



**INNER WHEEL DISTRICT 330
(DAERAH INNER WHEEL 330)**

Guidelines for CLUB EXECUTIVE COMMITTEE

Guidelines For Club Executive Committee

© August 2025, Inner Wheel District 330

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without prior permission of the copyright holder.

Published by

INNER WHEEL DISTRICT 330

www.innerwheel330.org.my

CONTENTS

FOREWORD	1
.....	
Guidelines For	
CLUB PRESIDENT	2
.....	
CLUB VICE-PRESIDENT	8
.....	
CLUB IMMEDIATE PAST PRESIDENT	9
.....	
CLUB SECRETARY	10
.....	
CLUB TREASURER	14
.....	
CLUB INTERNATIONAL SERVICE ORGANISER	17
.....	
CLUB CORRESPONDENT	19
.....	
District Committee Guidelines For	
CLUB VOTING DELEGATE	21
.....	
CONTRIBUTORS	23
.....	

FOREWORD

It is with great appreciation and respect that I acknowledge the original production of the *Club Executive Guidelines* in 2007 by the late IIW Past Board Director Joy Sundram and a dedicated sub-committee*, whose tireless efforts laid the foundation for this vital document. Their work in outlining the responsibilities of each club officer—meticulously aligned with the International Inner Wheel and District Constitutions—provided clubs with a practical and structured reference tool to guide effective leadership.

In 2020, the Guidelines were revised to reflect the evolving needs of club administration and to further support incoming club officers. I extend my heartfelt thanks to the teams involved in both the original drafting and the subsequent revision—your commitment has empowered generations of leaders to carry out their duties with confidence, clarity, and purpose.

Recognising the continued evolution of practices within our organisation, the Advisory Council* recommended a new revision to ensure the Guidelines remain current and comprehensive. This latest edition includes updates that reflect modern administrative standards, streamlined formatting for greater clarity and uniformity, and practical guidance tailored to today's context. These enhancements are designed to strengthen club administration, promote operational excellence, and uphold the values of good governance.

My sincere appreciation goes to IIW Past Board Director Jessie Wang for her initiative and leadership in undertaking this important update. Her dedication, along with the contributions of all involved, has ensured that this document remains a valuable and relevant resource for club officers across the District.

I am confident that this guide will continue to serve as an indispensable tool for all members assuming leadership roles within our organisation.

Jillian Estrop
District Chairman 2025-2026

***See Annex 1 for the full list of sub-committee and Advisory Council members.**



Guidelines For CLUB PRESIDENT

QUALIFICATION <ul style="list-style-type: none">• Member must have served on the Executive Committee for at least one year at the date of taking office.
TENURE <ul style="list-style-type: none">• Nominated and elected for 1 year, or more if there is no willing candidate to take office, and providing the club agrees.• If the President of a newly formed Club so wishes, she may, with the Club’s agreement serve for a whole Inner Wheel year in addition to the part-year which immediately follows the Club’s formation.
VACANCY <ul style="list-style-type: none">• In the event of a vacancy, the Vice President shall succeed.

	Deadline/Frequency
A. RESPONSIBILITIES <ol style="list-style-type: none">1. The President shall preside at all meetings of the club.2. As Chief Executive Officer, supervise the work and activities of the club.3. Commitment of personal time to attend all Club, District as well as International Inner Wheel functions and events.4. Must also support and attend club projects, other clubs’ installation or charter nights.5. The President shall represent the club by attending all Inner Wheel Club functions and by wearing the Inner Wheel chain of office and badge with respect and pride.6. Preferably be a delegate to the District AGM.	



	Deadline/Frequency
<p>B. GETTING READY FOR OFFICE</p> <ol style="list-style-type: none"> 1. Knowledge of club rules is important – reference to be made to Club By-Laws and IIW Constitution Handbook. Understanding the by-laws and constitution helps to ensure meetings and decision-making are conducted properly and transparently. Helps resolve disputes. A knowledgeable President earns the respect of members. 2. As Chief Executive Officer, the President must be familiar with the duties and functions of the Executive Officers in order to supervise and guide them effectively. 3. Plan and prepare for: <ol style="list-style-type: none"> a. The nomination and election of the Executive Committee members and appointment of Honorary Members. b. Fund Raising programme and Installation event. c. Projects for the year, to be in line with the theme of IIW. d. Festive fellowships and other club activities for the year. e. Financial budget and allocation for projects (in consultation with the Hon. Treasurer.) f. Schedule of meetings and projects, and person-in-charge. 4. To hold a meeting with the Incoming Committee before taking office on the plans and programme for the year, i.e. the aims and objectives and the projects and other activities planned for the year. To solicit for suggestions and consultations for ideas. 	



	Deadline/Frequency
<p>C. MEETINGS</p> <ol style="list-style-type: none">1. Plan the agenda of monthly General and Committee meetings in consultation with the Secretary. Confirm speaker/special guests, induction of new members and arrangement for gifts/tokens All club business should be transacted with regularity.2. Ensure that International Inner Wheel and District matters be summarized and explained at Club meetings and minuted accordingly.3. Should a discussion arise, the President must maintain an IMPARTIAL attitude and be sure that all decisions reflect the wishes of the majority of the members.4. The decision of the President regarding the order and conduct of the meeting shall at all times be final. In the event of votes being equal, the President shall have the second and casting vote.5. Conduct all official club business before arrival of guest speaker. A member should be appointed to take care of guest speaker.6. Committee Meetings:<ol style="list-style-type: none">a. To conduct regular committee meetings to discuss matters and recommend for decision by members at the General Meeting.b. Assign and brief Committee Members on their duties and responsibilities.c. Assign Committee Members to remind members of impending meeting and other events.	<p>AT LEAST A WEEK BEFORE MEETING.</p>



	Deadline/Frequency
<p>d. Ensure that all deadlines for submissions to District and IIW are met.</p> <p>8. Annual General Meetings:</p> <p>a. Ensure that Hon. Secretary sends out the Notice of Meeting and audited Financial Accounts on time.</p> <p>b. Ensure that Interim Financial statements, President’s Report and Hon. Secretary’s Reports are sent on time.</p> <p>c. Ensure that the quorum of meeting is met (50%)</p> <p>d. Follow the AGM Agenda and Election procedure.</p> <p>e. All resolutions to be proposed at the AGM must be submitted in the appropriate format. Kindly complete the Resolution Form accordingly and circulate it to all members together with the following documents at least 14 days prior to the AGM: Notice of Agenda, President’s Report, Secretary’s Report, Treasurer’s Report and Audited Accounts. This will ensure members have adequate time to review all materials before the meeting.</p> <p>f. Please ensure that the list of appointed office bearers is clearly stated in the minutes of the meeting. Additionally, include the names of the bank signatories (in accordance with the Club By-Laws), as this information is required by the bank for the change of signatory process. This will help facilitate a smooth transition and avoid unnecessary delays with the bank.</p>	<p>14 DAYS NOTICE</p>



	Deadline/Frequency
<p>Note: After the AGM and completion of election of new office bearers, the required filing with the Registrar of Societies must be completed within the stipulated time.</p> <ol style="list-style-type: none"> In the interest of continuous and smooth administration, to hold an incoming and outgoing committee meetings to ensure that all relevant files and items are handed over and that the checklists are completed. Review all minutes recorded by the Hon. Secretary 	
<p>D. MEMBERSHIP</p> <ol style="list-style-type: none"> The President or a representative should contact a potential new member and extend an invitation to attend a club meeting as a guest. Welcoming of new members – see IIW Handbook on ‘welcoming of new members’. 	
<p>E. ADMINISTRATION</p> <ol style="list-style-type: none"> Attend to general correspondence. To work closely with the Hon. Treasurer on the Club funding and accounts. To be a joint signatory to the Club’s bank accounts. 	
<p>F. DISTRICT & INTERNATIONAL MATTERS</p> <ol style="list-style-type: none"> The President may correspond directly to IIW, however a copy of all correspondence is to be sent to the National Representative and District Chairman/District Secretary. Ensure the timely submission of: <ol style="list-style-type: none"> Club Report for District AGM; Nomination and voting papers for District Executive Committee; Nomination and e-voting for International Inner Wheel Governing Body 	<p>AS ADVISED BY DISTRICT SECRETARY</p>



FORM:

1. [Handover checklist of](#) Club President



Guidelines For CLUB VICE-PRESIDENT

QUALIFICATION

- Member must have served on the Executive Committee for at least one year at the date of taking office.

TENURE

- Nominated and elected annually.
- And preferably shall not serve for more than two (2) consecutive years

VACANCY

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

	Deadline/Frequency
A. DUTIES <ol style="list-style-type: none">1. To deputise for the President when necessary.2. To contribute and support the activities and programmes of the club as a member of the Club Executive Committee.3. To succeed should the President’s position be vacant the following year.4. To be prepared to be nominated for the President’s position in the following year.	

Guidelines For CLUB IMMEDIATE PAST PRESIDENT

QUALIFICATION

- Shall not be eligible for election to any office in the Club or to the Executive Committee for the year following her period as Immediate Past President (fallow year).
- She can take office on the District Governing Body following the position of the Immediate Past President in the Club.

	Deadline/Frequency
DUTIES <ul style="list-style-type: none">• To offer her valuable experience, supporting and providing advice regarding practices and other matters that would be useful in assisting to govern the Club.• To promote extension work inside the Club with the cooperation of all the members.	

Guidelines For CLUB SECRETARY

TENURE

- Shall be nominated and elected annually.
- And preferably shall not serve for more than three (3) consecutive years

VACANCY

- In the event of a vacancy, the Executive Committee shall appoint a successor.

	Deadline/Frequency
A. MEETINGS	
1. Send out notices of meetings (General, Committee, Annual General meetings etc) with details of agenda of meeting. Samples: <ul style="list-style-type: none">• Notice of general meeting• Notice of committee meeting• Notice of annual general meeting• Minutes of general or committee meeting• Minutes of annual general meeting• Form for club resolution	14 DAYS BEFORE DATE OF MEETING
2. Annual General Meeting <ul style="list-style-type: none">a. Send to all members reports of President, Secretary, Treasurer and Audited accounts. Copies to be made available at place of meeting.b. Send to all members nomination forms for Executive Committee of the forthcoming year.c. Prepare list of nominations for Executive Committee for election of the forthcoming year.d. Ensure that the quorum for the meeting is	PLEASE BE MINDFUL OF THE LATEST DATE BY WHICH THE AGM MUST BE HELD



	Deadline/Frequency
<p>met (50%).</p> <p>e. Follow the AGM Agenda and Election procedure.</p> <p>f. All resolutions to be proposed at the AGM must be submitted in the appropriate format. Kindly complete the Resolution Form accordingly and circulate it to all members together with the following documents at least 14 days prior to the AGM: Notice of Agenda, President’s Report, Secretary’s Report, Treasurer’s Report and Audited Accounts. This will ensure members have adequate time to review all materials before the meeting.</p> <p>g. Please ensure that the list of appointed office bearers is clearly stated in the minutes of the meeting. Additionally, include the names of the bank signatories (in accordance with the Club By-Laws), as this information is required by the bank for the change of signatory process. This will help facilitate a smooth transition and avoid unnecessary delays with the bank.</p> <p>3. Coordinate with the Club President regarding schedule of meeting and matters to be discussed. Check if there are guests to be invited, new members to be inducted or speakers. Check on equipment or other needs of speaker.</p> <p>4. Record attendance and apologies at meetings. Record minutes of proceedings of meetings. Send out minutes to all members.</p>	<p>1 WEEK BEFORE MEETING</p> <p>MONTHLY</p>



	Deadline/Frequency
B. MEMBERSHIP <ol style="list-style-type: none"> 1. Maintain up-to-date membership records (new, transferred, resigned etc). 1. Advise District on newly elected Executive Committee, Club Delegates and details of Club's membership (new, resigned etc). 2. Attend to correspondences on membership (e.g. transfer, letter of introduction, etc). 	<p>ONGOING</p> <p>AFTER CLUB AGM OR AS ADVISED BY THE DIST. SECRETARY</p>
C. ADMINISTRATION <ol style="list-style-type: none"> 1. Attend to general correspondence. 2. Ensure proper filing of all documents and records. 3. Act as one of three signatories to bank accounts. 4. Advise bank on change of signatories, together with certified copy of minutes of AGM appointing the signatories. To do this. 	<p>ONGOING</p> <p>ONGOING</p> <p>ASAP IN JULY, AFTER CLUB'S FINANCIAL YEAR.</p>
D. REGULATORY <ol style="list-style-type: none"> 1. Filing with Registrar of Societies 1. Newly elected Executive Committee members. 3. Changes in by-laws and other changes etc. Note: Changes in by-laws must be approved by a majority at AGM or EGM (depending on club by-laws). 	<p>WITHIN STIPULATED DEADLINES OF ROS</p>
E. DISTRICT AND INTERNATIONAL MATTERS <ol style="list-style-type: none"> 1. Prepare and send Club Report for District AGM. 2. Prepare and send nomination and voting papers for District Executive Committee. 3. Prepare and send nomination and voting papers for International Inner Wheel Governing Body. 	<p>AS ADVISED BY DISTRICT SECRETARY</p> <p>AS ADVISED BY INT. INNER WHEEL</p>



	Deadline/Frequency
<ol style="list-style-type: none"> 4. Prepare and send resolutions or motions to District to be presented at the DAGM. 5. Ensure that all papers are properly signed by the proposers and seconders. <ol style="list-style-type: none"> a. Note: Proposer and person who seconds the resolution must not be from the same club. b. All papers must be properly filed for record. 6. Advise International Inner Wheel of contact details of incoming Hon. Secretary. 	<p>AS ADVISED BY DISTRICT SECRETARY</p> <p>IN MARCH OR AS ADVISED BY DISTRICT SECRETARY</p>
F. OTHER DUTIES	
<ol style="list-style-type: none"> 1. Circulate copies of Minutes of IIW Board meetings and District meetings to delegates, advisors or other relevant persons. 2. Place order for copies of IIW Directories in (one copy for use by ISO). If required, a soft copy is downloadable from the IIW Website. 3. Collate signed copies of checklists of Handover of Outgoing/Incoming Committee members. 4. Ensure guidelines and other necessary files etc are passed on to the successor at the end of term. Then, complete the Checklist. 	<p>ONGOING</p> <p>JULY YEARLY</p> <p>JUNE/JULY</p> <p>UPON HANDING OVER</p>

FORM:

1. [Handover checklist of Club Secretary](#)



Guidelines For CLUB TREASURER

TENURE

- Shall be nominated and elected annually
- And preferably shall not serve for more than three (3) consecutive years.

VACANCY

- In the event of a vacancy, the Executive Committee shall appoint a successor.

	Deadline/Frequency
A. DUTIES <ol style="list-style-type: none">1. Be the custodian of funds in the club.2. Collect annual subscription fees which are due on the 1 July from members.3. Pay district dues (comprising IIW capitation fees and district fees) to the District Treasurer before the stipulated deadline. (IIW capitation fee for each member is determined from time to time at a Convention and needs to be forwarded to IIW before 31st Oct by District Treasurer.)4. Keep two (2) sets of accounts.	BY 31 JULY BY 31 AUGUST
B. ADMINISTRATION <ol style="list-style-type: none">1. Financial year is from 1 Jul to 30 Jun.2. Advise bank on changes of authorised signatories: the President, Secretary and Treasurer. Produce certified minutes of the Club election and Club's rubber stamp.3. All payments from the club funds should be made by cheques signed by any two (2) of the following officers, i.e. President, Secretary or Treasurer.	



	Deadline/Frequency
<p>4. Payments are also to be accompanied by payment vouchers duly authorised and acknowledged by the recipient.</p> <p>5. General Account: Pertains to funds for administrative expenses, postage, gifts tokens and directories. Subscription fees from members are to be deposited into this account as well as paying out of district dues to the District Treasurer.</p> <p>6. Charity Account: Funds received from any fundraising projects and donations are deposited into this account and should be utilised only for community service projects.</p> <p>7. Statements from general and charity accounts are to be obtained from the appointed bank.</p> <p>8. Detailed expenses and income for each month are to be reported at the monthly meeting for adoption by the members (both accounts)</p> <p><u>Sample monthly expenses and income report for general and charity account.</u></p> <p>9. All monies received are to be deposited into the respective accounts and receipts are to be issued for all monies received. Bank-in slips of these payments are to be photostated and filed accordingly.</p> <p>10. Annual General Meeting: The accounts are to be audited by either internal or external auditors (in accordance to the club by-law) appointed by the club.</p> <p>11. Copies of the audited accounts are to be sent to all members within 14 days prior to the AGM. Audited accounts are to be submitted to the Registrar of Societies (ROS) by the Club Secretary within the stipulated deadline of ROS.</p>	<p>EACH MONTH</p> <p>IN ACCORDANCE WITH CLUB BY-LAWS</p>



	Deadline/Frequency
12. Half-yearly statements of account from July to December to be presented as Treasurer's Report at the AGM.	IF REQUIRED
13. Maintain up-to-date stock records such as club badges, constitution books and bars	AS AND WHEN REQUIRED

FORM:

1. [Handover checklist of Club Treasurer.](#)



Guidelines For CLUB INTERNATIONAL SERVICE ORGANISER

TENURE

- Shall be nominated and elected annually.
- And preferably not serve for more than three (3) consecutive years.

VACANCY

- In the event of a vacancy, the Executive Committee shall appoint a successor.

	Deadline/Frequency
A. DUTIES <ol style="list-style-type: none">1. The ISO should initiate active correspondence with clubs on an international level.2. To liaise with the Club Secretary for a copy of the International Inner Wheel Directory or source from the IIW Website.3. If your club is already communicating with some clubs in other Districts, please continue the correspondence.4. In your correspondence with other clubs, give them information concerning your club. Examples: where and when you meet (in case they want to visit), activities such as fellowship and projects.5. Extend an invitation to the club members of another club who are visiting your country, to inform you and to meet your members.6. When visitors are coming to your Club, inform the District ISO (if feasible) so that she may also meet them.	



	Deadline/Frequency
B. ADMINISTRATIVE <ol style="list-style-type: none">1. Keep in touch with the District ISO regarding relevant international links made by your club or received from District.2. Provide updates to the District ISO on international service links carried out by the club when relevant and/or requested. Partake and share with members on IIW service projects communicated by District ISO.3. Members may request from Club ISO for club bannerettes when visiting overseas clubs.4. A report on the visit is to be submitted for club information and record.	ONGOING

FORM:

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

Guidelines For CLUB CORRESPONDENT

TENURE

- Shall be nominated and elected annually In the event of a vacancy, the Executive Committee shall appoint a successor.
- And preferably shall not serve for more than three (3) consecutive years.

VACANCY

- In the event of a vacancy, the Executive Committee shall appoint a successor.

	Deadline/Frequency
A. DUTIES <ol style="list-style-type: none">1. The Club Correspondent is responsible for collecting items of news concerning the club.2. A Club Correspondent should work closely with the District Editor to provide material for the e-Newslink and the IIW website.3. Submit reports of club activities to the District Editor for IIW Magazine and IIW Facebook via the National Representative as per the given template with guidelines.4. A Club Correspondent should work closely with the District Webmaster to provide material as per the given template with guidelines for District website and other social media platforms. The District Webmaster will contact you at the beginning of the Inner Wheel year, introduce herself and set deadlines for you to submit your report to her.5. Know the names and contacts of all the club correspondents in District 330. Maintain correspondence with them.6. Keep track of and record all club activities and	



	Deadline /Frequency
<p>projects. Take meaningful and purposeful photographs whenever possible of all activities. Compile an album or CD of all the photographs taken during your term of office.</p> <p>7. Send greetings, congratulatory and condolence cards to members of your own club as well as to the other clubs in the District.</p> <p>B. ADMINISTRATION</p> <p>1. Keep key dates in a prominent place. Give yourself ample time to get your news to the District Editor on or before the deadline.</p> <p>2. Condense your news. This has a two-fold purpose. You do not waste time writing large amounts of unnecessary content, and the District Editor and Webmaster has less to edit.</p> <p>3. Be selective in what you send to the Editor and Webmaster. Your content should include the following events: Club projects, fundraising, guest speakers, club fellowship, new members, deaths, births.</p> <p>4. DO NOT mention specific sums of money raised or given.</p> <p>5. DO NOT include minutes of your meetings as these are only for members of your club. These points also apply to all social media platforms.</p> <p>6. IIW Magazine: If you wish any item of interest to be submitted to the International Editor for possible inclusion into the IIW Magazine, please send your report in accordance to guidelines set to the District Editor, who will forward to the National Representative for action.</p>	<p>ONGOING AND ALL UPDATES BY MAY FOR THE NEWSLINK. MONTHLY OR WHEN AVAILABLE FOR WEBSITE.</p> <p>ONGOING THROUGHOUT THE INNER WHEEL YEAR.</p>

FORM:

1. Handover checklist of Club Correspondent.



Extract from “GUIDELINES FOR DISTRICT COMMITTEE”, Jun 2020

A Club Delegate is a post on the District Committee and not on the Club Executive Committee. The guideline below is for reference purposes.

District Committee Guidelines For CLUB VOTING DELEGATE

QUALIFICATIONS

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

TENURE

- Elected annually and shall not serve for more than three (3) consecutive years unless elected to the to the District Executive.

VACANCY

- In the event of a vacancy, the Club shall appoint a qualified successor.

NOTE: Any changes must be conveyed, in writing, to the District Secretary together with the minutes of meeting confirming changes, at least fourteen (14) days before the date of the Annual General Meeting (AGM) or District Committee Meeting (DCM)

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.



NOTE:

1. Each Club is allowed two (2) Voting Delegates and two (2) 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.
2. 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.
3. 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.
4. 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.
5. Reports to the delegate's Club General Meetings should be made under the appropriate item on the Agenda.
6. 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.
7. 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.
8. 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.
-----	--



CONTRIBUTORS

The following members of District 330 contributed to the writing of this document and of its sequel Guidelines for District Officer posts.

Chairman of Sub-Committee:	IIW PBD Joy Sundram
Secretary	: PNR Datin Seetha Lakshmi
Advisors	: IIW PBM Rep To' Puan Lam Leepin
	: IIW PBD Jessie Wang
Committee Members	: IIW PBM Datin Joan Salleh
	PDISO Jangir Sagoo
	PDC Datin Uma Rani
	PDE Dr. Joanna Sie
	PDE Dr Christine Mosley
	PDT Linda Lim
	PP Monica Chong
	Tan Chiew Hing

Sub-Committee (Revised document - December 2020):

IIW PBD Joy Sundram
 IIW PBD Jessie Wang
 IIW PBM Joan Salleh
 PNR Seetha Lakshmi
 Deputy NR Ambika Menon
 IPDC Padmini Menon
 DC Shanti Menon

Sub-Committee (Revised document - August 2025):

IIW PBD Jessie Wang
 DC Jillian Estrop

Advisory Council (2025)

IIW PBD Jessie Wang
 IIW PBM Joan Salleh
 PNR Parimala Satheesan

