In this second part, complementary to the first, we have focused the attention on the management of the Club through the work of the Executive Committee and the Assembly; the correct financial management; the rules regarding the nominations and elections to renew the offices each year; the contribution of the Club to the Convention.

Summary

Meetings
- Executive Committee Meetings
- Club Meetings

Finance

Voting & Elections

The Club at the Convention
Club Basic Rules

From «Standard Rules for Clubs with no National Governing Body»
(N.B. Refer to your national By-Laws if you have a Governing Body)
Meetings

Plan, choose together, discuss projects
Executive Committee Meetings

The Executive Committee is the Governing Body that has to take initiative, prepare programmes for the year, and carry out projects

1. Meetings of the Executive Committee shall be held as often as necessary.

2. Special meetings may be called by the President, or when requested by 2 members of the Committee.
Quorum

Executive Committee Meetings

4 members, at least 2 shall be Officers of the Club.
Duties

The Executive Committee suggests the programme of activities of the Club both charitable and social; organises the business of Club meetings and carries out decisions of the membership and mediates within the Club in case of dispute. They can also present proposals to change the IIW Constitution (and the IIW Standard Rules if they have no National Governing Body.)
Club Meetings

The main business of Club Meetings is the discussion about reports and proposals from the Executive Committee.

1. Meetings of the Club shall be held as agreed by members.

2. Special meetings may be called by the President, or when requested by not less than 20% of the members. At least 48 hours notice shall be given.

An annual General Meeting shall be held before 30th June
Quorum

The Club Meeting

20% of the members of the Club
Club Meetings

It is usual for Clubs to meet **monthly**, although some Clubs do prefer to meet **fortnightly**. Attendance is not compulsory.
Social Meetings ≠ Business Meetings

Where Clubs have a speaker at every meeting, the business items should be transacted before he or she arrives. Club business should be transacted with regularity and it is advisable sometimes to hold separate business meetings.
Business Meetings

A suggested procedure to manage the Business of a Club Meeting

- President’s opening remarks.
- Apologies for absence.
- Minutes to be read, confirmed and signed.
- Matters arising.
- Correspondence.
- Reports.
- Any other business.

- International Inner Wheel Minutes, National Governing Body Minutes and District Minutes should be summarized and explained at Club Meetings.
Duties

The Club Members:

- approve the annual planning of the Club;
- approve the initiatives of service;
- elect the Executive Committee;
- elect the Voting Delegates and Deputies to the District Committee;
- elect a Webmaster (if required);
- elect the Honorary Members;
- confer Honoured Active Membership on a member who has given outstanding service to Inner Wheel;
- accept new Active Membership, (Category 4Ac page 3 C&H 2015)
Duties

The Club Members:

- nominate members qualified for District positions;
- elect the Voting Delegate and Deputy to the Convention;
- vote upon the annual fee of the Club;
- vote upon the proposals and amendments, drawn up by the Executive Committee, for changing the Constitution and the Standard Regulations;
- should advise its delegates on how it wishes them to vote at District meetings or at Convention, but should give them discretionary power on hearing other points of view or in the case of amendments.
For the proper conduct of a Club Meeting, it is important to remember that:

✓ Should a discussion arise, the President must maintain an impartial attitude and be sure that all decisions reflect the wishes of the majority of the members.

✓ All speakers must address the chair.

✓ A proposal shall be seconded before it is opened up for general discussion.

✓ An amendment to a proposal must embody some improvement or alteration: any amendments shall be voted on before the proposal.

✓ An amendment to a proposal must embody some improvement or alteration: any amendments shall be voted on before the proposal.

✓ At all meetings, if votes are equal, the President shall have a second or casting vote.
Finance and Audit
The financial year shall be from 1st July to 30th June
Dues

Each Member shall pay an annual subscription agreed by the Club, due on 1st July. Members failing to pay within 3 months shall be notified in writing by the Secretary.

New members joining during the year may pay a reduced subscription at the discretion of the Executive Committee.
Expenses incurred in carrying out the work of the Club shall be met from Club funds.
Payment

All payments from the Club funds should be made by cheque, standing order, direct debit, bank transfer or on-line banking, and signed by 1 of the following officers: **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 account of the Club shall be audited and copies circulated to members at least 4 days before the Annual General Meeting.
Two accounts should be kept

Account no. 1  
General Account

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.

Account no. 2  
Charity Account

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.

At each meeting the Treasurer should give a report of the balances of these 2 accounts.
On the Capitation Fees

The money for the running of Inner Wheel at all levels comes from members’ subscriptions.
In fixing the annual subscription,

The Club **must ensure** that it will cover the International Inner Wheel Capitation Fee, National and District dues (where they are established) and sufficient for the day-to-day working expenses of the Club.
Refund the Delegates

When a Club is part of a District, if there is no District Fares Pool for District Meetings, then the Club subscription should be sufficient to cover the travelling expenses of the Voting Delegates when attending District Meetings. A Delegate should always accept these expenses, as it is the policy of Inner Wheel to ensure that no member is debarred from taking any office, because of the expense involved.
Non Districted Clubs

Pay their Capitation Fees direct to International Inner Wheel Headquarters.
N.B.: Clubs must remind that failure to pay Capitation Fees will affect the eligibility to vote in elections and participation in other Inner Wheel matters.
On raising money & allocation charity funds
Each Club finds different ways and means of raising funds.
Allocation Charity Funds

All members should have the opportunity to voice their opinions. It does, however, save time if the Club Executive Committee can bring recommendations to the general meeting for discussion and decision by the majority.
Voting & Elections
There are 4 kinds of elections

- Club
- District
- Association or National Governing Body
- International Governing Body
# Nominations

<table>
<thead>
<tr>
<th>Club</th>
<th>Members nominate for the Club Executive Committee and Voting Delegates to the District Committee. Clubs nominate for the District Executive Committee.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Districts within countries with a National Governing Body</td>
<td>District Committee(s) nominate for the Association or National Governing Body. District Committee(s) within countries with a National Governing Body may nominate for International Officers, Board Directors, Editor, National Representatives and Deputy National Representatives.</td>
</tr>
<tr>
<td>Districts within countries without National Governing Body</td>
<td>Countries with only District Committee(s) and a National Representative may nominate for Board Director and Editor. Countries with only District(s) may nominate for International Editor.</td>
</tr>
</tbody>
</table>
N.B.: Remember

- Nominations for Officers and Board Directors of the International InnerWheel Governing Body should reach International Headquarters not later than 30th September.

- It is the responsibility of the District to ensure that any nominee is physically capable of carrying out the work involved.

- The Association/National Governing Body or District concerned must check the details of the past and present Inner Wheel offices of Nominees.
... and remember

- The consent of every nominee must be obtained.
- Canvassing for any office or nominee is not permitted.
- All Officers and Members of Committees must be nominated, in writing, by an agreed and specified time. They must be elected annually even though they are eligible to serve for more than 1 year.
- The method of voting at each level shall be by a simple majority of the votes cast.
Voting & Elections for new Club Executive Committee

Voting – planned on the Agenda shall take place during a Club Meeting. Voting shall be conducted by secret ballot cards prepared by the Secretary.
Nominees are elected by simple majority of the votes cast.
If the votes are equal, the President shall have the casting vote.
The names of the new Club Executive Committee shall be communicated to the Secretary of the District and incorporated by Club Secretary in the Database of International Inner Wheel.
Voting & Elections for new Governing Bodies at District, National/Association and International Levels

Clubs shall participate in the election of qualified members of other Governing Bodies.

Voting - included on the agenda - shall take place at a Club Meeting and the recorded vote shall be sent in time to be received before the required deadline.

The Club has one vote for each office.

If the votes are equal, the President shall have the casting vote.

The official ballot slip shall be completed and put in the envelope for return. The sealed envelope to be posted by the Club Secretary.