In this first part we have mainly focused on the offices held by the Members of the Club Governing Body or Executive Committee, and on the Voting Delegates to the District Committee, with particular regard to the qualifications, nominations, tenure of office, vacancy, and duties.

### Club Governing Body or Executive Committee:
- Officers
- Correspondent
- International Service Organiser
- Other members

### Voting Delegates to the District Committee
Club Basic Rules

From «Standard Rules for Clubs with no National Governing Body»
The Club

Name

The name of the Club shall be the **Inner Wheel Club of:**

Members

The Club includes all **Active, Honoured Active and Honorary members.**
Membership has been widely dealt with in Module 3, which was entirely dedicated to it. It is however considered appropriate to repeat the official interpretation of the Active Membership rules on page 2, A., in the Constitution and Handbook 2015.
3 Categories (a), (b), (c)

The rules for accepting new members from Categories (a) and (b) are slightly different from the rule for category (c).

Rule (a) Women related to Rotarians or former Rotarians and rule (b) women related to Inner Wheel members or former Inner Wheel members - those women are entitled to join Inner Wheel. A vote does not need to be taken. They do not need to wait to be invited, they may/can join a Club if they wish to do so.

Category (c) is the only time a vote needs to be taken to decide whether or not someone should be invited to join the Club. In this case a simple majority of the Club members should vote in favour.

By Norma Friar, Constitution Chairman 2010-2013
Club Governing Body

Shall be elected from all the Active and Honoured Active Members of the Club
The Club Governing Body

**Officers**

a) Officers:
President.
Vice President or Vice Presidents.
Immediate Past President.
Secretary or Secretary/Treasurer.
Treasurer.

**Other Members**

b) Other Members:
Club Correspondent.
International Service Organiser.

c) Not more than 6 other members.
Executive Committee

a), b), and c) form the Executive Committee (Governing Body) of the Club.

a) Officers
- President
- Vice President or Vice Presidents
- Imm. Past President
- Secretary or Secretary / Treasurer
- Treasurer

b) Other Members
- Club Correspondent
- International Service Organiser

c) Other Members
- Not more than 6 other members.
Voting Delegates on the District Committee

The Club participates in the administration of the District through the Voting Delegates, who represent the Club in the District Committee.
To learn more about:

The meaning of some terms used in Inner Wheel:

- Qualifications
- Nomination
- Tenure of office
- Vacancy
Definitions

Qualifications

Qualifications are the requirements to be elected for an office.

«Qualified member» is the member with the qualifications to hold an office.

Nomination

Nomination is the act of submitting a candidate - with her consent - for an elective office, according to the rules prescribed.
Definitions

Tenure of office

Tenure of office is the length of time a member can hold an office.

Vacancy

An office may, for various reasons, be vacant. The vacancy will be settled in accordance with the rules prescribed.
In the event of a Vacancy

N.B.: Please note the differences …

Succeed

(President):
The Vice President succeeds the President.
(Voting Delegate):
The Deputy Voting Delegate succeeds the Voting Delegate.

Elect

(Vice President):
The Club shall elect a past or present member of the Executive Committee to fill the office.

(Appoint)

(Voting Delegate):
If no Deputies, the Club shall appoint a qualified successor.
(Other Members):
Every other member of the Executive Committee shall be appointed by the Executive Committee of the Club.
Qualifications

In the Club
At Club Level qualifications are needed for the offices of:

**President and Vice-President**

must have served on the Executive Committee for at least 1 year **at the date of taking office.**

**Voting Delegates to the District Committee**

must have served on the Executive Committee of a Club for at least 1 year **at the time of nomination.**

⚠️ Please note the **difference** between the two expressions:

- At the date of taking office
- At the time of nomination
Nominations

In the Club
Holding office in Club offices make the Wheel go round

The members should take an active part in the administration of their Club by taking office.

Every member has the right to stand for an office and should do so.
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
- Voting Delegates to the District Committee and Deputies.
How to proceed?

See:

Constitution & Handbook 2015,
Standard Rules for Clubs with no National Governing Body,
Nominations

"Nominations shall be made, in writing, to the Secretary at least 7 days before the meeting at which the elections are to take place. Such a meeting shall be held not later than 31st March.

Club members should nominate (with the consent of the nominee) and elect a Voting Delegate to the International Convention whenever a Convention is to be held, and appoint a Deputy."
Leadership is essential

Club Officers work as a team to make leadership effective.
Club Management

Teamwork is one of the keys to successful club management. Club Officers can collectively model the way in which they work together, that will be best for the whole Club. There are, however, specific responsibilities and tasks, for each Club Officer.
President
Nomination - Tenure of Office

The President shall be **nominated and elected** for **1 year**. A further year may be allowed in special circumstances. (Permission to be requested from the District Committee).

Non Districted Clubs should apply to the International Inner Wheel Headquarters.

If the President of a newly formed Club so wishes, **she may**, with the Club’s agreement, serve for a whole Inner Wheel year in addition to the part-year which immediately follows the Club’s formation.
Vacancy

In the event of a vacancy, the Vice President shall succeed.
The President shall:

- preside at all meetings of the Club.
- as Chief Executive Officer, supervise the work and activities at the Club.
To guide a Club

“The President is Chief Executive Officer of the Club and is responsible for its management and for decisions taken in conjunction with the Executive Committee.

The President must be able to mediate and to promote a positive and serene atmosphere in the Club.

To guide a Club is an enriching and interesting experience, that often represents a turning point in the life of a IW member, as it prepares her for future roles at other levels of our organisation.”
Vice President or Vice Presidents
Nomination - Tenure of Office

Vice President(s) shall be nominated and elected annually and shall not serve for more than 2 consecutive years.
Vacancy

In the event of a vacancy, the Club shall elect a past or present member of the Executive Committee to fill the office.
The Vice President(s)

The Vice President shall **deputise** for the President when necessary.
To deputise when necessary

“The Vice President shall deputise for the President when necessary. The President may delegate part of her duties to the Vice President in case of temporary impediment. In the event of a vacancy, the Vice President shall succeed.”
Immediate Past President
A particular position

The Immediate Past President is an **ex Officio Officer** of the Club Executive Committee.

She shall not be eligible for election to any office in the Club or to the Executive Committee for the year following her period as Immediate Past President. (Check your national by-laws as this ruling may differ).
The «fallow year» is the year after the office of Immediate Past President. It is a year “off” in which the Immediate Past President cannot hold any office in her Club, but she can take office on the District Governing Body following the position of the Immediate Past President in the Club.

The terms «fallow year» or «silent year», in fact, do not exist in the Constitution or in the Standard Rules for Clubs and Districts without National Governing Body. However, the expression is commonly used by our members, because of easy and immediate understanding, and we find them in some National Regulations or Handbooks.

(Check your national by-laws as this may vary)
The Immediate Past President:

Advice
Offers her valuable experience supporting and providing advice regarding past practices and other matters, useful to assist in governing the Club.

Extension
Usually promotes extension work inside the Club with the cooperation of all the members.
Administrative and Financial Management

The administrative and financial management of the Club is carried out by two Officers, the Secretary and the Treasurer, whose efficiency and accuracy are essential.
Nomination - Tenure of Office

The Secretary shall be nominated and elected for 1 year but shall be eligible for re-election annually for a maximum period of 3 consecutive years.
Vacancy

In the event of a vacancy, the Executive Committee shall appoint a successor.
The Secretary shall:

- send out all notices of meetings.
- keep minutes of meetings.
- prepare an annual report.
- deal promptly with all general correspondence.
For all ordinary and Extraordinary meetings the Secretary compiles an Agenda in conjunction with the President. Following the meeting she writes the Minutes. At the next meeting she has them signed by the President as a «true and accurate record of proceedings». She organises the election of the Club Executive Committee and updates the Database every year after the elections. She files all documents of special interest and hands over all records to her successor.
Treasurer
Nomination - Tenure of Office

The Treasurer shall be nominated and elected for 1 year but shall be eligible for re-election annually for a maximum period of 3 consecutive years.
Vacancy

In the event of a vacancy, the Executive Committee shall appoint a successor.
The Treasurer shall:

- receive all monies.
- be the custodian of the funds of the Club.
The Treasurer is the custodian of all Club funds, including any monies raised by the sub-committees.

All payments from the Club funds should be made by cheque, standing order, direct debit, or bank transfer or online banking, and signed by 1 of the following Officers: the President, Secretary or Treasurer with approval of another Club Officer. The responsibility for correct accounting procedures lies with these individuals jointly. No one individual should take control of the finances.

Audit: The accounts of the Club shall be audited and copies circulated to all members at least 4 days before the Annual General Meeting.
## Two accounts should be kept

<table>
<thead>
<tr>
<th>Account no. 1</th>
<th>General Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This covers all Capitation Fees to Inner wheel: International, National and District; plus such items as stationery, postage and telephone, printing, hire of hall, speakers’ fees, and any other necessary administration costs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account no. 2</th>
<th>Charity Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All monies raised for service and charitable gifts to which members of the public have subscribed must be used for this purpose only. They cannot be used to defray Club expenses.</td>
</tr>
<tr>
<td></td>
<td><strong>At each meeting the Treasurer should give a report of the balances of these 2 accounts.</strong></td>
</tr>
</tbody>
</table>
Club Correspondent

Has responsibility for Communication
Club Correspondent
Nomination - Tenure of Office

The Club Correspondent shall be nominated and elected **for 1 year** but shall be eligible for re-election annually for a maximum period of **3 consecutive years**.
Vacancy

In the event of a vacancy, the Executive Committee shall appoint a successor.
The Club Correspondent

The Club Correspondent is responsible for the publications of the Club, offline, and also online, through the new modern communication tools. By now, many Clubs have a Webmaster for on-line communication who collaborates with the Club Correspondent under the control of the President.
International Service Organiser
Nomination - Tenure of Office

The International Service Organiser shall be nominated and elected for 1 year but shall be eligible for re-election annually for a maximum period of 3 consecutive years.
Vacancy

In the event of a vacancy, the Executive Committee shall appoint a successor.
The International Service Organiser promotes correspondence with foreign clubs, arranges visits, and seeks Contact Clubs or Twinning.
Other Members of the Executive Committee
Nomination - Tenure of Office

All other members of the Executive Committee shall be nominated and elected for 1 year but shall be eligible for re-election for a maximum period of 2 consecutive years.
Vacancy

In the event of a vacancy, the Executive Committee shall appoint another member of the Club to complete the year.
Voting Delegates to the District Committee
Voting Delegates
to the District Committee

Qualifications

Voting Delegates must have served on the Executive Committee of a Club for at least 1 year at the time of nomination.

Nomination

Tenure of office

Voting Delegates may not serve for more than three consecutive years unless elected to the District Executive.
Vacancy

In the event of a vacancy, the Club shall appoint a qualified successor.
Club Voting Delegates

How many?

2 Voting Delegates from each Club, or their deputies. An additional Voting Delegate may be elected in Clubs with 51 or more Active and Honoured Active members.

Duties

Club Voting Delegates shall represent their Clubs on the District Committee.
End of the
MODULE no. 4 - FIRST PART