



## SOME DO'S AND DONT'S

- ▶ Be Prompt in replying, especially to an invitation.
- ▶ For Letter Head, Invitations, Banners make sure that the logo is correct and in Royal blue colour for clubs and Light blue for Districts.
- ▶ Club letter head should include IW logo, name of the Club, Inner Wheel District number, Charter number, Theme of the year, Names of IIW President, Association President, District Chairman and names & addresses of the Club Officers.
- ▶ District letter head should include IW logo, IW District Number, Theme of the year, Names of IIW President, Association President, District Chairman and names & addresses of the District Officers.
- ▶ Whatever may be the colour of the Invitation and Banner, the IW logo must be in blue.
- ▶ Envelopes must have the name of the Club, IW District number. One RSVP Name and Address where greetings OR undelivered letters can be sent back.
- ▶ Each Invitation Card of the Club/ District must have One full RSVP name and Address with pincode and telephone number for acknowledging the same.
- ▶ Club Presidents Collar should be in Royal Blue and District Chairman's Collar in Light blue.
- ▶ Wear your lapel pin at all meetings. Encourage all members to wear lapel pin too.
- ▶ If Presiding a meeting, wear the collar. Remove it promptly as soon as the meeting is over.
- ▶ We are to be referred as Inner Wheel Members not as Inner Wheelers or IW Members.
- ▶ It is Chairman not Chairperson.
- ▶ Avoid saying, "My Secretary", she is the Club / District Secretary.
- ▶ Inner Wheel Prayer to be read at the start of all Inner Wheel meetings and all must rise while the Prayer is rendered.



- ▶ Put the Inner Wheel District/Club number not the Rotary District/Club number.
- ▶ Complaint letters from club or District should not be sent directly to IIW. Anonymous letters are not entertained in Association or IIW.
- ▶ Do not send forwarded mails to Association or IIW Executive.
- ▶ District Editor or ISO/Club President should not ask for messages directly from Association President or IIW President. Whenever Messages are required District Chairman will request Association President.
- ▶ Club Charter should be handed over at the Club Installation. Use only the name of the Club as in the Charter.
- ▶ Do not ask invited Inner Wheel Dignitary or Guests for any contribution, raffles or sponsorship.
- ▶ Do not impose yourself on others while visiting other cities, districts or countries.
- ▶ "Distracting" of clubs is a prerogative of International Inner Wheel. Be impartial, fair and just in case of any dispute.
- ▶ Be aware of the Rules, Constitution and Bye-Laws. Do not hesitate to refer to them as often as required.
- ▶ In case of any doubt call the District Officers or Club Counsellors.

## EACH ONE PLANT ONE



# GREEN MARATHON

• *Make the world Greener* •

*Go Green Breathe Clean*