



FORMATION OF AN INNER WHEEL CLUB WHERE THERE IS A DISTRICT.

In an area where there is a District, the formation of new Clubs shall be the responsibility of the **District Extension Chairman or Organiser**.

A new Club can be formed and sponsored by an Inner Wheel club or the District Executive, with invited members provided they are over eighteen (18) years of age. The District Extension Organiser should be involved to explain the objects of Inner Wheel and how Clubs and Districts function. If no District exists in an area of a country, then the sponsoring Inner Wheel Club or Extension Organiser should take on that responsibility and should keep International Inner Wheel informed of the possible formation. Where there is an existing Rotary Club, the family members of Rotarians should be asked to join (C&H 2021 p52). When interest is displayed in the formation of a Club, the Extension Chairman/Organiser should endeavour to arrange a meeting to speak to the interested ladies.

At such a meeting the History of Inner Wheel, its objects and a simple explanation of the Constitution should be given and the opportunities for friendship and service stressed. If no decision is reached, a further meeting should be arranged, to which all the ladies should again be invited.

Every Inner Wheel member is a potential extension officer and should always be looking around to find women who fully agree with the objects of Inner Wheel and share our values.

When **ten or more** potential members agree to form a Club, the following motion must be proposed and seconded. "**This meeting agrees to the formation of an Inner Wheel Club to be called 'The Inner Wheel Club of.....'**"

The name of the new Inner Wheel Club may correspond to the name of an existing Rotary Club; or given a suitable geographical name which needs approval sought from IIW.

If the motion is carried, the meeting continues as the inaugural meeting.

Immediately after the inaugural meeting, **the Extension Organiser should notify the National Governing Body, where one exists, and she must complete a Charter Application form giving the names and addresses of the Club President, Secretary and all the Founder members. This must be sent to IIW Headquarters.**

At this point, the Extension Organiser should also inform the District Officers who should in turn visit the Club until the Charter has been presented. The Charter will be forwarded to the District Secretary on payment of dues by the Club.

Those members who join the Club before the Charter Presentation are the **Founder Members** and may sign on the back of the Charter