

**SAMPLE LETTER**

Date:

Dear District Chairman:

Pursuant to our IWUSA Yearly Calendar, in January IWUSA Districts may put forth members wishing to run for an office of International Inner Wheel:

"National Secretary mails nomination forms for IIW Officers: President/Vice-President/Treasurer/

Constitution Chairman/Editor and Board Director to reach 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)."

Nominations must be received by the National Secretary (Fran Beers**) no later than**

**April 10, 2016 along with a copy of the District Minutes verifying the nomination of the candidate.**

**Nominee's consent for nomination must be signed by the candidate.**

Qualifications for above offices as follows: (IIW Constitution Page 8 & 9)

***President:*** Must have served at some time as a President of a National Governing Body or

an International Board Director or a Board Member or an International

Treasurer.

***Vice-President:*** Must have served at some time as President of a National Governing Body or

an International Board Director or a Board Member or an International Treasurer.

***Treasurer:*** Must have served on a National Governing Body or District as a Treasurer and

have served as a member of a National Governing Body for at least 1 year at the time

of nomination.

***Constitution Chairman:*** Must have been a past member of the International Inner Wheel

Governing Body.

***Board Director:*** 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.

***Editor/Media Manager:*** Must have served on a National Governing Body or District as an

Editor for at least 1 year at the time of nomination.

If more than one nomination is received a ballot will be prepared and forwarded to all clubs for vote.

Nominees will be advised of the ballot preparation.

Sincerely,