

A Glossary for Inner Wheel



Account - a record of money received and paid out with resulting balance.

Active Members. Women from any of the three categories of membership (listed on page 3 of the C&H).

Ad Hoc Committee - a temporary committee, which may be formed by Clubs, Districts, National Governing Bodies and International Inner Wheel for any special needs.

Amendment - modification to a Motion/Proposal

Archiving - keeping of important documents.

Audit – an official examination of the accounts by a qualified Accountant.

Badge – an emblem or brooch, usually displaying the Inner Wheel logo, worn to show membership. It should be worn at all Inner Wheel events and visits to other special functions. Only badges of an approved design are permitted.

Ballot – a paper vote - a written vote - a secret vote.

Blueprint – Instructions or Guidelines for the work and duties of each Officer. There should be Blueprints for Club, District, National and International Inner Wheel Officers.

Board - the International Governing Body

Board Director -elected members, from different countries, to serve on the International Governing Body and govern Inner Wheel.

Board Member former name for Board Director of IIW (used before 1995).

Bye-laws - within the framework of the Constitution, National Governing Bodies may have their own Bye-Laws, which enable members to enjoy their membership according to the customs and traditions of their own country.

Canvassing - that is asking for votes by any means – this is not permitted.

Capitation Fee - annual membership fee, a charge per person paid to the Club, District, National Governing Body and International Inner Wheel.

Charter Presentation– a ceremony to welcome a new Club into Inner Wheel and introduce all the new members and the Officers.

Charter Certificate - a certificate presented to each new Club showing the date the Club was registered or the date of the inaugural meeting.

Constitution and Handbook – C&H - contains the rules, which provide the basis on which Inner Wheel is organised, these rules are binding on all Inner Wheel members. Revised after each convention.

Constitution Chairman She is responsible for interpreting and explaining the Constitution, and ensuring that all changes are done correctly. As her work is highly specialised, she has to be nominated by Clubs, but elected just by the International Inner Wheel Governing Body.

Convention - International congress held every three years

Delegate - agents for voting and representing the club

Division of the Club - splitting one club into two or more clubs

Deputy – a person appointed to act on behalf of, or represent, another.

Directory – a booklet giving contact information about Officers, and other relevant details.

Dues – annual capitation fees

ECOSOC - United Nations Organisation for Economic and Social Development.

Ex Officio - by virtue of Office held

Extension- formation of new Inner Wheel Clubs and promotion of new membership within existing Clubs.

General Motion – a proposal of a more general nature, which does not change the rules in the Constitution and Handbook.

Governing Body – the Officers responsible for managing Inner Wheel at each level.

Honorary Member- A person whom the Club wishes to honour by making them an Honorary Club Member for a limited time.

Honoured Active Member – An Active member who has done outstanding service, which the Club members recognise, and wish to honour by paying her subscriptions for a limited time.

Inner Wheel Logo – the official Inner Wheel emblem which must not be defaced or changed in any way.

Inaugural Meeting – the first official meeting of a new Inner wheel Club.

International Headquarters – IIW's Secretariat in England. Address: Suite 2.3, 20 Market Street, Altrincham, Cheshire, WA14 1PF, U.K.

International Administrator –works in the office above and deals with all correspondence to and from International Inner Wheel, and all the administrative affairs of IIW.

International Service Organiser - I.S.O. or Overseas Service Organiser – O.S.O

These offices are both the same; they inform members about International/Overseas Charities and organise help to areas, throughout the world, where there is a need.

Margarette Golding Award –an award created in the name of Margarette Golding who started the Inner Wheel Organisation. The award was established by IIW, in 2000, for women (IW members or non-members) who have given **exceptional** personal service to local communities or people in other countries in need of help.

Membership at Large – if an Active Member resides in an area of a country where there are no Inner Wheel Clubs, she may be granted Member at Large status.

Minutes- a written record of each business meeting held by the Clubs/Districts/ National and International Committees.

Non Districted Clubs – Clubs formed in a country or an area where there are no other, or very few Inner Wheel Clubs. As they are not part of a District they must communicate directly with IIW.

National Governing Body – Can be formed in any country which has 2 or more Districts. It elects a National Council, to be responsible for managing Inner Wheel in that particular country.

Newsletter – an informal printed report issued periodically to members

NGO Non Governmental Organization

Nominate – propose a candidate for election to office.

Nominee – a member who is nominated for a particular office.

Per capita – means 'for each person'. As used in reference to the annual membership fees to International Inner Wheel, National Governing Bodies, Districts and Clubs.

Proposal - a suggestion to change the Constitution, which is put forward for discussion then voted on.

Proxy Vote holder – a member elected to hold votes for Clubs not able to attend a meeting, and to vote on their behalf.

Quorum – required number of members that must be present to constitute a valid meeting.

Rally – a more informal gathering of members.

Ratify – formally confirm or accept a Resolution or an agreement made.

Resolution – something proposed and resolved upon, a decision taken

Standing Orders – rules governing the way all business should be conducted at Conventions and Conferences.

Structure – the way in which Inner Wheel is organised – its framework.

Theme - an annual theme, chosen by the IIW President, suggested to inspire members into action.

Tenure of office – length of time a member can hold an office.

Trustee – a member appointed to have responsibility for the properties of International Inner Wheel.

UN United Nations

UNICEF – United Nations International Children’s Education Fund

United Nations Day of Peace to be observed on September 21st each year

World Inner Wheel Day - January 10 is the date celebrated by clubs all over the world, to mark the commencement of the Inner Wheel Organisation, by Margarete Golding, in 1924. On that day, members are asked to think of their fellow members worldwide and also perform some personal service.