



ASSOCIATION OF

INNER WHEEL

CLUBS IN GREAT BRITAIN & IRELAND

51 Warwick Square, London SW1V 2AT

Tel 0207 834 4600

Website: www.innerwheel.co.uk

Email: admin@innerwheel.co.uk

CONSTITUTION

2016

INTERNATIONAL INNER WHEEL
CONSTITUTION

ASSOCIATION AND DISTRICT BYE-LAWS
CLUB RULES
GENERAL INFORMATION



International Inner Wheel is one of the largest women's service voluntary organisations in the world.

International Inner Wheel is active in over 103 countries with 100,000 members in 3895 clubs.

Inner Wheel is founded on friendship and personal service. Each Club is free to select its own charities and forms of service

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

International Inner Wheel unites Clubs in countries all over the world.

The Association consists of all Clubs in Great Britain and Ireland.

The District is the link between the Association and Clubs. It is small enough for personal contact but large enough to give members a much wider horizon than the affairs of their own Club.

District Executive Committee members are always available to offer help and advice to Clubs and members.

CONTENTS

International Inner Wheel Constitution	1
Association Constitution and Bye-Laws	26
District Constitution and Bye-Laws	40
Club Rules	50
General Information	59

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 naming system for all offices at International, National, 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. At International level

Includes all Inner Wheel Clubs. The minimum number of Active Members required to form a Club is 10.

Applications for membership shall be sent to the Administrator of International Inner Wheel, together with an agreement to adopt the standard rules and to observe the Constitution. This 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 Bye-Laws, must conform to their National Bye-Laws, and the Governing Body of International Inner Wheel must be consulted when changes are contemplated in the National Bye-Laws.

The International Governing Body must approve any proposed changes in the naming system.

2. At National level

Includes all the Districts and Clubs within its boundaries. The minimum number of Districts required to form a National Governing Body is 2.

3. At District level

Each District includes all the Clubs within its boundaries. The minimum number of Clubs required to form a District is 4.

4. At Club level

A member may belong to one Club only.

Classes of membership:

A. Active Membership

B. Honoured Active Membership (Active members within a Club who have been given a special award, because of their outstanding service to Inner Wheel).

C. Honorary Membership.

A. Active Membership may be retained or taken up by the following, provided that they are over 18 years:

a) Women related to Rotarians/former Rotarians. **b)** Women related to Inner Wheel members/former Inner Wheel members. **c)** 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 rule, 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 An Award. 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 persons whom they wish to

Honour 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 honour, to become an Honorary Member.

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 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. **b)** Countries without a National Governing Body. Any active member of Inner Wheel who takes up residence in an area or a 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 some circumstances, provided both Clubs agree, and permission is obtained from the District Committee/s, transfer to another 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 or by exclusion for serious reasons, the member concerned having a right of reply. The decision to exclude a member for serious reasons must be approved by a two thirds majority vote by the club members by way of secret ballot and submitted for agreement to the District Executive Committee or the Executive Committee of International Inner Wheel in the case of non districted clubs. The Club Executive Committee shall notify the member concerned of its intentions by writing at least 30 days in advance, the notice to be sent by registered mail to her last known address. No final decision to be taken without mediation. An excluded member cannot return to her former Club.

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.

THE INTERNATIONAL GOVERNING BODY

A candidate for an International Inner Wheel office, whether elected or appointed, may not hold any other office in Inner Wheel. No Past International President shall be eligible to be nominated for the International Inner Wheel Governing Body.

1. The International Governing Body consists of the Officers and the Board Directors.

A. Officers:

President Vice-President Immediate Past
President Treasurer Chairman of the
Constitution Committee.

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.

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 principal any Club, District or National Governing Body may appeal against a decision to the Convention. Quorum – 75% of the Governing Body.

2. The International 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 Board Director or a Board Member, or an International Treasurer.

– Nominations:

A District Committee of a National Governing Body may nominate a member suitably qualified for the position of President. Members may accept nomination only from the District Committees of the National Governing Body of which they are members.

– Voting:

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

– Tenure of Office:

The President is to serve for 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 Inner Wheel in the same country or National Governing Body.

b) Vice-President

– **Qualifications:** Must have served at some time as President of a National Governing Body, or an International Board Director or a Board Member or an International Treasurer.

– **Nominations:** A District Committee of a National Governing Body may nominate a member suitably qualified for the office of Vice-President. Members may accept nomination only from District Committees of the National Governing Body of which they are members.

– **Voting:**

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

– **Tenure of Office:** The Vice President is to serve for one year only and cannot serve again in this office.

c) Treasurer

– **Qualifications:** Must have served on a National Governing Body or District as a Treasurer and have served as a member of a National Governing Body for at least 1 year at the time of nomination.

– **Nominations:** A District Committee of a National Governing Body may nominate a member suitably qualified for the office of Treasurer. Members may accept nomination only from District Committees of the National Governing Body of which they are members.

– **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.

– **Duties of Treasurer:** She must have computer skills, knowledge of accounting software, on-line banking and use spreadsheets, be able to read financial forecasts in order to ensure continuity of payments to suppliers, prepare budgets, ensure financial integrity of organisation and work closely with the bookkeeper and accountant/auditor on a weekly basis.

d) Constitution Chairman

– **Qualifications:** Must have been a past member of the International Inner Wheel Governing Body.

– **Nominations:** A District Committee of a National Governing Body may nominate a member suitably qualified for the office of Constitution Chairman. Members may accept nomination only from District Committees of the National Governing Body of which they are members.

– **Voting and Tenure of office:** The Constitution Chairman shall be elected by the International Governing Body annually and may serve for a maximum of 3 years.

B. Board Directors:

- **Qualifications:** Must be a Past National Representative or a Past President of a National Governing Body to stand for election as a Board Director of the International Governing Body.

- **Nominations:** A District Committee within a country, which has a National Governing Body or an elected National Representative, may nominate a suitably qualified member for the office 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. If more than 16 persons are nominated, each Club must vote for a total of 16 nominees. The voting paper must declare a vote of 16 in total. Any voting paper which declares a vote for more than 16, or less than 16, shall be invalid.

- **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 Governing Body.

3. Meetings

A – Non Convention year:

One Governing Body Meeting will be held annually. **B** – Convention year. A second Governing Body Meeting will be held the day prior to the Convention. The International Governing Body may pass a resolution on urgent matters between 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 THE INTERNATIONAL

GOVERNING BODY 1A.

Executive Committee:

The procedure for the election of the President, Vice President, Treasurer and Constitution Chairman to the Governing Body of International Inner Wheel is to be as follows: **Nominations**, with the consent of the nominee, may be made by District Committees of the National Governing Body of which they are members, to their National

Governing Body. If 2 or more nominations for any one office are made by District Committees in the same National Governing Body, there must be an internal election organised by the National Governing Body. The National Governing Body must then inform the District Committees, the result of that internal election.

1B. Board Directors:

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

Nominations:

a) A District, which has a National Governing Body, may nominate for the position of Board Director. If 2 or more nominations are received from District Committees in the same National Governing Body, there must be an internal election, organised by the National Governing Body. The National Governing Body must then inform the District Committees the result of that internal election.

b) In the case of a Districted country, without a National Governing Body, but which has an elected National Representative, a District may nominate for the position of Board Director. If 2 or more nominations are received from District Committees in the same country, there must be an internal election organised by the National Representative. The National Representative must then inform the District Committees, the result of that internal election.

2. The District Committee must submit completed nomination forms for all International Officers and Board Directors, to International Inner Wheel Headquarters not later than 30 September.

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

3. A list of nominees, with a short description of offices held, will 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 will be invalid. Any votes received from Clubs with outstanding Capitation Fees will be null and void.

4. If any 2 nominees receive the same number of votes, the President will have the casting vote.

5. In the eventuality of death, disability or disqualification of any candidate/nominee during the election for Board Director, the election will take place as per schedule. The next nominee receiving the highest number of votes will be declared elected as Board Director, in the place of the deceased, disabled or disqualified candidate/nominee.

6. The result of the elections for President, Vice President, Treasurer, Board Directors and Editor of International Inner Wheel will be sent out to all National Governing Bodies, Districts and Non Districted Clubs simultaneously.

7. 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 International 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 International Governing Body may appoint a qualified successor to complete the year. **Constitution Chairman** – the International Governing Body may appoint a qualified successor to complete the year. **Board Director**, the position to remain vacant until the following 30th June.

COMMITTEES

1. Executive Committee

The Executive Committee shall consist of the President, Vice President, Immediate Past President, Treasurer and Constitution Chairman. Duties of Executive Committee
The Executive Committee shall have the overall management of the day-to-day affairs and funds of International Inner Wheel on behalf of the International Governing Body

2. Constitution Committee

The Constitution Committee shall consist of the Constitution Chairman, the President and Vice President.

3. Convention Committee

The Convention Committee is to consist of a Chairman, herein designated as 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 Vice President and Treasurer ex officio, and other members appointed according to the Convention blueprint. In addition the International President of the Convention year shall be a member of the Committee during that year.

EDITOR/MEDIA MANAGER

The Editor/Media Manager shall not be a member of the Executive Committee, but she may be invited as an observer when necessary, to attend the International Executive Committee meetings or the International Governing Body Meetings and the Triennial Convention as an observer with the same benefits as a Board Director, including payment of costs incurred in attending these meetings.

– **Qualifications:**

Must have served on a National Governing Body or District as an 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 Board may appoint a qualified successor to complete the year.

Duties of Editor/Media Manager

Is responsible for the IIW website, media output and promotional documents therefore she must have advanced computer skills and editorial skills, expertise in modern technology, graphics software, desktop publishing and layout.

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 such annual Capitation Fee for each member as shall be determined 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 International Governing Body shall be met from the funds of International Inner Wheel. These expenses must be agreed by the International Executive Committee.

3. Audit

A qualified accountant, appointed annually by the

Governing Body, shall audit the accounts of International Inner Wheel. 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 two members of the International Executive Committee.

TRUSTEES

The International Governing Body has the power to incorporate a company limited by guarantee on behalf of International Inner Wheel, to hold property and any other relevant investments or assets, including without limitation government bonds and mutual securities as determined by the Governing Body from time to time.

Investments of a speculative nature are **not** permitted.

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

- 1.** On behalf of the membership, the Trustees shall be responsible for the general management of the property vested in them, and shall authorise major repairs and alterations as needed.
- 2.** The International Governing Body shall indemnify the Trustees against all liabilities, costs, claims and demands incurred by them as Trustees.
- 3.** The International Governing Body shall have the power to appoint or dismiss Trustees.

4. A Trustee must be a Past Board Member/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 or have been a Deputy National Representative, 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 Deputy National Representative shall take office and the District Committee(s) of the country concerned must elect a suitably qualified Deputy National Representative to complete the year.

2. For countries with a National Governing Body

Must be or have been a Deputy National Representative, a PAST DISTRICT Chairman, Vice Chairman, Secretary or Treasurer, where nominated and elected, and have 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 Deputy National Representative shall take office. The National Governing

Body concerned must elect a suitably qualified Deputy National Representative to complete the year.

Nominations:

Each District may nominate not more than 1 National Representative and Deputy. Nominations, with the consent of the nominee, must be sent in writing, to the National Governing Body or National Representative (if no National Governing Body exists), not later than 31st October. If 2 or more National Representatives or Deputies are nominated by Districts in the same country, there must be an internal election. The National Governing Body or National Representative shall send to all Clubs a list of nominees, with a short description of the offices held, together with an official ballot slip and envelope for return, no later than 15th February.

Voting:

All the clubs in the country may vote to elect the National Representative and Deputy. By postal vote, each Club having 1 vote. Election by a simple majority.

Tenure of Office:

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

Duties of the National Representative:

The National Representative is the link between the District and the International Governing Body; she receives and sends all communications. It is essential to be fluent in the official language of Inner Wheel, the English language. In a country with no National

Governing Body, if the National Representative is not an elected member of the District Committee she plays no part in the running of the District.

AFFILIATION

An Inner Wheel Club, District, or National Governing Body shall not affiliate with (i.e. become members of) other organisations, as it cannot bind its members to a constitution nor to any decision over which it has no control. That does not prevent individual members joining other organisations.

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, would have free access. The International Governing Body shall decide the meeting place for the Convention.
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 International 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 International Inner Wheel Officer, each Board Director, 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, provided they will be elected Voting Delegates at the Convention, a National Representative, a Past National Representative, a Past Board Member, a Past Board Director, a District Committee Voting Delegate or the International Official Proxy Vote holder. The International Official Proxy Vote Holder must follow strictly the directives given, but other proxies may be given discretion on how to vote. Any voting delegate, other than the International 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 proposal or amendment submitted to change 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 International President, the Vice President, or, if circumstances necessitate, an International 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, except in the presentation of a proposal. A Voting Delegate may nominate any member to present a proposal and reply on her behalf, but may not delegate any other right or responsibility.
- 3.** All Voting Delegates shall address the chair.
- 4.** Voting Delegates must speak to the proposal under discussion.
- 5.** If two or more Voting Delegates rise at the same time, the Presiding Officer shall determine who shall speak first.
- 6.** Each proposal must be proposed by the Club, District or National Governing Body 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 amendment 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 change the Constitution a majority of 2/3rds is necessary.
18. All other General Motions shall be decided by a simple majority. In the event of the votes being equal the Presiding Officer shall have the casting vote.

CHANGES TO THE CONSTITUTION

1. The International Governing Body, National Governing Bodies, District Committees, and Clubs, may submit proposals to change the Constitution of International Inner Wheel by the required date. Clubs can only

submit proposals to change the Constitution after they have been presented to their District Committee for administrative checking and suitability of wording. Non Districted Clubs should submit Proposals to International Inner Wheel for administrative checking and for suitability of wording.

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

3. Any proposal to change the Constitution shall be received at International Inner Wheel Headquarters not later than 18 months prior to the Convention. **a)** Such proposals MUST include a seconder. **b)** The proposer cannot second the proposal. **c)** Proposals from the Governing Body of International Inner Wheel, which are made on behalf of all members, do not require a separate seconder as they must be approved by the Governing Body before presentation.

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

5. a) In case of urgency and provided that not less than 30 days notice in writing has been given, this Constitution may be changed at a meeting of the International Governing Body, attended by a quorum of 75% of the members of the Governing Body,

by a resolution passed by a majority of 75% of those present. Such changes shall become immediately and temporarily effective for a period not exceeding 2 years, and shall be ratified or rejected by an International Convention, or failing this, shall lapse. **b)** In case of urgency and 30 days notice cannot be given, this Constitution may be changed at a meeting of the International Governing Body, attended by a quorum of 75% of the members of the Governing Body, by a resolution passed by a majority of 75% of those present. Such changes shall only be valid until the next following meeting of the International 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.

Retention of all Voting Papers

Following a Convention, all Voting Papers must be returned to IIW Headquarters and retained until the end of the following Convention (3 years), when the Voting Papers from the previous Convention should be destroyed.

In the event of a dispute the Chairman of the Constitution Committee shall make the final decision.

**ASSOCIATION OF INNER WHEEL CLUBS
IN GREAT BRITAIN AND IRELAND
CONSTITUTION AND BYE-LAWS**

1. TITLE

The name shall be "The Association of Inner Wheel Clubs in Great Britain and Ireland" (the Association).

2. MEMBERSHIP

The Association shall consist of all Clubs within its boundaries.

All Clubs shall conform to the Association Constitution and Bye-Laws.

Any Club resigning from the Association must fulfil its obligations by paying dues, meeting all other financial commitments and safeguarding records and regalia.

3. GOVERNING BODY

The Governing Body shall be a Council (the Council), holding office from 1st July to 30th June, and consisting of:

(a) OFFICERS:

President.

Vice-President.

Immediate Past President.

Treasurer.

Constitution Committee Chairman

International Service Committee Chairman

Editor

(b) One representative from each District Committee (Member of Council). Each District Committee may appoint a Deputy to act in lieu of its representative

4. DUTIES

The Council shall:

- (a) prescribe and adopt the Constitution and Bye-Laws for the Association, the Standard District Constitution and Bye-Laws and the Standard Club Rules.
- (b) have control and management of the affairs and funds of the Association, and, subject thereto, order its own proceedings.
- (c) appoint a Secretary/Administrator and define terms of employment.
- (d) define the boundaries of the Districts in conjunction with the International Inner Wheel Board.
- (e) appoint a suitably qualified person as Chairman of the Conference Committee, who shall be eligible to serve for a maximum period of three consecutive years.
- (f) elect members prior to 31st May each year to the Association Committees deemed necessary, other than the Executive Committee. These members shall hold office from the succeeding 1st July and shall be eligible to serve for a maximum period of two consecutive years subject to annual nomination and election.
- (g) appoint representatives on other organisations.
- (h) appoint an Auditor.
- (i) appoint a Solicitor.
- (j) elect a Voting Delegate to the International Inner Wheel Convention when held and appoint a Deputy.

- (k) consult the International Inner Wheel Board when contemplating changes in the Association Constitution.

MEETINGS:

- (a) at least twice a year.
- (b) an Extraordinary Meeting shall be called by one-third of the Council; the request, in writing, to the Association Office.
- (c) matters for inclusion on the Agenda shall be sent in writing to the Association Office at least 30 days before any meeting other than an Extraordinary Meeting.
- (d) notice of meeting with a copy of the Agenda shall be sent to all members of the Council at least 21 days before the meeting.

VOTING:

By show of hands. In the event of votes being equal, the Chairman shall have a second or casting vote.

Business may be transacted by post with the approval of the President.

Voting shall be considered closed at the end of 21 days after posting of the proposals. Decisions by postal vote shall be confirmed at the next meeting of the Council.

QUORUM:

Two thirds of the Council.

5.

QUALIFICATIONS

President and Vice-President:

Must have served on the Council for at least one year at any time prior to taking office.

Treasurer:

Must have served on the Council and either as a member of the Association Finance Committee or as a District Treasurer in each case for at least one year prior to taking office

Chairman of Constitution Committee:

Must have served on the Council and have been a member of the Association Constitution Committee or a District Secretary in each case for at least one year prior to taking office.

Chairman of International Service Committee:

Must have served on the Council and have been either a member of the Association International Service Committee or a District International Service Chairman in each case for at least one year prior to taking office.

Editor:

Must have served on the Council and either as a member of the Association Publications Committee or as a District Editor in each case for at least one year prior to taking office.

Member of Council:

Must have served as a District Officer for at least one year at any time prior to the time of nomination.

Deputy Member of Council:

Must be a serving District Officer.

Chairman of Conference Committee:

Must have served as a member of the Association Conference Committee at the date of taking office.

Ex-officio Members:

All Officers on any Committee are ex-officio unless otherwise stated.

Ex-officio Committee Members have the same rights as elected members of such Committees unless otherwise stated.

6. DUTIES OF OFFICERS

The **President** shall:

- (a) be nominated and elected to serve for one year.
- (b) preside at all Conferences of the Association and all meetings of the Council and, as chief executive officer, supervise the work and activities of the Association.
- (c) be Chairman of the Executive Committee and ex-officio member of all other committees.

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.

The **Vice-President** shall:

- (a) be nominated and elected to serve for one year.
- (b) deputise for the President when necessary.
In the event of a vacancy the Council may appoint a qualified successor to complete the year.

The **Treasurer** shall:

- (a) be nominated and elected annually to serve for a maximum period of three consecutive years.
- (b) be the Chairman of the Finance Committee, if such a Committee be elected.
- (c) be the custodian of the funds of the Association.

- (d) have general supervision of the finances of the Association and submit to the Council a report, statement and audited Balance Sheet for adoption at the Annual Conference.
- (e) prepare a budget at the beginning of the year.

In the event of a vacancy the Council shall appoint a qualified successor to complete the year.

The **Editor** shall:

- (a) be nominated and elected annually to serve for a maximum period of three consecutive years.
- (b) edit the Association Magazine.
- (c) be the Chairman of the Publications Committee, if such a Committee is elected.

In the event of a vacancy the Council shall appoint a qualified successor to complete the year.

Chairmen of the Association Constitution and International Service Committees:

These Chairmen shall be nominated and elected annually to serve for a maximum period of three consecutive years. In the event of a vacancy the Council may appoint a qualified successor to complete the year.

The **Member of Council** shall:

- (a) be nominated and elected annually to serve for a maximum period of two consecutive years.
- (b) represent her District on the Association Council and act as liaison between the Council and her District.

7. NOMINATIONS

District Committees may nominate, with the consent of the nominee, members qualified for the following:

Association President.

Association Vice-President.

Association Treasurer.

Association Editor.

Chairman of the Association Constitution Committee.

Chairman of the Association International Service Committee

Candidates standing for election to GB & I Association positions prepare for publication a personal statement (say 100 words) to support their nomination, outlining their transferable lifestyle skills and experiences, together with their vision for the role which will support their Inner Wheel C.V. in order to assist members' decision making when called upon to vote.

Nominations in writing must be sent to the Association Office by 31st December.

8. INTERNATIONAL INNER WHEEL

Election of nominees for either the Officers of International Inner Wheel or a National Representative for election to the Board of Directors of International Inner Wheel shall be effected according to the criteria requirements and regulations specified from time to time by the rules of International Inner Wheel. The Council of the Association may from time to time resolve such additional requirements with regard to the said elections (including the election of a Deputy to the National Representative) provided that any such requirements shall not be inconsistent with the rules of International Inner Wheel from time to time.

9.**ELECTIONS**

- (a) Elections for Association Officers shall be by postal ballot.
- (b) Each Club, each District Committee and each Voting Delegate ex-officio shall be entitled to one vote.
- (c) 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.
- (d) The recorded vote must be received at the Association Office not later than 31st March, otherwise it will be invalid.
- (e) A Club in arrears with its Capitation Fees shall not be entitled to vote.
- (f) In the event of two or more nominees in any election receiving an equal number of votes the President shall have a second or casting vote.
- (g) The result of the elections for Association Officers shall be announced at the Association Annual Conference.

10.**COMMITTEES**

- EXECUTIVE:** President (Chairman).
Vice-President.
Immediate Past President.
Treasurer.
Chairman, Constitution Committee.
Chairman, International Service Committee.
Editor.
- Quorum: 4 members.

If any of the following Committees are deemed by the Council to be unnecessary in any one year they need not be appointed:

CONSTITUTION: President.
Vice-President.
Chairman as elected.
1 Member of Council.
Not more than 1 other member.
Quorum: 3 members.

FINANCE: President.
Vice-President.
Treasurer (Chairman).
1 Member of Council.
Not more than 3 other members.
Quorum: 4 members.

INTERNATIONAL SERVICE:
President.
Chairman as elected.
1 Member of Council.
Not more than 2 other members
Quorum: 4 members.

PUBLICATIONS: President.
Editor (Chairman).
1 Member of Council.
Not more than 3 other members.
Quorum: 4 members.

CONFERENCE: President.
Vice-President.
Treasurer.
Chairman as appointed by the Council.
Not more than 4 other members.
Quorum: 4 members.

MEMBERSHIP AND DEVELOPMENT:

President

Vice-President

Immediate Past President (Chairman)

1 Member of Council

Not more than 2 other members

Quorum: 4 members

The Council shall have power to elect members to these Committees and may appoint other Committees as deemed necessary.

11. FINANCE

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

Dues: Each Club shall pay to the Association such Capitation Fee for each Active, Honoured Active and Honorary member as shall be determined from time to time at the Annual Association Conference.

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

Payments from the funds of the Association shall be authorised by the Council and made by cheque signed by:

- a) Sole signature of the Association Treasurer for amount not exceeding a maximum sum agreed by Council at the beginning of each Inner Wheel year.
- b) Cheques for amounts exceeding the agreed limit shall be signed by President and Treasurer, President and one member of the Finance Committee, Treasurer and one member of the Finance Committee.

Audit: The accounts of the Association shall be audited annually by a Registered Auditor and copies circulated to all Clubs not less than 30 days before the Annual Conference.

12.

TRUSTEES

The Council shall have power to appoint no fewer than two and no more than four Trustees, in whom shall be vested the responsibility for properties of the Association.

- (a) The Trustees shall be responsible for the general management of properties vested in them and shall authorise repairs and alterations as needed.
- (b) The Council shall indemnify the Trustees against all liabilities, costs, claims and demands incurred by them as Trustees.
- (c) The Council shall have the power to appoint and dismiss Trustees.
- (d) A Trustee must be a past or present member of the Council.

13.

DISSOLUTION

The Association may be dissolved by resolution passed by a majority of two-thirds of those present, who, being entitled so to do, vote in person at a Special General Meeting of the Association convened for the purpose, provided that three months notice of such proposal shall have been given in writing to all Clubs.

If, upon winding up or dissolution of the Association, there remains after the satisfaction of all its debts and liabilities any property or assets whatsoever the same shall not be paid or distributed among the member Clubs of the Association but shall be given or transferred to some other society or association having objects similar to the objects of the Association, or to a charity or charities, and the decision as to which society, association, charity or charities shall benefit shall not be dealt with at the Special General Meeting hereinbefore referred to but shall be left to the discretion of the Council, but in exercising such

discretion the Council shall so far as is practicable have regard to the wishes of member Clubs expressed through their Member of Council.

14. ANNUAL CONFERENCE

1. A Conference of the Association shall be held annually. Any Inner Wheel Member may attend, but the business shall be conducted by the Voting Delegates (save as provided by Conference Standing Orders).
2. There shall be three classes of Voting Delegates: Club; District Committee; and ex-officio.
3. Each Club shall be entitled to send one Voting Delegate who shall be elected from among the Active and Honoured Active Members in accordance with the Bye-Laws. A Club in arrears with its Capitation Fees shall not be entitled to vote.
4. Each District Committee shall be entitled to send one Voting Delegate.
5. Each Officer of the Association, each member of Council and each Past President of the Association holding membership in an Inner Wheel Club shall be a Voting Delegate ex-officio.
6. Each Voting Delegate shall be entitled to one vote.
7. Each Club, each District Committee and each Voting Delegate ex-officio, if not represented at the Annual General Meeting, may designate as proxy either a District Committee Voting Delegate or the Official Proxy Vote-holder. The Official Proxy Vote-holder must vote on all matters as instructed but other proxies may be given discretion as to how to vote.
8.

(a) Amendments to this Constitution and Bye-Laws, the Standard District Constitution and Bye-Laws, the Standard Club Rules for inclusion in the Agenda shall be sent, in writing, to the Association Office by 30 September before the Conference and shall be circulated to all members of the Council, District and Club Secretaries.

(b) All amendments to any Proposal must be sent to the Association Office in writing, by 31st December before Conference and shall be circulated to all Voting Delegates.

(c) General motions for inclusion in the Agenda shall be sent,

in writing, to the Association Office by 31 January before the Conference and shall be circulated to all members of the Council, District and Club Secretaries.

9. On each motion (and any alteration proposed thereto) submitted to the Conference to amend the Constitution a majority of two-thirds of those present and voting in person or by proxy is necessary. All other motions (and any alterations proposed thereto) shall be decided by a majority vote. In the event of votes being equal the Chairman shall have the casting vote.
10. At least one-fourth of those entitled to vote constitute a quorum for any meeting of the Conference.
11. All proposals and amendments resolved upon at the Annual General Meeting shall take effect from the 1st July then next following.
12. At each Annual Conference there shall be presented by the Council an Official Report and Statement of Accounts, duly audited; the annual capitation fee shall be fixed and matters of Inner Wheel interest shall be considered.
13. The fares of Voting Delegates attending the Annual Conference shall be paid from a Fares Pool to be established on a per capita basis, and binding on every Club whether represented or not. All claims must be submitted within 14 days following the Annual General Meeting failing which payment will not be made.

15. CONFERENCE STANDING ORDERS

1. All business must be conducted by Voting Delegates save that:
 - a) A Voting Delegate may nominate any member to present a proposal and/or second a proposal and reply on her behalf but may not delegate any other right or responsibility.
 - b) Any non-Voting Delegate Inner Wheel member may speak in all Conference discussions.
2. All Speakers shall address the Chair.

3. Speakers must speak to the question under discussion.
4. If two or more Speakers rise at the same time, The Chairman shall determine who shall speak first.
5. A proposal must be moved by the body tabling the motion.
6. Each proposal must be seconded before discussion.
7. The proposer of a motion may not speak for more than three minutes.
8. Other speeches to a proposal shall not exceed two minutes. The proposer of a motion shall have the right of reply, but shall not speak for more than three minutes.
9. The proposer of a motion shall have the right of reply, but shall not speak for more than three minutes.
10. Each amendment shall be relevant to the motion to which it is moved.
11. Each amendment must be moved and seconded before discussion.
12. No Voting Delegate shall move or second more than one amendment to each proposal.
13. The mover of an amendment may not speak for more than three minutes.
14. Other speeches to an amendment shall not exceed two minutes.
15. The mover of an amendment shall have the right of reply but shall not speak for more than two minutes.
16. On each proposal to amend the Constitution a majority of two-

thirds is necessary.

17. All other resolutions shall be decided by a majority vote. In the event of votes being equal the Chairman shall have the casting vote.

DISTRICT CONSTITUTION AND BYE-LAWS

1. TITLE

The Clubs shall be organised by the Association into Districts under the control of a Committee which shall be called "The Number Inner Wheel District Committee".

2. GOVERNING BODY

The Governing Body shall be a District Committee (the Committee) holding office from 1st July to 30th June and consisting of:

(a) OFFICERS:

Chairman.

Vice-Chairman or Vice-Chairmen.

Immediate Past Chairman.

Secretary

Treasurer.

Member of Council or her Deputy.

Membership Officer

International Service Chairman

Editor

(b) COMMITTEE:

Two Voting Delegates from each Club, or their Deputies.

3.

DUTIES

The Committee shall:

- (a) promote the objects of Inner Wheel within the District.
- (b) promote friendly relations among the Clubs in the District.
- (c) supervise and co-ordinate the work of the Clubs.
- (d) organise new Clubs in the District.
- (e) fix the annual Capitation Fee to the District.
- (f) elect not later than 31st March:
 - (i) District Officers.
 - (ii) Member of Council and appoint a District Officer as her Deputy.
 - (iii) Membership Officer or Organiser where necessary.
 - (iv) International Service Chairman or Organiser where necessary.
 - (v) District Editor.
 - (vi) Members of Committees where necessary.

The Committee may nominate Association Officers as defined under the Association Bye-Laws.

The Committee may nominate and elect a Voting Delegate and appoint a Deputy to the Annual Association Conference.

The Committee may nominate a National Representative and a Deputy as defined under the International Inner Wheel Constitution.

The Committee may nominate International Inner Wheel Officers, the International Inner Wheel Editor and a Board Director as defined under the International Inner Wheel Constitution.

The Committee may nominate and elect a Voting Delegate and appoint a Deputy to the International Inner Wheel Convention when held.

The District Executive Committee may recommend to the District Committee members for nomination as ordinary members of the

Association Committees.

MEETINGS:

- (a) The District Committee shall meet not less than three times a year.
- (b) An Extraordinary Meeting shall be called at the request of 50% of the Clubs.
- (c) An Annual General Meeting shall be held not later than 30th June in each year all other arrangements for the same (including standing orders) being resolved upon by the District Executive Committee.
- (d) Items for inclusion in the Agenda shall be forwarded to the District Secretary at least 30 days before any meeting other than an Extraordinary Meeting.
- (e) Notice of meetings, together with a copy of the Agenda, shall be sent to all Club Secretaries at least 14 days before the meeting.
- (f) Any member may contribute to the general discussion but only Voting Delegates may propose or second a resolution.

VOTING:

Voting Delegates:

- (a) Subject to the second or casting vote of the Chairman as provided for below only Voting Delegates shall be eligible to vote in elections and on other resolutions before the District Committee.

Elections:

- (b) Voting at elections shall be by ballot of those persons at the meeting and entitled to vote.. In the event of the

votes being equal the Chairman shall have a second or casting vote.

Other Business:

- (c) Other voting shall be determined by show of hands. In the event of the votes being equal the Chairman shall have a second or casting vote.
- (d) With the prior consent of the Chairman business may be transacted by post or email; the voting shall be considered closed at the end of 14 days after the posting or emailing of the proposal. Decisions by postal or email vote shall be confirmed at the next meeting of the District Committee.

QUORUM:

50% of the District Committee including at least two District Officers.

4. QUALIFICATIONS

Chairman, Vice-Chairman and 2nd Vice-Chairman:

Must have served on a District Committee and have been an Officer of a Club in each case for at least one year prior to taking office.

- a) The Chairman and 1st Vice-Chairman shall not be members of the same Club.
- b) The 1st Vice-Chairman and 2nd Vice-Chairman shall not be members of the same Club.

Secretary and Treasurer:

Must have served on a District Committee for at least one year or as a Club Secretary or Treasurer prior to taking office.

Member of Council:

Must have served as an Officer of a District for at least one year at any time prior to taking office.

Deputy Member of Council:

Must be a serving District Officer.

Membership Officer:

Must have served as an Officer of a District for at least one year at any time prior to taking office .

International Service Chairman:

Must have served on a District Committee or have been a member of a District International Service Committee or have been a Club International Service Organiser in each case for at least one year prior to taking office.

Editor:

Must have served on a District Committee or as a Club Correspondent in each case for at least one year prior to taking office

Voting Delegates:

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

In the event of any Voting Delegate being unable to attend any District Committee Meeting the Club may on such occasion appoint a member to deputise for her.

5. DUTIES OF OFFICERS

The **Chairman** shall:

- (a) be nominated and elected to serve for one year.
- (b) preside at all meetings of the District Committee, and, as chief executive officer, supervise the work and activities of the District.
- (c) be Chairman of the Executive Committee and an ex-

officio member of all other committees.

- (d) visit each Club at a business meeting.

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.

The **Vice-Chairman or Vice-Chairmen** shall:

- (a) be nominated and elected to serve for one year. The person concerned shall, if elected as Second Vice-Chairman, be eligible for nomination and election the following year as First Vice-Chairman, but shall cease thereafter to be eligible as a Vice-Chairman of any sort for the space of at least one year.
- (b) deputise for the Chairman when necessary.

In the event of a vacancy the District Committee may appoint a qualified successor to complete the year.

The **Secretary** shall:

- (a) be nominated and elected annually to serve for a maximum period of three consecutive years.
- (b) send out notices of meetings and keep all minutes and records.
- (c) conduct all correspondence.
- (d) be an ex-officio member of all committees.
- (e) send out a list of nominations for District Offices, together with a short description of previous Offices held, to Club Secretaries not later than 14th February.
- (f) make an Annual Report to the District Committee.

In the event of a vacancy the District Committee shall appoint a qualified successor to complete the year.

The **Treasurer** shall:

- (a) be nominated and elected annually to serve for a maximum period of three consecutive years.
- (b) be the custodian of the funds of the District.
- (c) be an ex-officio member of all committees.
- (d) submit to each District Committee Meeting a report of the finances of the District.

The Balance Sheet and Accounts shall be prepared under the direction of the Treasurer and presented for adoption at the Annual General Meeting.

In the event of a vacancy the District Committee shall appoint a qualified successor to complete the year.

The **Member of Council** shall:

- (a) be nominated and elected annually to serve for a maximum period of two consecutive years.
- (b) represent her District on the Association Council and act as liaison between the Council and her District.

The **Deputy Member of Council** shall:

- (a) be appointed annually.
- (b) deputise for the elected Member of Council on any occasion when she is not able to attend personally.
- (c) succeed the elected Member of Council for the remainder of the year in the event of her death or resignation.
- (d) have all the rights and duties of a Member of Council when acting either as a deputy or a successor except that such service shall not rank as qualification for further office.

The **Membership Officer** shall:

(a) be nominated and elected annually to serve for a maximum period of three consecutive years.

(b) promote the Membership work of the District.

(c) be the Chairman of the Membership Committee, if a Committee is deemed necessary.

In the event of a vacancy the District Committee shall appoint a qualified successor to complete the year.

The **International Service Chairman** shall:

(a) be nominated and elected annually to serve for a maximum period of three consecutive years.

(b) further the work of International Service in the District.

(c) be the Chairman of the International Service Committee, if a Committee is deemed necessary.

In the event of a vacancy the District Committee shall appoint a qualified successor to complete the year.

The **Editor** shall:

(a) be nominated and elected annually to serve for a maximum period of three consecutive years.

(b) edit the District Magazine.

In the event of a vacancy the District Committee shall appoint a qualified successor to complete the year.

Club Voting Delegates shall represent their Club on the District Committee.

They shall not serve on the District Committee for a longer period than three consecutive years, unless elected to the District Executive Committee.

6. NOMINATIONS

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

- Chairman.
- Vice-Chairman or Vice-Chairmen.
- Secretary.
- Treasurer.
- Member of Council.
- Membership Officer
- International Service Chairman
- Editor.

No member shall accept nomination for more than one of the foregoing offices.

All nominations from a Club shall be forwarded to the District Secretary.

7. COMMITTEES

EXECUTIVE

Officers: Chairman.
Vice-Chairman or Vice-Chairmen.
Immediate Past Chairman.
Secretary.
Treasurer.
:Member of Council.
Membership Officer.
International Service Chairman .
Editor.

Quorum: 50% of the District Executive Committee including at least two District Officers.

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

MEMBERSHIP

Membership Officer (Chairman).

Not more than four members who must have been Voting Delegates to the District Committee for at least one year at the time of nomination

Quorum: 50% of the Committee including the Chairman of the Committee.

INTERNATIONAL SERVICE

International Service Chairman.

Not more than four members who must have been Voting Delegates to the District Committee or International Service Organisers in their Clubs for at least one year at the time of nomination.

Quorum: 50% of the Committee including the Chairman of the Committee.

Members of these Committees shall be nominated and elected annually but shall not serve for more than three consecutive years unless elected Chairman.

In the event of a vacancy the District Committee may appoint a qualified successor to complete the year.
Chairmen of these Committees shall not be eligible for re-election to the same Committee for a period of one year after their service as Chairman.

The District Committee may appoint other Committees as required.

Quorum: The quorum for such Committees is 50% including the Chairman of each such Committee.

8. FINANCE

- (a) The financial year shall be from 1st July to 30th June.
- (b) **Dues:** Each Club shall pay to the District Fund such annual sum as may be determined from time to time by a majority of the District Committee present and voting at its Annual General Meeting. The appropriate resolution must appear on the Agenda.
- (c) **Expenses** incurred in carrying out the work of the District shall be met from the funds of the District Committee.
- (d) **Payments** from the funds of the District Committee shall be made by cheque signed by two of the following Officers: the Chairman, Treasurer and Secretary.
- (e) **Accounts:** The accounts of the District Committee shall be examined annually by a qualified accountant to confirm that the books and records have been properly maintained with supporting documentary evidence. Copies (together with the related examination report) shall be circulated to all Clubs, and presented at the first convenient District Meeting after 30th June.

CLUB RULES

1. TITLE

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

2. MEMBERSHIP

Membership shall date from 1st July to 30th June.

Active Membership - as stated in the International Inner Wheel Constitution.

Honoured Active Membership - as stated in the International Inner Wheel Constitution.

Honorary Membership - as stated in the International Inner Wheel Constitution, (subject to a limitation of two years, to be re-elected each year)

3. GOVERNING BODY

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

4. COMMITTEES EXECUTIVE

The Executive Committee shall hold office from 1st July to 30th June and consist of:

- (a) **OFFICERS:** President.
Vice-President or Vice-Presidents.
Immediate Past President.
Secretary.
Treasurer.
- (b) **OTHER MEMBERS:** Correspondent.
International Service Organiser.
Not more than 6 other members.

The Executive Committee shall have 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.

Subject to there not being sufficient candidates for all Offices two of any of the Offices can be held by the same person subject to satisfying the qualifications set out in Rule 6.

5. MEETINGS

- (a) The Executive Committee shall meet 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.
- (c) 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.
- (d) The meeting at which elections take place shall be held not later than 31st March.
- (e) The Annual General Meeting shall be held not later than 30th June.

VOTING:

Active and Honoured Active Members only shall be entitled to vote on any matter. In the event of votes being equal the President shall have a second or casting vote. No Proxies are allowed.

Elections:

- (a) Voting at elections shall be by ballot of those present at the meeting concerned.

Other Business:

- (b) Voting on other business shall be determined by show of hands unless otherwise demanded by not less than one-third of those present and entitled to vote.

QUORUM:

- (a) 4 members of the Executive Committee of whom at least two must be Officers.

- (b) 20% of the members of the Club of whom at least two must be Officers.

6. QUALIFICATIONS

President and Vice-President(s):

It is preferable that she should have served on an Executive Committee for at least one year at the date of taking office.

Voting Delegates to the District Committee:

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

In the event of any Voting Delegate being unable to attend any District Committee Meeting the Club may on such occasion appoint a member to deputise for her.

7. DUTIES OF OFFICERS

The **President** shall:

- (a) be nominated and elected to serve for one year.
- (b) preside at all meetings of the Club and of the Executive Committee and be an ex-officio member of all other committees.
- (c) 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.

The **Vice-President(s)** shall:

- (a) be nominated and elected to serve for one year.
- (b) deputise for the President when necessary.

In the event of a vacancy the Club shall elect a past or present member of the Executive Committee to complete the year.

The **Secretary** shall:

- (a) be nominated and elected annually to serve for a maximum period of three consecutive years.
- (b) send out notices of meetings.
- (c) keep Minutes of all meetings.
- (d) be an ex-officio member of all committees.
- (e) deal promptly with all general correspondence.
- (f) prepare an Annual Report.

In the event of a vacancy the Executive Committee shall appoint a successor to complete the year.

The **Treasurer** shall:

- (a) be nominated and elected annually to serve for a maximum period of three consecutive years.
- (b) be the custodian of the funds of the Club.
- (c) be an ex-officio member of all committees.
- (d) submit to each Club meeting a report of the finances of the Club.

The Balance Sheet and Accounts shall be prepared under the direction of the Treasurer and presented for adoption at the Annual General Meeting.

In the event of a vacancy the Executive Committee shall appoint a successor to complete the year.

The **International Service Organiser** shall:

(a) be nominated and elected annually to serve for a maximum period of three consecutive years.

(b) further the work of International Service in the Club.

In the event of a vacancy the Executive Committee shall appoint a successor to complete the year.

The **Correspondent** shall:

(a) be nominated and elected annually to serve for a maximum period of three consecutive years.

(b) be responsible for collecting and submitting news concerning the Club to the District Editor.

(c) be responsible for local Club publicity.

In the event of a vacancy the Executive Committee shall appoint a successor to complete the year.

Other Members of the Executive Committee shall:

be nominated and elected to serve for one year and shall be eligible for re-election for one further year.

In the event of a vacancy the Executive Committee shall appoint another member of the Club to complete the year.

Voting Delegates to the District Committee:

Voting Delegates may not serve for more than three consecutive years unless elected to the District Executive Committee.

In the event of a vacancy the Club shall appoint a qualified successor to complete the year.

8. NOMINATIONS

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

- Officers of the Club.
- Club Correspondent.
- Club International Service Organiser.
- Not more than 6 other members to the Executive Committee.
- Voting Delegates to the District Committee.

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

In the event that nominations are not forthcoming for all Offices, nominations may be made for one member to hold two Offices. The office of President should ideally not be combined with any other post within the Club. Alternatively, in such circumstances the Club may seek permission for the current holder of a relevant office to continue in that office for one further year. This application shall be made to the District Committee, giving the fullest possible information.

Club members should nominate (with the consent of the nominee) and elect a Voting Delegate to the Annual Conference of the Association and appoint a Deputy.

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

9.

FINANCE

- (a) The financial year shall be from 1st July to 30th June.
- (b) **Dues:** Each Active member shall pay an annual subscription on 1st July in every year in respect of the forthcoming year together with such supplementary subscription whether for the Club's own expenses or otherwise as shall be agreed by the Club at their Annual General Meeting or at any Special Meeting.

The subscriptions in respect of Honoured Active and Honorary members (which shall be due and payable in the same manner and at the same time as for Active members) shall be met from the funds of the Clubs to which they respectively belong and shall be the same as for Active members except that Fares Pool contributions shall not, where otherwise applicable, be paid in respect of Honorary members.

The annual subscription referred to above shall be compulsorily and automatically payable as aforesaid in each year and shall equal the total of the amount payable by the Club to International Inner Wheel, the Association of Inner Wheel Clubs in Great Britain and Ireland and the relevant District Committee in respect of each member for the year concerned.

Failure to pay an annual subscription for the year shall lead to termination of membership in accordance with Rule G of International Inner Wheel.

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

- (c) **Expenses** incurred in carrying out the work of the Club shall be met from the funds of the Club.

- (d) **Payments** from the funds of the Club shall be made by cheque signed by **two** of the following Officers: the President, Treasurer and Secretary.
- (e) **Audit:** The accounts of the Club shall be examined annually by an independent person who is not a member of the Club to confirm that the books and records have been properly maintained with supporting documentary evidence. Copies (together with the related examination report) shall be circulated to all members and presented at the first convenient Club Meeting after 30th June.

10. RESIGNATION

Any member wishing to resign should give at least one month's written notice to the Secretary of that intent. Resignation shall not in any event affect the obligation of the member concerned to make payment of dues payable for the year concerned.

GENERAL INFORMATION

The following information leaflets are available from International Inner Wheel Headquarters or from the website:
www.internationalinnerwheel.org

Formation of a Club

Division of a Club

Merger of Clubs

Disbandment of a Club

Formation of a District

District Guidelines

Division of a District

Disbandment of a District

Formation of a National Governing Body

Disbandment of a National Governing Body

Creation of a National Representative and Deputy National Representative

WHAT IS INNER WHEEL?

Inner Wheel concentrates on 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.

FACTS YOU SHOULD KNOW

International Inner Wheel links together members all around the world, on every continent.

Members are able to communicate with one another through correspondence, 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. Clubs give service in their own community 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 Mrs. Oliver Golding (Margarette), who formed the first Inner Wheel Club in Manchester in 1924, and also those members 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 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, England. They realised 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.

International Inner Wheel Theme

Each year a theme is submitted by the International Vice-President to the International Executive Committee for its approval. No alternative themes should take precedence over the International theme.

The term 'International Inner Wheel' must not be used on Club, District or National Governing Body paperwork as a primary heading.

NEW MEMBERS

The Secretary of the Rotary Club should always be asked to help by sending the names and addresses of all new Rotarians to the Secretary of the Inner Wheel Club.

In the case of women not connected to Rotary or Inner Wheel, the President, or her representative, should make a personal visit to a possible new member and extend an invitation to attend a Club meeting, as a guest or prospective member.

Since 2005, some 'Next Generation Clubs', with more flexible meeting arrangements, have been formed, to encourage younger, working women to join. For further information contact IIW Headquarters.

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 (Constitution & Handbook page 2) and address each of the new members by name and say:-

"You have been invited to become a member of this Inner Wheel Club because we are sure you will welcome the responsibilities of friendship and service that membership brings with it.

We believe that you will enjoy being a member of our truly International Organisation and take a full and active part in all that this Club offers.

We do hope that you will feel you are among friends, and enjoy participating in all aspects of Inner Wheel".

The President will call upon all present to stand, and addressing the new member say:-

(Name).....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 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 business meetings.

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

Visits between Clubs widens the circle of friendship, as well as providing an opportunity for the exchange of ideas.

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 communicates with the Secretary of her new Club. Any adjustment of subscription is a matter for agreement between the Treasurers concerned.

A member moving to a country or town where there is no established Inner Wheel Club 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, National and District dues and is sufficient for the day-to-day working expenses of the Club.

Clubs are reminded that failure to pay Capitation Fees will affect the 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 cheque, standing order, direct debit, or bank transfer, and signed by 2 of the following officers: President, Secretary or Treasurer. The responsibility for correct accounting procedures lies with these individuals jointly. No one individual should take control of the finances.

Two accounts should be kept:

Account No. 1 General Account

Account No. 2 Charity Account

At each meeting the Treasurer should give a report of the balances of these two 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 to Inner wheel: International, National and District; plus such items as stationery, postage and 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, good as new shops, sales of goods made by members, boutiques, games evenings, speaker evenings, fashion shows etc.

BADGES

Only badges of approved designs 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 should 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.

INNER WHEEL EMBLEM

When the emblem (logo) is shown in colour, the colours shall be PMS Reflex Blue and PMS Yellow 116. The emblem must not be changed or defaced. Use of the emblem is restricted to Inner Wheel materials.

