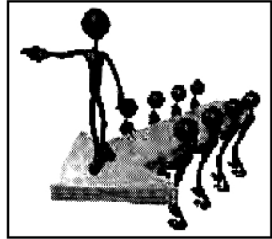




## **CLUB GUIDELINES**

### **CLUB EXECUTIVE COMMITTEE**

The Club Executive Committee consists of the Officers, Club Correspondent, The International Service Organizer and not more than six ordinary Members of the Club. Club may, if they so wish appoint a Joint Secretary. The President and Secretary of the Club are an ex-officio Members of all Club Committees with power to vote. Members may be co-opted to advise the Executive Committee or to receive instructions regarding the particular work assigned to them. They may take part in discussions but may not propose or second motions and having no voting power.



#### **GENERAL INSTRUCTIONS FOR THE PRESIDENT OF THE CLUB**

1. Presidents please note:
  - The new Inner Wheel Year starts on 1st July.
  - The Installation must take part by the first week of July at the latest.
  - The President is installed, the jewel handed over and then she conducts the meeting.
  - All files, relevant records, literature and documents should be handed over to President towards the end of June.
  - Start keeping records immediately.
2. To Posses the following items:
  - Presidents collar with navy blue colour.
  - A Club Banner
  - Officer's Badges
  - Extra Membership pins in stock
  - Forms for registering new Members
  - Banners for display and for exchange with other Clubs.
3. District Committee Meeting Minutes or at least important parts from them must be read at the Club Meetings. Members should know, what is going on in the District and take an active interest in it.
4. Interest in International Inner Wheel and Association Council Matters:
  - Take an active interest in the above matters.



- Reply to correspondence regularly and promptly.
- 5. Nomination for District Offices:
  - Think about it in October and November.'
  - Forms should be sent in time.
- 6. Observe International Inner Wheel Day on 10th January, by some form of special services.
- 7. Election Meeting in December.
- 8. On receipt of Association, ballot papers, go through the bio data of the candidate in the Club Meeting, cast the vote and return the Ballots in time.
- 9. If Ballots are not received in December, inform District Secretary immediately.
- 10. Nomination of Delegates to the District Committee.
  - Be careful in their appointment and selection
  - They must be willing to attend District Committee Meeting, Assembly and Conference.
  - Must vote and do as Club directs.
  - Must report back to the Club.
  - Must keep notes of the Meeting they attend.
  - Good to have the President and Secretary / Treasurer as delegates. Remember Delegates are eligible for District Offices. They are Ambassadors, so make the best choice. Encourage Members to become Delegates. If a Delegate is unable to attend a District Committee Meeting, the Club President must give a letter of authority on the Club Letterhead, to a Deputy Delegate, who should have served at least one year on the Club Executive Committee to attend the Meeting.
- 11. Annual General Body Meeting must be held in June.
- 12. Directory forms to be sent by 30th March. For any kind of help remind the District Chairman and the District Secretary, who are always there to help you. Treat them as your Friends and do not hesitate to approach them.

### **GUIDELINES FOR CLUB PRESIDENT**

- The President presides over all the meetings, and is responsible for the interests and well being of the Club.
- She should be impartial in all matters, her aim to promote Friendship and Service by personal contact with every Member of the Club.
- The IIW Constitution and Handbook Association Bye-laws, District Committee Rules, Guidelines for Clubs, District and Association



should be studied thoroughly and refer to them without hesitation. This is better than making a mistake.

- If the above Rule Books are not available, an order has to be placed with District Treasurer. Including the Association and International Inner Wheel Directory.
- Accept suggestions from your Members, with an open mind and plan your activities and projects, well in advance, with their cooperation.
- Every month, tell your Members in brief, all that has taken place in the Club, during the month.
- Welcome “New Members” correctly always following the procedure given on Page .....
- Try and increase your Membership.
- Arrange as many Fellowship Programmes, as possible.
- Be prompt in your correspondence with International Inner Wheel, Association President, District Officers and Link Clubs.
- The Ballot of IIW and Association come to the President in November – January Be prompt in sending them.
- Encourage and persuade your Members to attend Club and District Level function in large numbers.
- Work in harmony with your Secretary, because it is she who takes the burden of the work.
- Design yourself, to giving quite a bit of your time to Inner Wheel work, during the year.
- Be just in your decisions.
- Make sure of “unity” and “frankness” amongst fellow members.
- Act immediately and see that each Member is doing her bit by rendering some personal service.
- Offer “hospitality” freely to the Inner Wheel Members from other Districts.
- All letters and correspondence from the Chairman, District Correspondence and correspondence from Association President, IIW Magazine and other literature should be read to Members at the Meetings.

### **GUIDELINES FOR THE CLUB VICE PRESIDENT**

The Vice President presides at the meeting in the absence of the President. She cannot wear the collar. She can gain much useful experience by helping her President in every possible way.



## IMMEDIATE PAST PRESIDENT

The Immediate Past President provides continuity in the administration. The experience and knowledge she had gained during her tenure of office can be of great value. She cannot hold any office in her Club in the year following her terms as Immediate Past President. **N.B.:** There will be no Immediate Past President for a new Club.

## GUIDELINES FOR CLUB SECRETARY

Post of the Secretary is the most responsible post of the Club. She is the administrative head and success of the Club depends upon the efficient functioning of the Secretary. The secretary is the backbone of the Club and the District. She strengthens friendship and understanding in the Club and District by communicating regularly, and sending the right information at the right time. A good secretary is as vital to the district and club as fuel is to a car. Communication is another name for Secretary.

### Duties in General

1. The first and foremost duty of the Club Secretary is to prepare the agenda and send out notices for the regular Club Meetings and Executive Committee Meetings to members, at least one week before the meeting. This should be done in consultation with the President.
2. The Minutes of the regular Meetings and Executive Committee Meetings have to be prepared by the Secretary in consultation with the President, circulated among members, recorded in the Minutes book and then to be read and confirmed in the next meeting. Two separate Minute Books should be maintained. (i) A regular Meeting Minute Book (ii) Executive Committee Meeting Minute Book.
3. The Minutes of the General Body Meeting should be sent to the District Chairman and District Secretary for their records.
3. Similarly two attendance Registers should be maintained for signing, one for the regular meetings and another for the Executive Committee Meetings.
4. In order to facilitate her work, the Secretary should prepare an upto date club roster of all members, along with their mailing addresses, telephone and Mobile numbers and their portfolios. This list should be distributed to all members and changes should be notified immediately. This helps the Secretary and members to have a better contact with each other.
5. A copy of the Club Roster should be sent to the District Chairman and District Secretary for their official records along with the names of the members holding District Offices.





6. During her tenure of office, the Secretary shall receive letters and circulars of general nature or from the headquarters of International Inner Wheel. It is the duty of the Secretary to present them before the members in the Executive Meetings and reply promptly.
7. Correspondence from Overseas Link Clubs and Indian Clubs should be forwarded to the ISO. A prompt reply always shows efficiency.
8. It is the duty of the Secretary to make the Club Programs as interesting as possible. Efforts should be made to include those items which are of interest to women, so that everyone can participate. Your club should be second home for all members.
9. It is the privilege of the Secretary to get acquainted with the activities of other clubs through their Secretaries and thereby, create better understanding between the clubs in the District.
10. The Secretary must extend help to newly formed clubs. On special occasions, an effort should be made to invite other Club Officers as well as District Officers and Rotarians to attend the occasion.
11. A General Register of members including their dates of joining and offices held in Inner Wheel should be maintained and kept up-to-date.

### **CLUB SECRETARY'S DIARY**

#### **JULY**

- Plan with the President for the installation function.
- Check Association Directory and District Directory for any mistakes in the names and addresses of the office bearers and inform the District Secretary.
- Prepare a new Club roster with a list of Members, Addresses, Phone Numbers and Email ID.
- Receive all the files of the previous year from the predecessor.
- Please remember to take the Charter from the predecessor.
- Plan with the Members about the projects, fund raising and activities for the Club
- Maintain an attendance register
- Maintain two minute books - Executive Committee and General Body Meeting.

#### **AUGUST**

- Read the minutes of the previous meeting to the Members and have it passed at every meeting.



- Help the Treasurer to collect the dues from the Members.
- Help the Treasurer to send the dues to the District Treasurer.

### **SEPTEMBER**

- Send nominations for the post of District Executive posts if you have qualified candidates in the Club.
- Monthly or Quarterly Report to be sent to the District Executives.

### **OCTOBER / NOVEMBER**

- Ensure maximum attendance at District Rally by motivating the Members.
- Discuss with Members, plan and decide Club office bearers for the incoming year and choose eligible candidates as nominees for the District elections.

### **DECEMBER / JANUARY**

- Club Information Form will come to the Secretary. If this is not received, inform the District Secretary at once.
- Encourage Members to attend the District Conference.
- In case of elections during the Conference, please see that the voting delegates attend. If the voting delegate does not attend for some reason, elect an official proxy in the Club and send a letter on the Club Letterhead stating who the voting delegate is.
- Complete the election of the office bearers for the incoming year.

### **FEBRUARY / MARCH**

- Club Information Form should be posted to the District Secretary with the necessary data.
- Send details of Addresses, Phone Numbers and Email ID for the Incoming Officers of your Club to the District Secretary.

### **MAY / JUNE**

- Encourage the Incoming Officers to attend the District Assembly and training session.
- Please hand over the minute books, charter and other records to the Incoming Secretary.

**N.B.:** Per year, at least 10 Club General Body Meetings should take place and one Annual General Body Meeting in the month of June. 20% of members of a Club constitute a Quorum. Any one month of the year may be kept as closed months, according to the convenience of the Club Members. Club Executive Committee



Meeting should be held as often as necessary. For this Meeting, four Members of Executive Committee constitute the Quorum.

### **GUIDELINES FOR CLUB TREASURER**

A Treasurer is an authority with much greater responsibility. The Treasurer's post is very important as she is the custodian of funds. Handling the money of the Club requires CART to carry out her work through the year. **The CART is - Concentration, Accountability, Responsibility and Transparency - the watchwords to be adhered to, as it is public funds.** Complete and accurate knowledge and proper understanding of Treasurer's work is utmost important for smooth functioning. Perfect coordination and clarity will further build the image of the Club and the District. Follow fiscal discipline - transparency of accounts is a must.

### **ROLE OF TREASURER**

- Is main signatory of all transactions of the club..
- Is the record keeper of all transactions of the club..
- Is authority of collection of all receipts of the club..
- Is authority for incurring expenses as per sanctioned budget
- Is the custodian of the assets of the club.
- Is responsible for preparation and presentation of all club accounts.
- Is responsible for audit and certification of accounts at the year end.

### **FIXING OF DUES**

- A Budget means to know your pocket before you spend and helps in planning.
- A Budget should be prepared just before the beginning of the New Inner Wheel year, taking into consideration the tentative income and expenditure of the club.
- In fixing the annual subscription, the Club must ensure that it will cover the International Inner Wheel Capitation Fee, Association and District dues and sufficient day-to-day working expenses of the Club.
- In case you plan to increase your club dues, get it passed in the meeting.

### **OPENING OF BANK ACCOUNT AND APPOINTMENT OF AUDITORS**

At the beginning of the year during the Incoming and Outgoing Committee Meeting a resolution is passed as to the bank in which the account of the Club will be operated and the auditors who will audit the accounts of the Club. The account should be opened in a Nationalized Bank / Co-operative Bank.



Two Accounts should be opened. 1. Club Administrative Account Fees, to be credited in this account. 2. Charity Account where the donations and amount raised for projects would be credited.

**Formats given may be referred for making resolutions and sending dues to the District Treasurer**

## **DIARY FOR THE CLUB TREASURER**

### **JULY**

- For the incoming - outgoing Committee Meeting, the Treasurer should be ready with the name of the Bankers and the Auditors.
- A resolution has to be passed for fixing the Bankers.
- A resolution has to be passed for fixing the Auditors.
- A resolution has to be passed authorizing the Signatories whether it is Treasurer and President or Treasurer and Secretary.
- On 1st July, Treasurer should open Club Administrative Account and the Club Charity Account in the Bank with opening Cash-inhand that can be reimbursed at a later date, if any.
- A budget has to be prepared about the Income and Expenditure of the Club with the help of the previous Treasurer and the President.
- Wait for the letter from the District Treasurer intimating the IIW Subscription, Association Fees and District Dues.
- Place the order for Inner Wheel Literature, (IIW Directory, Association Directory, Constitution & handbook, Association Byelaws and Guidelines) from the Members and collect money for the same so that you can forward it to the District Treasurer.
- The following files have to be maintained:
  1. The letter containing the remittance of fees paid to the District.
  2. Bills and Vouchers for payments made. (3) Receipt file.

### **AUGUST**

- Help the Club President in planning the fund raising programme for the club.
- Remind members about the importance of the dues payable to the Club and collect it from all the members.
- Make sure the Club has to pay for its Members including Honorary Members and the Honored Active Members.
- Full year's fees have to be paid for all its existing Members of the club and also for Members joining during that current year.
- Half Yearly fees for Members joining after January 1st.
- Fees have to be remitted to the District Treasurer in the name of 'Inner Wheel District 326 Account' payable at .....by



Demand Draft A/c Payee only. Along with the Demand Draft the list in the proper format giving the detail of Membership should be enclosed.

- Souvenir Dues have to be remitted to the District Editor in the name of 'Inner Wheel District 326 Souvenir Account' payable at .....by Demand Draft A/c Payee only.

### **SEPTEMBER**

- The bills pertaining to printing, stationery, postage, photocopying done by the office bearers etc should be met from the Club Administrative Account.
- Bills / Vouchers have to be presented in the Executive Committee Meeting, get it passed and settle them with A/c Payee Cheques only.
- A proper knowledge of Income and Expenditure made during the month is essential so that she can present the accounts to the Members of the club at each meeting.

### **OCTOBER, NOVEMBER, DECEMBER**

- Any Member not paying the dues by the end of December automatically ceases to be a Member of Inner Wheel.
- Full year fees have to be remitted for Members joining the Club during this period in the same format to the District Treasurer.

### **JANUARY, FEBRUARY, MARCH, APRIL**

- Wait for the letter from the District Treasurer intimating the Half Yearly dues.
- If she has already intimated to you about the Half Yearly dues in the beginning of the year collect Half Yearly fees for Members joining after January 1st.

### **MAY**

- Start preparing for handing over to the Incoming Treasurer and also guide her in preparing the budget.
- Consult the Auditor for all his requirements in finalizing the Accounts of the Club.
- The Auditor will require your Bank Pass Books, bills and vouchers file, your ledger and day book.

### **JUNE**

- Help the incoming Treasurer in her work.
- Audit your accounts and circulate copies of the accounts to the Members before it is passed.
- A copy of the audited account should be read out to the Members of the Club during General Body Meeting. A copy of the audited



## **EDITOR / CORRESPONDENT THE POWER OF PEN AND PRINT**

Efficient Editorship is a skill of playing with the power of pen, print and electronic media to the optimum, to reflect our organization and the activities we do. It's the Editor who spreads communication and information about the Club; in short she is your link to the society at large.

### **GUIDELINES FOR CLUB EDITOR**

- Provide current updated information about IIW, Association, Districts and Clubs
- Enhance Inner Wheel knowledge and activities.
- Globalize the social activities of Inner Wheel in the Society by highlighting commendable service projects through print and media.
- Maintaining a close bond with the District Chairman, District E.C. members as well as Club Presidents & Secretaries so as to be in direct contact for information of the event conducted.
- Appreciation towards all who enabled to source the material and funds for the Souvenir.
- Ensure interest of readers and lead to membership growth through effective documentation and presentation of Inner Wheel activities.
- Send new items of importance connected with Club Projects and events for publication in Club / District Bulletins and local newspapers.
- Work in close co-operation with the District Editor and take a keen interest in District publication by sending articles and advertisement for publications. Send reports of Club activities and photographs of publication.
- Keep records, history, Photographs, Press Cuttings of Club's activities and any other items which may help to enrich the history and achievements of the club.
- Inform Club members about personal details, important Club events during the meeting.
- Provide geographical, historical and cultural backgrounds of their corresponding link area at the time of regular Club Meetings.
- Prepare and release the Club Roster.
- Highlight the winning entries of competition held at Club and District level.
- Messages, Charter presentation of new clubs, Club installations, outstanding club projects, upcoming events and other important news about District, Association and International should be highlighted.



- **Publication:** In consultation with the District Chairman, the District Editor must send reports of outstanding projects and activities of the District along with photographs to International Inner Wheel for publication in IIW Newsletter. IIW Newsletter is released twice a year so all information must be sent by the end of August and then by the end of February for timely publication. Please instruct clubs not to send project reports directly to IIW. It is the responsibility of Editor to exploit all avenues to project Inner Wheel activities to the World. The most important thing to remember is that we must explain to one and all, that - - All Communication must pass through the proper Channel. From:

### **CLUB >>> DISTRICT >>> ASSOCIATION >>> INTERNATIONAL**

- The characteristics of a good Editor can be summed up in '7Cs'
- **Clear Vision:** What and how she wants to convey through the publications.
- **Command over the language of communication:** Vocabulary, Grammar, Documentation, Presentation skill, Proof reading.
- **Creative Mind:** Think of new ways to bring out the same things to make it more attractive and appealing.
- **Convincing power:** Strongly needed to collect Advertisement from people.
- **Cool headedness:** At times when things go haywire to keep cool headed till the publication is released this is very important.
- **Concern:** For knowledge and correct information.
- **Computer Savvy:** Must have knowledge of computer for fast communication and e-publications.

Club Editors are requested to print a Monthly Bulletin in the form of circular giving details of the Agenda, Minutes of the past meeting, forthcoming meetings and events, District, National and International Inner Wheel information, projects, activities, greetings, words of wisdom, useful hints / tips, family news and all.

### **INTERNATIONAL SERVICE ORGANISER (ISO) AMBASSADOR OF FRIENDSHIP**

International Service Organizer (I.S.O.) in true words is the Ambassador of Friendship. Inner Wheel binds us with Friendship and Service. Friendship is the key of happiness in life. Our Organization, Inner Wheel is a service oriented Organization. We aim to provide service to the Society in a collective manner. Friendship is the platform on which all service oriented projects can be built up. The ISO plays a very important role in developing friendship at Club level, District level and beyond. Her essence lies in building understanding amongst members



of Inner Wheel, helping them to get to know one another for ultimate realization of Inner Wheel objectives and goals.

### **GUIDELINES FOR CLUB ISO**

The Club ISO shall perform the following duties:

- First of all prepare your Bio data (your hometown, date of joining Inner Wheel, hobbies etc.) Some historical importance of your hometown, geographical conditions, how to reach, nearby tourist destination, handicrafts, local industries and send it to other District ISO's, or clubs within the country and abroad.
- Float competitions of interest thus bringing members of the Districts closer and try to declare the results at the time of Conference or other District events so that members get importance and are recognized. It gives strength and confidence to the members.
- Keep in touch with District International Service Organizer who will arrange to get Indian and Foreign Link Clubs for the Club.
- The ISO must correspond with Link Clubs at home and attend promptly to all letters received from other Clubs and Districts in India.
- Correspond with Link Clubs abroad and attend promptly to all letters received from them.
- Exchange National Festival Greetings with Foreign and Indian Link Clubs.
- Send, if possible, a gift of a handicraft or any other item of typical Indian workmanship to Link Clubs in foreign countries.
- Send copies of Club Souvenirs and Bulletins to Indian and Foreign Link Clubs.
- Provide detail of Club Meetings, address etc., of Foreign Clubs, which Member of your club are likely to visit.
- Co-ordinate your work with the District International Service Organiser and keep an active interest in the international affairs.
- Arrange at least two or three Club Programmes in the year to which you invite students and visitors from abroad to speak on their local customs, culture and ways of life etc.
- Make proper arrangements to welcome and extend hospitality to Members of the Inner Wheel Club, visiting your Club / Town from abroad.
- Organize Inter District visits for members.
- Exchange Club bannerettes with ISO's of other Clubs

### **FILES TO BE MAINTAINED BY EXECUTIVE MEMBERS**

#### **Club President**

- Files containing Correspondence with (i) Association and IIW (ii) District Executive (iii) Other Clubs





- List of members with names, addresses, phone no., email, birth dates and wedding anniversaries. Project file, if any
- Photo album (if you have one).
- Original Charter
- Club Seal

### **Club Secretary**

- Attendance register of General Body Meeting
- Attendance register of Executive Meeting
- Minute Book of General Body Meeting
- Minute Book of Executive Meeting
- Membership Form File.
- Correspondence with: (I) District Executives (ii) Different Clubs and (III) From Association and IIW (if any)

### **Club Treasurer**

- A file of six monthly statement of account and balance sheet of every year.
- Passbook of both accounts
- Slip book-cheque book of both accounts
- Receipt book
- Voucher book
- Ledger book
- Detailed statements of accounts to be brought up to date on my visit.
- All Resolutions - For opening / transferring bank accounts, for appointing auditors.

### **Club ISO**

Correspondence file with letters / greeting cards to:

- Other clubs in our District
- Link Clubs / Other Clubs outside our District.
- Other Districts from abroad.
- Xerox copy of your LETTER, which you write to others. Club Editor, If Any
- File of correspondence with all the Club in the District.
- File or scrap book of paper cuttings of Club news published in newspaper Photo Album.
- Xerox copy of your letter, which you send to others.