



## PROTOCOL IN INNER WHEEL



### What is Protocol ?

The dictionary meaning is - Customs and regulation of diplomatic conduct. Protocol is the formal etiquette and procedure for formal ceremonies. It also enhances the stature of all those who observe these customs and creates an ambience of goodwill and happiness all around. Inner Wheel being an International organization with different layers of administration has to follow certain norms in a meeting to add dignity and maintain decorum.

### Protocol in Inner Wheel for:

1. Seating arrangements at various meetings.
2. Addressing Inner Wheel dignitaries.
3. Visit by Inner Wheel dignitaries
4. Correspondence

### 1. Seating arrangements at various meetings

#### CLUB LEVEL

TRE	IPP	CHIEF	GUEST	PRESIDENT	VICE PRESIDENT	SEC	ISO
-----	-----	-------	-------	-----------	----------------	-----	-----



#### AUDIENCE

- ✦ In Chairman's Official visit to the club, the District Chairman is the Chief Guest.
- ✦ If Association President or Guest of Honour is also present then they will sit between the President and Vice President.
- ✦ Place of Honour is to be given on the Dais to any other Association Officer present.



**DISTRICT LEVEL  
DISTRICT ASSEMBLY / CONFERENCE**

**INAUGURAL SESSION**

ASSM/CONF CHAIR	DIST ISO	DIST TREA	AC MEM	ASSN PRES	DIST CHAIR	DIST VC	DIST SEC	DIST ESO	DIST EDIT	ASSM/ CONF.SEC
--------------------	-------------	--------------	-----------	--------------	---------------	------------	-------------	-------------	--------------	-------------------

**BUSINESS SESSION**

DIST ISO	DIST TREA	AC MEM	ASSN PRES	DIST CHAIR	DIST VC	DIST SEC	DIST ESO	DIST EDIT
-------------	--------------	-----------	--------------	---------------	------------	-------------	-------------	--------------



**AUDIENCE**

- ✦ If Association President is not present then the seating arrangement remains same except that Association President's chair is not kept.
- ✦ All other Inner Wheel dignitaries-Past District Chairmen, Past and present Association Officers to be seated in the 1st row.
- ✦ Rotary Governor is also seated in front row.

**2. Addressing Inner Wheel Dignitaries.**

**CLUB LEVEL**

- ✦ Club President presides over all the meetings. She must be addressed first, all others are to be addressed after her.
- ✦ If District Chairman is present, then she will be addressed after addressing the Club President. And when District Chairman is present she will be the Chief Guest.
- ✦ If both Association President and District Chairman are present then District Chairman must be addressed first then Association President.

**DISTRICT LEVEL**

- ✦ District Chairman presides over all the meeting and is to be addressed first.
- ✦ If Association President is present, she is next.
- ✦ Association President is the Chief Guest at the District Conference/ District Assembly. Any other Speaker can be a Guest Speaker.
- ✦ IIW President or Association Officers are to be addressed before District Executive, PDC's dignitaries and members of Inner Wheel.



- ✦ The above will be addressed before acknowledging Rotary dignitaries and guests.
- ✦ The spouse of the District Chairman, Association/District Officers, if present, must be seated in the first row, and their presence be acknowledged.
- ✦ The First Lady of Rotary District also must be in the front row, and her presence be acknowledged.

### 3. PROTOCOL DURING VISITS BY INNER WHEEL DIGNITARIES

**Do remain present before your leader arrives and schedule your departure only after hers.**

When any Inner Wheel Dignitaries visit then Protocol demands.

- ✦ Club President receives the District Chairman.
- ✦ District Chairman/Club President receives Association President.
- ✦ Association President/District Chairman receives IIW President.

### 4. PROTOCOL IN CORRESPONDENCE

Correspondence in Inner Wheel is done through proper channels.

***There are very clear lines of communication and they should not be broken/bypassed.***

INTERNATIONAL



ASSOCIATION



DISTRICT



CLUB

- ✦ Step 1 : Club members communicate to Club President.
  - ✦ Step 2 : Club Officers to District Officers
  - ✦ Step 3 : District Officers to Association Officers
  - ✦ Step 4 : Association Officers to IIW Head Quarter.
- ⇒ **No official letter should be sent directly. It must go through the official line of communication as mentioned above.**

#### **Please Note:**

- ✦ If any club wants to invite Association President, it should go through proper channel. Club → District Chairman → Association President.



- ✦ No Official Communication allowed by by-passing the line of communication.
- ✦ No Correspondence to be done with IIW directly. Requests for messages, etc. are also not entertained by IIW. District Secretary receives all messages in the month of June-July from IIW which can be used for publications.
- ✦ Greeting Cards, Invitations, Newsletters can be sent directly ONLY up to Association Level not beyond.
- ✦ Ballot paper of IIW elections, Club information forms, photographs can send directly to IIW in the formats given. No official letter should be sent directly. It must go through the official lines communication.
- ✦ Chief Guest should be the last speaker.No one should speak after her. Only observations can be made.
- ✦ **We are member of Inner Wheel and not Inner Wheelers.**
- ✦ Color of Inner Wheel Emblem, badges and Collar should be uniform **Colour of Badges and Ribbon - Royal Blue** for Clubs, **Light Blue** for the District.
- ✦ Don't use or encourage the use of Chairperson "C It is Chairman.
- ✦ Don't print International Inner wheel on your Stationery.
- ✦ Use the Name of the club as given in the charter.
- ✦ **Club Charter must be handed over at the club installation and preferably shown to the District Chairman during her official club visit.**
- ✦ Do not ask the invited Inner Wheel guests for any contribution, sunshine or raffle.
- ✦ Do not impose yourself on others, while visiting other cities, districts or countries.
- ✦ Be impartial, fair and just in case of any dispute.

**Inner Wheel Governing Body at various levels**

<b>CLUB LEVEL</b>	
EXECUTIVE COMMITTEE	GENERAL BODY
<b>DISTRICT LEVEL</b>	
DIST. EXECUTIVE COMMITTEE	DISTRICT COMMITTEE / VOTING DELEGATES
<b>ASSOCIATION LEVEL</b>	
EXECUTIVE COMMITTEE	COUNCIL
<b>INTERNATIONAL LEVEL</b>	
EXECUTIVE COMMITTEE	BOARD DIRECTORS