

# FORMATION OF A NATIONAL GOVERNING BODY

## TITLE:

The **NATIONAL GOVERNING BODY** of Inner Wheel Clubs in [Name of Country].

## MEMBERSHIP:

The National Governing Body shall consist of all Clubs within the boundaries of [Name of Country].

## The NATIONAL COUNCIL:

The National Council of that Governing Body holds office from 1st July to 30th June, and is comprised of:-

### **1. The Executive Committee**

Officers: President  
Vice-President  
Immediate Past President/Extension Officer  
National Secretary  
National Treasurer

### **2. Any Ex Officio Members**

The National Representative, the Editor and an International Service Chairman/organiser (as Ex Officio Members) may be co-opted on to the National Council, if the National Governing Body so wishes.

### **3 One representative from each District Committee (this can be the District Chairman or an elected Member of Council) to represent the Districts within the boundaries of .....(Name of country)**

**Each District Committee may appoint a Deputy to act in lieu of its representative but should be a serving District Officer.**

## The National Council is to be elected as follows:

Nominations, with the consent of the nominee, for the **first** National Council, may be made by District Committees and must be sent in writing, by 31st October, to suitable person(s) appointed by the Districts, to oversee and organise the elections.

For subsequent elections, nominations should be sent, by 31<sup>st</sup> October, to the National Secretary.

## 1. THE EXECUTIVE OFFICERS

### **President [Chairman].**

The President and the Vice-President must not be from the same District.

The President must not serve again in this office.

- Qualifications:-  
Must have served on a District Executive Committee for at least one year at the time of nomination.
- Voting:  
By postal vote, each Club having one vote.
- Tenure of Office :  
The President shall be nominated and elected to serve for one year
- Vacancy:  
In the event of a vacancy the National Governing Body must appoint a suitably qualified successor to complete the year, but this will not qualify the successor for nomination to International Inner Wheel office

### **Vice-President**

- Qualifications:-  
Must have served on a District Executive Committee for at least one year at the time of nomination.
- Voting:

By postal vote, each Club having one vote. Election to take place at the same time as that for the National President.

- **Tenure of Office:**  
The Vice-President shall be nominated and elected to serve for one year.
- **Vacancy:**  
In the event of a vacancy the National Governing Body must appoint a suitably qualified successor to complete the year, but this will not qualify the successor for nomination to International Inner Wheel office

#### **National Secretary.**

- **Qualifications:**  
Must have served on a District Executive Committee for at least one year at the time of nomination.
- **Voting:**  
By postal vote, each Club having one vote. Election to take place at the same time as that for the National President.
- **Tenure of Office:**  
The National Secretary may hold office for three consecutive years but must be elected annually.
- **Vacancy:**  
In the event of a vacancy the National Governing Body must appoint a suitably qualified successor to complete the year, but this will not qualify the successor for nomination to International Inner Wheel office.

#### **National Treasurer.**

- **Qualifications:**  
Must have served as a District Treasurer for at least one year at the time of nomination.
- **Voting:**  
By postal vote, each Club having one vote. Election to take place at the same time as that for the National President.
- **Tenure of Office:**  
The National Treasurer may hold office for three consecutive years, but must be elected annually.
- **Vacancy:**  
In the event of a vacancy the National Governing Body must appoint a suitably qualified successor to complete the year, but this will not qualify the successor for nomination to International Inner Wheel office.

#### **DUTIES of the Executive Committee:**

##### **National President.**

Presides at all meetings of the National Council.

Is entitled to be a voting member on all Committees at National level.

##### **Vice-President.**

Deputises for the National President in her absence.

##### **Immediate Past National President.**

Deputises for the National President and her Deputy in their absence.

As National Extension Officer she attends to all aspects of Extension, including division of Districts and attending to all Non-Districted Clubs within the national boundaries.

##### **National Secretary.**

Conducts all correspondence for the National Council.

Takes the Minutes at Council Meetings.

Is responsible for organizing the election of members of the Executive Committee.

##### **National Treasurer.**

Is responsible for the financial affairs of the National Governing Body of..... [Name].

Presents a statement of Accounts to the National Council at every Council Meeting. Presents budget Proposals to the National Council for consideration.  
Settles accounts with the Districts for payments due to the National Council and International Inner Wheel.  
Makes all payments to International Inner Wheel.

## **2. EX OFFICIO MEMBERS**

### **National Representative and Deputy National Representative**

Each National Governing Body decides on the status of the National Representative.  
The information concerning her role will be contained in the National Bye-Laws

- Qualifications:  
Must be a Past District:- Chairman, Vice-Chairman, Secretary or Treasurer where nominated and elected, for at least one year at the time of nomination.

A suitably qualified deputy must be elected at the same time as the National Representative.

- Vacancy:  
In the event of a vacancy (for the office of National Representative) the Deputy National Representative shall take office. The National Governing Body concerned must then elect a suitably qualified Deputy National Representative to complete the year.
- Nominations:  
Each District may nominate not more than one National Representative. In the event that two or more National Representatives are nominated by Districts in the same country there must be an election.

All the Clubs in that country may vote to elect the National Representative.

- Voting:  
By postal vote, each Club having one vote. Election by simple majority.
- Tenure of Office:  
A maximum period of two years, but must be elected annually by 31st March.

### **Duties of The National Representative**

The National Representative is the communications coordinator as she is the liaison between the Clubs, Districts and National Councils and International Inner Wheel. Her main duty is to receive and translate all correspondence from and to her country and International Inner Wheel, including all the minutes.

It is essential to be fluent in the official language of Inner Wheel, the English language.

### **National Editor.**

The Editor may or may not be a member of the National Council. This is left to the National Council to decide.

- Qualifications:  
Must have served as a District Editor for at least one year at the time of nomination.
- Nomination:  
Any District Committee (i.e. District Executive Committee and Club Delegates) may nominate a person suitably qualified for the office of National Editor with the consent of the nominee. The nomination to be made at the same time as that for the National President.
- Election:  
Each Club has one vote. Election to take place by postal vote at the same time as that for the National President.
- Tenure of Office:  
The National Editor may hold office for three consecutive years but must be elected annually.
- Vacancy:  
In the event of a vacancy the National Council may appoint a suitably qualified successor to complete the year.

### **Duties of the National Editor.**

Is responsible for the National Magazine.

Is responsible for the articles being submitted regularly to the magazine (and to the Rotary Magazine?)

Is responsible for starting and updating the National Website, database, media output and promotional documents therefore she must have advanced computer skills and editorial skills, expertise in modern technology, graphics, software, desktop publishing and layout.

Draws up an annual cost estimate and statement of accounts for the magazine in co-operation with the National Treasurer who then presents these to the National Council.

Keeps the National President informed by sending her proofs of each edition of the magazine.

### **The International Service Organiser (ISO)**

The ISO may or may not be a member of the National Council. This is left to the National Council to decide.

- Qualifications:  
Must have served as a District ISO for at least one year at the time of nomination.
- Nomination:  
Any District Committee (i.e. District Executive Committee and Club Delegates) may nominate a person suitably qualified for the office of ISO with the consent of the nominee. The nomination to be made
- Election:  
Each Club has one vote. Election to take place by postal vote at the same time as that for the National President.
- Tenure of Office:  
The ISO may hold office for three consecutive years but must be elected annually.
- Vacancy:  
In the event of a vacancy the National Council may appoint a suitably qualified successor to complete the year.

### **Duties of the ISO**

To promote International Understanding.

To gain a sympathetic understanding of the needs and hopes of the world by giving friendship and service in all possible ways and so create a feeling of goodwill.

To encourage Clubs and Districts to look for avenues of service.

To promote the International Social Project.

To encourage links between Clubs in other countries.

## **3. MEMBERS OF COUNCIL**

The Chairmen of all the Districts within the boundaries of ..... [Name of Country].

Qualifications, nominations, voting and tenure of office are detailed in the International Inner Wheel Constitution.

### **Duties of the Member of Council**

She is the liaison between the National Council and her District, and she should make reports on the Council Meetings to her District. She promotes co-operation between the Districts and the National Governing Body.

## **The National Council, which comprises the National Officers, Ex-Officio members and Members of Council**

Considers matters of National and International interest.

Decides on matters of administration and makes practical decisions on topics of national interest.

Manages and controls the financial affairs of the National Governing Body of ..... [name].

Appoints a qualified Auditor.

Appoints a Constitution Committee.

Appoints other committees as deemed necessary.

Gives advice on Proposals submitted by Clubs and Districts for changes to the Constitution. Prior to an International Inner Wheel Convention calls a meeting of Proxy Vote holders from Clubs and Districts at which these Proposals are discussed.

Arranges and supervises the election of members of the Executive Committee, National Representative, Deputy National Representative and Editor

Arranges the publication of the National Magazine and the National Directory.

Settles accounts with the Districts for payments due to the National Council and International Inner Wheel.

Makes all payments to International Inner Wheel.

### **National Council Meetings:**

The National Council to meet at least twice a year. Notice of meetings to be sent to members of the National Council, in writing, at least four weeks before a meeting.

To call an Extraordinary Meeting of the National Council, notice must be sent to the National President, in writing, and signed by one third of the Council.

Proposals and Agenda:

Proposals for the Agenda must reach the National Secretary in writing, at least thirty days before a meeting. This does not apply to Extraordinary Meetings.

Voting:

To be by show of hands, unless otherwise requested.

In the event of the votes being equal, the Chairman has the casting vote.

The quorum for each Council Meeting is two thirds of its members.

### **Finance and Audit**

#### **Dues.**

Each District must pay Capitation Fees for all members to the National Council before **30th SEPTEMBER** each year.

The Capitation Fee must cover expenses incurred by the National Governing Body of [country] in carrying out its work.

The amount of the National Capitation Fee is proposed by the National Council and voted on by the Clubs.

#### **Audits.**

The National Governing Body Accounts must be audited annually by a qualified appointed Auditor. Copies of the Accounts must be circulated by the Districts to the Clubs.

### **INTERNATIONAL INNER WHEEL CONSTITUTION.**

The National Governing Body [name of country] Bye-Laws are based on the International Inner Wheel Constitution.

Any changes to these Bye-Laws must be approved by International Inner Wheel before implementation.

The corresponding section of the International Inner Wheel Constitution must be taken as reference for points not mentioned in these Bye-Laws

Sample Bye-Laws are available from IIW.

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