



# **INNER WHEEL AUSTRALIA INC.**

## **GUIDELINES**

# **FOR THE FORMATION OF A NEW CLUB**

### **REFERENCE**

International Inner Wheel Constitution 2015  
Inner Wheel Australia Inc. By-Laws  
District & Club Rules  
General Information.

COMPILED BY THE EXECUTIVE COMMITTEE INNER WHEEL AUSTRALIA

This publication supersedes all previous Guidelines.  
Please retain this copy on file and destroy all previous copies

This document includes Charter Application Form and New Club Badge Order Form 31

Guidelines for formation of a New Inner Wheel Club 2016-2018 (Amended April 2016)

**SUMMARY OF INFORMATION  
FOR THE FORMATION OF A NEW CLUB**

**SUPPLEMENTARY TO THE GUIDELINES FOR DISTRICT CHAIRMAN**

**INTEREST MEETING:**

To be conducted by the District Extension Chairman. To form a new Club, there must be a minimum of 10 interested ladies present. This meeting may become the Inaugural Meeting if the ladies so desire.

**INAUGURAL MEETING:**

The District Extension Chairman conducts the Inaugural Meeting.  
The President, Secretary, and Treasurer are elected at this meeting.  
Joining fees and other fees may be discussed and decided upon at this meeting.

Following the Inaugural Meeting the new Club Treasurer opens a bank account in the name of:

The Inner Wheel Club of.....,

The account is then ready to accept the fees as decided by the new Club. The Club subscription must be sufficient to cover all dues and allow a reasonable sum to meet running expenses of the Club.

A Club formed between the 1<sup>st</sup> January and 30<sup>th</sup> June only pays half the yearly Capitation Fee plus the full yearly Insurance cost. The full Capitation Fee is then payable from the 1<sup>st</sup> July.

Please be sure to send a copy of the Minutes of the Inaugural and the second meeting to the Inner Wheel Australia Extension Officer. (Immediate Past President)

**SECOND MEETING:**

The District Chairman is present, with the Club President chairing the meeting. The District Extension Chairman attends this meeting. The District Treasurer must send to the Treasurer of Inner Wheel Australia the original Application for Charter Form and a copy of the Membership Forms fully completed and all fees due.

Please note, all of these forms should be sent within two months of the Inaugural Meeting. Any unnecessary delays could jeopardise the Charter being received in time for the Charter Function.

If at any time the District Chairman is unable to assume responsibility of guiding the Club through to its Presentation of Charter, she may appoint a suitably qualified member to deputise for her. The remainder of the Club Committee, Vice President, and other Committee members are elected at this meeting.

A possible date for this Presentation of Charter should be discussed. The date is to suit the Club calendar and the District Chairman. It is a courtesy to contact the President of Inner Wheel Australia to see if the date is suitable for her to attend.

Third meeting and subsequent meetings until the Presentation of the Charter:

The responsibility to attend these meetings rests with the District Chairman, the District Executive Committee, and the District Extension Committee.

The Club Secretary orders the Names Badges of approved design – white, round with black Inner Wheel emblem and lettering, stating Member's name, club, state, and (if desired) 'Charter Member' is written around the lower edge of badge. The District Badge Officer has details of where to purchase these badges.

If the New Club is sponsored by another Inner Wheel Club, the sponsor Club provides the Collar and Jewel. It is appropriate for the President of that said club to present the Collar and jewel at the Charter.

After the Charter of the Club ensure that it becomes incorporated. Notify the District Extension Chairman and National Treasurer. It is appropriate to apply before the Charter takes place.

**CHARTER OF NEW CLUBS:**

IWA Extension Officer will notify the Badge Officer when a new Club is formed.

When ordering badges for a new Club care should be taken that spelling is correct

Liaise with District Extension Chairman regarding badges required and delivery date.  
Notify IWA Treasurer the number and cost of badges supplied by IWA for new Club.  
In some instances other clubs may offer to present the new Club with Regalia.  
Account to be sent separately, via District Extension Chairman.

Basic requirements for a new Club: -

- Collar and Jewel
- IW2 x number of members - provided by IWA
- Club name bar x number of Members - provided by IWA
- Executive and Committee bars - provided by IWA

These basic requirements, provided and paid for by IWA, are to initial charter members only – there is a cut-off date.

**PRESENTATION OF CHARTER:**

The programme for the Presentation of Charter is decided in consultation with the District Executive Committee, and in accordance with the recommendations in the General Information Section of the 2012 IIW Constitution and By Laws - page 55

The Charter is signed by the President of IIW and the IWA National Representative.

Those members who join the Club and pay their dues within the first two months are the Founder Members, and may sign, or have their names recorded on the back of the Charter for historical records.

Those Members who join up to the Charter Presentation Night and who have paid their dues, are called Charter Members and may also have their names recorded in a separate column on the back of the Charter. This may be done on official District letterhead and pasted onto the back of the Charter.

Please note, all Founder Members and Charter Members must be financial at the time of Charter.

The price of the tickets for the Presentation of the Charter Function should cover the cost of official guests, flowers, gifts, printing, and any other sundries.

The official guests to be included in the above costings are:

- The District Chairman and partner.
- The President of Inner Wheel Australia and partner.
- The Mayor and partner.

Please address invitations correctly using an official title if appropriate:

District Chairman.....and..... (Name of partner)

President of Inner Wheel Australia.....and..... (Name of partner)

Others who, along with their partners, may be invited, but are not complimentary:  
 International Board Director.  
 Members of the Executive of Inner Wheel Australia. (Individual invitation)  
 Council Members.  
 District Executive. (Individual invitation)  
 Club Presidents and members of other Inner Wheel Clubs within the District.  
 District Chairmen, members of other Inner Wheel Districts.  
 Past Presidents of Inner Wheel Australia

### **SUGGESTED PROGRAMME FOR CHARTER NIGHT**

<b><u>TASK</u></b>	<b><u>BY WHOM</u></b>
1 Call to order	District Senior Vice Chairman
2 Collect	Inner Wheel Member
3 Flame of friendship	Club choice
4 Grace	Club choice
5 Loyal toast	Club choice
6 Introduction of District Chairman	District Senior Vice Chairman
7 Welcome & Introductions	District Chairman
8 Response on behalf of visitors	An official Guest
9 Roll call	District Secretary
10 Introduction of the charter members of the Inner Wheel Club of ..... to District Chairman and IWA President(*if avail)	District Extension Chairman
11 Induction of Charter members & Presentation of Charter	District Chairman
12 Presentation of badges.	District Extension Chairman.
13 Presentation of collar & jewel	President of Sponsoring Club or if not applicable District Chairman.
14 Response.	Charter President

#### **Charter President now becomes Chairman of the meeting.**

15 Greetings from the President of IIW (*if available)	National Rep or if not present, most senior currently servicing officer present.
16 Welcome to Inner Wheel Australia	President of IWA or representative
17 Toast to International Inner Wheel	Most Senior currently serving officer present
18 Toast to the gentlemen	Club member
19 Response to the Toast.	Any suitable gentleman
20 Greetings and apologies.	Charter Secretary
21 Presentation of gifts & banners	Charter President
22 Closing remarks	Charter President

\* If the President of Inner Wheel Australia is present, the District Chairman may ask her to accompany her when the District Extension Chairman introduces the Charter Members to her.



## Charter Application Form instructions

1. The Charter Application form must be completed in full.
2. It is essential to complete the form applying the appropriate classification of membership, as shown on the attached sheet.
3. Complete the details of the Club together with the President's and Secretary's names and addresses.
4. This form when signed by all members joining must be forwarded to International Inner Wheel Headquarters. A photocopy will not be accepted.  
A scanned photocopy may be forwarded for expediency (as an interim measure) but the original must be posted.
5. All correspondence will be sent to the Club Secretary.

Elaine Hathaway  
IIW Administrator



# Charter Application

We, the undersigned on behalf of the Club, wish to apply for membership of International Inner Wheel and undertake to accept the International Inner Wheel Constitution and Bylaws.

**Inner Wheel Club of:** .....

**Name of Sponsoring Inner Wheel Club if appropriate:**

.....

**Country:** ..... **Inner Wheel District No:** .....

**Number of Members:** ..... **Date of Formation Meeting:** .....

## President

**Name:** .....

**Address:** .....

.....

**Post Code:** ..... **Tel No:** ..... **Fax No:** .....

**E-mail:** .....

## Secretary

**Name:** .....

**Address:** .....

.....

**Post Code:** ..... **Tel No:** ..... **Fax No:** .....

**E-mail:** .....

**Any additional contact information that might be useful.**

.....



To be completed by **all** persons applying for membership

1) Name: (Print).....

Signed: .....

2) Name: (Print).....

Signed: .....

3) Name: (Print).....

Signed: .....

4) Name: (Print).....

Signed: .....

5) Name: (Print).....

Signed: .....

6) Name: (Print).....

Signed: .....

7) Name: (Print).....

Signed: .....

8) Name: (Print).....

Signed: .....

9) Name: (Print).....

Signed: .....

10) Name: (Print).....

Signed: .....

11) Name: (Print).....

Signed: .....

12) Name: (Print).....

Signed: .....



To be completed by **all** persons applying for membership

13) Name: (Print).....

Signed: .....

14) Name: (Print).....

Signed: .....

15) Name: (Print).....

Signed: .....

16) Name: (Print).....

Signed: .....

17) Name: (Print).....

Signed: .....

18) Name: (Print).....

Signed: .....

19) Name: (Print).....

Signed: .....

20) Name: (Print).....

Signed: .....

When completed please return to:-  
International Inner Wheel  
Suite 2.3, My Buro, 20 Market Street Altrincham WA14 1PF United Kingdom

This **original** form, when completed, **must** be returned to International Inner Wheel Headquarters before a Charter can be prepared.



# INNER WHEEL AUSTRALIA INC.

## NEW CLUB BADGE ORDER FORM

### FORM 31

#### Form to be returned to District Badge Officer

Information required for Club Jewel & Engraved Bars should be forwarded as soon as the Club is officially formed.

*Details of the different badges/brooches are available on the Inner Wheel Australia website.*

#### Club Collar and Jewel

<b>Name of Club</b>	<b>New</b>		<b>Refurbished</b>	
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#### Engraved Bar with Club Name (print clearly)

<b>Name of Club</b>	<b>Quantity</b>
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IW2 Club Member Badge		Number Required	
OFFICERS' Die Bars <i>Dark Blue Enamel</i>	Number Required	OFFICERS' Die Bars <i>Dark Blue Enamel</i>	Number Required
President		Club Correspondent	
Vice President		Historian	
Secretary		Editor	
Treasurer		Social Convenor	
Committee		Extension	
International Service		Honorary (Gold)	

#### Engraved Collar Bar

Name of President	Year
Date of Charter	District A

#### Members' Name Bar (Please print) Attach a typed list if necessary

<b>Name</b>	<b>Name</b>
<b>Name</b>	<b>Name</b>

#### Deliver to:

Name: ..... Club Position: .....  
 Address: .....  
 ..... Postcode ..... Phone: .....  
 ...(. ....) ..... Mobile: .....

Email: .....

#### District Processing

Date Order Received		Order Number	
Date Order Dispatched		Invoice Number	

Plastic name badges are ordered DIRECT from the supplier

Pam Faulkener – Personal Badges 6 Highview Ave, Manly Vale NSW 2093 Ph: 02 9949 7359  Email: personalbadges@yahoo.com.au	The Sign & Badge Centre PO Box 461, Bayswater VIC 3153 Ph: 03 9720 8110 Fax: 03 9720 8125 Email: orders@identify.com.au	Imprint Plastics Unit 3/43 Norma Rd, Myree WA 6154 Ph: 08 9330 1522  Email info@imprintplastic.com.au
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