

# INNER WHEEL WORKSHOP

17<sup>TH</sup> MAY 2014 @ KGNS

# GENERAL CLUB MEETINGS

- 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 general club meetings

# GENERAL 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.

# AGENDA AT MEETINGS

- President's opening remarks
- Apologies for absence.
- Minutes to be read, confirmed and signed.
- Matters arising.
- Correspondence.
- Reports.
- Any other business.

# 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

# MEMBERSHIP

## CLASSES OF MEMBERSHIP

- **CLASS A:** ACTIVE MEMBERSHIP
- **CLASS B:** HONOURED ACTIVE MEMBERSHIP
- **CLASS C:** HONORARY MEMBERSHIP
- **CLASS D:** MEMBERSHIP AT LARGE

# CATEGORY C

<u>Class/Category</u>	<u>Who can be members?</u>
A	Women related to Rotarians / former Rotarians
B	Women related to Inner Wheel members / former members
C	Women who have been invited to join – Provided that a majority of the club members agree

# 3 CATEGORIES (A), (B), (C)

The Club includes all Active, Honoured Active and Honorary members.

- Rule (A) Women related to Rotarians or former Rotarians and rule (B) women related to Inner Wheel members or former Inner Wheel members - those women are entitled to join Inner Wheel. **A vote does not need to be taken. They do not need to wait to be invited, they may/can join a Club if they wish to do so.**
- «The rules for accepting new members from Categories (A) and (B) are slightly different from the rule for category (C).
- Category (C) is the only time a vote needs to be taken to decide whether or not someone should be invited to join the Club. **In this case a simple majority of the Club members should vote in favour».**



# Procedure for Category C member

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