

# Inner Wheel U.S.A.

## Calendar of Due Dates (revised 1/2015)

### JULY

- 1 Capitation fees for IIW and IWUSA dues are due to the National Treasurer.
- 15 District/Club dues not paid are delinquent.
- 31 National Secretary, Vice-President 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 October 15.)

### 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 IWUSA District Secretaries 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 two (2) passport size pictures to the National Secretary for forwarding to IIW. Only one nomination for each position by any Country is allowed.

***Note: The IWUSA Secretary and all District Secretaries received the official nomination forms in the June/July International mail shot. Be sure to follow instructions sent with paperwork by IIW to avoid disqualification.***

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 sends nomination forms and instructions to all clubs in her 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, if not already sent..
- 15 District Secretaries return Inner Wheel U.S.A. Officer Nomination forms to IWUSA National Secretary.

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 If needed, 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.) Ballots due back by January 1.**

District Clubs return nominations for District Officers to District Election Convener.

## DECEMBER

- 15 District Election Convener sends ballot for District Officers, if needed. Ballots must be received by Election Convener no later than January 31<sup>st</sup>.

## 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.

15 National Secretary mails nomination forms for IIW: President/Vice-President/Treasurer/Editor and Director to EACH District Secretary.

*(Each country is allowed only one nomination for each office. Therefore, because IWUSA Clubs are dark during the summer, IWUSA must nominate and elect proposed candidates as nominations are due to IIW in September.)*

30 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 Treasurer sends a notice of National dues for the coming year to all District Treasurers and Non-districted Club Presidents along with a list of the District/Club membership.. Dues should be remitted by Districts/Clubs to the National Treasurer no later than May 15th. (Annual dues should be set by the IWUSA Governing Body at its Fall meeting.)

31 IWUSA Officer ballots due to National Secretary, if election necessary.

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.

**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.**

## 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.**

## 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 30.)
- 25 All National Board members must remit their final Expense Voucher for expenses incurred for their office and travel to the Fall and Spring Board meetings along with original receipts to the National Treasurer for payment. No reimbursements will be made without receipts. No reimbursements for officers expenses will be made after June 15th.

***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 required officers complete their "Annual Report" and mail a copy to the IWUSA National President/National Representative, Vice - President/Deputy National Representative and Editor (check the IWUSA Directory for Names & Addresses).

**Spring issue of the IWUSA Newsletter is circulated.**

## 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 30<sup>th</sup> and remit a year-end Financial Report of Income and Expenses to the IWUSA Treasurer no later than July 30<sup>th</sup>.**

**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 15<sup>th</sup>. 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.

