



INNER WHEEL DISTRICT 330
(DAERAH INNER WHEEL 330)

Guidelines for
DISTRICT
COMMITTEE

Guideline For District Committee

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FOREWORD

In 2008, the District with the assistance of a sub-committee, decided to produce a guidelines handbook. This handbook highlights the responsibilities of the District Executive Committee and procedures on nominations and elections of District and International Inner Wheel posts. In addition, responsibilities of the Club Delegate have also been included as they make up part of the District Committee. It is hoped that members will find this handbook useful as a source of reference, to enable the smooth running of the District.

In the past, the District Executive Committee and Club Presidents were each given a copy of the handbook. However, it was not passed on resulting in many members not knowing of its existence! It is the responsibility of every District Chairman to be proactive in ensuring her committee has the guidelines, especially when this can now be downloaded from the district website.

In 2013, an update to the guidelines was made as changes of duties and procedures were incorporated. This handbook comprises the third update incorporating further changes.

It is hoped members will continue to contribute to the refining and even changing it if required, to ensure its relevance for the operational success of Inner Wheel District 330 in the years to come.

Thank you to those members who have contributed their time, energy and interest in making this a worthwhile endeavour. We hope that this handbook will encourage members to serve in the district committee.

Joy Sundram, IIW PBD

June 2020



INTRODUCTION

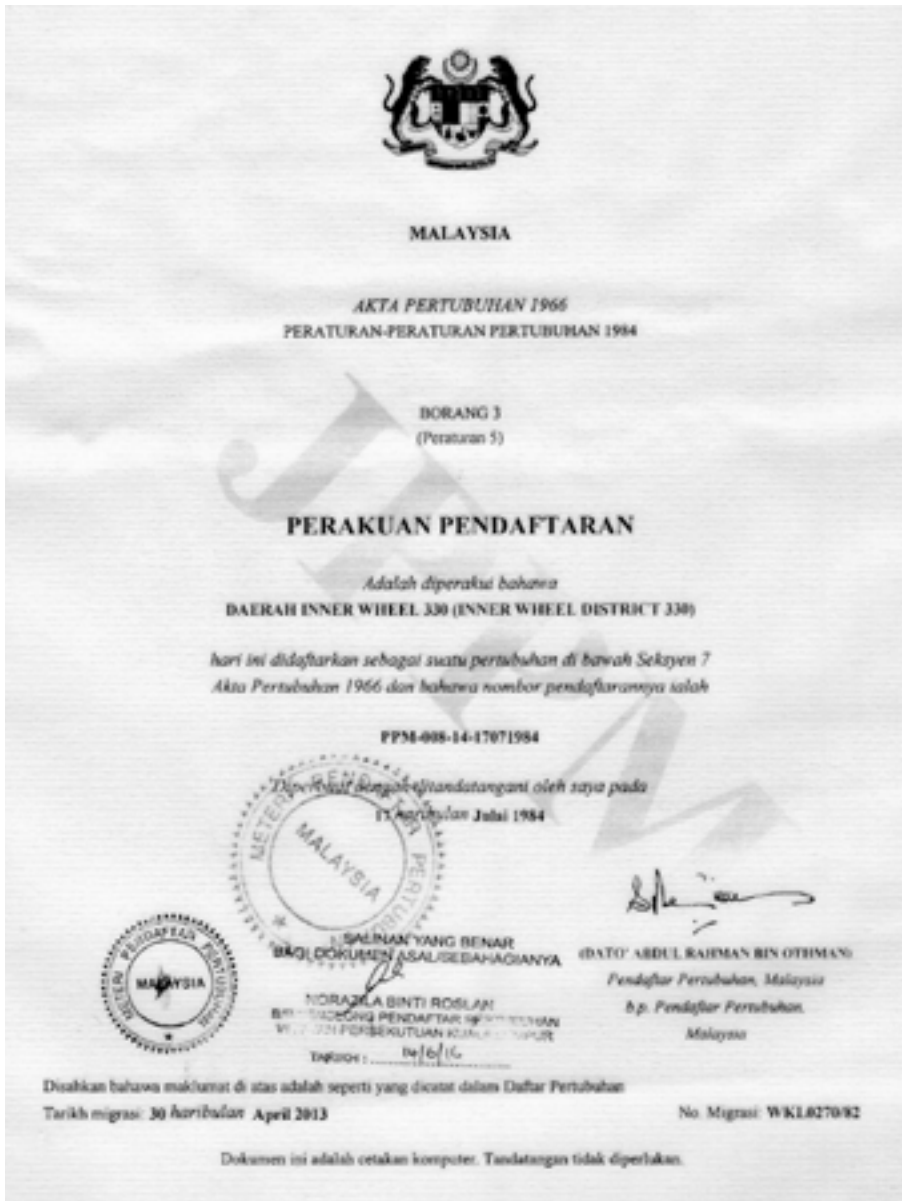
These guidelines are on the district website and can be downloaded by the appropriate Committee Members at the beginning of their term of office.

These guidelines are intended to serve several purposes:

- To inform new District Executive Committee (“ExCo”) members of the scope of their responsibilities.
- To provide ExCo members with an overview of the timing of administrative tasks.
- To provide checklists of required tasks and materials to facilitate handover of Committee positions.
- To be used for the training of new Committee members.
- To enable members contemplating standing for election to a position to see exactly what will be required from them during their year of office.



A full size version of this Certificate of Registration can be downloaded from the [District 330 website](#).



Daerah Inner Wheel

IMPORTANT DETAILS

1. Bank Details (District 330)

Account Name: Daerah Inner Wheel 330
CIMB Berhad, 28 Jalan Sultan Ismail, 50250 Kuala Lumpur
Bank Account No: 8008122672 (AC 1) & 8008122684 (AC 2)
Swift Code: CIBBMYKL Tel: 03-20393124

2. ROS Details

Pendaftar Pertubuhan Malaysia,
Jabatan Pendaftaran Pertubuhan Malaysia
Aras 2 Kompleks Kementerian Dalam Negeri,
Jalan Sri Hartamas 1, 50480 Kuala Lumpur
Tel: 03 – 6201 2092 / 93 / 94 Fax: 03 - 6201 2107

3. International Inner Wheel HQ

Mr Alan Phillips, Administrative Secretary,
International Inner Wheel Suite 2.3 MyBuro,
20 Market Street, Altrincham, Cheshire WA14 1PF, United Kingdom
Tel: 00-44-161-927 3116 E: admin@internationalinnerwheel.org

4. District 330 Registered Office

Daerah Inner Wheel 330
16 Amarin Kiara, Jalan Desa 1, Mont Kiara, 50480 Kuala Lumpur
Contact Person: Shamini Nair

5. District Executive Committee (ExCo)

District Chairman	District Extension Organiser/ Chairman
District Vice-chairman	District ISO
Immediate Past District Chairman	District Editor
District Secretary	District Webmaster
District Treasurer	

6. District Committee is made up of ExCo and all Club delegates

7. Meetings

ExCo, District Committee, Annual General, Extraordinary General



Guidelines For **DISTRICT CHAIRMAN**

QUALIFICATION

Must have served on the District Executive Committee for at least 1 year at the time of nomination and also have been a Club Officer. She must not be a member of the same Club as the Vice-Chairman.

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

DUTIES AND RESPONSIBILITIES

- To preside and conduct all meetings of the District Committee and District Annual General Meeting.
- Given one vote for election of each position and on each resolution/ amendment at District Committee Meetings and Annual General Meeting. In the event of a tie, to cast a deciding vote.
- Supervise and co-ordinate the work and activities of the District during the year in office.
- To regularly update and keep Clubs informed of activities of the District on a quarterly basis.
- To attend Club Installations when invited.
- To approve all expenses to be incurred by District Officers.
- Be an ex-officio member of all committees.
- Co-operate with National Representative and to keep her informed of district activities for her to inform IIW.
- Co-ordinate and follow-up with District Editor and District Webmaster on updates of official news and announcements.
- All official communication to be made on email and copied to respective ExCo members.
- Respond to any official emails as soon as possible.
- To promote Inner Wheel objectives, activities and branding to the clubs.
- To advise or extend advice from IIW (via NR) to Clubs and District ExCo members on any queries, if any.



Club Visits:

- To meet with Club ExCo before Club General Meeting. To listen, advise on problems, if any, especially on matters related to Inner Wheel.
- To address members at club meeting or fellowship to involve and inspire members on all Inner Wheel matters.
- To encourage attendance at the Annual General Meeting. Fellowship or projects organised for District Chairman to be optional.
- To complete a detailed report on prescribed form on the progress of each club for ExCo, Incoming DC information and an overall report for AGM.
- Accommodation: Clubs to offer home hospitality wherever possible. If not, club to pay for hotel accommodation or District Chairman to pay if she chooses to stay in an hotel.

Mar	Approach a member personally to organise the Installation of the District Chairman and her ExCo (preferably from DC’s own club).
Jul	<ul style="list-style-type: none"> • To send letter to all club Presidents and District Officers in July when the term starts outlining objectives and goals for the year. • To set up a sub-committee headed by the Immediate Past DC to update Constitution (IIW) and By-Laws (District 330). • Define clearly duties and responsibilities of each officer and Chairman of standing committees at 1st Executive Committee Meeting. • Plan official visit to Clubs in the district in consultation with the Club President. Travel in the most economical and convenient mode of transport.
Before end of Aug	<ul style="list-style-type: none"> • Club Installations: to attend club installations when invited and to give speech if invited as guest-of-honour. • Plan for AGM logistics to be held before 30 September.
Oct	To remind District Treasurer to send Capitation Fees to IIW.
End Jan	<p>District Committee Meeting: To ensure that the nominations of incoming District Officers are in order before the District Committee Meeting in March</p>

Feb	If there is an election for post of NR and Deputy of the following year, NR would have sent out the ballot papers after 31 October to be received by 15 February for counting. In the event of a tie, DC will have the casting vote. In the event that the NR is a nominee, a member of the District ExCo will be witness to the count.
Before Mid-June	To remind secretary and treasurer to get their documentation ready for the upcoming agm in september.
Mid-Jun	To ensure the handing over of files by District ExCo to incoming District ExCo
Jun/Jul	To install incoming District Chairman Annual General Meeting: <ul style="list-style-type: none"> • To remind incoming District Chairman to prepare for the logistics of the AGM i.e. cost, venue and dissemination of information to the incoming District Committee. AGM is within three months after the term ends • To check with Treasurer on readiness of accounts for auditing and Secretary regarding printing of reports/ accounts for the Annual report

FORMS:

1. [Handover checklist of District Chairman](#)
2. [District Chairman's club visit report](#)

SPECIMENS:

1. [Candle of Friendship](#)



Guidelines For **DISTRICT VICE-CHAIRMAN**

QUALIFICATION

Must have served on the District Executive Committee for at least one year at the time of nomination. She must not be a member of the same Club as the Chairman.

Tenure: Nominated and elected annually and shall not serve for more than two consecutive years.

DUTIES AND RESPONSIBILITIES

- To deputise for the Chairman in her absence and when called upon to assist the Chairman when required.
- To be prepared to be nominated for the Chairman's position the following year.
- To be in charge of updating the District Directory every term — District Editor to be in the team.
- To form a sub-committee to look into the District Training.
- Responsible for replenishing /replacing bannerettes when necessary and to inform ExCo of all matters including cost.
- All official communication to be made on email and copied to District Chairman
- To respond to any official emails as soon as possible.
- Given one vote for election of each position and on each resolution/ amendment at District Committee Meetings and Annual General Meeting.



Guidelines For **IMMEDIATE PAST DISTRICT CHAIRMAN**

QUALIFICATION

1. The Immediate Past District Chairman is a member of the District Executive Committee.
2. She is also an ex Officio Officer of other district committees whenever the District Committee deems necessary.

Tenure: She shall not be eligible to serve on either the district Executive or the District Committee during the year following her term of office as immediate Past District Chairman.

DUTIES AND RESPONSIBILITIES

- She offers her valuable experience supporting and providing advisory services regarding past practices and other matters useful to assist in governing the District.
- She assists the Extension Committee in sourcing members and continues to nurture new clubs in the District.
- She is responsible for updates to the Constitution (IIW) and bye-laws (District) and Club Guidelines when necessary.
- She gives a report of what she has done at the District AGM.



Guidelines For DISTRICT SECRETARY

QUALIFICATIONS

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

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

GETTING READY FOR OFFICE

- 1 For all incoming and outgoing correspondences, always FILE it in the District Files. *Reason:* For reference — future and present.
- 2 Copy and distribute all correspondences to District Chairman and all District Officers. *Reason:* To ensure that all the District Officers are in the know at all times.
3. Copy all International Inner Wheel correspondences to District Chairman. *Reason:* To keep DC in the know at all times.
- 4 ALL correspondences to and from the Registrar of Societies to be filed at the registered address of District 330. *Reason:* To ensure continuity.
- 5 Date and time-stamp any correspondences that are send out. *Reason:* To avoid disputes.
- 6 Establish an effective line of communication with the appropriate club officers/delegates.
- 7 Ensure and maintain GOOD RELATIONSHIP with District Chairman. RESPECT the Chair.
- 8 ALWAYS act in consultation with District Chairman.

The Golden Rules: International Inner Wheel

1. Deadlines set by IIW are of the UTMOST importance. Please do stick to this religiously as no leeway will be allowed by IIW. Remember that IIW will have to liaise with all the Inner Wheel clubs and Districts around the world and not just with Malaysia.
2. Use ONLY the ORIGINAL Forms supplied by IIW. It is usually color coded.



3. Always copy all forms that are to be sent back to IIW and file it in the District Files.
4. All correspondences to IIW is only through the National Representative.
5. [IIW newsletter](#) is available online on the website for all members.
6. Constitution booklets are printed once every 3 years. Inform clubs of the publication and cost. Send out an order. Set a deadline. It is now available in the webpage of Official Documents at [IIW website](#).
7. Once the minutes of the IIW Board Meetings is received, send one to all clubs and District ExCo.

DUTIES AND RESPONSIBILITIES

- Maintain communication line with Club Delegates/President/Secretary (email, WhatsApp, etc).
- Maintain record of communication files — INWARD and OUTWARD correspondence files.
- All official communication to be made on email and copied to District Chairman and respective ExCo members.
- Respond to any official emails as soon as possible.
- Given one vote for election of each position and on each resolution/ amendment at District Committee Meetings and Annual General Meeting.



<p>Apr/May (prior to year of office)</p>	<p>Prepare letterhead as soon as District Committee Meeting is over.</p> <p>Get approval from DC → Distribute to District ExCo.</p> <p><i>Points to Note:</i></p> <ul style="list-style-type: none"> • As Inner Wheel is international, titles that are recognised are professional ones e.g Dr, Ir etc. Local titles are only recognised here in Malaysia. • Name and address of the National Representative is to be printed at the bottom of the letterhead as her duty is ONLY to oversee and advise the District Officers, and to liaise between District and IIW. This has been confirmed with IIW. • District DOES NOT need to print a special letterhead for her. • The Deputy NR’s duty is to assist the NR at her request. Deputy NR does not need to be invited to District Meetings unless otherwise stated. <p>Compile District ExCo And Club ExCo Contact Details</p> <p>Compilation should contain the ExCo’s current address, telephone and mobile numbers, and email address.</p> <ul style="list-style-type: none"> • Keep one for the District File. • Send a copy to all District ExCo, Club Presidents, Secretaries and Delegates.
<p>Jun</p>	<ul style="list-style-type: none"> • Do eRoses (Registrar of Societies web portal) registration and submission online (to follow instructions as per eRoses website) https://www.eroses.gov.my • Discuss with DC on proposed dates for club visits. • Send letters to clubs to inform them of the dates. • Liaise with DC as she may like to communicate with the Clubs directly.

Jul	Update of District Membership Registry. <ul style="list-style-type: none">• To request clubs to submit Form A for new members.• To maintain a club membership list of existing members and Honorary Members.• Send the details of the Club ExCo to the District ExCo. Deadline: 30th September
	District ExCo Meeting <ul style="list-style-type: none">• Discuss with DC the time, date and venue.• Prepare the AGENDA.• Send out notice of meeting 2 weeks before the due date.• Take down minutes and please liaise with DC first, only then distribute to District ExCo.• Note down any amendments. Any amendments to be made can only be at the next ExCo meeting.
	<ul style="list-style-type: none">• Distribute greeting letter from IIW President to all clubs.• IIW expects District Secretary to have a gmail account with a password (secure access code) which is passed to the incoming Secretary yearly. The access code is only known to the District Chairman and District Secretary. All changes (e.g. name of Secretary and District Chairman) are through this internet account.



<p>Aug</p>	<ol style="list-style-type: none"> 1. Prepare list of eligibility for post of (a) National Representative and Deputy of the following IW year and (b) IIW Board Director and Media Manager for the year after the following IW year. 2. Send out to District Committee ONLY: (a) nomination and consent forms (b) list of eligible nominees. 3. Update Past District ExCo compilation name list to go out with Nomination Forms. <ul style="list-style-type: none"> • Qualification for NR: Must be a Past District Chairman, Vice-Chairman, Secretary or Treasurer. Tenure: A maximum period of 2 years but must be elected annually. • Qualification for Board Director: Must be a Past National Representative. Tenure: 2 years, elected annually. • Qualification for Media Manager: Must have been a District Editor for at least 1 year at the time of nomination. Tenure: maximum of 3 consecutive years, elected annually.
<p>Sep</p>	<ol style="list-style-type: none"> 1. Coordinate with the previous secretary on AGM preparations and documentation pertaining to it. 2. After AGM, to prepare the AGM minutes for distribution to outgoing and incoming District ExCo. 3. To submit online, AGM minutes and audited accounts to eRoses, within 60 days of AGM date.
<p>Oct</p>	<ul style="list-style-type: none"> • All nominations for (a) National Representative (b) Deputy National Representative (c) IIW Board Director (d) IIW Media Manager, duly signed, is to be received by NR before 31 October.



Nov	<ul style="list-style-type: none">• Send nomination papers for District ExCo, to all clubs. Deadline: 31 January• Nominations received are Personal & Confidential and should be treated as such. <p>• If there is more than one nominee for National Representative and deputy of the following year, District Committee will receive ballot papers for election from NR at least 6 weeks before due. Ballots must be received by NR before 15 February.</p> <ul style="list-style-type: none">• In an IIW Convention year, which is once in every 3 years, a Voting Instruction Pack will be sent to the District, all Clubs and NR.• The District will have to decide at the ExCo meeting who will be the district voting delegate and deputy. Clubs to be advised to send their votes to the District, if required. Closing Date: 3 weeks before date of Convention. <p>2. The latest contact details are also searchable in the IIW database.</p>
Jan	<ul style="list-style-type: none">• Clubs will receive Ballot Papers from IIW for IIW Governing Body in December.• If ballot papers are not received by clubs by end of December, inform Clubs to download from the IIW website.• Ballots must be received at IIW headquarters by 31 March. <p>• Remind District Committee to return ballot papers for election of National Representative, Deputy National Representative, IIW Board Director and IIW Media Manager by 15 February (if there is more than one nominee for the respective post.)</p>



Feb	<p>District Committee Meeting (“DCM”)</p> <ul style="list-style-type: none"> • Liaise with DC regarding venue and organisation of the meeting. • Send notice of DCM. • Distribute minutes of previous district committee meeting. • Inform all club delegates regarding received nominations for the District ExCo. • Send form for lists of incoming Club ExCo and incoming Delegates and Deputy Delegates to all clubs. (To receive back by 28 February.) • Prepare attendance sheet for District ExCo, District Committee and observers. <p>Elections of District ExCo</p> <ul style="list-style-type: none"> • Prepare voting slips and extra casting vote for DC. • 1 vote for each District ExCo member and each club delegate.
Mar/Apr	<ul style="list-style-type: none"> • Once DCM is over, prepare the minutes for distribution to the District ExCo, both incoming and outgoing, and to Club Delegates. • Prepare DCM minutes as follows: <ol style="list-style-type: none"> i) 1 copy for National Representative (March/April). ii) 1 copy for bank signatories (June). iii) 1 copy for ROS (June).



<p>Apr/May</p>	<p>Annual General Meeting (“AGM”)</p> <ul style="list-style-type: none"> • Request for resolutions to be tabled, if any. All resolutions need to have a proposer and seconder. Please note, the seconder for the motion MUST NOT come from the same club. Deadline 31 May. • To remind incoming Secretary: <ul style="list-style-type: none"> – Liaise with incoming DC regarding venue of AGM. – Prepare Agenda for AGM. Please get incoming DC’s approval. – Remind all incoming Presidents to bring their regalia and rostrum banner. • Request for report of activities from all clubs. Only an A4-sized paper is allowed for Club reports to be printed in Annual Report. Do feel free to edit to fit the above requirements. Inform the clubs about this. Deadline: 31 May In the event that they do not submit, then the onus is upon them to print their own report and distribute it themselves at the AGM.
<p>May/Jun</p>	<ul style="list-style-type: none"> • The successful nominee of clubs’ nomination (by postal ballot counted by NR if there are more than one) would have been announced by NR at the DCM in March. • To receive from NR (or download from IIW website) the IIW Nomination Forms for IIW Editor/Media Manager and Board Director (District 330 ineligible to nominate for other posts). • If the successful nominee is from District 330, have the form completed and duly signed, include a copy of the DCM minutes stating the nomination and send to NR for her onward transmission to IIW headquarters. • Nomination papers must be received at IIW headquarters by 30 September.

Jun-Sep	<ul style="list-style-type: none"> • Compile all resolutions received for the AGM and record in Annual Report. • Compile also all nominations received from clubs and the results of the election held at DCM and record in Annual Report. • Prepare attendance list of District ExCo, District Delegates and Observers for the AGM. • Start compilation for Annual Report and Accounts. i) Obtain the audited accounts for the IW term and projected accounts for the forthcoming IW term. ii) Enquire about cost of printing from printers. Annual Report is approx 60-65 pages, time required and cost. Inform District ExCo.
Jun	<ul style="list-style-type: none"> • Write a letter to the bank informing them of the change in signatories effective 1 July. Please include a copy of DCM minutes. • The NR will inform the District Secretary of the new Inner Wheel theme for the year. Please send it out to all clubs.
End Jun	<ul style="list-style-type: none"> • By now, all files should be handed over to the incoming secretary. • All outstanding secretarial, stationary and printing claims should be made. • Clear out old files. • All important documents to be sent to the registered address of Daerah Inner Wheel 330. • Pass on all title bars to the incoming ExCo

FORMS:

1. [Handover checklist of District Secretary](#)
2. [Membership Information Form](#)
3. [Club ExCo Information Form](#)
4. [Delegates and Deputies Information Form](#)
5. [Club Nomination Form for District ExCo](#)
6. [Club Nomination Form for National Representative and Deputy, IIW Editor/Media Manager and Board Director](#)
7. [Resolution Form](#)



Guidelines For **DISTRICT TREASURER**

QUALIFICATIONS

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

Tenure: Elected annually and may serve for a maximum period of three consecutive years.

DUTIES AND RESPONSIBILITIES

- Given one vote for election of each position and on each resolution/ amendment at DCMs and AGM.
- To keep and maintain a ledger, receipts, bills, payment vouchers, all financial instruments, stamp, and financial statements.
- To be accountable for all sums incoming and outgoing in the district accounts.
- To correspond with the banks, auditors and inland revenue (if necessary).
- To assist the District Secretary in submitting the financial reporting section in eROSES (Registrar of Society web portal) for the district accounts.

By end of Jun (prior to year of office)

- Ensure that outgoing Secretary has written a letter to Bank on change of signatories together with DCM minutes.
- All official communication to be made on email and copied to District Chairman and respective ExCo members.
- Respond to any official emails as soon as possible.



<p>By mid-Jul</p>	<p>The following should be handed over and received:</p> <p>(a) District Treasurer’s guide book, (b) all past years’ files, (c) authorised signature stamp, (d) cheque book/book, and (e) one ledger book.</p> <ul style="list-style-type: none"> • To ensure an easy flow, the Treasurer should continue from where the previous Treasurer has stopped – this is for easy reference as to the method used for recording purposes. • Treasurer should have 2 sets of ledger books. One set in use at one time. This will ensure a smooth handover to her successor as the Treasurer requires to hand the set of ledger in use during her year to the Honorary Auditors for auditing. On completion of the accounts being audited, ensure the ledgers are passed on to the next treasurer for use the next year.
<p>Jul</p>	<ul style="list-style-type: none"> • Write to all Club Treasurers, reminding them to send District dues as early as possible but NOT LATER THAN 31 August. • This is very important because the District’s Capitation Fee to International Inner Wheel headquarters is to be received by 31 October. Remember TO USE THE ORIGINAL IIW FORM and follow the format. • Clubs are to give their TOTAL NUMBER of members and NAMES as at 1 July and ensure that they have sent sufficient funds for the total number. • Clubs who wish to bank in District dues online to the District account will have to send the Bank-in Slip and the list of members. • Try to bank in cheques within the IW year when all the cheques issued by the previous District Treasurer have been honoured. Check and seek advice from the previous District Treasurer.



<p>Jul/Aug</p>	<ul style="list-style-type: none"> • Liaise with DC and inform District Committee of projected travelling costs. Write to NR for her most economical fare. • Inform District Committee of the maximum that will be allowed. Emphasise that ONLY FARES will be reimbursed. • Discuss with the District Chairman of the amounts, • Prepare to be included in the AGM Report: (a) project expenses for the Inner Wheel year 1 July to 30 June, (b) District dues: capitation fee and fares pool. • Audited Accounts of the previous IW year to be handed to District Secretary for inclusion in the Annual Report. (The preparation of this is done by the previous Treasurer.) • Remind Clubs that members joining after December must pay half-year district dues. Their capitation fee is to be sent to International Inner Wheel Headquarters. • Source and propose the appointment of an Honorary Auditor. Write a letter of invitation to the appointment. Upon acceptance, to be announced at the AGM.
<p>Aug</p>	<ul style="list-style-type: none"> • Receive District dues and check the bank statements from time to time. • Last reminder to Clubs for payment of district dues.
<p>Sep</p>	<ul style="list-style-type: none"> • Make payments (traveling claims and AGM expenses) and issue receipts at AGM. • Remind all claimants to fill claim forms and provide relevant documents.



<p>By 31 Oct</p>	<ul style="list-style-type: none"> • By the first week of October, purchase a demand draft/ telegraphic transfer in pound sterling in favour of International Inner Wheel, to cover the full membership of the District. • Send the demand draft with a covering letter, stating the number of members who have paid, to IIW. • This bank draft must reach on or before 31 October. • If received later than this date the following happens: (a) The right to Vote for International Inner Wheel officers at International Inner Wheel Convention is lost. (b) It is important to adhere to all deadlines given as International Inner Wheel headquarters does not waive these deadlines for any reason. This is the Treasurer’s responsibility.
<p>Feb</p>	<ul style="list-style-type: none"> • Provide to NR, a list of Clubs who have paid capitation fees and are therefore eligible to vote for nominees of NR and deputy of the following year, IIW Board Director and Media Manager in the year after the following year. Deadline: 15 February.
<p>Mar</p>	<ul style="list-style-type: none"> • Send bank draft of capitation fee to IIW, from clubs whose members joined after December. Deadline: 15 March. • Make payments and receipts at DCM.
<p>May</p>	<ul style="list-style-type: none"> • Remind all in District Committee and NR to make their claims for expenses by 30 June. • Claims made after this date are not usually entertained, although there may be exceptions especially from the District Secretary. • Make payments (traveling claims and DCM expenses) and issue receipts at DCM. • Remind all claimants to fill claim forms and provide relevant documents.



Mid-Jun	<p>Prepare to Handover the past years' accounts, badges, files, documents, stationary, and others to the incoming District Treasurer. Make a list of things to passed on and signed by both parties.</p> <ul style="list-style-type: none"> • Prepare to give to Honorary Auditor all the relevant accounts for audit purposes. • Write a thank you letter to Honorary Auditor after the accounts have been audited.
End Jun	<ul style="list-style-type: none"> • Make copies of the Audited Accounts after June. • Ensure audited accounts are ready for distribution. • Audited accounts to be sent to DS for it to be collated into the annual report which needs to be distributed at least 2 weeks before the AGM. • Send a copy to Clubs with a covering letter at least 2 weeks before the AGM. Clubs will then have time to study the accounts before attending the AGM.

FORMS:

1. [Breakdown list of capitation fee to IIW](#)
2. [Claim form for expenditure.](#)
3. [Handover checklist of District Treasurer](#)
4. [Annual Budget](#)

SPECIMENS:

1. [Letter of reminder for District Dues](#)
2. [Cover letter of Capitation Fee to IIW](#)
3. [Letter of appointment to the auditor](#)



Guidelines For **DISTRICT INTERNATIONAL SERVICE ORGANISER or CHAIRMAN**

QUALIFICATIONS

Must have served on a District Committee or have been a member of the District International Service Committee where such a committee exists, for one year at the time of nomination.

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

DUTIES AND RESPONSIBILITIES

- The District ISO is the main channel of communication between the clubs of the District, as well as between the District and other Districts of International Inner Wheel.
- All official communication to be made on email and copied to District Chairman and respective ExCo members.
- Respond to any official emails as soon as possible.
- Correspond with District ISOs from around the world. ISO will be given a copy of IIW Directory. *Reason:* This is to exchange ideas with clubs from different countries and to raise the profile of District especially before International Conventions. The latest contact is also searchable in the [IIW database](#).
- Write to Clubs regarding the IIW Social Projects when informed by National Representative.
- Promote the exchange of visits or organise and coordinate visits to and from other Districts.
- Given one vote for election of each position and on each resolution/ amendment at District Committee Meetings and Annual General Meeting.
- Appoint (if not elected) not more than 4 members who have been voting delegates or Club ISO of at least one year at the time, to form and chair an International Service Committee. Tenure of members: 3 years, elected annually.



Guidelines For **DISTRICT EXTENSION ORGANISER** or **CHAIRMAN**

QUALIFICATION

Must have served as an officer of the District Committee for at least one year at the time of nomination.

- Must have a comprehensive knowledge of the Constitution, History and Objects of Inner Wheel.
- Must know the International Inner Wheel Capitation Fees and District Dues
- Must have knowledge of all publications issued to new Clubs by IIW and should apply to IIW for literature needed for guidance.

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

DUTIES AND RESPONSIBILITIES

- Given one vote for election of each position and on each resolution/ amendment at District Committee Meetings and Annual General Meeting.
- Appoint (if not elected) not more than 4 members who have been voting delegates to a District Committee for at least one year at the time, to form and chair a District Extension Committee to assist in extension work. Tenure of members: 3 years, elected annually.

Formation Of An Inner Wheel Club

When starting a new Club, with no existing Club members, then a Club can be started from any or all three of the categories a. b. c., and the slight restriction on c, that the majority of the Club members agree, does not apply. Therefore a new Club can be started from any of the following:-

- a. Women related to Inner Wheel members/former Inner Wheel members
- b. Women related to Rotarians/former Rotarians
- c. Women who have been invited to join



1. **The formation** of new clubs shall be the responsibility of the District Extension Organiser or Chairman and her committee (if there is an elected committee comprising of not more than 4 members). She must ensure only those ladies who are eligible are invited to join.
2. The Extension Organiser/Chairman should arrange to meet interested parties to discuss the possibility of forming a Club. At such meeting the history of Inner Wheel, its aims and objects and a simple explanation of the Constitution to be given and the opportunities for friendship and service emphasised. If no decision is reached, a further meeting to be arranged for the ladies.
3. **Inaugural Meeting**
 - To convene an Inaugural meeting when at least 10 potential members agree to form a club. At the Inaugural meeting the following motion must be proposed and seconded. "That this meeting agrees to the formation of an Inner Wheel Club to be called 'The Inner Wheel Club of _____'."
 - If the motion is carried, the meeting continues to elect Club Officers (namely Charter President, Vice-President, Secretary and Treasurer), and other members (Club Correspondent, International Service Organiser and six committee members), all of whom form the Club Executive Committee. To brief the Committee of their duties and to suggest that one half the Committee serves for one year and the other half for two years, thus avoiding a complete change-over at the end of the second year.
4. **Chartering of Club:**
 - After the Inaugural Meeting, Extension Organiser or Chairman is to complete the appropriate International Inner Wheel Charter Form (download from [IIW website](#)) with all the required information. The completed original form to be returned to International Inner Wheel.
 - Capitation to be collected and sent together with Charter form to International Inner Wheel.
 - The Club undertakes to abide by the Constitution of IIW and to adopt the IIW Club rules.
 - On receipt of club information and capitation, the club is registered by IIW and given a Charter number.



- The Charter will be forwarded to the National Representative who will pass to the Extension Organiser/Chairman.
 - The dates of the registration and of the Inaugural Meeting are shown on the Charter and either may be regarded as the official anniversary of the club.
5. District Officers should be invited to visit the club to share and advise on Inner Wheel information, until the Charter has been presented.
 6. The Extension Organiser/Chairman assists the Club to draw up the bye-laws based on the International Inner Wheel Constitution and Handbook and the local Registrar of Societies requirements. To submit bye-laws with relevant application for registration with local Registrar of Societies.
 7. The clubs cannot do fund raising until they obtain approval from ROS. However, members can attend clubs and district events.
 8. **Presentation of the Charter**
 - The International Inner Wheel Headquarters must be informed of the date of the Charter Presentation.
 - The Club Officers, in consultation with the District Chairman, District Secretary and the Extension Organiser or Chairman are responsible for the arrangements for the presentation of the Charter.
 - Rotarians and other guests may be invited.
 - The following is a suggested form of procedure:
 1. Opening remarks by the District Chairman, who presides until after the Charter has been presented.
 2. Roll Call of Clubs by the District Secretary.
 3. Presentation of the new Club to the District Chairman by the Extension Organiser or Chairman.
 4. Presentation of the Charter by the District Chairman to the Club President, when all present should stand.
 5. Chair now taken by the Club President, who responds.
 6. The Presidential Jewel is then given to the Club President.
 7. Welcome into the District by District Chairman
 8. Greetings from the President of International Inner Wheel either in person or by letter (read by National Representative).
 9. Club badges may be presented if so desired.
 10. Additional items, presentations or speakers.
 11. A vote of thanks by the Vice-President of the Club.



31 Mar	<ul style="list-style-type: none"> • Extension Organiser to form a committee of not than 4 members, if necessary. • To write for permission to address the Rotary Clubs. Should the Rotary Club show no interest and if it is evident that some of these ladies wish to form a club then they may be approached directly. • Look at formation of new clubs. (Refer to Guidelines on Formation of New Clubs and Charter Presentation.) • To be responsible for the Charter and local ROS of new clubs. • To provide guidance to existing and newly formed clubs. • To invite District officers to visit new clubs. • At all times, to liaise with DC on all matters including expenses pertaining to extension work. • Inform new members of availability of District and IIW websites for further information. • All official communication to be made on email and copied to District Chairman and respective ExCo members. • Respond to any official emails as soon as possible.
May/Jun	To write a report for AGM.
Mid-Jun	Handover correspondence and files to successor.

FORMS

1. [Handover checklist of District Extension Organiser or Chairman](#)



Jul	<ul style="list-style-type: none"> • Letter of introduction to all the clubs in the District. • Club ISOs to submit a list of overseas clubs they correspond with. Distribute this list to other clubs of the District. <i>Reason:</i> No duplication.
	<p>Initiate Clubs to list out projects involved in and distribute this list early in the term so that other clubs may join in if they are interested or have no projects of their own, i.e. joint project. <i>Reason:</i> It will help to increase the resources and activities of the smaller clubs. Implementation on Club to Club basis.</p>
May/Jun	<p>Obtain reports of activities from Club ISOs to be incorporated in the Annual Report.</p>

FORMS:

1. [Handover checklist of District International Service Organiser](#)

Guidelines For **DISTRICT EDITOR**

QUALIFICATIONS

To be eligible, must have served on a District Committee for at least one year at the time of nomination. Preferably be computer competent or have access to a person so qualified who will assist.

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

DUTIES AND RESPONSIBILITIES

- To compile the District Newslink for digital publication.
- Promote Inner Wheel branding and campaigns in publications.
- To maintain contact with Club Correspondents in the District.
- Communicate with CCs requesting reports and photographs for club activities and fellowship events.
- To send articles of District 330 news to NR for publication in IIW Newsletter.
- To attend official District and inter-District events, including AGM, and report the proceedings through Newslink magazine and the website.
- All official communication to be made on email and copied to District Chairman and respective ExCo members.
- Respond to any official emails as soon as possible.
- Given one vote for election of each position and on each resolution/ amendment at District Committee Meetings and Annual General Meeting.

Jul	<ul style="list-style-type: none"> • Obtain email addresses of Club Correspondents. • Send out letters of introduction to Club Correspondents. • Remind CCs to check their emails and respond in a timely manner. • Provide a timetable for CCs of when materials will be required from them together with deadlines. • Send a copy of this information to Club Presidents.
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Aug/Sep	<ul style="list-style-type: none"> • Obtain softcopy materials of AGM from organisers. • Attend the AGM and collect relevant information for Newslink.
Mar/Apr	<ul style="list-style-type: none"> • Ask District ExCo and National representative and CCs to prepare articles/reports for e-Newslink. • Decide on general focus of the magazine and request articles etc. from relevant people/organisations.
May/June	<ul style="list-style-type: none"> • Collect and collate softcopy materials from NR, Clubs and District ExCo for Newslink. • Send reminders if materials have not been received.
June	<ul style="list-style-type: none"> • Obtain estimates and discuss with DC for the costing, editing, design and upload of e-Newslink. • Send all softcopy materials (artistic images, articles and photographs), concept of design and contents listing to selected vendor for production of e-Newslink.
July	<ul style="list-style-type: none"> • Proof-read and finalise with vendor. • Submit e-copy to District Webmaster for upload in District website.

FORMS:

1. [Handover checklist of District Editor](#)



Guidelines For **DISTRICT WEBMASTER**

QUALIFICATION

Must have served on a District Committee or served as a Club Correspondent for at least 1 year at the time of nomination. Must be IT literate, and knowledgeable about web functions and usage.

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

DUTIES AND RESPONSIBILITIES

- Manage the District website and any internet platforms subscribed by the District like facebook, twitter, Instagram, youtube, and reporting to the District ExCo from time to time.
- Vet and select articles for IIW web prior to forwarding it to the National Representative.
- Vet all materials prior to forwarding it to the web provider for publishing in any District web platform.
- Ensure that the District website is linked to IIW website.
- Review and report to the District ExCo of the usage of the District's internet platform at District meetings or requested.
- Ensure that all content for publishing is editorially and legally usable.
- Promote Inner Wheel branding and campaigns in District web.
- Inform District ExCo and Clubs whenever there are new updates in the District web.
- Regularly review and update District web and remove incomplete or outdated information.
- All official communication to be made on email and copied to District Chairman and respective ExCo members.
- Respond to any official emails **as soon as possible**.
- All articles and announcements submitted for District web is to be attended to **immediately**, or at least within 24 hours.



- Given one vote for election of each position and on each resolution/ amendment at District Committee Meetings and Annual General Meeting.

<p>Jun (prior to year of office)</p>	<ul style="list-style-type: none"> • Prepare drafts and ideas of content with changes for the District’s internet platform and discuss its implementation with the web provider. Remember to include the IIW theme and/or campaigns for the year. • Obtain new information and send to the web provider with the new lineup of District and club exco, “About Us” and other factual changes of content. • Obtain the welcome message from incoming DC (if desired) and send to the web provider.
<p>Jul</p>	<ul style="list-style-type: none"> • View and check the new web content given to the web provider before instruction to publish publicly. • Send out letters of introduction to Club Correspondents, copied to Club Presidents and District ExCo. Include the template and guide for submission of articles. • Present drafts or ideas of change of content for the District’s internet platform, if any, at the first ExCo meeting (if held).
<p>July-Sep</p>	<ul style="list-style-type: none"> • Review and update additional District web information such as IIW links (for the new IW year), club installation dates, dates of DC official visit and changes of office bearers. Follow through for changes throughout the IW year. • Liaise with organising chair of District events e.g. AGM, District Committee meetings, World Inner Wheel Day, rallies, in preparation for announcements and reports on the District web.

FORM:

1. [Submission of article for district website.](#)

SPECIMEN:

1. [Guide to submission of articles](#)



Guidelines For CLUB VOTING DELEGATE

QUALIFICATIONS

Must have served on a Club Executive Committee for at least one year at the time of nomination. Voting Delegate shall not serve for a period longer than three consecutive years. In the event of a vacancy, the Club shall appoint a qualified successor. Any changes must be conveyed, in writing, to the District Secretary at least fourteen (14) days before the date of the AGM or District Committee Meeting.

Each Club is allowed two Voting Delegates and two Deputies. Club Delegates and their Deputies should be elected at the Club Annual General Meeting. An additional Delegate may be elected in Clubs with fifty-one or more Active and Honoured Active members.

NB: Honorary Members are not the same as Honoured Active members and cannot, therefore, be counted to make up 51 or more members for the Club to be eligible for a third Delegate.

DUTIES AND RESPONSIBILITIES

- A Club Delegate is a member of the District Committee and represents the Club as Voting Delegate.
- Each delegate has one (1) vote for election of each position and on each resolution/amendment at District Committee Meetings and Annual General Meeting.
- A delegate is the liaison between District and their Club, and the District Secretary will correspond directly with them.
- The delegate should **report** at the Club General Meeting on all matters pertaining to (a) District, (b) IIW, (c) any other correspondence or information.



- The delegate attends the District Annual General Meeting and District Committee to **convey** the wishes and decisions of her Club members, **present** any resolutions on behalf of the Club and **vote** according to their instructions on resolutions and elections.
- After the District Annual General Meeting, the first delegate should give a report on the Business Session at the Club General Meeting and the second delegate could present one on the social activities.
- Reports to the delegate’s Club General Meetings should be made under the appropriate item on the Agenda.
- If a delegate happens to be an officer of the Club, i.e. President, Vice-President, Secretary or Treasurer, a separate report according to the Agenda should be given as this will give equal importance to the dual role of the officer and a clearer picture to other members on important matters.
- The Club is to be kept up-to-date on important matters/deadlines regarding the District. If the delegate is unable to be present at a club general meeting, the deputy delegate is to do the update.
- The delegate is required to respond to any official emails as soon as possible.

May	<ul style="list-style-type: none">• Make personal claims for expenses by the 30 June.• All claims must be supported by relevant documentation and only Voting Delegates who attend the full Business Sessions will be reimbursed.
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Inner Wheel District

PROTOCOL AND DECORUM

Order of Precedence

- District Chairman
- National Representative
- IIW President (if she is present)
- Club Presidents
- Rotary dignitaries/guests
- Inner Wheel Members

Seating Arrangements

- District Chairman (DC) as hostess — centre
 - National Representative (NR) — right of DC
 - IIW President (if Present) — left of DC
 - Guest of Honour (if any) — between DC and NR
 - Rest of Officers — senior at centre, less senior towards opposite ends
- Special tables to be arranged for invited guests who cannot be accommodated at the head table.

Note: Head of State, Agong, Sultan, President of Country to take precedence over everyone. Current serving Board Director's presence to be acknowledged as a courtesy.

Salutations

- Guest of Honour
- District Chairman (as hostess or presiding)
- National Representative (if she is guest of honour, to be addressed first)
- IIW President (if she is guest of honour, to be addressed first)
- Club Presidents
- Rotary dignitaries (District Governor) and spouse
- Distinguished Guests
- Inner Wheel Members

Note: MC to ensure correct titles are used especially where Royalties are present. To save time and not to sound repetitive, suggest only the MC to do detailed salutations, the rest; "Distinguished Guests, Ladies and Gentlemen".



DISTRICT AGM — INSTALLATION OF DISTRICT CHAIRMAN

- Toasts: to be done before the installation and preferably before dinner.
- King or President of country (by a PDC).
- International Inner Wheel (by NR or Past NR).

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 i.e. speeches and installation.
- Entertainment to be carried out after the formal part i.e. speeches and installation.

Badges & Regalia

- Only badges of approved design (by IIW) are permitted and these are worn at Inner Wheel functions.
- A member should wear her badge of office at a Rotary function only when is officially invited to represent Inner Wheel.
- District Chairman should wear her Chain of Office at all functions of her own Club, when visiting other Inner Wheel clubs or attending Charter presentations, District Meetings, rallies, conferences and conventions
- If invited to represent her District at functions of other organisations, the appropriate badge of office must be worn.
- Members are encouraged to wear the approved miniature lapel badge, especially when traveling.
- 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, Treasure, ISO, Editor, Extension Chairman
- Badges can be ordered from:

A. W. Mathews Ltd	Toye, Kenning & Spencer	Mohan Plastics
54 High Street	Regalia House	Office No 63
Gillingham	Newtown Road	Roshanara Plaza Complex
Kent	Bedworth, Warwickshire	Roshanara Road
England ME 1BA	England CV12 8QR	Delhi 110007
		India



Nominations & Elections for IIW Governing Body, Board Director and Media Manager

IIW GOVERNING BODY consisting of Officers, Board Directors and the Chairman of the Constitution Committee.

QUALIFICATIONS

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

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

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

BOARD DIRECTOR: Must be a Past National Representative or a Past President of a National Governing Body.

MEDIA MANAGER: Must have been a National Body or District Editor for at least 1 year at the time of nomination. (IIW Editor is not a member of IW Governing Body).

* *Only a District Committee of a NATIONAL GOVERNING BODY may nominate. District 330 and District 331 do not qualify.*

- To be eligible to vote, Clubs must have paid Capitation Fees by **31 October**.
- Each Club is entitled to ONE VOTE.

NOMINATION PROCEDURE

In August, District Secretary to send to District Committee (District Executive Committee and Club Delegates).

1. Club Nomination and Consent Form.
2. List of eligible candidate



- Completed and signed forms to be forwarded to the National Representative by the **31 October** who stamps the date when forms are received
- **Should there be more than one nomination** for any of these positions then a postal ballot must be arranged and details of individual members' qualifications, ballot slips and special envelopes with the Club name and 'Ballot Papers' written on the outside, sent to every Club giving **at least six weeks** to cover all the Club meeting dates.
- These should be completed and returned to the National Representative by **15 February**.
- If there is only one nomination, National Representative will email to District Committee members to get their agreement (simple majority) to endorse the nomination for submission by NR to IIW before **30 September** of the following IW year.

ELECTION AND RESULT (should there be more than one nomination for any of the posts)

- At least two of the District Executive Committee or two senior members (preferably past district officers) should be present at the opening of the ballot envelopes.
- The result will be conveyed to the nominees.
- The results can then be announced at the District Committee Meeting and minuted.



The following members of District 330 and District 331 contributed to the writing of this document.

IIW PBD Joy Sundram
IIW PBD Jessie Wang
IIW PBM Datin Joan Salleh
PIIW Rep. To' Puan Lam Leepin
PNR Datin Seetha Lakshmi
DC Padmini Menon
DVC Shanti Menon
DS Jayanthi Pillai
PDC Ambika Menon
PDC Datin Uma Rani
PDE Cheng Yeok San
PDT Linda Lim
PDISO Datin Jangir Sagoo
PDE Dr Joanna Sie
PDE Dr Christine Mosley
PP Monica Chong
Tan Chiew Hing

June 2020

