



**INNER WHEEL DISTRICT
301**

GUIDELINES FOR CLUBS

By

**MRS. SEEMA KHAITAN
District Chairman 2012-2013**

GUIDELINES

FOR

CLUB PRESIDENT

PRESIDENT – THE LEADER

Heartiest Congratulations! You are the chosen lucky Leader to lead your Club! Dear Club President, you have been bestowed with great responsibility of Club Leadership! Please ensure that you live up to the expectations of your Club Members, who trusted you and provided you this unique opportunity of “Leadership”.

For the next one year, you will not only be the individual self, but also will be one of the Leaders in Your District. Your personality as a Leader cannot be complete unless you have the courage, the conviction, the values to defend and work for, and boldness to stand up against what is not right - not ethical.

A Leader needs a clear conception of what is possible, what she wants and must have the power of her convictions, a moral deriving force. A Leader coordinates her work. She knows the value of time and, therefore, works promptly.

CLUB PRESIDENT - THE LEADER

“Planning is bringing the future into the present so that you can do something about it now”

- The Core of Leadership is being proactive rather than reactive.
- Good Leaders analyze and plan and adapt their plans to new circumstances and opportunities.
- Planning is important to succeed and setting goals.

“Good plans shape good decisions. That’s why good planning helps to make elusive dreams come true”.....

A Leader must have a vision – where there is no vision, the people perish and Organization shatters....

- Vision is essential to good Leadership.
- Vision provides direction and without direction planning seems impossible.
- A Vision acts as a force within, compelling a Leader to action.
- It gives the Leader purpose and the power to inspire others and take up the Organization to the heights of success.

A leader sets time frames – To achieve great things, two things are needed; planning and timely execution of work:

- Time is precious and many tasks must be completed within the stipulated time.
- Get organized.

- Put your time limit on your Goals – Manage time effectively.
- Work Smarter.
- We have exactly 365 days to, “transform ourselves and to transform the world”.

INITIAL PREPARATION

1. Collect all files, relevant documents and other literature from the outgoing President and go through them.
2. To appoint Chairpersons for various Sub-Committees at Club level given in the District Directory.
3. Make a list of the on-going projects of your Club and plan new projects.

GET ACQUAINTED WITH

1. Club Directory.
2. District Directory.
3. Association Directory.
4. Constitution Books, Rules for Nomination, Elections and Membership.
5. Conduction of General Body & Executive Meetings.

DATES TO MARK

1. Important Dates (Chairman’s Official Visit).
2. Meeting Dates.
3. District Functions.
4. District Joint Projects and Club Projects.
5. Celebration of Club Charter Day.
6. Felicitation of Club Past Presidents.
7. Picnic and Fellowship Meetings with Club Members.
8. Sending of Ballots Papers within the stipulated time.

** Send circulars on time, organize yourself properly and be flexible. Update your official letters - International / Association / District / Club information. Filing of papers, letters etc. should be done promptly and systematically. Discharge your duties effectively and comfortably in a systematic way. Quality of good work reaps the highest rewards. Be computer savvy and techno friendly. Be polite and friendly to your Members. Follow the Inner Wheel Protocol and Rules strictly. Retain copies of all official letters / emails sent to the District Executive. All this work can be done in a simplified manner with planning, dedication, commitment, enthusiasm and promptness.

YOU AND THE DISTRICT

- Let us get familiar with I.I.W. Theme 2012-13.
- Promptness in sending District Dues, Project Report and Performa in time achieves a vital effectively time management.
- Be in touch with your Zonal Representative and inform her about the on-going activities of the Club.
- Should invite Project Committee Chairpersons of the District a week ahead of the Club project.
- Carefully read the instructions regarding filling up and sending the Ballot Papers (International level, Association level and District level) within the stipulated time.
- Should invite the District Chairman and District Executive Members to the important Club Functions and Community Projects.
- Encourage your Club Members to attend District Functions and to participate in the cultural programme.

YOUR POSSIBLE ACHIEVEMENTS

- To honour Senior Club Members for their continuous support and commitment.
- To encourage and appreciate New Members for their support in Club Projects.
- Try to increase Membership Growth / Retention and publicise the Inner Wheel.
- Ensure good attendance at the Club Meetings and have interactive sessions to make it lively.

DUTIES OF CLUB PRESIDENT

- The President presides over all Meetings and is responsible for the interest and well being of the Club.
- The President should have sound knowledge of the IIW Constitution, IIW Handbook, Association Bye-Laws, District Committee Rules and refer them without hesitation and should be kept with her all the time.
- Must always welcome the New Members following the procedure of Induction of New Members and giving them Welcome Oath as laid down in the District Directory.
- Offer home hospitality to the Inner Wheel Members within the Clubs and the District.
- The District Chairman letters/District Correspondence, Association President letters/Association Correspondence and IIW Newsletter should be shared with all Members. Important extracts should be read to Members at the General Body Meeting.

GENERAL INFORMATION FOR THE CLUB PRESIDENT

1. President please note:

- a) The new Inner Wheel Year starts from 1st of July.
- b) The Installation Function must take place by the 2nd week of July, at the latest.
- c) Once the President is installed, the Jewel (the President's Collar and Lapel Pin) handed over, she can then conduct the meetings.

2. Check the following ITEMS:

- a) Banners for display
- b) Club flags for exchange with other Clubs.
- c) Officer's badges.
- d) Extra Membership pins in stock.
- e) Forms for registering New Members (sample attached).

3. Nomination for District Officers:

- a) Think about it in September/October.
- b) Be careful in their appointment and selection.
- c) Explain the election process to the Members. Nomination should be sent well within the time.

4. Nominations of Voting Delegates to the District Committee:

- a) They must be willing to attend District Committee Meeting, District Assembly and District Conference.
- b) Good to have the President and Secretary / Treasurer as Voting Delegates.
- c) Must vote and do as Club decides.
- d) Must report back to the Club.
- e) Must keep notes of the meetings they attend.

5. Observe International Inner Wheel Day on 10th January.

6. Hold the Club Election Meeting in January.

CLUB GENERAL BODY MEETING

Ensure that circular/letter must reach the Members at least a week before the Meeting with complete Agenda.

- President must wear collar and lapel pin on Chair.
- All Members must wear their pins.
- President must carry all the correspondence with her.
- Ensure that Secretary must carry the Minute books and Attendance Register.
- Make suitable arrangements for a guest speaker or any demonstration, if any.
- Finish the business matters before the arrival of guests.
- Follow the protocol while addressing/seating arrangements.
- President should remain seated while conducting the Meeting.
- All the decisions, especially pertaining to finance must be discussed with Members.
- Agenda should be prepared with the help of the Secretary.
- Start the Meeting with the Inner Wheel Prayer.
- Read the correspondence received from the Association/District.
- Ensure that Secretary reads out the Minutes of the previous Meeting.
- Report of the Treasurer/ISO must be read out by them.
- Incentives should be given to the Members for maximum attendance.
- Project Planning and Report is of utmost importance and should be with the co-operation of the Members.
- If a Member conducts a project, her name should be mentioned in the Meeting.
- A sense of team spirit should be inculcated.
- Project should start on time. For this the President, Secretary and Project Coordinator should reach the venue well in advance.
- Try to minimize the possible expenditure on the projects.
- On-going Projects should be continued and new Projects should be taken up.

To make the meetings attractive and interesting:

- Meeting should start in scheduled time.
- Subject of the speaker should be attractive to the Members.
- Felicitate the "Early Bird" Member.
- All Club Members should recite the Inner Wheel Prayer together.
- Achievements by the Member herself or her family should be announced in the Meeting.
- Suggestions by the Members should be given due consideration.
- Call the Member by her first name.
- Give due publicity of your Project in the newspapers.

CLUB EXECUTIVE MEETINGS

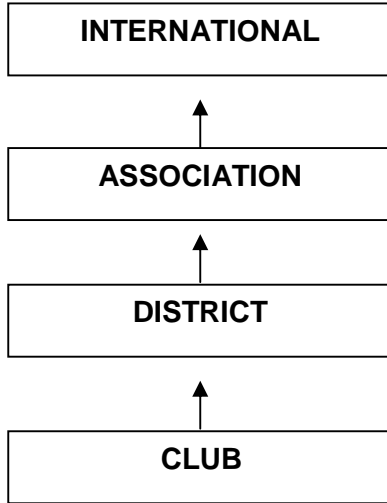
- Plan in advance the Agenda and the hostess for the General Body Meeting (once a month) with the Secretary; make circulars interesting with some information on upcoming Club Projects.
- Punctuality, discipline & decorum should be maintained in the Meeting.
- Welcome New Members and Guests.
- Felicitate Members on their Birthday and Anniversary.
- Announcements of District Events and Club Programmes.
- Contact Sub-Committee Chairperson of the Club for future plans and progress on their Projects.
- Treasurer and I.S.O. should present their report at every Meeting.
- Discuss and plan forthcoming events of the Club.
- Vote of Thanks

Quorum of Meetings:-

20% of the Members of the Club and 4 Members of the Club Executive Committee, form the quorum of the General Body Meeting and Club Executive Committee Meeting, respectively. At least 10 General Body Meetings and 7 Club Executive Committee Meetings should be held in a year. It is recommended that Club Executive Committee Meetings should be held as often as necessary.

CORRESPONDENCE

There are very clear lines of Communication and they should not be broken. The line of communication:



NOTE:

1. No Member should write directly to IIW/Association/District on Constitution matters or any internal problem. Channel of Communication as shown above – Member to Club President, Club President to District Chairman, Chairman to Association President and Association President to IIW Headquarters – should strictly be followed.
2. Greeting, Invitations, Newsletters, Photographs can be sent directly to Association/IIW.

CLUB BULLETIN

Club Bulletin is the mirror of the Club and gives complete information about the Club activities and Projects. These could be published on quarterly/monthly basis.

It is suggested that the future Club Projects and District Events/Projects should be highlighted in the Club Bulletin.

To involve maximum Members, different articles written by the Members can be published in Club Bulletin.

Any achievement or creative and appreciable work by Members or their family members should be published.

Birthday and Wedding Anniversary published in the bulletin increases the fellowship amongst the Members.

Every Club must try to publish at least Monthly Bulletin regularly and in addition to all the Members, bulletin should be sent to all other Clubs and all the District Executive Members, so that Club activities and Projects are known to all the Inner Wheel Members.

DISTRICT CHAIRMAN'S OFFICIAL VISIT

The District Chairman visits every Club of her District once a year. During this visit, she oversees the administrative work, assesses the overall progress and guides the Club Executive to improve their work.

Clubs should be ready with the following for the CHAIRMAN'S VISIT

1. Minutes Book of the Executive Committee Meetings;
2. Minutes Book of the General Body Meeting.
3. Register of Members with the post held during the current year. If the Register is being started this year then please include all the posts held by the Members till date (with year in brackets)
4. Attendance Register.
5. Audited Balance Sheet of the previous year is a must.
6. Bank Pass Books of the current year.
7. Original Charter.
8. Club Seal
9. A visit to the project site could be arranged.
10. I.S.O./Editor file should be available

ELECTIONS – IMPORTANCE & PROCEDURE

CLUB LEVEL – The Incoming Office Bearers of the Club should be chosen every year by the 10th January. The names, addresses with the complete pin code and State, telephone numbers with STD code and Fax numbers should be sent to the District Secretary. The Club Secretary receives directly from International Inner Wheel, the Club Information Form in the month of December, this should be filled with the Incoming Secretary's name and complete address, telephone numbers and sent to District Secretary by 31st January.

DISTRICT LEVEL – District Elections are held at the District Conference. Voting is done by the Voting Delegates, two per club (normally it is the President and Secretary or the elected voting delegate). Clubs which have more than 51 active Members have one extra Voting Delegate. If the President and/or Secretary are not attending the District Conference the Club can send duly chosen alternative Voting Delegates, who carry a letter on the Club Letterhead, signed by the President and Secretary, which states that these Members have been nominated as Voting Delegates at the Club Meeting held on ____ date. This letter is a must and should be handed over to the Election Officer, usually a Past District Chairman. No Voting Delegate can cast more than one vote. For Voting always put an 'X' mark, any other mark is invalid.

ASSOCIATION LEVEL – Association Elections are held by Postal Ballot. The Association Secretary sends out the Ballot papers with the Ballot Envelope to the Club President. The Club puts an 'X' mark against their choice and then sends the Ballot paper, with the name of the Club and the District number on the Ballot envelope, back to the Association Secretary. The ballot has to be posted immediately, taking into account the postal delays.

Note – Ensure that the official Ballot paper have been signed by the Association President, Immediate Past Association President and Association Vice-President. Please do not put your signatures or any other mark anywhere in the Ballot paper - otherwise your Vote will be termed 'INVALID'.

INTERNATIONAL LEVEL – The IIW Secretary sends out the Ballot papers to the Club Secretary in the month of December. The elections are for the Board Director, IIW Vice-President and others posts. For the Post of Board Director you should choose 16 candidates and mark a X. Anything more than sixteen or less than sixteen makes the vote invalid. Remember in IIW, the second names are used. **For example, the name Mrs. Indira Gandhi will be written in the Ballot Paper as Mrs. I Gandhi.** Please refer to the Bio data of the candidate to check the full name, country and biodata and then cast your vote. The Ballot paper should be enclosed in the given envelope. Write the name of the Club exactly as given on the Charter, any other will make the vote invalid. Seal the envelope and post it with the International

Postage and mark AIRMAIL. Do not wait for the last day. Please note all Club Secretaries get their mail from IIW in the month of December. If you do not receive the Mail by December 25th, please inform your District Chairman to arrange for a duplicate Ballot paper.

**** Please strictly follow the Projects Report pattern shown below.**

INNER WHEEL CLUB OF _____
2012-2013

S. No.	Name of the Project Committee	District / Club Project	Venue	Date & Time	Amount spent	No. of Beneficiaries	Remarks

GUIDELINES

FOR

CLUB SECRETARY

SECRETARY – THE LIFE-LINE OF THE CLUB

1. The Secretary is the backbone of the Club. The Secretary needs to be prompt in correspondence, should possess a sound knowledge of the procedures, rules and regulations, should build/develop/maintain a very good rapport with all the Members at all levels particularly with the President and win everyone's support.

2. Each alphabet of the word 'SECRETARY' denotes –

S	-	Sincere, Smart
E	-	Efficient, Eager
C	-	Calm, Composed, Confident and Communicative
R	-	Resourceful
E	-	Effective, Energetic
T	-	Tactful, Tolerant
A	-	Active
R	-	Ready to Help
Y	-	Yours Truly

3. The first and foremost duty of the Secretary is to prepare the Agenda and send out Notices for the General Body Meetings and Executive Committee Meetings to the Members, at least 15 days before the Meeting. This should be done in consultation with the President.

Suggested Agenda for the General Body Meeting

- (i) To call the Meeting to order.
- (ii) Inner Wheel prayer.
- (iii) Welcome – by President.
- (iv) Apology of absence.
- (v) Attendance (Total number of members ____, Members present ____, %__).
- (vi) Birthday and Wedding Anniversary Greeting.
- (vii) Induction of New Members. (Optional)
- (viii) To read the Minutes of the last General Body Meeting.
- (ix) Matter arising out of the Minutes and confirmation of Minutes.

- (x) Important resolutions and decisions of the Executive Meeting, if any.
- (xi) Correspondence –
 - (a) President
 - (b) Secretary
 - (c) Treasurer
 - (d) ISO
 - (e) Editor
- (xii) Treasurer's Report.
- (xiii) Reports of the Projects (Attendance for Projects must be maintained)
- (xiv) Planning Project Report
- (xv) Announcements of next General Body Meeting and Projects in the coming months.

Any other announcements, e.g., District Events.

- (xvi) Programme at Club level–
 - (a) Introduction of Speaker
 - (b) Welcome the Speaker
 - (c) Programme
- (xvii) Vote of Thanks.
- (xviii) Meeting closed.

4. The Minutes of the General Body Meetings and Executive Committee Meetings have to be prepared by the Secretary in consultation with the President, and then must be recorded in the Minute Books, circulated among the Members, and should be read and confirmed at the next Meeting.

Two separate Minute Books should be maintained:

- (i) General Body Meeting Minute Book; and
- (ii) Executive Committee Meeting Minute Book.

SENDING MINUTES

- Minutes should be concise and point-wise.
- Should be sent to District Chairman and District Secretary only.
- Minutes should read in the next Meeting.

FORMAT OF MINUTES

Date:

To,

District Chairman / District Secretary

INNER WHEEL CLUB OF _____

DISTRICT 301

MINUTES OF GENERAL BODY MEETING HELD

ON _____ AT _____

1. **Meeting was called to order** by President, Mrs. _____.
2. **Inner Wheel Prayer** was recited by all.
3. **Apologies** – e.g. All Executive Members were present, there was no apology.
Attendance was 100%
Or
e.g. Mrs. _____, (Post of the member) has sent her apology.
4. **Attendance** was _____ %.
5. **Birthday, Wedding Anniversary** Greetings.
Name of the Members and Date _____
6. **Confirmation of Minutes** – (of Last Meeting held on) _____ at _____
(If there are some corrections, write down it in the Minutes or if there are some changes in those Minutes mention them.)
After some corrections, write 'Minutes were passed'.
Proposed by Mrs. _____
Seconded by Mrs. _____
7. **Matter arising out of last General Body Meeting.**
If certain changes are suggested or some discussion is held about the changes, Secretary should write about the same.
8. **Reports-**
Project held in last month – Short Description, Date, Venues, Beneficiaries, Expenditures, Name of the Sponsor, Name of the Project Incharge and Members present.

Project Planning –

Date, Venue and Budget of the Projects in the coming months.

Write down the details of Correspondence received and various Club activities.

9. **Nomination** – Names are invited for Club Executive Posts. In this Meeting, pass the Resolutions of Nominations & write down the same Resolutions in the Minutes.
10. **Finalizing** the Programmes and Projects.
(Detailed information to be given to the Members well in advance)
11. **Any other matter with the permission of the Chair –**
 - (a) Any other Resolutions to be passed.
 - (b) The matters which were missed in the previous Meetings.
 - (c) Suggestions from Members about Projects and working skills, etc.
 - (d) Announcement of important District Events / Elections at District level / Association level / IIW level.
12. **Date and Venue** of the next Meeting.
13. **Vote of Thanks** by Vice-President.
14. **Meeting closed.**

Yours in Inner Wheel
(Mrs. _____)
Secretary

15. Similarly, two Attendance Registers (General Body Meeting and Executive Committee Meeting) should be maintained wherein the signatures of those present at the Meeting should be taken.
16. In order to facilitate the work, the Secretary should prepare an up-to-date list of all the Members, along with their mailing address, telephone number(s) and the portfolios they hold. This list should be distributed to all the Members, and changes should be notified immediately. This will help the Secretary, to a great deal and will also help other Members to have better contact with one another. The 'List' of the Club Members should also be

sent to the District Chairman and the District Secretary, for their official records, along with the names of the District Executive Members.

17. During the tenure, the Secretary will receive letters and circulars from the Headquarters of International Inner Wheel. It is the duty of the Secretary to present them before the Members in the Executive Meetings, and answer them promptly. If any correspondence is of general nature, inform the Members at the next General Meeting.
18. It is the duty of the Secretary to make the Club programmes as interesting as possible. An effort should be made to include those items, which are of interest to fellow members so that everybody can participate. Your Club should be a second home for all the Members.
19. A general Register of Members including their date of joining and posts held in Inner Wheel should be maintained as Membership File.
20. The Secretary should be well-versed with the IIW Constitution and Association Bye-laws.

CLUB SECRETARY'S DIARY

July: Please study Club Rules, District Rules, Association Rules and the IIW Constitution, and discuss the same at the July Meeting. Our Rules are simple and flexible. However, on induction of New Members, these Rules must be followed strictly. After New Officers take charge in the “**District Assembly**”, please prepare a fresh and up-to-date list of all your Members with their names, address and telephone number(s), e-mails and circulate it to all your Members. Also send a copy of the list each to the District Chairman and the District Secretary. Remind the Club Treasurer to collect Membership dues from all the Members in the month of July (Club Dues, District Dues, Triennial Dues and IIW Dues). In the first week of July, arrange a meeting with the outgoing Secretary to receive all the Club Records. Her guidance and experience will be of great help to you and you will be benefited. The New Members should be invited to give their suggestions to make the Meetings interesting and to create awareness for Service Projects.

August: Help the Club Treasurer in collecting the Club Membership Dues from all the Members. Remind Members that the District Fees, Association Fees and IIW Fees have to be sent to the District Treasurer immediately. August is the month of festivals (Teej, Raksha Bhandhan, Independence Day, Janmashtmi, etc.). Our District is busy in celebrating all these festivals with great fanfare.

September: Secretary should make all efforts so that her Club Members participate in the Inter District Rally which is an enjoyable function, besides helping in fostering friendship and fellowship.

October: Year 2013 being the Triennial Year, the Secretary should ensure that her Members participate in the Constitution Committee Meeting in large numbers. Call for nominations for the post of District Executive Committee Members (Post of District Editor).

November: Best wishes are sent to all your friends all over the world for Karva Chauth and Diwali etc. The Clubs have to send Ballot Papers for the post of Association Vice President / Deputy National Representative to the Association Secretary. IIW will also send Voting Papers for (a) IIW Vice President (b) Board Director / National Representative. Please ensure that all the Clubs post the Ballot Papers within the stipulated time.

December: By this time, half the year is over. It is time to review your Club Project Reports and the progress of your Club. Try to instill enthusiasm into your Members to do well. It is time for the District Conference. All the District Executive Committee Members, PDCs and Club Members should attend this Annual Event. It is our responsibility to impress upon the Members the importance of the District Conference. Besides executing business sessions, it also serves as a purpose for making friends. However, if the Delegate of your Club is unable to attend the District Conference, send a Deputy (who should be a Club Member), and inform the same to the District Secretary about it by writing a letter on the Club letterhead duly signed by the Club President.

Time to Elect District Executive Committee Member, District Executive Members and Club Voting Delegates have the right to vote at the District Conference. Clubs having more than 50 members have a right for a third Voting Delegate.

January: Time to elect Club Executive Members (Officer-Bearers). Keeping in view the motto of Inner Wheel, it should be impressed that only those who are willing to do Community Service and who can devote much of their time in the Inner Wheel activities should be elected. After the Club Executive is formed, it is your duty to send the details of the New Team to the District Secretary immediately.

February: Please send the District Secretary, the names and addresses of the (a) President (b) Secretary (c) Club ISO (d) Club Editor, for incorporating the names in the District Directory. February is the month of Basant/Holi which is celebrated at District level. Results of the elections for the post of Association Vice President / Deputy National Representative received from the Association.

March: Get ready with the full details of the New Office Bearers of your Club including Pin Code, Phone Numbers with STD Codes, Mobile Numbers and E-mail addresses. The Club Information Form should be filled in proper manner so that the District Secretary can send it to the Association Secretary as well as IIW.

April: The Outgoing Secretary should acquaint the Incoming Secretary of all the duties and responsibilities of the Club. New Theme for the coming year is released by the IIW. Results of the elections for the post of Incoming Association Secretary, Association Treasurer and IIW Vice President received from the Association.

May: Incoming Club Officers Institute is organized at the District level. At the Annual General Meeting of the Club, the Yearly Reports of the Projects done by the Club should be presented to the Members with the consultation of the President. Please send the Yearly Project Reports to the District Chairman, District Secretary and Award Committee Chairpersons by 15th May.

June: On 30th June, you handover all books, files, etc. to the Incoming Secretary.

N.B.: Every year, at least, 10 General Body Meetings of each Club should take place and 1 Annual General Meeting in the month of May. 20% of Members of Club constitute the quorum for the General Meetings. June may be kept as closed month keeping in view the convenience of the Club Members. 7 Executive Committee Meetings of each Club should be held. For the Executive Committee Meeting, 4 Members of Executive Committee constitute the quorum.

GUIDELINES

FOR

CLUB TREASURER

TREASURER – THE CUSTODIAN OF FUNDS

First and foremost duty of the Club Treasurer is to keep and maintain the Finance/Accounts of the Club in proper and appropriate order. Maintaining the accounts regularly is very important otherwise small negligence will result in piles of records that will further result in imperfection which is a very dangerous sign for an organisation to run. Accountability, Responsibility and Transparency must always be kept in mind while dealing with funds.

A Treasurer should remember that finance is a very important aspect of any organisation, whether small or big, and requires concentration that is the father of thoroughness and mother of excellence.

DUTIES OF THE CLUB TREASURER

- Must prepare a Budget in consultation with the Incoming President and the Immediate Club Treasurer and ensure that the expenses remain within the budgeted parameters taking into consideration the income for the year. While fixing the Annual Subscription for the Club, it must be ensured that it will cover International Inner Wheel Capitation Fee, Association Dues, District Dues and sufficient working expenses of the Club.
- Management of funds through investments in short-term deposits/fixed deposits would generate additional income.
- Only A/c payee cheques signed by the President/Secretary or Treasurer should be payable to meet the expenses incurred by the Club Executive Members.
- Should maintain two separate Accounts, i.e., Charity Account and Administrative Account.
- A Day book, Account book and ledger should be maintained in a systematic manner or accounts could be maintained on a PC using good accounting software, for both the accounts, e.g. "TALLY".
- All Bills for reimbursement of expenses incurred by the Club Executive Members must be received attached to a claim form and passed at the Club Executive Committee Meeting and then settled (**Format for Claim Form Expenses is given below**).
- A receipt book and payment voucher book should be maintained to support the accounts.

- Ensure that Dues from the Club are sent in the District. If a Club is inactive, try to convince the Club Members to send in Membership Fees for a minimum of 8-9 Members.
- All Drafts and Cheques send to District Treasures should be payable to “INNER WHEEL DISTRICT COMMITTEE 301” and made “A/c payee only”.
- **Administrative Account** – It is an account in which Dues from the Members as annual subscription is collected by the Club Treasurer.
- **Charity Account** – Funds collected as donations and other such modes must be kept in this account. Amount spent from this Account should strictly be for charitable purpose.
- The Club Treasurer should organize herself with new Cheque Books, Pass Books, Paying Slip Booklets from the Bank, Club Seal with the Name of the Club, Signatories Seal of Treasurer & President/Secretary, Club Letter Head, Envelopes, Stamp Pad, Carbon Sheet, Receipt Books with the Club Name, Voucher Booklets and Ledger Book.
- Any dispute arising over financial matters should be referred to District Chairman for settlement.

TRUST ACCOUNT

- When a Club wishes to open a Trust Account, permission must be sought from the District Chairman who in turn seeks the permission of the Association President.
- In normal circumstances opening a Trust Account is not encouraged for the simple reason that the legalities and formalities pertaining to the Trust Account are extensive. The Club has to maintain the Account separately and have it Audited Annually. The Audited Statements of the Trust Account have to be sent to the District and Association.
- The Trust Deed should be registered and all rules with regard to the Trust Account must be scrupulously observed. Proper legal advice has to be taken at the time of the formation of the Trust. Trusts should be formed only for some major project, which acquires a permanent status.

APPLICATION FOR PAN CARD

Due to stringent RBI Regulations and Guidelines it was decided to encourage applying for PAN Card at Club level. Clubs which do not have PAN Card should necessarily apply for it in the following procedure:

- Collect Stamp Paper of Rs. 100 in the Name of the Club.
- Write District Bye-laws and Club Rules (from the Association Bye-laws Book) with Club Charter No. and since 1 page is not sufficient, please attach extra sheets (10 to 12) of green colour (papers which is used for court purposes).
- Get signatures of each and every Member of Club Executive Committee on which bye-laws are written.
- Get these papers notarized from a Notary. These papers then become a valuable asset for the Club.
- Go on-line on Income Tax (IT) Department to get PAN card issued.
- Fill in the data, addresses of any responsible Past President or Club Treasure of that year. The column asking for a number - fill in the Club Charter No. which remains for ever on record with the Income Tax (IT) Department.
- A number will be received on on-line system from the Income Tax (IT) Department. Keep this number with you always.
- Get the Stamp Paper photocopied and then the original stamp paper and with the on-line number apply to IT Department to issue you the PAN Card.
- Keep following up with IT Department. 45 days later you will receive your Club PAN Card by speed post. If not, please check why you have not been issued a PAN Card by Income Tax (IT) Department.

Monthly Planner for Club Treasurer – From 1st July to 30th June

July

- Pass a Resolution in Club Executive Meeting in the first week of July to change the signatories in the Bank as well as to either transfer the branch nearer your home or to open new Account, if required (**Format of Resolution for Opening Accounts given below**).
- After receiving the letter from District Treasurer along with the format, the Club Treasurer along with the same format should send the Dues for District/Association/ IIW well within the time to the District Treasurer so that the District Treasurer can send the Dues to the Association Treasurer.

Important – Always send a copy OR inform the Club President of all your correspondence with the District Treasurer.

- Always carry the receipt book in the Club Meetings as you might be getting the Dues from your Members.

FORMAT TO REMIT FEES TO THE DISTRICT TREASURER

Name & Address of the Member	No. of Active Member	No. of Honorary Member	No. of Honored Active Member	No. of Honorary converted to Active Member	Dist. Dues	Assn. Dues	IIW Dues	Triennial Fee	Total Amount

No. of Members in the previous year 2011-12

No. of Members in the current year 2012-13

No. of Members who have resigned in the year 2011-12

No. of Members inducted in the current year 2012-13

August

- Start maintaining two Receipt Books as soon as you get the Dues from the Members.
- Keep record of money received from the Members and Dues sent to District Treasurer.
- Please maintain separate files for the correspondence with District Treasurer and other correspondences within your Club and others.
- Two files should be maintained by the Club along with the Bank Passbook / Slip books:
 - (A) Administrative Account, and
 - (B) Charity Account
- Be prompt with all Correspondence from District Treasurer, organize your self properly and be flexible to advices. This will help you to discharge your duty effectively and systematically.

September

- Send a reminder to the Club Members for sending their dues, if any.
- Send the dues to District Treasurer with a format duly filled and a photocopy to the Club President.
- The Club should receive the receipt for the money sent to District from District Treasurer.

October

- Keep a track of New Members and collect their Dues to be sent to District Treasurer with complete information (Full Dues).
- October is a month of festivals and the Members are busy celebrating the festivals.

November

- Send your best wishes to all your friends and Members of other Clubs in the District for Karwa Chauth, Diwali etc.

December

- By this time, half the year is over. It is time to review and progress your Membership Growth and Dues sent to the District Treasurer.
- Always present the Statement of Accounts on half-yearly basis.

January

- Club Treasurer receives the letter from District Treasurer regarding Half Yearly Dues to be received from the Members inducted and their requirement for the Inner Wheel literature.
- If any new Club inaugurated after January 1st, the Dues for all the Members will be half-yearly for the current year.

February

- Try to make the final remittance to the District.
- Send best wishes to all your friends for Basant & Holi.

March

- Send best wishes for Navratra.

April

- Clear the bills of Club Executive Members and get the vouchers duly signed by them.
- Check the Bills of the Club Executive Members and attached them to the file as per the sanctioned budget passed at the first Club Executive Meeting.

May

- Act promptly, round-up the accounts and start preparing for handing over to the Incoming Club Treasurer and also guide her how to prepare the Budget and the Resolutions.
- Get the accounts organized. Update your Bank passbooks, bills & vouchers attached in a file, organize

receipt books, day books & ledgers and give to the Auditor for preparing the Statement of Accounts.

June

- Present the final Balance Sheet of receipts and payments of the Club to the Auditor (**given format for appointing Auditor**).
- The Club should close the Bank Account Statements on 30th June and start a fresh Bank Account Statement from **1st July**. In the first week of **July** organize to circulate audited statements of Accounts to Club Members.
- **Do not close the bank accounts as it is very complicated to open new bank accounts for an NGO.**

REPLACEMENT CHARTER – HOW TO APPLY:

- If a Club loses its Charter, a replacement Charter can be received through the District Chairman.
- A Demand Draft for Rs. 1,000/- (may be charged) in the name of the District is sent by the Club Treasurer to the District Treasurer who in turn sends the same amount to the Association Treasurer.
- It is always recommended that the Districts maintain a Charter file with photocopies of all the Club Charters to assist in the case of a Replacement Charter application.
- The date of formation of the Club, Charter number and the date of Registration, corresponding Rotary Club Name with their Charter number is helpful.

Change of Name of Existing Club:-

Demand Draft of Rs. 1,000/- in the name of District is to be sent to District Treasurer. District Chairman then requests for the same to the Association President / National Representative with the following Documents:-

- (i) A photocopy of the letter to the District from the Club, wishing to change the name.
- (ii) The original Charter.
- (iii) Demand Draft to Association Treasurer and photocopies of above Documents.

Ordering the Inner Wheel Literature:-

Throughout your tenure you may place order for Inner Wheel literature. But for following year publication of Association Directories and IIW Directories – order is to be placed in the month of March of the current year.

Inner Wheel Expenses
Claim form

NAME

DESIGNATION

S. No.	DETAILS OF EXPENSES	Date	Amount	
			Rs.	P.
1	Traveling			
2	Telephone			
3	Postage			
4	Stationary			
5	Printing			
6	Miscellaneous			
	Total			

(Rupees.....
.....Only)

I declare that the above expenses were incurred by me for Inner Wheel.

For Treasurer's use

Paid by cheque (No.) / Cash.

FORMAT OF THE RESOLUTION FOR OPENING THE BANK ACCOUNTS

(To be typed on the Club Letterhead only)

It has been resolved at the meeting held by the Inner Wheel Club of _____ at <u>(name and address of venue)</u> on <u>(date)</u> to open an account to be jointly operated by the Treasurer and President/Secretary at <u>(Name of Bank)</u> <u>(Address of the Bank)</u> for the year 1 st July <u>(Year)</u> to 30 th June <u>(Year)</u>			
Signed by	President (2012-2013)	Secretary (2012-2013)	Treasurer (2012-2013)

FORMAT OF THE RESOLUTION FOR APPOINTING AUDITORS

(To be typed on the Club Letterhead only)

It has been resolved at the meeting held by the Inner Wheel Club of _____ at <u>(name and address of venue)</u> on <u>(date)</u> to appoint M/s <u>(name and address of auditing firm)</u> to audit the accounts for the year from 1 st July <u>(Year)</u> to 30 th June <u>(Year)</u>			
Signed by	President (2012-2013)	Secretary (2012-2013)	Treasurer (2012-2013)

**SUGGESTED FORMAT OF ADMINISTRATIVE ACCOUNT
FROM 1ST JULY 2012 UPTO 30TH JUNE 2013**

Particulars	
OPENING BALANCE IN BANK (AS ON 1ST JULY 2012)	
CASH IN HAND	
F.D.R. IN THE BANK (IF, ANY)	
DATE OF ISSUE	
DATE OF MATURITY	
MATURED VALUE OF FDR	

SUGGESTED FORMAT OF ADMINISTRATIVE ACCOUNT

S. No.	Date	Name of Members	Cash Received	Cheque No. Received	Amount

EXPENDITURE FROM 1ST JULY 2012 TO 30TH JUNE 2013

Dates	Particulars	Banner	District Dues	Gifts & Flowers	Courier & Stationery	Cash	Cheque No.

SUGGESTED FORMAT OF CHARITY ACCOUNT

1ST OF JULY, 2012 UPTO 30TH JUNE, 2013

Particulars	
OPENING BALANCE IN BANK (AS ON 1ST JULY 2012)	
CASH IN HAND	
F.D.R. IN THE BANK (IF, ANY)	
DATE OF ISSUE	
DATE OF MATURITY	
MATURED VALUE OF FDR	

GUIDELINES

FOR

CLUB I.S.O.

THE MESSENGER OF FRIENDSHIP AND GOODWILL

International Service Organizer (ISO) is the one who spreads Friendship and Goodwill. A good ISO shares the burden of the President. The strength of ISO lies in her character to make the Inner Wheel world know about her Club/District and vice-versa for the understanding of Inner Wheel Objectives and Goals. She explores new avenues of Friendship and Service and in real sense is the Brand Ambassador of her Club.

ISO is an important post in this organisation. She transcends the barrier of race, creed, culture, language and tradition. Her essence lies in building understanding among the Members of Inner Wheel, helping the Members throughout the world enabling them to get to know one another for the ultimate realization of Inner Wheel objectives and goals.

The Club ISO should keep in touch with the District ISO who will assist in getting Indian and Foreign Link Clubs.

Who is an ISO?

- One who Fosters Goodwill among the Members.
- One who helps Members to get to know one another and thus builds International Understanding.

What's expected of her?

An ISO is to:

- Ink...
- Speak...
- Organize...

Ink

- Communication through letters or emails.
- Correspond regularly with other Clubs ISO's informing about your Club.
- Pen down important events of your Club/District.
- Exchange information on worthy projects, which can be mutually beneficial for other Clubs.
- Send greetings on Indian Festivals and on National Days to Foreign and Indian Link Clubs.
- Send copies of Club Bulletins, Souvenirs, Newsletter and Publications to Indian and Foreign Link Clubs.

Speak

- Give proper directions of the activities of the Club to the other Club ISOs.
- Encourage other Clubs ISO's to correspond with Link Clubs and reply promptly to the letters received.
- Request Club ISOs to send report to the District ISO.
- Establish personal contact with the Club Members from other Clubs.
- Establish a chat room for all the ISOs and Inner Wheel Members at Club / District Level.

Organize

- Welcome visiting Inner Wheel Members and, if possible, provide home hospitality, on their visiting your hometown from abroad.
- Help them to visit Clubs and arrange interactive Forums.
- Arrange Inter Club Meets so that the Club Members could interact with the Members of other Clubs. The Club flag can be exchanged with other Club / Districts.
- Arrange at least two or three Club programs in a year, to which overseas Members or visitors are invited to speak on their local customs or cultures.
- Provide details of Club meetings, address, e-mail and contact number etc., of Foreign Clubs which members of Home Clubs are likely to visit.
- Coordinate the work with the District International Service Organiser / Chairman and keep the lively interest in the Affairs.
- Send gifts (handicraft) or any other item of typical Indian style to Indian and Foreign Link Clubs.

In Conclusion

- ISO is not called as ISC.
- ISO is the main link between more than one lakh Members spread over 101 countries.
- ISO is the main key to open the gates of friendship, which is unique to Inner Wheel Movement alone.

**REPORT TO BE SENT TO THE DISTRICT ISO QUARTERLY
AND COPIES TO THE DISTRICT CHAIRMAN**

Format for I.S.O. Report

Report for the month of

Mails sent to:

No.	Name of the I.S.O. Club	District	Date

Mails received from:

No.	Name of the I.S.O. Club	District	Date

- 1st Report - before 25th September, 2012
- 2nd Report - before 5th December, 2012
- 3rd Report - before 30th April, 2013

GUIDELINES

FOR

CLUB EDITOR

The PEN Rules: Ways to be an Effective EDITOR

Friends, I take this opportunity to congratulate you and hope that the year ahead will be one of great satisfaction and camaraderie. Enjoy your year and let the spirit of Friendship linger among all your Members.

At all times you should strive to be a leader who believes in what the Club President expects from you and from the Members. Share your experiences with the Past Club Executive Committee, so as to gain rich experience. Ensure that the Members of your Club participate in the effective functioning of the Club.

The Club Editor's post is of vital importance because she will have to maintain a LINK between all the Members at the Club Level, District Level, Association Level and at the highest level. A good Editor also maintains good relations and harmony among its Members, enthuse new vibes and motivate the Members to take on New Projects and attend District Events.

Here I mention some of the important points to be an effective Editor.

Qualities that should be cultivated by an Editor:

- An Editor should be enthusiastic and prompt in her efforts to publicize the work done by her Club.
- Should be observant and alert.
- Precision in working is very important.
- To obtain the maximum result she should be well organized.
- Have an open mind to new ideas and suggestions that other people may offer you.
- Maintain a close bond with the Club President and the Club Executive Committee Members so that, as and when, the projects are executed she will get the information.
- Be appreciative of all who enabled you to source the material and funds for the Souvenir/Newsletters.
- Discuss with the President of the Club, the format, design and material for the Souvenir/Newsletters.

Various Publications to be supervised by the Editor:

- **CLUB DIRECTORY:** Club Directory works as a link between Members and Clubs of the District, which helps in making new friends while maintaining with the old

relations. In most Clubs, the Editor assists the President or Secretary in publishing the Directory.

- **PRESIDENT'S NEWSLETTER:** In some Clubs, the Editor plays an important role in assisting the President in publishing Newsletter. She can help the President by coordinating the Club Projects Reports and Photographs.
- **OTHER PUBLICATIONS:** The Editor should send material and photographs of Special Events and Projects twice a year to the District Editor so that the same can be published in time. It is the responsibility of the Editor to exploit all avenues by which the work of the Clubs at the District level is projected to the world inside and outside Inner Wheel.

Devising the mechanics of Execution:

- Send brochures for advertisements, well in advance, at least six months before the date of publication.
- Collect information, Club Reports with Photographs and contributions of Members.
- Analyze and edit to make a precise presentation and budget the expenditure for printing Souvenir / Newsletters.

I would like to wish each one of you a great year filled with movement of happiness and satisfaction.

“We often become what we believe ourselves to be. If I believe I cannot do something, it makes me incapable of doing it, but when I believe I can than I acquire the ability to do it even if I didn't have it in the beginning.”

----- Mahatma Gandhi