

**CONSTITUTION DAERAH INNER WHEEL 330 MALAYSIA
(INNER WHEEL DISTRICT 330 MALAYSIA)
PPM-008-14-17071984**

CLAUSE 1 - NAME

a) The Organisation shall be known as DAERAH INNER WHEEL 330 MALAYSIA
(INNER WHEEL DISTRICT 330 MALAYSIA)
Hereinafter referred to as 'the Organisation' or **District**

CLAUSE 2 -ADDRESS

a) The registered address is
**16 AMARIN KIARA
JALAN DESA KIARA 1
50480 KUALA LUMPUR
WILAYAH PERSEKUTUAN**

Or at such other place as may from time to time be decided by the committee; and the postal address is

**16 AMARIN KIARA
JALAN DESA KIARA 1
50480 KUALA LUMPUR
WILAYAH PERSEKUTUAN**

b) The registered and postal addresses shall not be changed without the prior approval of the Registrar of Societies.

CLAUSE 3- OBJECTIVE

The Aims and Objectives of the Organisation are

- a) Further the purposes of Inner Wheel within the District
- b) Organize new Inner Wheel clubs in the District
- c) Promote friendly relations amongst the Inner Wheel clubs in the District
- d) Supervise and coordinate the work of Inner Wheel clubs in the District
- e) Liaise with International Inner wheel

CLAUSE 4 - MEMBERSHIP

a) Membership of the Organisation is open to all duly registered Inner Wheel Clubs in the District. A minimum of 4 clubs is necessary for the Organisation to function.

CLAUSE 5 – RESIGNATION AND TERMINATION

All members in the District are required to abide with the following regarding 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 to 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.

Any Inner Wheel member going to the court of law without exhausting the provisions for such grievances within Inner Wheel shall be excluded from membership. An excluded member cannot return to her former Club.

CLAUSE 6- SOURCE OF INCOME

- a) i) The Organisation shall obtain funds from members of the Organisation at the rate of RM 100 per Inner Wheel member per annum. The rate is subject to change and shall be determined by two thirds of the representatives present at the Annual General Meeting.
- ii) New members joining in the second half of the Inner Wheel year will pay half the subscription rate to the District.

- b) Each club must pay its dues to the District Fund by 31st August.

CLAUSE 7- GENERAL MEETING

A- MEETINGS OF THE DISTRICT COMMITTEE

- a) The District Committee shall meet at least twice a year and one of the meetings shall be the Annual General Meeting
- b) Notice for the Committee Meeting shall be sent to the Committee Members at least 14 days before the date of the meeting.
- c) The Annual General Meeting shall be the supreme authority of the organisation and shall consist of all District Executive Committee members and Club Voting Delegates.
- d) The Annual General Meeting of the organisation shall be held as soon as possible at the close of each financial year on a date and at a time to be decided by the District Committee but it shall not be later than the 30th September.
- e) The Annual General Meeting be held as a one-day business event at a date and venue convenient to the District 330 members.

The Annual General Meeting shall include on its agenda,

- i the presentation of the Annual Report by the Chairman or Secretary, and its adoption;
 - ii the presentation of the financial statement by the Treasurer, and its adoption;
 - iii the appointment of an Auditor or independent examiner
 - iv motions to be put to the AGM and any other relevant business
- f) The Secretary shall send to the District Committee who shall in turn send to all members at least 14 days before the annual general meeting, the notice of meeting, the audited accounts, the annual report and the agenda of the meeting. Copies of these documents will also be made available for the perusal of the members upon request.

B - EXTRAORDINARY GENERAL MEETING

- a) An Extraordinary General Meeting of the organisation shall be convened:
 - i) Whenever the District Executive Committee by a simple majority deems it desirable or
 - ii) At the joint request in writing of not less than 50 percent of the clubs, stating the objects and the reasons for such meeting.
- b) An Extraordinary General Meeting requisitioned by members shall be held on a date within thirty days of the receipt of such requisition.
- c) Notice and agenda for an Extraordinary General Meeting shall be forwarded by the Secretary to the District Committee who shall in turn send to all members at least 14 days before the date fixed for the meeting

C - 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 a casting vote.
- d) Business may be transacted by post or email with approval of the Chairman; the voting shall be considered closed at the end of 14 days after the posting of the proposal or earlier if all the members have returned their votes. Decisions by postal or email votes shall be confirmed at the next meeting of the District Executive Committee.
- e) The voting shall be conducted only by those Clubs who have paid their current district

dues.

D – QUORUM

50 percent of the District Committee or any standing committee shall constitute a quorum.

CLAUSE 8 – COMMITTEE

A - GOVERNING BODY

The Governing Body of the organisation shall be the District Committee (a+b+c) as here under.

a) OFFICERS:

CHAIRMAN

VICE CHAIRMAN

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

WEBMASTER

c) CLUB VOTING DELEGATES

Two voting delegates or their deputies from each club

Three delegates or their deputies from clubs with 51 or more members.

(a+b) form the District Executive Committee

B- QUALIFICATIONS

a) CHAIRMAN – Must have served on the District Executive Committee for at least one year at the time of nomination and also have been an officer of the Club in the organisation. She shall not be a member of the same club as the Vice Chairman or the Immediate Past Chairman.

b) VICE CHAIRMAN – Must have served on the District Executive Committee for at least 1 year at the time of the nomination, and also have been a Club Officer. She must not be a member of the same club as the Chairman or the Immediate Past Chairman

c) SECRETARY & TREASURER – Must have served on the District Committee for at least one

year at the time of nomination. The Secretary should preferably be from the same club or town as the Chairman.

- d) EXTENSION CHAIRMAN or ORGANISER – Must have served as an officer of the District Committee for at least one year at the time of nomination.
- e) 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 one year at the time of nomination
- f) EDITOR – Must have served on the District Committee for at least one year at the time of nomination.
- g) WEBMASTER – Must have served on a District Committee or served as a Club Correspondent for at least 1 year at the time of nomination.
- h) VOTING DELEGATES & THEIR DEPUTIES – Must have served on a club executive committee for at least one 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.**

C NOMINATION AND TENURE OF OFFICE

Nominations shall be made in writing to the Secretary not later than 1st February

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

Chairman - Nominated and elected for 1 year, but may be elected for a second consecutive year, if there is no other candidate for the position of Chairman

Vice Chairman - Nominated and elected for 1 year, but may be elected for a second consecutive year, if there is no other candidate for the position of Vice Chairman

Secretary, Treasurer, Extension Chairman/Organizer, International Service Chairman/Organizer, Editor, Webmaster – All nominated and elected annually and may serve for a maximum period of 3 consecutive years.

In the event no nominations are received in writing, nominations can be called from the floor to fill the vacancies.

D - SUB COMMITTEE

The District Executive Committee may appoint any sub-committees as and when necessary

CLAUSE 9- DUTIES OF OFFICE BEARERS

a) CHAIRMAN

The Chairman shall

- i) preside at all meetings 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 sub committees.

b) VICE CHAIRMAN

- i) The Vice Chairman shall deputise for the Chairman in her absence.

c) SECRETARY

The Secretary shall

- i) Send out notices of meetings and keep minutes and records.
- ii) Conduct all correspondence
- iii) Send out list of nominations, together with a short description of the office held, to the 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
- vi) Forward the yearly returns and the relevant information from the AGM to the Registrar of Societies not later than 60 days after AGM takes place.

d) TREASURER

The Treasurer shall

- i) Be the custodian of the funds and the financial records of the District.
- ii) Submit to the District Committee a Report and Statement of Accounts.

DUTIES OF EX OFFICIO MEMBERS

e) EXTENSION CHAIRMAN or ORGANISER

The Extension Chairman shall

- i. Be the Chairman of the Extension Committee, if such a sub-committee is elected.
- ii. Promote the extension work of the District.

f) INTERNATIONAL SERVICE CHAIRMAN or ORGANISER

The International Service Chairman shall:

- i. Be the Chairman of the International Service Committee, if such a sub-committee is elected.

- ii. Promote correspondence with link clubs, organize exchange visits and encourage practical service.
- iii. Encourage members to know people in other countries.

g) EDITOR

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

h) WEBMASTER

The webmaster shall be responsible for the District homepage.

VACANCIES

If there is a vacancy in any of the foregoing offices, (b-h) the District Committee shall appoint a qualified successor to complete the year.

i) IMMEDIATE PAST CHAIRMAN

The Immediate Past Chairman shall be ineligible to serve on either the District Executive or the District Committee during the year following her term of office as Immediate Past Chairman.

j) CLUB VOTING DELEGATES

Club Voting Delegates shall represent their Club on the District Committee. They may serve for a maximum of three (3) consecutive years, unless elected to the District Executive Committee.

DUTIES OF THE DISTRICT COMMITTEE

a) The District Committee shall

i- Hold office from 1st July to 30th June.

ii- Supervise and coordinate the work of the clubs.

iii- Organize new clubs in the District

iv- fix the annual dues to the District

v- Further the purposes of Inner Wheel within the District

vi- Promote friendly relations among the Clubs of the District

vii- Elect before 31st March the District officers, District Editor, Extension Chairman, International Service Organizer and members of committee where necessary.

b) The District Committee may nominate officers of International Inner Wheel and may send one voting delegate to the International Inner Wheel Convention.

CLAUSE 10 - FINANCIAL PROVISION

- a) The funds of the Organisation shall be used for the following purposes
- i. Payment of capitation to International Inner Wheel.
 - ii. Payment of expenses of running the Organisation
 - iii. Payment for the Organisation's publications.
 - iv. Traveling expenses for one visit per annum of the Organisation's Chairman to each club in the Organisation.
 - v. Travelling expenses for the Executive Committee attending EXCO meetings.
 - vi. Travelling expenses for club voting delegates attending the AGM and one District Committee meeting in the most economical manner.
 - vii. Travelling expenses for the District Extension Chairman (DEC) as well as expenses incurred when forming new clubs to be reimbursed as per receipt; and Travelling expenses of DEC's sub-Committee members is reimbursed as per receipt to a maximum of RM100 per trip per person.
 - viii. Payment of registration fee for the National Representative or her deputy to attend IIW Triennial Convention as a voting delegate.
- b) Payment from the funds shall be made by cheque signed by any two of the following officers- Chairman, Vice Chairman, Secretary, Treasurer
- c) The treasurer may hold a petty cash advance not exceeding RM 500 at any time. All money in excess of this sum shall within 7 days of receipt be deposited in a bank approved by the District Committee. The bank account shall be in the name of the Organisation
- d) No expenditure exceeding RM 500 at any one time shall be incurred without the prior sanction of the District Committee. Expenditure below RM 500 may be approved jointly by the Chairman and the Secretary.
- e) The financial year shall be from 1st July to 30th June.

CLAUSE 11- AUDITORS

- a. The accounts of the Organisation shall be audited by appointed Honorary Auditors from a firm of Accountants.
- b. The audited accounts shall be circulated to all clubs and members of the District Committee.

CLAUSE 12- PROPERTY ADMINISTRATOR

- a) Three trustees, who must be over 21 years of age shall be appointed at the annual general meeting and shall hold office during the pleasure of the Organisation. They shall be vested in them all immovable properties whatsoever belonging to the

Organisation upon execution of a Deed of Trust.

b) The Trustees shall not sell, withdraw or transfer any of the property of the Organisation without the consent and authority of a general meeting of members.

c) A Trustee may be removed from office by a general meeting on the grounds that, owing to ill health, unsoundness of mind, absence from the country or any other reasons, she is unable to perform her duties or unable to do so satisfactorily. In the event of the death, resignation or removal of a trustee, the vacancy shall be filled by a new Trustee appointed by a general meeting.

CLAUSE 13 - INTERPRETATION

a) Between annual general meetings, the committee shall interpret the rules of the Organisation and when necessary determine any point on which the rules are silent.

b) Except where they are contrary to or inconsistent with policy previously laid down by the general meeting, the decisions of the Committee shall be binding on all members of the Organisation unless and until countermanded by a resolution of a general meeting.

CLAUSE 14 – ADVISOR/PATRON

The Committee shall if it deems fit and necessary appoint qualified persons to be the Advisor or patron of the Organisation- The person appointed must give her consent in writing.

CLAUSE 15 - PROHIBITION

a) The office bearers of the Organisation and every officer performing executive functions in the Organisation shall be Malaysian citizens, except with the prior approval of the Registrar of Societies.

b) No Newsletter or magazine shall be published without the approval of the authority concerned.

c) No university or university college student shall be admitted as a member of the Organisation without the prior written approval of the Vice-Chancellor of the university or university college concerned.

CLAUSE 16 – AMENDMENT OF CONSTITUTION

a) The constitution may be amended by two thirds majority at the Annual General Meeting. Such amendments shall take effect from the date of approval by the Registrar of Societies.

b) Any urgent amendments can be sought through a written circular obtaining two thirds majority of the District Committee.

CLAUSE 17 - DISSOLUTION

- a) The Organisation may be voluntarily dissolved by a resolution of not less than three fifths of the total membership or if less than 4 clubs remain as members.
- b) In the event of the Organisation being dissolved, the remaining funds will be disposed off in a manner agreed upon by the members of the Extraordinary General Meeting or Annual General Meeting.
- c) Notice of dissolution shall be forwarded to the Registrar of Societies within 14 days of its dissolution.

CLAUSE 18 – FLAG, LOGO AND BADGE



The Emblem of the Organisation shall be the wheel as shown in the diagram. It consists of two gear wheels, one inside the other, with six (6) spokes radiating outwards from the centre hub. There are twenty-four (24) cogs on both inner and outer wheels. The word, INNER, appears at the top and the word, WHEEL, appears at the bottom of the rim of the wheel. The colours of the Emblem are blue and gold, with the Emblem in gold, the rims of the inner and outer wheels in royal blue enamel and the words, INNER and WHEEL, in gold lettering.

