don't share Personal stuff on club Facebook page.





IIW REPRESENTATIVES AT THE UN

INTERNATIONAL INNER WHEEL IS AN NGO, INSERTED IN THE ECOSOC ROSTER. IT HAS SEVERAL REPRESENTATIVES AT THE UN.

The representatives of Inner Wheel at the UN are coordinated every year by the current International Vice President.

The original suggestion that IIW should apply to the United Nations for consultative status came in 1970 from a Board

Members for the Philippines, Mrs Legarda. Two years later, the ECOSOC (Economic and Social Council of the United Nations) confirmed the admittance of Inner Wheel on the Roster of Organisation section.

Thanks to the availability of some members the representation and the presence of IW became a real possibility.

During the 9th Convention in Sydney-Australia in 1993, had been approved the following General Motion, International Inner Wheel must confine its involvement with the United Nations (e.g. ECOSOC and UNICEF) to being an Observer on the Roster with a consultative status.

The representatives follow and assist the work sessions of the commissions regarding important themes as : Human Rights, Rights of the Children, conditions of Woman, the family, the Elderly and Drugs and report to the International Vice President on the activities of the Committees and Conferences; they are our link with UNO, and in turn must report to UNO on what we do in Inner Wheel; copies of the annual reports of the National Representatives are sent to our representatives at UN, to keep them informed about the work of our members.

For many years now Inner Wheel has emphasised the importance of the major UN themes and has promoted their sensitisation and implementation.

We currently have 4 IW members accredited at the United Nation Offices in Geneva, Vienna and New York who are:

Geneva: Karin Rivollet

Vienna: Ceja Gregor Hu and Ulrike Nemling New York: Martine Gayon.

Whatever You Do, Do It Well

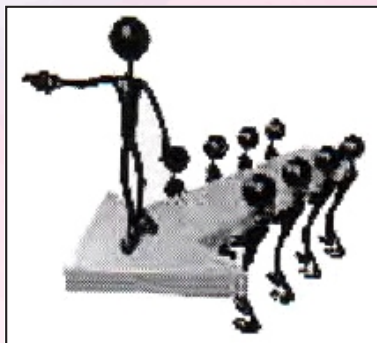




CLUB GUIDELINES

CLUB EXECUTIVE COMMITTEE

The Club Executive Committee consists of the Officers, Club Correspondent, The International Service Organizer and not more than six ordinary Members of the Club. Club may, if they so wish appoint a Joint Secretary. The President and Secretary of the Club are an ex-officio Members of all Club Committees with power to vote. Members may be co-opted



to advise the Executive Committee or to receive instructions regarding the particular work assigned to them. They may take part in discussions but may not propose or second motions and having no voting power.

GENERAL INSTRUCTIONS FOR THE PRESIDENT OF THE CLUB

1. Presidents please note:

- The new Inner Wheel Year starts on 1st July.
- The Installation must take part by the first week of July at the latest.
- The President is installed, the jewel handed over and then she conducts the meeting
- All files, relevant records, literature and documents should be handed over to President towards the end of June.

Start keeping records immediately.

2. To Posses the following items:

- Presidents collar with navy blue colour.
- A Club Banner
- Officer's Badges
- Extra Membership pins in stock
- Forms for registering new Members
- Bannerettes for display and for exchange with other Clubs.

What we think, we become





3. District Committee Meeting Minutes or at least important parts from them must be read at the Club Meetings. Members should know, what is going on in the District and take an active interest in it.
4. Interest in International Inner Wheel and Association Council Matters:
 - Take an active interest in the above matters.
 - Reply to correspondence regularly and promptly.
5. Nomination for District Offices:
 - Think about it in October and November.'
 - Forms should be sent in time.
6. Observe International Inner Wheel Day on 10th January, by some form of special services.
7. Election Meeting in December.
8. On receipt of Association, ballot papers, go through the bio data of the candidate in the Club Meeting, cast the vote and return the Ballots in time.
9. If Ballots are not received in December, inform District Secretary immediately.
10. Nomination of Delegates to the District Committee.
 - Be careful in their appointment and selection
 - They must be willing to attend District Committee Meeting, Assembly and Conference.
 - Must vote and do as Club directs.
 - Must report back to the Club.
 - Must keep notes of the Meeting they attend.
 - Good to have the President and Secretary / Treasurer as delegates. Remember Delegates are eligible for District Offices. They are Ambassadors, so make the best choice. Encourage Members to become Delegates. If a Delegate is unable to attend a District Committee Meeting, the Club President must give a letter of authority on the Club Letterhead, to a Deputy Delegate, who should have served at least one year on the Club Executive Committee to attend the Meeting.
11. Annual General Body Meeting must be held in June.

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11. Annual General Body Meeting must be held in June.
12. Directory forms to be sent by 30th March. For any kind of help remind the District Chairman and the District Secretary, who are always there to help you. Treat them as your Friends and do not hesitate to approach them.

GUIDELINES FOR CLUB PRESIDENT

- The President presides over all the meetings, and is responsible for the interests and well being of the Club.
- She should be impartial in all matters, her aim to promote Friendship and Service by personal contact with every Member of the Club.
- The IIW Constitution and Handbook Association Bye-laws, District Committee Rules, Guidelines for Clubs, District and Association should be studied thoroughly and refer to them without hesitation. This is better than making a mistake.
- If the above Rule Books are not available, an order has to be placed with District Treasurer. Including the Association and International Inner Wheel Directory.
- Accept suggestions from your Members, with an open mind and plan your activities and projects, well in advance, with their cooperation.
- Every month, tell your Members in brief, all that has taken place in the Club, during the month.
- Welcome “New Members” correctly always following the procedure given on Page
- Try and increase your Membership.
- Arrange as many Fellowship Programmes, as possible.
- Be prompt in your correspondence with International Inner Wheel, Association President, District Officers and Link Clubs.
- The Ballot of IIW and Association come to the President in November – January Be prompt in sending them.
- Encourage and persuade your Members to attend Club and District Level function in large numbers.





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- Work in harmony with your Secretary, because it is she who takes the burden of the work.
- Design yourself, to giving quite a bit of your time to Inner Wheel work, during the year.
- Be just in your decisions.
- Make sure of “unity” and “frankness” amongst fellow members.
- Act immediately and see that each Member is doing her bit by rendering some personal service.
- Offer “hospitality” freely to the Inner Wheel Members from other Districts.
- All letters and correspondence from the Chairman, District Correspondence and correspondence from Association President, IIW Magazine and other literature should be read to Members at the Meetings.

GUIDELINES FOR THE CLUB VICE PRESIDENT

The Vice President presides at the meeting in the absence of the President. She cannot wear the collar. She can gain much useful experience by helping her President in every possible way.

IMMEDIATE PAST PRESIDENT

The Immediate Past President provides continuity in the administration. The experience and knowledge she had gained during her tenure of office can be of great value. She cannot hold any office in her Club in the year following her terms as Immediate Past President.

N.B.: There will be no Immediate Past President for a new Club.

GUIDELINES FOR CLUB SECRETARY

Post of the Secretary is the most responsible post of the Club. She is the administrative head and success of the Club depends upon the efficient functioning of the Secretary. The secretary is the backbone of the Club and the District. She strengthens friendship and understanding in the Club and District by communicating regularly, and sending the right information at the right time. A good secretary is as vital to the district and club as fuel is to a car. Communication is another name for Secretary.

Duties in General

1. The first and foremost duty of the Club Secretary is to prepare the





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agenda and send out notices for the regular Club Meetings and Executive Committee Meetings to members, at least one week before the meeting. This should be done in consultation with the President.

2. The Minutes of the regular Meetings and Executive Committee Meetings have to be prepared by the Secretary in consultation with the President, circulated among members, recorded in the Minutes book and then to be read and confirmed in the next meeting. Two separate Minute Books should be maintained. (i) A regular Meeting Minute Book (ii) Executive Committee Meeting Minute Book.
3. The Minutes of the General Body Meeting should be sent to the District Chairman and District Secretary for their records.
4. Similarly two attendance Registers should be maintained for signing, one for the regular meetings and another for the Executive Committee Meetings.
5. In order to facilitate her work, the Secretary should prepare an up-to-date club roster of all members, along with their mailing addresses, telephone and Mobile numbers and their portfolios. This list should be distributed to all members and changes should be notified immediately. This helps the Secretary and members to have a better contact with each other.
6. A copy of the Club Roster should be sent to the District Chairman and District Secretary for their official records along with the names of the members holding District Offices.
7. During her tenure of office, the Secretary shall receive letters and circulars of general nature or from the headquarters of International Inner Wheel. It is the duty of the Secretary to present them before the members in the Executive Meetings and reply promptly.
8. Correspondence from Overseas Link Clubs and Indian Clubs should be forwarded to the ISO. A prompt reply always shows efficiency.
9. It is the duty of the Secretary to make the Club Programs as interesting as possible. Efforts should be made to include those items which are of interest to women, so that everyone can participate. Your club should be second home for all members.





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10. It is the privilege of the Secretary to get acquainted with the activities of other clubs through their Secretaries and thereby, create better understanding between the clubs in the District.
11. The Secretary must extend help to newly formed clubs. On special occasions, an effort should be made to invite other Club Officers as well as District Officers and Rotarians to attend the occasion.
12. A General Register of members including their dates of joining and offices held in Inner Wheel should be maintained and kept up-to-date.

CLUB SECRETARY'S DIARY

JULY

- Plan with the President for the installation function.
Check Association Directory and District Directory for any mistakes in the names and addresses of the office bearers and inform the District Secretary.
- Prepare a new Club roster with a list of Members, Addresses, Phone Numbers and Email ID.
- Receive all the files of the previous year from the predecessor.
Please remember to take the Charter from the predecessor.
- Plan with the Members about the projects, fund raising and activities for the Club
- Maintain an attendance register
- Maintain two minute books - Executive Committee and General Body Meeting.

AUGUST

- Read the minutes of the previous meeting to the Members and have it passed at every meeting.
- Help the Treasurer to collect the dues from the Members.
- Help the Treasurer to send the dues to the District Treasurer.

SEPTEMBER

- Send nominations for the post of District Executive posts if you have qualified candidates in the Club.
- Monthly or Quarterly Report to be sent to the District Executives.

OCTOBER / NOVEMBER

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OCTOBER / NOVEMBER

- Ensure maximum attendance at District Rally by motivating the Members.
- Discuss with Members, plan and decide Club office bearers for the incoming year and choose eligible candidates as nominees for the District elections.

DECEMBER / JANUARY

- Club Information Form will come to the Secretary. If this is not received, inform the District Secretary at once.
- Encourage Members to attend the District Conference.
- In case of elections during the Conference, please see that the voting delegates attend. If the voting delegate does not attend for some reason, elect an official proxy in the Club and send a letter on the Club Letterhead stating who the voting delegate is.
- Complete the election of the office bearers for the incoming year.

FEBRUARY / MARCH

- Club Information Form should be posted to the District Secretary with the necessary data.
- Send details of Addresses, Phone Numbers and Email ID for the Incoming Officers of your Club to the District Secretary.

MAY / JUNE

- Encourage the Incoming Officers to attend the District Assembly and training session.
- Please hand over the minute books, charter and other records to the Incoming Secretary.

N.B.: Per year, at least 10 Club General Body Meetings should take place and one Annual General Body Meeting in the month of June. 20% of members of a Club constitute a Quorum. Any one month of the year may be kept as closed months, according to the convenience of the Club Members. Club Executive Committee Meeting should be held as often as necessary. For this Meeting, four Members of Executive Committee constitute the Quorum.

GUIDELINES FOR CLUB TREASURER

A Treasurer is an authority with much greater responsibility. The

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Treasurer's post is very important as she is the custodian of funds. Handling the money of the Club requires CART to carry out her work through the year. **The CART is - Concentration, Accountability, Responsibility and Transparency - the watchwords to be adhered to, as it is public funds.** Complete and accurate knowledge and proper understanding of Treasurer's work is utmost important for smooth functioning. Perfect coordination and clarity will further build the image of the Club and the District. Follow fiscal discipline - transparency of accounts is a must.

ROLE OF TREASURER

- Is main signatory of all transactions of the club..
- Is the record keeper of all transactions of the club..
- Is authority of collection of all receipts of the club..
- Is authority for incurring expenses as per sanctioned budget
- Is the custodian of the assets of the club.
- Is responsible for preparation and presentation of all club accounts.
- Is responsible for audit and certification of accounts at the year end.

FIXING OF DUES

- A Budget means to know your pocket before you spend and helps in planning.
- A Budget should be prepared just before the beginning of the New Inner Wheel year, taking into consideration the tentative income and expenditure of the club.
- In fixing the annual subscription, the Club must ensure that it will cover the International Inner Wheel Capitation Fee, Association and District dues and sufficient day-to-day working expenses of the Club.
- In case you plan to increase your club dues, get it passed in the meeting.

OPENING OF BANK ACCOUNT AND APPOINTMENT OF AUDITORS

At the beginning of the year during the Incoming and Outgoing Committee Meeting a resolution is passed as to the bank in which the account of the Club will be operated and the auditors who will audit the accounts of the Club. The account should be opened in a Nationalized Bank / Co-operative Bank.





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- In case you plan to increase your club dues, get it passed in the meeting.

OPENING OF BANK ACCOUNT AND APPOINTMENT OF AUDITORS

At the beginning of the year during the Incoming and Outgoing Committee Meeting a resolution is passed as to the bank in which the account of the Club will be operated and the auditors who will audit the accounts of the Club. The account should be opened in a Nationalized Bank / Co-operative Bank.





SOME DO'S AND DON'TS

- Be Prompt in replying, especially to an invitation .
- For Letter Head, Invitations, Banners make sure that the logo is correct and in Royal blue colour for clubs and Light blue for Districts.
- Club letter head should include IW logo, name of the Club, Inner Wheel District number, Charter number, Theme of the year, Names of IIW President, Association President, District Chairman and names & addresses of the Club Officers.
- District letter head should include IW logo, IW District Number, Theme of the year, Names of IIW President, Association President, District Chairman and names & addresses of the District Officers.
- Whatever may be the colour of the Invitation and Banner, the IW logo must be in blue.
- Envelopes must have the name of the Club, IW District number. One RSVP Name and Address where greetings OR undelivered letters can be sent back.
- Each Invitation Card of the Club/ District must have One full RSVP name and Address with pincode and telephone number for acknowledging the same.
- Club Presidents Collar should be in Royal Blue and District Chairman's Collar in Light blue.
- Wear your lapel pin at all meetings. Encourage all members to wear lapel pin too.
- If Presiding a meeting, wear the collar. Remove it promptly as soon as the meeting is over.
- We are to be referred as Inner Wheel Members not as Inner Wheelers or IW Members.
- It is **Chairman** not **Chairperson**.
- Avoid saying, "**My Secretary**", she is the **Club / District Secretary**.
- Inner Wheel Prayer to be read at the start of all Inner Wheel meetings and all must rise while the Prayer is rendered.
Put the Inner Wheel District/Club number not the Rotary District/Club number.
- Complaint letters from club or District should not be sent directly to IIW. Anonymous letters are not entertained in Association or IIW.
- Do not send forwarded mails to Association or IIW Executive.
- District Editor or ISO / Club President should not ask for messages directly from Association President or IIW President. Whenever Messages are required District Chairman will request Association President.
- Club Charter should be handed over at the Club Installation. Use only the name of the Club as in the Charter
- Do not ask invited Inner Wheel Dignitary or Guests for any contribution, raffles or sponsorship.
- Do not impose yourself on others while visiting other cities, districts or countries.
- "Distracting" of clubs is a prerogative of International Inner Wheel. Be impartial, fair and just in case of any dispute.
- Be aware of the Rules, Constitution and Bye-Laws. Do not hesitate to refer to them as often as required.
- In case of any doubt call the District Officers or Club Counsellors.

Whatever You Do, Do It Well

