

## **AGENDA FOR JOINT EC / ANNUAL GENERAL BODY MEETING (AGM)**

- Meeting called to order by president.
- Inner Wheel Prayer.
- Welcome by president with brief talk about her year.
- Greetings by President (For Birthdays, Anniversaries).
- Annual Report by Secretary.
- Presentation of unaudited accounts of the year-by Treasurer.
- Annual reports by other officers - (ISO and Editor).  
(Proceedings handed over to incoming president)
- After a brief acceptance (and presenting team if not done already)
- Presentation of Provisional budget.
- Passing of Resolutions
- Changing of Signatories.
- Appointment of Bankers.
- Appointment of Auditor.
- Resolution to make fixed deposit or renew fixed deposits.
- Plans for the year, discussions about installation.  
(Proceedings handed back to president)
- Any other matter
- Vote of thanks by Vice President.
- Adjournment of Meeting by President.

## **AGENDA FOR INSTALLATION CEREMONY**

- Meeting called to order by outgoing president.
- Invocation / Lighting the Lamp.
- Inner Wheel Prayer.
- Welcome by outgoing president.
- Reading Messages by incoming secretary.
- Secretary's Report (outgoing).
- Release of club bulletin by Rotary president.
- Outgoing president's expressions.
- Introduction of installing officer.
- Introduction of Incoming president.
- Installation of New President by outgoing president by handing over lapel pin & collar in the presence of installing officer.
- Introduction of new team by new president. Installing officer will put the lapel pins for all the club officers.  
**followed by Group photo of EC (INCOMING & OUTGOING PRESIDENT AND SECRETARY WILL NOW EXCHANGE THEIR SEATS)**
- Acceptance speech by new president.
- Introduction of new members.
- Welcoming new members (By Installing officer)
- Projects, if any
- Address by installing officer.
- Secretary's Announcements.
- Vote of Thanks by newly installed Vice president.
- National Anthem.
- Meeting Adjourned.

## **AGENDA FOR EXECUTIVE COMMITTEE MEETING**

- Meeting called to order by president.
- Inner wheel prayer.
- Welcome & opening remarks by president.
- Apologies for the absence by secretary.
- Minutes of the previous E C Meeting by the Secretary
- Proposed by:
- Seconded by:
- Matters arising there of (Any Clarification, corrections in the above Minutes)
- Treasurer's Report
- ISO's Report
- Editor's Report
- Correspondence – President, Secretary
- Projects and Plans
- Any other matter with the permission of the chair
- Vote of thanks by Vice President
- Adjournment of Meeting by President

## **AGENDA FOR GENERAL BODY MEETING**

- Meeting called to order by President
- Inner Wheel Prayer
- Welcome & Opening Remarks by President
- Apologies for absence by Secretary
- Greetings – Birthday & Anniversary by President
- Minutes of the Previous EC (if held) & General Body Meeting by the Secretary.  
Proposed by:  
Seconded by:
- Matters arising there of (Any clarifications and Corrections from the above minutes)
- Treasurer report-Income and expenditure, Bank Balance to be informed to the members.
- Sanction of bills.
- ISO's report.
- Editor's report.
- Correspondence – President, Secretary.
- Projects: Project report & Project planning by President.
- Sending Nomination to the District (This Agenda must be added when the president receives Correspondence from the District and If your club is sending Nomination Resolution must be passed in this regard).
- Any other matter with the permission of the chair.
- Secretary's Announcements.
- Vote of thanks by Vice President.
- Adjournment of meeting by President.

## **AGENDA FOR CHAIRMAN'S OFFICIAL VISIT**

### **Agenda For Club Assembly:**

- Donning the President's / Chairman's collar & calling the meeting to Order
- Inner wheel Prayer.
- Opening remarks & Welcome address by the President.
- President shall handover the Proceedings to the District Chairman.
- Chairman shall go through the Books and files of President Secretary, Treasurer, ISO & Editor. One to one Interaction with all the club officers and members
- Chairman's Observations- then she will hand over the proceedings back to the President.
- Closing remarks by resident President.
- Vote of Thanks by Vice President.
- Adjourning the meeting by President.

### **Agenda for the Official function:**

- Donning the President's / Chairman's Collar.
- Meeting called to order by President.
- Invocation / Lighting the lamp.
- Inner Wheel Prayer.
- Opening Remarks & Welcome address by the President.
- Messages by Secretary.
- Release of Special Bulletin.
- Club Secretary's /project Report.
- Introduction of the District Chairman.
- Welcoming the New member.
- Projects if any
- Address by the District Chairman.
- Vote of Thanks by Vice President.
- Adjourning the meeting by President.

## **WELCOME TO NEW MEMBERS**

At the beginning of the meeting the President/Chairman should read the Objects of Inner Wheel and address each of the new members by name and say:

“You have been invited to become a member of this Inner Wheel Club because we are sure you will welcome the responsibilities of friendship and service that membership brings with it.

We believe that you will enjoy being a member of our truly international organization and take a full and active part in all that this club offers.

We do hope that you will feel you are among friends and enjoy participating in all the aspects of Inner Wheel”.

The President/Chairman will call upon all present to stand and addressing the new members say:

“Mrs. ...., on behalf of the members of the Inner Wheel Club Of.....I welcome you and” (addressing the club)”  
I introduce this new member to you and ask to extend your friendship to her.”

**Format of the Letter to the Bank for the change of Signatories**

DATE: .....

To,

The Manager,

\_\_\_\_\_ Bank

\_\_\_\_\_ Branch

\_\_\_\_\_ (Name of the Place)

Respected Sir / Madam,

**SUBJECT: Change of Office Bearers for the SB Account in the name of Inner Wheel Club of \_\_\_\_\_ A/c Number \_\_\_\_\_**

With regard to the above-mentioned subject, we would like to bring it to your kind notice that, it was resolved in our Joint EC meeting held on \_\_\_\_\_ at \_\_\_\_\_ that the SB Account in the name of our organisation bearing number \_\_\_\_\_ Will now be operated / handled by the newly elected Treasurer Mrs. \_\_\_\_\_ and President Mrs. \_\_\_\_\_ OR Secretary Mrs. \_\_\_\_\_ for the year \_\_\_\_\_

The Specimen signatures of the Newly elected Treasurer, President and secretary are attached below for your reference. Outgoing President, Secretary & Treasurer have also given their consent for the above-mentioned changes.

Kindly make necessary changes in your records and oblige

Thanking you,

Yours truly

Inner Wheel Club of \_\_\_\_\_

.....	.....	.....	.....	.....	.....
President	Secretary	Treasurer	President	Secretary	Treasurer
(Old)	(Old)	(Old)	(New)	(New)	(New)

(All the signatures should be above each designation)

### **Copy of Resolution of the meeting for changing Signatories**

It was Resolved in the Joint Executive Committee Meeting of Inner Wheel Club of \_\_\_\_\_ held on \_\_\_\_\_ (date) at \_\_\_\_\_ (place), that the present SB Account No. \_\_\_\_\_ in the name of INNER WHEEL CLUB OF \_\_\_\_\_ Bank, \_\_\_\_\_ Branch, \_\_\_\_\_ (place) shall now be operated / handled by the newly elected President Mrs. \_\_\_\_\_ and Treasurer Mrs. \_\_\_\_\_ for the Inner Wheel Year 2021-22.

It was further resolved that the above said newly elected President & Treasurer shall be the signatories for all the transactions from 1st July 2021 to 30th June 2022.

Proposed by: \_\_\_\_\_ (Name with designation)

Seconded by: \_\_\_\_\_ (Name with designation)

#### **SOME IMPORTANT INSTRUCTIONS**

2 separate letters for both the accounts (Same letter with change of A/c numbers & Account name) must be given to the bank.

1. One for club A/c
2. Another for Charity A/c

Xerox Copy of the same letter for receiving in the bank (Acknowledgement copy should be kept in the office. It's called OC (Office Copy- this applies to any letter for that matter)

Along with this letter to the bank, duly signed Resolution copy made during the meeting to change the signatories should be attached

A request letter to view online viewing of Club A/cs and For SMS alerts with the President's & Treasurer's Phone number can be given (It is not mandatory. But the president and Treasurer shall be updated with the bank balance regularly.



## **FORMAT OF MINUTES OF GENERAL BODY MEETING**

**Inner Wheel Club of....., District.....**

### **Minutes of the (No.) General Body Meeting**

The.....(no.) General Body Meeting of Inner Wheel Club of..... was held on.....(date) at.....P.M. at .....(place) hosted by Ms. ....(name of the member, in case it is hosted by member/s).

#### **Agenda No. 1 : Meeting called to order by president**

The meeting was called to order by president Ms. ....

#### **Agenda No. 2 : Inner Wheel Prayer by Secretary**

Secretary Ms. ....recited the Inner Wheel Prayer.

#### **Agenda No. 3 : Welcome and opening remarks by president**

President Ms. ....Welcomed district officers, Past Presidents and members present.

#### **Agenda No. 4 : Apologies for absence by secretary**

Secretary Ms. ....informed the club that there was no apology OR Ms. .... has / have sent her apology.

#### **Agenda No. 5 : Greetings by president**

President Ms. .... wished the following members birthday and wedding anniversary greetings (greet Chronologically):

#### **Agenda No. 6 : Confirmation of minutes of previous meeting.**

The minutes of the last meeting held on.....at.....was confirmed. (In case of any corrections/changes write them and write "After the above corrections the minutes were passed")

Proposed by: Ms. .... Seconded by: Ms. ....

(Minutes to be proposed and seconded by members, preferably other than club EC members, who were also present during the last meeting)

#### **Agenda No. 7: Matters arising, if any**

(If certain changes are suggested or some discussion is held about the changes, Secretary should write about the same)

#### **Agenda No. 8: Finance by Treasurer Ms.....**

1. Received letter from district treasurer Ms. ....regarding.....
2. Copy of audited accounts and balance sheet (Audited Accounts of previous year by August month meeting)
3. Receipts and payments account of club A/c as well as charity A/c  
Cash Balances as on: ..... Club A/c Rs.....  
Charity A/c Rs.....  
Bank Balances as on: ..... Club A/c Rs.....  
Charity A/c Rs.....

#### **Agenda No. 9 : Sanction of Bills :**

(Expenses of club officers or project in-charge should be approved as per rule and should be in the minutes)

#### **Agenda No. 10 : ISO's Report .....**

.....  
**Agenda No. 11 : Editor's Report.....**  
.....

.....  
**Agenda No. 12 : Correspondence by president and Secretary**

1. President Ms. ....  
.....

2. Secretary Ms. ....  
.....  
.....

**Agenda No. 13: Project Report by president**

Date	Name of project with Description	Beneficiaries No.	Expenses (Rs.)	Attedance
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

Date	Name of project with Description	Place	Time	Project in charge	Expenses (Budget)
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....

**Agenda No. 14: Nomination of District**

The President readout the letter received from the District Secretary Mrs..... regarding sending nominations for the office of the district Executive Committee for the year..... It was unanimously decided and resolved to send the nomination of our member Mrs..... for the post of District.....for the year.....as she fulfills the eligibility criteria for the post. Proposed by: Ms..... Seconded by: Ms.....

**Agenda No. 15 : Any other matter with the permission of the chair**  
.....  
.....

**Agenda No. 16 : Announcement of Next Meeting - Secretary announcements**

Date : ..... Venue : .....

Time: ..... Host: Ms. ....

**Agenda No. 17: Vote of Thanks by Vice President**

Vice President Ms.....Proposed vote of thanks.

**Agenda No. 18: Adjournment of Meeting by president.**

President Ms..... adjourned the meeting.

**Attendance: Total members present..... % Of attendance.....**

These minutes were signed and confirmed on:

Proposed by: Ms. .... Seconded by: Ms. ....

Ms. .... Ms. ....

President

Secretary

**VOUCHER BOOK (Debit Voucher)**

(only single copy for each voucher)

<b>Inner Wheel Club of .....</b>	
<b>District.....</b>	
<b>Voucher</b>	
Voucher No. ....	Date : / /20
Paid to Mr. / Mrs. / Ms. ....	
a sum of Rs. .... on account of .....	
In words.....	
Paid by	Received by
Sign	Sign
Ms. ....	Name (Treasurer)

**RECEIPT BOOK (Debit Voucher)**

(In duplicate or with counterfoil)

<b>Inner Wheel Club of .....</b>	
<b>District.....</b>	
<b>Receipt</b>	
No. ....	Date : / /20
Received with thanks from Mr. / Mrs. / Ms.....	
a sum of Rupees.....	
by cash / D.D. No. / Cheque No. .... Dt. ....	
on account of.....	
Rs. ....	Received by
	Ms. ....
	Club Treasurer

## TREASURER'S REPORT AT CLUB MEMBERS

By Treasurer Ms. ....  
**Inner Wheel Club of .....Club Account**  
**for the period.....to.....**

Receipts	Amount (Rs.)	Payments	Amount(Rs.)
Opening Balance : i). Cash ii). Bank A/c Club Members Fees (No. of members x Rs..... per member		Fees Sent to the District (No. of Members x Rs..... per member) Printing and Stationary Postage and Courier Photos Gifts and Prizes Venue Rent Salary to Staff OCV of District Chairman Closing Balance : i). Cash ii). Bank A/c	
<b>Total</b>		<b>Total</b>	

**Inner Wheel Club of .....Charity Account**  
**for the period.....to.....**

Receipts	Amount (Rs.)	Amount (Rs.)	Particulars	Amount (Rs.)	Amount (Rs.)
Opening Balance : Cash Bank A/c					
i). Project Name : Donation From			i). Project Name : Printing and Stationary Snacks Photos Gifts and Prizes		
i). Project Name : Donation From			i). Project Name : Printing and Stationary		
			Closing Balance : Cash Bank A/c		

(Reports relating to Club A/c and Club Charity A/c are generalizations. Each club may do what is practical for them.)

### DETAILS OF FIXED DEPOSITS

FDR NO.	PURPOSE	DATE OF FD	AMOUNT	DATE OF MATURITY	AMOUNT ON MATURITY