INNER WHEEL U.S.A.



HANDBOOK

JULY 1, 2016jc

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##### ASSOCIATION OF INNER WHEEL CLUBS

##### IN THE UNITED STATES OF AMERICA BYLAWS

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. or IWUSA).

##### 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.

Active Membership of those wishing to belong with IWUSA may be taken up by the following, provided they are over 18 years:

1. Women related to Rotarians/former Rotarians.
2. Women related to Inner Wheel members/former Inner Wheel members.
3. Women who have been invited to join - provided that a majority of the Club members agree.

##### IV - GOVERNING BODY

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

##### OFFICERS

* 1. **PRESIDENT: (**who shall be the elected National Representative).
		1. 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.
		2. Nominations: Any District Committee may nominate a member suitably qualified for the office of President/National Representative.
		3. Voting: By postal vote, each Club having the right to one (1) vote.
		4. 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.
		5. The President/National Representative and Vice President/Deputy National Representative shall not be from the same District. Under special circumstances the two offices may be filled by nominees from the same District, but they shall not be from the same club.
	2. **VICE PRESIDENT:** (who shall be the elected Deputy National Representative) and serve as National Coordinator of Extension.
		1. 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.
		2. Nominations: Any District Committee may nominate a person suitably qualified for the office of Vice President/Deputy National Representative.
		3. Voting: By postal vote, each Club having the right to one (1) vote.
		4. Tenure of Office: The Vice-President/Deputy National Representative may serve

for a one (1) year term and may be eligible to serve an additional one (1) year term, if nominated and elected**.**

* + 1. The President/National Representative and Vice-President/Deputy National Representative shall not be from the same District. Under special circumstances the two offices may be filled by nominees from the same District, but they shall not be from the same club.
	1. **IMMEDIATE PAST PRESIDENT:** Chairman of the Past Presidents Advisory Council.
	2. **SECRETARY:** who shall be appointed by the President/National Representative with the approval of the Governing Body.
		1. **Qualifications:** Must have been a Past Club President or District Officer.
		2. **Nominations:** Appointed by the President/National Representative with approval of the Governing Body.
		3. **Tenure of Office:** The Secretary may serve for three (3) consecutive years, but must be appointed and approved annually.

##### TREASURER:

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

##### EDITOR:

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

##### DISTRICT CHAIRMAN:

* + 1. Qualifications: Must be the sitting Chairman of her District.
		2. Tenure of Office: The District Chairman will serve for a one (1) year term as representative of her District on the IWUSA Governing Body. She may serve for an additional one (1) year term, if nominated and elected as District Chairman.

In the event of an emergency or illness of the sitting Chairman and she is unable to represent her District on the IWUSA Governing Body, the District Vice- Chairman may serve in her absence and have the same rights as the District Chairman.

##### CONSTITUTION CHAIRMAN:

1. Qualifications: Must have been a Past IWUSA President and versed in Roberts Rules of Order.
2. Voting**:** Constitution Chairman has no vote

c. 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.

##### VOTING:

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

##### IN THE EVENT OF A VACANCY IN THE OFFICE OF:

1. 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.
2. 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.
3. Treasurer: the Governing Body shall appoint a qualified successor to complete the year.
4. Editor: the Governing Body shall appoint a qualified successor to complete the year.
5. District Chairman: the District Vice-Chairman may serve in the absence of the District Chairman**.**
6. **ELECTIONS:** Officers shall be elected by majority vote.

##### DUTIES:

1. The Governing Body of Inner Wheel U.S.A. shall:

#### Hold office from July 1 through June 30.

* 1. Decide on administrative and practical matters of National character.
	2. Have control and management of the funds of Inner Wheel U.S.A.
	3. Appoint an accountant to examine the financial records.
	4. Appoint committees as deemed necessary.
	5. Coordinate, with the Constitution/Bylaws Committee, proposed amendments to the IIW Constitution received from Clubs and Districts.
	6. Appoint an officer for the following year in the event no District has a nomination for such office, with appointee’s consent.
	7. Appoint an Advisory Committee consisting of the immediate past three (3) IWUSA Presidents who will encourage and stimulate members to stand for National offices.

##### Duties of the National Officers and Secretary are outlined in the Standing Rules.

**V.- MEETINGS**

1. 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.
2. 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.
3. 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.
4. **Quorum:** Governing Body Meeting quorum shall be five (5) members. Association

(aka: National Conference) meeting quorum shall be a majority in attendance and entitled to vote.

##### 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.

* 1. In the event of a tie, the President will cast the deciding vote.

##### 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.

##### 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

1. The financial year shall be from July 1st through June 30th.
2. 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.
3. 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.
4. The accounts of Inner Wheel U.S.A. shall be compiled annually by a qualified Accountant and copies sent to the Governing Body.
5. The Annual Financial Report shall be published in the first Inner Wheel U.S.A. newsletter following the close of the fiscal year.

F. In the event the Treasurer of IWUSA/District/Club leaves on vacation, has a family emergency or vacates the office due to health reasons, for more than fourteen (14) days, the Treasurer will release the checkbook and any pending deposits/cash on hand to the IWUSA President/ District Chairman/Club President prior to her departure.

##### VII - AMENDMENTS

1. 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.
2. 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 for validity. Non-district Clubs shall send any proposed amendments directly to the Constitution/Bylaws Committee Chairman.

1. 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.

1. 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.

1. 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 rule 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.

##### - 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.

##### - NON-DISTRICTED CLUBS

1. A Non-Districted Club may join a District provided a letter of intent to join the District is signed by a majority of the Club members and the District Chairman of the District the Club is joining.
2. Original letter is to be sent to the IWUSA Vice-President with a copy to the IWUSA President and Secretary for approval.
3. Once IWUSA approves the change, the IWUSA Vice-President will then notify the District and Club of approval.
4. Upon notification to all parties by IWUSA, the Club will then becomes a "Districted" Club.
	1. **- DISSOLUTION**
5. 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.

1. 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 purposed, 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 liability 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.

1. 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. Final approval of the IWUSA Governing Body must be granted before final dissolution of the Club.

##### STANDING RULES

STANDING RULES

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

##### I - MEMBERSHIP

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

##### II - NOMINATIONS AND ELECTIONS

1. **INNER WHEEL U.S.A. OFFICERS**
	1. **The District Committee**
		1. The District Secretary will receive nomination forms from the IWUSA Secretary by September 1 for the following IWUSA offices: President, Vice-President, National Representative, Deputy National Representative, Treasurer and Editor.
		2. 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.)

* + 1. 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.
		2. The District Secretary shall mail the completed nomination forms, written consents and a copy of the District Committee minutes acknowledging nomination(s) to the IWUSA Secretary, postmarked no later than October 15th.

e. The IWUSA Secretary shall receive completed nomination papers and a copy of the District Committee minutes from the District Secretary and shall forward them to the Constitution Chairman for a review of the candidates qualifications.

##### Clubs

* + 1. 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 IWUSA.
		2. 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 no later than February 1st.

##### 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.

1. The Governing Body shall appoint a qualified replacement.

##### III - MEETINGS

1. **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:
		1. The accountant’s compilation from the previous year.
		2. Copy of the Operating Budget for the current year.
		3. A proposed tentative budget for the following year.
		4. Proposed dues for the following year.
		5. Proposed officers for the coming year.
		6. The IWUSA Foundation Board will schedule the location of the fall meeting, to be held after September 1 and advise the IWUSA President immediately. The **Foundation Chairman** and the **IWUSA President** will work together to plan the agenda for the **fal**l meeting.
	2. At the **spring** meeting the agenda shall include:
		1. Officers annual report.
		2. Review and approve Final Budget for the coming year.
		3. Installation of new officers.

d. The IWUSA Governing Body will schedule the location of the spring meeting and will advise the Foundation Chairman immediately. The **IWUSA President** and the **Foundation Chairman** will work together to plan the agenda for the **spring** meeting..

##### SPECIAL MEETINGS

* 1. Special meetings of IWUSA 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 IWUSA 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.

##### - OFFICER DUTIES

1. **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.)

* 1. 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.
	2. Preside at all meetings of the IWUSA Governing Body.
	3. Appoint a Secretary, Parliamentarian and Constitution/Bylaws Chairman and confirm ratification with the Governing Body.
	4. Appoint Committee Chairmen as needed.
	5. Be an ex-officio member of all committees.
	6. Make a report to the Inner Wheel U.S.A. Governing Body at each meeting and submit the Annual Report to IIW by May 31st.
	7. Represent IWUSA on all formal occasions to which she is officially invited.
	8. Keep the IWUSA Governing Body informed of all current matters.
	9. Provide advice to District Chairmen on matters that may arise within her District and/or Clubs and keep the Governing Body informed of any matters.
	10. Prepare “President’s Message” for the IWUSA Newsletters.
	11. Submit expenses on the official forms with receipts to the IWUSA Treasurer for payment.
	12. Send a letter of “Congratulations/Welcome” to the IWUSA Governing Body and Club Presidents.
	13. Keep the Vice President/Deputy National Representative apprised of all matters.
	14. Review minutes from IIW.
	15. Sign Charters as required and send copies to the District Chairman and IWUSA Secretary.
	16. Send a congratulatory letter to the new Club with the Charter.
	17. Whenever possible, the IWUSA President should attend the Charter Celebration of the new Club.
	18. Follow up on all deadlines on matters required of the Districts/Clubs to IIW and/or IWUSA.
	19. Keep the lines of communication open by corresponding to all Districts and Clubs on a quarterly basis.
	20. Plan a yearly calendar of visits with Districts and Non-Districted Clubs by July 15. **Note: Clubs should be visited every other year so as not to put a financial burden on any District/ Club/Non-Districted Club.**
	21. When visiting Districts/Clubs, a hostess gift showing a small token of appreciation is appropriate.

##### 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.

##### REPORTS

* + - 1. The National Representative shall submit her annual report to members in

her country. The National Representative shall send, electronically, a typewritten report (no more than 350 words) to International Inner Wheel Headquarters for circulation to the IIW Executive Committee, Board of Directors and Secretary. This must be forwarded annually to IIW Headquarters, not later than May 31st.

* + - 1. Shall submit to IIW 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 Human Rights

* + 1. Check the entries for her country in the International Inner Wheel Directory annually for accuracy and advise the International Inner Wheel Secretary.
		2. If President and National Representative are elected as one person, sign Charter for the new Club and send a copy of the Charter to the District Chairman and IWUSA Secretary. When invited to a Charter Presentation, bring greetings from the President of IIW.

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* + 1. 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

our country, all her accommodations and travel must be paid for by our country from the agreed point of entry until her departure.

* + 1. 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.

* + 1. Correspond with IIW on all matters and/or questions that arise from IWUSA/Districts/Clubs. Be sure to communicate IIW's response in a timely matter upon receipt of correspondence from IIW to originator of request.
		2. Keep the Vice-President/Deputy National Representative informed at all times.

##### 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. 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.
	5. Work with incoming Secretary to organize/type/print the National Directory for her year.
	6. Submit expenses on official forms with receipts to IWUSA Treasurer for payment.
	7. Prepare reports as required and submit Annual Report to the President/National Representative no later than May 1st.
	8. Oversee all Non-Districted Clubs. Assist Non-Districted Clubs, when the time arises, in joining a Club within their corresponding District, encouraging them of the benefits in joining a District.
	9. Assist the President with communicating to Districts/Clubs of important dates/deadlines/voting and all required paperwork.

##### IMMEDIATE PAST PRESIDENT

The Immediate Past President shall:

* 1. Call and chair the Past Presidents Advisory Council Meetings to be held prior to and coordinated with the IWUSA Governing Body Meetings. During the IWUSA Conference, the Council Meeting to be held prior to and coordinated with the IWUSA Governing Body Meeting and Conference Business Meeting. **Important: Whenever Past Presidents are attending a National Governing Body meeting, a meeting of the Past Presidents should be coordinated.**
	2. Compile a report of the highlights of the Past Presidents Advisory Council Meeting.
	3. Mail copies of report to all Past Presidents.
	4. Submit expenses on official forms with receipts to IWUSA Treasurer for payment.
	5. Prepare and submit the Annual Report to President/National Representative by May 1st.
	6. Work with the President to schedule an Officer Training Session for the Board during the Spring IWUSA Governing Body meetings.

##### 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 IWUSA Governing Body Minutes to IIW within three (3) weeks of the Governing Body meeting. Officer and District Chairmen reports are to be summarized and included in the minutes. **Do not send reports.**
	4. Send copies of the IWUSA Governing Body minutes to each member of the Governing Body, , Past IIW Representatives and Past Presidents/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 completed list of District/Club officers to INTERNATIONAL INNER WHEEL FOR THE IIW DIRECTORY. IWUSA SECRETARY MUST WORK WITH THE IWUSA DISTRICTS/CLUB IN THE EVENT IIW WISHES EVERYONE TO ELECTRONICALLY FILE THE DISTRICT/CLUB OFFICERS ON LINE. THIS SHOUD BE COMPLETED NO LATER THAN MARCH 15th.
	8. Mail nomination forms for IWUSA 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 IWUSA 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.
	16. Assist Districts/Clubs with questions regarding electronic filings to IWUSA/IIW.
	17. Assist new clubs in setting up a "Gmail" account with IWUSA/IIW.

##### TREASURER

The Treasurer shall:

* 1. Be custodial of the funds of IWUSA.
	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 IWUSA. Board Meeting. The final budget is to be presented at the annual (spring) IWUSA Board Meeting.
	4. Send a copy of all correspondence to the IWUSA/ President/National Representative, especially correspondence from IIW.
	5. Update bank signature cards as necessary.
	6. Send notice 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 June 1.
	7. Send notice to each IWUSA Club 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 data base.
	10. Send all capitation fees to IIW 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 District Chairmen 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 the annual compilation as necessary.
	15. Order IIW Directories by March 31st.
	16. Send a copy 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. Process application for applying for the new clubs Federal ID# with IRS.
	18. Prior to June 1, remind all Districts and Clubs they must file a copy of their July 1 thru June 30 Financial Report to IWUSA no later than July 31st.
	19. Once a copy of the District/Club final financial statement is received and no later than November 1, electronically file the e-post card with IRS.

##### DISTRICT CHAIRMAN

The District Chairman serves as a Liaison between the District and the Non-Districted Clubs in conjunction with the IWUSA Vice-President/Deputy National Representative/Non-Districted Club Coordinator and shall:

1. Follow-up with each District Club President/Secretary/Treasurer regarding:
	* Club News,
	* Club Events,
	* Encouragement to ALL (District & Non-District) Clubs to attend the District meetings,
	* Completion of Officer Information Reports prior to the deadline set by IWUSA,
	* Completion of the Club Annual Report including information requested,
	* Annual Report has been forwarded to IWUSA as required,
	* Filing of the Year End Financial Statement with the IWUSA Treasurer no later than July 15th
2. Keep the IWUSA Vice-President/Deputy National Representative and the Non-Districted Club Coordinator informed of all District activities/events.
3. Prepare an Annual Report for the Vice-President/Deputy National Representative and the Non-Districted Club Coordinator of IWUSA.

##### EDITOR

The job of IWUSA. Editor is a very important one because she is a vital link between the Districts and Clubs.

##### The Editor shall:

* 1. Be responsible for publication of the National Newsletter.
	2. Be responsible for educating District and Club Editors on correct manner of filing news electronically for easier and clear publication.
	3. Discuss any changes in the cover, format, etc. with the IWUSA President/National Representative.
	4. Submit worthy news items and black and white or color photos to the IIW Editor per the IIW Editor's filing requirements.
	5. At least two (2) newsletters will be published each year.
	6. Submit, as needed, a bill with receipts for printing, printer cartridges, and postage to National Treasurer for payment on the approved form.
	7. Prepare reports for IWUSA Governing Body meetings as required.
	8. Work with the Webmaster to update and refresh the IWUSA website.

##### Obtaining Information:

1. Clubs and Districts will send the Editor their Newsletters. From these she will obtain information on their activities.
2. IWUSA President/National Representative is also responsible for writing her “message” for each Newsletter.
3. The IWUSA 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 IWUSA.
4. Keep informed as to upcoming District/Club Celebrations, Conferences, Conventions, etc. Club Presidents and District Chairmen can send information on these activities.
5. 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:

1. President/National Representative’s message.
2. Club and District News.
3. New Club Information.
4. International Board news.
5. Calendar of events.
6. Information on Conferences and Conventions.
7. Editor’s notes or messages.
8. District Chairman reports, pictures, and district/club activities.
9. Fill-ins – “quotes,” “poems,” or “fun” information.
10. Inner Wheel Regalia for sale.

##### Mailing:

* 1. 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.
	2. Five (5) copies are sent to IIW Headquarters.
	3. President should have approximately ten (10) extra copies.
	4. Always keep extra copies for the EDITOR’S RECORDS.
	5. Mail one copy to the IIW Editor.

##### - REPORTS

1. **IWUSA OFFICERS AND DISTRICT CHAIRMEN 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.

##### DISTRICT REPORTS

The District Secretary shall send a copy of the minutes and District Reports to the IWUSA 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 and Editor by May 1st.

##### 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 Districted Club President shall complete the Annual Club Report form and send copies to the IWUSA President/National Representative, District Chairman and Editor as required by May 1st. A Non-Districted Club President shall complete the Annual Club Report form and send copies to the IWUSA Vice-President/Deputy National Representative and Editor as required by May 1st.

##### - APPOINTMENTS/APPOINTED VOTE CERTIFIER

All appointments must have the written consent of the appointee.

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

##### – FINANCE

1. **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 IWUSA 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, no later than January 30th, 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 April 1.
	4. Club Treasurer remits to the District Treasurer all dues collected not later than July 1.
	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 IWUSA Treasurer the International, National and Liability Insurance dues collected by July 1st. Dues are delinquent July 31st.
	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 their full dues, but they are applicable on next year's National and International membership dues.
	8. Non-Districted Clubs shall remit dues to the IWUSA Treasurer no later than July 1st.
	9. The IWUSA Treasurer shall notify the IWUSA President/National Representative when dues are sent to IIW.

##### – DIRECTORY INFORMATION

1. **IIW DIRECTORY**
	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 IWUSA Secretary shall fill out the Association Information Form sent by IIW, listing all officers as required and mail or email to the Secretary of IIW.
2. **IWUSA DIRECTORY**
3. **Executive Committee Information**
	1. Names, addresses, phone and fax numbers, and email addresses of all members of the Governing Body.
	2. Names, addresses, phone and fax numbers and email addresses of Past IIW Representatives, Past Presidents, IWUSA Foundation Officers and Trustees, and Past IWUSA Foundation Chairmen..
4. **District and Club Information**
	1. 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).
	2. 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).

##### 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 and Charter date (if available).

A COPY OF ALL DIRECTORIES MUST BE PROVIDED TO IIW PRIOR TO MARCH 15th AND THE IWUSA SECRETARY AND DISTRICT SECRETARY. ELECTRONIC FILING IS PREFERRED SUBMISSION.

##### – IWUSA 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 August (if possible,) to all whose names appear in the Directory.

##### – VOTING

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

##### – EMBLEMS, BADGES, AND BANNERS

1. The emblems and badges shall conform with IIW standards.
2. Each District and each Club shall make a small banner, no larger than 7”x 11”.
3. The IIW emblem (logo) shall not be changed or defaced in any manner: i.e. nothing covers

the emblem.

1. When the IIW emblem (logo) is shown in color the colors shall be PMS Reflex Blue and PMS Yellow 116.

E. Use of the emblem (logo) is restricted to Inner Wheel materials. 

##### – 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 IWUSA Secretary,

Districted Clubs to District Chairman and Non-Districted Clubs to IWUSA Vice-President/Deputy National Representative. All records shall be place in archives.

Charters will be forwarded to IIW Headquarters after a copy is made and kept with the IWUSA Secretaries records.

##### 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. NOTE: THIS IS DONE BY THE IWUSA TREASURER.
	3. Must return complete and final Secretary’s minute books and Treasurer’s reports/records to the IWUSA Governing Body to be held in the IWUSA archives; i.e. IWUSA National Secretary files.
	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.

##### 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 IWUSA Governing Body.
3. Must return complete and final Secretary’s minute books and Treasurer’s reports/records to the IWUSA Governing Body.
4. All organization materials and regalia must be returned to the IWUSA. 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.

##### 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 District Treasurer or the District Chairman.

##### 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 IWUSA Vice-President/Deputy National Representative.
3. Must return complete and final Secretary’s minute books and Treasurer’s reports/records to the IWUSA Vice-President/Deputy National Representative.
4. All organizational materials and regalia must be returned to the IWUSA Vice-President/Deputy National 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 IWUSA Vice-President..

##### - 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; a copy of these details is to be 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 making a combination of existing names. Name changes must be approved by IWUSA and IIW.

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 and the District Chairman 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 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

1. 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.
2. All Inner Wheel members are encouraged to attend.
3. 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 IWUSA, 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.

1. **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. The Credentials Chairman 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".

##### Business of the Conference

* 1. The official reports and compiled Statement of Accounts shall be presented by the Governing Body.
		1. The official reports are the sitting President’s Annual Report and the previous two (2) Past Presidents' Annual Reports.
	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.

##### Voting

* 1. At the IWUSA 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 or proxy.
	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 IWUSA 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 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 Official Proxy Holder.
1. All motions to be included in the Business Meeting Agenda shall be sent in writing to the Association Secretary postmarked no later than nine (9) months prior to the Conference. The IWUSA

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.

1. The Secretary shall send all motions to District and Club Secretaries, to all members of the Governing Body and to all Past IWUSA Presidents and/or Past IIW Representatives to IIW not less than sixty (60) days before the conference.
2. 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 IWUSA Presidents and/or the US Representatives to IIW, not less than thirty (30) days before the Conference.
3. 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

1. Upon the closing of a Conference, all financial and business matters shall be closed and reports submitted to IWUSA within sixty (60) days of the date the Conference closes.
2. A financial report and a Conference summary shall be given by the Conference Chairman at the the first meeting of the Governing Body following the Conference.
3. Seed money provided to the Conference Committee shall be returned to the IWUSA Treasurer within fifteen (15) days of the close of the Conference.
4. Any profits realized from a Conference will be set aside for future Conferences.
5. The IWUSA Conference must be self-supporting.

##### XVI – CONFERENCE STANDING ORDERS

1. **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 or 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.

1. Only Inner Wheel members and spouses shall be admitted to the Business Session.
2. 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.
3. **Al**l motions presented must be in writing and handed to a Steward to be delivered to the Chair.
4. 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 treasure, 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

**I**nstill in us O Lord, the true meaning of friendship

**N**ever let us lose sight of the needs of others.

**N**or forget to offer our help.

**E**ver mindful of our own shortcomings,

**R**ealize that we, too, need help often.

**W**henever or wherever the need of service,

**H**elp us to be ready to serve, **E**ndeavoring to make our club worthwhile, **E**nsuring that we have not

**L**ived in vain.

### INNER WHEEL KEEP TURNING

INNER WHEEL keep turning turning me on to friendship turning me on to service

turning me on to lovely thoughts.

INNER WHEEL keep turning turning me up toward God turning me out toward others turning me into a better self.

Ann Burnett, IW Club of Charlotte-North (1988)

**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. *Applications from both Districted and Non-Districted clubs should be sent to the District Chairman for the District in which the club resides by April 15. The District Chairman will certify eligibility of the application, forward the application to the IWUSA National Secretary by May 1 who will issue the certificate and forward completed certificate to the IWUSA President for signature and return the signed Year of Achievement Award to the District Chairman for presentation to the Club by the District's last meeting of the year..*

|  |
| --- |
| **Membership**Induct at least one new member. |
| **Foundation**Achieve a 10% increase in Foundation donations over the previous year **OR** make a donation of at least$1,000. Donations may come from a club donation or from individual member donations. |
| **National Club Relation**Initiate a correspondence with at least three USA clubs. Correspondence is defined as letters, emails, greeting cards or representative appearance before a club. |
| **International Club Relations**Initiate a correspondence with at least three clubs outside the USA. Correspondence is defined as letters, emails, greeting cards or representative appearance before a club. . |
| **Community Communications**Promote your Club within the community through any two of the following media: Newspaper/Magazine/Periodical articlesRadio and/or television appearances Social MediaA club representative appearing before another organization outside of Inner Wheel |
| **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.Revised 10.31.2015 |

##### CLUB GUIDELINES

CLUB GUIDLINES

**PLEASE NOTE: At the International Inner Wheel Convention in Denmark, 2015, the proposal relating to forming of a Club and District passed as follows: it takes 10 members to form a Club. It remains, 4 Clubs are necessary to for a District. Once a Club or District has been formed, and the number of Club members or Districted Club drops below the number required to form, THE CLUB OR DISTRICT DOES NOT have to fold.**

*All clubs are under the jurisdiction of IWUSA and shall follow the Inner Wheel U.S.A. Handbook and its*

*By-laws, Standing Rules and Club Guidelines. Any item pertinent to a particular Club may be added as an* ***Addendum*** *to the Inner Wheel U.S.A. Handbook, so long as it does not conflict with the rules of IWUSA. No changes to the Handbook are to be made by any Club.* ***There is only one (1) Handbook, - the IWUSA***

###### Handbook, to be followed by all Clubs of the Association of Inner Wheel Clubs of the United States of America.

**A. GENERAL INFORMATION:**

1. Each Club is free to arrange its own programs. Regular Club meetings are usually held once a month or as decided by the members of the Club.

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 under the jurisdiction of IWUSA and shall 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.

1. Inner Wheel is set up as follows:
	1. International Inner Wheel
	2. Inner Wheel U.S.A.
	3. Districts
	4. Clubs - Districted and Non-Districted
2. Clubs not belonging to a District are under the jurisdiction of Inner Wheel U.S.A.
3. 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 IIW by the date stated on voting papers**. Important**: Be alert and read carefully the due date; i.e., “is the ballot **due** by such a date OR must the ballot be **received** by such a date.”
4. 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.

1. Every third year an Inner Wheel U.S.A. Conference is held, but never in the same year as the IIW Convention.
2. Each Club has complete freedom of choice in the type and extent of its service. For example, members may undertake personal visits to the sick and lonely, give help to the handicap 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 Myo-electric Children's Limb Project.
3. 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.
4. **CLUB OFFICERS**: Club officers 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.

##### B. ADMINISTRATIVE INFORMATION:

1. **NAME**

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

##### CLUB OFFICERS AND OTHER MEMBERS OF THE BOARD

Shall hold office from July 1st - June 30th

##### OFFICERS:

President

Vice President(s) 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.

##### OTHER MEMBERS

Editor

Foundation Coordinator International Service Organizer Delegates to the District

And no more than six (6) other members

##### QUALIFICATIONS

**President and Vice President(s):**

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

##### 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.

##### NOMINATIONS

The Immediate Past President shall chair the Nomination 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:

* 1. Officers of the Club (President, V. President, Secretary and Treasurer)
	2. Foundation Coordinator
	3. Editor
	4. International Service Organizer
	5. Two Delegates to the District Committee and Deputies, when belonging to a District.
	6. 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. In the event of there being no nominations for the office of President, in very exceptional circumstances the Club may seek permission for the President to continue in office for a second year. This application must be made through the District Executive Committee to the National Association, or directly to the National Association in the case of a Non-Districted Club.

Consent is not necessary in the case of the President of a newly formed Club in the second year from its formation and, of course, in accordance with the President’s agreement to be re-elected.

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

##### DUTIES OF THE MEMBERS OF THE EXECUTIVE COMMITTEE

***First and foremost,*** *all officers and members of IWUSA must be ambassadors*

*for IWUSA Enthusiastic communicators will help to strengthen and grow our membership.*

The **President** shall:

* 1. 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.
	2. Preside at all meetings of the Club and of the Executive Committee and be an ex-officio member of all committees.
	3. 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.
	4. Make reports as required and submit her Annual Report to the National President/ National Representative with copies to the IWUSA Editor and District Chairman by May 1st.
	5. 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.

* 1. Invite District Chairman to attend one of the Club Meetings.
	2. Discuss with the District Chairman a visit by the President/National Representative, if she is visiting the area.
	3. Oversee qualifications and work with the Club to meet the qualifications for the "Year of the Achievement Award."

##### The In-coming President shall:

1. Select and present gift to Outgoing President.
2. Plan her Installation with assistance from the Outgoing President.

##### The Vice-President shall:

1. Be nominated and elected annually and shall serve for more one (1) year and may be eligible to serve an additional year, if nominated and elected..
2. 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.
3. Work closely with the President and provide support in all matters.
4. Assist the President to help the Club meet the qualifications for the "Year of Achievement" award.

##### The Secretary shall:

1. 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.
2. Send out notices of meetings.
3. Keep minutes of meetings.
4. Deal promptly with all general correspondence. In the event of a vacancy, the Executive Committee shall appoint a successor.
5. Keep track and assist the President in meeting deadlines in the Calendar of Events.

##### The Treasurer shall:

1. 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.
2. Receive all monies.
3. Be the custodian of the funds of the Club. In the event of a vacancy, the Executive Committee shall appoint a successor.
4. 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.
5. Submit monthly “Financial Statements” to Club Members and an “Annual Financial Statement” to the IWUSA Treasurer by July 30th of each year.
6. Be responsible for pins, banners and regalia.
7. Submit dues paid by members to the District Treasurer no later than July 1.

##### The Immediate Past President:

a.. Shall chair the Nominating Committee and make recommendations to the membership.

##### The Club Correspondent, International Service Organizer and other members of the Executive Committee shall:

* 1. 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.

##### The Delegates to the District Committee:

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

##### VACANCY

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

##### MEETINGS

* 1. 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 Executive Committee.
	2. Meetings of the Club shall be held as agreed by members.
	3. 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.
	4. The meeting at which elections take place shall be held not later than February.
	5. The Annual General Meeting shall be held not later than June 30th.
	6. Each Club is free to arrange its' own programs. Regular Club meetings are usually held once a month or as decided by the members of the Club.
	7. 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.
	8. The following is a suggested agenda.

Prayer/Thought for the Day 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.

##### VOTING

* 1. Voting at elections shall be by ballot.
	2. Other voting shall be by a show of hands, unless otherwise demanded by not less than one-third (1/3) of those present and entitled to vote.
	3. In the event of the votes being equal, the President shall have the casting vote.
	4. No proxies are allowed.
	5. Each club must vote for all sixteen (16) International Inner Wheel Board of Directors, each from a different country. Failure to enter sixteen (16) different names will result

in the ballot being rejected. Return the ballot to IIW by the date stated on voting papers.

**Important:** Be alert and read carefully the due date; i.e. "is the ballot **due** by such a date OR must the ballot be **received** by such a date."

##### QUORUM

* 1. Executive Meeting - four (4) members of the Executive Committee.
	2. Board Meetings - a majority of the members present and eligible to vote.
	3. Club Meeting - forty percent (40%) of the members present.

##### FINANCE AND AUDIT

* 1. The financial year shall be from July 1st to June 30th.
	2. 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.

* 1. Expenses

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

* 1. 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.

* 1. Two accounts

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

* 1. Financial Compilation

A Financial compilation of the accounts of the Club shall be made yearly, and copies circulated to members. A copy of the report shall be mailed to the IWUSA Treasurer no later than July 31st..

##### See sample of Year End Financial Statement (Page 40)

1. **THE INNER WHEEL U.S.A. FOUNDATION, INC.**
	1. The Inner Wheel U.S.A. Foundation provides myo-electric 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.
	2. Hanger Prosthetics and Orthotics with clinics in over 800 locations nationwide works with the Foundation identifying and evaluating potential limb recipients and fit, educate and train the children in the use of the prosthesis.
	3. As a 501c3 organization, donations to the Foundation are tax deductable.
	4. Checks are made payable to Inner Wheel U.S.A. Foundation, Inc.
	5. Each Club shall appoint a **Foundation Coordinator** to serve and support the efforts of the Foundation.

***Inner Wheel U.S.A. Foundation, Inc. Club Coordinator***

#### JOB SUMMARY: As IW Club Coordinator you are to educate members and community (where

appropriate) about the Foundation. You are the most important link between the District Coordinator and your members.

DUTIES:

1. Promote the Foundation at your club meetings.
2. Work with your Club President to be placed on the agenda at all meetings to say a few words about the Foundation.
3. Always take the Myo-electric Limb Project notebook to club meetings to share.
4. Keep the MLP Notebook and bios of the children updated.
5. Share the Foundation Newsletter with all members, plus appropriate emails of interest to them. Mail Newsletter to members w/o email.
6. Check email often for Foundation updates. The more information we can give to our contributors the better!
7. Notify your Foundation trustee of any changes in emails or mailing addresses.
8. Make members aware of how they, or family and friends, may give to the Foundation.
9. Make members aware of the Benefactor program and its importance.
10. Present Rose Council or Benefactor pins to contributors if asked to.
11. If you hear of any grants or monies that may be available to the Foundation, notify the Foundation Trustee in your area.
12. Share any and all ideas with the Foundation trustees.

QUALIFICATIONS: Use of computer, especially email. Willing to speak at club meetings about the Foundation.

ELECTION: Elected annually at Club Meeting and may serve for more than one year.

##### SAMPLE - YEARLY CLUB FINANCIAL STATEMENT

**July 1, 20 to June 30, 20**

**INNER WHEEL CLUB OF**

**INCOME:**

**Dues (10 members x $40.00/member $ 400.00 Fundraisers**

**Bunco $2,100.00**

**Fines (not wear pin to meeting) $ 40.00**

**Garage Sale $ 750.00**

**Total Budgeted Income......................................................$3,290.00**

**EXPENSES:**

**Administrative**

|  |  |
| --- | --- |
| **IWUSA Dues (10 members @$23.25/ember** | **$ 232.50** |
| **USA Handbook (Printing)** | **$ 12.50** |
| **IIW Directory (2)** | **$ 30.00** |
| **President's Expense** | **$ 75.00** |
| **Secretary's Expense** | **$ 86.50** |
| **Total Administrative** | **$ 436.50** |

**Charitable**

|  |  |
| --- | --- |
| **Family Promise** | **$ 25.00** |
| **Sierra Forever Families** | **$ 250.00** |
| **Women in Need** | **$1,000.00** |
| **Teens in Transition** | **$1,000.00** |
| **IWUSA Foundation** | **$ 578.50** |
| **Total Charitable** | **$2,853.50** |

###### TOTAL BUDGET FOR July 1, 20xx to June 30, 20xx $3,290.00

**DISTRICT GUIDELINES**

1. **GENERAL INFORMATION**

DISTRICT GUIDELINES

**THE NEXT STEP- BRINGING 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.

##### ADMINISTRATIVE INFORMATION

* 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.

##### GOVERNING BODY

The Governing Body of the District shall be the District Committee

##### Officers

Chairman

Vice Chairman or Vice Chairmen

Immediate Past Chairman Secretary

Treasurer

##### Ex-officio members with power to vote:

Extension Chairman International Service Organizer Editor

Foundation Coordinator

##### Club Delegates

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

##### 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.

##### DUTIES

The District Committee shall:

* + 1. Further the purposes of Inner Wheel within the District.
		2. Promote friendly relations among the Clubs within the District.
		3. Supervise and coordinate the work of the Clubs.
		4. Organize new Clubs in the District.
		5. Fix the annual dues of the District.
		6. Elect not later than February 28th:
			1. District officers

2.. Ex-officio members

* + 1. Hold office from July 1st to June 30th.
		2. 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.

##### MEETINGS

* + 1. The District Committee shall meet not less than twice a year.
		2. An Extraordinary Meeting shall be called at the request of 50% of the Clubs.
		3. Items for the inclusion in the Agenda shall be forwarded to the District Secretary at least thirty (30) days before the meeting.
		4. 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.

##### The following is a suggested Agenda:

Welcome Invocation

Pledge of Allegiance Apologies for absence Roll Call

Minutes of the previous meeting Matters arising from the minutes Correspondence

Reports from District Officers and Ex-officio members.

Special items, e.g. District Officers, Assembly, Rally, Installations etc. Unfinished Business

New Business.

Reports from Delegates.

Date and place of the next meeting.

##### 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).

##### 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 Chairman and Vice- Chairman shall not be members of 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 Editor or as the ISO 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.

* 1. **VOTING**
		1. Voting for elections shall be by ballot.
		2. Other voting may be by show of hands unless a ballot is requested by a majority of the voting Delegates present at the meeting.
		3. 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.

* + 1. Voting shall be conducted only by those Clubs who have paid their current District, IIW and Inner Wheel U.S.A. dues.

##### 9.. QUORUM

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

##### DUTIES OF THE MEMBERS OF THE EXECUTIVE COMMITTEE The Chairman shall:

* 1. Be nominated and elected to serve for one (1) year. May also serve for an additional one (1) year, if nominated and elected. The Chairman shall not serve more than

two (2) consecutive years.

* 1. Preside at all meetings of the District Committee and, as chief executive officer, supervise the work and activities of the District.
	2. Be an ex-officio member of all committees.
	3. Visit each Club at a business meeting.
	4. Assist Clubs with any matters that are brought to her attention.
	5. 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.
	6. 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 officers and delegates.

* 1. Submit a Report at each District Committee Meeting and an Annual Report to

the President/National Representative with a copy to the IWUSA Editor no later than May 1st.

* 1. Coordinate with the Election Convener to make sure that elections are conducted on time and correctly.
	2. 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 are not a part of the committee.
	3. 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.
	4. Serve as the Liaison of her District to the IWUSA Governing Body with all voting rights.

##### The Vice-Chairman shall:

1. Be nominated and elected to serve for one (1) year and may serve for an additional one (1) year term, if nominated and elected.
2. Serve for the Chairman in her absence.
3. 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.
4. Arrange for District Board Meetings for next year.
5. Assist Election Convener, when asked, with recommendations for officers for her year as District Chairman, if there are no nominations for a position.
6. Appoint Chairmen for her Board to positions open for appointment by the District Chairman.
7. 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.
8. Attend the year- end financial review committee.

##### The Immediate Past Chairman shall:

1. 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.
2. Provide guidance and continuity.

##### The Secretary shall:

1. Be nominated and elected annually, serving a maximum period of three (3) consecutive years.
2. First and foremost, assist the District Chairman in every way she is called upon to do.
3. Send out notices of meetings and keep all minutes and records.
4. Send out agendas (which are 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.. Anyone else as directed by the District Chairman

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

1. 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.
2. Send a copy of the minutes to the IWUSA President/National Representative.
3. Watch all deadlines – mark deadlines with highlighter.
4. Read all correspondence ***immediately*.** Always date correspondence and notices.
5. Keep files up-to-date.
6. 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.
7. 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).
8. 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.
9. Distribute any and all materials, as requested, you have received from IIW or Inner Wheel U.S.A. per their instructions.

The **Treasurer** shall:

1. Be custodian of the funds of the District.
2. 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 receipt 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.
3. Submit a current report of funds at the District Board and Executive Board Meetings.
4. 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.

1. Deposit Club checks for dues and send a check, by July 1, for IIW capitation fees and IWUSA dues with corrected/verified membership lists

and new member lists to the Inner Wheel U.S.A. Treasurer as soon as possible after the financial review is completed, but no later than July 30th. Make check for dues payable to “IWUSA”. IIW capitation and Inner Wheel U.S.A. dues 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.

1. Send a copy of the corrected/verified membership lists and New Members Lists to the **IWUSA incoming** Vice-Chairman so she can compile the District Directory and to the IWUSA Editor. During the year, send a copy of any New Members Lists received

or any changes of address, deletions, emails **to the Vice-Chairman**, **Secretary and Editor**..

1. Upon receiving a letter from Inner Wheel U.S.A. 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 the IWUSA Treasurer.

1. 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).
2. 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.

1. 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.
2. Make sure all income has been received and all expenses have been paid for the year by June 20th.
3. 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 31.

The financial review report will be given at the first District Board Meeting of the year by a Financial Review Committee member.

1. After the financial review, but no later than July 31, send the IWUSA Treasurer the District’s Year-End Statement of Income and Expenses

(see sample) listing the income and disbursement of District funds.

1. Keep Treasurer’s records a minimum of five (5) years.

##### 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:**

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

##### The International Service Organizer shall:

1. Be nominated and elected annually, serving for a maximum period of three (3) consecutive years.
2. 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.
3. Promote correspondence with link Clubs.
4. Organize exchange visits.
5. Encourage members to know people in other countries through correspondence. Choose two or more clubs with which she can correspond.:
6. Correspond with members from the country of the next International Convention.
7. Correspond with members from the country of your birthplace.
8. Correspond with a Cub within the United States.

##### Suggestions of items to be included in the outgoing letters:

1. Club and/or District Newsletter.
2. Geographical description of your city or area.
3. District activities.
4. Christmas cards.
5. Photographs of District activities and members.
6. 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:

1. Be nominated and elected annually, serving for a maximum period of three (3) consecutive years.
2. Gather materials, publish and distribute District Newsletters.
3. 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 District Business Meeting. These Club Reports shall “be edited” to include brief summaries of the Club’s activities and include upcoming events only if pertinent.
4. 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.
5. Include a message from the District Chairman at the beginning of each newsletter.
6. 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.

Past District Chairmen and others upon request..

1. 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 Foundation Coordinator:

JOB SUMMARY: As District Coordinator you are to work with all the clubs in your District to promote the Foundation. You are an important link between the Foundation Trustee in your area and the clubs and club coordinators.

DUTIES:

1. Broaden visibility beyond Inner Wheel - Establish a relationship with the current District Rotary Governor, and upcoming Rotary Governors. Ask to be put into their Annual District Rotary Directory as the "Rotary Inner Wheel Liaison" - be sure to get a copy of the Rotary Directory.
2. Inner Wheel should have displays featuring IW and the Myoelectric Limb Project at appropriate Rotary District Events.
3. Assist and work with each IW Club Foundation Coordinator in your District to promote the Foundation. You are responsible for promoting the Foundation to clubs who have chosen not to be members of the District.
4. Share the Foundation Newsletter with all members, with the help of Club Foundation Coordinators; mail Newsletters to members w/o emails.
5. Check email often for Foundation updates. The more information we can give to our contributors the better!
6. Notify your Foundation trustee of a change in emails or mailing addresses.
7. Work with your District Chairman to be placed on the agenda at all meetings to say a few words about the Foundation.
8. Always take the Myo-electric Limb Project notebook to District meetings to share.
9. Keep the Myo-electric Limb Project Notebook up to day. The Foundation will send pictures and bios of the children once a year.
10. Make members aware of how they, or friends and family, may give to the Foundation.
11. Make members aware of the Benefactor projects and its' importance.
12. Present Rose Council or Benefactor pins to contributors, if asked to.
13. Assist, if needed, with a District Foundation event to raise money for the Foundation.
14. Share any and all ideas with the Foundation trustees.

QUALIFICATIONS:

Use of computer, especially email. Willing to speak at district and club meetings about the Foundation.

ELECTION: Elected annually at a District Meeting. It would be helpful if this person were to serve more than one year in this position. Approved 2014

**The Election Convener shall:**

* 1. 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.
	2. Mails a nomination form and instructions to each Club President by September1.
	3. Nominations for office must be received by the Election Convener no later than November 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.

1. 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.
2. In the event there are still no nominations, the office(s) remain vacant and the incoming Executive Committee will appoint candidates to fill those position(s)

**NOTE:** Ballot forms, if necessary, should be sent to the Club Presidents and the District Officers by December 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 and addressed for return to the Election Convener. Ballots must be received by the Election Convener by January 31 and tallied prior to February 15.

The Election Convener should have a committee of three (3) or four (4) people to count and validate the vote. The Inner Wheel U.S.A. President, Vice-President, successful candidates should be notified immediately and results mailed to Club Presidents and other District Officers, if no District meeting will be held in February.

##### The Club Delegates shall:

1. Attend all District Committee meetings. The agenda is mailed thirty (30) days prior to the meeting.
2. 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).
3. 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.
4. At the first Club 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.
5. 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.
6. 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 Chairman.
7. As a courtesy to the District Chairman and Secretary, 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.
8. When receiving a 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.
9. It is important that all Club Delegates have a copy of the District and Inner Wheel U.S.A. Handbook outlining the District and IWUSA By- laws and Standing Rules. A copy of the IIW Constitution is in the front of the IWUSA Handbook. .
10. Submit items for the District Meeting Agenda to the District Secretary thirty (30) days prior to the meeting. Items not received in a timely matter will not be added to the Agenda.
11. Be nominated and elected annually, serving for a maximum period of three (3) consecutive years, unless elected to the District Executive Committee.

##### 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 in the minutes. In setting District dues, taken into consideration the following: traveling expenses of the Chairman when visiting Clubs, cost of rental for District meeting locations, operating expenses of the District, cost of District publications and an other legitimate expenses incurred in the operation of the District.

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

**PAYMENTS:** Payments 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 30) bank statement is received, but no later than July 15.

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..

\*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..

\*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.

##### 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.

##### FACTS YOU SHOULD KNOW

FACTS TO KNOW

###### This section is to guide and inform…. It should be used in conjunction with the By-laws and Standing Rules of Inner Wheel U.S.A., and the Inner Wheel U.S.A. Handbook.

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 by mail, email, 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 objectives, 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

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.

##### ASSEMBLIES

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



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##### 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 the nearest District Chairman or the IWUSA Vice-President.

When ten (10) 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 the IWUSA Vice-President, 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 and 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 IWUSA President and Vice- President, 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 interested parties 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 a 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

###### 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.

##### 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.

##### 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.

##### 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

**MEMBERSHIP**

**At International level**

**I**ncludes all Inner Wheel clubs

The minimum number of Active Members required to form a Club is ten (10).

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 Boy is two (2).

##### At District level

Each District includes all the Clubs within its boundaries.

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 empowered to clarify this section of the membership rules, and to include in this clarification those changes to clause (A) of the membership rules 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 invited up to 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, National Governing Bodies and Districts may also invite a distinguished person whom they wish to honor to become an 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.

##### 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.

### Joining an Existing Club

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

The new rules is as follows:

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

1. Women related to Rotarians/former Rotarians,
2. Women related to Inner Wheel members/former Inner Wheel members,
3. Women who have been invited to join - provided that a majority (51%) of the Club members agree.

**Starting a New Club:**

When starting a **new Club,** as there are no existing Club members, a Club can be started from any or all three categories: i.e., A, B, or C, with a 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 follow:

1. Women related to Rotarians/former Rotarians,
2. Women related to Inner Wheel members/former Inner Wheel members,
3. 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 Organizer should be informed and they should arrange to meet that person to discuss the possibility of their joining an existing Club or starting a new Inner Wheel Club.

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. In the case of starting a new Club, which can be formed and sponsored either by a Rotary Club or by an Inner Wheel Club, the District Officers 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.

##### FINANCE - CLUBS

The money for the running of Inner Wheel at all levels comes from members’ dues. In fixing the IWUSA dues, the Club must ensure that it will cover the International Inner Wheel capitation fee; National and District dues (where appropriate), as well as national insurance fees, and will be sufficient for the day to day working expenses of the Club.

When a Club is in a District the dues should also be sufficient to cover mileage expenses for the Voting Delegates when attending District Meetings, A Delegate should always accept these reimbursements, as it is the policy on Inner Wheel to ensure that no member is barred from taking any office because of the expense involved.

Non-Districted Club pay their capitation fees and National Association dues to the National Association Treasurer.

Clubs are reminded that failure to pay their capitation fees and dues will affect their eligibility to vote in elections and participation in other Inner Wheel matters.

##### Treasurer

The Treasurer is the custodian of all Club funds, including any monies raised by the sub-committees. All payments from the Club funds should be made by check and signed by two officers, normally the President and Treasurer.

Two accounts should be kept:

* 1. General Account
	2. Charity Account ( if funds are raised for charity purposes)

At each meeting the Treasurer should give a report of the balances of these two accounts.

##### Financial Review

A financial review of the accounts of the Club must be made and copies circulated to all members and a year- end financial review must be sent to the IWUSA Treasurer.

##### No. 1 Account-General

This covers all dues: International Inner Wheel, National, District and Club: and such items as stationary, postage, telephone, printing, rental of hall, speakers’ fees, and any other necessary administration costs.

##### No 2 Account-Charity

Any monies raised for service and charitable gifts to which members of the public have subscribed must be used for this purpose only. They cannot be used to defray Club expenses. At each meeting the Treasurer should give a report of the balances of these two accounts.

##### Allocation of Charity Funds

All members should have the opportunity to voice their opinions, It does however save time if the Club Executive Committee can bring recommendations to the general meeting for discussion and decision by the majority.

##### Raising Money

Each Club finds different ways and means of raising funds. Some examples are raffles, auctions, rummage sales, thrift shops, sales of goods made by members or social events where admission is charged.

##### THE NEXT STEP - BRINGING 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 designed to take such a step.

A District, whenever possible, should coincide with the geographical area of one (1) Rotary District. There are exceptions and in areas where Clubs are in early states of expansion, or where a Rotary District has split to form two (2) Districts, IW Districts may find it

helpful to incorporate more than one Rotary District. Permission to divide may be given at a later date.

A Non-District 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.

##### DISTRICT FINANCES

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.

***Suggested* 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. Unfinished 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

##### 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 an 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 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.

##### GUIDANCE RELATING TO THE 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 IWUSA President/National Representative with a copy to the IWUSA Vice-President. 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. OFFICIAL COLORS:

##### Yellow Pantone 108C and 108U; Blue Pantone 100SC and 300SU.

Members are encouraged 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 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 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.
	1. Members nominate for the Club Executive Committee, or through a Nominating Committee.
	2. Clubs nominate for the District Executive committee.
	3. District Committees nominate for the National Association.
	4. 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 I IW.**

##### JULY

**Inner Wheel U.S.A.**

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

CALENDAR

1 Capitation fees for IIW and IWUSA dues are due to the IWUSA Treasurer.

15 District/Club dues not paid are delinquent.

31 National Secretary, Vice-President/Deputy National Representative 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).

***29-Oct 1 IWUSA Governing Body and Foundation Trustee Meeting***

 ***San Antonio, Texas (Contact IWUSA Foundation Chairman for Registration Info.)***

##### 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.**

Districted 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 31st.

##### 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.)***

1. 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.)

1. 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**

 ***10-14 Rotary International Convention/IWUSA Governing Body and Foundation Trustee***

 ***meeting in conjunction with RI Convention.***

 ***12 Inner Wheel U.S.A. hosted Luncheon for all Inner Wheel members and guests attending***

 ***RI Convention. Renaissance Atlanta Midtown Hotel 11am-2pm. Details to be circulated***

 ***regarding registration, etc. no later than November, 2016.***

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

ETIQUETTE

##### 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

IWUSA President/National Representative (holding office) IWUSA Board Members

Vice-President/Deputy National Representative Treasurer

Immediate Past President Editor

Secretary

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. 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 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.

When special guests (President/National Representative or the District Chairman) 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 and District Chairman 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.

##### WHEN YOU TRAVEL

The advantage 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, the courtesy must never be abused. Customarily members may stay

two (2) to three (3) days. If a stay of more than two (2) days is expected, then the offering of financial arrangements should be made with the hostess.

##### 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 IWUSA Vice-President.
	+ 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..