



AGENDA FOR THE CHARTER PRESENTATION FUNCTION

1. Opening remarks by the District Chairman, who will preside at the meeting till the Charter is presented.
2. Roll Call of the Club by the District Secretary.
3. Presentation of the New Club to the District Chairman by the District ESO.
4. Presentation of the Charter by the District Chairman to the Club President (audience as well as those seated on the dais should be standing at the time of Charter presentation).
5. The New President, who has to respond, now takes chair.
6. The District Chairman gives Presidential Jewel to the Club President.
7. Appropriate pins to be presented to other members of the Executive Committee and also members of the Club.
8. The Club is welcomed in to the IIW and Association with the reading of messages from the IIW President and the Association President.
9. Additional speaker and felicitation.
10. Vote of thanks by the Club Vice President.

Please Note:

Write the names of the Charter Members on the backside of the Charter Certificate. Make photocopies of the Charter so that the Charter number, date of formation, date of registration and other details can be preserved.

In case the original charter is lost or damaged the club can request for replacement of the charter by applying through the proper channel and paying the dues.

***The secret of your success is determined by
your daily Agenda.***