In this second part, complementary to the first, we have focused the attention on the management of the District through the work of the District Executive Committee and District Committee; the correct financial management; the rules regarding the nominations and elections to renew the offices each year; the nominations at other levels.
District Basic Rules

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

Plan, choose together, discuss projects
Meetings of the District Executive Committee

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

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

District Executive Committee

50% of the Members
The District Executive Committee proposes and supervises the work and the activities of the District, organises the business of the District Committee Meetings and carries out the decisions of the membership. It mediates within Clubs and District in case of dispute. Presents proposals to change the Constitution and the Standard Rules. Promotes and coordinates initiatives of service common to all the Clubs of the District and with the consent of Clubs. Organises Training Sessions.
Meetings of the District Committee

The District Committee shall meet at least twice a year unless any District within any country, because of its geographical and climatic conditions, finds it more practical to hold 1 yearly meeting:

1 meeting shall be the Annual General Meeting

The District Committee is the District Governing Body. During the Meetings reports and proposals recommended by the Executive Committee are discussed and voted upon.
Quorum

District Committee Meeting

50% of the Members
The Annual General Meeting shall include on its Agenda

"The presentation of the Annual Report by the Chairman and/or Secretary, and its adoption; the presentation of the Financial statement by the Treasurer, and its adoption. The appointment of an auditor or independent examiner. Motions to be put to the AGM and any other relevant business."
Meetings of the District Committee

Extraordinary Meeting

An extraordinary meeting may be called at the request of 50% of the Clubs.

Items & Notice

Items for inclusion on the agenda shall be forwarded to the District Secretary at least 30 days before a meeting. Notice of meetings, together with a copy of the agenda shall be sent to all Club Secretaries at least 14 days before the meeting.
Duties

The District Committee shall:

- hold office from 1st July to 30th June;
- supervise and co-ordinate the work of the Clubs;
- organise new Clubs in the District;
- elect before the 31st March:
  District Officers, District Editor, **District Webmaster** Extension Organiser,
  International Service Organiser, Members of Committees where necessary;
- further the purposes of Inner Wheel within the District;
- promote friendly relations among the Clubs of the District.
The District Committee shall:

- nominate members qualified for National Representative, Deputy National Representative;
- appoint the Voting Delegate and Deputy to the Convention;
- approve the proposals and amendments, drawn up by the Executive Committee, for changing the Constitution and the Standard Regulations;
- advise the Delegates on how it wish them to vote at Convention, but should give them discretionary power on hearing other points of view or in the case of amendments.
Committees

In the District
Standing Committees

These are referred to in paragraphs 19 and 20 of the Standard Rules for Districts with no National Governing Body.

The work of a Standing Committee is delegated to them by the District Committee to whom they are responsible.
Extension Committee

Extension Chairman

Members (not more than 4) who must have been Voting Delegates to a District Committee for at least 1 year at the time of nomination.

⚠️ If any of the following Committees are deemed by the District Committee to be unnecessary in any 1 year, they need not be appointed.

International Service Committee

International Service Chairman

Members (not more than 4) who must have been Voting Delegates to a District Committee or International Service Organisers in their Clubs for at least 1 year at the time of nomination.
Election of Standing Committees

The election of Standing Committees takes place before the 31st March, and these Committees function from 1st July to 30th June. If an Extension Committee is not considered necessary, an Extension Organiser may be elected. The Chairman of the Extension Committee, or the Extension Organiser, and the Chairman of the International Service Committee, or International Service Organiser, should be elected before 31st March, and function from 1st July to 30th June.
Members of these Committees are eligible for re-election annually for a maximum period of 3 years, unless elected as District Chairman.

Chairmen of these Committees shall not be eligible for re-election to the same Committee for a period of 1 year after their service as Chairman.
Ad Hoc and Other Committees

The District Committees may elect Ad Hoc and other Committees as required or needed. They will remain in office until 30th June. They are useful for any special events such as a Rally or Inter-District Conference. Some Districts have a Publications Committee to assist the Editor where Clubs involved are numerous. All such Committees are responsible to the District Committee. The District Chairman and Secretary are ex-officio members of all District Committees.
Assembly & Rallies

Create interesting and enjoyable opportunities to be together in training and social activities
Assembly

This takes the form of group meetings of Club Presidents, Secretaries, Treasurers, Correspondents and International Service Organisers, each group being presided over by the appropriate District Officer or Executive Member. These meetings enable each Officer to be briefed about her duties and give opportunities for discussion of new ideas. They are particularly helpful to members taking office for the first time.
**Rallies**

The Rally is a gathering of every Club in the District, which all members may attend. It is not a business meeting, but provides an opportunity for Club members to meet together socially at District level.

International Service meetings, Inter-District meetings and Inter-country gatherings also create much enthusiasm amongst members.
Finance and Audit
The financial year shall be from 1st June to 30th June
Each Club shall pay to the District Fund by 31st October such annual fee as may be determined by a 2/3rds majority of the District Committee at the Annual General Meeting. The appropriate resolution must appear on the agenda.
Expenses incurred in carrying out the work of the District shall be met from funds of the District Committee.
Payment

Payments from the funds of the District shall be made by cheque, standing order, direct debit, or bank transfer, signed by 2 of the following Officers: The Chairman, Treasurer and Secretary.

The responsibility for correct accounting procedures lies with these individuals jointly. No one individual should take control of the finances of the District.
Audit

The accounts of the District Committee shall be audited annually and copies circulated to all Clubs.
Voting
Voting

- Voting at elections shall be by ballot.

- Other voting shall be by show of hands unless a ballot is requested by a majority of the Voting Delegates present at the meeting.

- If the votes are equal, the Chairman shall have a casting vote.

- Business may be transacted by post with the approval of the Chairman; the voting shall be considered closed at the end of 14 days after the posting of the proposal or earlier if all members have returned their votes.

- Decisions by postal vote shall be confirmed at the next meeting of the District Committee.

- Voting shall be conducted only by those who have paid their current Capitation Fees.
Other Nominations

Serve the Inner Wheel in the District and beyond
Convention

Each District Committee is entitled to send 1 Voting Delegate to the International Convention and to appoint a deputy in the event of a vacancy.
A National Representative may be elected by any country with 1 or more Districts with 4 or more Clubs, which have been functioning as a District for a minimum of 2 years.
Where there is a single District or a group of Districts with a National Representative

The National Representative shall report on the work of the Districts and liaise with International Inner Wheel.
For Districted Countries without a National Governing Body

**Qualifications**

Must be or have been a Deputy National Representative, a PAST DISTRICT Chairman, Vice Chairman, Secretary or Treasurer, where nominated and elected. A suitably qualified Deputy must be elected at the same time as the National Representative.

**Vacancy**

In the event of a vacancy the Deputy National Representative shall take office and the District Committee(s) of the country concerned must elect a suitably qualified Deputy National Representative to complete the year.
How to proceed

Nominations:
Each District may nominate not more than 1 National Representative and Deputy. Nominations, with the consent of the nominee, must be sent in writing, to the National Representative not later than 31st October.
If 2 or more National Representatives or Deputies are nominated by Districts in the same country, there must be an internal election. The National Representative shall send to all Clubs a list of nominees, with a short description of the offices held, together with an official ballot slip and envelope for return, no later than 15th February.
Nominations at other levels

District Committee(s) of Countries with a National Representative

May nominate for Board Director and International Editor/Media Manager

District Committee(s) of Countries with only District(s)

May nominate for International Editor/Media Manager
Board Directors & International Editor/Media Manager

Countries with only District Committee(s) and a National Representative
May nominate for Board Director and International Editor/Media Manager

Countries with only District(s)
May nominate for International Editor/Media Manager
Nominations for Officers and Board Directors of the International Inner Wheel 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.
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 one year.

The method of voting at each level shall be by a simple majority of the votes cast.
Correspondence in the District

Districts will be known as:
District……… (number) of……… Country/ies/
Geographical Regions
Districted Clubs

The normal procedure is for the District to communicate with the National Representative, if any, who will refer the matter to International Headquarters if necessary.
Non Districted Clubs

Non Districted Clubs correspond directly with International Inner Wheel.
End of the
MODULE no. 5 - SECOND PART