

*International Inner Wheel  
Constitution  
2015*



*Inner Wheel Australia inc.*

*By-Laws  
District & Club Rules  
General Information*

# International Inner Wheel

## BASIC RULES

The International Constitution shall be binding on all Members and shall be as follows:

1. The name shall be "International Inner Wheel".
2. The emblem shall be:



3. The Inner Wheel year shall be from 1st July to 30th June.
4. Inner Wheel shall not be sectarian or party political.
5. There shall be a standard naming system for all offices at International, National, District and Club levels
6. The official language is English.

## OBJECTS

The objects shall be:

1. To promote true friendship.
2. To encourage the ideals of personal service.
3. To foster international understanding.

## MEMBERSHIP

### 1. At International level

Includes all Inner Wheel Clubs

The minimum number of Active Members required to form a Club is 10

Applications for membership shall be sent to the Administrator of International Inner Wheel, together with an agreement to adopt the standard rules and to observe the Constitution. This agreement is binding on all Clubs except where it conflicts in any way with the laws and customs of a particular country.

All Clubs, within countries which have National Bye-Laws, must conform to their National Bye-Laws, and the Governing Body of International Inner Wheel must be consulted when changes are contemplated in the National Bye-Laws.

The International Governing Body must approve any proposed changes in the naming system.

## **2. At National level**

Includes all the Districts and Clubs within its boundaries. The minimum number of Districts required to form a National Governing Body is **2**

## **3. At District level**

Each District includes all the Clubs within its boundaries. The minimum number of Clubs required to form a District is **4**

## **4. At Club level**

A member may belong to one Club only.

Classes of membership:

**A.** Active Membership

**B.** Honoured Active Membership (Active Members within a Club who have been given a special award, because of their outstanding service to Inner Wheel).

### C. Honorary Membership.

**A. Active Membership** may be retained or taken up by the following, provided that they are over 18 years:

- a) Women related to Rotarians/former Rotarians.
- b) Women related to Inner Wheel members/former Inner Wheel members.
- c) Women who have been invited to join – provided that a majority of the Club members agree.

Active Membership should be taken up in the Inner Wheel Club most convenient for an Inner Wheel member to attend.

*The International Inner Wheel Executive Committee is empowered to clarify this section of the membership rule, and to include in this clarification those changes to clause (A) of the membership rule, which have been passed at the International Inner Wheel Convention.*

### B. Honoured Active Membership

**An Award.** A Club may confer Honoured Active Membership on an Active Member who has given outstanding service to Inner Wheel. The Club will pay the members dues for the year in which Honoured Active Membership is awarded. In the following years, she retains Honoured Active status, but pays all her own dues. Such a member retains all the rights of Active membership for life, or until she leaves Inner Wheel.

### C. Honorary Membership

Clubs may invite up to 4 persons whom they wish to

Honour to become Honorary members. Such members shall be subject to re-election annually. Each National Governing Body may determine the period of consecutive membership.

Honorary Members have no vote and cannot hold any office in a Club.

International Inner Wheel, National Governing Bodies and Districts may also invite a distinguished person whom they wish to honour, to become an Honorary Member.

#### **D. Membership at Large**

**a)** Countries with a National Governing Body.

If an active member resides in an area of a country where there is no Inner Wheel Club, the National Governing Body of that country can grant her 'Membership at Large' status. Application must be made to the National Governing Body, through her former Club, or District if there is no former Club due to disbandment. Payment of International Inner Wheel Capitation Fees must be made to that Governing Body. Such a member cannot vote or hold office.

**b)** Countries without a National Governing Body.

Any active member of Inner Wheel who takes up residence in an area or a country where there is no Inner Wheel Club, shall be entitled to 'Membership at Large' on application to International Inner Wheel Headquarters, through her former Club, and on payment of the appropriate International Inner Wheel Capitation Fee. Such a member cannot vote or hold office.

### **E. Transfers**

An Active Member may, in some circumstances, provided both Clubs agree, and permission is obtained from the District Committee/s, transfer to another Inner Wheel Club.

### **F. Retirement**

When a member is no longer able to continue through sickness or infirmity, she may be termed “retired” rather than “resigned”.

### **G. Termination of membership**

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 of reply. The decision to exclude a member for serious reasons must be approved by a two thirds majority vote by the club members by way of secret ballot and submitted for agreement to the District Executive Committee or the Executive Committee of International Inner Wheel in the case of non districted clubs. The Club Executive Committee shall notify the member concerned of its intentions by writing at least 30 days in advance, the notice to be sent by registered mail to her last known address. No final decision to be taken without mediation. An excluded member cannot return to her former Club.

### **Naming a Club**

The name shall normally be that of the corresponding Rotary Club.

When a new Inner Wheel Club has been formed out of more than one Rotary Club or when a new Inner Wheel Club is sponsored by an Inner Wheel Club, the members

of the new Club may decide on a geographically suitable name, which must be approved by International Inner Wheel.

## **THE INTERNATIONAL GOVERNING BODY**

A candidate for an International Inner Wheel office, whether elected or appointed, may not hold any other office in Inner Wheel. No Past International President shall be eligible to be nominated for the International Inner Wheel Governing Body.

### **1. The International Governing Body consists of the Officers and the Board Directors.**

#### **A. Officers:**

President

Vice-President

Immediate Past President

Treasurer

Chairman of the Constitution Committee.

These officers form the Executive Committee and have 1 vote each. In addition the President has a casting vote. Executive Committee Quorum - 3 members.

#### **B. Board Directors:**

There shall be 16 Board Directors. Each Board Director to have 1 vote.

*In conformity with the Constitution, the Governing Body has the control and management of the affairs and funds of International Inner Wheel and subject thereto, may order its own proceedings. Its decision on matters of*

*administration is to be final, but on matters of principal any Club, District or National Governing Body may appeal against a decision to the Convention. Quorum - 75% of the Governing Body.*

## **2. The International Governing Body is to be elected as follows:**

### **A. Officers:**

#### **a) President**

##### **- Qualifications:**

Must have served at some time as a President of a National Governing Body, or an International Board Director, or a Board Member, or the International Treasurer.

##### **- Nominations:**

A District Committee of a National Governing Body may nominate a member suitably qualified for the position of President. Members may accept nomination only from the District Committees of the National Governing Body of which they are members.

##### **- Voting:**

By postal vote, each Club having the right to one vote.

##### **- Tenure of Office:**

The President is to serve for 1 year only and cannot serve again in this office.

The Immediate Past President, the President and the Vice-President must not be members of Inner Wheel in the same country or National Governing Body.



## **b) Vice-President**

### **- Qualifications:**

Must have served at some time as President of a National Governing Body, or an International Board Director, or a Board Member, or International Treasurer.

### **- Nominations:**

A District Committee of a National Governing Body may nominate a member suitably qualified for the office of Vice-President. Members may accept nomination only from District Committees of the National Governing Body of which they are members.

### **- Voting:**

By postal vote, each Club having the right to one vote.

### **- Tenure of Office:**

The Vice President is to serve for one year only and cannot serve again in this office.

## **c) Treasurer**

### **- Qualifications:**

Must have served on a National Governing Body or District as a Treasurer and have served as a member of a National Governing Body for at least 1 year at the time of nomination.

### **- Nominations**

A District Committee of a National Governing Body may nominate a member suitably qualified for the office of Treasurer. Members may accept nomination only from District Committees of the National Governing Body of which they are members.

- **Voting:**

By postal vote, each Club having the right to 1 vote.

- **Tenure of Office:**

The Treasurer may serve for a maximum of 3 consecutive years only, but must be nominated and elected annually and cannot serve again in this office.

- **Duties of Treasurer:**

She must have computer skills, knowledge of accounting software, on-line banking and use spreadsheets, be able to read financial forecasts in order to ensure continuity of payments to suppliers, prepare budgets, ensure financial integrity of organisation and work closely with the bookkeeper and accountant/auditor on a weekly basis.

#### **d) Constitution Chairman**

- **Qualifications**

Must have been a past member of the International Inner Wheel Governing Body.

- **Nominations**

A District Committee of a National Governing Body may nominate a member suitably qualified for the office of Constitution Chairman. Members may accept nomination only from District Committees of the National Governing Body of which they are members.

- **Voting and Tenure of office**

The Constitution Chairman shall be elected by the International Governing Body annually and may serve for a maximum of 3 years.

## **B. Board Directors:**

### **- Qualifications:**

Must be a Past National Representative or a Past President of a National Governing Body to stand for election as a Board Director of the International Governing Body.

### **- Nominations:**

A District Committee within a country, which has a National Governing Body or an elected National Representative, may nominate a suitable qualified member for the office of Board Director.

### **- Voting:**

By postal vote.

The Board Directors are to be elected in the same Ballot as the Officers.

Each Club to have 16 votes, all of which must be for nominees from different countries.

If more than 16 persons are nominated, each Club must vote for a total of 16 nominees.

The voting paper must declare a vote of 16 in total.

Any voting paper which declares a vote for more than 16, or less than 16, shall be invalid.

### **- Tenure of Office:**

A Board Director may serve for a maximum of 2 years only, but must be elected annually.

An Inner Wheel member who holds an elected or Appointed office at National Governing Body, District of Immediate Past Chairman cannot be, at the same time, a member of the International Governing Body.

### 3. Meetings

A. - Non Convention year:

One Governing Body Meeting will be held annually.

B – Convention year.

A second Governing Body Meeting will be held the day prior to the Convention

The International Governing Body may pass a resolution on urgent matters between Meetings. A copy of the resolution, in writing, must be sent to each member of the Governing Body, whose acceptance or rejection must be sent, in writing, to the Administrator of International Inner Wheel. The decision must be by a 75% majority. The procedure is to be instigated by the Executive Committee.

### 4. Non Districted Clubs

The Governing Body of International Inner Wheel is to have jurisdiction over Non-Districted Clubs, where there is no National Governing Body.

## ELECTION OF THE INTERNATIONAL GOVERNING BODY

### 1A. Executive Committee:

The procedure for the election of the President, Vice President, Treasurer and Constitution Chairman to the Governing Body of International Inner Wheel is to be as follows:

**Nominations**, with the consent of the nominee, may be made by District Committees of the National Governing Body of which they are members, to their National

Governing Body.

If 2 or more nominations for any one office are made by District Committees in the same National Governing Body, there must be an internal election organised by the National Governing Body. The National Governing Body must then inform the District Committees, the result of that internal election.

### **1B. Board Directors:**

The procedure for the election of Board Directors to the Governing Body of International Inner Wheel is to be as follows:

#### **Nominations:**

a) A District, which has a National Governing Body, may nominate for the position of Board Director. If 2 or more nominations are received from District Committees in the same National Governing Body, there must be an internal election, organised by the National Governing Body.

The National Governing Body must then inform the District Committees the result of that internal election.

b) In the case of a Districted country, without a National Governing Body, but which has an elected National Representative, a District may nominate for the position of Board Director.

If 2 or more nominations are received from District Committees in the same country, there must be an internal election organised by the National Representative. The National Representative must then inform the District Committees, the result of that internal election.

2. The District Committee must submit completed Nomination forms for all International Officers and Board Directors, to International Inner Wheel Headquarters not later than 30 September.

Canvassing, that is asking for votes, is FORBIDDEN, whether by letter or any other means, and will result in the disqualification of the candidate concerned.

3. **A list of nominees**, with a short description of offices held, will be sent to all Clubs, with an official ballot slip and envelope for return.  
The recorded vote must be received at International Inner Wheel Headquarters not later than 31st March, otherwise it will be invalid. Any votes received from Clubs with outstanding Capitation Fees will be null and void.
4. If any 2 nominees receive the same number of votes, the President will have the casting vote.
5. In the eventuality of death, disability or disqualification of any candidate/nominee during the election for Board Director, the election will take place as per schedule. The next nominee receiving the highest number of votes will be declared elected as Board Director, in the place of the deceased, disabled or disqualified candidate/nominee.
6. The result of the elections for President, Vice President, Treasurer, Board Directors and Editor of International Inner Wheel will be sent out to all National Governing Bodies, Districts and Non Districted Clubs simultaneously.
7. **In the event of a vacancy** in the office of:  
**President**, the Vice President is to succeed to the office

to complete the year, which will not debar her from accepting nomination and election as President.

**Vice President**, the International Governing Body may appoint a suitably qualified successor to complete the year, which will not debar her from accepting nomination and election as Vice President.

**Treasurer**, the International Governing Body may appoint a qualified successor to complete the year.

**Constitution Chairman** – the International Governing Body may appoint a qualified successor to complete the year.

**Board Director**, the position to remain vacant until the following 30th June.

## COMMITTEES

### 1. Executive Committee

The Executive Committee shall consist of the President, Vice President, Immediate Past President, Treasurer and Constitution Chairman.

Duties of Executive Committee

The Executive Committee shall have the overall management of the day-to-day affairs and funds of International Inner Wheel on behalf of the International Governing Body.

### 2. Constitution Committee

The Constitution Committee shall consist of the Constitution Chairman, the President and Vice President.

### 3. Convention Committee

The Convention Committee is to consist of a Chairman, herein designated as Convention Co-ordinator, to be

appointed by the Governing Body from members nominated by the host country at the time of submitting the application to host the Convention, the International Vice President and Treasurer ex officio, and other members appointed according to the Convention blueprint. In addition the International President of the Convention year shall be a member of the Committee during that year.

### EDITOR/MEDIA MANAGER

The Editor/Media Manager shall not be a member of the Executive Committee, but she may be invited as an observer when necessary, to attend the International Governing Body Meetings and the Triennial Convention as an observer with the same benefits as a Board Director, including payment of costs incurred in attending these meetings.

- **Qualifications:**

Must have served on a National Governing Body or District as an Editor for at least 1 year at the time of nomination.

- **Nominations:**

Any District Committee may nominate a person suitably qualified for the office of Editor.

- **Voting:**

By postal vote, each Club having the right to 1 vote.

- **Tenure of Office:**

The Editor may serve for a maximum of 3 consecutive years but must be elected annually.

- **In the event of a vacancy** the Board may appoint a qualified successor to complete the year.



## **Duties of Editor/Media Manager**

Is responsible for the IIW website, media output and promotional documents therefore she must have advanced computer skills and editorial skills, expertise in modern technology, graphics software, desktop publishing and layout.

## **FINANCE**

The financial year of International Inner Wheel shall be from 1st July to 30th June.

### **1. Dues**

Each Club shall pay to International Inner Wheel such annual Capitation Fee for each member as shall be determined from time to time at the Convention or, if in the years between, the inflation of the pound sterling makes a Capitation Fee increase necessary, the Governing Body is authorised to increase the Capitation Fee with the same percentage as the increase in the cost of living index in the U.K. but not exceeding 5%, Any proposal to alter the Capitation Fee at a Convention must be circulated in writing to all Clubs at least 4 calendar months prior to the Convention.

### **2. Expenses**

Expenses incurred in carrying out the work of the International Governing Body shall be met from the funds of International Inner Wheel. These expenses must be agreed by the International Executive Committee.

### **3. Audit**

A qualified accountant, appointed annually by the

Governing Body, shall audit the accounts of International Inner Wheel. Copies of such accounts shall be circulated to all Clubs by 1st April.

#### 4. Payments

Any payment from the funds of International Inner Wheel may be made by cheque, standing order, direct debit or bank transfer, provided that payment is authorised and evidenced in writing by two members of the International Executive Committee.

### TRUSTEES

The International Governing Body has the power to incorporate a company limited by guarantee on behalf of International Inner Wheel, to hold property and any other relevant investments or assets, including without limitation government bonds and mutual securities as determined by the Governing Body from time to time.

Investments of a speculative nature are **not** permitted.

The International Governing Body shall have the power to appoint 2 Trustees in whom shall be vested the responsibility for properties of International Inner Wheel.

1. On behalf of the membership, the Trustees shall be responsible for the general management of the property vested in them, and shall authorise major repairs and alterations as needed.
2. The International Governing Body shall indemnify the Trustees against all liabilities, costs, claims and demands incurred by them as Trustees.
3. The International Governing Body shall have the power to appoint or dismiss Trustees.

4. A Trustee must be a Past Board Member/Board Director, 1 from Great Britain and Ireland and 1 from another country

## **NATIONAL REPRESENTATIVES**

A National Representative may be elected by any country with 1 or more Districts with 4 or more Clubs, which have been functioning as a District for a minimum of 2 years.

### **Qualifications**

#### **1. For Districted countries without a National Governing Body**

Must be or have been a Deputy National Representative, a PAST DISTRICT Chairman, Vice Chairman, Secretary or Treasurer, where nominated and elected. A suitably qualified Deputy must be elected at the same time as the National Representative. In the event of a vacancy the Deputy National Representative shall take office and the District Committee(s) of the country concerned must elect a suitably qualified Deputy National Representative to complete the year.

#### **2. For countries with a National Governing Body**

Must be or have been a Deputy National Representative, a PAST DISTRICT Chairman, Vice Chairman, Secretary or Treasurer, where nominated and elected, and have also served as a member of a National Governing Body or at least 1 year at the time of nomination. A suitably qualified Deputy must be elected at the same time as the National Representative.

In the event of a vacancy the Deputy National Representative shall take office. The National Governing

Body concerned must elect a suitably qualified Deputy National Representative to complete the year.

**Nominations:**

Each District may nominate not more than 1 National Representative and Deputy. Nominations, with the consent of the nominee, must be sent in writing, to the National Governing Body or National Representative (if no National Governing Body exists), not later than 31st October. If 2 or more National Representatives or Deputies are nominated by Districts in the same country, there must be an internal election. The National Governing Body or National Representative shall send to all Clubs a list of nominees, with a short description of the offices held, together with an official ballot slip and envelope for return, no later than 15th February.

**Voting:**

All the clubs in the country may vote to elect the National Representative and Deputy.

By postal vote, each Club having 1 vote. Election by a simple majority.

**Tenure of Office:**

A maximum period of 2 years, but must be elected annually by 31st March.

**Duties of the National Representative:**

The National Representative is the link between the District and the International Governing Body; she receives and sends all communications. It is essential to be fluent in the official language of Inner Wheel, the English language. In a country with no National

Governing Body, if the National Representative is not an elected member of the District Committee she plays no part in the running of the District.

## **AFFILIATION**

An Inner Wheel Club, District, or National Governing Body shall not affiliate with (i.e. become members of) other organisations, as it cannot bind its members to a constitution nor to any decision over which it has no control. That does not prevent individual members joining other organisations.

## **CONVENTION**

- 1. International Conventions** shall be held at intervals of not less than 3 years in a place to which the Governing Body reasonably believes Voting Delegates, from any country, would have free access. The International Governing Body shall decide the meeting place for the Convention.
- 2. Business of the Convention**
  - A** The Official Report and audited Statement of Accounts shall be presented by the Governing Body.
  - B.** The Capitation Fee for International Inner Wheel shall be fixed.
  - C.** Alterations in, or additions to, the International Constitution shall be considered and appropriate action taken.
  - D.** Alterations in, or additions to, the Standard District Rules and the Standard Club Rules shall be considered and appropriate action taken.
  - E.** Matters of Inner Wheel interest shall be discussed.

3. Each country sending Voting Delegates to the Convention shall be responsible for its own financial arrangements for those delegates.
4. Each Club, each District Committee and each National Governing Body is entitled to send 1 Voting Delegate and to appoint a deputy in the event of a vacancy.

Each International Inner Wheel Officer, each Board Director, each National Representative and each Past President of International Inner Wheel is to be a Voting Delegate.

All of the above if not represented, may designate as proxy, provided they will be elected Voting Delegates at the Convention, a National Representative, a Past National Representative, a Past Board Member, a Past Board Director, a District Committee Voting Delegate or the International Official Proxy Vote holder. The International Official Proxy Vote holder must follow strictly the directives given, but other proxies may be given discretion on how to vote. Any voting delegate, other than the International Official Proxy Vote Holder, must not hold more than 70 proxy votes. Any Inner Wheel member may attend as an observer, but the business must be conducted only by the Voting Delegates.

## 5. Voting

Each proposal or amendment submitted to change the Constitution must be carried by a majority of 2/3rds of those voting in person or by proxy. All other motions shall be decided by a simple majority.

## **6. Translation**

Each country or District sending delegates to a Convention may ask for simultaneous translation of the Convention proceedings in its own language, or a language of its choice. In such a case that country or District shall be responsible for the financial expenses incurred.

### **STANDING ORDERS**

1. The International President, the Vice President, or, if circumstances necessitate, an International Past President, shall preside at the Convention as proposed by the Executive Committee of International Inner Wheel and ratified by a simply majority at the meeting of the Governing Body immediately prior to the Convention.
2. All business must be conducted by Voting Delegates, except in the presentation of a proposal. A Voting Delegate may nominate any member to present a proposal and reply on her behalf, but may not delegate any other right or responsibility.
3. All Voting Delegates shall address the chair.
4. Voting Delegates must speak to the proposal under discussion.
5. If two or more Voting Delegates rise at the same time, the Presiding Officer shall determine who shall speak first.
6. Each proposal must be proposed by the Club, District or National Governing Body or by their duly appointed proxies.
7. Each proposal must be seconded before discussion.

8. The proposer of a proposal may not speak for more than 3 minutes.
9. Other Voting Delegates speaking to a proposal shall not exceed 2 minutes.
10. The proposer of a proposal shall have the right of reply, but shall not speak for more than 3 minutes.
11. No Voting Delegate shall propose or second more than 1 amendment to each proposal, except where she is also acting as a proxy.
12. Each amendment shall be relevant to the proposal to which it is proposed.
13. Each amendment must be proposed and seconded before discussion.
14. The proposer of an amendment may not speak for more than 3 minutes.
15. Other Voting Delegates speaking to an amendment shall not exceed 2 minutes.
16. The proposer of an amendment shall have the right of reply, but shall not speak for more than 2 minutes.
17. On each proposal to change the Constitution a majority of 2/3rds is necessary.
18. All other General Motions shall be decided by a simple majority. In the event of the votes being equal the Presiding Officer shall have the casting vote.

## CHANGES TO THE CONSTITUTION

1. The International Governing Body, National Governing Bodies, District Committees, and Clubs, may submit proposals to change the Constitution of International Inner Wheel by the required date. Clubs can only



submit proposals to change the Constitution after they have been presented to their District Committee for administrative checking and suitability of wording. Non Districted Clubs should submit Proposals to international Inner Wheel for administrative checking and for suitability of wording.

2. Proposals and amendments to be put for Clubs and Districts where there is no National Governing Body will only be accepted from those Clubs and Districts and from the International Governing Body. Only those Clubs and Districts, where there is no National Governing Body, will vote on these proposals and amendments.
3. Any proposal to change the Constitution shall be received at International Inner Wheel Headquarters not later than 18 months prior to the Convention.
  - a) Such proposals MUST include a seconder.
  - b) The proposer cannot second the proposal.
  - c) Proposals from the Governing Body of International Inner Wheel, which are made on behalf of all members, do not require a separate seconder as they must be approved by the Governing Body before presentation.
4. Amendments to these proposals shall be received at International Inner Wheel Headquarters not later than 6 months prior to the Convention.
5. a) In case of urgency and provided that not less than 30 days notice in writing has been given, this Constitution may be changed at a meeting of the International Governing Body, attended by a quorum of 75% of the members of the Governing Body,

by a resolution passed by a majority of 75% of those present.

Such changes shall become immediately and temporarily effective for a period not exceeding 2 years, and shall be ratified or rejected by an International Convention, or failing this, shall lapse.

- b) In case of urgency and 30 days notice cannot be given, this Constitution may be changed at a meeting of the International Governing Body, attended by a quorum of 75% of the members of the Governing Body, by a resolution passed by a majority of 75% of those present. Such changes shall only be valid until the next following meeting of the International Governing Body.

Any proposal containing similar subject matter to one presented and defeated at 2 consecutive Conventions will not be accepted for the following Convention, with the exception of proposed changes to membership.

#### **RETENTION OF ALL VOTING PAPERS**

Following a Convention, all Voting Papers must be returned to IIW Headquarters and retained until the end of the following Convention (3 years), when the Voting Papers from the previous Convention should be destroyed.

*In the event of a dispute the Chairman of the Constitution Committee will make the final decision.*

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INNER WHEEL AUSTRALIA Incorporated  
**BY-LAWS**

**ARTICLE 1**

**1.01 NAME:**

The name of the Association will be Inner Wheel Australia Inc. and referred to in these rules as the Association.

**1.02 MEMBERSHIP:**

The Association will consist of all Clubs within Australia's jurisdiction. All Clubs must conform to the Association By-Laws. Any Club disbanding must fulfil its obligations to the Association and return its Charter.

**1.03 OFFICERS:**

President

Vice-President

Immediate Past President

Honorary Secretary

Honorary Treasurer

These Officers form the Executive Committee.

**1.03.1 A National Representative** is to be elected annually.

A suitably qualified Deputy National Representative must be elected at the same time as the National Representative.

**1.04 GOVERNING BODY:**

The Governing Body will be a Council consisting of the Officers of the Association and one Representative from each District Committee, who will be called Council Members. Each member of the Governing Body has one

vote. In the event of the votes being equal, the President has the casting vote. At the Annual Conference and the Annual General Meeting each member of the Governing Body must vote in accordance with the decision of the Council on all proposals submitted by the Governing Body.

#### **1.05 QUALIFICATIONS & TENURE OF OFFICE:**

The Governing Body will hold office from 1st July to 30th June.

A member may not serve on the Governing Body for more than four consecutive years unless elected Association Vice-President.

##### **1.05.1 President**

Must have served on the Governing Body for at least one year at the time of nomination.

The President will serve for one year only and cannot serve again in this office.

##### **1.05.2 Vice-President**

Must have served on the Governing Body for at least one year at the time of nomination.

May not serve for more than one year in this office.

##### **1.05.3 Immediate Past President**

Will be ineligible for election to any office on the Governing Body for the year following her period as Immediate Past President.

**1.05.4 Secretary**

Must have served on the Governing Body or as a District Officer for at least one year at the time of nomination and will be eligible for re-election annually for a maximum period of three consecutive years.

**1.05.5 Treasurer**

Must have served on the Governing Body or as a District Treasurer for at least one year at the time of nomination and will be eligible for re-election annually for a maximum period of three consecutive years.

**1.05.6 Council Members**

Must have served as a District Officer for at least one year at the time of nomination. They will be elected annually but will not serve on the Governing Body for a longer period than two consecutive years.

A Council Member, as a member of the National Governing Body, cannot be replaced by the District without consultation and agreement of the Association Executive.

A Council Member must attend at least one Council Meeting held in any one year before being eligible for nomination for the position of Association Vice President.

A Council Member must attend at least one Council Meeting held in any one year to have the right to speak at a District meeting as a Past Council Member holding membership in an Inner Wheel Club of the District to which her Club belongs.

### **1.05.7 Editor (optional)**

Must have served on a District Executive Committee for at least one year at the time of nomination and will be eligible for re-election annually for a maximum period of three consecutive years. The Editor will be Chairman of the Publications Committee, but not a member of the Governing Body.

### **1.06 NOMINATIONS:**

District Committees may nominate with the consent of the nominee one (1) member qualified for each of the following Association positions:

President

Vice-President

National Representative

Deputy National Representative

Secretary

Treasurer

Editor

If a District receives two or more nominations for the one office, there must be an election within the District to select the nominee of that District.

A member of the Executive Committee must not be an officer at District or Club level.

Nominations in writing must be sent to the Association Secretary by 30th November.

**1.07 ELECTIONS:**

The election of the President, Vice-President, National Representative, Deputy National Representative, Honorary Secretary, Honorary Treasurer and Editor will be by postal vote, to be returned to the Association Secretary by the due date, the method of voting to be by simple majority of the votes cast.

**1.08 INTERNATIONAL INNER WHEEL  
VICE-PRESIDENT, TREASURER, BOARD DIRECTOR,  
OR HONORARY EDITOR.**

**1.08.1** The nominations for any of the above positions must be returned to the Association Secretary no later than 31st May. In the event that two or more nominations are made by any District Committee for the above positions there must be an election within Australia.

**1.08.2** Each Club affiliated to the Association will have one vote. In the event of the votes being equal the President will have the casting vote.

**1.09 COUNCIL MEMBERS:**

*See District Committee Rules.*

**1.10 COMMITTEES:**

**1.10.1** The Governing Body may appoint such other Committees as deemed necessary. Ex-officio offices held at any level are not to be regarded as sufficient qualification for further office.



**1.10.2** The Governing Body will appoint annually a Past President of the Association as Chairman of the Constitution Committee who may serve for a maximum period of three (3) consecutive years. The President and Vice President of the Association are members of this committee.

**1.10.3** Meetings of the Constitution Committee will be held at the discretion of the President of the Association.

## **1.11 DUTIES AND VACANCIES:**

### **1.11.1 The Governing Body will:**

- (a) Hold office from 1st July to 30th June.
- (b) Prescribe and adopt By-Laws for the Association, District and Club Rules.
- (c) Have control and management of the affairs and funds of the Association and subject thereto order its own proceedings. Fundraising must be in accordance with State, Territory and Australian Taxation Office regulations.
- (d) Define the boundaries and determine the numbering of the Districts in conjunction with the International Inner Wheel Governing Body.
- (e) Appoint a suitably qualified member to be Conference Committee Liaison Officer who will be eligible to serve for a maximum period of two consecutive years.
- (f) Appoint members of the Standing Committees deemed necessary, other than the Executive.
- (g) Appoint Representatives to other organisations.
- (h) Appoint an Auditor.
- (i) Appoint a Solicitor.
- (j) Power be given to the Executive of The

Association to amend grammatical errors in the By-Laws, District and Club Rules without altering the original meaning of the By-Laws, District and Club Rules. Such changes to be circularised in the minutes of the Conference.

- (k) Consult the International Inner Wheel Governing Body when contemplating changes in the National By-Laws.

#### **1.11.2 The President will:**

- (a) Serve for one year.
- (b) Preside at all Conferences of Inner Wheel Australia and all meetings of the Governing Body, and as Chief Executive Officer, supervise the work and activities of the Association.
- (c) Be an Ex-Officio member of all sub-committees, with the power to vote.  
In the event of a vacancy, the Vice-President will succeed to the office.  
In the absence of the President, the Vice-President will take her place.

#### **1.11.3 The Vice-President will:**

- (a) Serve for one year.  
In the event of a vacancy in the office of Vice-President, the Governing Body may appoint a suitably qualified successor to complete the year.

#### **1.11.4 The Honorary Secretary will:**

- (a) Send out notices of meetings and keep all minutes and records.
- (b) Conduct all correspondence and have knowledge of the Constitution and procedure.
- (c) Keep important correspondence for a suitable period of time and file all official publications.

- (d) Inform the President of all correspondence and discuss the Agenda with her before each meeting.
- (e) Attend to Association minutes promptly and send out as soon as possible but not later than 28 days after the meeting.
- (f) Send out a list of nominations together with a short description of Inner Wheel Offices held, to District and Club Secretaries, not later than 28th January. In addition, nominees may include a profile of up to 200 words describing and outlining their life experiences.
- (g) Present an annual report to the Association.
- (h) Be an Ex-Officio Member of all sub-committees with power to vote.  
In the event of a vacancy in the office of Secretary, the Governing Body will appoint a qualified successor to complete the year.

**1.11.5 The Honorary Treasurer will:**

- (a) Be the Chairman of the Finance Committee if such a Committee be appointed.
- (b) Be the custodian of the funds of the Association.
- (c) Have general supervision of the finances of the Association and submit to the Governing Body a report, statement and audited Balance Sheet for adoption at the Annual General Meeting.
- (d) Prepare a budget at the beginning of each year.  
In the event of a vacancy in the office of Treasurer, the Governing Body will appoint a qualified successor to complete the year.

**1.11.6 The Editor (optional) will:**

- Produce an Association magazine as directed by the Governing Body.  
In the event of a vacancy in the office of Editor, the Governing Body will appoint a qualified successor to complete the year.

## **1.12 MEETINGS:**

### **1.12.1 Council Meetings:**

Must be held at least twice a year at regular intervals.

### **1.12.2 Annual General Meetings:**

- (a) An Annual General Meeting must be held at the time of the Association Conference at which:
- (i) The official report and audited statement of accounts must be presented and dues for the coming year set.
  - (ii) A Solicitor be appointed.
  - (iii) An Auditor be appointed.
- (b) Matters for inclusion on the agenda will be sent in writing to the Secretary at least 30 days before a meeting other than an Extraordinary Meeting.
- (c) Notice of meeting with a copy of Agenda will be sent to all members of the Governing Body at least 14 days before a meeting.
- (d) At each Annual General Meeting there will be presented by the Governing Body an Official Report and Statement of Accounts duly audited by a qualified Accountant who has been appointed at the previous Annual General Meeting.
- Copies of the audited accounts must be circulated to all clubs six weeks prior to this meeting.

### **1.12.3 Extraordinary Meetings:**

The Governing Body may pass a resolution on urgent matters between meetings of the Governing Body.

An Extraordinary Meeting may be called by one-third of the Governing Body with the request to be sent electronically or by post to the Secretary. Business may be transacted electronically or by post with the approval of the President.

A copy of the resolution will be sent electronically or by post to each Member of the Governing Body, who will indicate their acceptance or rejection of the resolution electronically or by post to the Secretary of Inner Wheel Australia by the due date as indicated. The decision must be unanimous.

The procedure will be instigated by the Executive Committee and decisions by electronic or postal vote will be confirmed at the next meeting of the Governing Body.

### **1.13 VOTING**

Voting at meetings will be by a show of hands or appropriate method as decided by the President. In the event of votes being equal the President will have the casting vote.

### **1.14 QUORUM**

Two-thirds of the Governing Body.

### **1.15 FINANCE:**

The financial year will be from 1st July to 30th June. Expenses incurred in carrying out the work of the Association will be met from the funds of Inner Wheel Australia.

Payments from the funds of Inner Wheel Australia must be authorised by the Governing Body and made by cheque signed by any two of the following officers: President, Treasurer, Secretary.

#### **1.15.1 Dues:**

Each District and each Non-Districted Club will pay to the Association by the 15th September such capitation fee for each Active and Honorary Member as will be determined from time to time at the Annual General Meeting.

#### **1.15.2 Audit:**

At each Annual General Meeting there will be presented by the Governing Body an official report and statement of accounts duly audited by a qualified accountant who has been appointed at the previous Annual General Meeting. Copies of the Audited Accounts must be circulated to all Clubs six weeks prior to this meeting.

### **1.16 AMENDMENTS:**

Any proposals to amend these By-Laws or Rules will be sent in writing to the Association Secretary by the requested date before the Annual Conference and will be included on the Agenda sent to all District and Club Secretaries thirty days before the Annual Conference.

Amendments to these By-Laws, District and Club Rules can be made only at the Annual Conference of the

Association by a resolution passed by a majority of three-fourths of those, who being entitled so to do, vote in person or by proxy.

All adopted amendments will be implemented after ratification by International Inner Wheel Executive Committee.

## **1.17 DISSOLUTION:**

**1.17.1** The Association may be dissolved by resolution passed by a majority of three-fourths of those present, who being entitled so to do, vote in person at a Special General Meeting of the Association, convened for this purpose, provided that three months notice of such proposal will have been given, in writing, to all Clubs.

**1.17.2** If, upon the dissolution or winding up of the Association there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to, transferred or distributed amongst the members of the Association. The surplus property shall be given or transferred to some other association incorporated under the *Associations Incorporation Act 1987 (WA)* having objects similar, wholly or in part to the objects of the Association, provided that the association prohibits the distribution of its income and property among its members, or the surplus property shall be given or transferred to some charitable object. The association or charitable object to which the Association shall give or transfer the surplus property shall be determined by the members of the Association at or before the time of dissolution or winding up. In default of any such resolution such payment, transfer or distribution shall be determined by order of a Court of Western Australia.

**1.17.3** In the event of the dissolution of the Inner Wheel Australia national project, Cord Blood Research, all monies held in Inner Wheel Australia Incorporated Cord Blood Research bank accounts will be donated to a Public Cord Blood Research Facility.

**1.18 ANNUAL CONFERENCE:**

**1.18.1** A Conference of Inner Wheel Australia will be held annually. Any member may attend, but the business will be conducted by the Voting Delegates.

**1.18.2** Each Voting Delegate will be entitled to one vote.

**1.18.3** There will be three classes of Voting Delegates.

**(a) Club**

Each Club will elect Club Voting Delegates from among the active members.

Clubs with up to 40 active members will be entitled to send one Voting Delegate.

Clubs with 41-80 active members, two Voting Delegates. Clubs with 81 or more active members will be entitled to send three Voting Delegates.

Any validly elected Club Voting Delegate who is not attending may designate as Proxy any other Voting Delegate who is attending.

A Club in arrears with its dues will not be entitled to vote.

**(b) District Committee**

Each District Committee will elect two Voting Delegates.

Any validly elected Voting Delegate of a District Committee who is not attending may designate as Proxy any other Voting Delegate who is attending.



(c) **Ex-Officio**

Each Officer of the Association and each member of the Council will be a Voting Delegate Ex-Officio. Ex-Officio Delegates are not entitled to appoint a Proxy.

- 1.18.4** Any Past President of the Association, holding membership in an Inner Wheel Club, has the right to speak at the Annual General Meeting and Conference, but has no vote.
- 1.18.5** On each proposal submitted to the Conference to amend the By-Laws or Rules; a majority of three-fourths of the votes counted is necessary. A simple majority will decide all other motions.
- 1.18.6** Only proposals and amendments submitted in advance by the requested dates and circulated to all members will be taken at the Annual Conference Meeting.
- 1.18.7** At least one fourth of the Delegates entitled to vote constitute a quorum for any meeting of the Conference.
- 1.18.8** Any Proposal containing similar subject matter to one presented and defeated at two consecutive Conferences will not be accepted for the following two Conferences.
- 1.18.9** Time be made available at each Conference for general discussion. Open Forum or Group Discussion could achieve this.

**1.20 CONFERENCE STANDING ORDERS:**

1. The President will preside at the Conference.
2. All business must be conducted by Voting Delegates.
3. All Delegates must address the Chair.
4. Delegates must speak to the question under discussion.
5. If two or more Delegates rise at the same time, the President will determine who will speak first.
6. A proposal must be proposed by the body proposing the motion, or by its duly appointed proxy.
7. Each proposal must be seconded before discussion.
8. The proposer of a motion must not speak for more than three minutes.
9. Other speakers to a proposal must not exceed two minutes.
10. The proposer of a motion will have the right of reply, but must not speak for more than three minutes.
11. Each amendment must be relevant to the motion to which it is moved.
12. Each amendment must be proposed and seconded before discussion.
13. No Delegate will propose or second more than one amendment to each proposal.
14. The proposer of an amendment must not speak for more than three minutes.
15. Other speakers to an amendment must not exceed two minutes.
16. Each amendment will be taken before the proposal to which it relates.
17. If there is more than one amendment to a proposal the amendments will be taken in order.
18. If the amendment is carried, the proposal, as amended, will be taken.
19. If the amendment is lost, the original proposal will be taken.

20. On each proposal to amend the By-Laws or Rules, a majority of three-fourths is necessary.
21. All other resolutions must be decided by a majority vote. In the event of the votes being equal, the President will have the casting vote.
22. Voting to be by an appropriate method as decided by the Association Executive.

#### **1.21 NON PROFIT:**

The income and property of the Association shall be applied solely towards the promotion of the objects of the Association. No portion of the income or property shall be paid, transferred or distributed directly or indirectly to the members of the Association, provided that nothing shall prevent the payment in good faith of remuneration to any officer or employee of the Association or to any person other than a member, in return for services rendered to the Association.

#### **1.22 MEDIATION – DISCIPLINE – EXPULSION**

In accordance with incorporations requirements, the IWA Governing Body has the power to appoint a mediator where parties are unable to resolve a dispute involving a club member. If mediation fails, a notice will be forwarded to the club member advising the date, time and place of a proposed meeting of the IWA governing body, at which the matter of suspension or expulsion will be heard. The club member will have a right of reply to this meeting.

**1.23 COMMON SEAL:**

The Common Seal of the Association engraved with the name of the Association shall be kept in the care of the President. The seal shall not be used or affixed to any deed or other document except pursuant to the resolution of the Executive Committee and in the presence of the President and two members of the Executive Committee both of whom shall subscribe their names as witnesses.

# DISTRICT COMMITTEE RULES

## ARTICLE 2

### 2.01 NAME:

The name of the Committee will be the Number A..... Inner Wheel District Committee, hereinafter called “The Committee”.

### 2.02 BOUNDARIES:

The Boundaries will be fixed by the Governing Body of the Association in conjunction with the International Inner Wheel Governing Body.

### 2.03 GOVERNING BODY:

**2.03.1** The Governing Body of the District will be the District Committee, consisting of:

(a) **The Officers:**

Chairman  
Vice-Chairman  
Junior Vice-Chairman  
Immediate Past Chairman  
Secretary  
Treasurer

(b) **Ex-Officio with power to vote:**

Extension Chairman  
International Service Chairman  
Historian  
Social Convenor  
Editor (optional)

(c) **Delegates**

Two Representatives from each Club, with an additional Representative from each Club with an active membership of 41 or over.

These Representatives are hereinafter called Delegates. (*See Club Rules.*)

(a) and (b) form the District Executive Committee and have one vote each. In addition the Chairman has a casting vote.

**2.04 QUALIFICATIONS AND TENURE OF OFFICE:**

The District Committee will hold office from 1st July to 30th June.

A member may not serve on the Executive Committee for more than six consecutive years unless elected Vice-Chairman or Junior Vice-Chairman.

**2.04.1 Chairman** must have served as an Officer on the Committee for at least one year and also have been an Officer of a Club.

The Chairman is elected for one year only and cannot serve again in this Office in the same District.

**2.04.2 Vice-Chairman** must have served as an Officer of the Committee for at least one year and also have been an Officer of a Club. May not serve for more than one year in this Office. The Chairman and Vice-Chairman must not be from the same Club.

**2.04.3 Junior Vice-Chairman** must have served on the Committee for at least one year and also have been an Officer of a Club.

May not serve for more than one year in this Office. The Vice-Chairman and Junior Vice-Chairman must not be from the same Club.

**2.04.4 Secretary, Treasurer, International Service Chairman, Historian, Social Convenor, Editor (optional)**, must have served on the Committee for at least one year.

These members will be eligible for re-election annually for a maximum period of three consecutive years.

**2.04.5 Extension Chairman** must have served as an Officer on the Committee for at least one year at the time of nomination. She will be eligible for re-election annually for a maximum period of three consecutive years.

**2.04.6 Council Member** must have served as an Officer on the Committee for at least one year at the time of nomination. She will be eligible for re-election annually for a maximum period of two consecutive years.

## **2.05 NOMINATIONS:**

**2.05.1** Each Club may nominate, with the consent of the nominee, one member qualified for each of the following Offices:

Chairman

Vice-Chairman

Junior Vice-Chairman

Honorary Secretary

Honorary Treasurer

Council Member

Extension Chairman

International Service Chairman

Historian

Social Convenor

Editor (optional)

**2.05.2** A deputy for Council Member must be a District Officer and will be appointed by the District Committee in consultation with the Association Executive.

**2.05.3** In the event of both Council Member and Deputy being unable to attend a Council Meeting, a suitable alternate may be appointed by the District Executive Committee.

Nominations must be made in writing to the Honorary Secretary not later than 30th November.

## **2.06 ELECTIONS:**

**2.06.1** The election of District Officers and other members of the Executive Committee must be by postal vote to be returned to the Secretary. Voting will be considered closed after the date stipulated by the Secretary in her notices.



**2.06.2** In the event of more than one nomination being received for any one office, a list of nominees with a short description of Inner Wheel offices held must be sent to all Club Secretaries not later than 1st February. In addition, nominees may include a profile of up to 200 words describing and outlining their life experiences.

**2.06.3** Voting will be by a simple majority of the votes cast. Each Club to have one vote.  
In the event of the voting being equal the District Chairman will have the casting vote.

**2.07 DELEGATES:** - *See Club Rules. 3.06(g)*

**2.08 PROXY VOTES:**  
are not recognised at District Committee meetings.

**2.09 DUTIES AND VACANCIES:**

**2.09.1 The Chairman will:**

- (a) Preside at all meetings of the District.
- (b) As Chief Executive Officer supervise the work and the activities of the District. In the event of a vacancy in the office of Chairman the Vice-Chairman will succeed to the office.

**2.09.2 The Vice-Chairman will:**

Deputise for the Chairman in her absence.  
In the event of a vacancy in the office of Vice-Chairman or Junior Vice-Chairman, the Committee will appoint a suitably qualified member of the Committee to complete the year.

**2.09.3 The Secretary will:**

- (a) send out all notices of meetings.
- (b) keep all minutes and records.
- (c) conduct all correspondence.
- (d) make an annual report to the Committee.

In the event of a vacancy in the office of Secretary the Committee will appoint a suitably qualified member to complete the year.

**2.09.4 The Treasurer will:**

- (a) be the custodian of the funds of the Committee.
- (b) submit to the District Committee all necessary reports and statements of accounts.
- (c) have general supervision of the finances of the District and submit to the Committee a report, statement and audited Balance Sheet for adoption at the Annual General Meeting.

In the event of a vacancy in the office of Treasurer, the Committee will appoint a suitably qualified member to complete the year.

**2.09.5 The Council Member will:**

- (a) be able to attend District Executive Meetings and District Committee Meetings in her capacity as Council Member to enable her to liaise between the Association and the District Committee.
- (b) bring all matters of importance forward for discussion. In the event of a vacancy in the office of Council Member, the Deputy will fill the vacancy to complete the year.

**2.09.6** In the event of a vacancy among other members of the District Committee (other than Delegates), the Committee will appoint a suitably qualified member to complete the year.

## 2.10 COMMITTEES:

**2.10.1** The following will be the Standing Committees of the District:

- (a) Executive
- (b) Extension
- (c) International Service

If (b) Extension or (c) International Service Committees are deemed to be unnecessary in any one year these may be dispensed with by the District Committee.

**2.10.2** The composition of the above Committees will be as follows:

- (a) **The Executive Committee** will consist of the:  
Chairman  
Vice-Chairman or Vice-Chairmen  
Immediate Past Chairman  
Secretary  
Treasurer  
Extension Chairman  
International Service Chairman  
Historian  
Social Convenor  
Editor (optional)
- (b) **The Extension Committee** will consist of the Chairman and not more than four other members.  
Members must have been Delegates to the District Committee for at least one year.
- (c) **The International Service Committee** will consist of the Chairman and not more than four other members.  
Members of the International Service Committee must

have been International Service Organisers in their Clubs or Delegates to the District Committee for at least one year.

A member of the Extension or International Service Committee will be eligible for re-appointment from year to year for a maximum period of three consecutive years unless elected District Chairman.

(b) and (c) Chairman of these Committees will be eligible for re-election from year to year for a maximum period of three consecutive years and will not be eligible for re-election to that Committee until after a period of one year.

**2.10.3** The District Committee may appoint such other Committees as are deemed to be necessary. The District Chairman and District Secretary will be ex-officio members of all Committees, with power to vote.

**2.11 QUORUM:**

Fifty per cent plus one of the District Committee or any other Committee will constitute a quorum.

**2.12 FINANCE:**

The financial year will be from 1st July to 30th June.

**2.12.1 Dues:**

Each Club will pay to the District Fund by 1st September such annual sum as may be determined from time to time by two-thirds majority of the District Committee. The appropriate resolution must appear on the agenda.

### **2.12.2 Audit:**

At each Annual General Meeting there will be presented by the District Committee an official report and statement of accounts duly audited by a suitably qualified person as required by the relevant State Department who has been appointed at a previous Annual General Meeting.

Copies of the audited accounts must be circulated to all Clubs prior to this meeting.

*Refer Audit page 52*

### **2.12.3 Payments:**

All payments from the funds of the District Committee may be made by cheque signed by any two of the following Officers – the Chairman, Treasurer and Secretary or by electronic transfer.

*Refer Payments Page 75*

### **2.12.4 Expenses:**

All legitimate expenses incurred in carrying out the work of the District must be met from the funds of the District Committee.

## **2.13 MEETINGS:**

### **2.13.1 District Committee Meetings:**

The District Committee must meet at least twice a year, at regular intervals.

### **2.13.2 Annual General Meetings:**

An Annual General Meeting must be held before 30th June of the following year. Each Incorporated District must comply with the requirements of the Corporate Affairs Department in its State.

**2.13.3 Extraordinary Meetings:**

An Extraordinary Meeting may be called at the request of fifty per cent of the Clubs.

**2.13.4** Items for inclusion on all Agendas will be forwarded to the District Secretary at least 7 weeks before a meeting. Notice of meetings, together with a copy of the Agenda must be sent to all Club Secretaries at least 5 weeks before the meeting.

**2.13.5** Any past Council Member, current or past Officer of the Association holding membership in an Inner Wheel Club has the right to speak at meetings of the District to which her Club belongs but has no vote.

**2.14 VOTING:**

Voting will be by a show of hands or appropriate method as decided by the District Executive. In the event of the votes being equal, the Chairman shall have a casting vote. Members of the Executive Committee may hold more than one office but are only entitled to one vote.

At a District Meeting each member of the Executive Committee must vote in accordance with the decision of the Executive on any proposals submitted by the Executive Committee.

**2.15 VOTING BY POST:**

The District Committee may conduct voting on any proposed resolution by post or e-mail with the approval of the District Chairman. Voting will close after the time stipulated in the notice circulated by the District Secretary. All decisions by post or email vote must be confirmed at the next District Meeting.

## **2.16 DISSOLUTION:**

A District may be dissolved by resolution passed by a majority of two-thirds of those present, who being entitled so to do, vote in person at a Special General Meeting of the District Committee, convened for this purpose, provided that three months notice of such proposal will have been given in writing to all Clubs.

Each Incorporated District must comply with requirements of Corporate Affairs in its State.

# CLUB RULES

## ARTICLE 3

### 3.01 NAME:

The name of the Club will be the “Inner Wheel Club of .....

### 3.02 MEMBERSHIP:

#### 3.02.1 Active

As stated in the International Inner Wheel Constitution.

#### 3.02.2 Honoured Active

As stated in the International Inner Wheel Constitution.

#### 3.02.3 Honorary

Clubs may invite up to four persons whom they wish to honour to become Honorary Members. Membership to be limited to two consecutive years, subject to re-election after one year. This will not apply to Honorary Members elected before 1st July 1970. Capitation fees must be paid for all Honorary Members.

Honorary Members have no vote and cannot hold any office in a Club.

### 3.03 GOVERNING BODY:

#### 3.03.1 THE EXECUTIVE COMMITTEE:

(a)

##### Officers:

President

Vice-President or Vice-Presidents

Immediate Past President

Secretary or Secretary-Treasurer

Treasurer



- (b) **Other members:**  
Correspondent  
International Service Organiser  
Not more than 6 members

### **3.04 QUALIFICATIONS:**

#### **3.04.1 President and Vice-President**

Must have served on the Executive Committee for at least one year at the date of taking office.

### **3.05 NOMINATIONS:**

#### **3.05.1** The Club members may nominate, with the consent of the nominee, members qualified for the following:

Officers of the Club

Correspondent

International Service Organiser

Not more than 6 other members of the Executive Committee.

Delegates to the District Committee and Deputies.

Nominations for the above will be made in writing to the Secretary at least seven days before the meeting at which the elections are to take place. Such meeting must be held before the 1st March.

#### **3.05.2** Delegates to the Association Conference.

#### **3.05.3** Delegate to the International Inner Wheel Convention when held.

### 3.06 DUTIES AND TENURE OF OFFICE:

**3.06.1** The Governing Body will hold office from 1st July to 30th June.

(a) **President:**

The President will be nominated and elected for one year. A further year may be allowed in exceptional circumstances, permission to be requested through the District Committee from the Association. Non-Districted Clubs should apply to the Association. In the event of a vacancy the Vice-President will succeed.

The President will:

- (i) preside at all meetings of the Club
- (ii) as Chief Executive Officer, supervise the work and activities of the Club.
- (iii) ensure that all important items contained in District and Association Minutes are brought forward to the Club for discussion.

(b) **Vice-President(s):**

The Vice-President(s) will be nominated and elected annually and will not serve for more than two consecutive years.

Deputise for the President when necessary.

In the event of a vacancy, the Club will elect a qualified past or present member of the Executive Committee to complete the year.

(c) **Secretary:**

The Secretary will be nominated and elected for one year but will be eligible for re-election annually for a

maximum period of three consecutive years.

In the event of a vacancy, the Executive Committee will appoint a successor to complete the year.

The Secretary will:

- (i) send out Notices of Meetings.
- (ii) keep Minutes of Meetings.
- (iii) prepare and present an Annual Report.
- (iv) deal promptly with all general correspondence.

(d) **Treasurer:**

The Treasurer will be nominated and elected for one year but will be eligible for re-election annually for a maximum period of three consecutive years.

In the event of a vacancy, the Executive Committee will appoint a successor to complete the year.

The Treasurer will:

- (i) receive all monies.
- (ii) be the custodian of the funds of the Club.
- (iii) have general supervision of the finances of the Club and submit to the Governing Body a report, statement and audited Balance Sheet for adoption at the Annual General Meeting.

(e) **Club Correspondent and Club International Service Organiser:**

Will be nominated and elected for one year but will be eligible for re-election annually for a maximum period of three consecutive years.

In the event of a vacancy, the Executive Committee will appoint a successor to complete the year.

- (f) **Other Members of the Executive Committee:**  
All other members of the Executive Committee will be eligible for re-election for a maximum period of two consecutive years.  
In the event of a vacancy, the Club will appoint a qualified successor to complete the year
- (g) **Delegates to the District Committee:**
- (i) Delegates must have served on the Executive Committee of a Club for at least one year.
  - (ii) They may not serve for more than three consecutive years unless elected to the District Executive.
  - (iii) An elected Delegate must attend at least two of the District Meetings held in any one year, before being eligible for nomination for the District positions of Junior Vice-Chairman, Secretary, Treasurer, International Service Chairman, Historian, Social Convenor or Editor.
  - (iv) They will be the liaison between the District Committee and the Club and bring forward all matters of importance for discussion.  
In the event of a vacancy, the Club will appoint a qualified successor to complete the year.

### 3.07 MEETINGS:

**3.07.1 Meetings of the Executive Committee:** as often as necessary. Special meetings may be called by the President, or when requested by two members of the Committee.

**3.07.2 Meetings of the Club:** as agreed by members. Special meetings may be called by the President, or when requested by not less than twenty per cent of the members. At least forty-eight hours notice will be given.

**3.07.3 An Annual General Meeting:** before 30th June of the following year.

Each Incorporated Club must comply with the requirements of the Corporate Affairs Department in its State.

**3.08 VOTING:**

Voting will be by show of hands unless otherwise requested by not less than one-third of those present and entitled to vote.

In the event of the votes being equal, the President will have the casting vote. No proxies are allowed.

**3.09 QUORUM:**

At Club meetings twenty per cent of the members will constitute a quorum. At Executive Committee meetings fifty per cent plus one of the Executive Committee will constitute a quorum.

**3.10 FINANCE:**

The financial year will be from 1st July to 30th June.

The annual subscription, which is due on 1st July, will be such sum payable in advance as may from time to time be determined by the Club at a General Meeting.

Any member failing to pay her subscription within three months will be notified in writing by the Secretary.

Members who have not paid their subscriptions by the 31st December automatically lose their membership.

New members joining during the year may pay a reduced subscription at the discretion of the Committee.

**3.10.1 Expenses:**

All legitimate expenses incurred in carrying out the work of the Club must be met from the funds of the Club.

**3.10.2 Payments:**

All payments from the funds of the club may be made by Cheque signed by any two of the following Club Officers- President, Treasurer, Secretary or by electronic transfer.

*Refer Payments page 75.*

**3.10.3 Audit:**

The accounts of the Club will be audited by a suitably qualified person as required by the relevant State Department and copies circulated to the members.

*Refer Audit page 52*

**3.11 TRANSFERS:****3.11.1 Qualifications:**

A member transferring from one Club to another Club retains her qualifications.

**3.12 RESIGNATIONS:**

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

**3.13 DISSOLUTIONS:**

A Club may be dissolved by resolution passed by a majority of two-thirds of those present, who being entitled so to do, vote in person at a Special General Meeting of the Club, convened for this purpose, provided

that three months notice of such proposal will have been given in writing to all members.

Each Incorporated Club must comply with the requirements of Corporate Affairs in its State.

# **Inner Wheel Australia General Motions accepted at Conferences.**

31st Annual Conference  
Frankston, October 1999.

Amended at 40th Annual Conference, Port Macquarie, 2008

That an account be opened in the name of “Inner Wheel Australia Inc. Conference Advance Account”. The account would be used for the profits and losses from the Association’s Annual Conference. A maximum balance of \$30,000 would be kept in the account. These funds would be utilised for deposits and operating costs for forthcoming Conferences. Any surplus profits would be credited to the general working account of Inner Wheel Australia Inc.



# GENERAL INFORMATION

This Handbook is to guide and inform ..... it should be used in conjunction with the Constitution of International Inner Wheel, Inner Wheel Australia By-Laws, and Rules for Districts and Clubs.

(Throughout this Handbook, Inner Wheel Australia will be referred to as the Association).

## WHAT IS INNER WHEEL?

Inner Wheel concentrates upon friendship and personal service. Each Club selects its own charities and channels of service although it is not primarily a money-raising organisation.

One of the greatest features of Inner Wheel is the opportunity given to members throughout the world to get to know each other, thus contributing to international friendship and understanding.

## HISTORY

The name 'Inner Wheel' was adopted by the Manchester Club in 1924 and the roots from which International Inner Wheel has grown were established in 1934 when the Association of Inner Wheel Clubs in Great Britain and Ireland was formed with Mrs. Oliver Golding as the Founder President and Mrs. Nixon as Secretary, both being members of the Manchester Club, England.

They realised that unity is strength and had the wisdom and foresight first to group Clubs into Districts and then later to bring the Districts together to form an

Association. At an early stage in its existence Inner Wheel began to spread overseas, Ballarat, North Sydney and Bendigo (Australia), Bergen (Norway), Napier (New Zealand), Winnipeg (Canada) and Port Elizabeth (South Africa) being amongst the first Clubs formed. In 1947 the words 'in Great Britain & Ireland' were removed from the title and it became known as the Association of Inner Wheel Clubs

In 1962 for the first time members from countries outside Great Britain & Ireland were invited to sit on the Governing Body, but it was not until 1967 when International Inner Wheel came into being that there was the opportunity for qualified members in any country to become Officers, e.g. President.

## **AFFILIATION**

Non-Districted Clubs must affiliate with Inner Wheel Australia and pay such capitation fees as laid down by Inner Wheel Australia.

## **ANNUAL GENERAL MEETING**

**Inner Wheel Australia** - At the Annual General Meeting reports are presented by the officers, fees fixed, and the Auditor and Solicitor appointed. Any member may attend an Annual General Meeting but the business is only conducted by those entitled to vote. Guests are always welcome.

**Districts and Clubs** - Each District and Club must hold an Annual General Meeting to comply with the requirements of the Corporate Affairs in its State.

## AUDIT

**Inner Wheel Australia** - *See By-Laws 1.15.02*

**District** - *See District Rules 2.12.2*

**Club** - *See Club Rules Article 3.10.3*

If the relevant State Department does not require a formal audit, it is advisable to have the district or club accounts examined by a suitably qualified person pursuant to the relevant State Department's auditor qualifications and experience policy as public funds are involved. The financial report should be circulated to members prior to presentation at the Annual General Meeting.

## BADGES-REGALIA

Only badges of approved designs are permitted and these are worn at Inner Wheel functions.

It is recommended that standard name badges be: A round white badge with the Inner Wheel Logo, Members Name, Club and State to be printed in black. Charter Members only may have the words 'Charter Member' around the lower edge of the white name badge.

**The official emblem** of Inner Wheel consists of two gear wheels, one inside the other, with six spokes radiating from the centre hub. There are, in all, twenty-four teeth or cogs on both the inner and outer wheel. The word INNER appears at the top and the word WHEEL at the bottom of the rim of the inner wheel.

When the emblem (logo) is shown in colour, the colours shall be PMS Reflex Blue and PMS Yellow 116. The rims of the inner and outer wheels are in reflex blue enamel, and the words INNER and WHEEL are in Yellow lettering. The emblem must not be changed or defaced. Use of the emblem is restricted to Inner Wheel materials.

### **Wearing of Regalia.**

**A District Chairman** should only wear her Collar and Jewel at District Meetings, visiting Clubs officially, attending Charter Nights, Inner Wheel Australia and International Inner Wheel meetings and official functions.

**A District Chairman** should not wear her Club Badge with her Collar or wear her Collar at Council Meetings if holding dual positions.

**A Club President** should only wear her Collar and Jewel at all meetings and official functions of her own Club, District Meetings, Charter Nights, Inner Wheel Australia and International Inner Wheel meetings and functions, or if invited to attend another Club's function in her capacity as President. She should not wear her Club Badge with her Collar.

A Club President should not wear her Collar at a District Meeting if she is a District Officer. A member should wear her badge of office at a Rotary function ONLY when she is officially invited to represent Inner Wheel.

If a member is invited to attend functions of other organisations to represent Inner Wheel Australia, District or Club, the appropriate badge of office may be worn, but not the Collar and Jewel. If a transferred member wishes to wear her former Club badge with past service bars, she may do so provided it is worn separately from her new Club's badge.

If wished, the name bar of the Club President may be worn on the Collar during her term of office. If two members share a year as President both names will be on the Collar bar.

When travelling, members are encouraged to wear a suitable Inner Wheel identification.

### **BOARD DIRECTOR - See I.I.W Constitution Page 6**

The Governing Body usually meets once a year. The Board Director is not a representative of her country but is a member of the International Governing Body to administer the affairs of International Inner Wheel.

The Board Director must not hold an elected or appointed office at any level.

### **BY-LAWS**

The By-Laws of the Association **MUST NOT** be confused with the basic **CONSTITUTION** of International Inner Wheel. The Constitution covers the emblem, objects, qualifications for membership, election of International Officers and representation on the Governing Body and is binding on all members.

### **CHARITY FUNDS**

All Members should have the opportunity to voice their opinions on the allocation of the Charity Funds. It does, however, save time if the Executive Committees can bring recommendations for discussion to the Meetings, where members are given the opportunity to vote.

All funds raised on behalf of charities in a service capacity to which members of the public have subscribed must be given in full to that nominated charity, e.g. Daffodil Day.

Where expenses are incurred in fundraising activities:

- (a) A club may be reimbursed when it is a club-originated project,

- (b) A district may be reimbursed when it is a district-originated project,
  - (c) Inner Wheel Australia may claim expenses when it is a national originated project,
- with the net balance going to the nominated charity.

Treasurers must keep a separate column in the Cash Book or have a separate account for funds raised for Charity.

### **CHARTER - Presentation of**

An interval of approximately six months should elapse between the date of the Inaugural Meeting and the Charter Presentation ceremony.

The Club Officers, in consultation with the District Chairman, District Secretary and the Extension Chairman are responsible for the arrangements for the presentation of the Charter, bearing in mind the question of expense. The Mayor, Rotarians and other guests may be invited at the wish of the Club.

The Ceremony - the type of ceremony and time of day for the Charter presentation are entirely matters for the Club to decide.

At the Charter ceremony the members are usually presented with their badges. In many cases the corresponding Rotary Club, or sponsoring Inner Wheel Club, is kind enough to present a Presidential Jewel.

The following is a suggested form of procedure:

1. Opening remarks by the District Chairman, who presides until after the Charter has been presented.
2. Roll Call of Clubs by the District Secretary

3. Presentation of the new Club to the District Chairman by the Extension Chairman.
4. Induction of members by the District Chairman.
5. Presentation of the Charter by the District Chairman to the Club President, when all present should stand.
6. Presentation of Badges.
7. The Presidential Jewel is then presented to the President.
8. The Chair is now taken by the Club President who responds.
9. Welcome to Inner Wheel Australia by an Officer of Inner Wheel Australia.
10. Greeting from the President of International Inner Wheel.
11. Toast to International Inner Wheel.
12. Additional items, presentations or speakers.
13. Vote of thanks by the Vice-President of the Club.
14. Closing remarks by the Charter President.

## **CLUB ACTIVITIES**

Clubs undertake a very wide range of activities and the area in which the Club is situated determines to a very large extent the type of service it is able to give to the community. Each Club has the right to choose its own service and raise money as required.

How do we do it - Trash and Treasures, Gourmet Dinners and Theatre Evenings, etc.

## **CLUB ANNIVERSARIES**

The date of Inaugural Meeting, the date of the Registration of the Club, or the date of the Presentation of the Charter may be regarded as the official Birthday of the Club.

A special ribbon is given to a Club by Inner Wheel Australia on the 50th anniversary of its Charter Presentation.

## **COMMITTEES - AD HOC**

Ad Hoc Committees may be formed when required for any special event and will cease to function at the completion of such event.

## **COMMITTEES - EXECUTIVE**

### **Inner Wheel Australia**

**Composition** - *See By-Laws 1.03*

**Duties** - *See By-Laws 1.11*

### **District**

**Composition** - *See District Rules 2.03*

**Duties** - *See District Rules 2.09*

Members should be given Guidelines for individual District Executive Committee positions by the District Secretary.

### **Club**

**Composition** - *See Club Rules 3.02, 3.03.*

**Duties** - It should be noted that whilst the Club Executive Committee makes recommendations to the Club meetings, members must be given an opportunity to discuss and vote on these.

*See Club Rules 3.03.1*

Members should be given Guidelines for individual Club Executive Committee positions by the Club Secretary.

**General Information** - Clubs may, if they so wish, appoint an Assistant Secretary or Social Convenor from the six elected Committee members.



The President and Secretary of the Club are ex-officio members of all Club Committees with power to vote. If it is necessary for the Vice-President to succeed to the office of President during the year of her Vice-Presidency she may still be elected President for the following year. In the case of a newly formed Club, the original Officers are eligible for re-election to serve a complete term of office.

## **CORRESPONDENCE**

Matters of importance in Clubs or Districts should be communicated to the Association through the District Secretary after consulting the Council Member.

In special circumstances, if a Club wishes to correspond directly with the Association, copies of the correspondence must be sent to the District Secretary and the Council Member.

Any correspondence with I.I.W. should be sent through the Association and a copy of the correspondence to the National Representative.

Non-Districted Clubs correspond directly with the Association.

## **DELEGATES**

**IIW** - *See Constitution Page 12*

**Inner Wheel Australia** - *See By-Laws 1.18.3 (a), (b), (c)*

**District** - *See District Rules 2.03.1 (c)*

**Club** - *See Club Rules 3.05.1*

Delegates **should** be advised as to how they are to vote at all Meetings. It is advisable to give the Delegates discretionary powers for voting after hearing other points of view, especially when there are amendments.

## **DISSOLUTIONS**

**Inner Wheel Australia** - *See By-Laws 1.17*

**District** - *See District Rules 2.16*

**Club** - *See Club Rules 3.13*

Clubs to advise the District Committee of intent to disband in writing.

## **DISTRICT**

The District forms a useful link between the Clubs and the Association and should be a lively unit to which all Clubs feel proud to belong. It is small enough for personal contact, but large enough to provide members with a wider horizon beyond the affairs of their own Club. The Delegates voice the opinion of their individual Clubs and at the same time make their own contribution as part of a team concerned with the well-being of the District.

## **DIVISION OF A CLUB**

If a Club chooses to divide, where possible, the division should take place from the following 1st July.

Confirmation must be received from International Inner Wheel.

### **Regalia:**

Before existing funds are divided, essential pieces of regalia should be purchased for each new Club. Other items may be allocated by mutual agreement.

### **Funds:**

The balance of Club funds, after all liabilities have been met, should be divided proportionately, according to the number of members in each new Club.

### **Minute Book and Records:**

Each new Club starts a new Minute Book and Records. Old Records and Minute Books should be held by the original Club.

**Charter:**

If the original Charter no longer applies, it must be returned to the Office of International Inner Wheel through Inner Wheel Australia, when a new Charter will be issued.

**Nominations and Election:**

Each new Club will nominate, and then elect by ballot, its Officers and a Committee, who will take office on 1st July.

If these elections take place during a meeting of the existing Club, only members of the new Club concerned can vote.

The Club newly formed as a result of the division, will have no Immediate Past President for the first year.

**Dates of Meetings:**

It is recommended that each Club meets on different days so that inter-Club visits can be made.

**DIVISION OF A DISTRICT**

If Clubs in a District wish to divide, notice in writing should be sent to all Clubs involved and a special meeting called to which each Club sends its Voting Delegates.

The meeting should be arranged to give ample time for discussion. If there are no complications, where possible, the division should take place from the

following 1st July. Confirmation must be received from International Inner Wheel.

**Procedure for Division:**

Guidelines for the procedure to be followed will be provided by the Extension Officer of Inner Wheel Australia whose President will officiate at the Ceremony.

The decision to divide will be by postal vote, decided by a simple majority, one vote per Club. Application to divide, together with a copy of the resolution agreeing to the division of the District, should be forwarded to the Association. Details of the names of the Clubs and the area in which these Clubs are situated should also be included.

After the new District has received approval and allocation of its number from International Inner Wheel, the election of Officers will be conducted by the Extension Officer of the Association.

There will be no Immediate Past Chairman for the first year.

**Regalia:**

All regalia and other essential items should be purchased for the new District before the division of funds.

The Chairman's Jewel will be provided by the Association.

When Officers move to another District and wish to wear their former service bars, they must be worn separately with the bar denoting their former District.

**Finance:**

It is important that the allocation of any remaining funds be agreed before the division takes place. This would normally be on a per capita basis.

## **DUES**

**Inner Wheel Australia** - *See By-Laws 1.15.1*

**District** - *See District Rules 2.12.1*

**Club** - *See By-Laws 3.10.0*

**Non-Districted Clubs** pay dues directly to the Association.

Clubs are reminded that failure to pay Capitation Fees by the date stipulated by the Secretary in her notices will affect the eligibility to vote in elections and participation in other Inner Wheel matters.

If dues are not paid, a member will not be covered by insurance.

All financial members are covered by a national insurance policy arranged by Inner Wheel Australia.

## **ELECTIONS**

Nomination and election to any Association, District or Club Office is open to any member who is qualified for that Office.

The consent of every nominee must be obtained.

Canvassing for any office or nominee is not permitted.

All Officers and members of Committees must be nominated in writing by an agreed and specified time.

They must be elected annually even though they are eligible to serve for more than one year.

## **EX-OFFICIO WITH POWER TO VOTE**

The definition of ex-officio in law means ‘by virtue of an office’. That is, a member serving on a Committee Ex-Officio does not in any way qualify or limit her powers as a Committee member but indicates that she is on that committee by reason of some other office to which she has been elected or appointed.

## **FALLOW YEAR**

**Inner Wheel Australia** - *See By-Laws 1.05.3*

## **FINANCE**

The Financial Year will be from 1st July to 30th June.

The money for the administration of Inner Wheel at all levels comes from the Members' subscriptions.

### **Inner Wheel Australia** - *By-Laws 1.15*

Inner Wheel Australia is financed by a Capitation Fee, which is included in the member's annual subscription, and payable by every member, together with any other dues.

The Association Treasurer will collect all Capitation Fees from District Treasurers and Non-Districted Clubs and forward these fees to International Inner Wheel.

Members joining between 1st January and 30th June pay half the Capitation Fee.

### **District** - *District Rules - Finance 2.12*

The District Capitation Fee must be agreed upon by the members of the District. This must include:

- a) travelling expenses for Officers and members of the Executive Committee attending District Meetings.
- b) any costs associated with venue hire for District meetings.
- c) administration expenses of the District, i.e. printing, stationery, postage, telephone.
- d) travelling expenses for one visit per annum of the District Chairman to each Club in her District.

- e) any other legitimate expenses incurred in the administration of the District.
- f) a 'fares' pool and cost of District publications may be included if desired.

**Club - *Club Rules 3.10***

Clubs must ensure that the annual subscription is sufficient to cover the running expenses of the Club.

These must cover all Capitation fees to International Inner Wheel, Inner Wheel Australia, District and such Club items as stationery, postage and telephone, printing, venue hire, speaker's fee, and any other necessary administration costs.

**FORMATION OF A DISTRICT**

The minimum number of Clubs required to form a District is four. The responsibility for the formation of a District will be undertaken by the Extension Officer of Inner Wheel Australia. Application to form a District must be made to Inner Wheel Australia with the names of the Clubs concerned.

All Clubs within the area should be notified in writing and a postal vote taken.

The decision will be by simple majority, each Club to have one vote.

On the formation of a District within the boundaries of which a Club is situated, that Club automatically becomes a member of the newly formed District.

**Officers:**

Chairman

Vice-Chairman or Vice-Chairmen

Immediate Past Chairman

(For the first year there will be no Immediate Past Chairman)

Secretary

Treasurer

Each Club may nominate District Officers.

The Chairman and Vice-Chairman must not be from the same Club. The nominees are those who have served as Club Officers or on the Executive Committee of a Club.

**Ex-Officio Members with power to vote:**

Council Member

Extension Chairman

International Service Chairman

Historian

Social Convenor

Editor (optional)

These ex-officio members of the Executive Committee are similarly nominated by Clubs.

The consent of the nominee must be obtained and nominations with particulars of experience in Inner Wheel will be forwarded to the Extension Officer of Inner Wheel Australia. A list is then circulated to each Club and voting will be by post, one vote per Club. The Officers and Ex-Officio members form the District Executive Committee.



### **Procedure for the Second Year:**

After the first year's administration, Officers and all other voting members of the District Committee must be nominated and elected in accordance with the District Rules.

The Immediate Past Chairman is a member of the District Executive Committee.

### **FORMATION**

**Districted Clubs** - The formation of new Clubs will be the responsibility of the District Extension Chairman. When ten or more potential members agree to form a Club, the following motion should be proposed, seconded and carried:

'that this meeting agrees to the formation of an Inner Wheel Club to be called The Inner Wheel Club of .....

If the motion is carried, the meeting continues as the **Inaugural Meeting.**

Club Officers, Club Correspondent, International Service Organiser and not more than six other members may be elected to form the Executive Committee. The duties of each officer should be explained and it is wise to suggest that, if desired, some Committee Members serve for one year and the remainder for two years, thus avoiding a complete change of Committee Members at the end of the second year. The position of Honoured Active Members and Honorary Members should be clearly defined. All Clubs undertake to abide by the Constitution of International Inner Wheel, Inner

Wheel Australia By-Laws and to adopt the District and Club Rules.

Immediately after the Inaugural Meeting, the Extension Chairman should notify the District, who in turn should notify the Association Secretary giving the name, address and telephone number of the Club President, Secretary and Treasurer.

The Club Treasurer, on receipt of Capitation Fees from the members, will send a typed list of financial members, together with the fees to the District Treasurer.

At this point, the Extension Chairman will hand the responsibility of the Club to the District and the District Chairman will then designate, as necessary, the appropriate District Officers to attend each meeting until the Charter is presented.

All who join within two months of the Inaugural Meeting are **Founder Members** and may sign on the back of the Charter.

A Club will be registered when the list of financial Members, together with the fees, is received at International Headquarters, and entitled to full voting rights at District Committee Meetings, Inner Wheel Australia Conferences and International Inner Wheel Conventions.

When the original officers of a newly formed Club have not served a complete term of office, i.e. 1st July to 30th June, they may be re-elected to serve a further year. Original officers commence their term of office on election at their Inaugural Meeting.

The Club subscription must be sufficient to cover all dues and allow a reasonable sum to meet the running expenses of the Club.

A Club formed between the 1st of January and 30th June only pays half the yearly Capitation Fee. The full Capitation Fee is then payable from 1st July.

Neighbouring Clubs should be asked to encourage the new Club and invite members to their meetings.

## **FORMATION**

**Non-Districted Clubs** - The formation of new Non-Districted Clubs is the responsibility of the Association. Non-Districted Clubs should keep in close contact with Inner Wheel Australia where the Secretary is always willing to give any help or information required.

Non-Districted Clubs must affiliate with Inner Wheel Australia. The procedure for Charter Presentation and programme will be given by Inner Wheel Australia.

## **FORMS**

Forms may be accessed and downloaded from the Inner Wheel Australia Web site.

([innerwheelaustralia.org.au](http://innerwheelaustralia.org.au)) These forms may be filled in online or downloaded and returned by post where applicable. All forms to be made available to those clubs without internet facilities. IWA Nomination Forms requiring signatures must be in writing and sent to the District Secretary by the due date. These forms are then to be forwarded to IWA Secretary to be received no later than 30th November.

IWA Voting Form will be by postal vote only. Voting Form to be returned to the IWA Secretary in the envelope provided and to be received no later than the due date as indicated.

## **FRIENDSHIP DAY**

This is a gathering of every Club in the District to which all members are invited. It is NOT a business meeting but provides an opportunity for Club members to meet together socially at District level.

## **GOVERNING BODY**

**IIW** - *See Constitution Page 5*

**Inner Wheel Australia** - *See By Laws 1.04*

**District** - *See District Rules 2.03*

**Club** - *See Club Rules 3.03*

## **INCORPORATION**

Many queries have been received by the Association regarding incorporation. As legislation varies from State to State, specific guidance cannot be provided.

The **Public Officer** must be thoroughly conversant with the Incorporation Laws of her State. It is therefore advisable that she remains in this position as long as possible.

The Association strongly recommends that District Committees and Clubs give serious consideration to becoming incorporated.

## **INNER WHEEL AUSTRALIA**

Inner Wheel Australia consists of all Clubs within the jurisdiction of Australia and Papua New Guinea. It is part of International Inner Wheel and is eligible for representation on the Governing Body.

**Governing Body** - *See By-Laws 1.04*

**Officers** - *See By-Laws 1.03*

**National Representative** - *See Constitution Page 18*

The National Representative, who may be one of the officers of the Association, is to be elected annually. The National Representative is the liaison between the Association and International Inner Wheel. Her duties are quite separate from those of the President of the Association, but both work in a close relationship for the benefits of members. The National Representative will report on all relevant International Inner Wheel matters to the Association

## **INSURANCE**

A copy of the Certificate of Currency is forwarded by the Association Treasurer to each District Treasurer for distribution to Club Treasurers.

## **INTER-CLUB VISITS**

Where distances permit, visits between Clubs will widen the circle of friendship as well as providing an opportunity for the exchange of ideas.

## **INTERNATIONAL CONVENTION**

Every third year a Convention is held in one of the countries in which Inner Wheel is established, at a place where all Board Directors have free access, the venue being decided by the Governing Body. Any member is eligible to attend and a member's partner and guests are always welcome.

In 1976 Australia was honoured when chosen to host the Convention, which was successfully held in Sydney. To commemorate this occasion, the Australian members presented International Inner Wheel with the beautiful

Collar now proudly worn by International Presidents. Australia was again honoured in 1993 when a very successful Convention was held at Darling Harbour, Sydney.

Each National Governing Body, District Committee and Club is entitled to send one Voting Delegate to the Convention. All of the above, if not represented, may appoint a proxy. Delegates and proxies should be instructed how to vote but should be given discretionary powers for voting after hearing other points of view, especially when there are amendments.

*See Constitution Page 21.4*

Forms for the appointment of a delegate or proxy are sent to the National Governing Body, each District Committee and each Club with the official Convention documents. The signed delegate or proxy authorisation form must, in due course, be exchanged at the Convention by the delegate and proxy holder for the necessary Voting papers. Clubs and Districts must be careful to observe the due date for return of forms to IIW.

## **MARGARETTE GOLDING AWARD**

An award was created in 2000 in the name of Margarett Golding, the founder of Inner Wheel, for highly commendable personal service to the community. The award may be given to Inner Wheel members, or to members of the general public, for outstanding personal service, which must be completely unconnected with work on behalf of Inner Wheel or for Inner Wheel / Rotary fundraising.

## MEETINGS

**Inner Wheel Australia** - *See By-Laws 1.12*

**District** - *See District Rules 2.13*

**Club** - *See Club Rules 3.07.2*

It is usual for Clubs to meet monthly, although some Clubs do prefer to meet fortnightly. Attendance is not compulsory. Meetings can be held at the time of day to suit the wishes of the members.

If possible a **guest speaker** should not be present during discussion of Club business. Clubs should not have a guest speaker when the District Chairman makes her **official visit**.

The following is suggested meeting procedure:

President's opening remarks

Apologies for absence

Minutes to be read, confirmed and signed

Matters arising

Correspondence

Reports

Any other business.

International Inner Wheel, Inner Wheel Australia and District minutes (in the case of Districted Clubs) should be summarised by the President or Vice President and explained at Club meetings.

1. Should a discussion arise, the President must maintain an impartial attitude and be sure that all decisions reflect the wishes of the majority of the members.
2. All speakers must address the chair.
3. A proposal will not be open for general discussion by the meeting until it is seconded.
4. An amendment to a proposal must embody some improvement or alteration and all amendments will be

- put to the vote of the meeting before the proposal.
5. The decision of the President regarding the conduct and order of the meeting will at all times be final.
  6. At all meetings, in the event of votes being equal, the President will have the casting vote.
  7. If the President rises during the debate, the speaker will at once resume her seat.

When invited in an official capacity, the District Chairman and/or President of Inner Wheel Australia should be a guest of the Club or District.

### **MEMBERSHIP:**

All information on membership  
- *Constitution Pages 1, 2, 3 and 4*

### **NATIONAL CONFERENCE**

Each year Inner Wheel Australia conducts a Conference in conjunction with the Annual General Meeting, held in a venue voted upon by the members in attendance. At Conferences, Proposals and Amendments are decided and matters of general interest discussed. To attend a Conference all members and their guests must be registered.

### **NEW MEMBERS**

The Secretary of the Rotary Club should always be asked to help by sending the names and addresses of all new Rotarians to the Secretary of the Inner Wheel Club. The President or her representative should make a personal visit to a possible new member and extend an invitation to attend a Club meeting as a guest.



## **Induction of New Members**

The following is the procedure for inducting new Club members.

At the commencement of the meeting the President should read the Objects of Inner Wheel, then address each of the new members and say:

“There are no rights without corresponding obligations. Your right to become a member of this Club is an exclusive one. We are sure that you will welcome the responsibilities of friendship and service that membership brings with it and hope that you will find you are amongst friends and enjoy participating in all aspects of the Club.”

The President will call upon all present to stand and addressing the new member will say: -

“.....on behalf of the Members of the Inner Wheel Club of..... I welcome you.”

The President will address the members of the Club and say: - “May I introduce .....our new member to you. Please extend your friendship to her.”

## **PAYMENTS**

With the introduction of electronic banking facilities and the possible phasing out of payment by cheque, Districts, Clubs and Members need to be aware of the ability to pay electronically. Districts, Clubs and Members making electronic payments to the Association Treasurer need to make contact and follow the correct

procedures.

## **PROXY VOTES**

**IIW** - *See Constitution Page 21 clause 4*

**Inner Wheel Australia** - *By laws 1.18.3 (c)*

**District** - *See District Rules 2.08.* Proxy votes are not recognised at District Committee Meetings.

**Club** - *See Club Rules 3.08.* Proxy votes are not recognised at Club Meetings.

## **RECORDS**

All Clubs and Districts are advised to keep a History Book in which to enter details of events, activities and other items of special interest.

Historical documents, Ledgers and Minute Books should be kept. Day to day correspondence such as letters of thanks, invitations acceptances etc., need not be retained longer than the current year.

## **RE-FORMING CLUBS**

If a group wishes to re-form, application should be made to the District concerned. A Club wishing to re-form must apply for a new Charter.

In the case of a non-Districted Club, application should be made to Inner Wheel Australia.

## **RETIRING OFFICERS**

It is the duty of all those relinquishing office to see that their successors receive any previous Minutes or other documents, which afford continuity and information about that office.

## **TRANSFERS**

A member who has moved to another area may transfer to the Inner Wheel Club of that area.

A member who wishes to transfer to another Club within her District may do so. In both instances, the appropriate Transfer Form must be completed and forwarded as directed. Any adjustment of subscription becomes a matter for agreement between the Treasurers concerned. Once the Transfer Form has been processed, the Secretary of the former Club should send a letter introducing the member to the Secretary of the new Club. A member moving to a country or town where there is no Inner Wheel Club established, may retain her membership through her former Club.

## **TRAVELLING**

The advantages of making personal contact with members in another country are obvious and of great value. This ready-made link is one of the benefits of belonging to a worldwide organisation. The time and place of meetings may vary during the year and members visiting other Clubs are therefore asked to telephone Club Secretaries beforehand. Members invited to speak when visiting Clubs in countries other than their own, do so in a personal capacity. Care should be taken that any facts or information given are accurate and up-to-date.

## **VOTING**

**Inner Wheel Australia** - *See By-Laws 1.13*

**District** - *See District Rules 2.03.1 (c), 2.14*

**Club** - *See Club Rules 3.08*

## **VOTING BY POST**

When voting for office is conducted by post, the votes should be sent to the designated returning officer in a separate specially marked envelope by the specified closing date. These envelopes are only opened on or after the closing date and then in the presence of two officers.

The method of voting at each level to be by a simple majority of the votes cast, one vote per Club. If required, a casting vote must be made by the appropriate Officer.

## **WORKSHOPS**

The District Executive arranges a workshop, which can be held at any time during the year for the benefit of all members. These can take the form of group meetings of Club Presidents, Secretaries, Treasurers, Correspondents and International Service Organisers. Each group is presided over by the appropriate District Officer or Executive Member. These meetings enable each Officer to be briefed as to her duties and give opportunities for the discussion of new ideas. They are particularly helpful to members taking office for the first time.

## **INTERNATIONAL INNER WHEEL CONVENTIONS**

- 1st Convention 1970 The Hague, The Netherlands
- 2nd Convention 1973 Copenhagen, Denmark
- 3rd Convention 1976 Sydney, Australia
- 4th Convention 1979 Brighton, England
- 5th Convention 1982 Paris, France
- 6th Convention 1985 Orlando, Florida USA
- 7th Convention 1988 Stavanger, Norway
- 8th Convention 1991 The Hague, The Netherlands
- 9th Convention 1993 Sydney, Australia
- 10th Convention 1997 Berlin, Germany
- 11th Convention 2000 Stockholm, Sweden
- 12th Convention 2003 Florence, Italy
- 13th Convention 2006 Christchurch, New Zealand
- 14th Convention 2009 Kota Kinabalu, Malaysia
- 15th Convention 2012 Istanbul, Turkey
- 16th Convention 2015 Copenhagen, Denmark

## INTERNATIONAL INNER WHEEL GENERAL MOTIONS ACCEPTED AT CONVENTIONS

### **THIRD CONVENTION - *Sydney, Australia, May 1976***

The Executive Committee of District 39, Sweden suggests that, bearing in mind the competent organisation and firmly established ideals which Inner Wheel stands for today, all Inner Wheel members adopt and participate in a theme on an International basis. The chosen theme will be decided yearly by the Governing Body.

### **SIXTH CONVENTION - *Orlando, Florida, U.S.A. May 1985***

Conventions shall extend over 3 days, not counting the day of registration. Workshops shall be arranged and lectures shall be given on subjects important to mankind i.e., subjects that are essential to women all over the world, such as education, independence, equality, etc.

### **SEVENTH CONVENTION - *Stravanger, Norway, May 1988***

International Inner Wheel should study the question of child abuse in the pornographic industry and use every means at its disposal to condemn the practice and its perpetrators.

### **EIGHT CONVENTION - *The Hague, Netherlands, April 1991***

It is proposed that a fund be set up to mark the 25th Jubilee year of International Inner Wheel, the monies arising therefrom to be used in the country in which they are raised. The charities to benefit from the Fund will be the 'Save the Children Fund' and similar children's organisations.

### **NINTH CONVENTION - *Sydney, Australia, October 1993***

International Inner Wheel must confine its involvement with the United Nations (e.g. ECOSOC and UNICEF) to being an Observer on the Roster with consultative status.

#### **TENTH CONVENTION - *Berlin, Germany, April 1997***

International Inner Wheel make provision for a member of the Executive Committee, responsible for the Organisation's United Nations interests during the year of office which falls in the year of the World Conference of Women, to represent International Inner Wheel and be an official delegate to the Conference.

The President stated as the above proposal stood it contravened the Affiliation Clause, but as a General Motion it was not binding. There would be 2 Conventions held before the next World Conference of Women which would allow members to submit either change to the Affiliation Clause or a rewording to the above General Motion.

#### **ELEVENTH CONVENTION - *Stockholm, Sweden, May 2000***

International Inner Wheel make provision for a member of the Executive Committee, responsible for the Organisation's United Nations interests during the year of office, which falls in the year of the World Conference of Women, to be an **observer** for International Inner Wheel at the Conference

**Social Project.** At every World Convention, International Inner Wheel designates a Social Project, which would be supported by Inner Wheel Clubs worldwide.

**Margarette Golding Award** An award be created, in the name of Mrs. Margarette Golding for highly commendable personal service through Inner Wheel or in the community

**THIRTEENTH CONVENTION – Christchurch New Zealand, May 2006**

The Constitution Chairman was appointed as a member of the Governing Body of International Inner Wheel.

UNICEF Global Girl's Education in Madagascar was named the International Social Project for 2006 – 2009.

**FOURTEENTH CONVENTION – Kota Kinabalu, Sabah, Malaysia, May 2009**

UNICEF Global Girl's Education in Bolivia was named as the International Inner Wheel Project for 2009 – 2012.

**FIFTEENTH CONVENTION – Istanbul Turkey, April 2012**

It was agreed that the IIW Governing Body would be allowed to investigate the possible establishment of a **Constitution Council**. Any proposed constitutional changes to be voted on in 2015, and the first Constitution Council meeting to be held in 2018.

It was agreed that minor changes to the Constitution such as corrections of printing omissions, typographical errors, simplifications, clarifications and cross referencing could be undertaken by the Constitution Chairman, Constitution Committee and IIW Governing Body without putting each minor alteration to Convention for voting.

It was agreed that the organisation would recognise **United Nations International Day of Peace on 21st September annually**.

It was agreed that cooperation with NGO's that had similar programmes to that of IIW should be encouraged.



To be updated when final  
document locked down

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# Inner Wheel Australia Inc

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## NOTES

## NOTES

## NOTES



**International Social Project 2012 – 2015.** It was agreed that the umbrella for fund raising worldwide would be **‘Happier Futures’** with particular emphasis on the needs of children. Countries should choose their own projects, which encompass the theme ‘Happier Futures for children’. A logo has been designed, to be used for all IW fund raising purposes.



An International  
Inner Wheel  
Campaign

helping children  
around the world now

**International Social Project 2015 – 2018**

International Social Project 2015-2018. It was agreed that the umbrella for fund raising worldwide would continue to be **‘Happier Futures – Better Lives’** allowing help for children to continue but also enabling help to projects assisting all to achieve a better life outcome.



An International  
Inner Wheel Campaign