



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 boundaries shall be as fixed by the Board of IIW in consultation with the Association of Inner Wheel Clubs in India.
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.

- 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 not be 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. QUALIFICATIONS

a. Chairman/Deputy Council Member

1. Must have served on the District Executive Committee as an Officer for at least one year at the time of nomination.
2. The Immediate Past District Chairman, District Chairman/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/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 nomination.

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.

11 A. 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/Deputy Council Member

Vice Chairman

Secretary

Treasurer

Council Member

Extension Chairman or Organiser

International Service Chairman or Organiser

Editor

A Club should not send more than 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 Executive Committee, 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 Executive Committee.

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.

11 B. ELECTIONS

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

By secret ballot at the Annual District Conference or District Committee meeting.

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. The election of the District Executive Committee shall be by secret ballot at the Annual District Conference or the 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 secret ballot. An absentee member should not be nominated for any District Executive Committee office on the floor at the District Conference.

12. CHAIRMAN/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.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

20. 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.

21. 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.

22. 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.

22 A. THE DISTRICT COMMITTEE

The Committee shall:

- a. hold office from 1st July to 30th June.
- b. further 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. elect on or before 28th February
 1. District Officers
 2. Council
 3. District Editor
 4. Extension Organiser
 5. International Service Organiser
 6. Member of Standing Committees where necessary

23. 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 requisitionists shall be at liberty to call the meeting.

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

24. 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.

25. 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.

26. 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.

27. RESIGNATION AND PROVISION FOR REELECTION

- 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 a

member qualified for the office and 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.

28. QUORUM

30% of the District Committee or any Standing Committee shall constitute a quorum. If there is no quorum, in 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.

29. 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

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

2. International Service Committee

International Service Organiser or Chairman.

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

District Chairman / Deputy Council Member (ex-officio)

District Vice Chairman (ex-officio)

Immediate Past District Chairman (ex-officio)

District Secretary (ex-officio)

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.

30. 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. Any Event conducted in the name of the District – District Conference, District Assembly, District Rally/ Intercity, Natural Calamity Relief/District Project , any other Celebration by the District should maintain proper Accounts. These accounts to be presented, audited and included in the following District Committee Minutes.

If the club hosts such 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.