

Inner Wheel U.S.A.
Calendar of Due Dates

(The date listed is due date. Many items can be taken care of earlier than due date.)

July

New Fiscal Year Begins & New Officers begin term.

- 31 Districts & Clubs remit year Income and Expense report and June bank statement to National Treasurer no later than July 31st.
(Form on IWUSA website under FORMS.)

September

National Directory is distributed.

- 1 National Secretary mails nominations for IIW offices to IIW Headquarters. Nominations & Voting (if necessary) was done previous March - May.

District Election Conveners sends nomination forms and instructions to all clubs in her District for District Officers (due back November 15th.)

Sept./October

**Fall Governing Body and Trustee meetings are held.
Details for Spring meeting will be announced.**

October

**Districts nominate for IWUSA Officers during the month.
Clubs nominate for District Officers during the month.**

- 1 National Secretary mails IWUSA Officer Nomination forms to each District Secretary for the following IWUSA offices: President/National Representative, Vice-President/Deputy National Representative, Treasurer, and Editor.
- 15 National Treasurer remits to IIW capitation/dues to IIW Headquarters, if not already sent.

November

- 15 National Treasurer completes electronic filing of IRS 990N for each club.
- 15 District Election Conveners receive Nominations for District Officers from their clubs.
- 30 District Secretary shall mail completed IWUSA nomination forms, written consents, and a copy of District minutes to IWUSA Secretary, postmarked no later than November 30th.

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December

- 15 National Secretary notifies National President/National Representative of results of Inner Wheel USA nominations. If only one candidate is nominated, no election is necessary and nominations are closed, and officers are notified.

If election is necessary, National Secretary mails IWUSA Officer ballots, along with qualifications of each candidate to Club Presidents.
Ballots due by March 1st to National Secretary.

- 15 District Election Convener sends ballot for District Officer elections, if needed. District Election Convener must receive ballots no later than January 31st.

December/January

From International Inner Wheel
All District and Club Secretaries should receive IIW voting papers. There should be other important information to be shared with Clubs and Districts. **If you have not received voting papers by the end of January, please notify IWUSA Secretary immediately.**

January

- 1 President/National Representative checks with National Treasurer to verify that all capitation fees/dues for new members have been sent to IIW. **This is done on a quarterly basis.**
- 10 Happy Birthday to Inner Wheel. (January 10, 1924)
- 30 National Treasurer sends notice to all Districts and Clubs, advising the cost of the International Directory. Each District and Club should order at least one. IWUSA orders one copy for each officer, Foundation Chairman, New York UN Representative.
- 30 National Treasurer sends notice of National dues for the coming year to all District/Club Treasurers, District Chairman/Club Presidents, along with a membership list of the District/Clubs. **Districts and Non-Districted clubs remit dues to the National Treasurer no later than May 30th.**
- 30 District Treasurer notifies Club Presidents & Treasurers of dues for coming year.
- 31 Ballots for District officers due, if election is needed.

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February **February is Inner Wheel USA Foundation Month**
All Clubs Elect New Officers

Note: Upon election of District/Club Officers, the District Secretary and Club Secretary complete the "District/Club Officer List Form". (Form on IWUSA website under FORMS.) **Please check with each officer to get the correct personal information before sending.**

All Clubs send new officer information to the District Secretary for the District Directory.

The National Secretary needs officer information by end of February so she can complete IIW Officer Information Form. This information is printed in the International Directory and addresses are used for mailing voting documents.

March/April **Spring Governing Body & Trustee meetings are held.**
Details of Fall meeting are announced.

March **Club Presidents & Club Treasurers inform members that dues are payable. (Deadline is April 30th.)**

- 1 IWUSA Officer ballots due to National Secretary, if necessary.
- 1 National Secretary distributes nomination forms for IIW Offices: President, Vice-President, Treasurer, Editor, and Board Director to EACH District Secretary.
- 15 National Secretary sends Officer Information (National, District, Club) to IIW.
- 15 National Treasurer orders International Directory.

April **Dues for District, National, IIW are collected during month.**

- 15 IIW Officer Nominations due to the IWUSA Secretary.
- 30 National Secretary mails voting ballots for IIW officer nominations to Clubs. **(Only if more than one nominee for any office is received.)**

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May

IIW, National, and District Dues remitted by Clubs to District Treasurer no later than May 15th.

Non-Districted Clubs and Districts send National and International dues to National Treasurer before May 30th.

- 1 All Districts and Clubs complete their "Annual Report", and mail a copy to the IWUSA National President/ National Representative, Vice-President/Deputy National Representative and Editor. (Form is on IWUSA website under FORMS.)
- 15 District Treasurer receives IIW, National, and District dues, with an updated membership list.
- 30 Non-Districted clubs send National and International dues with updated membership list to National Treasurer before May 30th.
- 30 District Treasurer sends National and International dues, with updated membership list to National Treasurer before May 30th
- 30 IIW President, Vice-President, Treasurer, Editor, Board Director ballots due to National Secretary, **if an election was necessary.**

June

National Treasurer deposits dues from Districts & All Clubs.

- 15 District/Club dues not paid are delinquent
- 30 Clubs that are delinquent after June 30th will not be covered under the IWUSA Liability Insurance.
- 30 Districts and Clubs close their financial books. Remit year end Financial Report of Income and Expenses and June bank statement to National Treasurer by July 30th. (Income & Expenses Form on IWUSA website under FORMS.)