

## **CLUB MEETINGS**

It is usual for Clubs to meet monthly, although some Clubs do prefer to meet fortnightly. Although this is a friendship group/club, it is important to attend to the formal session. Do make sure that an agenda is available at each meeting and do follow this agenda.

### **Some salient features:**

- Attendance is not compulsory.
- Do keep meetings short and to the point
- Club business should be transacted with regularity and it is advisable sometimes to hold separate business meetings.
- The chair should be addressed at all times
- All matters recommended by the committee should be brought up, discussed and decided upon at the club meetings
- Should there be no further objections or suggestions, the recommendations should be approved
- At all meetings, if votes are equal, the President shall have a second or casting vote.
- 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.
- The Club should advise its delegates on how it wishes them to vote at District meetings, but should give them discretionary power on hearing other points of view or in the case of amendments.

### **The following is a suggested procedure / Club Agenda:-**

- 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 summarised and explained at Club meetings.***

***\*\* Page 28 of the IIW Constitution & Handbook 2012***

## **Invited Speakers**

Where Clubs have a speaker at every meeting,

- The business items should be transacted before the speaker arrives
- A speaker should not take part in the club meetings
- Have someone to accompany the speaker, if they happen to arrive early
- Once the business part of the meeting has been completed, welcome and introduce the speaker to the members.
- Once the speaker's talk is over do thank them
- All speakers must address the chair

## **NEW MEMBERS**

The Secretary of the Rotary Club should always be asked to help by sending the names and addresses of all new Rotarians to the Secretary of the Inner Wheel Club.

In the case of women not connected to Rotary or Inner Wheel, the President, or her representative, should make a personal visit to a possible new member and extend an invitation to attend a Club meeting, as a guest or prospective member.

Since 2005, some '**Next Generation Clubs**', with more flexible meeting arrangements, have been formed, to encourage younger, working women to join. For further information contact IIW Headquarters.

- Do note that this is not only a FRIENDSHIP club but a SERVICE CLUB as well
- Service both to the club **first** and service to the **community**

### **Welcome to new members**

**\*\* Page 29 of the IIW Constitution & Handbook 2012**

## Honorary Membership

The rule about Honorary Membership has changed and is simpler now.

If the Club wishes to honour someone, for example, a local dignitary, or a person who has helped the Club in some way, or someone from a Charity, they can invite them to join as an Honorary Member for a limited time.

Clubs can invite up to 4 persons whom they wish to Honour to become Honorary Members. Such members cannot hold office and cannot vote, and they must be elected annually.

When considering inviting someone to be an Honorary Member, the Club President should propose that person's invitation to the members at a Club meeting. The members present at that meeting should then be asked to vote, and if **a majority of those present** agree, she can be invited to join.

## **CATEGORY C: MEMBERSHIP WITH NO ROTARY/INNER WHEEL CONNECTION**

From July 1<sup>st</sup> 2012, Clubs can invite women with no connection to Inner Wheel or Rotary to become members. This is a wonderful opportunity to increase membership and inject new life into those Clubs struggling to attract new members.

- **Please be aware that if new members are brought in via Category C they are not automatically accepted**

Active membership may be retained or taken up by the following, provided they are over 18 years:

CATEGORY	Who can be members?
A	Women related to Rotarians/former Rotarians
B	Women related to Inner Wheel members/former Inner Wheel Members
C	<b>Women who have been invited to join – provided that a majority of the Club members agree</b>

### **Existing Club - Approvals & Procedure for membership under Category C**

#### **Pre conditions:**

1. Club bye laws have to be amended

#### **Procedure / Approvals:**

- a. Club bye-law under *Active Membership* has to be amended by two thirds majority at a club general meeting.
- b. Amendments and club minutes to be sent to the ROS for approval.
- c. **A simple majority** of existing Club members should agree to admit members under Category C

## 2. “Quality is better than Quantity”

- ✓ **First**, Ask yourself, why does your club want new members?
  - Is it for - more hands to do more service projects
  - What is your club vision – say 2 or 5 years?
  - What do your members want your club to be – service orientated, friendship club
  - What does your club want to focus on – friendship, community service
  
- ✓ **Secondly**, Who are your target members?
  - Pick like minded persons (preferably someone who shares the same ideals as Inner Wheel )
  - Younger members who can inject more energy into the club – revitalize the club
  - Family members
  - Professionals
  
- ✓ **Thirdly**, Recruiting material
  - Explain what your club does – service projects, fellowship
  - Explain club traditions and customs – both at District and International
  - Give accurate estimates of the commitment of time – for meetings
  - Estimates as to the costs involved
  -

### **Recommended Procedure to admit new members under Category C**

*(bearing in mind “quality is better than quantity”)*

- If someone is interested in joining Inner Wheel, the Club President/ Secretary should be informed.
  
- Application of interested person/s to be submitted to a special committee comprising of senior members (PPs) for recommendation, for members to vote on (a simple majority\*).
  
- Special committee to explain the objects of Inner Wheel, what Inner Wheel is, and how the Club functions to prospective member.
  
- To invite potential member to club meeting to meet members. Only at 2<sup>nd</sup> meeting, to induct as member.
  
- The Constitution does not state how the vote should be taken, therefore the vote can be taken either:-
  - a. At a Club meeting
  - b. By a postal vote

It is up to each club to decide how they wish to conduct the vote. If the Club selects

a) **to vote at a club meeting**, then all members should be informed, prior to the meeting, that a vote will be taken, and if they cannot attend that meeting they should submit their vote by post, before the date of the meeting. If their vote has not been received when the meeting takes place, those votes will be counted as abstentions.

\* A **simple majority** of all votes cast is all that is required -  $(50\% + 1 = 51\%$  of club membership

If the club selects

b) **A postal vote**, then all the members should be asked to submit their vote by post. If some members do not submit their votes, they will be counted as abstentions.