



CLUB MEETINGS & BULLETINS

Club Meetings - The Know how

This is usual for the Clubs to meet monthly although some Clubs do prefer to meet fortnightly. Where Clubs have a speaker at the meeting, the business session should be transacted before the speaker arrives. Circulars must be sent to the members before the meeting with agenda. The Time and venue can be as per the convenience of the members. It can be any member's house or some hotel or Club.

Quorum of Meeting

20% of the members of the club form Quorum for the General Body Meeting and 4 Members form Quorum for the Executive Meetings (respectively at least to general Body Meetings should be held in one year and executive Meetings should be held depending on the needs of the Club.

The Club Bulletin is the mirror of the Club and it gives complete information about the Club's activities and projects. Any achievements, creative or appreciable work by members, Birthday and wedding anniversaries as well as Inner Wheel Information can be published in the Bulletin. The future projects and District Events should be highlighted in it. It should provide informative and interesting reading for the member. Normally Special Issues of Club Bulletin are published during Installation Ceremony and District Chairman's Official Visit to the Club. If the Club wants quarterly/ monthly bulletins can be brought out.

SAMPLE OF MEETING NOTICE

Dist.326

Notice of Genera/Executive Committee Meeting

Dear Member,

Please note that the next General/Executive Committee Meeting will be held on _____ (Date) at _____ (Time) at _____ (Venue).

The following is the Agenda for the Meeting.

1. To read and confirm the minutes of the last E.C. Meeting.
- 2.
- 3.
- 4.
- 5.

Looking forward to meet you.

Secretary

I.W.C. of _____