

INNER WHEEL CLUB PROTOCOL AND DECORUM

Order of Precedence

- i Guest of Honour
- ii President
- iii District Chairman
- iv National Representative
- v IIW President (if present)
- vi IIW Board Director (current) *Optional*
- vii Honorary Members
- viii Other Club Presidents
- ix Rotary dignitaries/guests
- x Inner Wheel members

Note:

- *As a mark of respect to the Chair, the District Chairman, being the highest District Officer, could be invited to be the Guest of Honour for any club events including the installation.*
- *If the IIW President is invited, she should be the Guest of Honour in place of District Chairman.*

Seating Arrangements

Guest of Honour	Center
President	Left of GOH
District Chairman	Right of President
National Representative	Next to District Chairman
Honorary Member	Next to President

Note: Heads of State, Agong, Sultan, President of Country to take precedence over everyone.

Salutations

1. Guest of Honour
2. President
3. District Chairman
4. National Representative
5. Honorary Members
6. Other Club Presidents
7. Rotary dignitaries (Governor/Presidents) & spouses
8. Guests
9. Inner Wheel members

Note: MC to ensure correct titles are used

- *For equivalent ranks, current position takes precedence over past while past takes precedence over future. (Present over past, past over future)*
- *Individuals holding more than one position shall be ranked by the highest position held.*

The officer is addressed by the last highest rank she has served in and automatically carries that level and title.

e.g.If member has held post as IIW Past Board Member/Director/Past National Representative/Past District Chairman/Past President, she should be addressed as Past Board Member/ Director (IIWPBM or IIWPBD.)

- *Accompanying spouses to be addressed after Inner Wheel Officer*
- *To save time and not to sound repetitive, suggest only the MC to do detailed salutation, the rest:*

“Distinguished Guests, Ladies & Gentlemen”

Installations

1. Seating :

Guest of Honour

Incoming President
Outgoing President
District Chairman
National Representative
Honorary Members

Center

Right of GOH
Left of GOH
Right of Incoming President
Left of Outgoing President
Next to DC & NR

2. Salutations:

- i. Guest of Honour/Speaker
- ii. Outgoing/Incoming Presidents
- iii. District Chairman
- iv. National Representative
- v. Honorary Members
- vi. Other Club Presidents
- vii. Rotary dignitaries (Governor/Presidents) & spouses
- viii. Guests
- ix. Inner Wheel members

3. Toasts: To be done before the installation and preferably before dinner with **respective glasses of water ready.**

- i. Yang Dipertuan Agong (by a Past President)
- ii. State Sultan (by a Past President)
- iii. International Inner Wheel (by District Chairman/Past District Chairman/ Past President)

(Optional)

- v. To the Guests (by Incoming President or PP)

Note: MC to ensure correct titles are used and to paste wordings on the rostrum for respective toasts.

4. Speeches

- i Organising Chairman (*optional*)
- ii Outgoing President
- iii Incoming President
- iv Guest of Honour/District Chairman (*optional*)

Note:

- If the Installation is held after **1 July**, the Incoming President to be addressed as President and the incumbent president as Outgoing President.
- Speeches should not exceed 2 – 4 mins, otherwise guests will get bored.
- Members and their guests to observe proper decorum and silence when speeches are being made.

5. Programme

- To start on time and to adhere to timing. The event to end before 12 midnight.
- If time permits, to stop serving dinner for the formal part (speeches & installation)
- Entertainment to be carried out after the formal part i.e. speeches and installation.
- Lucky draws to be carried out during dinner to save time.

Badges

1. Only badges of approved design (by IIW) are permitted and these are worn at Inner Wheel functions.
2. A member should wear her badge of office at functions only when she is officially invited to represent Inner Wheel.
3. Club President should wear her Chain of Office at all functions of her own Club, when visiting other Inner Wheel clubs or attending Inner Wheel Charter presentations, District Meetings, Rallies, Conferences and Conventions.
4. If invited to represent her Club at functions of other organizations, the appropriate badge of office must be worn.
5. Members are encouraged to wear the approved miniature lapel badge, especially when traveling.
6. For newly formed club, the following badges are recommended:
 - a. President's Jewel
 - b. Club member's badge for each member
 - c. Bar for Secretary/Treasurer/VP/ISO/CC
7. Badges can be ordered from:

A.W Mathews Ltd
54 High Street
Gillingham
Kent
England ME 1BA

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