



STEPS IN THE FORMATION OF A NEW CLUB

(Including Instructions for filling and send Charter Application Forms)

1. National Representative / **Association President provides an Original Charter Application Form at Incoming Chairmen's Institute.**
2. District Chairman should take out **colour photocopies** of the Original Charter Application **Form** on thick bond paper and **keep it in a separate file.**
3. District Chairman **sends few of the coloured photocopy of Charter Application Form to District ESO** and on receiving it ESO keeps in safely.
4. **District ESO** in consultation with District Chairman **takes efforts to form new clubs.** For this:
 - The help of Past Presidents of other IIW Clubs, Past Dist. Chairman, Rotarians may be taken to form a club.
 - **Get a copy of the Rotary District Directory** and go through the Membership details of each Rotary club to get an idea of the strength of the Clubs. **Appeal to Rotary Presidents through GML** to encourage Inner Wheel.
 - **Make enquiries from Rotarians,** Rotary Governors, particularly the Assistant Governors who have an in-depth knowledge about the Rotary clubs. A Strong Rotary Club would mean a strong Inner Wheel Club too otherwise a lackluster Rotary club will mean an equally weak Inner Wheel Club which will not survive.
 - **In case a Rotary Club is keen** on sponsoring an Inner Wheel Club, **6 months should lapse from the date of the formation of the Rotary Club** to establish itself firmly **before it can sponsor an Inner Wheel Club.**
 - **Approach the Rotary President** of the clubs short listed **giving details about** information of **Inner Wheel,** its activities, its development and benefits of having Inner Wheel Clubs.
 - **Meet Rotary Anns asking them to work under Inner Wheel banner,** though they are helping in Rotary activities in big way. Those ladies other than Rotary Anns who qualify to be Inner Wheel members may also be approached directly if it is evident that they wish to form a new club.



- At times in some Inner Wheel clubs the average age is above 50 and young women do not want to join them, especially daughter-in-laws, sister-in-laws, etc. similarly, former Rotaractors may form a Rotary Club. At such places **New Gen Clubs may be promoted** which consists of women in age group of 18 to 35.
 - **Prepare a short list of clubs where you think it is possible to have an Inner Wheel Club.**
 - **Whenever Rotarians or Rotary Anns meet for forming Inner Wheel**, they should be **approached with Inner Wheel literature**, and give a briefing to them about history, aims and objectives of Inner Wheel, functioning of Inner Wheel in general.
 - District ESO (at times District Chairman) has to **be very persuasive.**
5. If District ESO is convinced about the viability of the new club, **she requests the probable Club President to fix a meeting** with the ladies of the Club. She also informs District Chairman to enable her to attend the meeting, if possible. District Chairman and ESO should **be present** for joining the members of the new club. It is **called Formation / Inaugural Meeting** held to decide the Executive Committee and Club dues.
- The **Charter President should be a strong and dynamic members.** Choose the leader wisely.
 - Regarding club dues, clear explanation should be given to the new club regarding annual subscription which **should cover the dues to be sent to District Treasurer and an estimate of club expenses.**
 - The **date of this meeting is** to be filled in the Charter Application Form as **Date of formation.**
6. **Assist** the new club **President to complete the form** in all respects. Provide full cooperation to her. Following points to be remembered:
- **Form should be filled in Capital (Block) letters** (in English) **or typed.**
 - **Be neat.** Avoid over writing or erasing on the original Charter Application form.

Note: To avoid overwriting or erasing, first take black and white Xerox of original charter application form and fill it up and then after checking that everything is written correctly, then complete the original form.



- **Each Charter member's name and signature must be on the forms.**
 - **In case there are more than 19 charter members (as only 19 Serial No. is there) then Xerox the last page and start from 20, 21, ...**
7. **Receive Sponsorship Letter** from sponsoring club (Rotary/Inner Wheel Club/district Executive) on their letterhead.
 8. **Get from the club Demand Draft (DD) in favour of District.**
 - **If formation date is on or before 31st December 2022 full dues have to be paid** although the charter may be sent on or after 1st January 2023.
 - **Clubs forming after the 1st of April may postpone registration** with the Association until the following 1st July and **so not become liable for payment of IIW Subscription, Association & districts fees until 1st July.** Such clubs will be included in the Directory whenever possible **Clubs formed after 1st October may postpone registration with the Association** until the following **January 1st to become liable for only half yearly dues.**
 9. **District Chairman should send original DD** along with **2 photocopies of form and sponsorship letter to District Treasurer** (one for District Treasurer and one for Association Treasurer).
 10. **District Treasurer**, on receiving the DD and documents will make a DD in the favour of **"The Association of Inner Wheel Clubs in India"** payable as mentioned by Association Treasurer as dues of Charter members fees (the District should also send DD for full year or half year depending upon when the club was formed).

Note: Dues of new club should always be sent **by separate DD** and not with dues of other existing clubs received.
 11. **District Treasurer will then send to**
 - a. Association Treasurer
 - A covering letter
 - Original DD
 - Photocopy of charter application form and sponsorship letter
 - b. District Chairman
 - Photocopy of the DD



- 12. Association Treasurer informs District Treasurer of receipt of DD who then informs the District Chairman accordingly.**
13. District Chairman sends to
- a. **Association President** (National Representative) the following:
 - Covering Letter
 - Original and 2 photocopies of the charter application form duly filled.
 - Original and 2 photocopies of letter of sponsorship.
 - Photocopy of Demand Draft sent to Association Treasurer by District Treasurer
 - b. **Association Secretary**
 - (a) Photocopy of covering letter sent to Association President
 - (b) Photocopy of charter application form and sponsorship letter
 - (c) Photocopy of Demand Draft sent to Association Treasurer by District Treasurer.
- Note:** Remaining photocopies of Charter Application Form and Sponsorship letter shall be sent to the following for information and record:
- **District ESO**
 - **New Club** (i) President (ii) Secretary (iii) Treasurer
14. **Association Treasurer sends dues to IIW.**
15. **The National Representative** (Association President) after verification and on receipt of confirmation from Association Treasurer sends the duly completed **Original Charter Application Form along with sponsorship letter and their photocopy to IIW Headquarters and keeps one photocopy with her.**
16. The **Association President** then **receives Charter** of the new Club from IIW.
- The new charter is expected to be received within 6 months. The time period could shorter too.
 - All charters are granted by International Inner Wheel and signed by IIW President, the National Representative (Association President) and the District Chairman.
 - All who join within two months of the inaugural meeting are founder members and may sign on the back of the Charter.



- Once the club receives its Charter it becomes a part of IIW.

Remember:

- ⇒ **Name of Inner Wheel Club:** When formed/sponsored
 - By a Rotary Club it takes the name of the corresponding Rotary Club.
 - Out of more than one Rotary Club, the members of the new Club may decide on a geographically suitable name.
 - By an Inner Wheel Club, it may decide on a suitable name which must be approved by International Inner Wheel.
 - Is a New Gen Club then it may have the name of the sponsoring club with a suffix like New Gen, Blossom, Angel, Star, etc.

In case the club is New Gen Club, then it must be mentioned in the covering letter of District Chairman and District Treasurer because in the form there is no column to mention it.

- ⇒ **Once the charter application forms and the dues reach the Association, the clubs can start their programs and projects.**
- ⇒ **The new club is entitled to receive the Association ballots once the Association dues have been remitted and the IIW ballots, once IIW receives the International dues.**
- ⇒ **While starting a new club please see that members are those related to Rotary or Inner Wheel** though it is allowed to invite members from outside and start clubs. It is so because it will be easier for them to understand Inner Wheel. **Later on once formed, they could invite others.**
- ⇒ **Don't open clubs just to open them. Analyze their viability and keep proper follow-up.**

After the inauguration of the new Club:

1. Welcome of new club by publishing in the newsletter.
2. The new club should be introduced to the rest of the District at a District Function.
3. **Continue to show interest in the new club:** call them, visit them, guide them and join them if possible in their projects. Monitor their progress till they learn the process. The first 5 years are crucial to the existence of any new club.
4. **Ensure that the clubs adds more** qualified and enthusiastic members.