



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

Guidelines for  
**CLUB**  
**EXECUTIVE**  
**COMMITTEE**

# **Guidelines For Club Executive Committee**

© December 2020, 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](http://www.innerwheel330.org.my)

# CONTENTS

FOREWORD	1
<hr/>	
Guidelines For	
CLUB PRESIDENT	2
<hr/>	
CLUB VICE-PRESIDENT	5
<hr/>	
CLUB IMMEDIATE PAST PRESIDENT	6
<hr/>	
CLUB SECRETARY	7
<hr/>	
CLUB TREASURER	10
<hr/>	
CLUB INTERNATIONAL SERVICE ORGANISER	12
<hr/>	
CLUB CORRESPONDENT	14
<hr/>	
District Committee Guidelines For	
CLUB VOTING DELEGATE	16
<hr/>	
CONTRIBUTORS	18
<hr/>	

# FOREWORD

In 2007, during my tenure as District Chairman, a number of members had voiced that we needed a training session to prevent irregular practices that had crept into our organisation. With this in mind, I had a meeting with IIW Board Members, To' Puan Lam Leepin, Datin Joan Salleh and IIW Board Director Jessie Wang . Before embarking on a training session, we had to have a standard procedure (guidelines) at Club and District levels incorporating new practices. Most Clubs had lost or misplaced guidelines that were given to them. As a result, we roped in a small group of members whom we were confident would be committed to do a job. This small group of dedicated members volunteered to spend many hours writing documents and discussing the key qualifications and duties of each post at club and district levels. In so doing, each of them incorporated their own personal experience, new materials and updates to reflect amendments in the International Inner Wheel and District constitutions.

Two guidelines, first for Club Executives and second for District Executives, were published.

The guidelines for Club Executives has not been updated since 2007. Hence, we have now decided to update it. This updated version is to accommodate some changes and the insertion for the post of Immediate Past President.

We hope that you will find it an easy reference. It will serve as an invaluable guide to members who are present post holders and those who are incoming post holders. Each position is written in an easy check list format with suggested timetable of activities and relevant datelines.

To the members of the sub-committee, I thank you for your time, patience and fellowship for making this a worthwhile endeavour which I am sure will be an invaluable source of reference for all club members. Here, I would like to thank IPDC Padmini Menon for updating these guidelines.

**Joy Sundram, IIW PBD**

December 2020



# Guidelines For **CLUB PRESIDENT**

## **QUALIFICATION**

Member must have served on the Executive Committee for at least one year at the date of taking office. Post Is nominated and elected for 1 year but a further year may be allowed by the International Inner Wheel in special circumstances. (Permission to be requested through the District Committee.) In the event of a vacancy, the Vice President shall succeed.

	Deadline/Frequency
<p><b>A. RESPONSIBILITIES</b></p> <ol style="list-style-type: none"> <li>1. The President shall preside at all meetings of the club.</li> <li>2. As Chief Executive Officer, supervise the work and activities of the club.</li> <li>3. Commitment of personal time to attend all Club, District as well as International Inner Wheel functions and events.</li> <li>4. Must also support and attend club projects, other clubs’ installation or charter nights.</li> <li>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.</li> <li>6. Preferably be a delegate to the District AGM.</li> </ol>	
<p><b>B. GETTING READY FOR OFFICE</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of club rules is important – reference to be made to Club Bye-Laws and IIW Constitution Handbook.</li> </ol>	



	Deadline/Frequency
<ol style="list-style-type: none"> <li>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.</li> <li>3. Plan and prepare for:               <ol style="list-style-type: none"> <li>a. The nomination and election of the Executive Committee members and appointment of Honorary Members.</li> <li>b. Fund Raising programme and Installation event.</li> <li>c. Projects for the year, to be in line with the theme of IIW.</li> <li>d. Festive fellowships and other club activities for the year.</li> <li>e. Financial budget and allocation for projects (in consultation with the Hon. Treasurer.)</li> <li>f. Schedule of meetings and projects, and persons-in-charge.</li> </ol> </li> <li>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 consult for ideas.</li> </ol>	
<p><b><u>C. MEETINGS</u></b></p> <ol style="list-style-type: none"> <li>1. Plan the agenda of monthly General/Committee meetings in consultation with the secretary. Confirm speaker/special guests, induction of new members and arrangement for gifts/tokens.</li> <li>2. All club business should be transacted with regularity.</li> <li>3. Ensure that International Inner Wheel and District matters be summarized and explained at Club meetings.</li> </ol>	<p><b>AT LEAST A WEEK BEFORE MEETING.</b></p>



	Deadline/Frequency
<ul style="list-style-type: none"><li>4. Should a discussion arise the President must maintain an IMPARTIAL attitude and be sure that all decisions reflects the wishes of the majority of the members.</li><li>5. 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.</li><li>6. Conduct all official club business before arrival of guest speaker. A member should be appointed to take care of guest speaker.</li><li>7. Committee Meetings:<ul style="list-style-type: none"><li>a. To conduct regular committee meetings to discuss matters and recommend for decision by members at the General Meeting.</li><li>b. Assign and brief Committee Members on their duties and responsibilities.</li><li>c. Assign Committee Members to remind members of impending meeting and other events.</li><li>d. Ensure that all datelines for submissions to District and IIW are met.</li></ul></li><li>8. Annual General Meetings:<ul style="list-style-type: none"><li>a. Ensure that Hon. Secretary sends out the Notice of Meeting and audited Financial Accounts on time.</li><li>b. Ensure that Interim Financial statements, President’s Report and Hon. Secretary’s Report are sent on time.</li><li>c. Ensure that the quorum of meeting is met.</li><li>d. Follow the AGM Agenda and Election procedure.</li></ul></li></ul>	<p style="text-align: center; color: red; font-weight: bold;">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 is complied within the stipulated time.</p> <p>9. 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.</p> <p>10. Review all minutes recorded by the Hon. Secretary.</p>	
<p><b>D. MEMBERSHIP</b></p> <p>1. The President or a representative should contact a potential new member and extend an invitation to attend a club meeting as a guest.</p> <p>2. Welcoming of New Members – see IIW Handbook on welcoming of New Members.</p>	
<p><b>E. ADMINISTRATION</b></p> <p>1. Attend to general correspondence.</p> <p>2. To work closely with the Hon. Treasurer on the Club funding and accounts.</p> <p>3. To be a joint signatory to the Club’s bank accounts.</p>	
<p><b>F. DISTRICT &amp; INTERNATIONAL MATTERS</b></p> <p>4. 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.</p> <p>5. Ensure the timely submission of:</p> <ul style="list-style-type: none"> <li>a. Club Report for District AGM;</li> <li>b. Nomination and voting papers for District Executive Committee;</li> </ul>	<p>AS ADVISED BY DISTRICT SECRETARY</p>



	Deadline/Frequency
<ul style="list-style-type: none"><li>c. Nomination and voting papers for International Inner Wheel Governing Body.</li><li>d. Club Resolutions – properly signed by the proposers and seconders.</li></ul> <p>6. Circulate copies of Minutes of IIW Board meetings and District meetings to delegates, advisors or other relevant persons.</p>	

**FORM:**

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



# Guidelines For **CLUB VICE-PRESIDENT**

## **QUALIFICATION**

Member must have served on the Club Executive Committee for at least one year at the date of taking office. The post is nominated and elected annually and a member may not serve for more than 2 consecutive years. 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
<p><b><u>DUTIES</u></b></p> <ol style="list-style-type: none"> <li>1. To deputise for the President when necessary.</li> <li>2. To contribute and support the activities and programmes of the club as a member of the Club Executive Committee.</li> <li>3. To succeed should the President’s position be vacant the following year.</li> <li>4. To be prepared to be nominated for the President’s position in the following year.</li> </ol>	



# Guidelines For **CLUB IMMEDIATE PAST PRESIDENT**

## **QUALIFICATION**

The Immediate Past President is an ex Officio Officer of the Club Executive Committee. She 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, however, take office on the District Governing Body following the position of the Immediate Past President in the Club.

	Deadline/Frequency
<p><b><u>DUTIES</u></b></p> <ol style="list-style-type: none"> <li data-bbox="126 719 770 852">1. To offer her valuable experience, supporting and providing advice regarding practices and other matters that would be useful in assisting to govern the Club.</li> <li data-bbox="126 858 770 922">2. To promote extension work inside the Club with the cooperation of all the members.</li> </ol>	



# Guidelines For CLUB SECRETARY

## QUALIFICATION

Members may be nominated and elected for 1 year only but shall be eligible for re-election for a maximum period of 3 consecutive years. In the event of a vacancy, the Executive Committee shall appoint a successor.

	Deadline/Frequency
<p><b>A. MEETINGS</b></p> <ol style="list-style-type: none"> <li>1. Send out notices of meetings (General, Committee, Annual General meetings etc) with details of agenda of meeting.  <a href="#">Sample notice of general meeting.</a>  <a href="#">Sample notice of committee meeting.</a>  <a href="#">Sample notice of annual general meeting.</a> </li> <li>2. Annual General Meeting               <ol style="list-style-type: none"> <li>a. Send to all members reports of President, Hon. Sec., Hon. Treasurer and Audited accounts. Copies to be made available at place of meeting.</li> <li>b. Send to all members nomination forms for Executive Committee of the forthcoming year.</li> <li>c. Prepare list of nominations for Executive Committee for election of the forthcoming year.</li> </ol> </li> <li>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.</li> </ol>	<p>14 days before date of meeting</p> <p>Meeting to be held not later than 31st March</p> <p>1 week before meeting</p>



	Deadline/Frequency
<p>4. Record attendance and apologies at meetings. Record minutes of proceedings of meetings. Send out minutes to all members. <a href="#">Sample minutes of general meeting</a></p>	Monthly
<p><b><u>B. MEMBERSHIP</u></b></p> <p>1. Maintain up-to-date membership records (new, transferred, resigned etc). 2. Advise District on newly elected Executive Committee, Club Delegates and details of Club’s membership (new, resigned etc). 3. Attend to correspondences on membership (e.g. transfer, letter of introduction etc).</p>	<p>Ongoing</p> <p>After club AGM or as advised by the Dist. Sec.)</p> <p>Ongoing</p>
<p><b><u>C. ADMINISTRATION</u></b></p> <p>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>	<p>Ongoing</p> <p>Ongoing</p> <p>ASAP in July, after club’s financial year.</p>
<p><b><u>D. REGULATORY</u></b></p> <p>1. Filing with Registrar of Societies a. Newly elected Executive Committee members. b. Changes in bye-laws and other changes etc. Note: Changes in bye-laws must be approved by a majority at AGM or EGM (depending on club bye-laws).</p>	<p>Within stipulated deadlines of ROS</p>
<p><b><u>E. DISTRICT AND INTERNATIONAL MATTERS</u></b></p> <p>1. Prepare and send Club Report for District AGM. 2. Prepare and send nomination and voting papers for District Executive Committee.</p>	<p>As advised by Dist. Sec.</p>



	Deadline/Frequency
<ol style="list-style-type: none"> <li>3. Prepare and send nomination and voting papers for International Inner Wheel Governing Body.</li> <li>4. Prepare and send resolutions or motions to District.</li> <li>5. Ensure that all papers are properly signed by the proposers and seconders.                             <ol style="list-style-type: none"> <li>a. Note: Proposer and person who seconds the resolution must not be from the same club.</li> <li>b. All papers must be properly filed for record.</li> </ol> </li> <li>6. Advise International Inner Wheel of contact details of incoming Hon.Secretary.</li> </ol>	<p>As advised by Int. Inner Wheel.</p> <p>As advised by Dist. Sec.</p> <p>In March or as advised by Dist. Sec.</p>
<p><b><u>F. OTHER DUTIES</u></b></p>	
<ol style="list-style-type: none"> <li>1. Circulate copies of Minutes of IIW Board meetings and District meetings to delegates, advisors or other relevant persons.</li> <li>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.</li> <li>3. Collate signed copies of checklists of Handover of Outgoing/Incoming Committee members.</li> <li>4. Ensure guidelines and other necessary files etc are passed on to the successor at the end of term. Then, complete the Checklist.</li> </ol>	<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**

## QUALIFICATION

The Treasurer shall be nominated and elected for one (1) year and shall be eligible for re-election annually for a maximum period of three (3) consecutive years. In the event of a vacancy, the Executive Committee shall appoint a successor.

	Deadline/Frequency
<p><b>A. DUTIES</b></p> <ol style="list-style-type: none"> <li>1. Be the custodian of funds in the club.</li> <li>2. Collect annual subscription fees which are due on the 1 July from members.</li> <li>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.) .</li> <li>4. Keep two (2) sets of accounts.</li> </ol>	<p>By 31 Jul.</p> <p>By 31 Aug</p>
<p><b>B. ADMINISTRATION</b></p> <ol style="list-style-type: none"> <li>1. Financial year is from 1 Jul to 30 Jun.</li> <li>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 to the bank.</li> <li>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.</li> </ol>	





	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**

## **QUALIFICATION**

Shall be nominated and elected for one year but shall be eligible for re-election annually for a maximum of three consecutive years. In the event of a vacancy, the Executive Committee shall appoint a successor.

	Deadline/Frequency
<p><b>A. DUTIES</b></p> <ol style="list-style-type: none"> <li>1. The ISO should initiate active correspondences with clubs on an international level.</li> <li>2. To liaise with the Club Secretary for a copy of the International Inner Wheel Directory or source from the IIW Website (available from July for office bearers of a new Inner Wheel year).</li> <li>3. If your club is already communicating with some clubs in other Districts, just continue the correspondence.</li> <li>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.</li> <li>5. Extend an invitation to the club members of another club who are visiting your country, to inform you and to meet your members.</li> <li>6. When visitors are coming to your Club, inform the District ISO (if feasible) so that she may also meet them.</li> </ol>	



	Deadline/Frequency
<b><u>B. ADMINISTRATIVE</u></b>  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

**FORMS**

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



# Guidelines For **CLUB CORRESPONDENT**

## QUALIFICATION

Shall be nominated and elected for one year but shall be eligible for re- election annually for a maximum period of three consecutive years. In the event of a vacancy, the Executive Committee shall appoint a successor.

	Deadline/Frequency
<p><b>A. DUTIES</b></p> <ol style="list-style-type: none"> <li>1. The Club Correspondent is responsible for collecting items of news concerning the club.</li> <li>2. A Club Correspondent should work closely with the District Editor to provide material for the Newslink and the District website. District Editor will write to you at the beginning of the Inner Wheel year, Introducing herself and sending the deadlines for you to submit your report to her.</li> <li>3. Know the names and contacts of all the club correspondents in District 330. Maintain correspondence with them.</li> <li>4. Keep track of and record all club activities and projects. Take photographs whenever possible of all activities. Compile an album or CD of all the photographs taken during your term of office.</li> <li>5. Send greetings, congratulatory and condolence cards to President and members of your own club as well as to the other clubs in District 330.</li> <li>6. Submit reports of club activities to the International Editor for IIW Magazine and IIW Facebook via the National Representative as per the given template.</li> </ol>	



	Deadline/Frequency
<p><b>B. ADMINISTRATION</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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 has less to edit.</li> <li>3. Be selective in what you send to the Editor. Your content should include the following events: Club projects, fundraising, guest speakers, club fellowship, new members, deaths, births. Do not mention specific sums of money raised or given. Do not include minutes of your meetings as these are only for members of your club. These points also apply to the District website.</li> <li>4. <b>IIW Magazine:</b> If you wish any item of interest to be submitted to the International Editor for possible inclusion into the IIW Magazine, you should send a copy to the District Editor and the National Representative.</li> </ol>	<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>

**FORMS**

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



### **Extract from “GUIDELINES FOR DISTRICT COMMITTEE”, Jun 2020**

A Club Delegate is a post of the District Committee and not of the Club Executive Committee. The guideline is inserted here as a reference.

## **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. 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.

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

# 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

## **Update Sub-Committee (Dec 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

