

FORMATION OF A DISTRICT

The District forms a useful link between Clubs and International Inner Wheel and, where applicable, Associations or National Governing Bodies. It should be a lively unit to which all Clubs feel proud to belong. It is small enough for personal contact, but big enough to provide members with a wider horizon beyond the affairs of their own Club. The delegates voice the opinion of their individual Clubs and at the same time make their own contribution as part of a team concerned with the well-being of the District.

The minimum number of Clubs required to form a District is **FOUR**. **Application to form a District must be made to International Inner Wheel Headquarters, with the names of the Clubs concerned**. Where an Association or National Governing Body exists, the responsibility for the formation of a District will normally be undertaken by an Extension Chairman/Organiser in a neighbouring District or a member of the Association or National Governing Body designated to take such a step.

Districts must, where practicable, coincide with the geographical area of one Rotary District.

There are, of course, exceptions and in countries where Clubs are in the early stages of expansion, Districts may find it helpful to incorporate more than one Rotary District. Permission to divide may be given at a later date.

A Non-districted Club may, with the consent of the District concerned and International Inner Wheel Headquarters, become a member of any District within their National Governing Body's jurisdiction.

On the formation of a District within the boundaries of which a Club is situated, that Club automatically becomes a member of the newly formed District.

PROCEDURE

For the first year

One of the Clubs [or any other suitably qualified member of Inner Wheel] acting as Convenor calls a meeting of Clubs to explain the administration of a District and how it is financed. See International Inner Wheel Constitution, page 32 District Rules and Rule page 41 on Finance and Audit.

The decision to form a District will be decided by a simple majority of those attending and entitled to vote.

District Committee

The Governing Body of the District comprises the Officers, ex-officio members and the Club Voting Delegates.

District Executive Committee

Officers

Chairman, Vice-Chairman, Secretary, Treasurer, Immediate Past Chairman.

Each Club may nominate District Officers, but the Chairman and the

Vice-Chairman must **not** be from the **same** Club. The nominees are those who have served as Club Officers or on the Executive Committee of a Club.

Ex-officio members with power to vote

International Service Chairman or Organiser, Extension Chairman or Organiser, District Editor.

These ex-officio members of the Executive Committee must be similarly nominated by Clubs.

The consent of the nominee must be obtained and nominations, with particulars of experience in Inner Wheel, must be forwarded to the Convenor or other designated person. A list is then circulated to each Club and voting can be by post or by Voting Delegates attending a further meeting to elect the Officers and ex-officio members.

Duties

The duties of the Officers and ex-officio members are given in the International Inner Wheel Constitution Rules 6 - 13 of District Rules, pages 35-37.

Similarly, information concerning Duties of the District Committee, District Meetings, Voting, Quorum and Committees will be found in Rules 17-21 of the District Rules, pages 38-40.

Procedure for the second year

After the first year's administration, Officers and all other Voting Delegates of the District Committee must be nominated and elected in accordance with the District Rules. The Immediate Past Chairman is an ex-officio member of the District Committee, but 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.

Finance

The District Capitation Fee must be agreed by the members of the District.

This must include:-

- a. Travelling expenses for Officers and members of the Executive Committee attending District Meetings.
- b. Cost of hire of the hall for District Meetings.
- c. Running expenses of the District, i.e. printing, stationery, postage, telephone.
- d. Travelling expenses for one visit per annum of the District Chairman to each Club in her District.
- e. Any other legitimate expenses incurred in the running of the District.

A fares pool and cost of District publications may be included if desired.

Districted Clubs must pay their International Inner Wheel Capitation Fees to the District Treasurer, who must in turn forward one cheque to International Inner Wheel Headquarters.

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