

INNER WHEEL U.S.A.



HANDBOOK

Revised July 1, 2013

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*Success of Inner Wheel Districts, Clubs and Membership is our willingness to research
And partake in training sessions.*

Knowledge comes from using resources available to members, i.e.:

Website:

www.innerwheelusa.com

www.internationalinnerwheel.org

International Inner Wheel



Constitution

2013

BASIC RULES

The International Constitution shall be binding on all Members and shall be as follows:

1. The name shall be “International Inner Wheel”.
2. The emblem shall be:



3. The Inner Wheel year shall be from 1st July to 30th June.
4. Inner Wheel shall not be sectarian or party political.
5. There shall be a standard naming system for all offices at International, National, District and Club levels
6. The official language is English.

OBJECTS

The objects shall be:

1. To promote true friendship.
2. To encourage the ideals of personal service.
3. To foster international understanding.

MEMBERSHIP

1. At International level

Includes all Inner Wheel Clubs

The minimum number of Active Members required to form a Club is 12

Applications for membership shall be sent to the Administrator of International Inner Wheel, together with an agreement to adopt the standard rules and to observe the Constitution.

This agreement is binding on all Clubs except where it conflicts in any way with the laws and customs of a particular country.

All Clubs, within countries which have National Bye-Laws, must conform to their National Bye-Laws, and the Governing Body of International Inner Wheel must be consulted when changes are contemplated in the National Bye-Laws.

The International Governing Body must approve any proposed changes in the naming system.

2. At National level

Includes all the Districts and Clubs within its boundaries.

The minimum number of Districts required to form a National Governing Body is 2

3. At District level

Each District includes all the Clubs within its boundaries.

The minimum number of Clubs required to form a District is 4

4. At Club level

A member may belong to one Club only.

Classes of membership

A. Active Membership

B. Honoured Active Membership (Active members within a Club who have been given a special award, because of their outstanding service to Inner Wheel).

C. Honorary Membership.

A Active Membership may be retained or taken up by the following, provided that they are over 18 years:

a) Women related to Rotarians/former Rotarians.

b) Women related to Inner Wheel members/former Inner Wheel members.

c) Women who have been invited to join – provided that a majority of the Club members agree.

Active Membership should be taken up in the Inner Wheel Club most convenient for an Inner Wheel member to attend.

The International Inner Wheel Executive Committee is empowered to clarify this section of the membership rule, and to include in this clarification those changes to clause (A) of the membership rule, which have been passed at the International Inner Wheel Convention.

B. Honoured Active Membership

An Award. A Club may confer Honoured Active Membership on an Active Member who has given outstanding service to Inner Wheel. The Club will pay the members dues for the year in which Honoured Active Membership is awarded. In the following years, she retains Honoured Active status, but pays all her own dues. Such a member retains all the rights of Active membership for life, or until she leaves Inner Wheel.

C. Honorary Membership

Clubs may invite up to 4 persons whom they wish to Honour to become Honorary members. Such members shall be subject to re-election annually. Each National Governing Body may determine the period of consecutive membership.

Honorary Members have no vote and cannot hold any office in a Club.

International Inner Wheel and National Governing Bodies may also invite a distinguished person whom they wish to honour, to become an Honorary Member.

D. Membership at Large

a) Countries with a National Governing Body.

If an active member resides in an area of a country where there is no Inner Wheel Club, the National Governing Body of that country can grant her 'Membership at Large' status. Application must be made to the National Governing Body, through her former Club, or District if there is no former Club due to disbandment. Payment of International Inner Wheel Capitation Fees must be made to that Governing Body. Such a member cannot vote or hold office.

b) Countries without a National Governing Body.

Any active member of Inner Wheel who takes up residence in an area or a country where there is no Inner Wheel Club, shall be entitled to 'Membership at Large' on application to International Inner Wheel Headquarters, through her former Club, and on payment of the appropriate International Inner Wheel Capitation Fee. Such a member cannot vote or hold office.

E. Transfers

An Active Member may, in some circumstances, provided both Clubs agree, and permission is obtained from the District Committee/s, transfer to another Inner Wheel Club.

F. Retirement

When a member is no longer able to continue through sickness or infirmity, she may be termed "retired" rather than "resigned".

G. Termination of membership

Active Membership terminates on failure to pay the annual subscription by 31st December.

H. Naming a Club

The name shall normally be that of the corresponding Rotary Club

When a new Inner Wheel Club has been formed out of more than one Rotary Club **or** when a new Inner Wheel Club is sponsored by an Inner Wheel Club, the members of the new Club may decide on a geographically suitable name, which must be approved by International Inner Wheel

THE INTERNATIONAL GOVERNING BODY

A candidate for an International Inner Wheel office, whether elected or appointed, may not hold any other office in Inner Wheel.

1. The International Governing Body consists of the Officers and the Board Directors.

A Officers:

President
Vice-President
Immediate Past President
Treasurer
Chairman of the Constitution Committee.

These officers form the Executive Committee and have a 1 vote each. In addition the President has a casting vote. Executive Committee Quorum - 3 members. Page | 6

B Board Directors:

There shall be 16 Board Directors. Each Board Director to have 1 vote.

In conformity with the Constitution, the Governing Body has the control and management of the affairs and funds of International Inner Wheel and subject thereto, may order its own proceedings. Its decision on matters of administration is to be final, but on matters of principal any Club, District or National Governing Body may appeal against a decision to the Convention. Quorum - 75% of the Governing Body.

2. The International Governing Body is to be elected as follows:

A Officers:

a) President

- Qualifications:

Must have served at some time as a President of a National Governing Body, or an International Board Director or a Board Member, or the International Treasurer.

- Nominations

A District Committee of a National Governing Body may nominate a member suitably qualified for the position of President. Members may accept nomination only from the District Committees of the National Governing Body of which they are members.

- Voting:

By postal vote, each Club having the right to one vote.

- Tenure of Office:

The President is to serve for 1 year only and cannot serve again in this office. The Immediate Past President, the President and the Vice-President must not be members of Inner Wheel in the same country or National Governing Body.

b) Vice-President

- Qualifications:

Must have served at some time as President of a National Governing Body, or an International Board Director or a Board Member or the International Treasurer.

- Nominations:

A District Committee of a National Governing Body may nominate a member suitably qualified for the office of Vice-President. Members may accept nomination only from District Committees of the National Governing Body of which they are members.

- Voting:

By postal vote, each Club having the right to one vote.

- Tenure of Office:

The Vice President is to serve for one year only and cannot serve again in this office.

c) Treasurer

- Qualifications:

Must have been a National Governing Body or District Treasurer and have served as a member of a National Governing Body for at least 1 year at the time of nomination.

- Nominations

A District Committee of a National Governing Body may nominate a member suitably qualified for the office of Treasurer. Members may accept nomination only from District Committees of the National Governing Body of which they are members.

- Voting:

By postal vote, each Club having the right to 1 vote.

- Tenure of Office:

The Treasurer may serve for a maximum of 3 consecutive years only, but must be nominated and elected annually and cannot serve again in this office.

d) Constitution Chairman

- Qualifications

Must have been a past member of the International Inner Wheel Governing Body.

- Nominations

A District Committee of a National Governing Body may nominate a member suitably qualified for the office of Constitution Chairman. Members may accept nomination only from District Committees of the National Governing Body of which they are members.

- Voting and Tenure of office

The Constitution Chairman shall be elected by the International Governing Body annually and may serve for a maximum of 3 years.

B Board Directors

- Qualifications:

Must be a Past National Representative or a Past President of a National Governing Body to stand for election as a Board Director of the International Governing Body. No Past International President shall be eligible to be nominated for the position of Board Director.

- Nominations:

A District Committee within a country, which has a National Governing Body **or** an elected National Representative, may nominate a suitably qualified member for the office of Board Director.

- Voting:

By postal vote.

The Board Directors are to be elected in the same ballot as the Officers. Each Club to have 16 votes, all of which must be for nominees from different countries. If more than 16 persons are nominated, each Club must vote for a total of 16 nominees. The voting paper must declare a vote of 16 in total. Any voting paper which declares a vote for more than 16, or less than 16, shall be invalid.

In the election of Board Directors, the first 13 places will be filled by the nominees receiving the highest number of votes. The remaining 3 places are reserved for nominees from countries having fewer than 1,000 members (as at the previous 30 June). The 3 nominees elected to these places, will be those receiving the highest number of votes, except where 1 or more of them has already been selected to fill one of the first 13 places; the next 3 highest scoring nominees will then be chosen from this group of countries.

If there are fewer than 3 nominees from this group of countries, the remaining places will be taken by the nominee/s with the next highest number of votes. No country in this group (i.e. with fewer than 1,000 members) shall have a person serving as a Board Director for more than 2 consecutive years, but may nominate a candidate again after an interval of 1 year.

- Tenure of Office:

A Board Director may serve for a maximum of 2 years only, but must be elected annually. An Inner Wheel member who holds an elected or appointed office at National Governing Body, District or Club level, or who is an Immediate Past President or Immediate Past Chairman cannot be, at the same time, a member of the International Governing Body.

1. **Meetings**

A - Non Convention year:

One Governing Body Meeting will be held annually.

B – Convention year.

A second Governing Body Meeting will be held the day prior to the Convention. The International Governing Body may pass a resolution on urgent matters between Meetings. A copy of the resolution, in writing, must be sent to each member of the Governing Body, whose acceptance or rejection must be sent, in writing, to the Administrator of International Inner Wheel. The decision must be by a 75% majority. The procedure is to be instigated by the Executive Committee.

4. Non Districted Clubs

The Governing Body of International Inner Wheel is to have jurisdiction over Non-Districted Clubs, where there is no National Governing Body.

ELECTION OF THE INTERNATIONAL GOVERNING BODY

1A. Executive Committee:

The procedure for the election of the President, Vice President, Treasurer and Constitution Chairman to the Governing Body of International Inner Wheel is to be as follows:

Nominations, with the consent of the nominee, may be made by District Committees of the National Governing Body of which they are members, to their National Governing Body.

If 2 or more nominations for any one office are made by District Committees in the same National Governing Body, there must be an internal election organised by the National Governing Body. The National Governing Body must then inform the District Committees, the result of that internal election.

1B. Board Directors:

The procedure for the election of Board Directors to the Governing Body of International Inner Wheel is to be as follows:

Nominations:

a). A District, which has a National Governing Body, may nominate for the position of Board Director. If 2 or more nominations are received from District Committees in the same National Governing Body, there must be an internal election, organised by the National Governing Body. The National Governing Body must then inform the District Committees the result of that internal election.

b) In the case of a Districted country, without a National Governing Body, but which has an elected National Representative, a District may nominate for the position of Board Director. If 2 or more nominations are received from District Committees in the same country, there must be an internal election organised by the National Representative. The National Representative must then inform the District Committees, the result of that internal election.

2. The District Committee must submit completed nomination forms for all International Officers and Board Directors, to International Inner Wheel Headquarters not later than 30 September. Canvassing, that is asking for votes, is FORBIDDEN, whether by letter or any other means, and will result in the disqualification of the candidate concerned.

3. **A list of nominees**, with a short description of offices held, will be sent to all Clubs, with an official ballot slip and envelope for return. The recorded vote must be received at International

Inner Wheel Headquarters not later than 31st March, otherwise it will be invalid. Any votes received from Clubs with outstanding Capitation Fees will be null and void.

4. If any 2 nominees receive the same number of votes, the President will have the casting vote.
5. In the eventuality of death, disability or disqualification of any candidate/nominee during the election for Board Director, the election will take place as per schedule. The next nominee receiving the highest number of votes will be declared elected as Board Director, in the place of the deceased, disabled or disqualified candidate/nominee.
6. The result of the elections for President, Vice President, Treasurer, Board Directors and Editor of International Inner Wheel will be sent out to all National Governing Bodies, Districts and Non Districted Clubs simultaneously.
7. **In the event of a vacancy** in the office of:
President, the Vice President is to succeed to the office to complete the year, which will not debar her from accepting nomination and election as President.
Vice President, the International Governing Body may appoint a suitably qualified successor to complete the year, which will not debar her from accepting nomination and election as Vice President.
Treasurer, the International Governing Body may appoint a qualified successor to complete the year.
Constitution Chairman – the International Governing Body may appoint a qualified successor to complete the year.
Board Director, the position to remain vacant until the following 30th June.

COMMITTEES

1. Executive Committee

The Executive Committee shall consist of the President, Vice President, Immediate Past President, Treasurer and Constitution Chairman.

Duties of Executive Committee

The Executive Committee shall have the overall management of the day-to-day affairs and funds of International Inner Wheel on behalf of the International Governing Body

1. Constitution Committee

The Constitution Committee shall consist of the Constitution Chairman, the President and Vice President.

1. Convention Committee

The Convention Committee is to consist of a Chairman, herein designated as Convention Co-ordinator, to be appointed by the Governing Body from members nominated by the host country at the time of submitting the application to host the Convention, the International Vice President and Treasurer ex officio, and other members appointed according to the Convention blueprint. In addition the International President of the Convention year shall be a member of the Committee during that year.

EDITOR

The Editor shall not be a member of the Executive Committee, but will attend the Triennial Convention as an observer with the same benefits as a Board Director, including payment of costs incurred in attending the Convention.

- Qualifications:

Must have been a National Governing Body or District Editor for at least 1 year at the time of nomination.

- Nominations:

Any District Committee may nominate a person suitably qualified for the office of Editor.

- Voting:

By postal vote, each Club having the right to 1 vote.

- Tenure of Office:

The Editor may serve for a maximum of 3 consecutive years but must be elected annually.

- In the event of a vacancy the Board may appoint a qualified successor to complete the year.

FINANCE

The financial year of International Inner Wheel shall be from 1st July to 30th June.

1. Dues

Each Club shall pay to International Inner Wheel such annual Capitation Fee for each member as shall be determined from time to time at the Convention or, if in the years between, the inflation of the pound sterling makes a Capitation Fee increase necessary, the Governing Body is authorized to increase the Capitation Fee with the same percentage as the increase in the cost of living index in the U.K, but not exceeding 5%. Any proposal to alter the Capitation Fee at a Convention must be circulated in writing to all Clubs at least 4 calendar months prior to the Convention.

2. Expenses

Expenses incurred in carrying out the work of the International Governing Body shall be met from the funds of International Inner Wheel. These expenses must be agreed by the International Executive Committee.

3. Audit

A qualified accountant, appointed annually by the Governing Body, shall audit the accounts of International Inner Wheel. Copies of such accounts shall be circulated to all Clubs by 1st April.

4. Payments

Any payment from the funds of International Inner Wheel may be made by cheque, standing order, direct debit or bank transfer, provided that payment is authorized and evidenced in writing by two members of the International Executive Committee.

TRUSTEES

The International Governing Body has the power to incorporate a company limited by guarantee on behalf of International Inner Wheel, to hold property and any other relevant investments or assets, including without limitation government bonds and mutual securities as determined by the Governing Body from time to time.

Investments of a speculative nature are **not** permitted.

The International Governing Body shall have the power to appoint 2 Trustees in whom shall be vested the responsibility for properties of International Inner Wheel.

1. On behalf of the membership, the Trustees shall be responsible for the general management of the property vested in them, and shall authorise major repairs and alterations as needed.
2. The International Governing Body shall indemnify the Trustees against all liabilities, costs, claims and demands incurred by them as Trustees.
3. The International Governing Body shall have the power to appoint or dismiss Trustees.
4. A Trustee must be a Past Board Member/Board Director, 1 from Great Britain and Ireland and 1 from another country.

NATIONAL REPRESENTATIVES

A National Representative may be elected by any country with 1 or more Districts with 4 or more Clubs, which have been functioning as a District for a minimum of 2 years.

Qualifications

1. For Districted countries without a National Governing Body

Must be or have been a Deputy National Representative, a PAST DISTRICT Chairman, Vice Chairman, Secretary or Treasurer, where nominated and elected. A suitably qualified Deputy must be elected at the same time as the National Representative. In the event of a vacancy the Deputy National Representative shall take office and the District Committee(s) of the country concerned must elect a suitably qualified Deputy National Representative to complete the year.

2. For countries with a National Governing Body

Must be or have been a Deputy National Representative, a PAST DISTRICT Chairman, Vice Chairman, Secretary or Treasurer, where nominated and elected, and have also served as a member of a National Governing Body for at least 1 year at the time of nomination. A suitably qualified Deputy must be elected at the same time as the National Representative.

In the event of a vacancy the Deputy National Representative shall take office. The National Governing Body concerned must elect a suitably qualified Deputy National Representative to complete the year.

Nominations:

Each District may nominate not more than 1 National Representative and Deputy. Nominations, with the consent of the nominee, must be sent in writing, to the National Governing Body or National Representative (if no National Governing Body exists), not later than 31st October. If 2 or more National Representatives or Deputies are nominated by Districts in the same country, there must be an internal election. The National Governing Body or National Representative shall send to all Clubs a list of nominees, with a short description of the offices held, together with an official ballot slip and envelope for return, no later than 15th February. **Voting**

All the clubs in the country may vote to elect the National Representative and Deputy.

By postal vote, each Club having 1 vote. Election by a simple majority.

Tenure of Office:

A maximum period of 2 years, but must be elected annually by 31st March.

Duties of the National Representative

The National Representative is the link between the District and the International Governing Body; she receives and sends all communications. It is essential to be fluent in the official language of Inner Wheel, the English language. In a country with no National Governing Body, if the National Representative is not an elected member of the District Committee she plays no part in the running of the District.

AFFILIATION

An Inner Wheel Club, District, or National Governing Body shall not affiliate with (i.e. become members of) other organizations, as it cannot bind its members to a constitution nor to any decision over which it has no control. That does not prevent individual members joining other organizations.

CONVENTION

1. International Conventions shall be held at intervals of not less than 3 years in a place to which the Governing Body reasonably believes Voting Delegates, from any country, would have free access.

The International Governing Body shall decide the meeting place for the Convention.

2. Business of the Convention

A The Official Report and audited Statement of Accounts shall be presented by the Governing Body.

B The Capitation Fee for International Inner Wheel shall be fixed.

C Alterations in, or additions to, the International Constitution shall be considered and appropriate action taken.

D Alterations in, or additions to, the Standard District Rules and the Standard Club Rules shall be considered and appropriate action taken.

E Matters of Inner Wheel interest shall be discussed.

3. Each country sending Voting Delegates to the Convention shall be responsible for its own financial arrangements for those delegates

4. Each Club, each District Committee and each National Governing Body is entitled to send 1 Voting Delegate and to appoint a deputy in the event of a vacancy.

Each International Inner Wheel Officer, each Board Director, each National Representative and each Past President of International Inner Wheel is to be a Voting Delegate.

All of the above if not represented, may designate as proxy, a National Representative, a Past National Representative, a Past Board Member, a past Board Director, a District Committee Voting Delegate or the International Official Proxy Vote holder. The International Official Proxy Vote holder must follow strictly the directives given, but other proxies may be given discretion on how to vote. Any voting delegate, other than the International Official Proxy Vote Holder, must not hold more than 70 proxy votes. Any Inner Wheel member may attend as an observer, but the business must be conducted only by the Voting Delegates.

1. **Voting**

Each proposal or amendment submitted to change the Constitution must be carried by a majority of 2/3rds of those voting in person or by proxy. All other motions shall be decided by a simple majority.

1. **Translation**

Each country or District sending delegates to a Convention may ask for simultaneous translation of the Convention proceedings in its own language, or a language of its choice. In such a case that country or District shall be responsible for the financial expenses incurred.

STANDING ORDERS

1. The International President, the Vice President, or, if circumstances necessitate, an International Past President, shall preside at the Convention as proposed by the Executive Committee of International Inner Wheel and ratified by a simple majority at the meeting of the Governing Body immediately prior to the Convention.
 2. All business must be conducted by Voting Delegates, except in the presentation of a proposal. A Voting Delegate may nominate any member to present a proposal and reply on her behalf, but may not delegate any other right or responsibility.
 3. All Voting Delegates shall address the chair.
 4. Voting Delegates must speak to the proposal under discussion.
 5. If two or more Voting Delegates rise at the same time, the Presiding Officer shall determine who shall speak first.
 6. Each proposal must be proposed by the Club, District or National Governing Body or by their duly appointed proxies.
Each proposal must be seconded before discussion.
The proposer of a proposal may not speak for more than 3 minutes.
Other Voting Delegates speaking to a proposal shall not exceed 2 minutes.
The proposer of a proposal shall have the right of reply, but shall not speak for more than 3 minutes.
No Voting Delegate shall propose or second more than 1 amendment to each proposal, except where she is also acting as a proxy.
Each amendment shall be relevant to the proposal to which it is proposed.
Each amendment must be proposed and seconded before discussion.
1. The proposer of an amendment may not speak for more than 3 minutes.
 2. Other Voting Delegates speaking to an amendment shall not exceed 2 minutes.
 3. The proposer of an amendment shall have the right of reply, but shall not speak for more than 2 minutes.
 4. On each proposal to change the Constitution a majority of 2/3rds is necessary.
 5. All other General Motions shall be decided by a simple majority. In the event of the votes being equal the Presiding Officer shall have the casting vote.

CHANGES TO THE CONSTITUTION

1. The International Governing Body, National Governing Bodies, District Committees, and Clubs, may submit proposals to change the Constitution of International Inner Wheel by the required date.

2. Proposals and amendments to be put for Clubs and Districts where there is no National Governing Body will only be accepted from those Clubs and Districts and from the International Governing Body. Only those Clubs and Districts, where there is no National Governing Body, will vote on these proposals and amendments.
3. Any proposal to change the Constitution shall be received at International Inner Wheel Headquarters not later than 18 months prior to the Convention.
 - a) Such proposals MUST include a seconder.
 - b) The proposer cannot second the proposal.
 - c) Proposals from the Governing Body of International Inner Wheel, which are made on behalf of all members, do not require a separate seconder as they must be approved by the Governing Body before presentation.
4. Amendments to these proposals shall be received at International Inner Wheel Headquarters not later than 6 months prior to the Convention.
 - a) In case of urgency and provided that not less than 30 days notice in writing has been given, this Constitution may be changed at a meeting of the International Governing Body, attended by a quorum of 75% of the members of the Governing Body, by a resolution passed by a majority of 75% of those present.

Such changes shall become immediately and temporarily effective for a period not exceeding 2 years, and shall be ratified or rejected by an International Convention, or failing this, shall lapse.
 - b) In case of urgency and 30 days notice cannot be given, this Constitution may be changed at a meeting of the International Governing Body, attended by a quorum of 75% of the members of the Governing Body, by a resolution passed by a majority of 75% of those present. Such changes shall only be valid until the next following meeting of the International Governing Body.

Any proposal containing similar subject matter to one presented and defeated at 2 consecutive Conventions will not be accepted for the following Convention, with the exception of proposed changes to membership.

In the event of a dispute the Chairman of the Constitution Committee will make the final decision

ASSOCIATION OF INNER WHEEL CLUBS
IN THE UNITED STATES OF AMERICA
BYLAWS

I - TITLE

Established in 1987, the name of the national organization shall be the Association of Inner Wheel Clubs in the United States of America (hereinafter referred to as Inner Wheel U.S.A., Inc.).

II - PURPOSE

Inner Wheel U.S.A. shall promote the purpose of International Inner Wheel and coordinate activities and goals among its Clubs, Districts and International Inner Wheel (hereafter referred to as IIW).

III - MEMBERSHIP

Inner Wheel U.S.A. shall consist of all Clubs and Districts in the United States and her territories.

IV - GOVERNING BODY

The Governing Body shall be elected Officers, appointed Secretary, Zone Representatives and Constitution Chairman holding office July 1 through June 30.

A. OFFICERS

- 1. PRESIDENT:** (who shall be the elected National Representative).
 - a. Qualifications: Must have served a completed term as an elected member of the Governing Body and also have been a Past District Chairman, Past District Vice-Chairman, Past District Secretary or Past District Treasurer at the time of nomination.
 - b. Nominations: Any District Committee may nominate a member suitably qualified for the office of President/National Representative.
 - c. Voting: By postal vote, each Club having the right to one vote.
 - d. Tenure of Office: The President/National Representative shall serve for a one (1) year term and may be eligible to serve an additional one (1) year term, if nominated and elected.
 - e. The President/National Representative and Vice President/Deputy National Representative shall not be from the same District.
- 2. VICE PRESIDENT:** (who shall be the elected Deputy National Representative) and serve as National Coordinate of Extension.
 - a. Qualifications: Must have served a completed term as an elected member of the Governing Body and also have been a Past District Chairman, Past District Vice-Chairman, Past District Secretary or Past District Treasurer as the time of nomination.

- b. **Nominations:** Any District Committee may nominate a person suitably qualified for the office of Vice President/Deputy National Representative.
- c. **Voting:** By postal vote, each Club having the right to one vote.
- d. **Tenure of Office:** The Vice-President/Deputy National Representative may serve for two (2) terms, but must be elected each term.
- e. The President/National Representative and Vice-President/Deputy National Representative shall not be from the same District.

3. IMMEDIATE PAST PRESIDENT: Chairman of the Past Presidents Advisory Council.

4. SECRETARY: (who shall be appointed by the President/National Representative with the approval of the Governing Body.

- a. **Qualifications:** Must have been a Past Club President or District Officer.
- b. **Nominations:** Appointed by the President/National Representative with approval of the Governing Body.
- c. **Tenure of Office:** The Secretary may serve for three (3) consecutive years, but must be appointed and approved annually.

5. TREASURER:

- a. **Qualifications:** Must have been a District Treasurer at the time of nomination.
- b. **Nominations:** Any District Committee may nominate a person suitably qualified for the office of Treasurer.
- c. **Voting:** By postal vote, each Club having the right to one (1) vote.
- d. **Tenure of Office:** The Treasurer may serve for three (3) consecutive years but must be elected annually.

6. EDITOR:

- a. **Qualifications:** Must have been a Past Club Editor or Past District Editor at the time of nomination.
- b. **Nominations:** Any District Committee may nominate a person suitably qualified for the office of Editor.
- c. **Voting:** By postal vote, each Club having the right to one vote.
- d. **Tenure of Office:** The Editor may serve for three (3) consecutive years but must be elected annually.

B. ZONE REPRESENTATIVES: who shall coordinate Extension in their Zone and represent the Clubs and Districts in their particular Zone on the Governing Body.

- a. **Qualifications:** Must be a Past District Chairman at the time of nomination if from a Districted Club; must be a Past President at the time of nomination if from a Non-District Club.
- b. **Nominations:** Any District Committee may nominate a person within their Zone suitably qualified for the office of Zone Representative.
- c. **Voting:** By postal vote, each Club in that Zone having the right to one (1) vote.
- d. **Tenure of Office** The Zone Representative may serve for three (3) consecutive years but must be elected annually.

C. CONSTITUTION CHAIRMAN:

- a. **Qualifications:** Must have been a past member of the Inner Wheel U.S.A. Governing Body.
- b. **Voting and Tenure of Office:** The Constitution Chairman will be appointed by the President of Inner Wheel U.S.A. prior to the first meeting of her year and confirmed by the Board at that meeting. The Constitution Chairman may serve for a maximum of three (3) years.

D. VOTING:

- a. At any Governing Body meeting, the Vice-President/Deputy National Representative, Immediate Past President, Secretary, Treasurer, Editor and each Zone Representative are entitled to one (1) vote each. The President/National Representative has a casting vote.
- b. Quorum: Five (5) members.

E. IN THE EVENT OF A VACANCY IN THE OFFICE OF:

- a. President/National Representative: the Vice-President shall succeed to the office to complete the year, which shall not debar her from accepting nomination and election as President and National Representative.
- b. Vice President/Deputy National Representative: the Governing Body may appoint a suitably qualified successor to complete the year which shall not debar her from accepting nomination and election as Vice-President and Deputy National Representative.
- c. Treasurer: the Governing Body shall appoint a qualified successor to complete the year.
- d. Editor: the Governing Body shall appoint a qualified successor to complete the year.
- e. Zone Representatives: shall be appointed by a committee of the currently serving District Chairmen and the two (2) Immediate Past District Chairmen within their Zone.

F. ELECTIONS: Officers shall be elected by majority vote.

G. DUTIES:

- 1. The Governing Body of Inner Wheel U.S.A. shall:
 - a. Hold office from July 1 through June 30.

- b. Decide on administrative and practical matters of National character.
- c. Have control and management of the funds of Inner Wheel U.S.A.
- d. Appoint an accountant to examine the financial records.
- e. Appoint committees as deemed necessary.
- f. Coordinate, with the Constitution/Bylaws Committee, proposed amendments to the IIW Constitution received from Clubs and Districts.
- g. Determine Zone boundaries within the U.S. and her territories.
- h. Appoint an officer for the following year in the event no District has a nomination for such office, with appointee's consent.

Duties of the National Offices, Secretary and Zone Representatives are outlined in the Standing Rules.

V.- MEETINGS

- A.** There shall be at least two (2) meetings of the Governing Body of Inner Wheel U.S.A. per year with a Conference every third year.
- B.** Matters to be included on the agenda shall be sent to the President/National Representative and the Secretary at least 60 days prior to a meeting.
- C.** Notice of all meetings with a copy of the agenda shall be sent to all members of the Governing Body at least thirty (30) days before the meeting.
- D. Quorum:** Governing Body Meeting quorum shall be five (5) members. Association (aka: Conferences) meeting quorum shall be a majority of those entitled to vote.
- E. Voting:**
 - 1. Motions will be passed by a majority of the votes.
 - 2. Voting can be done by show of hands unless a member of the Governing Body demands a written ballot.
 - 3. In the event of a tie, the President will cast the deciding vote.
- F. Special Meetings:**
Special Meetings may be called, at anytime, by the President with written agendas having been received by the Governing Body at least six (6) days before the actual meeting. Any such meetings may be held by telephone conference call if the agenda so provides.
- G. Emergency Procedure:**
In the event of a threat to homeland security or a national disaster, the Inner Wheel U.S.A. President/National Representative and members of the Governing body may elect to cancel a scheduled Inner Wheel meeting.

VI - FINANCE

- A.** The financial year shall be from July 1st through June 30th.
- B.** Each Club shall pay annual Inner Wheel dues on a per capita basis. Any dues change on Districts or Clubs shall not become effective until the following year
- C.** Approved budgeted expenses incurred in carrying out the work of the Governing Body shall be paid by check upon receipt of invoice and signed by the Treasurer and one of the following: President/National Representative, Vice-President/Deputy National Representative or Secretary.
- D.** All payments from the funds of Inner Wheel shall be made by check and signed by the Treasurer and one of the following: President/National Representative, Vice-President/Deputy National Representative or Secretary.
- E.** The accounts of Inner Wheel U.S.A. shall be compiled annually by a qualified Accountant and copies sent to the Governing Body.
- F.** The Annual Financial Report shall be published in the first Inner Wheel U.S.A. newsletter following the close of the fiscal year.

VII - AMENDMENTS

- A.** Changes in the Inner Wheel U.S.A. Bylaws may be proposed by one or more of the following:
 - 1. Any Club or District Committee in Inner Wheel U.S.A.
 - 2. Constitution/Bylaws Committee.
 - 3. Governing Body of Inner Wheel U.S.A.
- B.** Any Districted Club within Inner Wheel U.S.A. wishing to propose amendments to these or to the International Constitution shall submit them to their District Committee for consideration. They shall then be forwarded to the Constitution/Bylaws Committee Chairman. Non-district Clubs shall send any proposed amendments directly to the Constitution/Bylaws Committee Chairman.
- C.** Proposals/Amendments made by Clubs and District Committees shall be submitted to the Constitution/Bylaws Committee for clarity and constitutionality.

Proposals/Amendments and recommendations by the Constitution/Bylaws Committee shall be submitted to the Governing Body of Inner Wheel U.S.A. The Proposals/Amendments to the Inner Wheel U.S.A. Bylaws require the approval of two-thirds (2/3) of those voting in person or by proxy and the ratification by IIW.
- D.** The Constitution/Bylaws Committee shall make necessary changes to bring these Bylaws into agreement with changes and additions to the IIW Constitution and the Inner Wheel U.S.A. Bylaws.
- E.** In a non-conference year, changes to these Bylaws may be made by presenting changes in writing to the Inner Wheel U.S.A. Secretary sixty (60) days prior to the next scheduled meeting. The Governing Body shall follow procedures under Section "V-B."

VIII - PARLIAMENTARIAN AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern in all cases to which they are applicable and are not inconsistent with these Bylaws and those of IIW.

IX - RELATIONSHIP TO IIW

The articles in these Bylaws are in no way intended to conflict with the Constitution of IIW. For further clarification of these Bylaws refer to the Constitution of IIW.

X - DISSOLUTION

- A.** Inner Wheel U.S.A. may be dissolved by resolution passed by two-thirds (2/3) of the Governing Body at a Special Meeting convened for that purpose, provided three (3) months notice of such a proposal shall have been given in writing to all Clubs within IWUSA.

After any and all debts and liabilities have been satisfied, any remaining funds shall be transferred to some worthwhile charities or the Inner Wheel U.S.A. Foundation as agreed upon by the Governing Body.

- B.** A District may be dissolved by a resolution passed by two-thirds (2/3) of the total District Committee at a Special Meeting convened for that purpose, provided three (3) months of such proposal shall have been given in writing to all Clubs within the District. After any and all debts and liabilities have been satisfied any remaining funds shall be transferred to some worthwhile charities or the Inner Wheel U.S.A. Foundation as agreed upon by the District Committee.
- C.** A Club may be dissolved by resolution passed by two-thirds (2/3) of the total membership of the Club at a Special Meeting convened for that purpose provided three (3) months notice of such proposal shall have been given in writing to all Club members within the Clubs.

District Clubs must have a District Chairman present at the time of voting.

Non-District clubs must notify the IWUSA Vice-President before any action is taken and final approval of the IWUSA Governing Body must be granted before final dissolution of the Club.

STANDING RULES

These Standing Rules can be changed by a majority vote at any business meeting without previous notice.

I - MEMBERSHIP

- A. All Districts and all clubs must affiliate with the National and International organization.
- B. In Rotary Districts where there are four or more Inner Wheel Clubs in existence, those Inner Wheel Clubs should form a new District.

ELECTION INFORMATION

INTERNATIONAL INNER WHEEL OFFICERS

Nominations, with the written consent of the nominee, may be made by the District Board at the January Board Meeting. IWUSA will forward nomination papers and rules for nominating to all Districts prior to January of each year. Any country putting forth a candidate for an International Inner Wheel office can only put forth one candidate for each office; therefore, IWUSA must have nominations and voting done prior to June 30th. Inner Wheel U.S.A. handles corresponding with IIW on election results. Districts must follow protocol sent by the IWUSA Secretary when nominating candidates. Solicitation of votes for a nominee will result in disqualification of that candidate. See IIW constitution, page 8.

INNER WHEEL U.S.A.

Nominations with the consent of the nominee, will be made by the District Board at the September Board Meeting. Nominations for President, Vice-President, Treasurer and Editor must be sent to IWUSA by October 15. A ballot for the IWUSA officer nominees will be sent to the Clubs about December 15, and must be returned to IWUSA by January 31. No later than the November District Board Meeting, a nomination will be made for Zone Representative. The nominations must be mailed to the Zone Convener (the Immediate Past Zone Representative) by November 15. If there is more than one nominee, a ballot will be mailed to the Clubs about December 5, and must be returned to the Zone Convener by January 31. All ballots will provide a short description of the nominee's past offices.

DISTRICT OFFICERS

Nomination forms for District officers will be sent to Club Presidents by the District Election Convener. The Clubs are entitled to nominate a qualified candidate for a District Office with the written consent of the nominee. Nominations from a Club must be received by the election Convener by December 1. The election Convener mails ballots, if necessary, to the Clubs by December 15. The voted ballot, if required, must be returned to the Election Convener before January 31. Late ballots will not be counted.

CLUB OFFICERS

Club officers are usually elected in February. They are: President, Vice-President, Secretary, Treasurer, ISO and Delegates. The list of elected officers must be filed with the District Secretary by March 1. If a Club is "dark" in February, elections should be held in January.

II - NOMINATIONS AND ELECTIONS

A. INNER WHEEL U.S.A. OFFICERS

1. The District Committee

- a. The District Secretary will receive nomination forms from the Inner Wheel U.S.A. Secretary by August 10th for the following Inner Wheel U.S.A. offices: President, Vice-President, National Representative, Deputy National Representative, Treasurer and Editor.
- b. May nominate a fully qualified President, National Representative, Vice-President, Deputy National Representative, Treasurer and Editor for the Governing Body of Inner Wheel U.S.A. (Qualifications are in the Bylaws.)
- c. Each nominee shall give the District Committee her written consent. Districts may not submit nominees for the office of President/National Representative and Vice-President/Deputy National Representative who are from the same District; therefore a nomination for President/national Representative takes precedence over a nomination for Vice-President/Deputy National Representative from the same District.
- d. The District Secretary shall mail to the Inner Wheel U.S.A. Secretary the completed nomination forms, written consents and a copy of the District Committee minutes acknowledging nomination(s) postmarked no later than October 15th.
- e. The Inner Wheel U.S.A. Secretary shall receive nominations from the District Secretary and a review of the candidates qualifications shall be done by a committee of Past Presidents.

1. Clubs

- a. If necessary, by November 15th the Inner Wheel Club Presidents shall receive the ballots which will include a list of nominations and qualifications for officers of the governing body of Inner Wheel U.S.A.
- b. Voting shall be by ballot. Each ballot shall be completed and placed in the envelope provided. They must be mailed to the appointed vote certifier, postmarked not later than February 1st.

B. ZONE REPRESENTATIVES

1. The Immediate Past Zone Representative

- a. Shall serve as Zone Representative Election Convener (hereafter referred to as Zone Convener) for her Zone.
- b. Shall, by August 15th, mail nomination forms to the District Secretaries within her Zone for the purpose of nominating a Zone Representative.
- c. Nomination and elections shall be held at a regularly scheduled District Committee Meeting. The nominee's qualifications, letter of acceptance and the District Committees minutes acknowledging the nomination are to be sent to the Zone Convener. The Zone Convener, after reviewing nominations, shall forward elected candidates papers to the Vice-President/Deputy National Representative.
- d. Will receive and accept nominations for Zone Representative, including letter of acceptance, postmarked not later than November 15th

- e. Shall in the event that there is no nominee for Zone Representative by November 20th, notify the District Chairmen, the current Zone Representative, the Inner Wheel U.S.A. President/National Representative and the Vice-President/Deputy National Representative. Upon notification, the IWUSA Governing Body may appoint a Past President of a Club within that Zone, upon her acceptance, to serve as Zone Representative.
- f. Shall, in the event that there is only one nominee for Zone Representative by November 20th, notify the District Chairmen, the Zone Representative, the Inner wheel U.S.A. President/National President and the Vice-President/Deputy National Representative the name, address and credentials of the nominee.
- g. If necessary, by December 1, mail to all the Inner Wheel Club Secretaries in her Zone, a ballot listing all the nominees for Zone Representative, including their Inner Wheel elected positions previously held.
- h. Will receive and accept the ballots from Inner Wheel Clubs in her Zone, postmarked no later than February 1.
- i. Shall, by February 10th, tally all votes received and notify all the District Chairmen in her Zone, the Zone Representative, the Inner Wheel U.S.A. President/National Representative and the Vice-President/Deputy National Representative of the results. She shall mail the Candidate's letter of acceptance to the Inner Wheel U.S.A. Vice-President/Deputy National Representative.
- j. If an Immediate Past Zone Representative cannot serve as Zone Convener, the previous Zone Representative shall fill the position. In such a case, the former shall notify the Inner Wheel U.S.A. Vice-President/Deputy National Representative in writing.

2. The District Committee

- a. Shall nominate, with the consent of the nominee, a fully qualified Zone Representative (the qualifications for Zone Representative are in the Bylaws.)
- b. The District Secretary shall mail to the Zone Convener the completed Nomination form (name and past positions held), together with the Candidate's Letter of Acceptance and a copy of the District Committee Minutes acknowledging the nomination, postmarked no later than November 15th.

3. The Clubs

- a. The Club Secretary will receive the ballot by December 5th.
- b. The members of the Club shall vote.
- c. The Secretary shall mail the completed ballot to the Zone Convener, postmarked no later than February 1st.

C. ABSENTEEISM

1. Any officer who misses two consecutive Governing Body Meetings and/or does not provide the required reports shall automatically be removed from the Governing Body.
2. The Governing Body shall appoint a qualified replacement.

D. VACANCY

Any Zone that does not fill the Zone Representative positions has no representation on the Governing Body that year.

III - MEETINGS

A. MEETINGS

Two meetings per year shall be scheduled, one to be held in the fall and one in the spring.

1. At the **fall** meeting the agenda shall include:
 - a. The accountant's compilation from the previous year.
 - b. A proposed tentative budget for the following year.
 - c. Annual dues.
 - d. Proposed officers for the coming year.
 - e. The IWUSA Foundation Board will schedule the fall meeting, to be held after October 15th.
2. At the **spring** meeting the agenda shall include:
 - a. Officers annual report.
 - b. Review and approve Final Budget for the coming year.
 - c. Installation of new officers.
 - d. The IWUSA Governing Body will schedule the spring meeting.

B. SPECIAL MEETINGS

1. Special Meetings of the Inner wheel U.S.A may be called by the President/ National Representative, or at the request of fifty-percent (50%) of the members of the Governing Body.
2. The Inner Wheel U.S.A. Conference shall be held every three (3) years, approximately one year following the IIW Convention.
3. Voting: In the event a Special Meeting is called, according to the Specifications in the Bylaws, and a vote is necessary by all Clubs, a postal Vote shall be allowed. Voting ballots to be returned to the Vote Certifier appointed by the President/National Representative.

The National Secretary shall be notified of the results within one (1) week of the ballot deadline. National Secretary shall immediately notify the President/National Representative of the results. The President/National Representative shall notify all Clubs.

IV - OFFICER DUTIES

(No one member shall serve in more than one elected office nor serve on the IWUSA Board and IWUSA Foundation at the same time)

A. PRESIDENT/NATIONAL REPRESENTATIVE

The President/National Representative shall:

1. Set the date for the Spring IWUSA Governing Body and Foundation Trustee Meeting, as well as the venue site, with the agreement of the Governing Body.
(IWUSA Foundation sets the date and place of Fall meeting.)
2. Prepare the Agenda for her meetings. The National Secretary will send them to the Governing Body members, at least one (1) month before the meetings.
3. Preside at all meetings of the IWUSA Governing Body.
4. Appoint a Secretary, Parliamentarian and Constitution/Bylaws Chairman and confirm ratification with the Governing Body.
5. Appoint Committee Chairmen as needed.
6. Be an ex-officio member of all committees.
7. Make a report to the Inner Wheel U.S.A. Governing Body at each meeting and submit the Annual Report/National Representative's Report to IIW by May 30th.
8. Represent IWUSA on all formal occasions to which she is officially invited.
9. Keep the IWUSA Governing Body informed of all current matters.
10. Provide advice to Zone Representatives on matters that may arise within District/Clubs in their Zone and keep the Governing Body informed of any problems.
11. Prepare "President's Message" for the IWUSA Newsletters.
12. Submit expenses on the official forms with receipts to the IWUSA Treasurer for payment.
13. Send a letter of "Congratulations/Welcome" to the District Chairmen and Club Presidents.
14. Keep the Vice President/Deputy National Representative apprised of all matters.
15. Review minutes from IIW.
16. Sign Charters as required.
17. Send a congratulatory letter to the new Club with the Charter.

AS NATIONAL REPRESENTATIVE

1. Summarize the International Board Minutes and any other relevant information. Send copies to IWUSA Board Members. Each Club and each District will receive a copy of the Board Minutes in English.
2. Must notify the International Inner Wheel Secretary of any item for inclusion on Agenda for the IIW Board Meeting(s) which the National Body has requested the National Representative propose, not later than thirty (30) days before an International Board Meeting.
3. **REPORTS**
 - a. The National Representative shall submit her annual report to members in her country. The National Representative shall send a typewritten report (no more than 350 words) to International Inner Wheel Headquarters for circulation to the Executive, Board of Directors and Secretary (i.e. 21 copies). This must be forwarded annually to Headquarters, not later than May 31st.
 - b. Shall submit to Headquarters a Report on the work carried out by Members, relating to the United Nations Committee's topics as follows, attended by our Representatives:

Rights of the Child	Aging
Family	Narcotic Drugs
Status of Women	UNICEF
Human Rights	
4. Check the entries for her country in the International Inner Wheel Directory annually for accuracy and omissions and advise the International Inner Wheel Secretary.
5. Sign Charters and send a copy to the District Chairman (if a District Club) and IWUSA Treasurer. The District Chairman may sign next to the President/National Representative.
6. When invited to a Charter Presentation, she should bring greetings from the President of International Inner Wheel.
7. The National Representative/President will be responsible for the care of the International Inner Wheel President and her arrangements connected with her visit to our country. No arrangements should be made without consulting the IWUSA Governing Body. IWUSA must be aware that when the International Inner Wheel President is invited to visit a country, all her accommodations and travel must be paid for by our country from the agreed point of entry until her departure.
8. Must check with the IWUSA Secretary to confirm that all necessary forms have been completed and returned to International Inner Wheel Headquarters by the due date. Failure to comply with the above means that Clubs will not be included in the International Inner Wheel Directory and will not receive any Voting Papers.
9. The National Representative must keep her Deputy fully informed.

Courtesies of National President/National Representative:

1. Work with Zone Representatives for visits to Districts/Clubs in her Zone.
2. When visiting Districts/Clubs, a hostess gift for District Chairmen/Club Presidents and a home hospitality hostess gift should be given. (this need not be an extravagant gift, only a token of your appreciation.)

B. VICE PRESIDENT/DEPUTY NATIONAL REPRESENTATIVE

The Vice President/Deputy National Representative shall:

1. Serve as National Coordinator of Extension.
2. Act for the President/National Representative in her absence.
3. Assist the President/National Representative when requested.
4. As coordinator of Extension, shall update the "Guidelines for Zone Representatives" and distribute the changes to each Zone Representative.
5. Shall send to all Zone Conveners, by August 1st, the forms and information necessary for the Zone Conveners to conduct the election of Zone Representatives.
6. Shall be responsible for ordering outgoing President's plaque and regalia. Invoice for this budgeted amount to be sent to the IWUSA Treasurer for payment.
7. Work with incoming Secretary to organize/type/print the National Directory for her year.
8. Submit expenses on official forms with receipts to IWUSA Treasurer for payment.
9. Prepare reports as required and submit Annual Report to the President/National Representative no later than May 1st.

C. IMMEDIATE PAST PRESIDENT

The Immediate Past President shall:

1. Compile a report of the highlights of the Past Presidents Advisory Council Meeting.
2. Present report to the ensuing Governing Body Meeting.
3. Mail copies of report to all Past President.
4. Submit expenses on official forms with receipts to IWUSA Treasurer for payment.
5. Prepare reports as required and submit Annual Report to President/National Representative by May 1st.
6. Call and chair Past Presidents Advisory Council Meeting to be held prior to and coordinated with the IWUSA Governing Body Fall Meeting. During the IWUSA Conferences, the Council Meeting

to be held prior to and coordinated with IWUSA Governing Body Meeting and Conference Business Meeting.

D. SECRETARY

The National Secretary shall:

1. Keep all minutes and records.
2. Send out notices and agendas of meetings.
3. Send five (5) copies of the Inner Wheel U.S.A. Governing Body Minutes to IIW within three (3) weeks of the Governing Body meeting. Officer and Zone Representative reports are to be summarized and included in the minutes. **Do not send reports.**
4. Send copies of the Inner Wheel U.S.A. Governing Body minutes to each member of the Governing Body, District Chairman, Past IIW Representatives and Past President/National Representatives (who request copies.)
5. Serve at the wishes of the President and be available for meetings and willing to spend time making copies and preparing mailings.
6. Forward copies of all District/Club correspondence, minutes, newsletters and pertinent correspondence to the President/National Representative.
7. Send a letter to the Districts/Clubs regarding return of "Club Information" forms. This will list officers for the upcoming year and is necessary for assisting incoming President/National Representative and Secretary in completing the National Directory for their year. Forward complete list of District/Club officers to the incoming Secretary no later than February 28th.
8. Mail nomination forms for Inner Wheel U.S.A. and IIW officers as required.
(Check calendar dates for completion date.)
9. Receive nominations and process as required. When more than one candidate is nominated for a National/International office, the National Secretary will notify all nominees.
10. If necessary, prepare ballots, after discussion with the President/National Representative and mail to all Clubs.
11. In the event there are no nominations, notify the President/National Representative. The President/National Representative will, with the consent of the Governing Body, appoint a candidate to fill the vacancy.
12. In the event there is only one nomination for each office, notify the Inner Wheel U.S.A. President/National Representative, who shall declare the nominations closed.
13. Receive the results of the completed ballots from the Vote Certifier and advise the President/National Representative and Governing Body of the results.
14. Submit expenses on official forms with receipts to IWUSA Treasurer for payment.
15. Prepare reports as required and submit Annual Report to President/National Representative no later than May 1st.

E. TREASURER

The Treasurer shall:

1. Be custodial of the funds of Inner Wheel U.S.A.
2. Submit to the Governing Body a current report at all meetings.
3. Prepare a tentative budget for the following year for consideration at the fall Inner Wheel U.S.A. Board Meeting. The final budget is to be presented at the annual (spring) Inner Wheel U.S.A. Board Meeting.
4. Send a copy of all correspondence to the Inner Wheel U.S.A. President/National Representative, especially correspondence from IIW.
5. Update bank signature cards as necessary.
6. Send notices to all Districts and Non-Districted Clubs for National and International dues no later than February 1st for the following year. Treasurer will notify all Districts/Clubs that dues are due no later than May 15th.
7. Send notices to each Inner Wheel Clubs Treasurer whose dues are not paid, with a copy to the corresponding Club President no later than July 1st.
8. Collect all funds.
9. Update the National membership roster.
10. Send all capitation fees to International Inner wheel four (4) times per year. Yearly dues are due to IIW no later than October 21st. New member dues are sent quarterly thereafter.
11. Pay all bills. Bills will be paid only when a receipt is received.
12. Notify President/National Representative and Zone Representatives of Districts/Clubs who have not paid dues by August 15th.
13. Complete any and all tax reports received with assistance of CPA.
14. Assist CPA with annual compilations/audits as necessary.
15. Order International Inner wheel Directories by March 31st.
16. Send copies of the Treasurer's report to the President/National Representative with a monthly bank statement.
17. Process "Application for Membership" for new club as required. Follow instructions from IIW carefully or membership application will be returned and a delay in the Charter will result.
18. Purchase a Rotary International Directory for each Zone Representative, if recommended by IWUSA Governing Body.

G. EDITOR

The job of Inner Wheel U.S.A. Editor is a very important one because she is a vital link between the Clubs.

The Editor shall:

1. Be responsible for publication of the National Newsletter.
2. Be responsible for obtaining several quotes from different sources for printing. (Decide which printers will have the best quality for the best price within the budget.)
3. Discuss any changes in the cover, format, etc. with the Inner Wheel U.S.A. President/National Representative.
4. Submit worthy news items and black and white or color photos to the IIW Editor.
5. At least two (2) newsletters will be published each year.
6. Submit a bill with receipts for printing and postage to National Treasurer for payment on the approved form.
7. Prepare reports for IWUSA governing body meetings as required.

Obtaining Information:

- a. Clubs and Districts will send the Editor their Newsletters. From these she will obtain information on their activities.
- b. Inner Wheel U.S.A. President/National Representative is also responsible for writing her "message" for each Newsletter.
- c. The Inner Wheel U.S.A. President/National Representative is also responsible for sending additional information such as International Board Reports, new Club information and any other articles of interest concerning Inner Wheel U.S.A.
- d. Keep informed as to upcoming Conferences, Conventions, etc. the Zone Representatives and District Chairmen can send information on these activities.
- e. Conferences and Conventions have important news to print. If the Editor cannot attend each of these functions, she should arrange to have the Chairmen send articles, pictures, etc.

Contents of the Newsletter:

- a. President/National Representative's message.
- b. Club and District News.
- c. New Club Information.

- d. International Board news.
- e. Calendar of events.
- f. Information on Conferences and Conventions.
- g. Editor's notes or messages.
- h. Zone Representative reports.
- i. Fill-ins – “quotes”, “poems”, or “fun” information.
- j. Inner Wheel Regalia for sale.

Mailing:

- a. Newsletters shall be put on the website. All clubs shall be aware of those members who do not have email and see that a copy of the newsletter is forwarded to them.
- b. Five (5) copies are sent to IIW Headquarters.
- c. President should have approximately ten (10) extra copies.
- d. Always keep extra copies for the EDITOR'S RECORDS.
- e. Mail one copy to the International Inner Wheel Editor.

G. ZONE REPRESENTATIVES

1. Coordinate extension in her Zone and represent the Districts/Clubs in her Zone on the IWUSA Governing Board.
2. Communicate with all Districts/Clubs in her Zone after any IWUSA Governing Body meeting with information of interest. Keep in close contact with the Non-Districted Clubs. The Zone Representative is the main contact between them and IWUSA and IIW.
3. Communicate with all Clubs in her Zone when necessary to reach a decision on a voting matter at the Governing Body Meeting.
4. Aid the District Chairmen and District Extension Chairmen in every way possible; however, remember their District is their responsibility for extension. The Zone Representative is responsible for the Rotary Districts in her Zone which have no Inner Wheel Clubs.
5. Discuss with the District Chairmen as to when their District Meetings are to be held and request an invitation, at Zone Rep's expense, to attend their meeting (in an advisory capacity.)
6. Contact all Rotary District Governor-elects in her Zone, and if she receives positive replies from the District Governor-Elects, then contact all Rotary Club Presidents within their Districts. Be sure to answer all correspondence promptly and as accurately as possible.

7. Prepare a written report for every Governing Body Meeting and submit the Annual Report which should include:
 - a. Summary of responses from Rotary District Governors or Club Presidents.
 - b. Invitations to introduce Inner Wheel to prospective groups.
 - c. New Clubs being formed and their expected charter day.
 - d. Travel and highlights.
 - e. Participate in Rotary Conferences.
 - f. Any major events (positive and/or negative.)
 - g. Anything you feel important to the future development of IW.
 - h. The Annual Report must be submitted to the President/National Representative no later than May 1st.
8. Set definite goals (to accomplish ALL the above) for your years as Zone Representative and diligently work toward your objectives, never allowing yourself to become discouraged. Yours is one of the hardest, but most rewarding jobs in Inner Wheel.
9. Submit bills and receipts for payment on approved form to the National Treasurer for payment.
10. Assist Clubs in her Zone for completion of Charter Application.
11. Attend the Charter Celebration of the new Club.
12. Assist the President/National Representative with travel arrangements in her Zone. Always remember to not burden the Districts/Clubs with expenses, etc. with any visits. The Zone Representative, if possible, should accompany the President/National Representative on her visits.
13. Attend Governing Body meetings during the year.

V - REPORTS

A. NATIONAL OFFICERS AND ZONE REPRESENTATIVES REPORTS

One report shall be submitted at each IWUSA Governing Body Meeting. The Spring Report being the Annual Report, is to be sent to the IWUSA President/National Representative no later than May 1st.

B. DISTRICT REPORTS

The District Secretary shall send a copy of the minutes and District Reports to the Inner Wheel U.S.A. President/National Representative after each District Committee meeting. Each District Chairman shall complete the Annual District Report form and send copies to the IWUSA President/National Representative, Editor and Zone Representative by May 1st.

C. CLUB REPORTS

A Club Report shall be carried by the Club Delegate or mailed to the District Secretary for each District meeting. The number of copies will be as required by each District. The Club President shall complete the Annual Club Report form and send copies to the IWUSA President/National Representative, Editor and Zone Representative by May 1st.

VI - APPOINTMENTS

All appointments must have the written consent of the appointee.

THE APPOINTED VOTE CERTIFIER

The Inner Wheel U.S.A. President/National Representative appoints a Vote Certifier outside Inner Wheel to receive and tally the National ballots.

VII – FINANCE

A. DUES

1. Dues for the following year shall be set at the Fall meeting of the IWUSA Governing Body by a vote of two-thirds (2/3).
2. The Inner Wheel U.S.A. Treasurer shall send dues notices to each District and to each Non-Districted Club by February 1st for the following year.
3. The IW District Treasurer shall send dues notices to each IW Club Treasurer with a copy to each corresponding IW Club President that dues are due no later than May 15th.
4. Club Treasurer remits to the District Treasurer all dues collected not later than May 15th.
5. Any and all clubs having members under the “Honorary” category shall pay dues for those members out of the Club treasury. After two years, if the club votes them in as regular members, they will, from that time forward, pay their own dues.
6. The District Treasurer shall remit to the Inner Wheel U.S.A. Treasurer the National and International dues collected by June 1st. Dues are delinquent June 30th.
7. Newly formed Districts and Clubs coming in before December 31st will pay the entire amount of the National and International dues. Those coming in January 1st to June 30th will pay one-half (1/2) National and International dues plus full liability insurance premium. Those coming in after April 1st to June 30th will pay
8. their full dues, but they are applicable on next year's National and International membership dues.
9. Non-Districted Clubs shall remit dues to the IWUSA Treasurer no later than June 1st.
10. The IWUSA Treasurer shall notify the IWUSA President/National Representative when dues are sent to IIW.

VIII – ROSTER INFORMATION

A. INTERNATIONAL INNER WHEEL ROSTER

1. By March 1st, the Clubs shall fill out and mail to the IWUSA Secretary, with a copy to the District Secretary, the IIW forms with data on newly elected Club Officers.
2. By March 1st, the Districts shall fill out and mail to the IWUSA Secretary the IIW forms with data on newly elected District Officers.
3. By March 15th, the Inner Wheel U.S.A. Secretary shall fill out the IIW Association Information Form
4. listing all officers as required on the form and mail it to the Secretary of IIW.

B. INNER WHEEL U.S.A. ROSTER

1. Executive Committee Information

- a. Names, addresses, phone and fax numbers, and email addresses of all members of the Governing Body.
- b. Names, addresses, phone and fax numbers and email addresses of Past IIW Representatives, Past Presidents, IWUSA Foundation Officers and Trustees.

2. District and Club Information

- a. Names, addresses, phone and fax numbers, and email addresses of District Chairmen, Vice Chairmen, Secretaries and Treasurers; also District Federal ID Number and Charter date (if available).
- b. Names, addresses, phone and fax numbers, and email addresses of Club Presidents, Secretaries and Treasurers; dates and locations of regular club Meetings, Club Federal ID Number and Charter date (if available).

3. Non-Districted Club Information

Names, addresses, phone and fax numbers, and email addresses of Club Presidents and Secretaries, also dates and locations of regular club meetings and Club Federal ID Number.

IX – INNER WHEEL U.S.A. PUBLICATIONS

Inner Wheel U.S.A. Newsletter – The Inner Wheel U.S.A. Editor shall follow the form established by a committee appointed by the President/National Representative.

Inner Wheel U.S.A. Handbook- The IWUSA Handbook shall be available to all dues paying members. Format of the Handbook to be a binder type; therefore the entire Handbook would not have to be reprinted, only pages affected would be reprinted and distributed.

Inner Wheel U.S.A. Directory – The Vice President/Deputy National Representative and incoming Secretary will use the Club information records to compile the IWUSA National Directory for their upcoming year to be distributed by mid July to all whose names appear in the Directory.

X – VOTING

Only those Clubs having paid their IIW, IWUSA and District Dues (where Districted) are allowed to vote.

XI – EMBLEMS, BADGES, AND BANNERS

- A.** The emblem and badges shall conform with IIW standards.
- B.** Each District and each Club shall make a small banner, no larger than 7"x 11".
- C.** The Inner Wheel emblem shall not be defaced in any manner, i.e. nothing covers the emblem.
- D.** The (PMS) Pantone colors for Inner Wheel are Reflect Blue and Yellow 116.

XII – EXTENSION ADVISORY COMMITTEE

All Past Zone Representatives (now and henceforth) are members of an Extension Advisory Committee, and shall meet when called upon.

XIII – DISSOLUTION PROCEDURE FOR DISBANDMENT

NOTE: Notice of Dissolution and required records should be sent to the next higher organization level: Association to IIW Headquarters, District to Zone Representative, Districted Clubs to District Chairman and Non-Districted Clubs to Zone Representative. The Zone Representative shall forward all records to the President/National Representative who shall notify the Governing Body. All records shall be place in archives.

A. ASSOCIATION

- 1.** Cannot use the name International Inner Wheel or Inner Wheel U.S.A. in any form.
- 2.** Must notify the IRS tax exempt division of the association's disbandment and must comply with regulations.
- 3.** Must return complete and final Secretary's minute books and Treasurer's reports/records to IIW Headquarters with the originals being filed in Inner Wheel U.S.A.archives.
- 4.** All organization materials and regalia must be returned to IIW Headquarters. These include the current executive regalia/pins, gavel, banners and anything else that identifies the Association.
- 5.** All remaining funds after liabilities have been satisfied shall be transferred to an IRS approved charity and/or the IWUSA Foundation.

The above must be completed within a maximum two (2) year period. In the event the above is not satisfied, the last presiding officer will take action to release the funds to the IWUSA Foundation.

B. DISTRICT

- 1.** Cannot use the name International Inner Wheel or Inner Wheel U.S.A. in any form
- 2.** Must return the charter to the Zone Representative.

3. Must return complete and final Secretary's minute books and Treasurer's reports/records to the Zone Representative.
4. All organization materials and regalia must be returned to the Zone Representative. These include the current executive regalia/pins, gavel, banners and anything else that identifies the District.
5. All remaining funds after liabilities have been satisfied shall be transferred to an IRS approved charity and/or the IWUSA Foundation.

The above must be completed within a maximum of ninety (90) days. In the event the above is not satisfied, the National Treasurer must be notified by the Zone Representative.

C. DISTRICTED CLUBS

1. Cannot use the name International Inner Wheel or Inner Wheel U.S.A. in any form.
2. Must return the charter to the District Chairman.
3. Must return complete and final Secretary's minute books and Treasurer's reports/records to the District Chairman.
4. All organizational materials and regalia must be returned to the District Chairman. These include the current executive regalia/pins, gavel, banners and anything else that identifies the Club.
5. All remaining funds after liabilities have been satisfied shall be transferred to an IRS approved charity and/or the IWUSA Foundation.

The above must be completed within a maximum of ninety (90) days. In the event the above is not satisfied, the National Treasurer must be notified by the Zone Representative.

D. NON-DISTRICTED CLUBS

1. Cannot use the name International Inner Wheel or Inner Wheel U.S.A. in any form.
2. Must return the charter to the Zone Representative.
3. Must return complete and final Secretary's minute books and Treasurer's reports/records to the Zone Representative.
4. All organizational materials and regalia must be returned to the Zone Representative. These include the current executive regulations, gavel, banners and anything else that identifies the club.
5. All remaining funds after liabilities have been satisfied shall be transferred to an IRS approved charity and/or the IWUSA Foundation.

The above must be completed within a maximum of ninety (90) days. In the event the above is not satisfied, the National Treasurer must be notified by the Zone Representative.

E. GUIDELINES FOR THE MERGING OF CLUBS

When a Club is contemplating merging with another Club, the approval of Inner Wheel U.S.A. and International Inner Wheel must be gained.

When a Club's membership diminishes to a number at which it finds difficulty in electing members to official positions in order to continue operating efficiently, and is unable to attract new members to the Club, it is possible for two or more clubs to merge, to ensure loyal members are not lost to Inner Wheel.

The members of the merging Clubs must agree by a simple majority.. It is suggested that the Agreement to Merge should be stated in the minutes of each Club being merged.. Each Club wishing to merge should record the details of the Agreement in their own Minutes along with exact voting figures. Each Club should state where archived documentation is to be stored and a copy of these details appended to the Minutes of the newly formed merged Club.

The merging Clubs would need to be proximate to each other.

A name change may be considered giving preference to the older or large Club, or a combination of existing names. Name changes must be approved by Inner Wheel U.S.A. and International Inner Wheel.

Use of existing regalia or purchase of new regalia is at the discretion of the newly formed Club.

Where the said Clubs belong to an Inner Wheel District, the Extension Office of the District may be engaged to assist with the merger as she would in the formation of a new Club.

Where there is no District Extension Office, the Zone Representative along with the IWUSA Vice President and members of the Clubs concerned must agree on the future office bearers of the newly merged Clubs.

The Accounts of the Clubs must be reviewed and arrangements made for the disposition of the finances of the merging Clubs.

XIV – NATIONAL CONFERENCE

- A.** A National Conference shall be held every third year, never in the same year as the IIW Convention. The meeting place of the Conference shall be chosen by the Governing Body.
- B.** All Inner Wheel members are encouraged to attend.
- C.** Each Club and each District shall be entitled to send one voting delegate or proxy, who will be entitled to one vote. Each member of the Governing Body (except the National President/National Representative), each Past President of Inner Wheel U.S.A., each Past IIW Representative and the current IWUSA Foundation Chairman shall be entitled to one vote and will be considered a Voting Delegate. Each of the above individuals, if she is unable to attend, shall be entitled to a voting proxy.
- D.** **Governing Body of IWUSA** oversees the Business Meeting of the Conference. The Governing Body, at its meeting just prior to the Conference, will appoint a Credentials Chairman and two (2) timers for the Conference who will send letters to each District and Club requesting the name of their District and Club Voting Delegate to the Conference.

The Credentials Chairman will also send a letter to all Past Presidents, Past IIW Representatives and the IWUSA Foundation Chairman notifying them of their right to vote.

Conference Committee of IWUSA will send a letter to all clubs asking for volunteers to be Conference Stewards. Letter shall include the "Duties of Conference Stewards".

E. Business of the Conference

1. The official reports and compiled Statement of Accounts shall be presented by the Governing Body.
 - a. The official reports are the sitting President's Annual Report and the previous two (2) Past President's Annual Report.
2. Amendments or additions to the National Bylaws, to the Standard District and Club Rules and any General Motions shall be considered and appropriate action taken. Matters of Inner Wheel interest shall be discussed.

F. Voting

1. At the Inner Wheel U.S.A. Conference each District and each Club (who has paid IIW, IWUSA and District dues) has one vote and is entitled to send a voting delegate.
2. In addition, each Past IIW Representative, each Past President, each IWUSA Governing Body member (with exception of the National President/National Representative) and the current IWUSA Foundation Chairman has one vote. If any one of the above is unable to attend she is entitled to a proxy.
3. In the event of the votes being equal, the Inner Wheel U.S.A. President/National Representative shall have the casting vote.
4. All motions to change the IWUSA Bylaws shall be decided by a two-thirds (2/3) vote of those voting in person or by proxy. All other motions require a majority fifty-one (51%) vote.
5. Voting to amend the Bylaws must be done by voting cards provided and distributed to all voting delegates. All other motions may be voted on by a show of hands.
6. In the event no Club Delegate is attending, the Club must designate a Proxy Holder, such as their District Chairman, Zone Representative, or the official Proxy holder appointed by IWUSA.
7. In the event no one from the District Committee is attending, the District must designate a Proxy Holder, such as the Zone Representative or Official Proxy Holder.

G. All motions to be included in the Business Meeting's Agenda shall be sent in writing to the Association Secretary postmarked no later than nine (9) months prior to the Conference. The Inner Wheel U.S.A. Secretary will send copies of the motions to all Clubs no later than eight (8) months prior to the Conference. Amendments to these motions shall be postmarked no later than six (6) months prior to the Conference.

H. The Secretary shall send all motions to District and Club Secretaries, to all members of the Governing Body and to all Past Inner Wheel U.S.A. Presidents and/or US Representatives to IIW not less than sixty (60) days before the conference.

- I. The Business Meeting Agenda shall be sent by the Secretary to District Chairmen and Club Presidents, to all members of the Governing Body and to all Past Inner Wheel U.S.A. Presidents and/or US Representatives to IIW, not less than thirty (30) days before the Conference.
- J. The **Constitution Committee** will be responsible for all voting aspects of the Conference; i.e. Voting Booklets, copies of the Proposals and Amendments for all attendees and the Credentials Check-in Table.

XV – CONFERENCE MONIES

- A. Any profits realized from a Conference will be set aside for future Conferences.
- B. Inner Wheel U.S.A. Conference must be self-supporting.

XVI – CONFERENCE STANDING ORDERS

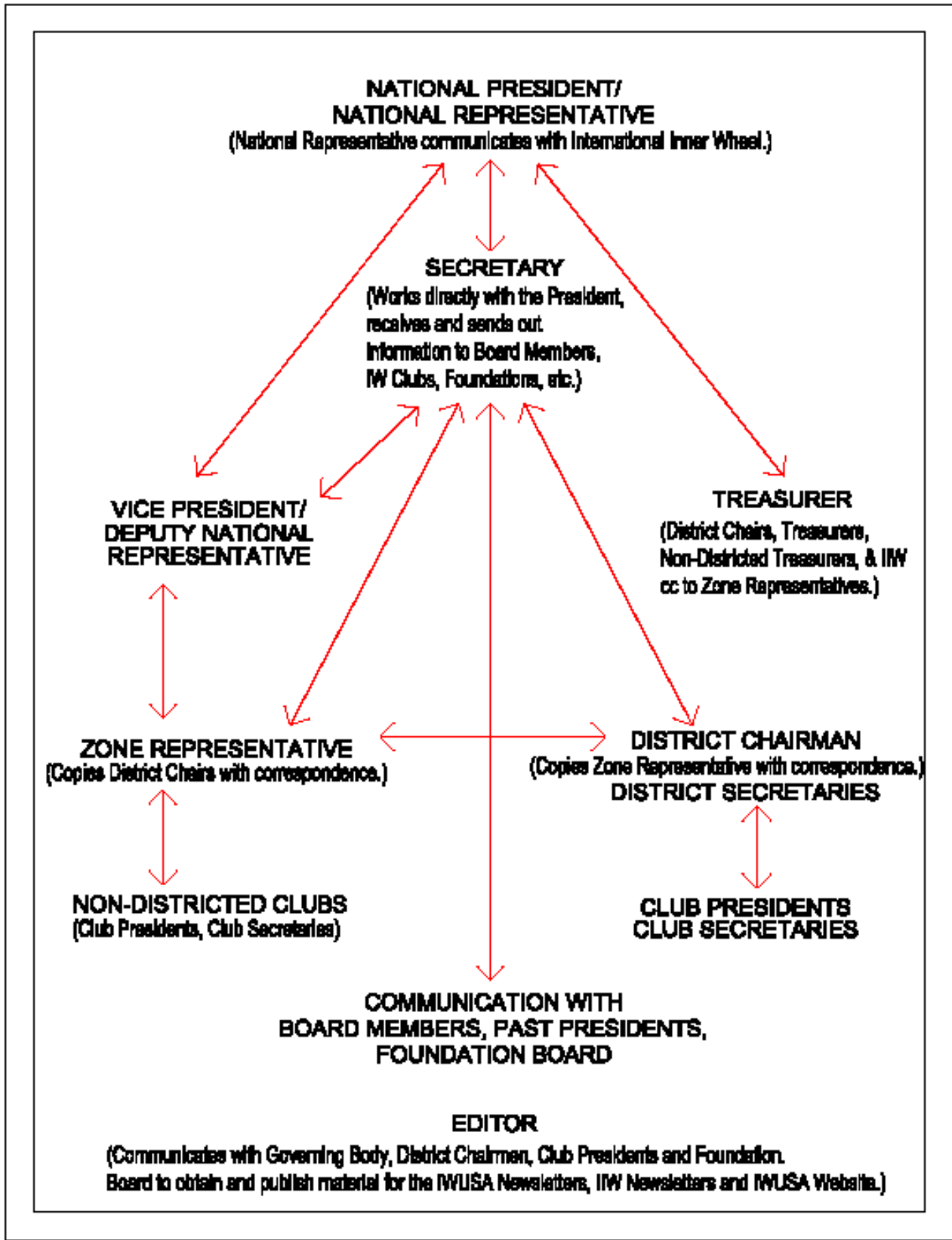
A. BUSINESS MEETING

1. The President/National Representative shall preside and, in her absence, the Vice President/Deputy National Representative.
2. All Voting Delegates shall address the Chair.
3. Voting Delegates must speak to the question under discussion.
4. If two or more Voting Delegates rise at the same time, the President/National Representative shall determine who shall speak first.
5. The Delegate of Proxy proposing must move each proposal.
6. Each motion must be seconded before discussion.
7. The proposer of a motion may not speak for more than three (3) minutes.
8. Other voting delegates speaking to a proposal shall not exceed two (2) minutes.
9. The proposer of a motion shall have the right of reply, but shall not speak for more than three (3) minutes.
10. No Voting Delegate shall move or second more than one amendment to each motion, except where she is also working as a Proxy.
11. Each amendment must be moved and seconded before discussion and repeated by the Chair.
12. The mover of an amendment shall have the right of reply but shall not speak for more than two (2) minutes.
13. Other Voting Delegates speaking to an amendment shall not exceed two (2) minutes.
14. The mover of an amendment shall have the right of reply but shall not speak for more than two (2) minutes.

15. A Credentials Report shall be given before each business session.
16. All Delegates, Alternates and Proxy Holders shall be admitted to the Assembly by showing proper credentials and seated at designated classroom style tables. All others attending business session shall be seated in the theater style seating in the rear of the Assembly Hall.
17. Only Inner Wheel members and spouses shall be admitted to the Business Session.
18. A Delegate or Proxy Holder needing to be excused from her duties must notify the Credentials Chair. Once she has been replaced by an Alternate she will not be reinstated as a Delegate.
19. All motions presented must be in writing and handed to a Steward to be delivered to the Chair.
20. The Conference Business Meeting minutes shall be approved at the first meeting of the Governing Body following the Conference.

XVII – INTERNATIONAL INNER WHEEL OFFICERS’ NOMINATIONS

Nominations for International Inner Wheel President, Director, Vice President, Treasurer and Editor, made by the District Committee at a regular meeting, accompanied by the letter of consent of the nominee and a copy of the District Committee Minutes acknowledging the nomination, must be sent to the Inner Wheel U.S.A. Secretary, postmarked no later than March 31st.



CANDLE OF FRIENDSHIP

A candle of friendship,
A candle of light,
A candle of warmth burning bright.

A candle of hope,
A candle of peace,
May our candle never cease
to symbolize OUR wish for you.....
Fellowship and Friendship,
All life through.

May the glow remain in our hearts
until we meet again.

NATIONAL INNER WHEEL SONG

(Sing to the melody of the Battle Hymn of the Republic)

Words by Doris Stolz

Inner Wheel Club of Menomonee Falls, WI

Belonging to an Inner Wheel Club means so much to me:
The love and understanding makes us friends eternally.
With the red rose as our symbol, we express unity,
Inner Wheel U.S.A.

Helping others is a pleasure,
Sharing is a joy we treasure,
Friendliness that can't be measured,
Inner Wheel U.S.A.

Our Foundation helps the needy children
All across the land.
We fit them with prosthesis
As we give a child a hand.
Smiles upon their little faces
Surely makes us feel so grand.
Inner Wheel U.S.A.

Helping others is a pleasure,
Sharing is a joy we treasurer,
Friendliness that can't be measured.
Inner Wheel U.S.A.

INNER WHEEL PRAYER

*Gladys White Stewart (deceased)
Inner Wheel Club of Haines City, Florida*

Bless this group of ladies, Lord,
As we seek to plan with one accord
This next year's work of Inner Wheel;
That we may know how others feel
And work together as we should
For projects that are always good
To make each town a better place
To live and work and children raise.

We have a tie in Inner Wheel
Love for each other that we feel;
A sense of worthy projects done
Makes each of us feel that we're one.
Forgive us when we've failed to ask
Your help with each and every task.

INNER WHEEL COLLECT

Instill in us O Lord, the true meaning of friendship
Never let us lose sight of the needs of others.
Nor forget to offer our help.
Ever mindful of our own shortcomings,
Realize that we, too, need help often.

**Whenever or wherever the need of service,
Help us to be ready to serve,
Endeavoring to make our club worthwhile,
Ensuring that we have not
Lived in vain.**

Year of Achievement Award

The Year of Achievement Award is presented to those clubs who complete at least five of the six objectives outlined below. These objectives focus on the OBJECTS of Inner Wheel and thus help to strengthen and grow our Organization. The Program is entirely voluntary and open to Districted and Non-Districted clubs and covers the Inner Wheel year beginning July 1, and ending June 30. Attach the appropriate documentation to this form explaining how and what your Club did to meet each objective. Districted clubs should return the application to their District Secretary and Non-Districted clubs to their Zone Rep by July 15th.

Membership
Increase <u>net</u> membership
Foundation
Achieve a 10% increase in Foundation donations over the previous year. Donations may come from a club donation or from individual member donations.
National Club Relations
Initiate a correspondence with at least two USA clubs. Correspondence is defined as letters, emails, greeting cards or representative appearance before a club. A minimum of three correspondences per club are required to meet this objective.
International Club Relations
Initiate a correspondence with at least one club outside the USA. Correspondence is defined as letters, emails, greeting cards or representative appearance before a club. A minimum of two correspondences per club are required to meet this objective.
Community Communicatlons
Promote your Club within the community through two of any of the following media: Newspaper/Magazine/Periodical articles Radio and/or television appearances A club representative appearing before another organization outside of Inner Wheel Social media
Personal Service and Leadership
Recognize a member(s) within your club who has demonstrated the OBJECTS of Inner Wheel in a particularly instrumental way and /or involve a new member with less than one year of service in a leadership role in your club, e.g., chairmanship of a special project, describing the outcome of their leadership role.

CLUB GENERAL INFORMATION

1. Each Club is free to arrange its own program and regular Club meetings are usually held once a month or as decided by the members of the.
2. At Club meetings, Club matters are discussed and decided upon, reports are received, necessary business attended to and a speaker invited to address the members, if so desired.
3. These meetings give excellent opportunities for developing friendships and offering service.
4. All Clubs are to follow the Inner Wheel U.S.A. Handbook inclusive of the IIW Constitution, By-laws and Standing Rules and Guidelines for Districts and Clubs which are to be followed. Any items pertinent to a District or Club may be added as an Addendum to the Inner Wheel U.S.A. Handbook. No changes to the Handbook are to be made by any District or Club. There is only one (1) Handbook, - the IWUSA Handbook, to be followed by all Districts and Clubs of the "Association of Inner Wheel Clubs of the United States of America."
5. The emblem with its cogs symbolizes the ever-changing opportunity to serve, which is the goal of all members. Royal Blue signifies Club level. Powder Blue signifies District Level.
6. Inner Wheel is set up as follows:
 - a. International Inner Wheel
 - b. Inner Wheel U.S.A.
 - c. Districts
 - d. Clubs - Districted and Non-Districted
7. All Clubs, Districted and Non-Districted, not belonging to a District are under the jurisdiction of Inner Wheel U.S.A.
8. Each Club must vote for all 16 International Inner Wheel Board Directors, each from a different country. Failure to enter 16 different names will result in the ballot being rejected. Return the ballot to International Inner Wheel Headquarters by date stated on voting papers. Be alert to the reading of due date: "is the ballot due by such a date OR must the ballot be received by such a date."
9. Every third year, an International Inner Wheel Convention is held in one of the different countries in which Inner Wheel exists and members from every Club in International Inner Wheel may attend. The first Convention took place in May 1970 at The Hague, The Netherlands. A very important feature is that members from all parts of the world meet and talk together, listen to guest speakers and enjoy many kinds of social gatherings.
10. Every third year an Inner Wheel U.S.A. Conference is held, but never in the same year as the IIW Convention.
11. Each Club has complete freedom of choice in the type and extent of its service. Inner Wheel focus' on women, children and the elderly. For example, members may undertake personal visits to the sick and lonely, give help to the handicapped and participate in larger projects such as gifts of medical equipment, mobile clinics as well as many community ventures. Every

District and every Club should support the Inner Wheel U.S.A. Foundation's National Project, i.e. the Myoelectric Children Limb Project.

12. A member may visit another Inner Wheel Club in any country and is always assured of a warm welcome. One of the greatest joys of Inner Wheel is the opportunity given to members the world over to learn about one another and to exchange opinions and ideas.

13. CLUB OFFICERS

Club officers and members of the Board must be elected in February. They are President, Vice President, Secretary, Treasurer, ISO and District Delegates. The list of elected officers must be filed with the District Secretary and a copy mailed (or emailed) to the IWUSA Secretary no later than March 1st. If a club is "dark" in February, elections should be held in January.

CLUB GUIDELINES

1. NAME

The name of the Club shall be the Inner Wheel Club of

2. CLUB OFFICERS AND OTHER MEMBERS OF THE BOARD

Shall hold office from July 1st – June 30th.

a. OFFICERS – The Executive Committee

President

Vice President

Immediate Past President

Secretary

Treasurer

The Executive Committee shall have the responsibility for the affairs of the Club, but shall not commit the Club without first consulting its members at a meeting, except in respect of unavoidable emergencies.

b. OTHER MEMBERS

Editor

Foundation Coordinator

International Service Organizer

Delegates to the District

And no more that six (6) other members

3. QUALIFICATIONS

a. President and Vice President(s):

Must have served on the Executive Committee at least one (1) year at the date of taking office.

b. Delegates to the District Committee and their Deputies:

Must have served on the Executive Committee for at least one (1) year at the date of taking office.

4. NOMINATIONS

The Immediate Past President shall chair the Nominating Committee made up of , at least, two (2) Past Presidents and two (2) Club members who shall nominate, with the consent of the nominee, for the following:

- a. Officers of the Club (President, V. President, Secretary and Treasurer)
- b. Foundation Coordinator
- c. Editor
- d. International Service Organizer
- e. Two Delegates to the District Committee and Deputies, when belonging to a District
- f. and no more than six (6) other members as necessary

Nominations for the above shall be made in writing to the Secretary at least seven (7) days prior to the meeting at which the elections are to take place.

Voting Delegate: Each Club must nominate (with the consent of the nominee) and elect a Voting Delegate to the National Conferences and International Conventions where applicable.

5. DUTIES OF THE MEMBERS OF THE EXECUTIVE COMMITTEE

***First and foremost,** all officers and members of Inner Wheel U.S.A. must be ambassadors for Inner Wheel U.S.A. Enthusiastic communicators which will help to strengthen and grow our membership.*

The **President** shall:

- a. Be nominated and elected to serve for one (1) year and may be eligible to serve an additional one year term, if nominated and elected.
- b. Preside at all meetings of the Club and of the Executive Committee and be an ex-officio member of all committees.
- c. As chief executive officer, supervise the work and activities of the Club. In the event of a vacancy, the Vice President shall succeed to the office, which shall not debar her from accepting nomination and election as President.
- d. Make reports as required and submit her Annual Report to the National President/ National Representative with copies to the IWUSA Editor, District Chairman and Zone Representative by May 1st.
- e. In May, conduct a joint Board Meeting (outgoing and incoming boards), Mini Jumpstart – “Train and Transition”. At the meeting, each incoming Board member should receive her own copy of the IWUSA Handbook. The agenda should include: Business items and a review of the IWUSA Handbook, with emphasis on Club Guidelines, General Information and Calendar of Events.

- f. Invite District Chairman to attend one of the Club Meetings.
- g. Confer with the Zone Rep. to coordinate a visit by the President/National Representative
- h. Oversee qualifications and work with the Club to meet the qualifications for the “Year Of Achievement Award.”

The **In-coming President** shall:

- a. Select and present gift to Outgoing President.
- b. Plan her Installation with assistance from the Outgoing President.

The **Vice-President** shall:

- a. Be nominated and elected annually and shall not serve for more than two (2) consecutive years.
- b. Serve for the President in her absence. In the event of a vacancy, the Club shall elect a past or present member of the Executive Committee to fill the office.
- c. Work closely with the President and provide support in all matters.
- d. Assist the President to help the Club meet the qualifications for the “Year of Achievement Award.”

The **Secretary** shall:

- a. Be nominated and elected for one (1) year but shall be eligible for re-election annually for a maximum period of three (3) consecutive years.
- b. Send out notices of meetings.
- c. Keep minutes of meetings.
- d. Deal promptly with all general correspondence. In the event of a vacancy, the Executive Committee shall appoint a successor.
- e. Keep track and assist the President in meeting deadlines in Calendar of Events.

The **Treasurer** shall:

- a. Be nominated and elected for one (1) year but shall be eligible for re-election annually for a maximum period of three (3) consecutive years.
- b. Receive all monies.
- c. Be the custodian of the funds of the Club. In the event of a vacancy, the Executive Committee shall appoint a successor.

- d. Work with the President to prepare a tentative budget for review at the Club's Planning Meeting and approved by the membership at the first meeting of the year.
- e. Submit monthly "Financial Statements" to Club Members and the "Annual Financial Statement" to the IWUSA Treasurer by July 15th of each year.
- f. Be responsible for pins, banner and regalia.

The Immediate Past President:

- a. Shall not be eligible for election to any office in the Club, District, or Governing Body of Inner Wheel U.S.A. the year following her period as Immediate Past President.
- b. Shall chair the Nominating Committee and make recommendations to the membership.

6. OTHER MEMBERS

International Service Organizer (ISO):

- a. Be nominated and elected for one (1) year but shall be eligible for re-election annually for a maximum period of three (3) consecutive years. In the event of a vacancy, another member of the club shall be appointed.
- b. Shall correspond with Inner Wheel Clubs internationally and in her country sharing news and projects of her Club.
- c. Assist the President as needs arise.

Foundation Coordinator

- a. Be nominated and elected for one (1) year but shall be eligible for re-election annually for a maximum period of three (3) consecutive years. In the event of a vacancy, another member of the Club shall be appointed.
- b. Shall promote the work of the IWUSA Foundation.
- c. Shall encourage the Club to make an annual contribution to the Foundation.
- d. Shall encourage all members to make an annual contribution to the Foundation.

Editor

- a. Shall be responsible for Club Newsletter.
- b. Shall send a copy of the Club Newsletter to the Club Members, IWUSA President, IWUSA Editor and District Chairman.

Delegate to the District Committee:

- a. Must have served on the Executive Committee of a Club for at least one (1) year at the time of nomination. May not serve for more than three (3) consecutive years unless elected to the District Executive Committee.
- b. Shall report to the Club members at the first (1st) meeting following the District Committee Meetings on new and events.

7. VACANCY

In the event of a vacancy in any of the above offices, the Club shall appoint a qualified candidate to fill the vacancy.

8. MEETINGS

- a. The Executive Committee shall meet as often as necessary. Special meetings may be called by the President, or when requested by two (2) members of the Committee.
- b. Meetings of the Club shall be held as agreed by members.
- c. Special Meetings may be called by the President, or when requested, by the President, or when requested, by not less than 20% of the members. At least 48 hours' notice shall be given.
- d. The meetings at which elections take place shall be held not later than February.
- e. The Annual General Meeting shall be held not later than June 30th.

9. VOTING

- a. Voting at elections shall be by ballot.
- b. Other voting shall be show of hands, unless otherwise demanded by not less than one-third (1/3) of those present and entitled to vote.
- c. In the event of the votes being equal, the President shall have the casting vote.
- d. No proxies are allowed.

10. QUORUM

- a. Executive Meeting - four (4) members of the Executive Committee.
- b. Board Meetings – a majority of the members present and eligible to vote.
- c. Club Meeting – twenty percent (20%) of the members of the Club.

11. FINANCE AND AUDIT

a. The financial year shall be from July 1st to June 30th.

b. Dues

Each member shall pay annual dues agreed by the Club during the Month of May. Members failing to pay within three (3) months shall be notified in writing by the Secretary.

New members joining after December 31st may pay a reduced subscription according to the rules of the Club.

c. Expenses

Expenses incurred in carrying out the work of the Club shall be met from funds of the Club allocated in the annual budget.

d. Payments

Payments made from the funds of the Club shall be made by check signed by two (2) of the following officers: the President, Treasurer and Secretary after receiving receipts for expenses.

e. Two accounts

Two accounts should be kept: A General or Operating Account, and a Charity Account.

f. Financial Compilation

A Financial compilation of the accounts of the Club shall be made yearly, and copies circulated to members. A copy of report shall be mailed to the IWUSA Treasurer no later than August 1st.

See sample of Year End Financial Statement

12. THE INNER WHEEL U.S.A. FOUNDATION

a. The Inner Wheel U.S.A. Foundation provides myoelectric limbs to children between infancy and 18 years of age who were born without an arm or hand or who have lost an arm or hand through accident or disease.

b. Hanger Prosthetics and Orthotics with clinics in over 600 locations nationwide works with the Foundation in identifying and evaluating potential limb recipients and fit, educate, and train the children in the use of the prosthetics.

c. As a 501 (c) (3) organization, donations to the Foundation are tax deductible.

- d. Each Club shall appoint a Foundation Coordinator or a designated member of the Club to serve and support the efforts of the Foundation.
- e. Checks are made payable to Inner Wheel U.S.A. Foundation, Inc.

SAMPLE – YEARLY CLUB BUDGET
July 1, 20__ to June 30, 20__

INCOME:

Dues (10 members x \$40.00/member)	\$ 400.00
Fundraisers	
Bunco	\$2,100.00
Fines (not wearing pin to meeting)	\$ 40.00
Garage Sale	<u>\$ 750.00</u>
Total Budgeted Income.....	<u>\$3,290.00</u>

EXPENSES:

Administrative

IWUSA Dues (10 members @ \$23.25/member)	\$ 232.50
USA Handbook (Printing)	\$ 12.50
IIW Directory (2)	\$ 30.00
President's Expense	\$ 75.00
Secretary's Expense (Printing/Postage)	<u>\$ 86.50</u>

Total Administrative

\$ 436.50

Charitable

Family Promise	\$ 25.00
Sierra Forever Families	\$ 250.00
Women in Need	\$1,000.00
Teens in Transition	\$1,000.00
IWUSA Foundation	<u>\$ 615.00</u>

Total Charitable

\$2,890.00

2014-2015 Club Start Up Fund

\$ 400.00

TOTAL BUDGETED EXPENSES..... **\$3,290.00**

SAMPLE – YEAR END FINANCIAL REPORT

INNER WHEEL CLUB OF _____
Financial Report
July 1, 20__ to June 30, 20__

INCOME:

	<u>GENERAL</u>	<u>CHARITABLE</u>
Dues (12 members @ \$40/member)	\$ 480.00	
Dinner hosted for Rotary	<u>\$ 350.00</u>	
Charity:		
Bingo	\$2,500.00	
Car Wash	\$ 250.00	
Pins	\$ 50.00	
Total Charity Income:		\$2,800.00
TOTAL INCOME.....		\$3,630.00

EXPENSES:

Dues:		
IWUSA – 12 members @ \$25./person	\$ 300.00	
Dinner Expense for Rotary	\$ 100.00	
Bingo Gifts/Awards	\$1,000.00	
Pins	\$ 15.00	
Postage	\$ 123.00	
Printing	<u>\$ 50.00</u>	
Total Administration Expenses	\$1,588.00	
Charities:		
WEAVE	\$ 500.00	
IIW Project	\$ 250.00	
Sierra Nueva	\$ 500.00	
Meals on Wheels	<u>\$ 250.00</u>	
Total Charitable Expense:		\$1,500.00
TOTAL EXPENSES: (Administrative & Charity).....		\$3,088.00
NET INCOME.....		\$ <u>542.00</u>

DISTRICT GUIDELINES

1. NAME

The Clubs shall be organized by the Association into Districts, under the control of the District Committee. All IW Club and District boundaries should be decided on their own merits and not necessarily on the boundaries of Rotary.

2. GOVERNING BODY

The Governing Body of the District shall be the District Committee

a. Officers

Chairman

Vice Chairman or Vice Chairmen

Immediate Past Chairman

Secretary

Treasurer

b. Ex-officio members with power to vote:

Extension Chairman

International Service Organizer

Editor

Foundation Coordinator

c. Club Delegates

Two Delegates from each Club or their deputies. An additional Delegate may be elected from Clubs with 51 members or more.

d. Appointed members without the power to vote:

Election Convener

Parliamentarian

Officers and ex-officio members constitute the Executive Committee

A member may not serve on the District Executive Committee for more than six (6) years consecutively unless elected a District Vice Chairman.

3. DUTIES

The District Committee shall:

- a. Further the purposes of Inner Wheel within the District.
- b. Promote friendly relations among the Clubs within the District.
- c. Supervise and coordinate the work of the Clubs.
- d. Organize new Clubs in the District.
- e. Fix the annual dues of the District.
- f. Elect not later than February 28th:
 - i. District officers
 - ii. Ex-officio members
- g. Hold office from July 1st to June 30th.
- h. Nominate members of Committees where necessary.

The District Committee may nominate IIW Officers and National Association Officers, according to Inner Wheel U.S.A. Standing Rules.

The District Committee is entitled to send one Voting Delegate to the National Conference and International Convention.

4. MEETINGS

- a. The District Committee shall meet not less than twice a year.
- b. An Extraordinary Meeting shall be called at the request of 50% of the Clubs.
- c. Items for the inclusion in the Agenda shall be forwarded to the District Secretary at least thirty (30) days before the meeting.
- d. Notice of meetings, with a copy of the Agenda, shall be sent to all Clubs and to all members of the Executive Committee at least thirty (30) days before the meeting.

5. NOMINATIONS AND ELECTIONS

Each Club may nominate, with the consent of the nominee members qualified for the following:

Chairman

Vice Chairman or Chairmen

Secretary

Treasurer

Extension Chairman

International Service Organizer

Editor

Foundation Coordinator

The Incoming District Chairman, with the consent of the incoming District Committee, appoints an Election Convener at the June annual meeting.

The Election Convener sends Nomination forms to the Clubs no later than September 1st who should nominate candidates for any of the above mentioned positions at a regular meeting of the Club.

Nominations from a Club **must be received by the Election Convener** no later than November 15th.

Upon receipt of nominations and no later than December 1st, the Election Convener sends the ballots (if there is more than one (1) nominee per office) to the Clubs. Ballots should include the names of the nominees, the office for which they are nominated, and the Inner Wheel offices previously and presently held by each nominee. **Ballots must be received by the Election Convener no later than January 1st.**

The voting for elections may be done by mail or at a District Committee Meeting.

If the elections are conducted by mail, the Election Convener should send the results to the District Chairman and District Secretary **no later than March 1st.**

The District Secretary shall send the election results, no later than March 15th, to the IWUSA President/National Representative and IWUSA Secretary (who will then forward elected officers names and contact information requested by IIW to IIW Headquarters).

6. QUALIFICATIONS

Chairman:

Must have served on a District Executive Committee and also have been a Club President, for at least one (1) year at the time of the nomination. The Chairman and Vice Chairman shall not be members of the same Club.

Vice Chairman:

Must have served on a District Committee and also have been a Club President, for at least one (1) year at the time of the nomination. The Vice Chairman and the Chairman shall not be from the same Club.

Secretary and Treasurer:

Must have served on a District Committee for at least one (1) year at the time of the nomination.

Extension Chairman:

Must have served as an Officer of a District Committee for at least (1) year at the time of the nomination.

International Service Organizer:

Must have served on a District Committee for at least one (1) year at the time of the nomination.

Editor:

Must have served on a District Committee or must have served as a Club Correspondent for at least (1) year at the time of the nomination.

Delegates and their Deputies:

Must have served on a Club Executive Committee for at least one (1) year at the time of the nomination.

Election Convener, Parliamentarian:

Shall be appointed at the first meeting of the year by the District Chairman after ratification by the District Committee:

Where a District divides, members of a new District carry forward into the new District their qualifications held in the old District.

7. VOTING

- a. Voting for elections shall be by ballot.
- b. Other voting may be by show of hands unless a ballot is requested by a majority of the voting Delegates present at the meeting.
- c. In the event of the vote being equal, the Chairman shall have a casting vote.

Business may be transacted by mail with the approval of the Chairman; the voting shall be considered closed at the end of 14 days after the posting of the proposal or earlier if all the members have returned votes. Decisions by postal vote shall be confirmed at the next meeting of the District Committee.

- d. Voting shall be conducted only by those Clubs who have paid their current District, IIW and Inner Wheel U.S.A. dues.

8. QUORUM

Fifty percent (50%) of the District Committee or any Standing Committee shall constitute a quorum.

9. DUTIES OF THE MEMBERS OF THE EXECUTIVE COMMITTEE

The **Chairman** shall:

- a. Be nominated and elected to serve for one (1) year.
- b. Preside at all meetings of the District Committee and, as chief executive officer, supervise the work and activities of the District.
- c. Be an ex-officio member of all committees.
- d. Visit each Club at a business meeting.
- e. Assist Clubs with any matters that are brought to her attention.
- f. Set up dates for District Board Meetings with the Executive Board approval and schedule Executive Board meetings to occur one month prior to the District Board Meetings.
- g. Send District Board and Executive Board agendas to District Secretary three (3) weeks ahead of the scheduled meetings so Secretary can send the agendas to proper recipients. Return corrected minutes to Secretary as soon as possible after each meeting so they can be sent along with agenda to officer, delegates, etc.
- h. Submit a Report at each District Committee Meeting and an Annual Report to the President/National Representative with a copy to the IWUSA Editor and Zone Representative no later than May 1st.
- i. Coordinate with the Election Convener to make sure that elections are conducted on time and correctly.
- j. Appoint, with the consent of the District Executive Committee, prior to June 30th, a two (2) member financial review committee. The Financial Review shall be done after the last statement of the year has been received (but no later than July 30th). The District Treasurer and the District Chairman attend the meeting but not a part of the committee.

In the event of a vacancy, the Vice-Chairman shall succeed to the office, which shall not debar her from accepting nomination and election as Chairman.

The **Vice-Chairman** shall:

- a. Be nominated and elected to serve for one (1) year.
- b. Serve for the Chairman in her absence.
- c. Write a report for the District Board Meetings and Executive Board Meetings. Make three (3) copies, one for the Chairman, one for the Editor and one to keep.
- d. Arrange for District Board Meetings for next year.

- e. Assist Election Convener and advise from the previous three (3) Past Chairmen with recommendations of officers for her year as District Chairman, if there are no nominations for a position.
- f. Appoint Chairmen for her Board to positions open for appointment by the District Chairman.
- g. Choose someone to conduct your Installation Ceremony. Prepare a short presentation outlining your goals for the coming year to be presented at the June Installation Meeting. Introduce your officers, committee persons, Parliamentarian and Election Convener. Place Past District Chairman medallion on outgoing Chairman and/or the official Past District Chairman pin.
- h. Attend the year end financial review committee.

The **Immediate Past Chairman** shall:

- a. Work with the Election Convener and be the Chairman of the Qualifications Committee for incoming District Officers. The committee consists of three (3) most recent Past District Chairmen.
- b. Provide guidance and continuity.

On completion of her year in the office of Immediate Past Chairman, she shall be ineligible to serve on the District Executive Committee for one year.

The **Secretary** shall:

- a. Be nominated and elected annually, serving a maximum period of three (3) consecutive years.
- b. First and foremost, assist the District Chairman in every way she is called upon to do.
- c. Send out notices of meetings and keep all minutes and records.
- d. Send out agendas (which is prepared by the District Chairman) and the minutes of the previous District Executive and District Board Meeting at least two (2) weeks in advance of the scheduled meetings. These are mailed to:
 1. Members of the Executive Committee
 2. Club Presidents (District Committee Meetings only)
 3. Club Delegates (District Committee Meetings only)
 4. Zone 5 Representative
 5. Anyone else as directed by the District Chairman

Note: When preparing the agendas and minutes, prepare extra copies for use at the District Meeting.

- e. Record the minutes of the Executive and Board Meetings. Minutes are a record of what was done at the meeting – NOT what was said by members or guests. A tape recorder should be provided by the District and used to record accurate decisions made at the meetings. An expanded agenda of each meeting, leaving room to take notes in each category, saves rewriting topics, names of members, and other repetitive material.
- f. Send a copy of all minutes to the Inner Wheel U.S.A. President/National Representative.
- g. Watch all deadlines – mark deadlines with highlighter.
- h. Read all correspondence *immediately*. Always date correspondence and notices.
- i. Keep files up-to-date.
- j. Send, to the Inner Wheel U.S.A. Secretary, a list of the incoming Club and District Chairman officers including Foundation Coordinators no later than March 15th. Secretary should receive names from the Clubs by March 1st.
- k. If the District has nominated a candidate for an IIW office (and candidate is elected) call the nominee and forward the IIW paperwork, completed as directed, to the candidate for her completion and forwarding to IIW by due date (usually September 30th).
- l. Fill out nomination papers for IWUSA officers if you are requested to do so. Be aware of the date the nominations are due and to whom.
- m. Distribute other materials, as requested, you have received from IIW per their instructions.

The **Treasurer** shall:

- a. Be custodian of the funds of the District.
- b. Itemize all monies received, i.e. date received, from whom and what for. Write a check for all monies disbursed. Do not pay a bill without a statement or with cash received. A record is necessary of all cash received and checks written for the accounting of different District activities. Accuracy is most important in handling District money.
- c. Submit a current report of funds at the District Board and Executive Board Meetings.
- d. Be responsible for getting the bank signature cards and having them signed; usually by the District Chairman, Secretary and Treasurer and returned to the bank by July 1st. Two out of the three signatures are required on District checks.
- e. Deposit Club checks for dues and send a check, with a July date, for IIW capitation fees and IWUSA dues with corrected/verified membership lists and new member lists to the IWUSA Treasurer as soon as possible after the financial review is completed but no later than July 30th. Make check for

dues payable to "IWUSA". Capitation fees for new members joining during the year should be sent quarterly to IWUSA Treasurer with the name of the club and member information. Capitation fees for new members joining after December 31 shall be one-half annual dues but 100% of insurance assessment.

- g. Send a copy of the corrected/verified membership lists and new member lists to the Second Vice Chairman so she can compile the District Directory. During the year, send a copy of any new members lists received or any changes of address or deletions to the Second Vice Chairman.
- h. Upon receiving a letter from IWUSA regarding IIW Directories and their cost, send out a letter in February to club Treasurers requesting orders to be returned by March 1st. Order Directories as soon as possible thereafter. Order extra copies for the Executive Board. Mail one check to order both the Club and Executive Board's Directories to IWUSA Treasurer.
- i. Prepare a proposed budget by February 28th. This budget should be presented at the next Executive Board meeting, submitted at the next District Board Meeting and voted on at the June District Board Meeting, (the Annual Meeting).
- j. Send notices to all Club Treasurers by April 1st, requesting dues by June 1st with a copy of the current computer membership list (received from IWUSA Treasurer) and the blank new membership list. (IWUSA will set the annual dues after their notification from IIW and will notify the District Treasurer of the annual dues. Notices to the Clubs should not be sent before hearing from IWUSA due to the variance of the international exchange rates. Contact the IWUSA Treasurer by mid-March if there hasn't been any notice.)
- k. Collect dues from Clubs by June 1st. Dues include IIW capitation fees, IWUSA dues, insurance premium, and District dues. Hold the Clubs' checks and pass them to the next Treasurer or deposit them July 1st before sending the dues and fees on to IWUSA.
- l. Make sure all income has been received and all expenses have been paid for the year by June 20th.
- m. Attend the financial review meeting. The District Chairman will appoint a two member committee (not including the Treasurer) to review the books as soon as possible after the year-end bank statement is received but not later than July 30. The financial review report will be given at the first District Board Meeting of the year by a Committee member.
- n. After the financial review, but no later than July 30, send the IWUSA Treasurer the District's year-end Statement of Income and Expenses (see sample) listing the income and disbursement of District funds.
- o. Keep the Treasurer's records a minimum of five (5) years.

p. **IMPORTANT:**

**Refer any correspondence from IRS to the IWUSA Treasurer.
It is most important that any IRS correspondence be acted on immediately.
Failure to do this may cause Inner Wheel U.S.A., its Districts and Clubs
to lose their Non-Profit, Tax Exempt Certification**

The Extension Chairman shall:

- a. Be nominated and elected annually serving for a maximum period of three (3) consecutive years
- b. Be the Chairman of the Extension Committee, if a committee is elected.
- c. Promote the extension work of the District.
- d. Report immediately to the Vice/President deputy National Representative and Zone Representative the formation of a new Club or the dissolution of a Club.
- e. Keep a supply of Inner Wheel informational materials on hand at all times. Download materials from IWUSA Website (www.innerwheelusa.com).

The International Service Organizer shall:

- a. Be nominated and elected annually, serving for a maximum period of three (3) consecutive years.
- b. Be the Chairman of the ISO committee, if a committee is elected. This committee is composed of all ISO Chairmen in the District. Have at least one meeting for the Club ISO Chairmen.
- c. Promote correspondence with link Clubs.
- d. Organize exchange visits.
- e. Encourage members to know people in other countries through correspondence. Choose two or more clubs with which she can correspond with. suggestions:
- f. Correspond with members from the country of the next International Convention;
- g. Correspond with members from the country of your birthplace;
- h. Correspond with a Cub within the United States.

Suggestions of items to be included in the outgoing letters:

- a. Club and/or District Newsletter.
- b. Geographical description of your city or area.
- c. District activities.
- d. Christmas cards.

- e. Photographs of District activities and members.
- f. Remember to promote the objects of Inner Wheel:

To promote true friendship.
To encourage the ideals of personal service.
To foster international understanding.

The Editor shall:

- a. Be nominated and elected annually, serving for a maximum period of three (3) consecutive years.
- b. Gather materials, publish and distribute District Newsletters.
- c. Attend District Board Meetings throughout the year, where she will receive a copy of the Club Report from each Club detailing their activities. Clubs should be asked to email, where possible, their reports directly to the Editor; however if a club does not use email they will turn in their report at the business meeting. These Club Reports shall “be edited” to include brief summaries of the Club’s activities and include upcoming events only if pertinent.
- d. Include all important events in the newsletter, such as Friendship Luncheons, District Fundraisers, Founders Day, Club Charters and any special Club or District functions or events.
- e. Include a message from the District Chairman at the beginning of each newsletter.
- f. Email (or mail as necessary) a copy of the newsletter to each Inner Wheel Club member, Also email a copy of the newsletter to:

IWUSA Editor.

IWUSA President/National Representative.

IWUSA Zone Representative.

Surrounding Zone Representatives, District and Clubs wishing to receive a copy.

- g. Compile a list of Email addresses and mailing addresses (for those members who do not have an email address) in order to establish a “group distribution” circulation of the newsletter.

The Election Convener shall:

- a. The Election Convener shall: be responsible for obtaining and verifying the nominations and seeing to the election of the District Officers: Chairman, Vice Chairman, Secretary, Treasurer, International Service Organizer (ISO), Extension Chairman, Editor and Foundation Chairman.
- b. The Election Convener mails a nomination form and instructions to each Club President by

- c. Nominations for office must be received by the Election Convener no later than November 15 (11/15) and they must be accompanied by the written consent of the nominee. Nominees do not have to be members of the Clubs nominating them. Clubs **must list qualifications of each** candidate for each office and consent of nomination when sending in nominations.
- d. If there is only one candidate for an office the Election Convener will notify the District Chairman and no ballot will be necessary.
- e. If there is no nominations for an office by the due date, the Election Convener notifies the sitting District Chairman and the incoming District Chairman and calls on a committee of the past three (3) Past District Chairman to assist her in securing nominations for the office (s) with no nominations.
- f. In the event there is still no nominations the office (s) remain vacant and the incoming Executive Committee will appoint candidates to fill those position(s)

Ballot forms, if necessary, should be sent to the Club Presidents and the District Officers by November 15 . All candidates for each office shall be listed alphabetically, along with their qualifications. There should be a stamped envelope (with no identification on it) enclosed addressed for return to the Election Convener. Ballots must be received by the Election Convener by January 1 and tallied prior to February 1

The Election Convener should have a committee of three (3) or four (4) people to count and validate the vote, should be mailed to the Club Presidents and District Officers, Successful candidates should be notified immediately.

The Club Delegates shall:

- a. Attend all District Committee meetings. The agenda is mailed thirty (30) days prior to the meeting.
- b. As representative of her Club, vote on all District business on behalf of the Club with one (1) vote per Delegate. There are two (2) Delegates per Club with up to fifty (50) members. Clubs with fifty one (51) or more members have three (3).
- c. Prepare a written report(s) of club activities for every District Meeting. A Club Delegate will read the report and it is given to the District Secretary with a copy to the District Editor. This report is summarized in the newsletter.
- d. At the first District meeting following each District Committee meeting, a Delegate will give a detailed verbal report to her Club or any action taken at the District meeting and any issues coming up for a vote at a future District meeting. These should be thoroughly discussed at the Club level so that the Delegates may cast their vote in accordance with the Club's wishes.
- e. If for any reason an elected Delegate is unable to attend the District Committee Meeting, an Alternate should be assigned to take her place. If no one is able to attend, the Club Report should be mailed to the District Secretary in time to be read at the meeting.
- f. When wishing to speak or propose a motion at a District meeting, rise and remain standing, until you have been recognized by the Chair. Then give your name, your Club name and proceed. Do not speak until recognized by the Chair.

- g. Any lengthy or complicated motion should be in writing. This will be helpful to the Chairman in repeating the motion and will also avoid a possible error by the Secretary in recording the motion in the minutes.
- h. When you receive notice of a District Meeting, inform the host club of how many members from your Club will attend. Any member may attend the meeting, only Delegates may vote.
- i. It is important that all Club Delegates have a copy of the District and Inner Wheel U.S.A. By laws and Standing Rules. Also needed is the IIW Constitution. These are passed along each year.
- j. Items of the District Meeting Agenda must be sent to the District Secretary thirty (30) days prior to the meeting.
- k. Be nominated and elected annually, serving for a maximum period of three (3) consecutive years, unless elected to the District Executive Committee.

10. FINANCE AND REVIEW

The financial year shall be from July 1st to June 30th.

DUES: Each Club shall pay to the District such annual sum as may be determined from time to time by a two thirds majority of the District Committee members present and voting at its Annual General Meeting. The appropriate resolution must appear on the agenda.

EXPENSES: incurred in carrying out the work of the District shall be met from the funds of the District Committee

PAYMENT: from the funds of the District Committee shall be made by a check, signed by two (2) of the following Officers: the Chairman, Treasurer and Secretary; however, neither the Chairman or any other person has authority to singly decide on their own to transfer funds.

FINANCIAL REVIEW: A year-end financial report of the District Committee shall be compiled annually and copies circulated to all Clubs. A copy of the report shall be mailed to the IWUSA Treasurer along with a copy of the District's Year End Financial Statement of Income and Expenses.

FINANCIAL REVIEW COMMITTEE:

The District Chairman appoints a committee of two (2) members to review the books as soon as possible after the year end (June 30th) bank statement is received, but no later than July 30th. The Chairman and Treasurer must attend the financial review but are not part of the committee. To review the books, the committee will do the following:

Add each Description Column in the check register (or spreadsheet) for the deposits and the disbursements to get an annual total for each Description Column. These totals should balance with the Treasurers totals in the check register.

Compare each Description Column total in the check register to the line item annual totals on the year-end State of Income and Expenses. These totals should balance with each other.

Add the Total Deposits and Other Credits on the summary page of each bank statement for the year. Add all the deposits in the check register (the Deposits column) for the year. This total should balance with the banks total Deposits and Other Credits in the #c above.

Add the Total Checks, Withdrawals, Transfers, Account Fees on the summary page of each bank statement for the year.

Add all checks written, transfers and withdrawals in the check register (the Check Amount columns) for the year. This total should balance with the bank's Total Checks, Withdrawals, Transfers, Account Fees in the #e above.

Do a random check of deposits and checks written by selecting an individual deposit or check listed on a bank statement with the deposit or check listed in the check register and with the filed deposit or check receipt. This should be done with approximately 12 items.

GENERAL INFORMATION

This section is to guide and inform... It should be used in conjunction with the Constitution of International Inner Wheel, the Bylaws and Standing Rules of Inner Wheel U.S.A. and the guidelines for Districts and Clubs.

FACTS YOU SHOULD KNOW

INTERNATIONAL INNER WHEEL links together members in countries from Europe to Africa, India, the Philippines, Australia, New Zealand, the United States and Canada to name a few.

Members are able to communicate with one another through correspondence, exchange visits and joining together in International projects. Presidential tours bring members closer together as they learn of Inner Wheel activities in vastly different territories.

In order to appreciate fully the strength and traditions of Inner Wheel, one must of course look back to the inspiration, devotion and vision of our Founder President, and those who have given such fine leadership over the years.

The roots from which International Inner Wheel has grown were established in 1924 when the Association of Inner Wheel Clubs in Great Britain and Ireland was formed with Mrs. Oliver Golding as the Founder President, and Mrs. Nixon as Secretary, both members of the Manchester Club. They realized that unity is strength and had the wisdom and foresight first to group clubs into Districts and then later to bring the Districts together to form an Association.

At an early stage in its existence Inner Wheel began to spread overseas, Ballarat (Australia) Bergen (Norway) Napier (New Zealand) Winnipeg (Canada) and Port Elizabeth (South Africa) being among the first Clubs formed. In 1947 the words "in Great Britain and Ireland" were removed from the title and it became known as the Association of Inner Wheel Clubs.

In 1962 for the first time, members from countries outside Great Britain and Ireland were invited to sit on the governing body, but it was not until 1967 when International Inner Wheel came into being that there was the opportunity for qualified members in any country to become Officers, e.g. President.

THE CONSTITUTION of Inner Wheel is binding on all members and covers the emblem, aims and objects, Qualifications for membership and election of International Officers, and representation on the Board.

The official language is English and Headquarters are in Altrincham near Manchester. The mailing address is:

International Inner Wheel

Suite 2.3 MyBuro
20 Market Street
Altrincham, Cheshire, WA 14 1PF United Kingdom

Any correspondence to IIW Headquarters must go through the IWUSA President/National Representative.

All Charters are granted by International Inner Wheel and signed by the International President and the President/National Representative of IWUSA. The Charter will not be sent until capitation fees have been paid.

National Bylaws must receive ratification by the Board of International Inner Wheel.

FORMATION OF CLUBS NON-DISTRICTED CLUBS

Any Inner Wheel member, Rotarian, or Rotarian's spouse interested in the formation of a Club should write directly to their Zone Representative or Inner Wheel U.S.A.

When twelve (12) or more potential members agree to form a Club, the following motion should be proposed and seconded "That this meeting agrees to the formation of an Inner Wheel Club to be called. The Inner Wheel Club of _____" The name of the new Inner Wheel Club should correspond to the name of the Rotary Club.

If the motion is carried the meeting continues as the Inaugural Meeting. Here it can be pointed out that although a spouse holds office in Rotary it does not mean that the Inner Wheel members must hold similar office.

Club Officers. Club Correspondent, International Service Organizer, and no more than six (6) other members may then be elected to form the Executive Committee. The duties of each officer should be explained.

All Clubs undertake to abide by the Constitution of International Inner Wheel and by the Inner Wheel U.S.A. By laws, Standing Rules and Club Rules.

A Club will be registered when the list of members and the capitation fee are received at International Inner Wheel Headquarters, and all dues are received by the National Treasurer.

Non-Districted Clubs should keep in close touch with their Zone Representative, who is always willing to give any help or information required.

PRESENTATION OF THE CHARTER

A period of six (6) months should elapse before the presentation of the Charter to the new Club. It is sometimes possible to arrange for the Charter to be presented by a member of the National Governing Body. If there is another Inner wheel Club in the area, the Club President may undertake this duty. In some cases the President of the corresponding Rotary Club is prepared to make the presentation.

THE CEREMONY

The type of ceremony and time of day for the Charter presentation are entirely matters for the Club to decide, bearing in mind the question of expense. Having a dinner, luncheon, or brunch and inviting the husbands are common practices among Clubs.

At the Charter ceremony the members are usually given their badges and pins. In many cases the corresponding Rotary Club is kind enough to present a Presidential Badge. For badges and regalia contact Inner Wheel U.S.A.

ORDER OF CEREMONY

This will vary according to circumstance, but should include.

Welcome guests- Club President

Introduction of members – Club Secretary

Address and Charter presentation

Response on behalf of the Club-President

Greetings from International and National President, whether in person or by letter.

Presentation of Presidential Jewel and other gifts-Inner Wheel Club banners from visiting clubs presented to the new club.

The question of guests is again entirely a matter for the Clubs to decide. The President of the Rotary Club and the present and Past District Governors are usually invited, as well as the Zone Representative, Chairman and Past District Chairman of neighboring Inner Wheel Clubs.

DISTRICTED CLUBS

In an area where there is a District, the formation of the new Clubs, shall be the responsibility of the District Extension Chairman.

The approach for the formation of an Inner Wheel Club should not be made until at least six (6) months after the Rotary Club has received its charter. The District Extension Chairman should then write to the Club President offering to speak to the Rotarians and/of their spouses. The Extension Chairman should ensure that only those eligible for membership are invited to join.

At such a meeting the history of Inner Wheel, its aims and objectives, and a simple explanations of the Constitutions should be given and the opportunities for friendship and service stressed. If no decision is reached, a further meeting should be arranged to which all ladies should again be invited.

The required number of members and the procedure to be followed is the same for Non-Districted Clubs.

The position of Honored Active Members and Honorary Members should be clearly defined.

Immediately after the Inaugural Meeting, the Extension Chairman should notify the Vice- President/Deputy National Representative (with copy to the President/National Representative of the National Association, giving names, addresses and telephone numbers of the Club President and Secretary.

At this point the Extension chairman should also inform the District Officers who visit the Club until the Charter has been presented. The Charter will be forwarded to the President/National Representative, who after signing the charter will forward to the District Secretary. All who join within two (2) months of the inaugural Meeting are Founder Members and may sign the back of the Charter.

PRESENTATION OF THE CHARTER

An interval of at least six (6) months should elapse between the date of the Inaugural Meeting and the Charter Presentation Ceremony. The President/National Representative should be informed by the Club President of the date fixed for the Charter Presentation.

The club officers in consultation with the District Chairman, District Secretary and the Extension Chairman are responsible for the arrangements for the presentation of the Charter. Rotarians and other guests may be invited at the wish of the club.

The following is a suggested form of procedure:

Opening remarks by the District Chairman, who presides until after the Charter is presented.

Roll Call of Clubs by the District Secretary.

Presentation of the new Club to the District Chairman by the Extension Chairman.

Presentation of the Charter by the District Chairman.

The Club President who responds, now takes the chair.

The presidential jewel or pin is then given to the Club President.

Greetings from the International and National Inner Wheel Presidents, either in person or by letter.

Welcome into the National Association by a member of the National Governing Body.

Additional items, presentation or speaker.

A vote of thanks by the President of the Club. Club pins or badges may be presented if so desired.

DISTRICTED AND NON-DISTRICTED CLUBS GENERAL INFORMATION

When the original officers of a newly formed Club have not served a complete term of office they may be reelected to serve a further year. The Club dues should be sufficient to cover International capitation fees, National and District (when Districted) dues, as well as national insurance fees, and allow, a reasonable sum to meet the running expenses of the Club. Neighboring Clubs should be asked to encourage the new Club and invite members to their meetings.

CLUB MEETINGS

It is usual for Clubs to meet monthly, although some Clubs do prefer to meet twice a month. Attendance is not compulsory. Club business should be transacted with regularity and it is advisable sometimes to hold separate business meetings. The following is a suggested agenda.

Prayer

Pledge of Allegiance

Presidents opening remarks

Apologies for absence

Minutes to be read, confirmed and signed

Treasurer Report

Correspondence

Reports (Officers and Committees)

Unfinished business

New Business

Other Business

International Inner Wheel, National Association and District minutes (where appropriate) should be summarized and explained at Club meetings.

Should a discussion arise, the President must maintain an impartial attitude and be sure that all decisions reflect the wishes of the majority.

All speakers must address the Chair.

A motion shall not be open to general discussion by the meeting until it is seconded.

An amendment to a motion must embody some improvement or alteration and all amendments shall be put to the vote of the meeting before the motion.

The decision of the President regarding the conduct and order of the meeting shall at all times be final.

At all meetings, in the event of votes being equal, the President shall have a second or casting vote.

If the President rises during debate, the speaker shall at once resume her seat.

The Club should advise its Delegates on how it wishes them to vote at District Meetings, but should give them discretionary powers on hearing other points of view or in the case of amendments.

CLUB ACTIVITIES

Clubs undertake a very wide range of activities and the area in which the Club is situated determines to a very large extent the type of service it is able to give the community. Each Club has the right to choose its own service. There are some projects for which money is needed, and rummage sales, coffee parties or auctions or similar functions usually raise this.

Clubs should always be willing to assist Rotary if asked to do so.

NEW MEMBERS

The Secretary of the Rotary Club should always be asked if he/she would help by sending the names and addresses of all new Rotarians to the Secretary of the Inner Wheel Club. The President or her representative should make a personal visit or call to a possible new member and extend an invitation to attend a Club meeting or any other function as a guest. It is advisable to have a liaison between the Rotary and Inner Wheel Clubs.

WELCOME NEW MEMBERS

The following is a suggested procedure for welcoming new members.

At the commencement of the meeting the President should read the aims, address each of the new members by name and say, "There are not rights without corresponding obligations. Your right to become member, of this Club is a most exclusive one for it is available to you only. The Rotarian or Inner Wheel Member who makes your membership possible, values highly their privilege to be a member of their Club. If you put the same high values on your privilege to come into Inner Wheel, you will welcome the obligations of friendship and service which membership imposes upon you, even though this involves some personal sacrifice. I especially hope that you will find here with your fellow members the feeling that you are among friends, and, that you will joyfully take part in all the work of the Club and have many years of happiness with us.

The President will call upon all present to stand and addressing the new member will say _____, on behalf of the members of the Inner Wheel Club of _____ I welcome you, and (addressing the Club) I introduce this new member to you and ask you to extend your friendship to our newest member.

CLUB ANNIVERSARIES

The date of registration and the date of the Inaugural Meeting are shown on the Charter and either may be regarded as the official anniversary of the Club. Sometimes a special anniversary celebration is held and this gives an opportunity to renew the aims and objectives of Inner Wheel.

INTER CLUB VISITS

Where distances permit, visits between Clubs widen the circle of friendship as well as providing an opportunity to the exchange of ideas.

VISITORS

The time and place of meetings may vary during the year, and members visiting other Clubs are therefore asked to telephone Club Secretaries beforehand.

Members invited to speak when visiting Clubs in countries other than their own do so in a personal capacity. Care should be taken that any facts or information given are accurate and up to date.

MEMBERSHIP: ACTIVE, HONORED ACTIVE, HONORARY

MEMBERSHIP

At International level

Includes all Inner Wheel clubs

The minimum number of Active Members required to form a Club is twelve (12)

Applications for membership shall be sent to the Administrator of International Inner Wheel, together with an agreement to adopt the standard rules to observe the Constitution. The agreement is binding on all Clubs except where it conflicts in any way with the laws and customs of a particular country.

All Clubs, within countries which have National By-Laws, must conform to their National By-Laws and the governing Body of International Inner Wheel must be consulted when changes are contemplated in the National By-Laws.

The International Governing Body must approve any proposed changes in the naming system.

At National Level

Includes all the Districts and Clubs within its boundaries.

The minimum number of Districts required to form a National Governing Body is two (2).

At District level

The minimum number of Clubs required to form a District is four (4).

At Club level

A member may belong to one Club only

Classes of Membership

Active Membership

Honored Active Membership (Active within a Club who have been given a special award, because of their outstanding service to Inner Wheel).

Honorary Membership

Active Membership may be retained or taken up by the following, provided that they are over 18 years:

Women related to Rotarians/former Rotarians.

Women related to Inner Wheel members/former Inner Wheel members

Women who have been invited to join- provided that a majority of the Club members agree.

Active Membership should be taken up in the Inner Wheel Club most convenient for an Inner Wheel member to attend.

The International Inner Wheel Executive Committee is empower to clarify this section of the membership rule, and to include in this clarification those changes to clause (A) of the membership rule, which have been passed at the International Inner Wheel Convention.

Honored Active Membership

An award. A club may confer Honored Active Membership on an Active member who has given outstanding service to Inner Wheel. The Club will pay the member's dues for the year in which Honored Active Membership is awarded. In the following years, she retains Honored Active Status, but pays all her own dues. Such a member retains the rights of Active membership for life, or until she leaves Inner Wheel.

Honorary Membership

Clubs may invite up to four (4) persons whom they wish to Honor to become Honorary Members. Such members shall be subject to re-election annually. Each National governing Body may determine the period of consecutive membership. Honorary Members have no vote and cannot hold any office in a Club.

International Inner Wheel and National governing Bodies may also invite a distinguished person whom they wish to honor, to become and Honorary Member.

Membership at Large

Countries with a National Governing Body

If an active member resides in area of a country where there is no Inner Wheel Club, the National Governing Body of that country can grant her Membership-at-Large status. Applications must be made to the National Governing Body, through her former Club, or District. If there is no former Club due to disbandment. Payment of International Inner Wheel Capitation Fees must be made to that Governing Body. Such a member cannot vote or hold office.

Countries without a National Governing Body.

Any active member of Inner wheel who takes up residence in an area or country where there is no Inner Wheel Club, shall be entitled to "Membership at Large," on application to International Inner Wheel Headquarters, through her former Club, and on payment of the appropriate International Inner Wheel Capitation Fee. Such a member cannot vote or hold office.

Transfers

An Active Member may, in some circumstances, provided both Clubs agree, and permission is obtained from the District Committee/s transfer to another Inner Wheel Club.

Retirement

When a member is no longer able to continue through sickness of infirmity, she may be termed "retired" rather than "resigned".

Termination of membership

Active Membership terminates on failure to pay the annual subscription by December 31.

Naming a Club

The name shall normally be that of the corresponding Rotary Club.

When a new Inner Wheel Club has been formed out of more than one Rotary Club or when a new Inner Wheel Club, is sponsored by an Inner Wheel Club, the members of the new Club may decide on a geographically suitable name which must be approved by International Inner Wheel.

NON-ROTARY/INNER WHEEL RELATED MEMBERSHIP

The new Membership Rules.

Joining an Existing Club

With an established Club, if they wish to invite women with no connection to Inner Wheel or Rotary, a simple majority of all the existing Club members should agree.

The new rule is as follows:-

Active membership may be retained or taken up by the following, provided they are over 18 years:

- a. Women related to Rotarians/former Rotarians**
- b. Women related to Inner Wheel members/former Inner Wheel members**
- c. Women who have been invited to join – provided that a majority of the Club members agree.**

Starting a new Club

When starting a **new Club**, as there are no existing Club members, then a Club can be started from any one or a combination of all three of the categories a. b. c., and the slight restriction on C., that the majority of the Club members agree, does **not** apply.

Therefore a **new Club** can be started from **any** of the following:-

- a. Women related to Rotarians/former Rotarians**
- b. Women related to Inner Wheel members/former Inner Wheel members**
- c. Women who have been invited to join**

Procedure when a possible new member is from Category C.

If anyone hears (Club members or District Officers) that someone is interested in joining Inner Wheel, then the Club President/Secretary or District Extension Organiser should be informed, and they should arrange to meet that person to discuss the possibility of them either joining an existing Club or starting a new Inner Wheel Club.

Joining an existing Club.

A majority of the Club members must agree.

The Constitution does not state how the vote should be taken, therefore the vote can be taken **either:-**

a) at a Club meeting **or**

b) by a postal vote.

It is up to each Club to decide how they wish to conduct the vote.

If the Club selects **a) to vote at a Club meeting**, then all the members should be informed, prior to the meeting, that a vote will be taken, and if they cannot attend that meeting they should submit their vote by post, before the date of the meeting. If their vote has not been received when the meeting takes place, those votes will be counted as abstentions.

A simple majority of all the votes cast is all that is required.

If the Club selects **b) a postal vote**, then all the members should be asked to submit their vote by post.

If some members do not submit their votes, they will be counted as abstentions.

A simple majority of all the votes cast is all that is required.

(When it states that a vote requires a majority of the Club members to agree, that means $50\% + 1 = 51\%$ of the Club members.

For example if a Club has 30 members a majority would be 16 members (half the members plus 1)

If a Club only has 12 members a majority would be 7 members.

If a Club has an odd number of members, it is a little more difficult. For example, if a Club has 31 members 51% would be $15.5 + 1 = 16.5$: that would need to be rounded up to 17, because you cannot have half a member.

'A majority' is the same as 'a simple majority'.

The word 'simple' is sometimes added just to stress that the requirement is 51% , and not a greater majority of say 60% or 75%)

Starting a new Club

A new Club can be formed from any of the three categories, and it is permissible to form a new Club totally from Category C.

Because there are no existing members, then a majority vote of approval does not apply.

As soon as those new members join, they become full active members, and can vote and hold office, and participate in all aspects of the Club. It would therefore be advisable to have a small welcoming committee, who could explain the objects of Inner Wheel and how the Club functions. (A leaflet is available to give to new members briefly giving information about Inner Wheel).

A new Club can be formed and sponsored by a Rotary Club, by an Inner Wheel Club or by the District Executive. The District Extension Organiser should be involved to explain the objects of Inner Wheel and how Clubs and Districts function. If no District exists, then the sponsoring Inner Wheel Club should take on that responsibility, and they should keep IIW informed of the possible formation.

Every member is a potential extension officer, and should always be looking around to find women who fully agree with the objects of Inner Wheel, and share our values. We now have a wonderful opportunity to increase membership and inject new life into those Clubs, which have been struggling to attract new members under the present rules. The possibilities for encouraging new members, from category C to join are immense, and it is up to all Clubs to look for those potential members. Posters etc could be placed in surgeries, libraries and public places about Inner Wheel, displaying our new slug 'Happier Futures' Inner Wheel helping children around the world, and asking the question 'Would you be interested in becoming a member?'

N. Friar 2012

Honorary Membership

The rule about Honorary Membership has changed and is simpler now.

If the Club wishes to honour someone, for example, a local dignitary, or a person who has helped the Club in some way, or someone from a Charity, they can invite them to join as an Honorary Member for a limited time.

Clubs can invite up to 4 persons whom they wish to Honour to become Honorary Members. Such members cannot hold office and cannot vote, and they must be elected annually.

When considering inviting someone to be an Honorary Member, the Club President should propose that person's invitation to the members at a Club meeting. The members present at that meeting should then be asked to vote, and if **a majority of those present** agree, she can be invited to join.

GUIDANCE RELATING TO THE DIVISION OF AN EXISTING CLUB

An Inner Wheel Club should correspond to one rotary Club whenever possible. If this cannot be achieved and Inner Wheel Club may be formed to correspond with more than one Rotary Club. It is recommended that such a Club divides as soon as practical and certainly when membership is sufficient to provide two (2) or more clubs with at least twenty five members.

Decision to Divide

Advice and full information on procedure should be obtained from the National Association or District where applicable.

PROCEDURE

Membership.

1. When an Inner Wheel Club corresponds to only two (2) Rotary Clubs, all that is necessary is to ensure that there shall be sufficient potential members to guarantee the smooth working of both new clubs.
2. When the Inner Wheel Club corresponds to more than two (2) Rotary Clubs, a complete list of members must be made indicating the Rotary Club with which each member is linked. A second list should then be drawn up grouping members into new Clubs corresponding to the Rotary Clubs. If one group is too small to form a Club, those members may join whichever new club is most practical. Widows and members whose husbands have left Rotary may join any one of the new Clubs.
3. After the decision to divide, the new Club starts on July 1st with newly elected officers.

Regalia

Before existing Club funds are divided, essential pieces of regalia should be purchased for each new Club. Other items may be allocated by mutual agreement.

Funds

The balance of Club funds, after liabilities have been met, should be divided proportionately according to the number of members in each new Club.

Minute Book and Records

Each Minute Book should be held by the Original Club and made available to the others.

Charter

If the original Charter no longer applies, it must be returned to the National Association.

Nominations and Elections

Each new Club will nominate, and then elect by ballot, its Officers and an Executive Committee who will take office on July 1st. If these elections take place during a meeting of the existing Club, only members of the new Club concerned can vote. The Club newly formed as a result of the division will have no immediate Past President for the first year.

Dates and Meetings

It is recommended that the new Club meet on different days so those Inter-Club visits can happen.

THE NEXT STEP- BRINING THE CLUBS TOGETHER TO FORM A DISTRICT

The District forms a useful link between the Clubs and should be a lively unit to which all Clubs feel proud to belong. It is small enough for personal contact, but big enough to provide members with a wider horizon beyond the affairs of their own Club. The Delegates voice the opinion of their individual Clubs, and at the same time, make their own contribution as part of a team concerned with the well being of the District.

The minimum number of Clubs required to form a District is four (4). the responsibility for formation will normally be undertaken by an Extension Chairman in a neighboring District or a member of the National Body designated to take such a step.

District whenever possible, coincide with the geographical area of one rotary District only. there are exceptions and in areas where Clubs are in early states of expansion, Districts may find it helpful to incorporate more than one Rotary District. Permission to divide may be given at a later date.

A Non-Districted Club may, with the consent of the District concerned and IIW, become a member of any District. the request should be made through the National Association

On the formation of a District within the boundaries of which the Club is situated, that Club automatically becomes a member of the newly formed District.

Procedure for formations: One of the Clubs (or any other suitably qualified member of Inner Wheel), acting as convener calls a meeting of Clubs to explain the administration of a District and how it is financed. The formation of the District will be decided by a simple majority of those attending and entitled to vote.

FINANCE - DISTRICT

The members of the District must agree upon the District dues. This should include:

1. Traveling expenses for the Officers and ex-officio members of the Executive Committee attending District Meetings.
2. Cost of rental for place for District Meetings.

3. Operating expenses of the District, i.e., printing, stationary, postage, telephone.
4. Traveling expenses for one visit per year of the District Chairman to each Club in her District.
5. Any other legitimate expenses incurred in the operation of the District.
6. Cost of District publications may be included if desired.

Districted Clubs will pay their IIW capitation fees and National dues to the District Treasurer who will in turn forward one check to the National Treasurer.

DISTRICT MEETINGS

The District Chairman should confer with the Secretary to prepare the Agenda. They should go through the Minutes of the previous meeting and note matters arising from these, correspondence received since then, and arrange all items in the order in which they will be dealt.

Agenda for a District Committee Meeting

1. Welcome
2. Invocation
3. Pledge of Allegiance
4. Apologies for absence
5. Roll Call
6. Minutes of the previous meeting
7. Matters arising from the minutes
8. Correspondence
9. Reports from District Officers and Ex-officio members.
10. Special items, e.g. District Officers, Assembly, Rally, Installations etc.
11. Old Business
12. New Business.
13. Reports from Delegates.
14. Date and place of the next meeting.

Minutes

Minutes should be a correct record of what happened at a meeting. It is not necessary to report discussion in full, but decision must be recorded.

Minutes should contain the names of all the Officers and Ex-officio members attending, as well as the number of Delegates and members present from each Club.

All motions should be clearly stated, with the name of the person proposing. It is not necessary to include the name of the person who seconded the motion.

If minutes of the previous meeting have been circulated, they need not be read at the following meeting.

If an error is found in the minutes of the previous meeting, this must be corrected before the minutes are approved. The corrections should be clearly noted in the present meeting's minutes.

Assembly

This takes the form of the group meeting of Club Presidents, Secretaries, Treasurers, Correspondents, and International Service Organizers, each group being presided over by the appropriate District Officer or Executive Committee member. These meetings enable each Officer to be briefed as to her duties, and give opportunities for the first discussion of new ideas. They are particularly helpful to members taking office for the first time.

Rallies

The Rally is a gathering of every Club in the District to which all members may come. It is not a business meeting but provides an opportunity for Club members to meet together socially at a District level. International Service meeting, Inter-District Meeting and Inter-Country gathering also create much enthusiasm among members

DIVISION OF AN EXISTING DISTRICT

If Clubs in a District covering more than one Rotary District wish to divide, or there are other practical reasons for division, a special meeting should be called to which each club sends its voting Delegates. The meeting should be arranged to give ample time for discussion, and division should, when possible take place from the succeeding July 1st.

The division will be decided by a simple majority of those attending and entitled to vote.

Application to divide, together with a copy of the resolutions agreeing to the division of the District, should be sent to the President/National Representative with a copy to the Zone Representative. Details of names of the Clubs, and the Rotary District areas in which they are situated should also be indicated.

All Clubs in the proposed new area will be members of the new District.

After the new District has received IIW approval and has been allocated its number:

A meeting of all Clubs in the District shall be called by an agreed Convener to elect District Officers and Ex-officio members in accordance with District Rules.

Clubs shall be asked to elect voting delegates to attend the meeting and submit nominations for District Officers and ex-officio members. These should be sent to the Convener fourteen (14) days before the meeting. There will be no immediate Past Chairman the first year.

All regalia and other essential items should be purchased for the new District, before division of funds.

It is important that the allocation of any remaining funds be agreed upon before the division takes place. As with the division of a Club, this would normally be on a per capital basis.

INTERNATIONAL CONVENTIONS

Every third year a Convention may be held in one of the countries in which Inner Wheel is established, the venue being decided by the Board. any member may attend and Rotarians are always welcome.

Proxy Voting

Each Club and each District Committee is entitled to send one Voting Delegate to the convention and that Delegate will vote in accordance with the wishes of those members she represents at the Business Session. If the Delegate must leave the meeting she may appoint a proxy. The proxy holder can be any other Voting Delegate or the "Official Proxy Holder" appointed by the International Inner Wheel for each Convention.

Forms for the appointment of a proxy are sent to each Club and District with the official Convention documents and the signed proxy authorization form must, in due course, be exchanged at the Convention by the Proxy Holder for the necessary voting papers.

A Chairman of an Election Committee, who is a Past International Officer, will be responsible for all the voting.

PINS AND BADGES

Only pins and badges of approved designs are permitted and these are worn at Inner Wheel functions.

The official emblem of Inner Wheel consists of two (2) gear wheels one (1) inside the other, with six (6) spokes radiating from the center hub. There are twenty-four (24) teeth or cogs on both inner and outer wheels. the word "INNER" appears at the top and the word "WHEEL" at the bottom of the rim of the Inner Wheel.

The colors of the emblem are blue and gold, with the emblem in gold, the rims of the inner and outer wheels in royal blue enamel, and the words "INNER" an "WHEEL" in gold lettering.

Members are encourage to regularly wear the approved miniature lapel pin, especially when traveling.

A member should wear her badge of office at a Rotary function only when she is officially invited to represent Inner Wheel.

A Club President should wear her President's pin or chair of office at all functions of her own Club and, in addition when visiting other Clubs or attending Charter Presentations, District Meeting, Rallies or Conferences.

If a member is invited to attend functions of other organizations to represent her District or Club, the appropriate badge of office may be worn.

When a Club is formed the following badges are recommended: Club Member's Pin for each member, Bar for Secretary and Treasurer and President's pin or Jewel.

These should be ordered from : Inner Wheel District 696 Florida.

District and Club Regalia which can only be ordered from England should be ordered from Toye Kenning & Company, London England.

PUBLICATIONS

The official publications of International Inner Wheel and IWUSA are:

1. Combined International Inner Wheel Constitution and National By-laws and Handbook.
2. Annual Directories
3. The International Inner Wheel Magazine - published twice a year by the IIW Board.
4. The National Newsletter published by the Governing Body of IWUSA.

Prices for the Constitution/Handbook and Directories will be issued each year. The International Magazine and National Newsletter are included in capitation fees and dues. All other orders must be accompanied by remittance to cover the cost.

CORRESPONDENCE

Districted Clubs

The normal procedure is for the Club to communicate with the District and for the District to communicate with the National Association, who will refer the matter to the International Inner Wheel Headquarters when necessary.

Full consultation should be held with the President/National Representative who must receive copies of all correspondence.

Any District/Club wishing to write to International Inner Wheel Headquarters must correspond through the Inner Wheel U.S.A. President/National Representative.

Non-Districted Clubs

Non-Districted Clubs correspond directly with the President/National Representative when wishing to write to IIW.

ELECTIONS

There are four kinds of elections:

(1) Club; (2) District; (3) National Association; and (4) International Inner Wheel.

- a. Members nominate for the Club Executive Committee, or through a Nominating Committee.
- b. Clubs nominate for the District Executive committee.
- c. District Committees nominate for the National Association.
- d. District Committees nominate for International Inner Wheel Officers.

Nominations for Officers of the International Board should be sent to the President/National Representative before March 31st.

It is the responsibility of the District to ensure that their nominee is physically capable of carrying out the work involved.

The details of the past and present Inner Wheel offices of the nominee must be checked by the District and by the National Association.

The consent of every nominee must be obtained and a copy of the District Committee Minutes must accompany all nominations for IIW Officers and IWUSA Officers.

Canvassing of nominees for any office is not permitted.

All Officers and Members of the Committees must be nominated in writing by an agreed and specified time. They must be elected annually even though they are eligible to serve for more than one (1) year. The method of voting at each level is to be by simple majority of the votes cast.

Retiring Officials

It is the duty of all those relinquishing office to see that their successors receive any previous Minutes or other documents which insure/afford continuity and information about the office.

Records

All Clubs and Districts are advised to keep a Record Book in which to enter details of events, activities and other items of special interest.

International Inner Wheel Theme

Each year a theme is submitted by the IIW Vice President to the Board for its approval. **This is the only theme to be used by all Clubs, Districts and National Associations during her term as President of IW.**

WHEN YOU TRAVEL

The advantages of making personal contact with members in another country are obvious and of the greatest possible value. This ready-made link is one of the benefits of belonging to a worldwide organization. Here is the opportunity to learn different cultures, customs and traditions and to experience Inner Wheel meetings, basically the same, but having individual and charming ideas. While Inner Wheel members are generous with their hospitality, this courtesy must never be abused. If a stay of more than two (2) days is expected, then some financial arrangements should be made with the hostess.

Different Customs

Scandinavian Clubs have three special customs: the presentation of a single long stemmed red Rose to an honored guest or speaker; the singing at a Club meeting of songs which are sometimes specially composed for the occasion and written by Inner Wheel members in many cases; and the giving of "three minute" speeches on any subject of the members' choice.

In Denmark, when a new member comes into a Club, a candle is lighted for her as soon as the President has read a letter of welcome.

A Norwegian custom introduces three (3) candles of different sizes which are placed on a table. The holders are pale blue to represent the Districts, the candles are dark blue for the Clubs, and yellow flames denote the Club members. The second largest candle is lighted first to represent Inner Wheel's past history and achievements, followed by the smallest one indicating Inner Wheel of present day. The lighting of the largest candle last is a token of the unlimited scope for future personal service and friendship in Inner Wheel the world over.

Candles, too, are used on ceremonial occasion in India, and Clubs and Districts publish souvenir programs of great interest to mark special days. These programs are supported by local firms and businesses to help with the cost.

Meetings in Canada are started by the singing of "O Canada" and the Canadian National Anthem.

The members in most countries always use Christian names, as they prefer the informality and friendship this creates.

In Great Britain and Ireland, many Clubs have Birthday Parties or Charter Anniversaries—some take place annually, others on special occasions. Members from other Clubs in the District are invited and a speaker on some interesting topic usually addresses the meeting.

German members have a "getting to know you" session where each one gives a short resume of her life and interests.

It is interesting to know that in several parts of the world there are "Inner Wheel houses" and on a South Pacific island an "Inner Wheel church". Inner Wheel plaques can often be seen commemorating gifts made possible only by the untiring work of Club members.

INNER WHEEL U.S.A. YEARLY CALENDAR (DUE DATES)

JULY

- 1 Capitation fees for IIW and IWUSA dues are due to the National Treasurer.
- 15 Vice President/Deputy National Representative sends nomination papers to Zone Conveners for nomination of Zone Representatives.
- 31 National Secretary and President/National Representative print national Directory and send one to each National Officer, all Past Presidents, District Chairmen, Secretaries & Treasurers, all Club Presidents and Foundation Trustees.

AUGUST

- 1 National Secretary mails Inner Wheel U.S.A. Officer Nomination forms to each District Secretary. (These will be due back to the National Secretary no later than Oct. 15st)
 - 15 Zone Conveners send the Zone Representative nomination forms to District Secretaries and to Non-Districted Club Presidents in her Zone.
- National Treasurer notifies Zone Representatives of the names of the Districts and Clubs which have not paid dues.

SEPTEMBER

- 1 No later than September 1, National Secretary sends, by Federal Express, fully completed and signed International Inner Wheel Nomination forms to IIW Headquarters. (IWUSA had nominations for IIW positions in January). Successful candidates should secure official nomination forms received by IIW in the IIWW June/July mail-shot from the District Secretary who nominated her, complete the forms and forward completed forms along with a copy of the District minutes highlighted with her nomination in them and a passport size picture to the National Secretary for forwarding to IIW). Only one nomination for each position by any Country is allowed.

IWUSA Governing Body and Foundation Trustee Fall Meeting (usually) held during the month of September or October. The Inner Wheel U.S.A. Foundation sets the date and place for the Fall meeting.

National Secretary must mail five (5) copies of Governing Body minutes to IIW within three (3) weeks of National Board meeting. A copy shall also be sent to all IWUSA Board Members, IWUSA Foundation Chairman and Foundation Trustees.

District Election Conveners should send nomination forms to all clubs in their District for District Officers (due back by November 15).

OCTOBER

- 15 National Treasurer remits International Inner Wheel capitation dues to IIW Headquarters, if not already done.
- 31 District Secretaries return Inner Wheel U.S.A. Officer Nomination forms to IWUSA National Secretary.

IIW & IWUSA Fall issue of the Newsletters should be released between October and December.

NOVEMBER

- 10 National Secretary notifies National President/National Representative of results of Inner Wheel U.S.A. Officer nominations. If only one candidate is nominated, no election is necessary and National President/National Representative closes nominations and notifies elected officers.
- 15 National Secretary mails Inner Wheel U.S.A. Officer ballots, along with qualifications of each candidate to Club Presidents, **if election is necessary. (Nominees shall be notified of run-off.)**

Zone Conveners receive nomination papers for Zone Representative from Districts.

District Clubs return nominations for District Officers to District Election Convener. If an election is necessary, Election Convener should prepare ballots and forward to all Clubs for voting soon after nominations are received (ballots due back by Jan. 1st).

- 20 Zone Conveners, **in case of no nominations**, notifies Zone Representatives, Vice President/Deputy National Representative (who notifies National President/National Representative and District Chairmen).

If only one nomination, Zone Conveners notify District Chairmen, Zone Representatives, Vice President/Deputy National Representative and President/National Representative.

If more than one Nomination, a ballot shall be prepared by the Vice President/Deputy National Representative and sent to Zone Conveners for distribution to all Clubs in her Zone.

DECEMBER

- 1 District Election Convener sends ballot for District Officers, if needed. Ballots must be received by Election Convener no later than January 1st.

Zone Conveners, if necessary, sends ballots to Club Secretaries in her Zone with the names of candidates for Zone Representative and their credentials.

DECEMBER/JANUARY

From International Inner Wheel, second mail-shot will be coming to all District and Club Secretaries. This mail-shot will include the following:

- Letter from the President
- Credentials of International Officers Nominated
- Voting Papers
- Envelope for Return of Voting Papers
- IIW Financial Report
- Club Information Form

May also include:

Minutes of the October IIW Board Meeting

JANUARY

- 1 President/National Representative checks with National Treasurer to verify that all capitation fees (including new members paid after October remittance) have been sent to International Inner Wheel. Reminder should be given to the National Treasurer to remit, on a quarterly basis, new members' dues.
- All Districts and Clubs (Districted and Non-Districted) order International Inner Wheel directories from the National Treasurer after they have received notification of USA dollar cost from the National Treasurer. Each District and Club should order at least one. IWUSA orders one copy for each IWUSA Officer and the IWUSA Foundation Chairman.
- National Secretary mails nomination forms for IIW: President/Vice-President/Treasurer/Editor and Director to EACH District Secretary.

URGENT: The National Treasurer must complete the list of “subordinate” clubs under the Group Exemption of Inner Wheel U.S.A. with the Internal Revenue Service. This form is released by IRS in January. Failure to file form on time will result in loss of Inner Wheel’s group exemption letter.

District Officer Nomination Ballots due back to the District Election Convener. Election Convener notifies successful candidates and the District Chairman(en) of the election results.

FEBRUARY

FEBRUARY IS INNER WHEEL U.S.A. FOUNDATION MONTH ALL CLUBS ELECT NEW OFFICERS

NOTE: Upon election of Club Officers, complete the “Club Information Form” sent by IWUSA National Secretary before the end of February. Club Secretaries – be alert to correspondence from the National Secretary regarding IIW’s request for electronic filing of officer information and instructions from the national Secretary regarding proper completion of officer information.

If a Districted Club, a copy of the Club’s officers must be sent to the District Secretary for inclusion in the District Directory.

- 1 Ballots for Inner Wheel U.S.A. Officers are due to the National Secretary (appointed by the IWUSA Governing Body), IF AN ELECTION IS NECESSARY.
- National Treasurer sends a notice of National dues for the coming year to all District Treasurers and Non-Districted Club Presidents.
- 10 Zone Conveners (**if there has been an election**), after tallying ballots, notify the newly elected Zone Representatives in their Zones and the National Vice President.
- 28 Vice President/Deputy National Representative sends President/National Representative and District Chairmen a complete list of newly elected Zone Representatives (including name, spouses' name, home address, e-mail address, telephone, fax and cell phone numbers).

MARCH

- 1 Deadline for Districts and Clubs to order International Inner Wheel Directories from National Treasurer.

Deadline for Districts and all Clubs to send completed Officer Information forms to National Secretary for next year's National and International directories. (National Secretary will forward pertinent officer information to IIW for all Clubs)

- 15 National Secretary mails ALL Officer Information forms to IIW and a copy to the Vice President/Deputy National Representative (National, District, Club).

National Treasurer orders the International Directory for all Clubs.

- 31 International Inner Wheel Officer nominations due to the IWUSA Secretary.

IWUSA Governing Body and Foundation Trustee Spring Meeting (usually) held during the months of April to June. The Inner Wheel U.S.A. Governing Body sets the place and time for the Spring meeting.

APRIL

- 15 National Secretary mails voting ballots for IIW Officers to all Clubs, **if more than one nominee for any office is received.**

After election, elected candidates must check (during the summer months as Nomination Forms will come in the IIW June/July Mail Shot) with their District Secretary for the official nomination forms. Forms are to be signed by the District Secretary and the IWUSA National President. Nominated candidate(s) secure two (2) pictures and the minutes of the District meeting where the candidate was nominated and mail all to the National Secretary for forwarding to IIW by the due date set by IIW (usually September 30th).

- 25 All National Board members must present their outstanding bills along with receipts to the National Treasurer for payment. No reimbursements will be made without receipts and after this date.

All National Board Members pass on badges and files to incoming National Board Members.

MAY

ALL CLUBS COLLECT DUES FOR THE COMING YEAR DURING THIS MONTH

- 1 All Districts, Clubs and Zone Representatives complete their "Annual Report" and mail a copy to the IWUSA National President/National Representative, Vice President/Deputy National Representative, Editor and Zone Representative (check the IWUSA Directory for Names & Addresses).

Spring issue of the IWUSA Newsletter is circulated.

Spring issue of the IIW Newsletter is released.

JUNE

- 30 IIW President/Vice President/Treasurer/Editor/Director ballots due to the National Secretary, if an election is necessary.

NOTE: All Districts and Clubs close their financial books as of June 30th and remit a year-end Financial Report of Income and Expenses to the IWUSA Treasurer no later than July 30th.

URGENT: Upon receipt of every District's and Club's year-end Financial Statement, the National Secretary must file an *electronic E-filing with the Internal Revenue Service*. *Final date of filing reports is November 15th. Failure to make the necessary filings WILL result in IWUSA losing their 501c3 Tax Exempt status.*

National Treasurer closes IWUSA financial books and works with the CPA in completing a compilation of the year's financial records.

ETIQUETTE AND PROTOCOL

INTRODUCTION

Technology has enabled us to communicate faster and be more productive as a group than ever before thought possible. Along the way, however, we may be a bit guilty of overlooking our manners - especially as they relate to Club, District, National and International correspondence and meetings. This section is to be used as a guideline and to answer questions you may have. Each situation is unique and should be treated as such. Please note this information is for use in the United States. Other countries may have different customs – thus different etiquette and protocol.

Protocol is the expression of good manners in an atmosphere of friendliness. With protocol, the office one holds is honored, not the individual. Personal likes and dislikes are not considered. Everyone needs and deserves to be treated with dignity and respect.

Inner Wheel is an International Organization and the order of rank is:

International President

International Officers (those holding office)

International Directors (holding office)

Past International Presidents

Inner Wheel U.S.A. President/National Representative (holding office)

U.S.A. Board Members

Vice-President/Deputy National Representative

Treasurer

Immediate Past President

Editor

Secretary

Zone Representatives

Past U.S.A. Presidents/Past IIW Representatives

District Chairman

District Board

Club Presidents

SEATING

Seating will depend on the type of meeting being held. If it is a small meeting, 6 or 8 at the head table would be appropriate. If it is a larger group, others may be seated at the tables adjacent to or directly in front of the head table.

If a table lectern is used, an even number should be at the head table with the presiding officer sitting to the right of it.

If a floor lectern is used, there can be an even or odd number at the head table with the presiding officer sitting in the center or the first chair to the right of center.

Example: xxxx0xxxx

 Xxxx0xxxxx

Officers of the highest rank should be seated to the right of the presiding officer with those of lesser rank to the left. Persons giving the invocation or leading the pledge to the flag may be seated at the ends of the table.

If this is to be a Business Meeting, the Parliamentarian should sit to the left of the presiding officer, close enough that they may confer without attracting too much attention.

Persons should always be notified in advance when they are to be seated at a special table. Their husbands may be accompanying them or they may have guests to make arrangements for.

Place cards are a necessity when having a head table, or any other special seating arrangements.

INVITATIONS

District

District meeting invitations, fund raising invitations, and any other invitations or event announcements sent to clubs should be sent at least 45 days in advance.

Invitations to individuals for District events may be sent 45 days in advance, or as late as 30 days. Sufficient time should be given for RSVPs. Invitations should be sent to every Club Secretary, which would include her entire Club. Individual invitations should be sent to all Club Presidents, District Executive Officers, all Past District Chairmen, Zone Representatives. And any other Past International or National Officers who live in the area.

Answers to an invitation should be given immediately following the Club Meeting. It should be the responsibility of the Club Secretary to let the host club know if her members will be attending and how many.

Visits of Dignitaries to Clubs/Districts

In September, the Club President, after conferring with her Executive Board, should invite the District Chairman to visit the Club. District Chairmen should attend a regular meeting. The purpose of her visit is not to be entertained but to see if there is any way she, as District Chairman, can help the Club. If a social is held in a public place, all expenses should be paid for the District Chairman and she should be seated at the head table or place of honor. The Club usually gives the District Chairman a gift to remember her visit.

The Club President should also, as soon as possible, confer with the Zone Rep., or if there isn't a Zone Rep., the District Chairman, to coordinate a visit by the President/National Representative. The District should present the President/National Representative with a District Banner and a gift. The Clubs should also give the President/National Representative a remembrance of her visit with them.

If the Zone Rep. is not going to visit the Club at the same time as the President/National Representative or District Chairman, she should be invited separately. She should also be given a small token gift of her visit.

When special guests (President/National Representative, District Chairman, or the Zone Rep.) are invited to meetings, no one else should be honored. The President's birthday, the member who sold the most chances, the member who did outstanding fund raising for the Foundation, or a Past district Chairman who is moving are all good reasons for celebration, but it takes the spotlight off the Inner Wheel invited guests.

Hospitality

Hospitality arrangements differ for National Officers and the International President. Refer to IIW Guidelines for "Hosting an International President". When a District Chairman, Zone Rep., or President/National Representative visits, home hospitality is usually offered. If home hospitality is not available, commercial arrangements are made and paid for by the host club. Even if commercial arrangements are made for sleeping, some home entertainment is provided, such as meals, visits, coffee, and meetings. There is usually a member available to provide sight-seeing and some local history. We "Open Our Hearts and Homes".

GIFTS

District/Club

The District Chairman should be responsible for obtaining gifts from the District to visiting dignitaries. The incoming District Chairman should be responsible for a gift to the retiring Chairman.

The Club President should be responsible for gifts given from the club to the President/National Representative, District Chairman, and Zone Rep. when they visit.

If any of the above officers are unable to take care of this job, they should ask someone else to take care of it.

Retiring Officer

There is usually a question when officers change regarding who is responsible for a gift for the retiring Club President. The incoming officer has this responsibility. She should be aware of past traditions. Usually a "Past" pin is given as well as a gift. The gift maybe a plaque or a sum of money to the IWUSA Foundation, Inc., or both. Sometimes a President's Board will give her a gift and the Association will give a pin and plaque. Unless a President asks not to be given a certain item, do not ask her what she wants. Some do not want a plaque, or they may already have a Past President's pin but may like to have another one.

When the budget is presented to the Executive Board, the vice President should note the amount of money set aside in the budget for the President's gift. If for some reason she does not feel she can take care of this job, she should ask someone as soon as possible to handle this task.

International President

When the International President is visiting a Conference, it is the responsibility of the Chairman of the Conference to provide a gift of remembrance. She should remember that it must be small enough to pack easily or be prepared to ship it to Inner Wheel Headquarters or to the President's home. The Chairman should confer with the National Board as to ideas, etc. It should be paid out of IWUSA funds. Clubs should inquire of the Conference Chairman if there will be time to present the IIW President with a banner or gift (60 clubs taking even one minute each would consume an hour). When an International President is coming for a visit in a non-Conference year, it is the President/National Representative who is responsible for getting a gift and presenting it to her.

International Directors

As an International Director, you will attend a Board Meeting. In the past, each Director has brought a gift for each Director and each Executive Board Member, including the Executive Secretary. Usually, it is something inexpensive that represents your country or the area where you live. One of the mornings, before the meeting starts, it is put at each person's place around the table with little or no fanfare (a thank you is usually given later during lunch, dinner or social time on a one to one.). An International Board Director is recognized at International affairs, such as International Conventions or International Board Meetings. She is not officially recognized at National gatherings, such as National Conferences.

INTRODUCTIONS

Individual

A person may be "presented" or "introduced". If the person is known to the group, she is presented, and if she is a stranger, she is introduced. When you introduce two people, look first to the person of higher rank (holds the higher office). Say that person's name first, followed by "I would like you to meet...", then look at the person being introduced and reverse the order. How you make the introductions of people infers who you consider to be more important. It helps to add a pertinent comment about the person to get the conversation going and to help the name to be remembered. When individuals appear to be fairly equal in authority, you can choose who is more special. When there is a great difference in age, the older person is introduced to the younger one.

Head Table

Never delay meal service while introductions are made. If the first course is on the table, or ready to be served, wait for introductions until the table is cleared for dessert or some other appropriate time. The people seated at the head table should be introduced from the highest ranking to the lowest. Remember the seating is such that you do not introduce on your right, and then left, then back to right

Hand Shake

Shaking hands is very much an American custom. If you are not comfortable shaking hands, you are missing a wonderful opportunity to connect with other people. Remember that Inner Wheel is international, so respect other countries' customs. If the gathering is shaking hands, you should have a friendly, firm "vertical" handshake. A handshake should not be a bone crusher, keeping in mind that a person wearing rings may feel pain if a handshake is too strong. When you know you are going to be introduced to others, be sure your right hand is free. Carry your purse in your left hand. Always pin your name tag on your upper right side so when shaking hands it is in the direct line of sight.

DINING

When a group is meeting at a restaurant, always call ahead for reservations or for the use of a special room. Once the group is together at the restaurant, you do not want to stand around waiting for a table to become available. Remember, a purse or bag should be set on the floor or on an empty chair, not on the table. If it is to be a working meal, take out your pen and papers at the beginning (just after ordering) so you don't have to look for them after the table is covered with food and drink. These should be placed to one side on the table.

Cell Phones

Cell Phones should not be taken to a restaurant or into a meeting. If you are expecting a call, disengage the ring in favor of the vibration. Excuse yourself and go outside or to the ladies room to take a call. People do not realize how loudly they speak into a telephone and how rude it is to others attempting to have a pleasant dining experience or conduct a meeting.

Utensils

With utensils, you can usually remember to "use them from the outside in". Generally all silverware is placed in the presumed order of your meal. If you skip any portions of your meal, skip using those utensils as well. In other countries, the napkin is also called a serviette. **THE HIGHEST RANKING OFFICER AT THE TABLE SHOULD BE THE ONE TO START EATING.** In a restaurant, wait for everyone at the table to be served prior to eating.

INTERNATIONAL CUSTOMS

Americans are thought to be happy, friendly, gregarious, outgoing and generous. We are also thought to be loud, obnoxious, egocentric, impolite, fast and rich. These perceptions are a result of the many films that have captured "life in America". Keeping these thoughts in mind can help us when we interact with international visitors or when we visit other countries.

A little research and preparation can make a lasting and favorable impression instead of a disastrous one. You never get another chance to make a first impression. Wipe out the word "foreign" or "foreigner" from your vocabulary because in the dictionary it means "alien" or "not belonging".

The following "Do's and Don'ts" should keep you out of really bad situations:

- Stand to show respect when the National Anthem of your host country is played.
- Do not immediately call someone by his or her first name.
- Respect your host's dietary customs and do not request something special.
- Understand the currency so you can use money without remarks or helplessness.
- Do not attempt to tell jokes or be humorous in someone else's language.
- Before making telephone calls, be sure to know how they are billed.
- Do not use slang or dialect in conversations. Speak clearly and slowly.

Giving gifts internationally varies from country to country, and you would be wise to find out ahead of time what is appropriate. Gifts from well-known North American stores, books, posters, distinctly United States foods in tins and items representing U.S. athletic teams are usually well liked. If you are visiting a family with children, a gift for them is usually appreciated. A gift of candy will be appreciated, but gifts of alcohol may not be. Know what flowers are symbolic of and what colors are acceptable.

THE FLAG

The flag is usually displayed from sunrise to sunset on buildings and stationary flagstaffs. However, when a patriotic effect is desired, the flag may be displayed twenty-four (24) hours a day if properly illuminated during the hours of darkness.

When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America. When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size.

International usage forbids the display of the flag of one nation above that of another nation's in time of peace.

When used on a speaker's platform, from a staff, the flag of the United States of America should hold the position of honor at the speaker's right as she faces the audience. Any other flag so displayed should be placed on the left of the speaker or to the right of the audience.

MISCELLANEOUS

- Program participants should be invited a month in advance and should receive an agenda. They should be given any other information they might need.
- Anyone giving a report should receive an agenda.
- Letters of appreciation and thanks should always be sent within a week.
- A Guest Book should be available at all social functions.
- Board Officers and hosts should always arrive early to complete last minute details.
- New Clubs should be informed of the procedure for their Charter Night by the District Extension Chairman or, if Non-Districted, by the Zone Representative.
- The District Chairman and Zone Representative should keep in contact with new clubs.
- Every meeting should start and end on time.
- An effort should be made to make new members and guests welcome.
- District Newsletters should be sent to the IWUSA President/National Representative and Editor.

Note: Sections of the Etiquette and Protocol were taken from "Emily Post" and "Business Etiquette and Protocol" by Carole Bennett, Ed.D..