



**ASSOCIATION OF
INNER WHEEL CLUBS IN INDIA**

**CONSTITUTION
ASSOCIATION BYE LAWS
DISTRICT COMMITTEE RULES
CLUB RULES
2025**

INNER WHEEL PRAYER

Instill in us o Lord, the true meaning of friendship

Never let us forget that we are all thy children.

Notwithstanding the differences in our culture and creed

Endow us with a desire to serve our fellow men

Remembering that we too often need help

Whenever or wherever the need for service arises

Help us to be ready to serve

Endeavouring to make our badge of Inner Wheel worthwhile

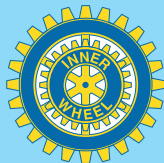
Ensuring that we have not

Lived in vain.

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**INTERNATIONAL
INNER WHEEL
CONSTITUTION**

INTERNATIONAL INNER WHEEL

BASIC RULES

The International Constitution shall be binding on all Members and shall be as follows:

1. The name shall be "International Inner Wheel".
2. The emblem shall be:



3. The Inner Wheel year shall be from 1st July to 30th June
4. Inner Wheel shall not be sectarian or party political.
5. There shall be a standard naming system for all offices at International, National, District and Club levels.
6. The official language is English.

OBJECTS

The objects shall be:

1. To promote true friendship.
2. To encourage the ideals of personal service.
3. To foster international understanding.

MEMBERSHIP

1. At International level
 - a) Includes all Inner Wheel Clubs and e-Clubs
 - b) The minimum number of Active Members required to form a Club or an e-Club is 10.
 - c) Applications for membership shall be sent to the Administrator of International Inner Wheel, together with an agreement to adopt the standard rules and to observe the Constitution.
 - d) This agreement is binding on all Clubs except where it conflicts in any way with the laws and customs of a particular country.
 - e) All e-Clubs must be included into the administrative systems of a District on the same terms as a Districted Club. They cannot operate as a Non-Districted Club or as a separate entity from the present Inner Wheel organisational structures.”
 - f) All Clubs, within countries which have National Bye Laws, must conform to their National Bye Laws, and the Governing Body of International

Inner Wheel must be consulted when changes are considered in the National Bye Laws.

- g) The International Governing Body must approve any proposed changes in the naming system.

2. At National level

- a) Includes all the Districts and Clubs within its boundaries.
- b) The minimum number of Districts required to form a National Governing Body is **2**.

3. At District level

- a) Each District includes all the Clubs within its boundaries.
- b) The minimum number of Clubs required to form a District is **4**.

4. At Club level

- a) A member may belong to only one Club.
- b) **Types of membership**

A. Active Membership

- i. Active membership may be retained or taken up by women who have been

invited to join provided that they are over 18 years, and the majority of the club members agree.

B. Honoured Active Membership

- i. An Award. A Club may confer Honoured Active Membership on an Active Member who has given outstanding service to Inner Wheel.
- ii. Such a member retains all the rights of Active Membership for life or until she leaves Inner Wheel.

C. Honorary Membership

- i. International Inner Wheel, National Governing Bodies, Districts and Clubs may invite distinguished persons whom they wish to honour, to become an Honorary Member.
- ii. Honorary Members have no vote and cannot hold any office on any administrative level of the organisation.
- iii. The number should not exceed 4 at any given time.

5. Transfers

An Active member may, in some circumstances, provided both Clubs agree, and informing the District Executive Committee/s, transfer to another Inner Wheel Club.

6. Retirement

When a member is no longer able to continue through sickness or infirmity, she may be termed “retired” rather than “resigned”.

7. Termination of membership

- a) Active Membership terminates on failure to pay the annual subscription by 31st December or by exclusion for serious reasons, the member concerned having a right of reply.
- b) The decision to exclude a member for serious reasons must be approved by a two-thirds majority vote by the club members by way of secret ballot and submitted for agreement to the District Executive Committee or the Executive Committee of International Inner Wheel in the case of non-districted clubs.
- c) The Club Executive Committee shall notify the member concerned of its intentions by writing

at least 30 days in advance, the notice to be sent by registered mail to her last known address.

- d) No final decision to be taken without mediation. Any Inner Wheel member going to the court of law without exhausting the provisions for such grievances within Inner Wheel may be excluded from membership of any club.

8. Membership at Large

a) Countries **with** a National Governing Body.

- i. If an active member resides in an area of a country where there is no Inner Wheel Club, the National Governing Body of that country can grant her 'Membership at Large' status.
- ii. Application must be made to the National Governing Body, through her former Club, or District if there is no former Club due to disbandment.
- iii. Payment of International Inner Wheel Capitation Fees must be made through that Governing Body. Such a member cannot vote or hold office.

- b) Countries **without** a National Governing Body.
- i. Any active member of Inner Wheel who takes up residence in an area or a country where there is no Inner Wheel Club, shall be entitled to 'Membership at Large' on application to International Inner Wheel Headquarters, through her former Club, and on payment of the appropriate International Inner Wheel Capitation Fee.
 - ii. Such a member cannot vote or hold office.

NAMING A CLUB

1. When a new Inner Wheel club is formed, the members of the new Club may decide on a geographically suitable name.
2. If districted, prior opinion of the District Executive Committee is needed, and subject to the approval of International Inner Wheel.

INTERNATIONAL GOVERNING BODY

1. A candidate for an International Inner Wheel office, whether elected or appointed, may not hold any other office in Inner Wheel.
2. An Inner Wheel member who holds an elected or appointed office at National Governing Body, District or Club level, or who is an Immediate Past President or Immediate Past Chairman cannot be, at the same time, a member of the International Governing Body.
3. No Past International President shall be eligible to be nominated for the International Inner Wheel Governing Body.

COMPOSITION

1. The **International Governing Body** consists of the Officers and the Board Directors.
2. **Officers**
 - President
 - Vice-President
 - Immediate Past President
 - Treasurer
 - Chairman of the Constitution Committee

- a) These officers form the **Executive Committee**.
- b) Each officer has 1 vote.
- c) In addition, the President has a casting vote.
- d) Executive Committee quorum is 3 members.

3. Board Directors

- a) There shall be 16 Board Directors.
- b) Each Board Director has 1 vote.

DUTIES OF INTERNATIONAL GOVERNING BODY

- 1. The International Governing Body has the control and management of the affairs and funds of International Inner Wheel.
- 2. Its decision on matters of administration is to be final, but on matters of principle any Club, District or National Governing Body may appeal against a decision to the Convention.
- 3. Quorum is 75% of the International Governing Body.
- 4. The International Governing Body is to have administration

- a) over Non-Districted Clubs where there is no National Governing Body, and
- b) over Districts where there is no National Representative.

QUALIFICATIONS, NOMINATIONS, VOTING AND TENURE

The International Governing Body is to be elected as follows:

1. Officers

a) President

i. *Qualifications*

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.

ii. *Nominations*

A District Committee of a National Governing Body may nominate a member suitably qualified for the position of President. Members may accept nomination only from the District Committees of the National Governing Body of which they are members.

iii. *Voting*

By electronic voting, each Club having the right to one vote.

iv. *Tenure of Office*

The President is to serve for 1 year only and cannot serve again in this office.

- v. The Immediate Past President, the President and the Vice-President **must not** be members of Inner Wheel in the same country or National Governing Body.

b) Vice-President

i. *Qualifications*

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

ii. *Nominations*

A District Committee of a National Governing Body may nominate a member suitably qualified for the office of Vice-President. Members may accept

nomination only from District Committees of the National Governing Body of which they are members.

iii. *Voting*

By electronic voting, each Club having the right to one vote.

iv. *Tenure of Office*

The Vice-President is to serve for one year only and cannot serve again in this office.

c) Treasurer

i. *Qualifications:*

Must have served on a National Governing Body as a Treasurer or served as President of a National Governing Body.

ii. *Nominations*

A District Committee of a National Governing Body may nominate a member suitably qualified for the office of Treasurer. Members may accept nomination only from District Committees of the National Governing Body of which they are members.

iii. *Voting*

By electronic voting, each Club having the right to one vote.

iv. *Tenure of Office*

The Treasurer may serve for a maximum of 3 consecutive years only, but must be nominated and elected annually and cannot serve again in this office.

v. *Duties of Treasurer*

She must have computer skills, knowledge of accounting software, on-line banking and use spreadsheets, be able to read financial forecasts in order to ensure payments to suppliers, prepare budgets, ensure financial integrity of organisation and work closely with the bookkeeper and accountant/ auditor, as appropriate.

d) Constitution Chairman

i. *Qualifications*

Must have been a past member of the International Inner Wheel Governing Body.

ii. *Nominations*

A District Committee of a National Governing Body may nominate a member suitably qualified for the office of Constitution Chairman. Members may accept nomination only from District Committees of the National Governing Body of which they are members.

iii. *Voting*

By electronic voting, each Club having the right to one vote.

iv. *Tenure of office*

She may serve for a maximum of 3 consecutive years only, but must be nominated and elected annually and cannot serve again in this office.

2. Board Directors

a) *Qualifications*

Must be a Past National Representative or a Past President of a National Governing Body to stand for election as a Board Director of the International Governing Body.

b) *Nominations*

A District Committee within a country, which has a National Governing Body or an elected National Representative, may nominate a suitably qualified member for the office of Board Director.

c) *Voting*

- i. By electronic voting.
- ii. The Board Directors are to be elected in the same ballot as the Officers.
- iii. Each Club to have 16 votes, all of which must be for nominees from different countries.
- iv. If more than 16 persons are nominated, each Club must vote for a total of 16 nominees.
- v. The electronic voting document must declare a vote of 16 in total. Any electronic voting document which declares a vote for more than 16, or less than 16, shall be invalid.

d) *Tenure of Office*

A Board Director may serve for a maximum of 2 years only, but must be elected annually.

MEETINGS

1. **Non-Convention year:** One Governing Body Meeting will be held annually.
2. **Convention year.** A second Governing Body Meeting will be held the day prior to the Convention.
3. The International Governing Body may pass a resolution on urgent matters between Meetings. A copy of the resolution, in writing, must be sent to each member of the Governing Body, whose acceptance or rejection must be sent, in writing, to the Administrator of International Inner Wheel. The decision must be by a 75% majority. The procedure is to be set in motion by the Executive Committee.— CONSTITUTION 2024 —

PROCEDURE OF ELECTIONS AND NOMINATIONS

1. Executive Committee

The procedure for the election of the President, Vice-President, Treasurer and Constitution Chairman to the Governing Body of International Inner Wheel is to be as follows:

- a) *Nominations*, with the consent of the nominee, may be made by District Committees of the

National Governing Body of which they are members, to their National Governing Body.

- b) If 2 or more nominations for any one office are made by District Committees in the same National Governing Body, there must be an internal election organised by the National Governing Body. The National Governing Body must then inform the District Committees, the result of that internal election.

2. Board Directors

The procedure for the election of Board Directors to the Governing Body of International Inner Wheel is to be as follows:

- a) *Nominations in a District, which has a National Governing Body,*
 - i. A District may nominate for the position of Board Director.
 - ii. If 2 or more nominations are received from District Committees in the same National Governing Body, there must be an internal election, organised by the National Governing Body.

- iii. The National Governing Body must then inform the District Committees the result of that internal election.
- b) *Nominations in a Districted country, without a National Governing Body, but which has an elected National Representative,*
 - i. A District may nominate for the position of Board Director.
 - ii. If 2 or more nominations are received from District Committees in the same country, there must be an internal election organised by the National Representative.
 - iii. The National Representative must then inform the District Committees, the result of that internal election.
- 3. The **District Committee** must send completed nomination forms for all International Officers and Board Directors, to International Inner Wheel Headquarters not later than 30th September.
- 4. A list of nominees, with a short description of offices held, will be sent to all Clubs.
- 5. The recorded vote must be received at International Inner Wheel Headquarters not later

than 31st March, otherwise it will be invalid. Any votes received from Clubs with outstanding Capitation Fees will be null and void.

6. If any 2 nominees receive the same number of votes, the President will have the casting vote.
7. In the eventuality of death, disability or disqualification of any candidate/nominee during the election for Board Director, the election will take place as per schedule. The next nominee receiving the highest number of votes will be declared elected as Board Director, in place of the deceased, disabled or disqualified candidate / nominee.
8. The result of the elections for President, Vice-President, Treasurer, Constitution Chairman, Board Directors and Editor of International Inner Wheel will be sent out to all National Governing Bodies, Districts and Non-Districted Clubs simultaneously.
9. In the event of a vacancy in the office of:
 - a) **President**, the Vice-President is to succeed to the office to complete the year, which will not stop her from accepting nomination and election as President.

- b) **Vice-President**, the International Governing Body may appoint a suitably qualified successor to complete the year, which will not stop her from accepting nomination and election as Vice-President.
- c) **Treasurer**, the International Governing Body may appoint a qualified successor to complete the year.
- d) **Constitution Chairman**, the International Governing Body may appoint a qualified successor to complete the year.
- e) **Board Director**, the position to remain vacant until the following 30th June.

COMMITTEES

1. Executive Committee

Duties of Executive Committee

- a) The Executive Committee shall consist of the President, Vice-President, Immediate Past President, Treasurer and Constitution Chairman.
- b) The Executive Committee shall have the overall management of the day-to-day affairs and

funds of International Inner Wheel on behalf of the International Governing Body.

- c) The final decision will be made by the International Inner Wheel Executive Committee, in the name of the International Governing Body, if mediation has failed on all administrative levels (Club, District and National Governing Body).

2. Constitution Committee

The Constitution Committee shall consist of the Constitution Chairman, the President and Vice-President.

3. Convention Committee

- a) The Convention Committee is to consist of a Convention Co-ordinator, to be appointed by the Governing Body from members nominated by the host country at the time of submitting the application to host the Convention, the International Vice-President and Treasurer ex officio, and other members appointed according to the **Convention Blueprint**.
- b) In addition, the International President of the Convention year shall be a member of the Committee during that year.

EDITOR / MEDIA MANAGER

1. The Editor/Media Manager shall not be a member of the Executive Committee, but she may be invited as an observer when necessary, to attend the International Executive Committee meetings or the International Governing Body Meetings and the Triennial Convention as an observer with the same benefits as a Board Director, including payment of costs incurred in attending these meetings.
2. *Qualifications*
Must have served on a National Governing Body or District as an Editor for at least 1 year at the time of nomination.
3. *Nominations*
Any District Committee may nominate a person suitably qualified for the office of Editor.
4. *Voting* By electronic voting, **each Club** having the right to **one vote**.
5. *Tenure of Office:*
 - a) The Editor may serve for a maximum of

3 consecutive years but must be elected annually.

- b) In the event of a vacancy the Board may appoint a qualified successor to complete the year.

DUTIES OF EDITOR/MEDIA MANAGER

1. The Editor/Media Manager is responsible for the International Inner Wheel website, media output and promotional documents.
2. Therefore she must have advanced computer skills and editorial skills, expertise in modern technology, graphics software, desktop publishing and layout.

FINANCE

1. The financial year of International Inner Wheel shall be from **1st July to 30th June.**

2. Dues

- a) Each Club shall pay to International Inner Wheel such annual Capitation Fee for each member as shall be determined from time to time at the Convention or, if in the years between, the inflation of the pound sterling makes a Capitation Fee increase necessary, the Governing Body is authorised to increase the Capitation Fee with the same percentage as the increase in the cost-of-living index in the UK, but not exceeding 5%.
- b) Any proposal to alter the Capitation Fee at a Convention must be circulated in writing to all Clubs at least 4 calendar months prior to the Convention.

3. Expenses

- a) Expenses incurred in carrying out the work of the International Governing Body shall be met from the funds of International Inner Wheel.

- b) These expenses must be agreed by the International Executive Committee.

4. Audit

- a) A qualified accountant, appointed annually by the Governing Body, shall audit the accounts of International Inner Wheel.
- b) Copies of such accounts shall be circulated to all Clubs with the Minutes of the International Governing Body Meeting.

5. Payments

Any payment from the funds of International Inner Wheel may be made by cheque, standing order, direct debit or bank transfer, provided that payment is authorised and supported in writing by two members of the International Executive Committee.

TRUSTEES

1. The International Governing Body has the power to incorporate a company limited by guarantee on behalf of International Inner Wheel, to hold property and any other relevant investments or assets, including without limitation government bonds and mutual securities as determined by the Governing Body from time to time.
2. Investments of a speculative nature are **not** permitted.
3. The International Governing Body shall have the power to appoint two Trustees who will have the responsibility for properties of International Inner Wheel.
 - a) On behalf of the membership, the Trustees shall be responsible for the general management of the property and shall authorise major repairs and alterations as required.
 - b) The International Governing Body shall protect the Trustees against all liabilities, costs, claims and demands in their role as Trustees.

- c) The International Governing Body shall have the power to appoint or dismiss Trustees.
- d) A Trustee must be a Past Board Member / Board Director, 1 from Great Britain and Ireland and 1 from another country.

NATIONAL REPRESENTATIVES

1. A National Representative may be elected by any country with 1 or more Districts with 4 or more Clubs, which have been functioning as a District for a minimum of 2 years.
2. Districts which are newly formed after division or disbandment of a District may nominate qualified members and participate in the election of a National Representative in their country.
3. *Qualifications*
 - a) For Districted countries without a National Governing Body
 - i. Must have been a Deputy National Representative, a Past District Chairman, Vice-Chairman, Secretary or Treasurer.
 - ii. A suitably qualified Deputy must be elected at the same time as the National Representative.
 - iii. In the event of a vacancy, the Deputy National Representative shall take office and the District Committee(s) of the country concerned must elect a suitably qualified Deputy National Representative to complete the year.

- b) For countries with a National Governing Body
 - i. Must have been a Deputy National Representative, a Past District Chairman, Vice-Chairman, Secretary or Treasurer and have also served as a member of a National Governing Body for at least 1 year at the time of nomination.
 - ii. A suitably qualified Deputy must be elected at the same time as the National Representative.
 - iii. In the event of a vacancy the Deputy National Representative shall take office. The National Governing Body concerned must elect a suitably qualified Deputy National Representative to complete the year.

4. *Nominations*

- a) Each District may nominate not more than 1 National Representative and Deputy.
- b) Nominations, with the consent of the nominee, must be sent in writing, to the National Governing Body or National Representative (if no National Governing Body exists), not later than 31st October.

- c) If 2 or more National Representatives or Deputies are nominated by Districts in the same country, there must be an internal election.
- d) The National Governing Body or National Representative shall send to all Clubs a list of nominees, with a short description of the offices held, together with an official ballot slip, no later than 15th February.
- e) A National Representative must not hold at the same time another position on Club or District level.

5. *Voting*

- a) All the clubs in the country may vote to elect the National Representative and Deputy.
- b) A ballot will be held with each Club having 1 vote. Election by a simple majority.

6. *Tenure of Office*

A maximum period of 2 years, but must be elected annually by 31st March.

DUTIES OF THE NATIONAL REPRESENTATIVE

1. The National Representative is the link between the District and the International Governing Body; she receives, translates and sends all communications.
2. It is essential to be fluent in the official language of Inner Wheel, the English language.
3. In a country with no National Governing Body, the National Representative plays no part in the running of the District(s) A National Representative must not hold at the same time another position on Club or District Level.
4. The role of National Representative qualifies for the position of Board Director.

AFFILIATION

1. An Inner Wheel Club, District, or National Governing Body shall not affiliate with (i.e. become members of) other organisations, as it cannot bind its members to a constitution nor to any decision over which it has no control.
2. That does not prevent individual members joining other organisations.

INTERNATIONAL CONVENTION

1. International Conventions shall be held at intervals of not less than 3 years in a place to which the Governing Body reasonably believes Voting Delegates, from any country, would have free access.
2. The International Governing Body shall decide the meeting place for the Convention.

BUSINESS OF THE CONVENTION

1. The Official Report and audited Statement of Accounts shall be presented by the Governing Body.
2. The Capitation Fee for International Inner Wheel shall be fixed.
3. Alterations in, or additions to, the International Constitution shall be considered and appropriate action taken.
4. Alterations in, or additions to, the Standard District Rules and the Standard Club Rules shall be considered and appropriate action taken.
5. Matters of Inner Wheel interest shall be discussed.

VOTING DELEGATES

1. Each country sending Voting Delegates to the Convention shall be responsible for its own financial arrangements for those delegates.
 - a) Each Club, each District Committee and each National Governing Body is entitled to send 1 Voting Delegate and to appoint a deputy in the event of a vacancy.
 - b) Each International Inner Wheel Officer, each Board Director, each National Representative and each Past President of International Inner Wheel is to be a Voting Delegate.
2. All of the above, if not represented, may designate as proxy provided they will be elected Voting Delegates at the Convention, a National Representative, a Past National Representative, a Past Board Member, a past Board Director, a District Committee Voting Delegate or the International Official Proxy Vote holder.
3. The International Official Proxy Vote holder must strictly follow the directives given.
4. Other proxies may be given instruction or the choice on how to vote.

5. Any voting delegate, other than the International Official Proxy Vote Holder, must not hold more than 70 proxy votes.
6. Any Inner Wheel member may attend as an observer, but the business must be conducted only by the Voting Delegates.

VOTING

1. Each proposal or amendment submitted to change the Constitution must be carried by a majority of two-thirds of those voting in person or by proxy.
2. All other motions shall be decided by a simple majority.

TRANSLATION

1. Each country or District sending delegates to a Convention may ask for simultaneous translation of the Convention proceedings in its own language, or a language of its choice.
2. In such a case that country or District shall be responsible for the financial expenses incurred.

STANDING ORDERS

1. The International President, the Vice-President, or, if circumstances necessitate, an International Past President, shall preside at the Convention as proposed by the Executive Committee of International Inner Wheel and ratified by a simple majority at the meeting of the Governing Body immediately prior to the Convention.
2. All business must be conducted by Voting Delegates, except in the presentation of a proposal. A Voting Delegate may nominate any member to present a proposal and reply on her behalf, but may not delegate any other right or responsibility.
3. All Voting Delegates shall address the chair.
4. Voting Delegates must speak to the proposal under discussion.
5. If two or more Voting Delegates rise at the same time, the Presiding Officer shall determine who shall speak first.
6. Each proposal must be proposed by the Club, District or National Governing Body or by their duly appointed proxies.

7. Each proposal must be seconded before discussion.
8. The proposer of a proposal may not speak for more than 3 minutes.
9. Other Voting Delegates speaking to a proposal shall not exceed 2 minutes.
10. The proposer of a proposal shall have the right of reply, but shall not speak for more than 3 minutes.
11. No Voting Delegate shall propose or second more than 1 amendment to each proposal, except where she is also acting as a proxy.
12. Each amendment shall be relevant to the proposal to which it is proposed.
13. Each amendment must be proposed and seconded before discussion.
14. The proposer of an amendment may not speak for more than 3 minutes.
15. Other Voting Delegates speaking to an amendment shall not exceed 2 minutes.
16. The proposer of an amendment shall have the right of reply, but shall not speak for more than 2 minutes.

17. On each proposal to change the Constitution a majority of two-thirds is necessary.
18. All other General Motions shall be decided by a simple majority. In the event of the votes being equal the Presiding Officer shall have the casting vote.
19. Proposals or Amendments or General Motions that are withdrawn prior to the Business Sessions will be deemed Withdrawn. Withdrawn items are not debated or voted upon. Where Proposer or Secunder does not put themselves forward to speak at the Business Session the Proposal, the Amendment or the General Motion will be deemed to have Fallen. It will not be debated or voted upon.
20. A proposal can be withdrawn, before the business session starts, only if the proposing and seconding Clubs, Districts, National Governing Body have discussed and agreed about this withdrawal.

CHANGES TO THE CONSTITUTION

1. The International Governing Body, National Governing Bodies, District Committees and Clubs, may submit proposals to change the Constitution of International Inner Wheel by the required date.

- a) Clubs can only submit proposals to change the Constitution after they have been presented to their District Committee for administrative checking and suitability of wording.
 - b) Non-Districted Clubs should submit Proposals to International Inner Wheel for administrative checking and for suitability of wording.
2. Any proposal to change the Constitution shall be received at International Inner Wheel Headquarters not later than 18 months prior to the Convention.
- a) Such proposals MUST include a seconder.
 - b) The proposer cannot second the proposal.
 - c) Proposals from the Governing Body of International Inner Wheel, which are made on behalf of all members, do not require a separate seconder as they must be approved by the Governing Body before presentation.
3. Amendments to these proposals shall be received at International Inner Wheel Headquarters not later than 6 months prior to the Convention.
4. The International Inner Wheel Constitution Committee will notify and explain to the National

Representative, Districts Chairmen and Clubs Presidents from the concerned countries, by writing or e-mail, the reasons for rejected Proposals, Amendments and General Motions sent to improve or change the Constitution.

5. General Motions may be proposed / submitted in a procedure similar to Proposals and Amendments.
6. In case of urgency and provided that not less than 30 days' notice in writing has been given,
 - a) This Constitution may be changed at a meeting of the International Governing Body, attended by a quorum of 75% of the members of the Governing Body, by a resolution – passed by a majority of 75% of those present.
 - b) Such changes shall become immediately and temporarily effective for a period not exceeding 2 years, and shall be ratified or rejected by an International Convention, or failing this, shall lapse.
7. In case of urgency and 30 days' notice cannot be given,
 - a) this Constitution may be changed at a meeting

of the International Governing Body, attended by a quorum of 75% of the members of the Governing Body, by a resolution passed by a majority of 75% of those present.

- b) Such changes shall only be valid until the next following meeting of the International Governing Body.

RETENTION OF ALL VOTING RESULTS

1. Following a Convention, all Voting Results from any digital or manual voting system used must be returned to International Inner Wheel Headquarters and retained until the end of the following Convention (3 years then the Voting Results from the previous Convention should be deleted/archived or destroyed).
2. **In the event of a dispute, the Chairman of the Constitution Committee will make the final decision.**

NATIONAL GOVERNING BODY BYE-LAWS

1. Countries with a National Governing Body may draw up National, District and Club Bye-Laws.
2. These Bye-Laws are based on the International Inner Wheel Constitution but enable members to enjoy their membership according to the customs and traditions of their own country.
3. Bye-Laws and any changes to existing Bye Laws must be approved by International Inner Wheel before implementation.
4. The corresponding section of the International Inner Wheel Constitution must be referred to for points not mentioned in these Bye-Laws.





ASSOCIATION BYE LAWS

Association of Inner Wheel Clubs in India

- * Association of Inner Wheel Clubs in India, formed in the year 1976, affiliated to International Inner Wheel, comprises of all the Inner Wheel Clubs engaged in charity and service activities spread in 27 Inner Wheel Districts all over India.

- District 298 - Tamil Nadu, Pondicherry
- District 301 - Delhi, Haryana, Uttar Pradesh
- District 302 - Andhra Pradesh
- District 303 - Maharashtra
- District 304 - Madhya Pradesh, Gujarat
- District 305 - Madhya Pradesh, Rajasthan, Gujarat
- District 306 - Gujarat, Maharashtra, Daman & Diu
- District 307 - Punjab, Himachal Pradesh, Jammu & Kashmir,
- District 308 - Chandigarh, Haryana, Himachal Pradesh, Punjab, Uttar Pradesh, Uttrakhand
- District 309 - Haryana, Punjab, Rajasthan
- District 310 - Uttar Pradesh
- District 311 - Uttar Pradesh, Uttrakhand
- District 312 - Uttar Pradesh, Madhya Pradesh
- District 313 - Maharashtra
- District 314 - Maharashtra
- District 315 - Andhra Pradesh
- District 316 - Karnataka, Andhra Pradesh
- District 317 - Karnataka, Maharashtra, Goa
- District 318 - Karnataka
- District 319 - Karnataka, Andhra Pradesh
- District 320 - Tamil Nadu, Kerala
- District 321 - Kerala, Tamil Nadu
- District 323 - Tamil Nadu
- District 324 - Assam, Meghalaya, West Bengal, Sikkim, Nagaland
- District 325 - Bihar, Jharkhand
- District 326 - Odisha, Chattisgarh, Madhya Pradesh
- District 329 - West Bengal, Andaman & Nicobar Islands



ASSOCIATION OF INNER WHEEL CLUBS IN INDIA

ASSOCIATION BYE-LAWS

I TITLE

The name shall be "Association of Inner Wheel Clubs in India" referred to as "The Association" throughout these Bye-laws.

II MEMBERSHIP

- a) The Association shall consist of all Inner Wheel Clubs in India.
- b) All clubs shall conform to the IIW Constitution and the Association Bye-Laws.
- c) Any club resigning from the Association must fulfill its financial obligations and return its Charter.

III NATIONAL GOVERNING BODY

- A** The National Governing Body shall be a Council consisting of the Officers of the Association, one

representative from each District Committee and Constitution and Credential Committee Chairman.

Officers:

President

Vice President

Immediate Past President

Hon. Secretary

Hon. Treasurer

B National Representative / Deputy National Representative:

The Association President shall be our National Representative and the Association Vice-President shall be the Deputy National Representative.

Elections:

- a) Association President/National Representative and Association Vice President/Deputy National Representative

The Election of Association President / National Representative and Association Vice President / Deputy national representative shall be by e-voting, elected annually not later than February 28th each year. Election to be by

simple majority of the votes cast. The candidate should get a maximum of only 3 chances taking into consideration all the previous times she has been the candidate for above mentioned election.

b) Hon. Secretary & Treasurer

Shall be elected by the existing Council from amongst the existing District Chairmen. It shall be done by E-voting before 31st March.

Canvassing, that is, asking for votes for any office at the Association, District and Club level is forbidden, whether by letter or any other means and will result in disqualification of the candidate concerned.

In case the Current District Chairman has been nominated for the post of Association Secretary or Association Treasurer, the photographs /news on social media posted by clubs which includes the District Chairman shall not be considered as canvassing.

C Qualifications

- 1 President / National Representative and Vice President / Deputy National Representative

- a. Must be a Past District Chairman and must have served on the Council for one year at the time of nomination and must have attended at least one Council Meeting.
- b. The Immediate Past President, the President and the Vice-President shall not be members of the same District.

2. Hon Secretary and Hon Treasurer:

- a. Honorary Secretary must be District Chairman at the time of her nomination and must have served as District Secretary for one whole year.
- b. Honorary Treasurer must be District Chairman at the time of her nomination and must have served as District Treasurer for one whole year.

3 Council Members:

A Council Member must have served as a District Chairman or Past District Chairman for at least one year at the time of taking up office.

A Deputy Council Member must be the District Chairman / District Chairman Elect at the time of taking office.

D Tenure of Office:

- i President/National Representative:** Shall be nominated and elected for one year only and shall not again be eligible to serve in this office.
- ii Vice President/Deputy National Representative:** Shall be nominated and elected for one year only.
- iii Hon. Secretary and Hon. Treasurer:** Shall be nominated and elected for one year only.
- iv Council Members:** A council member may be re-elected if it is not her fallow year, but shall not serve on the Council for more than two consecutive years unless elected as a President or Vice President of the Association if she is eligible.
- v Immediate Past President:** Shall not be eligible for election to any office on the Council for the year following her period as Immediate Past President as it will be her fallow year.
- vi The Constitution & Credential Committee Chairman:** Any Past Association President may be nominated from her district. If there are

more than two nominees, the Association shall hold an election to declare the Constitution & Credentials Committee Chairman. She can serve in the office for three consecutive Inner Wheel calendar years.

E Vacancy

1 President:

In the event of vacancy, the Vice-President shall succeed to the office to complete the year which shall not debar her from nomination and election as President.

2 Vice President:

In the event of a vacancy, the Council shall appoint a suitably qualified successor to complete the year from amongst the members of the Council. This shall not debar her from nomination and election as Vice-President.

3 Hon. Secretary and Hon. Treasurer:

In the event of a vacancy, the Association Executive Committee shall appoint a suitably qualified member of the Council to complete the year.

4 Council Member:

In the event of a vacancy, the District Executive Committee shall appoint a qualified successor from any Past District Chairmen.

A Deputy Council member shall be appointed by the District Executive Committee at the commencement of the Inner Wheel year. The District Chairman is usually nominated as the Deputy Council Member.

If a Council Member or a Deputy Council Member is unable to attend a Council Meeting, then a Past District Chairman must be deputized to attend that Council Meeting in her place.

5 CCC Chairman

In the event of a vacancy - a suitable Past Association President from the Constitution and Credential Committee will complete the term.

F Procedure for Election

- 1 Association President / National Representative, Association Vice President/Deputy National Representative

The District Executive shall ask for nominations from clubs, with the written consent of the nominee, of a member duly qualified for the above offices by 30th September.

In case two or more nominations are received by the District, there shall be an election by the District Committee by secret ballot on the floor of the house.

If there is not sufficient time to convene a District Committee Meeting then the voting may be by E-Voting / postal ballot by the District Committee. In the event of votes being equal, the District Chairman shall have the casting vote, or the casting vote may be drawn.

The nomination form as required by Association will be emailed by the Association Secretary, which can also be downloaded from Website, printed and filled in as per the instructions. The final nomination in writing, supported by minutes of the District Committee meeting in which nomination was passed, shall be sent by the District Chairman / District Secretary to the Association Secretary, so as to reach her not later than 20th November, the exact date to be decided by the Council.

The validity of the nomination shall be scrutinized by the Association President, the Executive Committee and the Association Constitution & Credentials Committee Chairman at the Executive Committee meeting held for the same purpose.

A list of nominees with a short description of offices held in Inner Wheel shall be posted by the Secretary before 10th December on the Association website and intimation of it sent to all District Chairmen, Association Council Members and District Secretaries by e mail.

Any votes received from clubs which have not paid their fees by 31st December of the current Inner wheel year shall be null and void. The recorded E votes shall be scrutinised and counted by duly authorised agency not later than 28th February or date specified.

Any new Inner Wheel club formed in any District in the Association of Inner Wheel clubs in India shall be eligible for voting only on receipt of Charter from International Inner Wheel and on completing six months from the date of formation as mentioned in the Charter of the Club.

2 Hon. Secretary and Hon. Treasurer:

Each District has the right to nominate with the written consent of the nominee and decided at the District Committee Meeting, a member suitably qualified to serve the Office. The election shall be done by E-voting before February 28th.

3 Council Member:

Any club in the district has the right to nominate with the written consent of the nominee and as decided at a club meeting, one member suitably qualified to serve as a member of Council.

Nominations in writing must reach the District Secretary along with the district nominations 45 days before the Annual District Conference. A list of nominations with a short description of offices held in Inner Wheel shall be sent to all club Secretaries with district nominations not less than 30 days before the Annual District Conference. The election of the member of the Council shall be by secret ballot / E-voting at the Annual District Conference.

In the eventuality of death, disability or disqualification of any of the candidate / nominee

during or after the election for any of the Association Executive Committee office, the election will continue as per schedule, the next nominee receiving the highest number of votes will be declared elected for the said office. In case of election being over and results declared before 1st July same rule will apply.

4. Constitution and Credential Committee Chairman

Any District Committee may nominate a member suitably qualified for the office, when called for nomination by the Association. In the event of having more than one nomination, the Executive Committee and Association Council Members would vote at 1st Council Meeting.

G Duties

1. The Council shall:

- a. Hold office from 1st July to 30th June.
- b. Have control and management of the affairs and funds of the Association.
- c. Recommend to the International Inner Wheel Board, alterations in the boundaries of the

existing districts and formations of new districts.

- d. Elect one member from amongst the council members elect, to serve as Hon. Secretary and one as Hon. Treasurer of the Association before 31st March.
- e. Appoint any other Committee(s) as deemed necessary at its first meeting and elect members of such committee(s).

2. Duties of the officials

i The President shall:

- a. Have a sound knowledge of the Constitution, Association Bye-laws, District Committee Rules and Club Rules.
- b. Preside over all meetings of the Council and as Chief Executive Officer, supervise the work and activities of the Districts and the Clubs through the District Chairman.
- c. Have power to vote and have a casting vote when required.
- d. Visit each district at least once a year, as far as possible at the Annual District Conference /

District Assembly, or deputize the Vice-President to attend in her absence.

- e. Keep in close touch with the clubs and districts and receive reports of District Assemblies, Conferences and Rallies and Minutes of the District Committee meetings.
- f. The Association President should plan and execute any National Event after the consultation and approval of majority of Association Executive Committee, Association Council members, and concerned host District especially if it involves financial contributions from Districts. Any member of the Association Executive committee other than the Association President, who wishes to host any event using the Inner Wheel Platform needs to seek prior approval of 2/3rds of the Executive committee before planning , explaining relevance of the event.

ii The Vice-President shall:

- a. Deputize and execute the duties of the President in her absence when required to do so.

- b. Receive reports of District Assemblies, Conferences and Rallies and Minutes of the District Committee meetings.

iii The Immediate Past President shall:

Preside at a meeting in the absence of both the President and Vice - President.

iv The Hon. Secretary shall:

- a. Send out Agendas, notices of meetings and keep minutes and records.
- b. Correspond on behalf of the Council.
- c. Have a sound knowledge of the Constitution, Association Bye-Laws, District Committee Rules and Club Rules.
- d. Keep important correspondence for a suitable period of time - at least 5 years. Official Records and documents which will be invaluable to her successors should be preserved.
- e. Inform the President promptly of all correspondence and discuss the agenda before each meeting.

- f. Write the Minutes of the Association Executive Committee Meeting and Association Council Meetings promptly and after approval of Association President send them to the Members of Association Executive Committee, Association Council Members and Clubs respectively within 30 days of the date of the meeting.
- g. Prepare and present an Annual Report of the Association to the Council.

v The Hon. Treasurer shall:

- a. Be the custodian of the funds of the Association.
- b. Keep all important documents for a suitable time period- at least 5 years. Final audited statement of all years must be preserved.
- c. Keep accounts and generally supervise the finance of the Association. At each meeting she should submit to the Council, a report along with the statement of Accounts, the audited statement of accounts and the balance sheet. She should also present the same at the Association Council meeting held at the end of

the corresponding Inner Wheel year.

- d. Present a proposed budget for the Association Officers and the Association before the Council at the beginning of the Inner Wheel year.
- e. Be the authorized signatory of the funds in the bank along with the President or the Secretary.
- f. Shall work in close liaison with the Triennial Conference Committee and receive all financial statements throughout the planning and execution of the Triennial Conference.

Any Association Officer who fails to take charge or remains absent without reasonable cause at more than two consecutive meetings shall be deemed to have resigned from office, and in that event, the Association Council shall appoint, in the vacancy so caused, any member who is duly qualified to such office to complete the year.

vi The Council Member shall:

Represent her District on the Association Council and act as liaison between her District and Association. She will keep in close touch with clubs in her own district and shall receive from her own District Chairman, all reports of District

Assemblies, Conferences, Rallies and Minutes of District Committee meetings and give detailed reports to the clubs in her District immediately after the Council meeting.

vii CCC Chairman :

The Constitution & Credential Committee Chairman will guide the Association Governing body on all Constitutional matters. As CCCC she will attend the Association Executive Committee Meeting, whenever nominations for National Body Elections are scrutinised. She will attend all Council Meetings and other Association Meetings and events.

The CC Committee shall scrutinise the proposals sent by the districts at least two months prior to the Incoming Chairman's Institute. The proposals presented by the Association Council of that year should be confirmed at the 2nd Association Council meeting, at least twelve months prior to the Triennial Conference.

IV MEETINGS

The Executive Committee shall hold at least two meetings in a year either immediately before or after the Council meetings.

The Council shall hold at least two meetings every year.

- i Matters for inclusion on the agenda shall be sent to the President and Secretary at least 60 days before a meeting other than an Extra-ordinary meeting.
- ii Notice of all meetings with a copy of the agenda shall be sent to all members of the Council at least 45 days before the meetings.
- iii An Extra-ordinary meeting may be called by 2/3rd of the Council, the request to be sent in writing to the Secretary. Notice for Extraordinary meetings shall be sent at least 20 days before the meeting. The business of such Extra-ordinary meeting may be transacted by post.
- iv All adopted decisions & Resolutions by the Association Executive Committee & Council members, affecting the Clubs and Districts directly shall only be implemented after the ratification of the same at the Association Triennial conference, by E-voting and carried with 2/3 majority of delegates present.

Voting:

Voting shall be by E-Voting . In the event of votes being equal, the President shall have a casting vote. Business may be transacted by post / Email. Voting shall be considered closed at the end of 21 days after the posting of the proposals. Decision by E-vote shall be recorded in the Minutes of the next meeting of the Council.

Quorum:

The Quorum shall be two-thirds of the Council. If there is no quorum, the meeting shall be adjourned for 30 minutes and re-assembled after that for business. All ordinary business shall be considered but any recommendations regarding finance shall be circulated to the Council Members for their approval and consent.

This fact shall be clearly notified in the agenda for every meeting.

V National Editor :

The Editor shall not be a member of the Executive Committee. She shall manage the Association website, publish news on the web tri monthly from

the Clubs and Districts, help in publishing the Newsletter of the Association President. As National Editor, she cannot attend Association Executive Committee and Association Council meetings.

Qualifications: Must have been a Past District Chairman for at least one year, at the time of nomination. Should have completed one full term as District Editor at the time of filing nomination and well versed in computer and handling online communications.

Nominations: Any District Committee may nominate a person suitably qualified for the office of National Editor.

Voting: Shall be by E-Voting. Each club has one vote. Voting can be conducted along with the election for the post of Association Vice President/Deputy National Representative.

Tenure of office: The National Editor has to be nominated and elected annually, maximum term is two years. In the event of vacancy the National Governing Body may appoint a qualified successor to complete the year.

VI FINANCE AND AUDIT

- 1. a.** The financial year shall be from 1st July to 30th June.
 - b.** A bank account shall be opened in any approved Nationalized / Co-operative bank / Corporate Bank in the name of the Association.
- 2. Dues**

Each club shall pay the annual Association Fee for each member as may be determined from time to time at the Triennial Conference.

Any proposal to alter the Association Fee at the Triennial Conference must be circulated in writing to all the Clubs at least 4 calendar months prior to Triennial Conference.

Any changes / additions in dues deemed necessary between Triennial Conferences must be sent to the Clubs as interim proposals with an explanation.

The club must be given 4 calendar months time to review and provide consent through E-voting. The proposal shall be approved if passed by 2/3rd majority of the clubs. The proposal, if passed must be ratified at the next Triennial Conference.

3. Expenses

All legitimate expenses incurred in carrying out the work of the Association shall be met from the funds of the Association.

4. Payments

All payments from the funds of the Association shall be made by cheque, standing order, direct transfer, debit or bank transfer, demand draft provided that the payment is authorized and in writing by the Honorary Treasurer and either the President or the Honorary Secretary.

5. Audit

The Accounts of the Association shall be audited annually by a qualified accountant and copies circulated to Council Members, Districts and Clubs before the next Council Meeting at which it is to be adopted.

Any Event conducted in the name of the Association - Triennial Conference, South Asia Rally, Natural Calamity Relief, any other Association Celebration should maintain proper Accounts. These accounts to be presented,

audited and included in the following Council Minutes.

6. Financial Decision :

The Association cannot take any financial decision to form another body, corporate Company, limited liability partnership or by whatever name it may be called. Any change affecting the financial and administrative structure of the Association must be passed by a 2/3rds majority in the Triennial Conference.

VII National Events

Triennial Conference

South Asia Rally (When hosted by India)

Incoming Chairman's Institute

Association Council Meetings

Any other National Events

All the above-mentioned events which come under this category should be held only within the boundaries of India. The budget for any National Event must be approved by the Association Council well ahead of the event. Accounts should be presented at the subsequent Council meeting

by the Association President or the Association Treasurer within two months of the event/events being held.

VIII COMMITTEES

1. Executive:

I President (Chairman)

II Vice-President

III Imm. Past President

IV Hon. Secretary

V Hon. Treasurer

Quorum: 3 members

The Council shall have power to appoint such of the following Committee(s) as deemed necessary and elect members for such Committee (s).

2. Constitution and Credential Committee:

Association President (ex-Officio)

3. Association Vice President (Ex-Officio)

Immediate Past Association President (Ex-Officio)

Chairman, as appointed by the Council, at least 30 months prior to the next Triennial Conference. Must be a Past Association President.

Not more than 4 Past Association Presidents coopted by the Chairman

3. Association Conference:

President (Ex-Officio)

Hon. Treasurer

Chairman as appointed by the Council

Not more than 4 other Inner Wheel members (who may be co-opted by the Conference Committee Chairman)

VIII NOMINATIONS FOR OFFICES OF IIW

- | | | |
|----|-----------------------|--|
| a. | IIW Vice-President | Refer IIW Constitution for qualification |
| b. | Honorary Treasurer | Refer IIW Constitution for qualification |
| c. | Constitution Chairman | Refer IIW Constitution for qualification |
| d. | Board Director | Refer IIW Constitution for qualification |
| e. | Honorary Editor | Refer IIW Constitution for qualification |

IIW Board Director Nominee

Qualification:

A Board Director Nominee from India must be a Past Association President, a National Representative, Past National Representative or Past Inner Wheel Board Member (i.e. any member who served up to the end of June 1995) to stand for election as Board Director of the International Inner Wheel Governing Body.

Nominations:

Any District Committee may nominate a member suitably qualified for the Office of Board Director nominee from India.

Election for the Offices of IIW:

Imm. Past President who is also the Past National Representative may be nominated to stand for election for the Office of Board Director nominee from India.

In the event that two or more nominations are received by the Association, there will be an internal election.

All clubs in the country may vote, each club having one vote. Election by simple majority.

A list of nominees with a short description of offices held in Inner wheel shall be sent by Association Secretary before 10th July or the date specified to all Clubs.

Voting shall be by E-Voting. Each club shall have one vote.

In the event of votes being equal, the Association President shall have the casting vote. The final

nomination shall be sent to concerned Districts to be forwarded to IIW Headquarters, so as to reach before 30th September. Any votes received from clubs which have not paid their fees for the preceding year shall be null and void.

IX DISSOLUTION:

The Association may be dissolved by a resolution passed by a majority of two-thirds of those present, who being entitled to do so, who will vote in person at a special General Body Meeting of the Association consisting of voting delegates of all clubs, convened for the purpose, provided that three month's notice of such a proposal has been given in writing to all the clubs. If the Association is dissolved, the balance monies after the settlement of all debts and liabilities, any property or assets whatsoever shall not be paid or distributed among the member clubs of the Association, but shall be given or transferred to some other Society or Association having objects similar to the Association, or to any charity or charities. The decision as to which Society, Association or charity /charities who will benefit shall not be dealt with at the special General Body Meeting herein-before referred to but shall be left

to the discretion of the Council. In exercising such discretion the Council shall satisfy the wishes of the member clubs expressed through their Members of the Association Council.

X. ASSOCIATION CONFERENCE:

- 1.** A Conference of the Association may be held once in 3 years. Any Inner Wheel member may attend, but the business shall be conducted by the Voting Delegates.
- 2.** There shall be four classes of voting delegates - Club, District Executive Committee, Ex-Officio and Proxy.
- 3.** Club Voting Delegates shall be elected from among the active members by each club in due time before the Conference.
 - Each club shall be entitled to send 1 Voting Delegate.
 - Clubs with an active membership of 51-100 shall be entitled to send 2 voting Delegates
 - Clubs with an active membership of 101-150 shall be entitled to send 3 voting delegates and

- Clubs with an active membership of 151 and above shall be entitled to send 4 voting delegates.

Clubs with arrears of dues one month prior to the District Conference shall not be entitled to vote.

4. Each District Executive Committee shall be entitled to send two Voting Delegates.
5. Each Officer of the Association Executive Committee, each member of the Association Council, each Past President of the Association and Past International Inner Wheel President / Representative holding membership in an Inner Wheel Club shall be entitled to a Vote.

All of the above - each Club, each District and each Association Voting Delegate, if not present, may designate as proxy a Voting Delegate from their club or District Executive Committee.

6. **Proxy:** Any Club and any District Executive Committee not represented may give their proxy vote to any other voting delegate.

The authority of a proxy shall be evidenced by a certificate signed by the President and Secretary

of the club/ clubs, Chairman and Secretary of the District / Districts. All certificates must be delivered or handed over to the Constitution and Credential Committee Chairman at the Conference to entitle proxies to participate as such in the Conference.

7. Each Voting Delegate shall be entitled to one vote.
8. Each Proposal / Amendment submitted to amend the Association Bye-laws, District Committee rules or Club rules for the Conference, must be decided by a majority of two thirds of those who cast their vote in person or by proxy.

All general motions shall be decided by a majority vote.

All voting shall be conducted by E-Voting.

9. All amendments to any General Motions shall be submitted by the clubs to their District Committee for consideration.

The clubs may then forward them to the Constitution & Credentials Committee Chairman in writing not less than 4 months before the start

of the Conference Business Meeting and shall be circulated to all Voting Delegates.

In case of non-acceptance of any proposal/ amendment sent, the Constitution & Credentials Committee Chairman will inform the concerned district of the reasons thereof.

- 10.** At least one fourth of those entitled to vote in person or by proxy constitutes a quorum for any meeting of the Conference.
- 11.** At each Conference there shall be presented by the Council an official Report and Statement of Account duly audited, the annual subscription fixed and matters of Inner Wheel interest considered.
- 12.** The fares of Voting Delegates attending the Association Conference shall not be paid by the Association.
- 13.** A proposed budget for the Conference should be presented by the presiding President before the Council one year ahead.
- 14.** The audited accounts of the Conference to be submitted to the Council following the Conference.

15. Any money remaining after all the expenses are met with should be carried forward in the Triennial account of Association to be used for next Triennial's initial expenses.

BIDDING FOR TRIENNIAL CONFERENCE

Any District of the Association of Inner Wheel Clubs in India having a desire to host the Triennial Conference may be allowed to send a bid to host the Triennial Conference. It has to present the details of venue, proximity to accommodation, sightseeing, transport, etc. and attach a budget for the same. The Association has to call for the bids in the beginning of the Inner Wheel Year following the Triennial Conference.

XI CONFERENCE STANDING ORDERS

1. The President shall preside at the Conference and in her absence, the Vice President.
2. All business must be conducted by Voting Delegates.
3. All delegates shall address the chair.
4. Delegates must speak only upon the question under discussion.

5. If two or more Delegates rise at the same time, the Presiding Officer shall determine who shall speak first.
6. A proposal must be moved only by the person representing the body tabling the motion.
7. Each proposal must be seconded before discussion.
8. The proposer of a motion may not speak for more than three minutes.
9. Other speeches to a proposal shall not exceed two minutes.
10. The proposer of a motion shall have the right to reply, but shall not speak for more than three minutes.
11. Each amendment shall be relevant to the motion to which it is moved.
12. Each amendment must be moved and seconded before discussion.
13. No delegate shall move or second more than one amendment to each proposal.
14. The mover of an amendment may not speak for more than three minutes.

15. Other speeches to an amendment shall not exceed two minutes.
16. The mover of an amendment shall have her right of reply but shall not speak for more than two minutes.
17. On each proposal to amend the Bye-laws, District rules and Club rules, a majority of two thirds of those voting in person or by proxy is necessary.
18. All other resolutions shall be decided by a majority vote. In the event of votes being equal, the Presiding Officer shall have the casting vote.
19. Any proposal or any amendment to the proposal once declared passed/rejected shall not be reversed in the same Conference under any circumstances. Results of the proposals / amendments to the proposals taken up should be declared on the same day.

XII AMENDMENTS TO THE BYE-LAWS

The Association Council, District Committees & Clubs may submit proposals to amend the Association Bye-laws, District Committee Rules, Club Rules and General Motions. Such proposals from the Association Council and the District

Committees shall be sent direct to the Association. Clubs shall submit such proposals to the District Committee for consideration. The Clubs may then forward them to the Association. Any proposal to amend the byelaws shall be received by the Association Constitution and Credential Committee Chairman not later than 12 months prior to the Conference.

- a. Such proposal must include a seconder
- b. The proposer cannot second the proposal
- c. Proposals from the Association Council / District Committee which are made on behalf of all members, do not require a separate seconder as they must be approved by the Council/District Committee.

Amendments to these proposals shall be received by the Constitution and Credential Committee Chairman not later than 6 months prior to the Conference.

Amendments to the bye-laws of the Association of Inner Wheel Clubs in India and the Standard District Rules and the Standard Club Rules shall be made only at a Conference of the Association by the resolution passed by a majority of Two-thirds

of those, who being entitled so to do, vote in person or by proxy.

All adopted amendments will be implemented after ratification by IIW.

Proposal shall be moved by the Association Council, District Committee or Club proposing, or by their duly appointed proxies. In case of urgency and provided that not less than 45 days notice in writing has been given, the Bye-laws may be amended at a meeting of Governing Body attended by all members in person or by their deputies by a resolution passed by a majority of not less than 75% of those entitled to vote in person or by proxy.

Such amendment shall be subject to ratification by the Triennial Conference within two years of the meeting of Governing Body at which such resolution is passed, but shall become immediately and temporarily effective for a period not exceeding two years until it shall be ratified or rejected by such Triennial Conference or failing this shall lapse. The decision must be unanimous at the EC meeting. A 75% majority of the vote in person or by proxy in the Association Council is needed.

Any Proposal containing similar subject to one presented and lost at two consecutive Triennials will not be accepted for the following Triennial Conference.

XIII GENERAL MOTIONS

General motions must be sent in writing to reach the Constitution and Credential Committee Chairman four months before the Association Conference.

XIV. TRANSLATION

Association Bye-laws may be translated in the regional language. The words "The English Bye-laws is the official version" must be printed on all translations.





DISTRICT COMMITTEE RULES

DISTRICT COMMITTEE

1. The minimum number of clubs required to form a District is four.
2. The Executive Committee of IIW gives the District its number.
3. The name of the District shall be "Inner Wheel District **(Number)**".
4. The District boundaries shall be as fixed by the Board of IIW in consultation with the Association of Inner Wheel Clubs in India. The Association of Inner Wheel Clubs in India shall in turn consult with the existing Districts concerned.
5. The District Committee shall be the Governing Body of the District.
6. **The District Committee shall consist of:**
 - a. **District Officers:**
 - Chairman / Deputy Council Member
 - Vice -Chairman
 - Immediate Past Chairman
 - Secretary
 - Treasurer

b. Ex-Officio Members:

Council Member

Extension Chairman or Organiser

International Service Chairman or Organiser

Editor

c. Club Voting Delegates:

Two delegates from each club or their deputies. One additional voting delegate for EVERY 50 Members may be elected from Clubs with 51 or more active members.

Any new Inner Wheel Club formed in any District in the Association of Inner Wheel Clubs in India shall be eligible for voting at District level only on receipt of Charter from the International Inner Wheel and on completing six months from the date of official inauguration of the Club.

Any closed Inner Wheel Club revived in any District in the Association of Inner Wheel clubs in India, shall be eligible for voting at District level, only if its dues are paid to the District at least 5 months before the date of voting, i.e., the District Conference and/or at the District Assembly.

- d. Constitution and Credential Committee Chairman with no voting rights.
 - e. Each PDC shall be allowed to attend District Committee meeting having a right to vote on administrative and financial matters but without having a right to vote for elections.
- 7. The District Executive Committee shall consist of the District Officers and Ex-Officio members as above without the Delegates.
 - 8. There shall be not more than 2 members of the same club in the District Executive Committee.
 - 9. The members of the District Executive Committee should be Past Presidents of a club in the district and should have been a member of the Inner Wheel for at least 5 years at the time of nomination. She must have also attended at least one of the two District Committee meetings in the capacity of Club voting delegate.

A member cannot send her nomination to District Executive Committee while serving as the President / Secretary / Voting Delegate for any period during the year in which the nomination is

sent, irrespective of the other required offices done earlier.

In case of transfer from one Club to another, a member must have served as a President of the Club to which she has transferred in that District at the time of nomination.

10. Assets of the District: The District Chairman's Collar, Gavel, Seal and Pan Card are considered as assets/ property of the District. These assets have to be duly handed over to the new team of District Office Bearers on or before the 1st of July of each Inner Wheel Year.

10. QUALIFICATIONS

a. Chairman and Deputy Council Member

1. Must have served on the District Executive Committee as an officer for at least one year.
2. The Immediate Past District Chairman, District Chairman and Deputy Council Members and the Vice Chairman shall not be members of the same club.

b. Vice Chairman

1. Must have served on the District Executive

Committee as an officer for at least one year at the time of taking office.

2. The Immediate Past District Chairman, District Chairman and Deputy Council Member and the Vice Chairman shall not be members of the same club.

c. Secretary and Treasurer

Must have served on the District Executive Committee as an Ex-Officio member for at least one year at the time of taking office.

d. Council Member or Deputy

Must be a ruling District Chairman or a Past District Chairman at the time of nomination. A Deputy Council member must have served as an officer of the District for at least one year at the time of nomination.

e. Extension Service Chairman or Organiser

Must have served on the District Executive Committee as a District Officer for at least one year at the time of taking office.

f. International Service Chairman or Organiser

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

g. Editor

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

h. Constitution & Credential Committee Chairman

Must have been a Past District Chairman and shall be appointed for a period of three Inner Wheel calendar years. In the event of a vacancy a member of the District CC Committee will complete the term.

i. Vacancy

In the event of a vacancy in any of the above mentioned offices, the District Executive Committee should appoint a qualified successor.

10A.NOMINATIONS

Having obtained the consent of the nominee(s), each club may nominate only from its own active members, persons qualified for the following:

- Chairman and Deputy Council Member
- Vice Chairman
- Secretary
- Treasurer
- Council Member
- Extension Chairman or Organiser
- International Service Chairman or Organiser
- Editor

A Club can send only TWO nominations for the District Executive Committee offices. In case of more than one nomination for the same office there should be an internal election in the club on the floor of the house to elect the nominee after placing such an item on the agenda. Each active member will have one vote. In case of votes being equal, the Club President will have a casting vote.

A member from a Club should get a maximum of only 3 chances to stand for elections to the offices of the District EC, taking into consideration all the previous times her nominations have been sent by the Club. This will not apply to those candidates from a club who are already holding offices in the District EC.

Nomination shall be made in writing, with the consent of the nominee, to be accompanied by relevant minutes of the club meeting to the District Secretary 45 days before the date of the meeting of election, which is the District Conference, the exact date to be fixed by the District Chairman.

The nominations for the district offices shall be circulated to all the nominees. Any candidate wishing to withdraw her nomination shall do so immediately on receiving the list or before the date specified and shall inform her Club and the District Secretary of her decision.

10B. ELECTIONS

Elections for offices with more than one nomination will be held as under:

The final list of nominations with a short description of offices in Inner Wheel shall be sent to all Club Secretaries not less than 30 days before the Annual District Conference or Annual District Assembly. The Election of the District Executive Committee shall be by E-Voting or by secret ballot earlier or at the Annual District Conference or

Annual District Assembly or at a District Committee meeting:

The nomination of a candidate not physically present at the time of election may be considered valid provided her consent form and a letter of apology for her absence has been presented. If nominations for any office of the District Executive Committee have not been received or found invalid after scrutiny, the Chairman / Deputy Council Member shall invite nominations on the floor of Conference after such an item has been placed on the Agenda. In the event of there being more than one nomination on the floor of the house, then the voting delegates will cast their votes through a secret ballot, namely E-Voting, Postal voting or Physical voting following any one of the procedures mentioned, NOT a combination of any two or more in the same election by all the clubs in the District at the Annual District Conference or Annual District Assembly or at a District Committee Meeting , specifying that ONLY ONE method should be followed.

An absentee member should not be nominated for any District Executive Committee office on the floor at the District Conference.

11. CHAIRMAN AND DEPUTY COUNCIL MEMBER

The Chairman / Deputy Council Member shall:

- a. Be nominated and elected for one year.
- b. Preside at all meetings of the District and District Committee and as Chief Executive Officer, supervise the work and activities of the District.
- c. Be an ex-officio member of all Committees.

In the event of a vacancy the Vice- Chairman shall succeed to the office to complete the year.

- d. If any important decisions to be taken for Events/ service activities at District level, these decisions to be shared with District Executive Committee and majority of Executive Committee members to agree to it for its implementation.

12. VICE CHAIRMAN

The Vice Chairman shall:

- a. Be nominated and elected for one year and will not be eligible for re-election for the second consecutive year.

- b. Deputize for the Chairman when necessary.

In the event of a vacancy, the District Executive Committee shall appoint a qualified District Officer to complete the year.

13. SECRETARY

The Secretary shall:

- a. Be eligible for re-election annually for a maximum period of three consecutive years.
- b. Send out notices of meetings and keep all minutes and records.
- c. Send the minutes of District Executive and District Committee Meetings to the concerned persons within 30 days of the meetings.
- d. Conduct all correspondence.
- e. Send out a list of nominations together with a short description of the offices held to the Club Secretaries and members of the District Executive Committee not less than 30 days before the meetings of election.
- f. Make an annual report to the District Committee.

- g. Be an ex-officio member of all committees.

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

14. TREASURER

The Treasurer shall:

- a. Be eligible for re-election annually for a maximum period of three consecutive years.
- b. Be custodian of the funds of the District.
- c. Circulate the proposed budget for the District Executive Officers including Ex-officio to the District Committee members three weeks prior to District Assembly.
- d. Submit to the District Committee a report and statement of accounts.
- e. Be the authorized signatory of the funds in the bank along with the District Chairman or the District Secretary.

15. COUNCIL MEMBER

The Council Member shall be eligible for re-election except during her fallow year, but shall not serve as a member of Council for more than

two consecutive years. A Deputy shall be appointed by the District Executive Committee at the District Assembly.

If a Council Member is unable to attend a Council meeting, she shall immediately inform her Deputy and forward to her all the relevant papers.

A Council Member must attend at least one Council meeting in order to be suitably qualified for the offices of National Representative and Deputy National Representative.

In the event of a vacancy, the District Executive Committee shall appoint a qualified successor from any Past District Chairmen.

16. EXTENSION CHAIRMAN OR ORGANISER

The Extension Chairman or Organiser shall:

- a. Be eligible for re-election annually for a maximum period of three consecutive years.
- b. Be the Chairman of the Extension Committee if a Committee is elected.
- c. In the event of a vacancy, the District Executive Committee shall appoint a qualified successor from any past or present member of the District Executive Committee.

17. INTERNATIONAL SERVICE CHAIRMAN OR ORGANISER

The International Service Chairman or Organiser shall:

- a. Be eligible for re-election annually for a maximum period of three consecutive years.
- b. Be the Chairman of the International Service Committee, if a Committee is elected.
- c. In the event of a vacancy, the District Executive Committee shall appoint a qualified successor from any past or present member of the District Executive Committee.

18. EDITOR

The Editor shall be eligible for re-election for a maximum period of three consecutive years. In the event of a vacancy, the District Executive Committee shall appoint a qualified successor from any past or present member of the District Executive Committee.

23. FALLOW YEAR OF IMM. PAST CHAIRMAN

The Immediate Past Chairman shall not be eligible for election to any office in the district as a

member of the District Executive Committee or represent her district on the Council during her year following her period as Immediate Past Chairman which is her fallow year.

20. CLUB VOTING DELEGATES

A Delegate shall not serve on the District Committee for a longer period than three consecutive years, unless elected to the District Executive Committee.

25. DUTIES

1. The District Executive Committee

The Committee shall :

- a. Have the overall management of the day-to-day affairs and funds of the District Committee.
- b. Be entitled to send two voting delegates to the Association Conference, when held.
- c. Be entitled to send one voting delegate to the IIW Convention, when held.
- d. Be entitled to vote at the Annual Conference for the election of District Officers.

- e. Any District Officer or Ex-Officio member of the District Executive Committee who fails to take charge or remains absent without reasonable cause for two consecutive meetings, shall be deemed to have resigned from office, and in that event, the District Executive Committee shall appoint, in the vacancy so caused, any member who is duly qualified to such office, to complete the year.

21A. THE DISTRICT COMMITTEE

The Committee shall:

- a. Hold office from 1st July to 30th June.
- b. Promote the objects of Inner Wheel within the District.
- c. Promote friendly relations among the Clubs of the District.
- d. Supervise and co-ordinate the work of the Clubs.
- e. Organise new Clubs in the District.
- f. Fix the annual capitation fee for the District.

- g. Be elected on or before 28th February
 - 1. District Officers
 - 2. Council Member
 - 3. District Editor
 - 4. Extension Organiser
 - 5. International Service Organiser
 - 6. Member of Standing Committees where necessary

22. MEETINGS

1. The District Executive Committee

- a. Meetings of the District Executive Committee shall be held as often as necessary but at least twice a year.
- b. A special meeting may be called by the District Chairman / Deputy Council Member or when requested by two members of the Committee. At least 4 days notice shall be given for such a special meeting.
- c. If there is no quorum (30%) the meeting shall be adjourned for 30 minutes and be re-assembled after that for discussion only.

A postal vote must then be taken to decide recommendations.

2. The District Committee

- a. The District Committee shall meet not less than twice a year. Items for inclusion in the Agenda shall be forwarded to the District Secretary at least 45 days before a meeting.
- b. Final notice of the meeting together with a copy of the Agenda, shall be sent to all Club Secretaries at least 30 days before the meeting.
- c. The Chairman / Deputy Council Member shall call an Extra-ordinary Meeting at the request of 2/3rd of the Clubs.

If the Chairman / Deputy Council Member does not send the notice calling the meeting within 7 days from the date of the receipt by her of such requisition, the members who requested for the meeting shall be at liberty to call the meeting.

The propositions to be placed before the meeting shall be stated in the requisition.

23. DISTRICT MEETING

1. District Assembly :

An assembly should be held either at the end of the Inner Wheel year or beginning of the Inner Wheel year.

2. District Rally :

To be held in the course of the Inner Wheel Year.

3. District Conference :

Should be held at least once a year, not later than 28th February.

4. In case of an event hosted by District Executive Committee and clubs jointly by sharing finances, and where expenses are handled by District Executive Committee, the details of all expenses incurred is to be shared by Clubs and the District Executive Committee within 30 days of the event held.

29. VOTING TO ELECT STANDING COMMITTEE

Delegates of clubs in arrears with their dues will not be eligible to vote. No individual person holding two offices shall be permitted to exercise more than one vote.

- a. Members of the District Executive Committee and Club Voting Delegates or their deputies shall be permitted to vote. Members of the District Executive have one vote each. Proxy votes of District Executive Members are not accepted at District Committee Meetings.
- b. A Club Voting Delegate or their deputies can hold proxy vote of their club only. Proxy votes other than their own clubs are not accepted.
- c. Voting at election shall be by ballot.
- d. In the event of votes being equal, the Chairman/Deputy Council Member shall have the casting vote, or a casting vote may be drawn.

25. OTHER VOTING

- a. Voting shall be by show of hands. In the event of votes being equal, the Chairman / Deputy Council Member shall have the casting vote.
- b. Deputies shall be permitted to vote.
- c. Business may be transacted by post with the approval of the Chairman / Deputy Council Member.

- d. Decision by postal vote shall be confirmed at the next meeting of the District Committee.
- e. In case of an election at the District Assembly in the month of June, only the voting delegates appointed for that year (i.e., July to June) shall be permitted to vote.

26. RESIGNATION AND PROVISION FOR RE-ELECTION

- a. If, for any reason, a duly elected member wishes to resign, she shall inform the District Chairman / Deputy Council Member immediately in writing.
- b. If such intimation is received at least 45 days prior to the District Assembly, the Chairman / Deputy Council Member shall ask clubs to nominate a candidate. Having received the consent of the nominee in writing, from a member qualified for the office, a re-election shall be held at the District Assembly.
- c. If such intimation is not received earlier than 45 days and there is not sufficient time to hold the elections before the beginning of the next Inner Wheel Year, then the ruling District Executive Committee shall appoint a qualified successor.

27. QUORUM

30% of the District committee or any standing Committee shall constitute a quorum. If there is no quorum, the District Committee Meeting, or the Extra Ordinary District Committee meeting shall be adjourned for 30 minutes and be re-assembled thereafter for discussion only. A postal vote or E-mail may be taken thereafter to decide on recommendations.

28. STANDING COMMITTEES

a. Executive Committee

Officers

Ex-officio members with power to vote.

A member may not serve on the District Executive Committee for more than 6 years consecutively unless elected as District Vice-Chairman.

If any of the following Committees are deemed by the District Committee to be unnecessary in any one year, they need not be appointed.

1. Extension Committee

- a. Extension Organiser or Chairman
- b. Members (not more than 4) who must have been delegates to the District Committee for at least one year at the time of nomination.

Members of these committees are eligible for re-election annually for a maximum period of 3 years unless elected Chairman of the Committee.

2. International Service Committee

- a. International Service Organiser or Chairman.
- b. Members (not more than 4) who must have been delegates to the District Committee or International Service Organisers in their Club for at least one year at the time of nomination. Members of these committees are eligible for re-election annually for a maximum period of 3 years unless elected Chairman of the Committee.

3. Constitution and Credential Committee

- a. District Chairman / Deputy Council Member (ex-officio)

- b. District Vice Chairman (ex-officio)
- c. Immediate Past District Chairman (ex-officio)
- d. District Secretary (ex-officio)
- e. Chairman (as appointed by the District Executive) Must be a Past District Chairman

Not more than 3 Past District Chairmen coopted by the Chairman

This Committee to serve for not more than 3 consecutive years but may be re-elected in case where there are no suitable persons to take over the office.

4. Other Committees

The District Committee may elect other committees as required.

29. FINANCE AND AUDIT

- a. The financial year shall be from 1st July to 30th June. A Bank Account shall be opened in any approved Nationalized / Cooperative Bank / Corporate Banks in the name of District.
- b. **Dues :** Each club shall pay to the District Funds such annual sum as may be determined from

time to time by a 2/3rd majority of the District Committee. The appropriate resolution must appear on the Agenda.

- c. **Expenses** : Expenses incurred in carrying out the work of the District shall be met from the funds of the District Committee.
- d. **Payments** : Payments from the funds of the District Committee shall be made by cheques signed by the Treasurer and either the Chairman or the Secretary. All payments must be presented at Meeting with vouchers / receipts, duly passed by EC before payment.
- e. **Audit** : The previous year's accounts of the District Committee shall be audited annually and copies circulated to all Clubs at least 3 weeks before the Conference.
- f. **Accounts** : Any Event conducted in the name of the District - District Conference, District Assembly, District Rally / Intercity, Natural Calamity Relief / District Project or any other Celebration by the District, proper accounts should be maintained by the District for any event. These accounts are to be presented,

audited and included in the following District Committee Minutes.

- g. If a club hosts such a District event, then the audited account of such District event should be approved in the following General Body Meeting of the club and then forwarded to the District Committee to include in the minutes of the District committee meeting.





CLUB RULES

CLUB RULES

The minimum number of active members required to form an Inner Wheel Club is ten.

1. NAME

The name of the Club shall be Inner Wheel Club of

.....

2. GOVERNING BODY.....The Executive Committee

a. Officers

- o President
- o Vice President
- o Immediate Past President
- o Secretary
- o Treasurer

b. Other Members

- o Assistant Secretary / Correspondent
- o International Service Organiser
- o Editor

c. Large Clubs with a membership of 100 and above shall be permitted to have more than 13 members

on the Club Executive Committee, subject to a maximum of 19 members.

3. QUALIFICATIONS

a. President

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

b. Vice President

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

4. NOMINATIONS

The Club members may nominate with the consent of the nominee, members qualified for the following:

- a. Officers of the Club
- b. Assistant Secretary/Club Correspondent
- c. International Service Organiser
- d. Editor
- e. Not more than 6 other members for the Executive Committee for clubs having membership less than 100 and not more than

12 other members if club has membership of 100 and above.

- f. Two or more Delegates to the District Committee.

Nominations for the above shall be made in writing to the Secretary at least one month before the meeting at which the elections are to take place. Such meeting to be held before 31st January. If nominations for any offices of the Executive Committee have not been received, the President shall invite nominations on the floor of a Club meeting after such an item has been placed on the agenda of the meeting.

Such a nomination, with the written consent of the nominee, shall be proposed and seconded and elected by secret ballot.

5. PRESIDENT

- a. The President shall be nominated and elected for one year. A further year may be allowed by the District Executive Committee in special circumstances. Permission to be requested through the Club Executive.

- b. In the event of a vacancy, the Vice- President shall succeed.
- c. The President shall:
 - i Preside at all meetings of the Club.
 - ii As Chief Officer, supervise the work and activities of the Club.
 - iii Submit the budget for the year and oversee its adherence for compliance.

6. VICE PRESIDENT

- a. Shall be nominated and elected annually and shall not serve for more than two consecutive years.
- b. Shall deputize for the President when necessary but shall not wear the collar.
- c. In the event of a vacancy, the Club shall elect a past or present member of the Executive Committee to fill the office.

7. THE IMMEDIATE PAST PRESIDENT

Shall preside at a meeting in the absence of both the President and Vice President.

8. SECRETARY

- a. The secretary shall be nominated and elected for one year but shall be eligible for re-election annually for a maximum period of three consecutive years.
- b. In the event of a vacancy, the Executive Committee shall appoint a successor.
- c. The Secretary shall:
 - i Send out notice of meetings
 - ii Keep Minutes of meetings
 - iii Prepare an Annual Report
 - iv Deal promptly with all general correspondence
 - v Invite nominations for the offices of the Executive Committee in November.
- d. Be the authorized co-signatory with the Club Treasurer for any Bank Transaction in the absence of the Club President or as and when required.

9. TREASURER

- a. The Treasurer shall be nominated and elected for one year but shall be eligible for re-election annually for a maximum period of three consecutive years.
- b. In the event of a vacancy, the Executive Committee shall appoint a successor.
- c. The Treasurer shall:
 - i Receive all monies
 - ii Be the custodian of the funds of the Club.
 - iii Present a proposed budget in a club meeting in the beginning of the year.
 - iv Maintain vouchers and keep detailed accounts for all money transactions.
 - v Arrange for auditing of the previous year's accounts and present to the club before 30th September.
- d. Be the authorized signatory of the funds in the bank along with the President or Secretary.
- e. Two accounts must be maintained - Club Account and Charity Account.

10. FALLOW YEAR OF IMMEDIATE PAST PRESIDENT

The Immediate Past President shall not be eligible for election to the Executive Committee of her Club, or represent her club as a Delegate to the District Committee for the year following her period as Immediate Past President which is the fallow year for her at the club level. During her tenure as the Immediate Past President she is, however, eligible to file for a nomination for the office of an Ex-Officio Member of the District Committee as per the individual criteria laid out for the offices. If elected, she shall then be eligible to serve as the Ex-officio Member of the District Committee during her fallow year as per the District Committee Rules.

11. PAST PRESIDENT

A Club Past President is a member who has been elected President and has served in that Office for a period of one full year.

12. CLUB INTERNATIONAL SERVICE ORGANIZER

- a. Shall be nominated and elected for one year but shall be eligible for re-election annually for a maximum period of three consecutive years.

- b. In the event of a vacancy, the Club Executive Committee shall appoint a successor.
- c. Shall correspond with link Clubs.

13. CLUB CORRESPONDENT / ASST. SECRETARY

- a. Shall be nominated and elected for one year but shall be eligible for re- election annually for a maximum period of 3 consecutive years.
- b. In the event of a vacancy, the Club Executive Committee shall appoint a successor.
- c. Help the Secretary in all correspondence and other duties.
- d. In the absence of the Secretary, deputise as Secretary during the meeting.

14. EDITOR:

- a. The Editor must have served on the Club Executive Committee for 1 year at the time of Nomination. The Editor shall be eligible for re- election for a maximum period of three consecutive years.
- b. Must have computer skills and editorial skills.

- c. She shall manage the Club's website; bring out Club newsletter, where ever it applies, Share information and photos with Local Newspapers and the District Editor. Help promote the image of Inner Wheel.

15. OTHER MEMBERS OF THE EXECUTIVE COMMITTEE

- a. All other members of the Executive Committee shall be eligible for re-election for a maximum period of two consecutive years.
- b. In the event of a vacancy, another member of the club shall be appointed by the Executive Committee.

16. DELEGATES TO THE DISTRICT COMMITTEE

- a. Delegates must belong to the Club Executive Committee and have served as an officer on the Executive Committee at the time of taking office. In case none of the Executive Committee members of the Clubs are able to attend the District Committee meeting a deputy may be appointed from amongst the members of the Club. A letter to this effect should be written stating that these members have been

nominated as Deputy Voting Delegates on the letter head of the Club bearing the seal and signature of the President and Club Secretary.

- b. They may not serve for more than three consecutive years unless elected to the District Executive.
- c. Shall be members of the Executive Committee or Deputy Voting delegates and shall give reports of all District Committee meetings and work done by the District Committee.
- d. One additional voting delegate for EVERY 50 Members may be elected from Clubs with 51 or more active members.
- e. In the event of a vacancy, the Club shall appoint a qualified successor.

17. DUTIES OF EXECUTIVE COMMITTEE

The Executive Committee shall have the overall management of the day-to-day affairs and funds of the clubs. All adopted decisions & Resolutions made by the Club Executive Committee shall be implemented only after ratification by the majority of Club members at the General Body meeting of that Club. Any club officer who fails to

take charge or remains absent without reasonable cause for two consecutive meetings shall be deemed to have resigned from office, and in that event, the Executive Committee shall appoint, in the vacancy so caused, any member who is duly qualified to such office, to complete the year.

18. MEMBERSHIP IN CLUBS

A. Active Membership

- I. Active membership: as laid down by the IIW Constitution under Classes of Membership.
- ii. An active member will retain her qualification and seniority not withstanding her transfer to another Club or District for Protocol only and not for elections to any District Office.

B. Honoured Active Membership: As laid down by the IIW Constitution under Classes of Membership.

C. Honorary Members: Clubs may invite up to 4 persons whom they wish to honour to become Honorary members. Such members shall be subject to re-election annually. Honorary members have no vote and shall not hold any office in the Committee of the Club.

19. MEETINGS

- a. Meetings of the Executive Committee as often as necessary. Special meeting may be called by the President or when requested by two members of the Committee.
- b. Meetings of the Clubs may be held as agreed by members with minimum of 10 Meetings in a year.

Special Meetings may be called by the President, or when requested by not less than 20% of the members. At least 48 hours notice shall be given.

- c. Meeting at which elections take place shall be held not later than 31st January.
- d. Annual General Meeting before 30th June.

20. VOTING DELEGATES TO THE ASSOCIATION CONFERENCE

Club Voting Delegates shall be elected from amongst the active members, by each club, in due time before the Conference.

Each Club shall be entitled to send one voting delegate.

Club with an active membership of 51 to 100, 2 Voting Delegates and 1 voting delegate for every additional 50 members thereafter.

21. DELEGATES TO THE IIW CONVENTION

Each club shall be entitled to send one voting delegate to IIW Convention.

22. VOTING

Members in arrears with their dues to the Club shall not be eligible to vote.

- a. Voting at election shall be by ballot.
- b. Any other voting shall be by show of hands unless otherwise demanded by not less than one-third of those present and entitled to vote.
- c. In the event of the votes being equal, the President shall have the casting vote.
- d. No proxies are allowed.

23. QUORUM

- a. For a Club Executive Committee Meeting, 4 members of the Executive Committee of which two should be officers.

- b. For a Club General Body Meeting , 30% of the members of the Club. 4 Members of the Club Executive Committee should be present out of which two should be officers.
- c. If there is no quorum for the EC Meetings, then the meeting shall be adjourned for 30 minutes and thereafter reassembled for discussion only.
- d. If there is no Quorum in the General Body meeting, the meeting may be adjourned for 15 minutes and reassembled thereafter for discussions only. Approval for any financial decisions to be taken within one week through E-voting.

24. FINANCE AND AUDIT

- a. The financial year shall be from 1st July to 30th June. A Bank Account shall be opened in any approved Nationalized Bank / Co-operative Bank / Corporate Banks in the name of the Club.
- b. **Dues:** Each member shall pay an annual subscription agreed by the Club, due on 1st July.

The District, IIW Subscription and Association Fees are payable for all Active, Honoured Active and Honorary Members by the Club concerned. Members failing to pay within 3 months shall be notified in writing by the Secretary. Membership shall be terminated on failure to pay the annual subscription by 31st December. New Members joining after 1st January shall pay a half-yearly fee of the Club, District, Association and International Inner Wheel.

- c. **Expenses:** Expenses incurred in carrying out the work of the Club shall be met from the funds of the Club.
- d. **Payments:** Payments from the funds of the club be made by cheque signed by Treasurer and either the President or the Secretary.
- e. **Audit :** The accounts of the Club shall be audited and copies circulated to members by 30th September at the latest.

25. a) **RESIGNATION:**

A month's notice of resignation must be given in writing to the Secretary before the end of May. The subscription and any indebtedness to the Club

shall be paid at the end of the year in which the notice expires.

b) TRANSFER:

An Active member may, in some circumstances, with the consent of both Clubs, transfer to another Inner Wheel Club after informing the District Executive Committee /s.

Transfer letter of the member in Club letterhead should comprise following details:

1. Date of joining the previous Inner Wheel Club.
2. Any post held by her in the club.
3. Reason of her transfer from the club.
4. All dues paid information.
5. Xerox of membership form

If the above Criteria are fulfilled, the Transfer letter along with the NOC should be issued by the club President within a month of receiving the request.

26. FORMATION OF A CLUB

An Inner Wheel club must be in existence for at least 5 years before it can sponsor a new club.

27. ASSETS OF A CLUB:

The Club Charter, President's collar, Gavel, Seal and Pan Card are assets of the club and have to be duly handed over to the new team of club office bearers.

28. DISBANDMENT OF A CLUB

The Club may be dissolved by a resolution passed by a majority of two thirds of the members, voting in person at a Special Meeting of the Club, provided six months notice of such proposal shall have been given in writing to all members. If upon winding or dissolution of the club there remains after the satisfaction of all its debts and liabilities any property or assets whatsoever the same shall be not paid or distributed among its members, but shall be given or transferred to some society or club having similar objects or to charity or charities and the decision as to which society or club shall benefit will be decided by two thirds majority of the members present at such a meeting. The original Charter should be returned to the District Chairman, who in turn will forward it to the National Representative.



GENERAL MOTION

1. Trust

A Club desirous of forming a Trust, may do so with a professionally drawn Trust Deed that should be registered with the designated authorities. In case a Trust already exists, the Club Executive Committee may formulate rules and / or revise the Trust deed for improvement in the working of the Trust; but to be necessarily passed / approved by the General Body by a simple majority. Also the Board of Trustees must be elected by rotation, as decided by the Club in a similar way.

The Trust Chairman and the Club Treasurer/Club President should be the signatories for disbursement of Trust funds. The Bank a/c of the Trust should be in any approved Nationalized / Corporate / Cooperative Scheduled Bank and the investments must be of non-speculative nature.

The interest designated from the Trust Corpus fund should be used for the period specified. It is suggested to adhere to the Guidelines for Trust framed by the Association.

2. Bank Account

A bank account may be opened by the Association / District when there is an urgent need to collect funds for Natural Calamities or in event of Disaster Relief. This Account to be operated by at least two Past Association Presidents or present officers of Association / Past District Chairman or Present Executive Committee of the District jointly. This account to be closed once the purpose is served.

Funds collected has to be used only for the purpose it was collected for. An account of the same has to be presented at the Association EC and Council meeting/District Executive meeting and a District Committee meeting. These audited accounts to be circulated along with the minutes of the meeting.

- 3.** Once the Triennial Conference is over, and the approved Proposals and General motions have been updated in the new edition of the Association Bye-laws book, it is necessary to do the same with the Guidelines book as well to make sure that there are no anomalies / variances between the Bye-laws and guidelines book.



INNER WHEEL GRACE

Father accept our thanks we pray,
For blessings showered on us each day,
And may thy love in friendship seal,
All members of the Inner Wheel,
Amen

Book Compiled by :

Constitution and Credentials Committee 2022 - 2025

Chairman - Past IIW Treasurer

AZHAGU ANNAMALAI

Members - Past IIW President

KAMALA RAMAKRISHNAN

Past IIW President

Dr KAPILA GUPTA

Past Association President

GEETHA PADMANABHAN

Past Association President

SMITA PINGALE

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