The District - First Part

Module no. 5

Inner Wheel e-Training
1st Course
In this first part we have mainly focused on the offices held by the Members of the District Executive Committee, and to the District Committee (Governing Body), with particular regard to the qualifications, nominations, tenure of office, vacancy, and duties.

Composition District Committee (Governing Body) and Executive Committee: Officers, Ex Officio Members, Voting Delegates

- Qualifications
- Nominations
- Tenure of office
- Vacancy
- Duties
District Basic Rules

From «Standard Rules for Districts with no National Governing Body»
The District Committee

Name

The name of the Committee shall be the Number……

Inner Wheel District Committee

Boundaries

International Inner Wheel will define the boundaries
District Governing Body

Shall be elected from all the Clubs of the District
The District Governing Body

**Officers**
- Chairman
- Vice Chairman or Vice Chairmen
- Immediate Past Chairman
- Secretary
- Treasurer

**Ex Officio Members**
- Extension Chairman or Organiser (if elected)
- International Service Chairman or Organiser.
- Editor
- Webmaster

**Club Voting Delegates**
- 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.
Executive Committee

a) and b) form the **Executive Committee** of the District

a) **Officers**
- Chairman
- Vice Chairman or Vice Chairmen
- Imm. Past Chairman
- Secretary
- Treasurer

b) **Ex officio Members**
- Extension Chairman or Organiser (if Elected)
- International Service Chairman or Organiser
- Editor
- Webmaster
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
The meaning of:

**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.
The meaning of:

**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.
Qualifications

In the District
In the District Committee qualifications are needed for the offices of:

**Chairman & Vice Chairman**
Must have served on the District Executive Committee for at least 1 year at the time of nomination, and also have been a Club Officer.

**Secretary & Treasurer**
Must have served on a District Committee for at least 1 year at the time of nomination.

**Extension Chairman/Organizer**
Must have served as an Officer of a District Committee for at least 1 year at the time of nomination.
In the District Committee qualifications are needed for the offices of:

<table>
<thead>
<tr>
<th>Office</th>
<th>Requirements</th>
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<tbody>
<tr>
<td><strong>Int. Service Chairman/Organiser</strong></td>
<td>Must have served on a District Committee and have been a member of the District Int. Service Committee, where such a Committee exists, for at least 1 year at the time of nomination.</td>
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<tr>
<td><strong>Editor</strong></td>
<td>Must have served on a District Committee or served as a Club Correspondent for at least 1 year at the time of nomination.</td>
</tr>
<tr>
<td><strong>Webmaster</strong></td>
<td>Must have served on a District Committee or served as a Club Correspondent for at least 1 year at the time of nomination.</td>
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</table>
In the District Committee qualifications are needed for the offices of:

Voting Delegates

Must have served on a Club Executive Committee for at least 1 year at the time of the nomination.
The qualifications belong to every member even when….

“Where a District divides, members of the new District may carry forward into the new District their Qualifications held in the old District.”
Nominations and Tenure of office

In the District
Holding Office at District level makes the Wheel go round

The members, should take an active part in the administration of the District by taking office.

Every qualified member has the right to stand for an office and should do so.
How to proceed?

1. The deadline
   Nominations shall be made in writing to the District Secretary, not later than **1st February**.

2. No District Executive Committee and Club Committee at the same time
   A candidate for an office on a District Executive Committee **must not serve** at the same time on her Club Committee. **Check your national by-laws as some vary.**
Each Club may nominate, with the consent of the nominee, members qualified for the following:

**Chairman**

Nominated and elected annually and shall not serve for more than 2 consecutive years.

**Vice Chairman or Vice Chairmen**

Nominated and elected annually and shall not serve for more than 2 consecutive years.

**Secretary, Treasurer, Extension Chairman/Organiser, International Service Chairman/Organiser, Editor, Webmaster**

All nominated and elected annually and may serve for a maximum period of 3 consecutive years.
Immediate Past Chairman

**Shall not be eligible** to serve on either the District Executive or the District Committee during the year following her term of office as Immediate Past Chairman.

*(Check your national by-laws as some do not have this clause)*
«Fallow Year» – «Silent Year»

N.B. The «fallow year» is the year after the office of the Immediate Past Chairman in the District. It is considered a year off, in which the Immediate Past Chairman cannot put any nominations to positions in the District.

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)
Tenure of office in the District Executive Committee

“
A member may not serve on the District Executive Committee for more than 6 years consecutively, unless elected as District Vice Chairman.

”
Vacancies

In the District
Vacancies

Chairman

In the event of a vacancy the Vice Chairman shall succeed to office.

Secretary, Treasurer, Extension Chairman/Organiser, International Service Chairman/Organiser, Editor, Webmaster

The District Committee shall appoint a qualified successor to complete the year.
Retiring Officers and Officials

It is the duty of all those relinquishing office to see that their successors receive any previous minutes or other documents, which afford continuity and information about that office.
Leadership is essential

District officers are the core of the team, working together and providing to the district an effective leadership.
District Management

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

“It is the responsibility of leadership to provide opportunity, and the responsibility of individuals to contribute”

by William Pollard
Duties of Officers
Chairman

The Chairman shall:

- Preside at all meetings of the District Committee, and as Chief Executive Officer, supervise the work and activities of the District.
- Be an ex-officio member of all committees.
To guide a District

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

The Chairman must be able to mediate and to promote a positive and serene climate in the District and among the Clubs.

To guide a District is an enriching and interesting experience, that represents a turning point in the life of an Inner Wheel member, as it prepares for future roles at other level of our organisation.”
... At the highest position in a District...

“The Chairman, as Chief Officer of the District, must have a sound knowledge of the International Inner Wheel Constitution, District and Club Rules. During her term of office, she should visit each Club within her District, at least once at a regular meeting. The visit of the District Chairman is a highlight of the Club’s year and should be treated as such. If there is any particular problem arising in a Club, a further visit should be made. Every Club is invited to consult the Chairman on any matters.”
The District Chairman shall:

- Preside at all District Executive Committee Meetings
- Use a casting vote if necessary
- Work closely with the District Secretary
- Decide on an Agenda for each Meeting
- Promote the International Inner Wheel Theme
- Keep in contact with the District Extension Chairman or Organiser
- Encourage contacts and meetings between the Clubs of the District
- Organise Training Sessions on Inner Wheel Rules and Objects.
Vice Chairman or Vice Chairmen

The Vice Chairman shall deputise for the Chairman in her absence.
Deputize when necessary

“The Vice Chairman shall deputize for the President when necessary. The Chairman may delegate part of her duties to the Vice Chairman in case of temporary problem. In case of a serious and prolonged problem or resignation, the Vice President shall succeed.”
Immediate Past Chairman
A particular position

The Immediate Past Chairman is an ex Officio Officer of the District Committee. The Immediate Past Chairman shall not be eligible to serve on either the District Executive or the District Committee during the year following her term of office as Immediate Past Chairman.

(Check your national by-laws as this may differ)
The Immediate Past Chairman:

Guidance and Continuity

- She offers her valuable experience supporting and providing advice regarding past practices and other matters, useful to assist in governing the District.

- She can be responsible for sourcing Members at Large in the District and ongoing Club nurturing.

- She can liaise with the Rotary District.
The administrative and financial management of the District is carried out by two Officers, the Secretary and the Treasurer, whose efficiency and accuracy are essential.
The Secretary

The Secretary shall:

- send out notices of meetings and keep all minutes and records.
- conduct all correspondence.
- send out a list of nominations, together with a short description of offices held, to Club Secretaries, not later than 14th February.
- make an annual report to the District Committee.
- be an ex-officio member of all committees.
The District Secretary should work very closely with the District Chairman. For all District Meetings the Secretary compiles an Agenda in conjunction with the Chairman. Following the meeting, she writes the Minutes. At the next meeting she has them signed by the Chairman as a «true and accurate record of proceedings».

She organises the election of the District Executive Committee and updates the database every year after the elections. She collects up to date membership data from all the Clubs in the District. She makes an annual report to the District Committee. She files all documents of special interest and hands over all records to her successor.
Treasurer
The Treasurer

The Treasurer shall:

► be the custodian of the funds of the District.

► submit to the District Committee a report and statement of accounts.
The Treasurer is responsible for the financial management of the District.
The Treasurer must be prepared to produce a Statement of Accounts at every District Meeting. Sends all capitation fees to International Inner Wheel Headquarters.
Submit an annual report to the District Committee. Is the custodian of all documents and hands over all records to her successor.
Payments from the funds of the District Committee shall be made by cheque, standing order, direct debit or bank transfer, signed by 2 of the following officers: the Chairman, Treasurer and Secretary. Audit: The accounts of the District must be audited and copies circulated to all the Clubs.
Duties of Ex Officio Members
Extension Chairman or Organiser
The Extension Chairman or Organizer

The Extension Organiser shall:

- Be the Chairman of the Extension Committee, if a committee is elected.
- Promote the Extension work of the District.

... Must know the present situation of the Clubs and prepare for the future:
form new Clubs
Extension in the District

- The Extension Committee or Extension Organiser is responsible for this work in the District.

- The Extension Chairman or Organiser could in the first instance approach the Rotary Club or an Inner Wheel Club, to sponsor a new Club. If neither show any interest, those ladies who wish to be Inner Wheel members may be approached directly, if it is evident that some would like to form a Club or join an existing Club.

- Every member finds opportunities to talk about Inner Wheel especially when meeting prospective new members. In order to give correct information, she should be familiar with the Constitution and the history of this worldwide Organisation.
The Extension Chairman will also:

- Meet the Members of Extension Committee, ensuring that every Member has a sound knowledge of the Constitution, District and Club Rules, and experience of Inner Wheel administration.

- List the Rotary Clubs in the District which do not have connection with an Inner Wheel Club.

- Evaluate the possibility of founding new Clubs in the District with members “invited” by using the category (c) of membership approved at the XIV IIW Convention.

- Remain in constant contact with the District Chairman so that she is informed, giving her support and encouragement to new members, and the formation of new Clubs.

- Network with Club Extension Coordinators (usually the Immediate Past Presidents), providing support and guidance.

- Encourage them to care and retain their members, and try to form new Clubs.
International Service
Chairman or Organiser
The International Service Chairman or Organiser

The International Service Organiser shall:

- Be the Chairman of the International Service Committee if a committee is elected.
- Promote correspondence with link Clubs, organise exchange visits and encourage practical service.
- Encourage members to know people in other countries.
The International Service Organiser is responsible for international relations.

She promotes the correspondence by post or e-mails with link Clubs, organises exchange visits, contacts, twinning and encourages implementation of international understanding.

She chairs the Committee of International Service, and assigns specific tasks to each member of the Committee.
Editor

Has communication «at her finger tips»
The Editor

The Editor shall be responsible for the District Magazine or any similar publication.
The Webmaster

The Webmaster shall be responsible for the District Homepage, with the task to take care of online communication, in collaboration with the Editor, and always with the consent of the Chairman.
Voting Delegates to the District Committee
Club Voting Delegates

Duties

Club Voting Delegates shall represent their Clubs on the District Committee. The Delegates must follow the directives given by their club when voting at District Meetings, unless they have been given discretion on how to vote. The Delegates report to the President and the Club Members on the resolutions taken in the District Committee.
End of the
MODULE no. 5 - FIRST PART