

GUIDELINES FOR CLUBS



ASSOCIATION OF INNER WHEEL CLUBS IN INDIA 2025

Compiled by CCCC PAP Pushpa Suryamurty

INNER WHEEL PRAYER

Instill in us, O Lord, the true meaning of friendship
Never let us forget that we are all thy children
Notwithstanding the differences in our cultures and creeds
Endow us with a desire to serve our fellow men
Remembering that we, too, often need help,
Whenever or wherever the need for service arises
Help us to be ready to serve
Endeavouring to make our badge of Inner Wheel worthwhile
Ensuring that we have not
Lived in vain

इनरव्हील प्रार्थना

मित्रभाव के सत्य अर्थ को हम सब में, हे ईश्वर भर दो त्र
हम सब ही हैं तेरे बालक भूलें ना यह इतना कर दो त्र
धर्म और संस्कृति भेदों को मन में नहीं स्थान रहे त्र
सभी मानवों की सेवा का हमें सदा ध्यान रहे त्र
आवश्यकता हमें मददकी हो सकती है याद रहे त्र
सेवा करने की जरूरतें जब कहीं भी आन पड़ें त्र
सेवा करने की सब जन की तत्पर हम सब डटे रहें त्र
इनरव्हील की शान बढ़ायें यह वर हमें प्रदान करो त्र
मानव जीवन व्यर्थ न जाये प्रभु यह कृपा प्रदान करो त्र

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What is Inner Wheel?

Inner Wheel is the world's largest Voluntary Non-Governmental women organization to help and serve the needy and under privileged sections of the society. In recognition of its social service, it has been inserted in the ECOSOC roster of United Nations. (ECOSOC Roster is the primary form of Roster Status for NGOs with a focus on one or two of the areas of competence of ECOSOC).

The Inner Wheel motto is Friendship and Service.

The Inner Wheel Emblem (Logo)

The official emblem consists of two gear wheels; one inside the other; with six spokes radiating outward from the centre hub. There are 24 teeth (cogs) on both — inner and outer wheels. The word INNER appears at the top and the word WHEEL at the bottom of the rim. The colours used are blue and gold; with emblem in gold, the rims of the inner and outer wheels in royal blue and the words INNER and WHEEL in gold lettering.

Importance of the Inner Wheel Badge (Lapel Pin)

It is a proud privilege to be a member of Inner Wheel and to have “Visibility for Vision” there by showing your identity as its member. Inner Wheel Badges are To be worn by members at Inner Wheel meetings, functions and projects and also while travelling abroad. Colour of Inner Wheel Badges should be uniform. Royal Blue and Gold for Clubs and Light Blue and Gold for Districts.

Objects of Inner Wheel

- 1) To Promote True Friendship
- 2) To Encourage the Ideals of Personal Service
- 3) To Foster International Understanding

ORGANIZATION OF INNER WHEEL

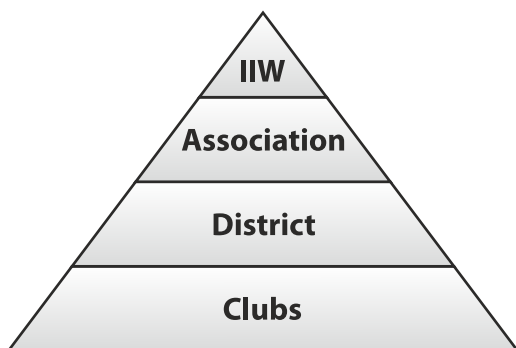
Inner Wheel is essentially a grass roots organization with most of its service efforts being carried out at the club level. The District, the Association and the International structure are designed to support the clubs as administrative bodies and help them provide more service in the communities and beyond that.

International Inner Wheel (IIW): IIW with its headquarters in Altricham near Manchester in United Kingdom, is the apex administrative body for Inner Wheel. Inner Wheel exists in over 100 countries and regions National Governing Bodies (NGB): There are 15 National Governing Bodies world wide that form part of International Inner wheel and function at their national levels. There are 27 Districts in the National Governing Body of Inner Wheel Clubs in India.

Districts : A minimum of 4 clubs together form a District. The District is headed by a District Chairman.

HIERARCHY

CLUBS—The ladder starts from the Clubs and goes up to IIW.



GUIDELINES FOR CLUBS

INNERWHEEL YEAR: begins on 1st July and ends on 30th June the next year.

FORMATION: Minimum 10 members are required to form a club.

Color of Inner wheel Emblem, Badges and Collar: should be uniform Royal Blue for clubs.

MEETINGS

- I) Club Executive Committee (EC) Meeting should be held as and when necessary. Special Meeting may be called by the President or when requested by 2 members of the Committee.
- II) Meetings of the Clubs may be held as agreed by the members with minimum of 10 meetings in a year.
Special Meetings may be called by the President , or when requested by not less than 20% of the members. At least 48 hours notice shall be given.
- III) Meeting at which election takes place shall be not later than 31st January.
- IV) Annual General Body Meeting before 30th June.

QUORUM OF MEETINGS

- a) For a Club Executive Committee Meeting, 4 members of the Executive Committee of which two should be officers.
- b) For a Club General Body Meeting, 30% of the members of the club. 4 members of the club executive committee should be present out of which two should be officers.
- c) If there is no quorum for the EC meetings, then the meeting shall be adjourned for 30 minutes and thereafter reassembled for discussion only.
- d) If there is no quorum in the General Body Meeting, the meeting may be adjourned for 15 minutes and reassembled thereafter for discussions only. Approval for any financial decisions to be taken within one week through E voting.

MEMBERSHIP

- A I Active membership: as laid down by the IIW Constitution under Classes of Membership.
- II An active member will retain her qualification and seniority notwithstanding her transfer to another club or District for protocol only and not for elections to any District office.
- B Honoured Active Membership: As laid down by the IIW Constitution under classes of membership.
- C Honorary Members: Clubs may invite upto 4 persons whom they wish to honour to become Honorary members. Such members shall be subject to re-election annually. Honorary members have no vote and shall not hold any office in the committee of the club.

TRANSFER

An active member may, in some circumstances, with the consent of both the clubs , transfer to another Inner Wheel club after informing the District Executive Committee.

RESIGNATION

A month's notice of resignation must be given in writing to the Secretary before the end of May. The subscription and any indebtedness to the club shall be paid at the end of the year in which the notice expires.

TERMINATION

Active membership terminates on failure to pay the annual subscription by 31st December or by exclusion for serious reasons, the member concerned having a right to reply.

PROTOCOLS IN INNER WHEEL

Protocol in seating arrangements

At Club Level Club Functions

IPP/PROJECT CHAIRMAN	CHIEF GUEST	PRESIDENT	VICE PRESIDENT	SECRETARY

AUDIENCE

Note: The above sitting arrangement is for practical purpose.

Other EC members should be seated in the 1st row.

IPP should be seated only during Official Club Visit by District Chairman.

During the District Chairman's visit, she is the Chief Guest so should be seated in the seat for Chief Guest.

Protocol for addressing Dignitaries

Members should be addressed as Inner Wheel members and not Innerwheelers.

At Club Level

1. At club functions and meetings, President wears the collar and is in the chair and should be addressed first.
2. All others including District Chairman/ Chief Guest should be addressed after the President.
3. If Association President is there, she should be addressed first followed by District Chairman.
4. If IIW President/ Vice President is present, she should be addressed before the

Association President, then the District Chairman and then the District Chairman.

5. At the Official visit of the District Chairman, she is the Chief Guest , so should be addressed first and the other dignitaries. But in the meeting , no outsiders should be invited.
6. Refer to District Chairman as Chairman and not Chairperson.

PROTOCOL DURING VISIT BY INNER WHEEL DIGNITARIES

1. During visit by the District Chairman, the Club President should receive her.
2. The Club President and the District Chairman should receive when the Association President visits the club.
3. Care should be taken care of them till they leave.

CORRESPONDENCE AT ALL LEVELS

Clubs should follow the line of protocols where correspondence is concerned

1. The club President writes to the District Chairman.
2. The District Chairman writes to the Association President
3. The Association President writes to IIW President.
Any request for any invite or greetings should be followed in the same manner.
4. The District Chairman will receive all messages from IIW in the month of June which will be sent to the clubs to be printed in their publications.
5. Newsletters and publications can be sent to the Association Officers, with prior permission of the District Chairman.

ELECTIONS PROCEDURE

The Elections at club level take place for Executive Committee (other than the IPP which a President, automatically becomes after her tenure). Elections are to be held by December to enable the new office bearers to prepare well in advance for the year ahead and to enable flow of information regarding incoming office bearers up to international level. Only those members who have paid their dues fully are eligible for taking up the posts.

STEPS FOR ELECTIONS AT CLUB LEVEL

The nomination should be sent by the Secretary to the club members at least one month before elections, which should be held in December latest.

Those candidates are eligible whose dues for the year has been paid.

The nomination should be proposed and passed at the General Body Meeting and consent of the candidate should be taken.

The Agenda of the meeting when Elections is held should mention a separate topic stating ELECTIONS.

The elections will be by secret ballot. Results to be announced immediately.

ELECTION AT DISTRICT LEVEL

Having obtained the consent of the nominee(s), each club may nominate from its own active members, persons qualified for any of the 8 posts of the District Executive Committee.

A club cannot have more than 2 members in the District Executive Committee in one Inner Wheel year.

A member from a Club should get a maximum of only 3 chances to stand for elections to the offices of the District EC, taking into consideration all the previous times her nominations have been sent by the Club. This will not apply to those candidates from a club who are already holding offices in the District EC.

The nomination to be sent to the District Secretary once they are called for.

The Elections, if more than one candidate for the same post is normally held at the District Conference by secret ballot. If not physically, then E Balloting can be done, but not a combination of both.

Delegates at District Committee

Delegates must belong to the Club Executive Committee and have served as an officer on the Executive Committee at the time of taking office. In case none of the Executive Committee members of the Clubs are able to attend the District Committee meeting, a deputy may be appointed from amongst the members of the Club. A letter to this effect should be written stating that these members have been nominated as Deputy Voting Delegates on the letter head of the Club bearing the seal and signature of the President and Club Secretary. Every club can send 2 Voting Delegates with members upto 50. One more voting delegate should be sent for every 50 members thereafter.

Voting Delegates at Association Conference

One voting delegate for every club with upto 50 members. One extra voting delegate for every extra 50 members thereafter.

Voting Delegates at IIW Convention

A club can send 1 voting delegate, whatever the membership of the club may be.

FALLOW YEAR

It is the year after being IPP. An IPP shall not be eligible for election to the Executive Committee of her club or be the voting delegate of the club at the District Committee Meeting. She is eligible to apply for District Ex-Officio member during her year as IPP and if she wins, will serve in the District Executive as District ISO/Editor during her fallow year at the club.

**SAMPLE OF PROPOSAL FORM NOMINATING MEMBERS
FOR CLUB ELECTIONS**

(Not on letterhead)

Ms. _____

Secretary, _____

InnerWheel Club of _____

Date: _____

We, the under signed, propose the name of Ms. _____ or

the post of (President / VP / Sec / Treas / ISO / CC) for the InnerWheel year _____

Yours in InnerWheel,

Proposed by: Ms. _____ Seconded by: Ms. _____

Signature _____ Signature _____

**SAMPLE FORM OF CONSENT LETTER OF
NOMINATED MEMBER**

(Not on letterhead)

Date: _____

Ms. _____

Secretary, _____

InnerWheel Club of _____

I, Ms. _____ give my consent for being nominated for the post of

_____ for the InnerWheel Year _____

Yours in InnerWheel,

Proposed by: Ms. _____ Seconded by: Ms. _____

Signature _____ Signature _____

InnerWheel Logo

INNER WHEEL DISTRICT ELECTION

FOR DISTRICT EXECUTIVE COMMITTEE

FOR THE YEAR 20 __ to 20 __

NOMINATION FORM

Innerwheel Club of _____ is pleased to nominate its member
_____ as a candidate for the post of district _____ for the
inner wheel year _____ certified that this resolution was adopted
at the general body meeting of our club held on _____ she has paid her club
dues in full for Innerwheel year _____ for and on behalf of Innerwheel club of
President/Secretary's Signature

Information about the candidate

Name: _____

Address: _____

Phone/mobile number _____

Member of innerwheel club of _____

District _____

Year of joining inner wheel

Offices held in inner wheel - past and present

Posts at the club and district level

Club level	year	district level	year
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CONSENT OF THE CANDIDATE

I hereby accept my nomination by my club as a candidate for the post of district
_____ for the year _____

Signature of the candidate _____ date _____

AGENDAS OF EC AND GENERAL BODY MEETINGS

Agenda for Club Executive Committee (EC)

- 1) Meeting Called to Order by President
- 2) InnerWheel Prayer
- 3) Condolences, if any
- 4) Welcome and Opening Remarks by President
- 5) Apologies for Absence by Secretary
- 6) Confirmation of Minutes of Previous Meeting
- 7) Matters arising, if any
- 8) Treasurer's Report (Finance) (Letters from District Treasurer, Balance in Club A/c, Charity A/c, Sanction of Bills)
- 9) Important Financial Resolutions, if any.
- 10) Correspondence by Club Officers
- 11) Updated Reports by Club Officers
 - President - IIW, Association, District Projects and Events
 - Secretary
 - ISO
 - CC/EDITOR -
- 12) Project Planning
- 13) Nomination of posts for Club / District / Association / IIW levels, if Any (Resolution for the same)
- 14) Any other matter with the permission of the Chair
- 15) Vote of Thanks by Vice President
- 16) Adjournment of Meeting by President

Agenda for General Body Meeting

Collaring the President

- 1) Meeting Called to Order by President
- 2) InnerWheel Prayer
- 3) Announcements, if any
- 4) Welcome and Opening Remarks by President
- 5) Apologies for Absence by Secretary
- 6) Confirmation of Minutes of Previous Meeting

- 7) Matters arising, if any
- 8) Finance by Treasurer (Letter from District Treasurer, Balance in Club A/C, Charity A/C, Sanction of Bills)
- 9) Introduction and Induction of New Members, if any
- 10) Updated Reports & Correspondence by Club Officers
 - i) President
 - ii) Secretary
 - iii) ISO
 - iv) CC/EDITOR
- 11) Project Report by President
- 12) Project Planning
- 13) Nomination for Club/District/Association/IIW Office, if any (Resolution for the same)
- 14) Any other matter with the permission of the Chair
- 15) Announcement of Next Meeting
- 16) Vote of Thanks by Vice President
- 17) Adjournment of Meeting by President

Agenda for General Body Meeting During Official Club Visit of District Chairman

Collaring the President & District Chairman

- 1) Meeting Called to Order by President
- 2) Inner Wheel Prayer by Secretary
- 3) Announcements, if any
- 4) Welcome and Opening Remarks by President
- 5) Apologies for Absence by Secretary
- 6) Greetings & messages
- 7) Confirmation of Minutes of Previous Meeting
- 8) Matters arising, if any
- 9) Finance: Account Balance in both the Accounts and Sanction of Bills by Treasurer
- 10) Update Reports by Club Officers
 - i) President : IIW, Association, District Projects and Events
 - ii) Secretary
 - iii) ISO

iv) CC/EDITOR -

- 12) Project Reporting / Planning
- 13) Nomination of Club / District / Association / IIW, if any (Resolution for the same)
- 14) Introduction of District Chairman
- 15) Introduction and Induction of New members, if any
- 16) Release of club Newsletter if any.
- 17) Address / Impressions by District Chairman
- 18) Vote of Thanks by Vice President
- 19) Adjournment of Meeting by President

Agenda of Charter Presentation

Inner Wheel Club of

- | | |
|---------------------------------------|--|
| 1) Meeting Called to order | District Chairman/ Sponsoring Club President |
| 2) Inner Wheel Prayer | Any District Official/ Sponsoring Club Secretary |
| 3) Welcome | District E.S.O./sponsoring Club President |
| 4) Introduction of Charter President: | District E.S.O./ Sponsoring Club President |
| 5) Charter Presentation with | District Chairman/ District E.S.O.Badge and Collar |
| 6) Speech by Charter President | Club President |
| 7) Installation of Charter Team | District Chairman and District E.S.O. |
| 8) Induction of New Members, if any | District Chairman and District E.S.O. |
| 9) Felicitations, if any | |
| 10) Message of IIW President | District E.S.O. |
| 11) Message of Association President | A.C.Member/ District Chairman |
| 12) Introduction of Chief Guest | |
| 13) Speech by Chief Guest | |
| 14) Mementoes if any | Charter President |
| 15) Secretary's Final Announcement | Charter Secretary |
| 16) Vote of Thanks | Charter Vice President |
| 17) National Anthem | |
| 18) Meeting adjourned | Charter President |

FORMAT FOR RESOLUTIONS

(On Club Letterhead Only)

1. Opening of Bank Accounts:

In the Annual General Body Meeting/General Body Meeting of Inner Wheel Club of _____ held on _____ (date) at _____ (venue) it was unanimously resolved to open Inner Wheel Club of _____ Club A/c and Inner Wheel Club of Charity A/c at _____ Bank (name of bank with branch). (resolution of signatories too could be written here by writing) Further it was resolved that the Accounts be jointly operated by)

Proposed By: _____ Seconded By: _____

Sign: _____

President

Secretary

Treasurer

2. Change of Bank for Accounts:

In the Annual General Body Meeting/General Body Meeting of Inner Wheel Club of _____ Held at _____ (Venue) on (Date), it was unanimously resolved to close the presently operated Inner Wheel Club of _____ Club A/c and Inner Wheel Club _____ Charity A/c held at Bank and open a new Inner Wheel Club of _____ Club A/c and Inner Wheel Club of . Charity A/c at Bank(name of bank with branch). (Resolution of change of signatories too could be written here) Further it was resolved that the Accounts be jointly operated by)

Proposed By: _____ Seconded By: _____

President

Secretary

Treasurer

3. Change of Signatories for Operation of Bank Accounts:

(if no change in bank, just change in signatories)

In the Annual General Body Meeting/General Body Meeting of Inner Wheel Club of _____ held at _____ (venue) on _____ (date), in view of change of office holders, it was resolved that Inner Wheel Club of _____ Club A/c No. and Inner Wheel Club of _____ Charity A/c No. at _____ Bank (name of the bank) be jointly operated by Treasurer _____ as the first signatory and President _____ or Secretary as the second signatory for the period 1st July (Year) to 30th June (Year)

Proposed By: _____ Seconded By: _____

Sign: _____

President

Secretary

Treasurer

4. Appointment of Auditor (including Honorarium):

In the Annual General Body Meeting/ General Body Meeting of Inner Wheel Club of _____ held at _____ (venue) on _____ (date), in view was unanimously resolved that _____, Chartered Accountant, _____ (address / place) be appointed as honorary auditor for the Inner Wheel Year 1st July to 30th June. It was decided to pay an honorarium of Rs. _____

PProposed By: _____ Seconded By: _____

FORMAT - CLUB LETTER HEAD

IIW Service Project Logo		IIW Theme
INNER WHEEL CLUB OF..... Charter No..... Inner Wheel District		
IIW President Name Place	Association Name Place	District Chairman Name Place
President Name Address & Phone No. Email id Vice President Name Address & Phone No. Email id Imm. Past President Name Address & Phone No. Email id Secretary Name Address & Phone No. Email id Treasurer Name Address & Phone No. Email id ISO Name Address & Phone No. Email id CC/ Editor Name Address & Phone No. Email id Executive Members Names of max 6 members & their Phone No. (if club is of 100 or more members then max 12 members)		
We Meet Every on Every 1 st / 2 nd / 3 rd / 4 th ____ days at ____ (time) at ____ (Venue)		

Please Note : Printing should be in royal blue colour only

[illegible]

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