

**International Inner Wheel**



**Constitution  
and  
Handbook**

**2009**

# International Inner Wheel

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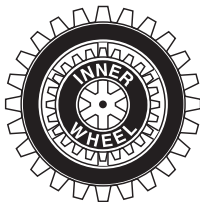
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# International Inner Wheel

## BASIC RULES

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

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



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

## OBJECTS

The objects shall be:

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

## MEMBERSHIP

### 1. **Of International Inner Wheel:**

All Inner Wheel Clubs.

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

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

All Clubs must conform to their National Bye-laws and the Governing Body of International Inner Wheel must be consulted when changes are contemplated in National Bye-laws.

Any change in nomenclature use must be approved by the Governing Body of International Inner Wheel.

### 2. **Of National Bodies:**

A National Body shall consist of all Districts and Clubs within its boundaries.

### 3. **Of Districts:**

A District shall consist of all Clubs within its boundaries. The minimum number of Clubs required to form a District is 4.

### 4. **Of Clubs:**

A member may belong to 1 Club only.

3 Classes of membership:

A. - Active

B. - Honoured Active

C. - Honorary

Qualifications for membership to be universal.

- A. Active Membership** may be retained or taken up by the following provided they are over 18 years:
- A female who is or was related to a Rotarian/former Rotarian; Inner Wheel member/former Inner Wheel member.
  - The female partner of a male Rotarian. Membership may be retained or taken up again despite the resignation or death of the Rotarian/Inner Wheel Member.
  - A female Rotarian or former female Rotarian.
  - Former female member of Rotoract or the wife/mother of a member of Rotoract.
  - A female who has participated in a programme of Rotary International, such as Students Exchange Ambassadorial Scholarships and Group Study Exchange (GSE) – and who has been personally invited to join.

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

*The International Inner Wheel Executive Committee with the Constitution Chairman, is empowered to clarify this section of the membership rule to amalgamate those clauses which relate to the same or similar categories of membership and to include in this clarification those changes to clause A of the membership rule which have been passed at the International Inner Wheel Convention.*

**B. Honoured Active Membership:**

A Club may confer Honoured 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 Honoured Active Membership is awarded. In the following years, she retains Honoured Active status but pays all her own dues. Such a member retains all the rights of Active Membership for life or until she leaves Inner Wheel.

### **C. Honorary Membership:**

Clubs may invite up to 4 female members whom they wish to honour to become Honorary Members.

Honorary Members have no vote and cannot hold office in a Club. Having served for at least 2 years within a Club, Honorary Members may be offered membership as Active Members providing the majority of the Club agrees.

These members shall then have Active Members rights. This category of membership must not exceed 4 at any given time. Members who transfer to other Clubs will be admitted as Active Members of those Clubs.

### **D. Membership at Large:**

#### **a) Countries with a National Governing Body:**

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

#### **b) Countries without a National Governing Body:**

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

### **E. Transfers:**

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

### **F. Retirement:**

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

**G. Termination of Membership:**

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

**H. Naming a Club:**

When an Inner Wheel Club has been formed out of more than one Rotary Club, the members of the new Club may decide on a geographically suitable name. Usually the name is taken from that of the corresponding Rotary Club(s).

A Club that is sponsored by an Inner Wheel Club may decide on a suitable name which must be approved by International Inner Wheel.

## GOVERNING BODY

A candidate for an International Inner Wheel position may not at the same time, as serving in that position if elected, hold any other office in Inner Wheel.

**1. The Governing Body shall consist of the Officers, Board Directors and the Chairman of the Constitution Committee.**

**A. Officers:**

President

Vice President

Immediate Past President

Treasurer

These Officers form the Executive Committee and have 1 vote each. In addition the President has a casting vote.  
Executive Committee Quorum – 3 members.

**B. Board Directors:**

There shall be 16 Board Directors.

Each Board Director to have 1 vote.

**C. Constitution Chairman:**

The Constitution Chairman to have 1 vote.

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

decision to the Convention.

Quorum – 75% of the Governing Body.

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

**A. Officers:**

a) **President**

Qualifications:

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

Nominations:

Any District Committee may nominate a member suitably qualified for the office of President. Members may accept nominations only from District Committees of the National Body of which they are members.

Voting:

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

Tenure of Office:

The President is to serve 1 year only and cannot serve again in this office.

The Immediate Past President, the President and the Vice President must not be members of International Inner Wheel in the same country or National Body.

b) **Vice President**

Qualifications:

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

Nominations:

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

Voting:

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

Tenure of Office:

The Vice President is to serve 1 year only and cannot serve again in this office.

The Immediate Past President, the President and the Vice President must not be members of International Inner Wheel in the same country or National Body.

c) **Treasurer**

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

Nominations:

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

Members may accept nominations only from District Committees of the National Body of which they are a member.

Voting:

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

Tenure of Office:

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

**B.Board Directors**

Qualifications:

Must be a National Representative or a Past National Representative to stand for election as a Board Director of the International Inner wheel Governing Body.

No Past International Inner Wheel President shall be eligible to be nominated for the position of Board Director.

Nominations:

Any District Committee may nominate a member in their country suitably qualified for the position of Board Director.

Voting:

By postal vote.

The Board Directors are to be elected in the same ballot as the Officers. Each Club to have 16 votes all of which must be for nominees from different countries.

In the event of there being more than 16 persons nominated, each Club must be invited to vote for 16

out of the total of persons nominated. A voting paper must declare a vote of 16 of the nominated persons in total. Any voting paper which declares a vote for more than 16 or less shall be invalid.

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

In the event of there being fewer than three nominees from this group of countries, the remaining places will be taken by the nominee or nominees with the next highest number of votes.

No country in this group (i.e. with fewer than 1,000 members) shall have a person serving as a Board Director for more than two consecutive years, but may nominate a candidate again after an interval of 1 year.

Tenure of Office:

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

### **C. Constitution Chairman**

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

The Constitution Chairman to have 1 vote.

Qualifications:

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

### 3. Meetings

One Governing Body Meeting to be held annually, except in a Convention year when a second meeting will be scheduled the day prior to the Convention.

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

### 4. Non Districted Clubs

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

## ELECTION OF GOVERNING BODY

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

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

In the event that 2 or more nominations for any one office are made by District Committees in the same National Body, there must be an election organised by the National Body. The National Body must forward to the District Committee, whose nomination was successful, the result of the election.

The District committee must then submit a completed nomination form to International Inner Wheel Headquarters not later than 30<sup>th</sup> September.

Canvassing, that is asking for votes, is FORBIDDEN, either by letter or any other means, and will result in the disqualification of the candidate concerned.

2. **A list of nominees**, with a short description of offices held is to be sent to all Clubs, with an official ballot slip and envelope for return.

The recorded vote must be received at International Inner Wheel Headquarters not later than 31st March, otherwise it shall be invalid.

Any votes received from Clubs with outstanding Capitation Fees will be null and void.

3. **In the event** that any 2 nominees receive the same number of votes, the President will have the casting vote.
4. **The result** of the elections for President, Vice President, Treasurer, Board Directors and Editor of International Inner Wheel is to be sent out to all National Bodies and Non Districted Clubs simultaneously.
5. **In the event of a vacancy** in the office of President, the Vice President is to succeed to the office to complete the year, which will not debar her from accepting nomination and election as President.

Vice President – the Governing Body may appoint a suitably qualified successor to complete the year which will not debar her from accepting nomination and election as Vice President.

Treasurer – the Governing Body may appoint a qualified successor to complete the year.

Board Director – the position to remain vacant until the following 30th June.

Constitution Chairman – the Governing Body may appoint a qualified successor to complete the year.

## COMMITTEES

### 1. **Executive Committee**

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

Duties of the Executive Committee

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

### 2. **Constitution Committee**

The Constitution Committee will consist of the Constitution Chairman, the President and Vice President of International Inner Wheel.

### 3. **Convention Committee**

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

## **EDITOR**

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

Qualifications:

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

Nominations:

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

Voting:

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

Tenure of office:

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

In the event of a vacancy the Governing Body may appoint a qualified successor to complete the year.

## **FINANCE**

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

### 1. **Dues**

Each Club shall pay to International Inner wheel an annual Capitation Fee for each member agreed upon from time to time

at the Convention, or, if in the years between, the inflation of the pound sterling makes a Capitation Fee increase necessary, the Governing Body is authorised to increase the Capitation Fee with the same percentage as the increase in the cost of living index in the U.K. but not exceeding 5%.

Any proposal to alter the Capitation Fee at a Convention must be circulated in writing to all Clubs at least 4 calendar months prior to the Convention.

## 2. **Expenses**

Expenses incurred in carrying out the work of the Governing Body of International Inner Wheel shall be met from the funds of International Inner Wheel.

These expenses must be agreed by the International Inner Wheel Executive Committee.

## 3. **Audit**

The accounts of International Inner Wheel shall be audited by a qualified accountant appointed annually by the Governing Body.

Copies of such accounts shall be circulated to all Clubs by 1st April.

## 4. **Payments**

Any payment from the funds of International Inner Wheel may be made by cheque, standing order, direct debit or bank transfer, provided that payment is authorised and evidenced in writing by 2 members of the International Inner Wheel Executive Committee.

# TRUSTEES

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

1. The Trustees shall be responsible for the general management of the property vested in them and will authorise major repairs and alterations as needed.
2. The Governing Body will indemnify the Trustees against all liabilities, costs, claims and demands incurred by them as Trustees.

3. The Governing Body will have the power to appoint or dismiss Trustees.
4. A Trustee must be a Past Board Member/Past Board Director, 1 from Great Britain and Ireland and 1 from another country.

## NATIONAL REPRESENTATIVES

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

### Qualifications

1. **For Districted countries without a National Governing Body.**  
Must be a PAST DISTRICT Chairman, Vice Chairman, Secretary or Treasurer, where nominated and elected.  
A suitably qualified Deputy must be elected at the same time as the National Representative. In the event of a vacancy the District Committee(s) of the country concerned must elect a suitably qualified successor to complete the year.
2. **For countries with a National Governing Body.**  
Must be a PAST DISTRICT Chairman, Vice Chairman, Secretary or Treasurer, where nominated and elected and who has also served as a member of a National Governing Body for at least 1 year at the time of nomination.  
A suitably qualified Deputy must be elected at the same time as the National Representative.  
In the event of a vacancy the National Governing Body concerned must elect a suitably qualified successor to complete the year.

### Nominations

Each District may nominate not more than 1 National Representative. Nominations, with the consent of the nominee must be sent in writing to the National Representative not later than 31st October.

In the event that 2 or more nominations are received from Districts in the same country, there must be an election.

The National Representative shall send to all Clubs a list of nominees with a short description of offices held, together with an official ballot slip and envelope for return, no later than 15th

February, to the National Representative.

Voting

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

Voting by postal vote, each Club having 1 vote.

Election by simple majority.

Tenure of Office

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

## AFFILIATION

Inner Wheel shall not affiliate with (i.e. become a member of) other organisations at National, District or Club level, as it cannot bind its members to a constitution nor to any decision over which it has no control.

## CONVENTION

1. **International Conventions** shall be held at intervals of not less than 3 years in a place to which the Governing Body reasonably believes Voting Delegates from any country having Inner Wheel have free access.  
The meeting place for the Convention shall be decided by the Governing Body
2. **Business of the Convention**
  - A. The Official Report and audited Statement of Accounts shall be presented by the Governing Body.
  - B. The Capitation Fee for International Inner Wheel shall be fixed.
  - C. Alterations in, or additions to, the Constitution shall be considered and appropriate action taken.
  - D. Alterations in, or additions to, the Standard District Rules and the Standard Club Rules shall be considered and appropriate action taken.
  - E. Matters of Inner Wheel interest shall be discussed.
3. Each country sending Voting Delegates to the Convention shall be responsible for its own financial arrangements for those delegates.

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

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

All of the above if not represented may designate as proxy the National Representative, a Past National Representative, a Past Board Member, a Past Board Director, or the District Committee Voting Delegate, all of whom shall be members of the Governing Body of which they are a member, or the International Inner Wheel Proxy Vote Holder.

The International Inner Wheel Proxy Vote Holder must follow strictly the directives given, but other proxies may be given discretion as to how to vote.

Any proxy vote holder, other than the Official Proxy Vote Holder, must not hold more than 70 proxy votes.

Any Inner Wheel member may attend as an observer but the business must be conducted only by the Voting Delegates.

## 5. Voting

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

## 6. Translation

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

## STANDING ORDERS

1. The President, the Vice President, or, if circumstances necessitate, an International Inner Wheel Past President shall preside at the Convention as proposed by the Executive Committee of International Inner Wheel and ratified by a simple majority at the meeting of the Governing Body immediately prior to the Convention.

2. All business must be conducted by Voting Delegates.
3. All Voting Delegates shall address the chair.
4. Voting Delegates must speak to the question under discussion.
5. If two or more Voting Delegates rise at the same time, the President shall determine who shall speak first.
6. Each proposal must be proposed by the Club, District or National Governing Body proposing or by their duly appointed proxies.
7. Each proposal must be seconded before discussion.
8. The proposer of a proposal may not speak for more than 3 minutes.
9. Other Voting Delegates speaking to a proposal shall not exceed 2 minutes.
10. The proposer of a proposal shall have the right of reply, but shall not speak for more than 3 minutes.
11. No Voting Delegate shall propose or second more than 1 amendment to each proposal except where she is also acting as a proxy.
12. Each amendment shall be relevant to the proposal to which it is proposed.
13. Each proposal must be proposed and seconded before discussion.
14. The proposer of an amendment may not speak for more than 3 minutes.
15. Other Voting Delegates speaking to an amendment shall not exceed 2 minutes.
16. The proposer of an amendment shall have the right of reply, but shall not speak for more than 2 minutes.
17. On each proposal to amend the Constitution a majority of 2/3rds is necessary.
18. All other proposals shall be decided by a simple majority. In the event of the votes being equal the President shall have the casting vote.

## AMENDMENTS TO CONSTITUTION

The International Inner Wheel Governing Body, National Governing Bodies, District Committees and Clubs may submit proposals to amend the Constitution.

Such proposals from National Governing Bodies, District Committees and Non Districted Clubs shall be sent direct to International Inner Wheel Headquarters.

Districted Clubs shall submit such proposals to the District Committee for consideration and may then send them to International Inner Wheel Headquarters.

Amendments to be put for Clubs and Districts where there is no National Governing Body will only be accepted from those Clubs and Districts and from the International Inner Wheel Governing Body.

Only those Clubs and Districts where there is no National Governing Body will vote on these proposals.

Any proposal to amend the Constitution shall be received at International Inner Wheel Headquarters no later than 18 months prior to the Convention.

**Amendments** to these proposals shall be received at International Inner Wheel Headquarters not later than 6 months prior to the Convention.

In case of urgency and provided that not less than 30 days notice in writing has been given, this Constitution may be amended at a meeting of the International Inner Wheel Governing Body attended by all members in person by a resolution passed by a majority of not less than 75% of those entitled to vote.

Such amendments shall be subject to ratification by an International Inner Wheel Convention within 2 years of the meeting of the International Inner Wheel Governing Body at which such resolution was passed, but shall become immediately and temporarily effective for a period not exceeding 2 years until it shall be ratified or rejected by such International Inner Wheel Convention, or failing this, shall lapse.

If 30 days notice in writing cannot be given this Constitution may be amended at a meeting of the International Inner Wheel Governing Body attended by all members in person by a resolution passed by

an individual vote of not less than 75% of those present, providing that such an amendment shall only be valid until the next following meeting of the International Inner Wheel Governing Body.

Any proposal containing similar subject matter to one presented and defeated at 2 consecutive Conventions will not be accepted for the following Convention, with the exception of proposed changes to membership. In the event of a dispute the Chairman of the Constitution Committee will make the final decision.

# Standard Rules for Clubs with no National Governing Body



## 1. Name

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

.....

## 2. Governing Body

The Governing Body of the Club shall be all Active and Honoured Active members of the Club.

### A. Officers:

- President
- Vice President or Vice Presidents
- Immediate Past President
- Secretary or Secretary Treasurer
- Treasurer

### B. Other Members:

- Correspondent
- International Service Organiser
- Not more than 6 other members

### C. All other Active and Honoured Active Members.

A. and B. form the Executive Committee of the Club.

## 3. Qualifications

President and Vice President(s)

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

## 4. Nominations

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

- Officers of the Club
- Correspondent
- International Service Organiser
- Not more than 6 other members of the Executive Committee
- (Delegates to the District Committee and Deputies)

Nominations for the above shall be made in writing to the Secretary at least 7 days before the meeting at which the elections are to take place. Such a meeting shall be held not later than 31<sup>st</sup> March.

Club members should nominate (with the consent of the nominee) and elect a Voting Delegate to the International Inner Wheel Convention whenever a Convention is to be held and to appoint a Deputy.

**5. President**

A. The President shall be nominated and elected for 1 year.

A further year may be allowed by the International Inner Wheel Executive Committee in special circumstances.

(Permission to be requested through the District Committee) Non Districted Clubs should apply to the International Inner Wheel Headquarters.

If the President of a newly formed Club so wishes she may, with the Club's agreement, serve for a whole Inner Wheel year in addition to the part-year which immediately follows the Club's formation, without requesting the permission of International Inner Wheel.

B. In the event of a vacancy, the Vice President shall succeed.

C. The President shall:

(i) preside at all meetings of the Club

(ii) as Chief Executive Officer, supervise the work and activities of the Club.

**6. Vice President(s)**

A. The Vice President(s) shall be nominated and elected annually and shall not serve for more than 2 consecutive years.

B. Deputise for the President when necessary.

C. In the event of a vacancy, the Club shall elect a past or present member of the Executive Committee to fill the office.

**7. Secretary**

A. The Secretary shall be nominated and elected for 1 year but shall be eligible for re-election annually, for a maximum period of 3 consecutive years.

- B. In the event of a vacancy, the Executive Committee shall appoint a successor.
- C. The Secretary shall:
  - (i) send out all notices of meetings
  - (ii) keep minutes of the meetings
  - (iii) prepare an annual report
  - (iv) deal promptly with all general correspondence

#### **8. Treasurer**

- A. The Treasurer shall be nominated and elected for 1 year but shall be eligible for re-election annually for a maximum period of 3 consecutive years.
- B. In the event of a vacancy, the Executive Committee shall appoint a successor.
- C. The Treasurer shall:
  - (i) receive all monies
  - (ii) be the custodian of the funds of the Club.

#### **9. Immediate Past President**

The Immediate Past President shall not be eligible for election to any office in the Club or the Executive Committee for the year following her period as Immediate Past President.

#### **10. Club Correspondent and Club International Service Organiser**

- A. Shall be nominated and elected for 1 year but shall be eligible for re-election annually for a maximum period of 3 consecutive years.
- B. In the event of a vacancy, the Club Executive Committee shall appoint a successor.

#### **11. Other Members of the Executive Committee**

- A. All other members of the Executive Committee shall be nominated and elected for 1 year, but shall be eligible for re-election for a maximum period of 2 consecutive years.
- B. In the event of a vacancy, the Executive Committee shall appoint another member of the Club to complete the year.

#### **12. Voting Delegates to the District Committee**

- A. Voting Delegates must have served on the Executive

Committee of a Club for at least 1 year at the time of nomination.

- B. They may not serve for more than 3 consecutive years unless elected to the District Executive.
- C. In the event of a vacancy the Club shall appoint a qualified successor.

### 13. **Membership in Clubs**

Active – as stated in the International Inner Wheel Constitution.

Honoured Active – as stated in the International Inner Wheel Constitution.

Honorary – as stated in the International Inner Wheel Constitution.

### 14. **Meetings**

A. Meetings of the Executive Committee shall be held as often as necessary.

Special meetings may be called by the President, or when requested by 2 members of the Committee.

B. Meetings of the Club shall be held as agreed by members. Special meetings may be called by the President, or when requested by not less than 20% of the members. At least 48 hours notice shall be given.

C. An Annual General Meeting shall be held before 30th June.

### 15. **Voting**

A. Voting at elections shall be by ballot.

B. Other voting shall be by show of hands unless otherwise demanded by not less than 1/3rd of those present and entitled to vote.

C. In the event of the votes being equal, the President shall have the casting vote.

D. No proxies are allowed.

### 16. **Quorum**

A. 4 members of the Executive Committee of whom at least 2 shall be Officers of the Club.

B. 20% of the members of the Club.

## 17. Finance and Audit

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

### B. Dues

Each member shall pay an annual subscription agreed by the Club, due on 1st July.

Members failing to pay within 3 months shall be notified in writing by the Secretary.

New members joining during the year may pay a reduced subscription at the discretion of the Executive Committee.

### C. Expenses

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

### D. Payment

Payments from the funds of the Club shall be made by cheque signed by 2 of the following Officers:

- (i) President
- (ii) Treasurer
- (iii) Secretary

Payments may also be made by standing order, direct debit or bank transfer provided that payment is authorised and evidenced in writing by two members of the Executive Committee.

### E. Audit

The accounts of the Club shall be audited and copies circulated to members at least 4 days before the Annual General Meeting.

## 18. Resignation

A month's notice of resignation must be given in writing to the Secretary before the end of May.

The subscription and any indebtedness to the Club shall be paid to the end of the year in which the notice expires.



# STANDARD RULES FOR DISTRICTS WITH NO NATIONAL GOVERNING BODY

## 1. **NAME**

The name of the Committee shall be the Number .....  
Inner Wheel District Committee, the number to be given by  
International Inner Wheel who will also define the boundaries.

## 2. **GOVERNING BODY**

The Governing Body of the District shall be the District  
Committee.

### A. *Officers:*

Chairman  
Vice Chairman or Vice Chairmen  
Immediate Past Chairman  
Secretary  
Treasurer

### B. *Ex Officio Members with power to vote:*

Extension Chairman or Organiser if elected.  
International Service Chairman or Organiser  
Editor

### C. *Club Voting Delegates:*

2 Voting Delegates from each Club, or their Deputies.  
An additional Voting Delegate may be elected in Clubs  
with 51 or more Active and Honoured Active Members.

A. and B. form the Executive Committee of the District.

## 3. **QUALIFICATIONS**

### *Chairman*

Must have served on the District Executive Committee for at  
least 1 year at the time of nomination, and also have been a  
Club Officer.

She must not be a member of the same Club as the Vice  
Chairman.

### *Vice Chairman*

Must have served on the District Executive Committee for at

least 1 year at the time of nomination, and also have been a Club Officer.

She must not be a member of the same Club as the Chairman.

*Secretary and Treasurer*

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

*Extension Chairman or Organiser*

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

*International Service Chairman or Organiser*

Must have served on a District Committee and have been a member of the District International Service Committee, where such a Committee exists, for at least 1 year at the time of nomination.

*Editor*

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

*Voting Delegates and their Deputies*

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

A candidate for an office on a District Executive Committee must not serve at the same time on her Club Committee.

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

#### **4. NOMINATIONS AND TENURE OF OFFICE**

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

*Chairman*

Nominated and elected annually and shall not serve for more than 2 consecutive years.

*Vice Chairman or Vice Chairmen*

Nominated and elected annually and shall not serve for more than 2 consecutive years.

### *Secretary*

Elected annually and may serve for a maximum period of 3 consecutive years.

### *Treasurer*

Elected annually and may serve for a maximum period of 3 consecutive years.

### *Extension Chairman or Organiser*

Elected annually and may serve for a maximum period of 3 consecutive years.

### *International Service Chairman or Organiser*

Elected annually and may serve for a maximum period of 3 consecutive years.

### *Editor*

Elected annually and may serve for a maximum period of 3 consecutive years.

Nominations shall be made in writing to the District Secretary, not later than 1<sup>st</sup> February.

## 5. **NATIONAL REPRESENTATIVE, DEPUTY NATIONAL REPRESENTATIVE BOARD DIRECTOR NOMINEE**

### **Nominations**

- A. Nominations, with the consent of the nominee, may be made by the District Committee(s) and must be sent in writing, to the National Representative.  
Nominations must be received in writing not later than 31st October.
- B. A list of nominees, with a short description of offices held, will be sent by the National Representative to all Clubs with an official ballot slip and envelope, for return not later than 15th February to the National Representative.  
To be eligible to vote, Clubs must have paid Capitation Fees by 31st October. Each Club is entitled to 1 vote.
- C. Ballot envelopes shall be opened and votes counted by a responsible person and results sent to International Inner Wheel Headquarters in England, immediately.

## **DUTIES OF OFFICERS**

### **6. CHAIRMAN**

The Chairman shall:

- (i) preside at all meeting of the District Committee and as Chief Executive Officer, supervise the work and activities of the District.
- (ii) be an ex officio member of all Committees.

In the event of a vacancy, the Vice Chairman, or in the event of Vice Chairmen, the 1st Vice Chairman shall succeed to office.

### **7. VICE CHAIRMAN**

The Vice Chairman shall deputise for the Chairman in her absence.

### **8. SECRETARY**

The Secretary shall:

- (i) send out notices of meetings and keep all minutes and records.
- (ii) conduct all correspondence.
- (iii) send out a list of nominations, together with a short description of offices held, to Club Secretaries, not later than 14th February.
- (iv) make an annual report to the District Committee.
- (v) be an ex-officio member of all Committees.

### **9. TREASURER**

The Treasurer shall:

- (i) be the custodian of the funds of the District.
- (ii) submit to the District Committee a report and Statement of Accounts.

## **DUTIES OF EX-OFFICIO MEMBERS**

### **10. EXTENSION CHAIRMAN OR ORGANISER**

The Extension Organiser shall:

- (i) be the chairman of the Extension Committee if a Committee is elected.
- (ii) promote the Extension work of the District.

## 11. **INTERNATIONAL SERVICE CHAIRMAN OR ORGANISER**

The International Service Organiser shall:

- (i) be the Chairman of the International Service Committee if a Committee is elected.
- (ii) promote correspondence with link Clubs, organise exchange visits and encourage practical service.
- (iii) encourage members to know people in other countries.

## 12. **EDITOR**

The Editor shall be responsible for the District Magazine or any similar publication.

### **Vacancies**

In the event of a vacancy in any of the foregoing offices, Nos. 7 – 12, the District Committee shall appoint a qualified successor to complete the year. For a vacancy in the office of District Chairman see No. 6.

## 13. **IMMEDIATE PAST CHAIRMAN**

The Immediate Past Chairman shall not be eligible to serve on either the District Executive or the District Committee during the year following her term of office as Immediate Past Chairman.

## 14. **CLUB VOTING DELEGATES**

Club Voting Delegates shall represent their Club on the District Committee. Voting Delegates shall not serve for a longer period than 3 consecutive years, unless elected to the District Executive Committee.

## 15. **VOTING DELEGATE TO INTERNATIONAL INNER WHEEL CONVENTION**

The District Committee is entitled to send 1 Voting Delegate and to appoint a Deputy in the event of a vacancy.

## 16. **DUTIES OF THE DISTRICT COMMITTEE**

The Committee shall:

- (i) hold office from 1st July to 30th June
- (ii) supervise and co-ordinate the work of the Clubs.
- (iii) organise new Clubs in the District.

- (iv) fix the annual Capitation Fee to the District.
- (v) elect before the 31st March:
  - a) District Officers
  - b) District Editor
  - c) Extension Organiser
  - d) International Service Organiser
  - e) Members of Committees where necessary
- (vi) further the purposes of Inner Wheel within the District.
- (vii) promote friendly relations among the Clubs of the District.

The Committee may nominate Officers of International Inner Wheel.

## 17. **MEETINGS OF THE DISTRICT COMMITTEE**

- A. The District Committee shall meet at least twice a year unless any District within any country, because of its geographical and climatic conditions, finds it more practical to hold 1 yearly meeting:  
One meeting shall be the Annual General Meeting.  
The Annual General Meeting shall include in its agenda the presentation of the Annual Report by the Chairman or the Secretary, and its adoption; the presentation of the Financial statement by the Treasurer and its adoption.  
The appointment of an auditor or independent examiner.  
Motions to be put to the AGM and any other relevant business.
- B. An extraordinary meeting may be called at the request of 50% of the Clubs.
- C. Items for inclusion in the agenda shall be forwarded to the District Secretary at least 30 days before a meeting.
- D. Notice of meetings, together with a copy of the agenda shall be sent to all Club Secretaries at least 14 days before the meeting.

## 18. **VOTING**

- A. Voting at elections shall be by ballot.
- B. Other voting shall be by show of hands unless a ballot is requested by a majority of the Voting Delegates present at the meeting.

- C. In the event of the votes being equal, the Chairman shall have the casting vote.

Business may be transacted by post 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 members have returned their votes.

Decisions by postal vote shall be confirmed at the next meeting of the District Committee.

- D. Voting shall be conducted only by those who have paid their current Capitation Fees.

## 19. **QUORUM**

50% of the District Committee or of any Standing Committee shall constitute a quorum.

## 20. **COMMITTEES**

*Executive Committee:*

Officers.

Ex-officio members with the power to vote.

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

Vice Chairman.

If any of the following Committees are deemed by the District Committee to be unnecessary in any 1 year they need not be appointed.

*Extension Committee*

Extension Organiser (Chairman)

Members (not more than 4) who must have been Voting Delegates to a District Committee or International Service Organisers of their Clubs for at least 1 year at the time of nomination.

Members of these committees are eligible for re-election annually for a maximum period of 3 years, unless elected Chairman.

Chairmen of these Committees shall not be eligible for re-election to the same committee for a period of 1 year after they have served as Chairman.

## Other Committees

The District Committees may elect other committees as required.

## 21. **FINANCE AND AUDIT**

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

### B. **Dues**

Each Club shall pay to the District Fund by 31st October such annual sum as may be determined by a 2/3rd majority of the District Committee at the Annual General Meeting.

The appropriate resolution must appear on the agenda.

### C. **Expenses**

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

### D. **Payments**

Payments from the funds of the District Committee shall be made by cheque, signed by two of the following officers:

- (i) Chairman
- (ii) Treasurer
- (iii) Secretary

Payments may also be made by standing order, direct debit or bank transfer provided that payment is authorised and evidenced in writing by two members of the Executive Committee.

### E. **Audit**

The accounts of the District Committee shall be audited annually and copies circulated to all Clubs.

# HANDBOOK

## GENERAL INFORMATION

The following information leaflets are available from International Inner Wheel Headquarters:

Headquarters:

Formation of a Club

Division of a Club

Disbandment of a Club

Formation of a District

District Guide

Division of a District

Formation of a National Council/Body

Formation of an Association

Disbandment of a District

Disbandment of a National Council/Body

Disbandment of an Association.

## WHAT IS INNER WHEEL?

*Inner Wheel concentrates upon friendship and personal service. It is not what is termed 'a money raising organisation' but each Club selects its own charities and channels of service.*

*One of the greatest features of Inner Wheel is the opportunity given to members the world over to get to know one another, thus contributing to international friendship and understanding.*

*International Conventions are held at intervals – any member may attend and Rotarians are always welcome.*

## FACTS YOU SHOULD KNOW

**International Inner Wheel** links together members in Clubs in countries from Europe to Africa, India, the Philippines, Australia, New Zealand, the United States of America and Canada – to name but a few.

Members are able to communicate with one another through correspondence, exchange visits, and joining together in international projects. Presidential tours bring members close together as they learn of Inner Wheel activities in vastly different territories. Clubs give service in their own communities as well as looking beyond their national boundaries.

In order to appreciate fully the strength and traditions of Inner Wheel, one must of course, look back at 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 1934 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 being members of the Manchester Club which was formed in England in 1924. They realised that unity is strength and had the wisdom and foresight first, to group Clubs in 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), Berger (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, for example, President.

In 1993 it was agreed to restructure the Governing Body with Officers and Board Directors limiting the number of persons forming the Governing Body.

In 2006 the Chairman of the Constitution Committee became an appointed member of the International Inner Wheel Governing Body.

## **THE CONSTITUTION**

The Constitution of International Inner Wheel is binding on all members and covers the emblem, objects, qualifications for membership, election of International Officers and Board Directors. The official language is English.

The primary criteria for Active Membership is defined as sharing 'by blood or marriage' a relationship with a Rotarian/former Rotarian, Inner Wheel member/former Inner Wheel member. (see page 3 of the Constitution a) Active Membership.)

All Charters are granted by International Inner Wheel and signed by the International Inner Wheel President.

Where a Club is part of an Association, National Council or a Districted country represented by a National Representative, the Charter should be signed by the National Representative.

The Charter will not be sent until the Capitation Fees have been paid.

## **NATIONAL BYE-LAWS**

National Bye-laws at Club, District and National level must receive the approval of the Executive Committee of International Inner Wheel. These Bye-laws enable members to enjoy their membership according to the customs and traditions of their own country.

## **CLUB MEETINGS**

It is usual for Clubs to meet monthly, although some Clubs do prefer to meet fortnightly. Attendance is not compulsory. Where Clubs have a speaker at every meeting, the business items should be transacted before he or she arrives. Club business should be transacted with regularity and it is advisable sometimes to hold separate meetings. The following is a suggested procedure:

President's opening remarks

Apologies for absence

Minutes to be read, confirmed and signed

Matters arising

Correspondence

Reports

Any other business

International Inner Wheel minutes, Council minutes and District minutes in the case of Districted Clubs, should be summarised and explained at Club meetings.

1. Should a discussion arise, the President must maintain an impartial attitude and be sure that all decisions reflect the wishes of the majority of the members.
2. All speakers must address the Chair.
3. A proposition shall not be open for general discussion by the meeting until it is seconded.
4. An amendment to a proposition must embody some improvement or alteration and all amendments shall be put to the vote of the meeting before the proposition.
5. The decision of the President regarding the conduct and order of the meeting shall at all times be final.
6. At all meetings, in the event of the votes being equal the President shall have a second or casting vote.
7. If the President rises during the debate, the speaker shall at once resume her seat.
8. The Club should advise its Delegates on how it wishes them to vote at District meetings, but should give them discretionary power on hearing other points of view or in the case of amendments.

### **Welcome to new members**

The following is a suggested form of procedure for welcoming new members:

At the beginning of the meeting the President should read the Objects of Inner Wheel (Rule Book page 1) and address each of the new members by name and say:

'There are no rights without corresponding obligations. Your right to become a member of this Club is an exclusive one. We are sure that you will welcome the responsibilities of friendship and service that membership brings with it and hope that you find that you are among friends and enjoy participating in all aspects of the Club'.

The President will call upon all members to stand and addressing the new member 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 her'.

### **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 objects of Inner Wheel.

### **INTER CLUB VISITS**

Where distances permit, visits between Clubs widens the circle of friendship as well as providing an opportunity for 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.

*A non member should not be invited to a Club meeting more than twice in any one year and should at no time be present when business is being discussed.*

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.

### **TRANSFER**

A member who has moved to another town may transfer to the Inner Wheel Club of that town. The Secretary of the member's previous Club shall communicate with the Secretary of her new Club.

Any adjustment of subscription is a matter for agreement between the Treasurers concerned.

In the case of a member from a non Districted Club wishing to apply for a transfer, application should be made to International Inner Wheel Headquarters.

A member moving to a country or town where there is no Inner Wheel Club established may retain her membership through her former Club. Any question of dues is a domestic matter for the Club concerned.

## **FINANCE – CLUBS**

The money for the running of Inner Wheel at all levels comes from members' subscriptions. In fixing the annual subscription, the Club must ensure that it will cover the International Inner Wheel Capitation Fee, the National and District dues (where they are established) and sufficient for the day to day working expenses of the Club.

When a Club is in a District, if there is no District Fares Pool for District Meetings, then the Club subscription should be sufficient to cover the travelling expenses of the Voting Delegates when attending District Meetings. A delegate should always accept these expenses, as it is the policy of Inner Wheel to ensure that no member is debarred from taking any office because of the expenses involved.

Non Districted Clubs pay their Capitation Fees direct to International Inner Wheel Headquarters.

Clubs are reminded that failure to pay Capitation Fees will affect the eligibility for voting 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 and signed by 2 of the following:- President, Secretary or Treasurer. Payments may be made by cheque, standing order, direct debit or bank transfer provided that payment is authorised and evidenced in writing by two members of the Executive Committee.

Two accounts should be kept:

Account 1	General Account
Account 2	Charity Account

At each meeting the Treasurer should give a report of the balances of these 2 accounts.

## **Audit**

The accounts of the Club must be audited and copies circulated to all members at least 4 days before the Annual General Meeting.

## **Account No. 1**

*General Account* This covers all Capitation Fees: International Inner Wheel, National and District; such items as stationery, postage, telephone, printing, hire of hall, speakers' fees and any other necessary administration costs.

## **Account No. 2**

*Charity Account* All 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.

## **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, bring and buy sales, jumble sales, good as new shops, sales of goods made by members, catering etc.

## **EXTENSION**

No member has any authority to speak on behalf of International Inner Wheel without prior consultation with International Inner Wheel Headquarters. Every member finds opportunities to talk about Inner Wheel especially when meeting prospective new members. In order to give correct information, she should be familiar with the Constitution and the history of this world wide organisation.

## Extension in Districts

The Extension Committee or Extension Organiser is responsible for this work in the District. The Extension Chairman or Organiser should in the first instance approach the Rotary Club. Should the Rotary Club show no interest, those ladies who qualify to be Inner Wheel members may be approached directly if it is evident that some wish to form a Club.

## BADGES

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

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 chain of office at all functions of her own Club, and in addition when visiting other Clubs or attending Charter presentations, District Meetings, Rallies, Conferences and Conventions.

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

If a transferred member wishes to wear her former Club badge with past service bars, she may do so provided it is worn separately from her new Club badge.

Members are encouraged regularly to wear the approved miniature lapel badge, especially when travelling.

When a Club is formed the following badges are recommended:

- President's Jewel
- Club member's badge for each member
- Bar for Secretary and Treasurer

These should be ordered from:

A.W. Matthews Ltd  
54 High Street  
Gillingham  
Kent  
England ME7 1BA

Toye, Kenning & Spencer  
Regalia House  
Newtown Road  
Bedworth, Warwickshire  
England CV12 8QR

Some countries have their own official suppliers but care should be taken to ensure that only designs approved by International Inner Wheel are used.

## **PUBLICATIONS**

The Official publications of International Inner Wheel are:

1. Combined International Inner Wheel Constitution and Handbook.
2. Annual Directory.
3. International Inner Wheel Newsletter published as desired by the Governing Body.
4. Introducing Inner Wheel leaflet.

A price list of the above publications is issued each year with the exception of the International Inner Wheel Newsletter which is included in the Capitation Fee. All orders must be accompanied by a remittance to cover cost.

The International Inner Wheel website is available for additional information including 'News on the Web' etc. [www.innerwheel.com](http://www.innerwheel.com)

### **Translations**

The Constitution should be translated into all languages. The words 'THE ENGLISH CONSTITUTION IS THE OFFICIAL VERSION' must be printed on all translations.

## **DISTRICT MEETINGS**

### **Assembly**

This takes the form of group meetings of Club Presidents, Secretaries, Treasurers, Correspondents and International Service Organisers, each group being presided over by the appropriate District Officer or Executive Member. These meetings enable each officer to be briefed as to her duties

and gives opportunities for 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 and provides an opportunity for Club members to meet together socially at District level. International Service meetings, Inter-District meetings and Inter-country gatherings also create much enthusiasm amongst members.

## **CORRESPONDENCE**

### **Distriected Clubs**

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

Full consultation should be held with the National Representative who must receive copies of all correspondence. If Clubs wish, in special circumstances to write direct to International Inner Wheel Headquarters, the Association or National Council, copies of the correspondence must be sent to the National Representative, the member of Council and the District Secretary where applicable.

### **Non Distriected Clubs**

Non Distriected Clubs correspond directly with International Inner Wheel Headquarters.

## **ELECTIONS**

There are 4 kinds of elections:

- (1) Club; (2) District; (3) Association or National Council;
  - (4) International Inner Wheel.
1. Members nominate for the Club Executive Committee
  2. Clubs nominate for the District Executive Committee
  3. District Committee(s) nominate for the Association or National Council.

4. District Committee(s) nominate for International Inner Wheel Officers, Board Directors, Editor, National Representatives and Deputy National Representatives.

Nominations for Officers and Board Directors of the International Inner Wheel Governing Body should reach International Inner Wheel Headquarters not later than 30th September.

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

The details of past and present Inner Wheel offices of nominees must be checked by the Association, Council or District concerned.

The consent of every nominee must be obtained.

Canvassing for any office or nominee is not permitted.

All Officers and members of 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 year. The method of voting at each level is to be by a 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 afford continuity and information about that office.

### **Standing Committees**

These are referred to in paragraphs 19 and 20 of the Standard Rules for Districts with no National Council, or in the National Bye-laws.

### **Election of Standing Committee**

The election of the Standing Committee takes place before the 31st March and these Committees function from 1st July to 30th June.

If an Extension Committee is not considered necessary an Extension Organiser may be elected.

The Chairman of the Extension Committee, or the Extension Organiser, and the Chairman of the International Service Committee, or International Service Organiser, should be elected before 31st March, and function from 1st July to 30th June.

The work of the Standing Committee is delegated to them by the District Committee to whom they are responsible.

The District Chairman and Secretary are ex-officio members of all District Committees.

### **Ad-hoc and other Committees**

Ad-hoc Committees may be formed at Club or District level when required for any special events such as a Rally or Inter-District Conference.

Some Districts have a Publications Committee to assist the Editor where numerous Clubs are involved.

All such Committees are responsible to the District Committee

## **MISCELLANEOUS**

### **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.

### **Forms**

In order to economise as much as possible and where practical, a master copy of the different forms for domestic circulation will be sent to each country for duplication and despatch.

### **Website**

All Clubs and Districts are encouraged to keep in touch regularly with the International Inner Wheel website [www.innerwheel.com](http://www.innerwheel.com) and to inform their members to do so.

Websites of Inner Wheel countries around the world may be viewed.

Forms, leaflets and newsletters may be downloaded for duplication etc.

'News on the Web' is regularly updated by the Editor.

Information on International Projects is available.

Convention updates and Proposals for Convention.

### **International Inner Wheel Theme**

Each year a theme is submitted by the International Inner Wheel Vice President to the International Inner Wheel Executive Committee for its approval.

## **INTERNATIONAL INNER WHEEL CONVENTIONS**

1st Convention 1970	The Hague, The Netherlands
2nd Convention 1973	Copenhagen, Denmark
3rd Convention 1976	Sydney, Australia
4th Convention 1979	Brighton, England
5th Convention 1982	Paris, France
6th Convention 1985	Orlando, Florida, USA
7th Convention 1988	Stavanger, Norway
8th Convention 1991	The Hague, The Netherlands
9th Convention 1993	Sydney, Australia
10th Convention 1997	Berlin, Germany
11th Convention 2000	Stockholm, Sweden
12th Convention 2003	Florence, Italy
13th Convention 2006	Christchurch, New Zealand
14th Convention 2009	Kota Kinabalu, Sabah, Malaysia

## **International Inner Wheel**

### **GENERAL MOTIONS ACCEPTED AT CONVENTIONS**

#### **THIRD CONVENTION** – *Sydney, Australia, May 1976*

The Executive Committee of District 39, Sweden, suggests that, bearing in mind the competent organisation and firmly established ideals which Inner Wheel stands for today, all Inner Wheel members adopt and participate in a theme on an International basis. The chosen theme will be decided by the Governing Body.

#### **SIXTH CONVENTION** – *Orlando, Florida, USA, May 1985*

Conventions shall extend over 3 days, not counting the day of registration. Workshops shall be arranged and lectures shall be given on subjects important to mankind i.e. subjects that are essential to women all over the world, such as education, independence, equality etc.

#### **SEVENTH CONVENTION** – *Stavanger, Norway, May 1988*

International Inner Wheel should study the question of child abuse in the pornographic industry and use every means at its disposal to condemn the practice and its perpetrators.

#### **EIGHTH CONVENTION** – *The Hague, The Netherlands, April 1991*

It is proposed that a fund be set up to mark the 25th Jubilee year of International Inner Wheel, the monies arising therefrom to be used in the country in which they are raised. The charities to benefit from the fund will be the 'Save the Children Fund' and similar children's organisations.

#### **NINTH CONVENTION** – *Sydney, Australia, October 1993*

International Inner Wheel must confine its involvement with the United National (e.g. ECOSOC and UNICEF) to being an Observer on the Roster with consultative status.

#### **TENTH CONVENTION** – *Berlin, Germany, April, 1997*

That International Inner Wheel make provision for a member of the Executive Committee, responsible for the organisation's United Nations interests during the year of office which falls in the year of the World Conference of Women, to represent International Inner Wheel and be an official delegate to the Conference.

The President stated as the above proposal stood, it contravened the Affiliation clause, but as a General Motion it was not binding. There would be 2 Conventions held before the next World Conference of Women, which would allow members to submit either change to the Affiliation clause, or a rewording of the above General Motion.

**ELEVENTH CONVENTION** – *Stockholm, Sweden, May 2000*

International Inner Wheel made provision for a member of the Executive Committee, responsible for the organisation's United Nations interests during the year of office which falls in the year of the World Conference on Women, to be an observer for International Inner Wheel to the Conference.

**THIRTEENTH CONVENTION** – Christchurch, New Zealand,  
May 2006

The Constitution Chairman was appointed as a member of the Governing Body of International Inner Wheel. UNICEF Global Girls' Education was named as the International Inner Wheel project for 2006-2009, in Madagascar.

**FOURTEENTH CONVENTION** – *Kota Kinabalu, Sabah, Malaysia*  
May 2009

UNICEF Global Girls' Education was named as the International Inner Wheel project for 2009-2012, in Bolivia.

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**Social Projects**

At every International Convention, International Inner Wheel designates a social project which would be supported by Inner Wheel Clubs world wide.

Proposals for projects, to be forwarded from the National Representatives to the International Inner Wheel Governing Body. The Governing Body to choose the project by majority vote prior to the Convention. At each Convention, a collection will be taken at the Service of Faith. Proceeds to go towards the chosen international project.

**Margarette Golding Award**

An award created in the name of Margarette Golding for highly commendable personal service through Inner Wheel or in the community.



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