



INNER WHEEL DISTRICT 330
(DAERAH INNER WHEEL 330)

GUIDELINES FOR DISTRICT COMMITTEE

Guideline For District Committee

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FOREWORD

Update to the District Guidelines – 2025

The *District Guidelines Handbook*, first produced in 2008, was previously updated in 2013 and again in 2020 by the late IIW Past Board Director Joy Sundram and a dedicated sub-committee*.

Recognizing the evolving needs of the District, a further revision was necessary in 2025. Under the guidance of the Advisory Council*, and with the assistance of both the District Chairman and Incoming District Chairman, the Guidelines for District Officers have been comprehensively updated. This revision incorporates changes in duties and procedures to reflect current practices. It is highly recommended that these guidelines be reviewed every two years or as and when needed.

Additionally, the document has been re-formatted for greater clarity, uniformity, and relevance. These improvements aim to strengthen the District's administration and enhance overall efficiency, while supporting the ongoing development of sound governance and operational standards.

Sincere appreciation to Outgoing Chairman Vimala, Incoming Chairman Jillian, PDE Padmini Pillai, and the members of the Advisory Council* for their dedication, collaboration, and significant contributions to this important update.

Jessie Wang (IIWPBD)
June 2025

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



INTRODUCTION

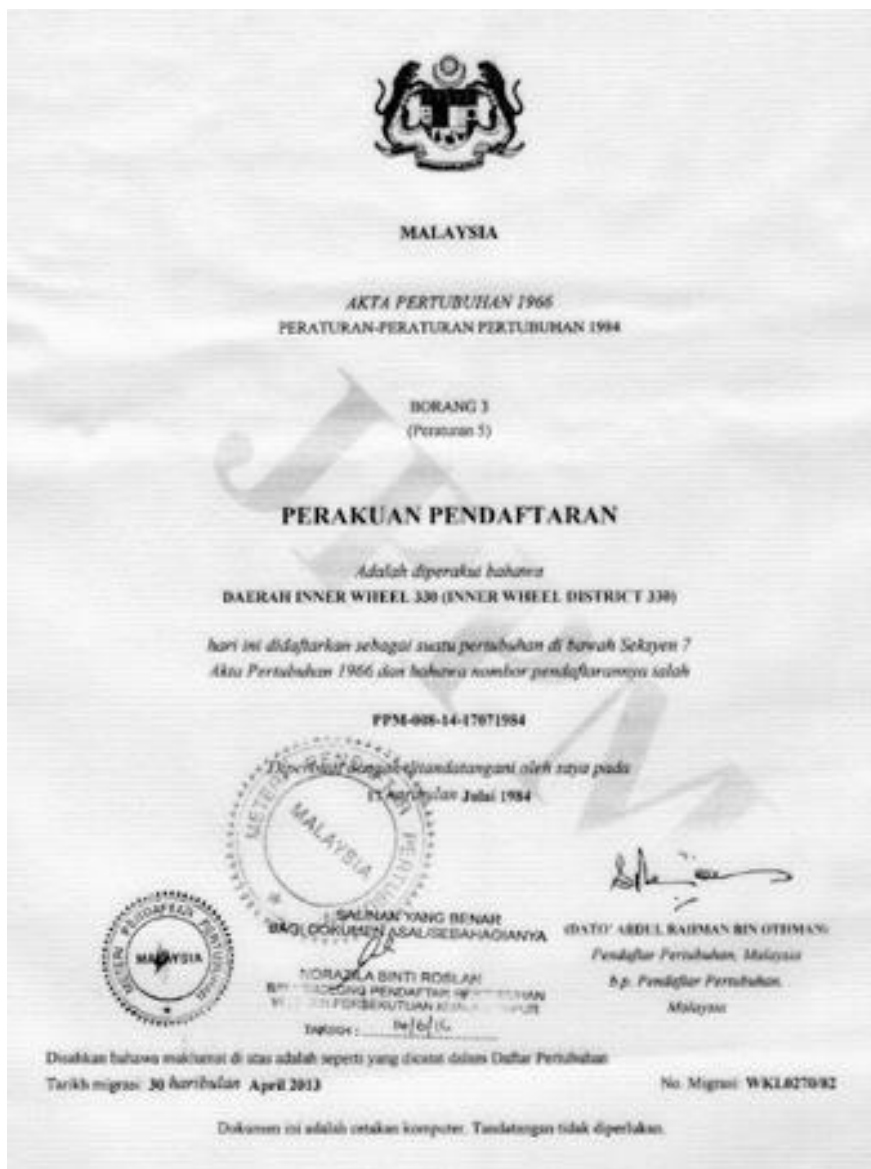
These guidelines are on the district website and can be downloaded by the appropriate Committee Members at the beginning of their term of office.

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

Jabatan Pendaftaran Pertubuhan Malaysia
 Kompleks Kementerian Dalam Negeri,
 Aras G, Wilayah Persekutuan Bukit Damansara,
 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

B-27-15 Windsor Tower 62,
 Jalan Sri Hartamas 1
 50480 Kuala Lumpur, Wilayah Persekutuan Contact
 Person: Shamini Nair

5. District Executive Committee (ExCo)

District Chairman	District Extension Organiser/Chairman
District Vice-Chairman	District International Service Organiser/Chairman
Immediate Past District	District Editor
Chairman	District Webmaster
Hon. Secretary	
Hon. 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

QUALIFICATIONS

- Must have served on the District Executive Committee for at least one year at the time of nomination.
- Must have held a Club Officer position.
- Must not be from the same club as the Vice-Chairman or Immediate Past Chairman.

TENURE: Nominated and elected for a **one-year term**. May be re-elected for a second consecutive term only if there are no other nominees. In case of a tie, the Chairman casts the deciding vote.

VOTING: Holds **one vote** per elected position and on each resolution or amendment at DCM and AGM.

VACANCY: For a vacancy, the Vice Chairman shall deputise.

DUTIES AND RESPONSIBILITIES

Administrative

- Brief District Executive members on their roles and responsibilities.
- Chair all DCM and AGM meetings.
- Supervise and coordinate District activities.
- Plan and coordinate **officer training** with the Vice Chairman
- Serve as an **ex-officio** member of all District committees.



Club Support & Development

- Attend **club installations and events** when invited.
- Provide guidance and advice during club visits.
- Update clubs on District initiatives during meetings.
- Promote Inner Wheel values and encourage membership growth.
- Advocate for **attendance at District AGM** and **events**.
- Motivate Club Officers to participate in **training**.
- Encourage members **to serve** as District Officers.

Liaison & Communication

- Disseminate greeting letter from IIW President to clubs.
- Collaborate and share with the National Representative (NR) relevant information to and from IIW.
- Keep District Exco updated regularly.
- Ensure all official communication is via email, copied to relevant Executive Committee (Exco) members.

Documentation & Reporting

- Compile a report after each club visit as a record for Incoming Chairman.
- Prepare a comprehensive report for the Annual Report to be presented at the AGM.
- Organize and hand over all documents, emails, and correspondence to the successor at the end of the term.



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. • Organise a brief training session online for Club Presidents. • 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 a speech if invited as guest-of-honour. • Plan for AGM logistics to be held before 30 September.
Oct	<ul style="list-style-type: none"> • To remind District Treasurer to send Capitation Fees to IIW.
End Jan	<p>District Committee Meeting:</p> <ul style="list-style-type: none"> • To ensure that the nominations of incoming District Officers are in order before the District Committee Meeting in March



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	<p>To install incoming District Chairman</p> <p>Annual General Meeting:</p> <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.
- And also, have been a Club Officer.
- She must not be a member of the same Club as the Chairman or Immediate Past Chairman.

TENURE: Nominated and elected for a one-year term. May be re-elected for a second term only if there is no other candidate for the position.

VOTING: Holds one vote per elected position and for each resolution or amendment at DCM and AGM.

VACANCY: For a vacancy, the District Committee shall appoint a qualified successor.

DUTIES AND RESPONSIBILITIES

- **Act as deputy** to the Chairman, representing her at district and club events such as installations, projects, and other official functions in her absence.
- **Plan and organize** the AGM in accordance with the program approved by the Chairman.
- **Training:** Assist the Chairman in the training of Club Officers and coordinate attendance and manage logistics related to training sessions, including booking venues and ensuring necessary resources are available.
- Replenish or replace bannerettes as needed.
- All official communication must be via email, with copies sent to the Chairman and the Executive Committee members



Guidelines For IMMEDIATE PAST DISTRICT CHAIRMAN

TENURE: 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.

VOTING: Holds **one vote per elected position and for each resolution or amendment** at District Committee and Annual General Meetings

DUTIES AND RESPONSIBILITIES

- Offers her valuable experience supporting and providing advisory services to assist in governing the District.
- Assists the Extension Committee in membership development and continues to nurture new clubs in the District.
- Responsible for updates to the IIW Constitution and District Rules and Club Guidelines when necessary.
- Gives a report to be presented at the AGM.
- All official communication must be via **email**, with copies sent to the Chairman and the Executive Committee.



Guidelines For DISTRICT SECRETARY

QUALIFICATIONS

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

TENURE: Nominated and elected for a one-year term and may serve for a maximum period of 3 consecutive years.

VOTING: Holds one vote per elected position and on each resolution or amendment at DCM and AGM.

VACANCY: For a vacancy, the District Committee shall appoint a qualified successor to complete the year.

DUTIES AND RESPONSIBILITIES

Administrative

- Prepare and send out notices of meetings.
- Register and submit AGM Minutes and audited accounts, on e-Roses (Registrar of Societies) portal online.
- Adhere to all deadlines set by ROS and IIW.
- Send out all nominations (District and International), together with a short description of offices held, to Club Secretaries, not later than **14th February**.
- Coordinate and liaise with Chairman on Club visits and to inform Clubs.
- Be an **ex-officio member** of all committees.
- Always act in consultation with Chairman.



Liaison & Communication

- Compile Club Exco contact details
- Maintain communication with Club Delegates.
- Maintain club membership list of existing members and Honorary Members
- Keep District Exco updated regularly.
- Ensure all official communication is via **email**, copied to Chairman and relevant Executive Committee members.
- All communication to and from IIW to go through the NR with copies filed.
- Send to Clubs and District Exco, minutes of the IIW Board Meetings.

Documentation & Reporting

- Maintain all minutes and records of communication
- Prepare comprehensive report for the Annual Report to be presented at the AGM.
- Organize and hand over all documents, emails, and correspondence to the successor.



<p>Apr/May (prior to year of office)</p>	<p>Prepare a letterhead as soon as District Committee Meeting is over. 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 Compilation should contain the ExCo's current address, telephone and mobile numbers, and email addresses.</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 e-Roses (Registrar of Societies web portal) registration 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	<ul style="list-style-type: none">• Organise a brief virtual training session for Club Secretaries on how to be an effective Secretary <p>Update of District Membership Registry.</p> <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. <p>Send the details of the Club ExCo to the District ExCo.</p> <p>Deadline: 30 September</p>
	<p>District ExCo Meeting</p> <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">• 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.



Aug	<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.
Sep	<ul style="list-style-type: none"> • Coordinate with the previous secretary on AGM preparations and documentation pertaining to it. • After AGM, to prepare the AGM minutes for distribution to outgoing and incoming District ExCo. • To submit online, AGM minutes and audited accounts to e-Roses, within 60 days of AGM date.
Oct	<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, are 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. • If there is more than one nominee for National Representative and deputy of the following year, the District Committee will hold an election at the March DCM to elect one representative, with voting conducted as follows: <ol style="list-style-type: none"> i. For an online meeting: voting will be carried out electronically via polling. ii. For a physical meeting: voting will be conducted by casting ballot papers. • 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. • The latest contact details are also available in the IIW database.
Jan	<ul style="list-style-type: none"> • Clubs will receive a Nomination Booklet for elections for IIW Governing Body. E-Voting in International Inner Wheel Election will be used for the election of the Executive Officers of IIW and for the International Governing Body. • Remind clubs to familiarise with the e-voting system available to all clubs, which will be open in February to be able to vote in IIW's e-voting election, which will run in March (or as advised).



Feb	<p>District Committee Meeting (“DCM”)</p> <ul style="list-style-type: none"> • Liaise with DC regarding venue (physical or online) 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. Deadline: 28 February. • Prepare attendance sheet for District ExCo, District Committee and observers. <p>Elections of District ExCo</p> <ul style="list-style-type: none"> • If there is more than one nomination received for a position the following is to be carried out: <ol style="list-style-type: none"> i. For an online meeting: voting will be carried out electronically via polling. ii. For a physical meeting: prepare voting slips • In the event of a tie, the DC has the casting vote • 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).



Apr/May	<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"> i. Liaise with incoming DC regarding venue of AGM. ii. Prepare Agenda for AGM. Please get incoming DC’s approval. iii. 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 the Annual Report. Do feel free to edit to fit the above requirements. Deadline: 31 May In the event they do not submit, then the onus is on them to print their own report and distribute it themselves at the AGM.
May/Jun	<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.
Jun-Sep	<ul style="list-style-type: none"> Nomination papers must be received at IIW headquarters by 30 September.



	<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.
	<ul style="list-style-type: none"> • Prepare attendance list of District ExCo, District Delegates and Observers for the AGM. <p>Start compilation for Annual Report and Accounts.</p> <ol style="list-style-type: none"> 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. The Annual Report is approximately 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

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

TENURE: Nominated and elected for a one-year term and may serve for a maximum period of three consecutive years.

VOTING: Holds one vote per elected position and on each resolution or amendment at DCM and AGM.

VACANCY: For a vacancy, the District Committee shall appoint a qualified successor.

DUTIES AND RESPONSIBILITIES

Administrative:

- Update the **total membership count for each club** as of **1 July**.
- Form a WhatsApp group to include DC, DS and all Club Treasurers in District 330, plus organize virtual and in-person training on how to be an effective Treasurer.
- Remind Club Treasurers to pay **Districtdues** by the specified deadline.
- Remit **International Inner Wheel Capitation** by deadline.
- To establish and maintain contact with the **banks, auditors and inland revenue** (if necessary).
- Make payments and issue receipts for travel claims of District Committee attending the AGM.
- Responsible for all incoming and outgoing money in District accounts.



- To assist the District Secretary to fill in the **financial reporting section** of the Registrar of Societies **e-ROSES** web portal.
- Be responsible for sourcing and appointment of an Honorary Auditor.

Documentation and Reporting

- Manage and maintain a ledger, receipts, bills, payment vouchers, all financial instruments, stamp and financial statements.
- Prepare a **Financial report** to include **projected expenses for incoming year and audited accounts for the year** to be submitted in the AGM Report.
- All official communication to be made on email copied to Chairman and respective Exco.
- Organize and hand over all documents, badges, stationery, etc. to successor.

By end of Jun (prior to year of office)	<ul style="list-style-type: none">• 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.
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By mid- Jul	<p>The following should be handed over and received:</p> <ul style="list-style-type: none"> a) District Treasurer's guidebook, b) all past years' files, c) cheque book/book, and d) one ledger book. <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 next year.
Jul	<ul style="list-style-type: none"> • Organise a brief training session online for Club Treasurers • 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



	<p>the District account will have to send the Bank-in Slip and the list of members.</p> <ul style="list-style-type: none"> • 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.
Jul/Aug	<ul style="list-style-type: none"> • Liaise with DC and inform District Committee of projected travelling costs. • 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.
	<ul style="list-style-type: none"> • Prepare to be included in the AGM Report: <ol style="list-style-type: none"> (a) project expenses for the Inner Wheel year 1 July to 30 June, (b) District dues: capitation fee and delegates allowances. • 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.



Aug	<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.
Sep	<ul style="list-style-type: none"> • Telegraphic online transfer to be initiated to International Inner Wheel for capitation fees to be paid in £ (Sterling). This has to be accompanied by an email to the IIW Treasurer together with a form with a breakdown of the number of paid members in each club. • This must be transferred before the District Annual General Meeting. This payment must reach on or before 31 October. • If payment is received later than 31 October the following happens: • The right to Vote for International Inner Wheel officers at International Inner Wheel Convention is lost. • 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.
Feb	<ul style="list-style-type: none"> • Provide 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
Mar	<ul style="list-style-type: none"> • Send a telegraphic online transfer for capitation fees to IIW, from clubs whose members joined after December. Deadline: 15 March. • Make payments and receipts at DCM.



May	<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-in claim forms and provide relevant documents.
Mid-Jun	<ul style="list-style-type: none"> • Prepare to hand over the past years' accounts, badges, files, documents, stationery, and others to the incoming District Treasurer. Make a list of things to pass on and signed by both parties. • Prepare to give to Honorary Auditor all the relevant accounts for audit purposes. • Write a thank you letter to the 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 cover 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 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.

TENURE: Nominated and elected for a one-year term and may serve for a maximum period of 3 consecutive years.

VOTING: Holds one vote per elected position and on each resolution or amendment at DCM and AGM.

VACANCY: For a vacancy, the District Committee shall appoint a qualified successor.

DUTIES AND RESPONSIBILITIES

Formation of District Extension Committee

- Chairman of an elected Extension Committee of up to four members who have been Voting Delegates to a District Committee for at least one year at the time of election.
- Members elected annually, may serve for up to three consecutive years.

Club Formation and Charters

- Initiate and support the formation of new clubs and e-clubs
- Approach and Inner Wheel Club or a Rotary Club to sponsor a new club.



- Responsible for overseeing the Charter process and ensuring compliance with IIW and ROS (Registrar of Societies) requirements and registration protocols.
- Proactively referring to the **Guidelines on Formation of New Clubs and Charter Presentation.**
- To promote membership growth and retention by visiting existing clubs, providing guidance and ideas.

Documentation & Reporting

- Submit a written report for presentation at the AGM
- All official communication must be done via email, with copies to DC and Executive members.
- Ensure all documents and correspondence are well organized and handed over to the successor.

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.
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	<ul style="list-style-type: none"> • 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](#)



Guidelines for

FORMATION OF AN INNER WHEEL CLUB

1. The formation of new Clubs shall be the responsibility of the District Extension Chairman/Organiser (EC/EO) and her Committee or Organiser.
2. A new Club can be formed and sponsored by an Inner Wheel club or the District Executive, with invited members provided they are over eighteen (18) years of age.
3. Where there is an existing Rotary Club, the family members of Rotarians should be asked to join.

4. INTEREST MEETING

- When interest is displayed in the formation of a Club, the EC/EO should endeavour to arrange a meeting to speak to the interested ladies. At such a meeting, the History of Inner Wheel, its objects and a simple explanation of the Constitution should be given, and opportunities for friendship and service emphasized. If no decision is reached, a further meeting should be arranged, to which all the ladies should again be invited.
- When ten or more potential members agree to form a Club, the following motion must be proposed and seconded. **“This meeting agrees to the formation of an Inner Wheel Club to be called 'The Inner Wheel Club of’ ”.**
- The name of the new Inner Wheel Club may correspond to the name of an existing Rotary Club; or given a suitable geographical name which needs approval sought from IIW.



5. INAUGURAL MEETING

- If the motion is carried, the meeting continues as the inaugural meeting where the office bearers – President, Vice President, Secretary, Treasurer Club Correspondent, International Service Organiser and six committee members are elected, all of whom form the **Club Executive Committee**.
- The Executive Committee will be briefed on their duties and responsibilities, with a suggestion that one half of the Committee serves for one year and the other half for two years to avoid a complete changeover at the end of the second year.
- Immediately after the inaugural meeting, the EC/EO must complete a **Charter Application form** with the names and addresses of the Club President, Secretary and all the founder members, to be sent to IIW Headquarters together with the Capitation.
- Those members who join the Club before the Charter Presentation are the founder members and may sign on the back of the Charter.
- The dates of the registration and of the Inaugural Meeting are shown on the Charter and may be regarded as the official anniversary of the club.
- On receipt of club information and capitation, the Club is registered by IIW and given a Charter number.
- At this point, the EC/EO should also inform the District Officers who should in turn visit the Club to share and advise on Inner Wheel information, until the Charter has been presented.
- The Charter will be forwarded to the National Representative who will pass to the EC/EO.
- The EC/EO assists the club to draw up the byelaws based on the IIW Constitution and the local Registrar of Societies (ROS) requirements.



- To **submit byelaws and relevant application for registration** with the ROS.
- The Club **cannot do fund raising** until approval is obtained from ROS. However, members can attend clubs and district events.

6. Presentation of Charter

- i. IIW must be informed of the date of the Charter Presentation.
- ii. The Club Officers, in consultation with the District Officers, are responsible for the arrangements for the presentation of the Charter.
- iii. Procedure for presentation of Charter:
 - a. Opening remarks by the DC, who presides until after the Charter has been presented.
 - b. Roll Call of clubs present by District Secretary.
 - c. Presentation of new club to the DC by the EC/EO.
 - d. Presentation of Charter by the DC to the Club President, when all should stand.
 - e. Chair now taken by the President, who responds.
 - f. The Presidential jewel is then presented to the Club President.
 - g. Welcome to the District by DC.
 - h. Greetings from IIW President either in person or by letter read by NR.
 - i. Club badges to members may be presented.
 - j. Additional items, presentations or speakers.
 - k. Vote of thanks by the Club Vice-President

June 2025



Guidelines For DISTRICT INTERNATIONAL SERVICE ORGANISER or CHAIRMAN

QUALIFICATIONS

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

TENURE: Nominated and elected for a one-year term and may serve for a maximum period of 3 consecutive years

VOTING: Holds **one** vote per elected position and on each resolution or amendment at DCM and AGM.

VACANCY: For a vacancy, the District Committee shall appoint a qualified successor.

DUTIES AND RESPONSIBILITIES

- The DISO plays a vital role in fostering international understanding, fellowship, and the promotion of global service initiatives.
- DISO should help District-level clubs to increase their visibility and connection with other clubs and districts through various social media and communication channels.
- Set up and maintain a database of all clubs and who they are in touch with within the District and overseas as well as social projects.



Communication

- Serve as the primary channel of communication among clubs within the district and with other districts.
- Form a WhatsApp group to include DC, DS and all Club ISOs in District 330, plus organize virtual and in-person training on how to be an effective ISO.
- Raise the profile of the district by exchanging and sharing ideas, promoting collaboration and visibility through communication and initiatives with other districts.
- Encourage clubs to correspond with clubs in other districts and participate in exchange visits.
- Inform clubs of IIW projects, as relayed by the NR, including not limited to: IIW Social Projects, Orange the World, Cease Cervical Cancer

Formation of DISO Committee (if needed)

- Chairman of an elected ISO Committee of up to **four** members who have been **Voting Delegates** to a District Committee or **Club ISO** at the time of election.
- Members elected annually, may serve for up to three consecutive years.

Communication Protocol

- Submit a written report for presentation at the AGM.
- All official communication to be made on email and copied to DC and respective Executive members.
- Ensure all documents and information are handed to successor.



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. Reason: We are interested in maximizing the outreach of clubs within our District and Internationally.
	<ul style="list-style-type: none">• Initiate Clubs to list out projects involved in and distribute this list early in the term so that other clubs may join if they are interested or have no projects of their own, i.e. joint project. Reason: It will help to increase the resources and activities of the smaller clubs. Implementation on Club to Club basis.
May/Jun	<ul style="list-style-type: none">• Obtain reports of activities from Club ISOs to be incorporated in the Annual Report.

FORMS:

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



Guidelines For DISTRICT EDITOR

QUALIFICATIONS

- 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: Nominated and elected for a one-year term and may serve for a maximum period of 3 consecutive years.

VOTING: Holds one vote for election of each position and on each resolution and amendment at DCM and AGM.

VACANCY: For a vacancy, the District Committee shall appoint a qualified successor to complete the year.

DUTIES AND RESPONSIBILITIES

Administrative

- Liaise with Webmaster to form a WhatsApp group to include DC, DS and all Club CC's in District 330
- Organize a virtual and in-person training on how to be an effective Club Correspondent.
- Promote Inner Wheel branding and District campaigns through the District's social media platforms.
- Compile the District e-Newslink for digital publication.
- All official communication must be by email, copied to DC and respective Executive members.



Documentation and Reporting

- Maintain regular contact with Club Correspondents to collect reports and photographs of club activities for IIW social media platforms.
- Forward all District news to National Representative for publication on IIW social media platforms and for e-Bulletin.
- Attend official District and inter-District events and report proceedings for publication on e-Newslink.
- Organize and handover all documents, files, etc to successor.

Jul	<ul style="list-style-type: none"> • Obtain email addresses of Club Correspondents. • Send out letters or emails of introduction to Club Correspondents. • Remind CCs to check their emails and respond in a timely manner. • Organise a brief training session online, together with the Webmaster for Club Correspondents. • 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.
Aug/Sep	<ul style="list-style-type: none"> • Obtain soft copy 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/Jun	<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.



Jun	<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.
Jul	<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

- Have served on a **District Committee** or served as a Club Correspondent for at least 1 year at the time of nomination.
- Must be computer competent and knowledgeable in web-based functions and social media platforms.

TENURE: Nominated and elected for a one year term and may serve for a maximum period of 3 consecutive years.

VOTING: Holds one vote per elected position and on each resolution or amendment at the DCM and AGM

VACANCY: For a vacancy, the District Committee shall appoint a qualified successor to complete the year.

DUTIES AND RESPONSIBILITIES

Administrative

- Liaise with District Editor to form a WhatsApp group to include DC, DS and all Club CC's in District 330
- Organize a virtual and in-person training on how to be an effective Club Correspondent.
- Manage and maintain the District website and any District subscribed social media platform.
- Review and approve all materials before submission to the Web Provider for online publication.
- Regularly update District website to ensure accuracy and relevance.



- Ensure that the District website is linked to IIW website.
- Promote Inner Wheel branding as well as International and national campaigns through the District's social media platform.
- Establish and maintain regular contact with Club Correspondents to collect reports and photographs of club activities.
- Attend official District and Inter-District events and document proceeding through e-Newslink and social media platforms.
- Organize and handover all documents to successor.

Jun (prior to year of office)	<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.
Jul	<ul style="list-style-type: none"> • Organise a brief training session online, together with the District Editor for Club Correspondents. • 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



	<p>District ExCo. Include the template and guide for submission of articles.</p> <ul style="list-style-type: none">• Present drafts or ideas of change of content for the District’s internet platform, if any, at the first ExCo meeting (if held).
July-Sep	<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.

FORMS:

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.

TENURE: Nominated and elected at Club AGM. May not serve for a period longer than three consecutive years unless elected to the District Executive. Must not serve on a District Executive Committee at the same time on her Club Committee.

VOTING: Holds one vote for election of each position and on each resolution or amendment at DCM and AGM.

VACANCY: For a vacancy the club shall appoint a qualified successor.

DUTIES AND RESPONSIBILITIES

- She is a member of the District Committee and represents the Club as Voting Delegate.
- She attends the DCM and AGM to convey the wishes and decisions of her Club members, present any resolutions on behalf of the Club and vote according to their instructions .
- She is the liaison between District and their Club, and the District Secretary will correspond directly with them.
- Report at the Club General Meeting on all matters pertaining to (a) District, (b) IIW, (c) any other correspondence or information.
- If the delegate is unable to be present at a club general



meeting, the deputydelegate is to do theupdate.

- After the DCM and AGM, the first delegate should give a report on the Business Session and the second delegate could present one on the social activities, at the Club General Meeting

Note:

- 2 Voting Delegates from each Club or their Deputies.
- An additional Voting Delegate may be elected in Clubs with 51 or more Active and Honoured Active members.

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
- IIW President
- National Representative
- IIW VP/IPP/Treasurer/CC
- IIW Board Directors
- District Officers
- Other District Chairmen
- IIW Past Presidents
- Rotary District Governor
- Club Presidents
- Guests

Salutations

- Guest of Honour
- IIW President (if she is guest of honour, to be addressed first)
- District Chairman (as hostess or presiding)
National Representative (if she is guest of honour, to be addressed first)
- IIW Board Directors
- District Officers
- Other District Chairmen
- IIW Past Presidents
- Rotary District Governor
- Club Presidents
- Guests

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



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”.

Seating Arrangements

- District Chairman (DC) as hostess — centre
- National Representative (NR) — left of DC
- IIW President (if Present) — right of DC
- Guest of Honour (if any) — between DC and NR
- Rest of Officer — senior at centre, less senior
towards opposite ends



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:
 1. President's Jewel
 2. Club member's badge for each member Bar for Secretary, Treasure, ISO, Editor, Extension Chairman

Badges can be ordered from:

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

Website: <https://www.awmatthews.co.uk>
Email: innerwheel.awm@googlemail.com

Mohan Plastics Industries
No 63 Roshanara Plaza Complex
Roshanara Road
Delhi 110007
India

Website: <https://www.mohanindustries.org>
Email: mohanplastic@yahoo.com



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.

EDITOR/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 and VOTING PROCEDURE

- E-Voting in International Inner Wheel Election will be used for the election of the Executive Officers of IIW and for the International Governing Body.
- There will be a test e-voting system available to all clubs, which will be open in February (or as advised) to familiarise with the system, how it works, how to vote, etc., to be able to vote in IIW's e-voting election, which will run in March (or as advised).
- Timeline for e-Voting test run Email will be sent to clubs. Clubs are recommended to check Spam folders before contacting support if the email does not arrive. If they are unable to locate the email sent to them by elections@mi-voice.com with their voting details, please visit www.mi-vote.com/secure/iiw where they can request that their voting code are resent to them. This email will explain the process to be followed, the unique email address that has been provided will be used to log-in and a Unique Voter Code will be provided to access the e-voting test system



Annex 1: List of contributors to the review of the D330 District Guidelines

Members of the sub-committee from D330 and D331

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

Members of the Advisory Council

IIW PBD Jessie Wang
IIW PBM Datin Joan Salleh
PNR Parimala Satheesan

with

DC Jillian Estrop
IPDC Vimalavathi TPillai
PDE Padmini Pillai

July 2025

