

CLUB RULES

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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**

President

Vice President

Immediate Past President

Secretary

Treasurer

b. **Other Members**

Assistant Secretary / Correspondent

International Service Organiser

Not more than 6 other members

- 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. Not more than 6 other members for the Executive Committee.

e. 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 nomination, with 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.

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 moneys
 - 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 the 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 her 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 ORGANISER

- 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, act as Secretary of the meeting.

14. 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.

15. 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.

16. DUTIES OF EXECUTIVE COMMITTEE

The Executive Committee shall have the overall management of the day-to-day affairs and funds of the clubs. 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.

17. MEMBERSHIP IN CLUBS

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.

Active Members :

A member will retain her qualifications and seniority not withstanding her transfer to another Club or District for protocol only and not for elections to any District Office.

18. 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. Annual General Meeting before 30th June.

19. 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.

20. DELEGATES TO THE IIW CONVENTION

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

21. 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. 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.

22. QUORUM

- a. 4 members of the Executive Committee
- b. 20% of the members of the Club

23. 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 / 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 Honoured Active, 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 IIW.

- 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.

24. 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.

25. FORMATION OF A CLUB

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

26. 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 professionally drawn Trust Deed and to 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.....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.