



**INNER WHEEL
DISTRICTS 330 & 331**

**DISTRICT GUIDELINES
FOR
DISTRICT COMMITTEE**

MARCH 2013

CONTENTS

Foreword		1
Introduction		2
Perakuan Pendaftaran		3
1 At A Glance		4
2 Guidelines for District Chairman		5 - 6
3 Handover Checklist for District Chairman		7
4 District Chairman's Club visit Report		8
5 Guidelines for District Vice-Chairman		9
6 Guidelines for District Extension Chairman/Organiser		10
7 Formation of Inner Wheel Culb - Districted Clubs		11 - 12
8 Presentation of the Charter		13
9 Handover Checklist for District Extension Chairman/Organiser		14
10 The Golden Rules : District Secretary		15
11 Guidelines for District Secretary		16 - 19
12 Handover Checklist for District Secretary		20
13 The Golden Rules : International Inner Wheel		21 - 22
14 Appendix 1		23
15 Membership Information	Form A	24
16 Executive Officers	Form B	25 - 26
17 Delegates and Deputy Delegates	Form C	27
18 Nomination Forms	Form D	28 - 31
19 Nomination Form for National Representative	Form E	32
20 Nominee's Particulars	Form F	33
21 Resolutions to be Tabled	Form G	34
22 Nomination Form for Board Director	Form H	35
23 Qualifications for the office of Board Director		36
24 Appendix 2		37
25 Specimen 1 - Change in Signatories		38
26 Specimen 2 - Auditors		39
27 Specimen 3 - ROS		40
28 Guidelines for District Treasurer		41 - 44
29 Appendix I	- Letter to Clubs	45
30 Appendix II	- Letter to Clubs - Capitation fees	46
31 Appendix III	- Letter to IIW - Capitation fees	47
32 Appendix IV	- Submission of Expenditure	48 - 50
33 Appendix V	- Letter to Clubs - Travel Claims	51
34 Travel Claims Form		52
35 Handover Checklist for District Treasurer		53
36 Guidelines for District International Service Organiser		54
37 Handover Checklist for District International Service Organiser		55
38 Guidelines for District Editor		56 - 57
39 Handover Checklist for District Editor		58
40 Guidelines for District Delegates		59 - 60
41 Nomination & Election Procedure		61 - 62
42 Duties & Responsibilities - National Representative		63 - 65
43 IIW Governing Body		66 - 67
44 Protocol and Decorum		68 - 69
45 Suggested Programme		70 - 71
46 Badges & Regalia		72

FOREWORD

I was given the task at the last Past District Chairman's Meeting(March 2012) of updating the guidelines for the District Executive Committee .

My Committee consisting of PIIWBM Datin Joan Salleh, PIIWBD Jessie Wang and I took nearly a year to complete the guidelines.We managed to complete this task on time for the District AGM 2013 despite our grandmother duties, attending the Inner Wheel Convention and other Inner Wheel functions and overseas holidays It was a labour of love for the three of us but we hope these operationally important guidelines will help ensure the smooth running of the District.

We have updated the scope of work of some of the positions and included relevant information to address some of the questions raised by members . We like to impress upon each of the District Executive Committee that these guidelines should be kept in relevant files to be passed down to the next person. We hope that it will be an invaluable source of reference for you.

When we did the first guidelines in 2008, District Executive Committee and Club Presidents were each given a copy of the guidelines. However we were made to understand that many members have not seen it. Each District Chairman who takes office should be proactive in ensuring her committee has the guidelines . This would greatly help her Committee to run the District smoothly because for each of the position the time line is given for important tasks and reference to the guidelines at all times would definitely be of benefit.

It is hoped members will continue to contribute to the refining and even changing it if required to ensure its relevance for the operational success of Inner Wheel in the years to come.

To Jessie and Joan thank you for all the hours you spent in helping me in updating these guidelines. Thank you, Jessie, for the use of your house as the meeting place. I shall miss the camaraderie, all the wonderful food and conversations!

Yours In Inner Wheel Friendship,

Joy Sundram

Joy Sundram
IPast Nat. Rep 2013

INTRODUCTION

This manual is formatted to enable individual pages to be photocopied and handed to appropriate Committee Members at the beginning of their term of office. There is a ‘Guideline’ for each Executive Committee position, each providing a table of relevant duties and responsibilities with key times indicated. Attached to each “Guideline’ is a checklist of items which must be returned to the District at the end of the year of office. The checklist page is designed to serve as an official record for the District.

This manual is intended to serve several purposes:

- **To inform new District Executive Committee members of the scope of their responsibilities.**
- **To provide Exco members with an overview of the timing of administrative tasks.**
- **To provide checklists of required tasks and materials to facilitate handover of Committee positions.**
- **To be used for the training of new Committee members.**
- **To enable members contemplating standing for election to a position to see exactly what will be required from them during their year of office.**

MALAYSIA

AKTA PERTUBUHAN, 1966

BORANG 3

PERATURAN-PERATURAN PERTUBUHAN, 1966

(Peraturan 5)

Perakuan Pendaftaran

Adalah dengan ini diperakui bahawa

DAERAH INNER WHEEL 330 MALAYSIA
(INNER WHEEL DISTRICT 330 MALAYSIA);

c/o 215, Jalan Ara, Bangsar Baru, Kuala Lumpur.

telah pada hari ini didaftarkan sebagai suatu pertubuhan di bawah seksyen 7 dalam Akta Pertubuhan, 1966, dan bahawa nombor pendaftarannya ialah 36/74 (Wilayah Persekutuan)

Diperbuat dengan ditandatangani oleh saya pada 17 haribulan
Julai, 1984 .


(ZAKIAH B. HASHIM)

Pendaftar Pertubuhan,
Malaysia

AT A GLANCE - Daerah Inner Wheel IMPORTANT DETAILS

- | | |
|--|--|
| 1. Bank Details
(District 330) | <p>HSBC Bank (M) Bhd
 No. 2, Leboh Ampang
 50100 Kuala Lumpur
 Bank Account No: 301 - 263471 - 001
 Account For: DAERAH INNER WHEEL 330
 Tel: 03 – 207 00744
 Fax: 03 - 207 01146</p> |
| 2. ROS Details | <p>Pendaftar Pertubuhan Malaysia
 Jabatan Pendaftaran Pertubuhan M’sia
 Aras 2 Kompleks Kementerian Dalam Negeri
 Jalan Sri Hartamas 1
 50480 Kuala Lumpur
 Tel: 03 – 6201 2092 / 93 / 94
 Fax: 03 - 6201 2107</p> |
| 3. International Inner Wheel HQ | <p>Ms. Elaine Hathaway
 Administrative Secretary
 International Inner Wheel
 Suite 2.3 MyBuro
 20 Market Street
 Altrincham, Cheshire
 WA14 1PF United Kingdom
 Tel: 00-44-161-927 3116
 Fax: 00-44-161-927 3115</p> |
| 4. District 330 Registered Office | <p>Daerah Inner Wheel 330
 23rd Floor Wisma Tun Sambanthan
 Jalan Sultan Sulaiman
 50000 Kuala Lumpur
 Contact Person: PNR Joy Sundram</p> |
| 5. District EXCO is made up of
the Executive Officers | <p>District Chairman
 District Vice Chairman
 Immediate Past District Chairman
 District Secretary
 District Treasurer
 District ISO
 District Editor
 Extension Chairman</p> |
| 6. District Committee is made up
of the EXCO and all Club delegates | <p>EXCO and all Club delegates</p> |
| 7. Meetings | <ul style="list-style-type: none"> • EXCO • District Committee • Annual General Meeting |

GUIDELINES FOR DISTRICT CHAIRMAN

QUALIFICATIONS		
	<p>Must have served on the District Executive Committee for at least 1 year at the time of nomination and also have been a Club Officer. She must not be a member of the same Club as the Vice Chairman.</p> <p>Tenure: Nominated and elected annually and shall not serve for more than 2 consecutive years</p>	
DUTIES AND RESPONSIBILITIES		
1	Approach a member personally to organize your AGM (preferably from your own club)	March
2	<ul style="list-style-type: none"> • To send letter to all club Presidents and District Officers in July when your term starts outlining your objectives and goals for the year. • Go through provisions of Constitution and By-Laws especially new amendments • Define clearly duties and responsibilities of each officer and Chairman of standing committees at 1st Executive Committee Meeting. • Plan your visit to Clubs in the district in consultation with the Club President. Travel in the most economical and convenient mode of transport. 	July
3	To preside and conduct all meetings of the District Committee and Past District Chairman’s Meeting.	
4	Supervise and co-ordinate the work and activities of the District during the year in office. To regularly update and keep Clubs informed of activities of the District on a quarterly basis. To approve all expenses to be incurred by District Officers	
5	Be an ex-officio member of all committees	
6	Co-operate with National Representative and to keep her informed of district activities for her to inform IIW.	
7	Co-ordinate and follow-up with District Editor to publish District Newsletter and to update District Website with Club Activities & Inner Wheel materials	
8	To remind District Treasurer to send Capitation fees to IIW	October
9	Club Installations-to attend club installations when invited and to give speech if invited as guest-of-honour.	Before end of August

10	To ensure the handing over of files by District Exco to incoming District Committee after the AGM	Mid June (following year)
11	ANNUAL GENERAL MEETING	
	<ul style="list-style-type: none"> • District Chairman to inform Organising Chairman of AGM to write to District Committee with a breakdown of the cost of the AGM weekend for their information. • To write to all PDC inviting them for PDC meeting and lunch • To advise and be in charge of the business part of the District Annual Meeting in consultation with District Exco (e.g. agenda, resolutions, nominations and elections) To check with secretary regarding printing of reports/accounts • To ensure that the nominations of incoming District Officers are in order before AGM. To preside and conduct the Annual General Meeting • To install incoming District Chairman at the AGM in March. The handing over is ceremonial as the work of the incumbent District Chairman only ends on 30th June. 	<p>September</p> <p>February</p> <p>February</p> <p>February</p> <p>March</p>
12	CLUB VISIT	
	To meet with Club Exco before Club General Meeting. To listen, advise on problems, if any, especially on matters related to Inner Wheel	
	<p>To address members at club meeting /fellowship to involve and inspire members on all Inner Wheel matters. To encourage attendance at the Annual General Meeting. Fellowship or projects organized for District Chairman to be optional.</p> <p>To complete a detailed report on prescribed form on the progress of Each club for Exco ,incoming DC information & an overall report for AGM (Form 1)</p>	
	Accommodation: Clubs to offer home hospitality wherever possible. If not, club to pay for hotel accommodation or District Chairman to pay if she chooses to stay in hotel.	

HAND OVER CHECKLIST FOR DISTRICT CHAIRMAN

CHECKLIST FOR DISTRICT CHAIRMAN

Out-going District Chairman

In-Coming District Chairman

Name:

Name:

Year:

Year:

	Items and Details	Tick	Remarks
1	Guideline Manual		
2	Files of Correspondence		
3	District Chairman's Collarette/Jewels		
4	District Chairman's Badge		
5	District Banner (Rostrum)		
6	District Bannerettes (state number of pieces)		
7	District Banners from other District (State no of pieces)		

Handed over by:

Received by:

Name:

Name:

Signature:

Signature:

Date:

Date:

Distribution:

- Secretary
- In-coming District Chairman
- Out-going District Chairman

DISTRICT CHAIRMAN'S CLUB VISIT REPORT

Form 1

Agenda

Club

Date of Visit

Total No. of Members :

No. of New Members for the Year:

President :

Club Committee:

Check List of IW Materials :

Projects Completed :

Projects to be finish :

Fund Raising Projects/events. :

Club Strength :

Club Weakness

DC's Observations :

Note: This form to be Filed Permanently in DC's File

GUIDELINES FOR DISTRICT VICE-CHAIRMAN

	<p>QUALIFICATIONS</p> <p>Must have served on the District Executive Committee for at least one year at the time of nomination .She must not be a member of the same Club as the Chairman Tenure: Nominated and elected annually and shall not serve for more than two consecutive years</p>	
	<p>List of Duties</p>	
	<p>To deputise for the Chairman in her absence and when called upon To assist the Chairman when required</p>	
	<p>To be prepared to be nominated for the Chairman’s position the following year.</p>	
	<p>Every three years to be in charge of printing the District Directory To inform Exco of all matters including costs To get approval from DC on expenses to be incurred</p>	

GUIDELINES FOR DISTRICT EXTENSION CHAIRMAN/ORGANISER

QUALIFICATIONS		
	<p>Must have served as an officer of the District Committee for at least one year at the time of nomination</p> <p>Tenure: Elected annually and may serve for a maximum period of 3 consecutive years.</p>	
	<ul style="list-style-type: none"> • Must have a comprehensive knowledge of the Constitution, History and Objects of Inner Wheel. • Must know the International Inner Wheel and District Capitation Fees and Fares Pool • Must have knowledge of all publications issued to new Clubs by IIW and should apply to IIW for literature needed for guidance. 	
DUTIES		
	<ul style="list-style-type: none"> • Extension committee (not more than 4 members) to be elected by District Committee • To write for permission to address the Rotary Clubs. Should the Rotary Club show no interest and if it is evident that some of these ladies wish to form a club then they may be approached directly. • Look at formation of new clubs. (Refer to Guidelines on Formation of New Clubs & Charter Presentation) • To be responsible for the Charter and local ROS of new clubs • To provide guidance to existing and newly formed clubs • To invite District officers to visit new clubs • At all time to liaise with DC on all matters including expenses pertaining to extension work 	31 March
	To write a report for AGM	February
	Handover correspondence and files to successor	Mid June

INTERNATIONAL INNER WHEEL

FORMATION OF AN INNER WHEEL CLUB DISTRICTED CLUBS

When starting a new Club, with no existing Club members, then a Club can be started from any or all three of the categories a. b. c., and the slight restriction on c, that the majority of the Club members agree, does not apply.

Therefore a new Club can be started from any of the following:-

- a. Women related to Rotarians/former Rotarians
 - b. Women related to Inner Wheel members/former Inner Wheel members
 - c. Women who have been invited to join
1. The formation of new clubs shall be the responsibility of the District Extension Organiser or Chairman and her committee (if there is an elected committee comprising of not more than 4 members). She must ensure only those ladies who are eligible are invited to join.
 2. The Extension Organiser/Chairman should arrange to meet interested parties to discuss the possibility of forming a Club. At such meeting the history of Inner Wheel, its aims and objects and a simple explanation of the Constitution to be given and the opportunities for friendship and service emphasized. If no decision is reached, a further meeting to be arranged for the ladies.
 3. Inaugural Meeting
 - To convene an Inaugural meeting when at least 12 potential members agree to form a club. At the Inaugural meeting the following motion must be proposed and seconded. “That this meeting agrees to the formation of an Inner Wheel Club to be called ‘The Inner Wheel Club of’.
 - If the motion is carried, the meeting continues to elect Club Officers - Charter President, Vice President, Secretary, Treasurer, and the Club Executive members - Club Correspondent, International Service Organiser, and six other members. To brief Officers of their duties and to suggest that half the Committee serves for one year and other half for two years, thus avoiding a complete change-over at the end of the second year.

4. Chartering of Club:

- After the Inaugural Meeting, Extension Organiser to complete appropriate International Inner Wheel Charter Form (Form download from IIW website) with all the required information. The completed original form to be returned to International Inner Wheel.
- Capitation to be collected and sent together with Charter form to International Inner Wheel.
- The Club undertakes to abide by the Constitution of IIW and to adopt the IIW Club rules.
- All who join within six months of the Inaugural Meeting before the Charter Presentation are Charter Members and may sign on the back of the Charter.
- On receipt of club information and capitation, the club is registered by IIW and given a Charter number.
- The Charter will be forwarded to the National Representative who will pass to the Extension Organiser/Chairman.
- The dates of the registration and of the Inaugural Meeting are shown on the Charter and either may be regarded as the official anniversary of the club.

5. District Officers should be invited to visit the club to share and advise on Inner Wheel information, until the Charter has been presented.

6. The Extension Organiser/Chairman assists the Club to draw up the bye-laws based on the International Inner Wheel Constitution and Handbook and the local Registrar of Societies requirements. To submit bye-laws with relevant application for registration with local Registrar of Societies.

7. Charter Presentation – it is recommended that a period of six months elapse between the Inaugural Meeting and the presentation of the Charter to the club.

Presentation of the Charter

It is recommended that a period of six months should elapse between the inaugural meeting and the presentation of the Charter to the new Club.

The International Inner Wheel Headquarters must be informed of the date of the Charter Presentation.

The Club Officers, in consultation with the District Chairman, District Secretary and the Extension Chairman or Organiser are responsible for the arrangements for the presentation of the Charter. Rotarians and other guests may be invited.

The following is a suggested form of procedure:-

1. Opening remarks by the District Chairman, who presides until after the Charter has been presented.
2. Roll Call of Clubs by the District Secretary.
3. Presentation of the new Club to the District Chairman by the Extension Chairman or Organiser.
4. Presentation of the Charter by the District Chairman to the Club President, when all present should stand.
5. Chair now taken by the Club President, who responds.
6. The Presidential Jewel is then given to the Club President.
7. Welcome into the District by District Chairman
8. Greetings from the President of International Inner Wheel either in person or by letter. (Read by National Representative)
9. Club Badges may be presented if so desired.
10. Additional items, presentations or speakers
11. Omnibus vote of thanks by the Vice -President of the Club.

HANDOVER CHECKLIST FOR DISTRICT EXTENSION CHAIRMAN/ORGANISER

Out-going District Ext.Chairman

Incoming District Ext.Chairman

Name:

Name:

Year:

Year:

	Items and Details	Tick	Remarks
1	Guideline Manual		
2	Files of Correspondence		
3	District Extension Badge		
4			
5			

Handed over by:

Received by:

Name:

Name:

Signature:

Signature:

Date:

Date:

Distribution:

- Secretary
- In-coming District Ext, Chairman
- Out-going District Ext. Chairman

The GOLDEN RULES: GETTING READY FOR OFFICE DISTRICT SECRETARY

1	<p>Whatever your correspondence, incoming & outgoing always FILE it in the District Files .</p> <p><u>Reason:</u> For reference - Future & Present</p>
2	<p>Copy & distribute all correspondence to District Chairman & All District Officers.</p> <p><u>Reason:</u> To ensure that all the District Officers are in the know at all times.</p>
3.	<p>CC all International Inner Wheel Correspondence to District Chairman</p> <p><u>Reason:</u> To keep DC in the know at all times.</p>
4	<p>ALL correspondence to/from ROS to be filed at the Registered District 330 Inner Wheel Address.</p> <p><u>Reason:</u> To Ensure continuity.</p>
5	<p>Document, date & time for any correspondence that you send out.</p> <p><u>Reason:</u> To avoid disputes</p>
6	<p>Establish an effective line of communication with the appropriate club officers /Delegates.</p>
7	<p>Ensure & maintain GOOD RELATIONSHIP with District Chairman. RESPECT the Chair.</p>
8	<p>ALWAYS act in consultation with District Chairman</p>

GUIDELINES FOR DISTRICT SECRETARY

	QUALIFICATIONS	
	<p>Must have served on the District Committee for at least one year at the time of nomination.</p> <p>Elected annually and may serve for a maximum period of 3 consecutive years</p>	

LIST OF ADMINISTRATIVE DUTIES

	DUTIES	MONTH
1	<p>A. As soon as AGM is over:</p> <ol style="list-style-type: none"> 1. Prepare Letter heads & Envelopes 2. Get approval from DC 3. Distribute to your incoming District Officers 4. Check with DC if she prefers to use emails & faxes <p style="padding-left: 20px;">Act accordingly</p> <p>Points to Note: As Inner Wheel is International, titles that are recognized are professional ones e.g Dr, Ir etc. Local titles are only recognized here in Malaysia.</p> <p>National Representatives Name & Address is to be printed at the bottom of the letter head as her duty is ONLY to oversee & advise the District Officers and to liaise between District & IIW. This has been confirmed with IIW. District DOES NOT Need to print any special letter heads for her.</p> <p>The Deputy NR duties are to assist the Nat. Rep. at her request. Dep. NR does not need to be invited to District Meetings unless otherwise stated.</p> <p>B. COMPILE DISTRICT EXCO & CLUB EXCO</p> <p>Contact Details</p> <ol style="list-style-type: none"> 1. Compilation should contain the EXCO's <ol style="list-style-type: none"> a. Current address b. Contact telephone & handphone c. Fax numbers d. email address. 2. SEND a copy to all District EXCO and 3. Keep one for the District File. 4. Send a copy to all Club Presidents <p>C. Start 2 files - Incoming & Outgoing Correspondence Files.</p>	APRIL/MAY

	DUTIES	MONTH
2	<p>1. Discuss with DC on proposed dates for club visits. Send letters to clubs to inform them of the dates. Liaise with DC as some DC's would like to communicate with the Clubs directly</p> <p>2. Distribute DC's message to clubs. Include International President's message if available.</p> <p>3. Update of District Membership Registry. a. Send form to all clubs for a membership update at club level, i.e. new members, resignations (Form A) The district Directory is printed once in 3 years. b. Find out the breakdown of each club's membership, its active members & also the Honorary Members. Send the District EXCO the number of members detailed & Breakdown of each club's membership Suggested Dateline: 15th September</p> <p>4. Pass to District Treasurer for collection of dues.</p>	JULY
3	<p>Send out the following:</p> <p>1. Nomination & consent forms for National Representative & Deputy, list of eligible nominees to District Committee only (Form E & F)</p> <p>2. Nomination forms for IIW Governing Body with a list of eligible nominees. (Form H)</p> <p>3. Update Past District EXCO compilation name list to go out with Nomination Forms Dateline: 31st October closing date.</p> <p>NB: A copy of the above forms are attached in Appendix I</p>	AUGUST
	Please note that nomination forms are sent out to the Dist Committee Only	
4	<p>1. Discuss with DC the time, date and venue for EXCO meeting.</p> <p>2. Prepare the AGENDA and send out notice of meeting, 2 weeks before the due date</p> <p>3. Take down minutes and distribute to Dist EXCO. Any ammendments to be made can only be made at the next EXCO meeting. Note it down and bring it up at next EXCO meeting. Please liaise with DC before sending minutes out to EXCO.</p>	SEPTEMBER
5	<p>1. Send nomination papers for District Officers, to all clubs (Form D) Dateline: 31st January</p> <p>2. Ask if there are any resolutions to be tabled. All resolutions need to have a proposer and seconder. Please note, the person who decides to second the motion MUST NOT come from the same club. Dateline 31st January</p>	NOVEMBER

	<ol style="list-style-type: none"> 3. Resolution forms should be sent out with Nomination Forms 4. Nominations received are Personal & Confidential and should be treated as such. 	NOVEMBER
6	<ol style="list-style-type: none"> 1. Prepare Agenda for AGM. Please get DC's approval 2. Remind all clubs to have their elections before the AGM. 3. Send the Incoming Club EXCO form B & Delegate & Dep. Delegate form C to all clubs. To receive back by Dateline 28th February 4. Remind all Presidents to bring their Regalia & rostrum banner 	DECEMBER
7	<ol style="list-style-type: none"> 1. Request for club report/activities from all clubs. Only 1 A4 sized paper is allowed for Club reports to be printed in Annual Report Do feel free to edit to fit above requirements. Inform the clubs that you will be doing this. Dateline: 31st January. 2. In the event that they do not submit, then the onus is upon them to print their own report and distribute it themselves at the AGM. 3. Inform all club delegates regarding received nominations for the District Officers and resolutions received. 	JANUARY
8	<ol style="list-style-type: none"> 1. Compile all received Nominations from Clubs & record in Annual Report 2. Compile all resolutions received & record in Annual Report 3. Prepare Attendance sheet for the following: <ol style="list-style-type: none"> i. District EXCO meeting ii. District Committee meeting with club delegates iii. AGM attendance & observer's list iv. Incoming & Outgoing District Officers v. Past District Chairman's Meeting 4. Inform Registrar of Societies 2 weeks before the AGM is held. Inform them of date, time & venue of AGM. 5. Request Borang 9 from ROS 6. Start your compilation for Annual Report & Accounts 7. Obtain the audited accounts from the previous year & Projected accounts for current year. 8. Prepare the Agenda for AGM & get approval from DC 9. Enquire about Cost of Printing from Printers. Annual Report is approx 60-65 pages, time required & cost. Inform Dist EXCO 10. Prepare voting slips & extra casting vote for DC 	FEBRUARY
9	<ol style="list-style-type: none"> 1. At the AGM, bring along 6 bank cards, for change in signatories i.e. Dist Chairman, Dist Sec & Dist Treasurer. 2. Once AGM is over, prepare the following minutes for distribution to the District EXCO, both incoming & outgoing 	MARCH - MAY

	<ol style="list-style-type: none"> i. Minutes of District EXCO meeting held before AGM ii. Minutes of the District Committee meeting (with club delegates) iii. Minutes of the AGM iv. Minutes of the Incoming/Outgoing meeting <ol style="list-style-type: none"> 3. Please send AGM minutes as follows: <ul style="list-style-type: none"> • 1 copy for Bank - together with Signatory Cards • 1 copy for National Representative 4. Club Delegates should receive a copy of the District Committee Meeting & AGM Minutes. 5. The Nat Rep will inform the Dis Sec the new Inner Wheel theme for the year. Please send it out to all clubs. 6. Send the following to ROS with a cover letter(Appendix II) : <ul style="list-style-type: none"> • Minutes of the AGM (2 copies) • Submit Borang 9 with the new EXCO particulars (3 copies) • Audited Accounts (2 copies) • Office Bearers Particulars (3 copies) 7. Write a letter to the bank informing them of the change in signatories effective 1st July. Please include a copy of AGM Minutes. 	
10	<ol style="list-style-type: none"> 1. By now all files should be handed over to the incoming secretary 2. All outstanding secretarial / stationery / printing claims should be made 3. Clear out old files 4. Any important documents, send it to the Registered Daerah Inner Wheel Office 5. Pass on all title bars to the Incoming EXCO 	JUNE

HANDOVER CHECKLIST FOR DISTRICT SECRETARY

Outgoing District Secretary

Incoming District Secretary

Name:

Name:

Year:

Year:

	Items and Details	Tick	Remarks
1	Incoming Correspondence File		
2	Outgoing Correspondence File		
3	Update Membership Registry File		
4	Registrar of Societies File		
5	File of all Minutes of District Meetings		
6	Guideline book		

Handed over by:

Received by:

Name:

Name:

Signature:

Signature:

Date:

Date:

Distribution:

- Secretary
- In-coming Secretary
- Out-going Secretary

The GOLDEN RULES : INTERNATIONAL INNER WHEEL

1. **Datelines set by IIW are of the UTMOST importance.**

Please do stick to this religiously as no leeway will be allowed by IIW. Remember IIW will have to liaise with all the Inner Wheel clubs & Districts around the World & not just with Malaysia & Singapore.

2. **Use ONLY the ORIGINAL Forms supplied by IIW.**

It is usually color coded.

3. Always photocopy all forms that are to be sent back to IIW and file it in the District Files.

4. All correspondence to IIW is only through the National Representative.

5. 1 issues of IIW Newsletter will be sent by IIW to Clubs. All members will receive a copy from their respective club. Write to IIW to request for more if not enough copies are sent.

6. Constitution Booklets are printed once every 3 years. Inform clubs of the publication & cost. Send out an order. Set a Dateline. It is now available on the IIW web:www.internationalinnerwheel.org

7. Once you receive the minutes of the IIW Board Meetings, send one to all clubs and District EXCO.

INTERNATIONAL INNER WHEEL

	DUTIES	MONTH
1	Greeting letter from IIW President. Please distribute to all clubs	JULY
2	Now IIW expects District Secretary to have a gmail account with a password (secure access code) which is passed to the Incoming Secretary yearly. The access code is only known to the District Chairman & District Secretary. All changes (e.g. name of Secretary & District Chairman) are done through this internet account.	
3	<p>You will also receive the Nomination Forms for IIW Governing Body, ie Vice President, Treasurer, Editor & Board Directors at International Level. Please liaise with DC for nomination of the above. Both nominee & DC will have to sign the forms. Include a copy of the AGM minutes. Nomination papers must be received at IIW headquarters by 30th September.</p> <p>Clubs will receive Ballot Papers for the above posts in December. If Ballot papers are not received by clubs by end of December inform Clubs to download from the IIW website. To be received at IIW headquarters by 31st March.</p>	<p>May/JUNE</p> <p>January/February</p>
4	<ol style="list-style-type: none"> 1. In the Convention year, which is once in every 3 years, you will receive a Voting Instruction Pack. The District will have to decide at the EXCO meeting who our voting delegate will be. This elected representative will carry all our votes. It is advisable to ask clubs to send all their votes to District. Closing Date: 31st March 2. Order IIW Directory. Write to clubs and find out the orders. Make an order for District . District needs to Order 2 copies i.e. 1 for DC, 1 for ISO 	NOVEMBER

APPENDIX 1

- | | | |
|----|---|--------|
| 1. | Membership Information Form | Form A |
| 2. | Club EXCO Information Form | Form B |
| 3. | Delegates & Deputy Delegates Information Form | Form C |
| 4. | Nomination Forms for District EXCO | Form D |
| 5. | Nomination Forms for Nat. Rep / Dep. Nat. Rep | Form E |
| 6. | Nominees Particular Form | Form F |
| 7. | Resolution Form | Form G |
| 8. | Nomination Form for Board Director | Form H |

Name of Member	Given Name + Surname (as per IC)		
Preferred Name	Given Name + Surname (as per IC)		
Name of Husband	Given Name + Surname (as per IC)		
Meembership	<input type="checkbox"/> Active	<input type="checkbox"/> Honoured Active	<input type="checkbox"/> Honorary
			Date joined (dd-mm-yy)
Postal Address			Post Code
Telephone & Email	Mobile	Office	Residence
	Email		Fax
Miscellaneous Details	NRIC / Passport No.	Nationality	Major Festive Celebration
	Place of Birth	Date of Birth (dd-mm-yy)	Wedding Anniversary (dd-mm-yy)
Profession			
Office Held	Position	Year	<input type="checkbox"/> Club <input type="checkbox"/> District
	Position	Year	<input type="checkbox"/> Club <input type="checkbox"/> District
	Position	Year	<input type="checkbox"/> Club <input type="checkbox"/> District
	Position	Year	<input type="checkbox"/> Club <input type="checkbox"/> District
	Position	Year	<input type="checkbox"/> Club <input type="checkbox"/> District
	Position	Year	<input type="checkbox"/> Club <input type="checkbox"/> District

Qualification for membership

Related to a Member of (fill in if applicable)	<input type="checkbox"/> InnerWheel Club <input type="checkbox"/> Rotary Club	Name of Club	District	Relationship
Introduced by IWC Member			IWC of	District

Confirmation

Member	Signature	Date (dd-mm-yy)	Payment Date (dd-mm-yy)
Club Treasurer Name	Signature	Date (dd-mm-yy)	Club Receipt No.
Club President Name	Signature	Date (dd-mm-yy)	Induction Ceremony (dd-mm-yy)
District Treasurer Name	Signature	Date (dd-mm-yy)	District Receipt No.

This form is to be completed for each new member by the Club Treasurer and send to the District Treasurer. Appropriate fees must accompany this form.

DAERAH INNER WHEEL

EXECUTIVE OFFICERS FOR THE YEAR

INNER WHEEL CLUB OF

<p>President</p>	<p>Name: Address:</p> <p>Tel: Fax: Email:</p>
<p>Vice President</p>	<p>Name: Address:</p> <p>Tel: Fax: Email:</p>
<p>Imm. Past President</p>	<p>Name: Address:</p> <p>Tel: Fax: Email:</p>
<p>Secretary</p>	<p>Name: Address:</p> <p>Tel: Fax: Email:</p>
<p>Treasurer</p>	<p>Name: Address:</p> <p>Tel: Fax: Email:</p>
<p>Club Correspondent</p>	<p>Name: Address:</p> <p>Tel: Fax: Email:</p>

EXECUTIVE OFFICERS

<p>Club ISO</p>	<p>Name: Address:</p> <p>Tel: Fax: Email:</p>
<p>Committee Member</p>	<p>Name: Address:</p> <p>Tel: Fax: Email:</p>
<p>Committee Member</p>	<p>Name: Address:</p> <p>Tel: Fax: Email:</p>
<p>Committee</p>	<p>Name: Address:</p> <p>Tel: Fax: Email:</p>

DAERAH INNER WHEEL

DELEGATES & DEPUTY DELEGATES FOR THE YEAR

INNER WHEEL CLUB OF

CLUB DELEGATE	Name: Address: Tel: Fax: Email:
CLUB DELEGATE	Name: Address: Tel: Fax: Email:
CLUB DELEGATE	Name: Address: Tel: Fax: Email:
DEP. DELEGATE	Name: Address: Tel: Fax: Email:
DEP. DELEGATE	Name: Address: Tel: Fax: Email:
DEP. DELEGATE	Name: Address: Tel: Fax: Email:
DEP. DELEGATE	Name: Address: Tel: Fax: Email:

Dateline for submission : 28th February

DAERAH INNER WHEEL

NOMINATION FORMS FOR DISTRICT POSTS: YEAR

POST	DISTRICT CHAIRMAN
Name:	IWC of:
Nationality: IC No:	Occupation:
POST HELD IN DISTRICT	POST HELD IN CLUB
I, ACCEPT THIS NOMINATION	Signature:
Proposed by IWC of	Seconded by IWC of
Club President/Vice President Name: Signature:	Club President/Vice President Name: Signature:

POST	DISTRICT VICE CHAIRMAN
Name:	IWC of:
Nationality: IC No:	Occupation:
POST HELD IN DISTRICT	POST HELD IN CLUB
I, ACCEPT THIS NOMINATION	Signature:
Proposed by IWC of	Seconded by IWC of
Club President/Vice President Name: Signature:	Club President/Vice President Name: Signature:

DAERAH INNER WHEEL

NOMINATION FORMS FOR DISTRICT POSTS: YEAR

POST	DISTRICT EXTENSION CHAIRMAN
Name:	IWC of:
Nationality:	Occupation:
IC No:	
POST HELD IN DISTRICT	POST HELD IN CLUB
I, ACCEPT THIS NOMINATION	Signature:
Proposed by IWC of	Seconded by IWC of
Club President/Vice President	Club President/Vice President
Name:	Name:
Signature:	Signature:

POST	DISTRICT SECRETARY
Name:	IWC of:
Nationality:	Occupation:
IC No:	
POST HELD IN DISTRICT	POST HELD IN CLUB
I, ACCEPT THIS NOMINATION	Signature:
Proposed by IWC of	Seconded by IWC of
Club President/Vice President	Club President/Vice President
Name:	Name:
Signature:	Signature:

DAERAH INNER WHEEL

NOMINATION FORMS FOR DISTRICT POSTS: YEAR

POST	DISTRICT TREASURER
Name:	IWC of:
Nationality: IC No:	Occupation:
POST HELD IN DISTRICT	POST HELD IN CLUB
I, ACCEPT THIS NOMINATION	Signature:
Proposed by IWC of	Seconded by IWC of
Club President/Vice President Name: Signature:	Club President/Vice President Name: Signature:

POST	DISTRICT EDITOR
Name:	IWC of:
Nationality: IC No:	Occupation:
POST HELD IN DISTRICT	POST HELD IN CLUB
I, ACCEPT THIS NOMINATION	Signature:
Proposed by IWC of	Seconded by IWC of
Club President/Vice President Name: Signature:	Club President/Vice President Name: Signature:

DAERAH INNER WHEEL

NOMINATION FORMS FOR DISTRICT POSTS: YEAR

POST	DISTRICT ISO
Name:	IWC of:
Nationality: IC No:	Occupation:
POST HELD IN DISTRICT	POST HELD IN CLUB
I, ACCEPT THIS NOMINATION	Signature:
Proposed by IWC of	Seconded by IWC of
Club President/Vice President Name: Signature:	Club President/Vice President Name: Signature:

INNER WHEEL DISTRICT 330

NOMINATION FORM FOR NATIONAL REPRESENTATIVE / DEPUTY NATIONAL REPRESENTATIVE

I, (NAME)

..... (Designation in District EXCO/Club Delegate)

Of, (Name of Club)

Hereby nominate the following candidate for the position of National Representative / Deputy

National Representative for the year

Name of Nominee:

Inner Wheel Club of:

Signature: Date:

CONSENT

I,

(Name)

Of

(Name of Club)

Hereby accept the nomination as National Representative / Deputy National Representative

for the year

Signature:..... Date:

Please return this form before the 31st October to National Representative

NOMINEE'S PARTICULARS

Surname: Given Name:

Postal Address:
.....
.....

Tel. No: Fax. No:

Email:

Past Office Held in Club

.....
.....
.....
.....
.....

Present office Held in District:

.....
.....

Past Office Held in District:

.....
.....
.....
.....

Resolutions to be Tabled at District AGM

Resolution:

.....
.....
.....
.....

Motivation:

.....
.....
.....
.....

Proposer:

Name:

Signature:

IWC of:

Secunder:

Name:

Signature:

IWC of:

**** Please note that proposer & seconder cannot be from the same club.**

**NOMINATION FORM FOR
INTERNATIONAL INNER WHEEL BOARD DIRECTOR
YEAR.....**

Form H

Canvassing, that is asking for votes, is FORBIDDEN, whether by letter or any other means,
and will result in the disqualification of the candidate concerned.

Surname

Given Name

Address

Email

Tel No..... Fax No.....

Club.....

TO BE SIGNED BY THE NOMINEE

I accept the nomination for International Inner Wheel Board Director 2...../.....

Signature

Date

Note:

Nominees must send details of their Inner Wheel Qualification to the National Representative by
31st October.

Ballot papers to National Representative by **15th February.**

Qualifications for the office of Board Director

Please fill in this section carefully. It is very important.

The Nominee **MUST BE OR HAVE BEEN** a:

NATIONAL REPRESENTATIVE.....
YEAR POST HELD

PRESENT OFFICE held in INNER WHEEL

.....

PAST OFFICES held in INNER WHEEL. If the nominee has held one or more of the following offices please insert the Inner Wheel year the office was held.

CLUB YEAR POST HELD

President.....

Vice President.....

Secretary.....

Treasurer.....

International Service Organiser.....

Club Correspondent.....

DISTRICT

Chairman.....

Vice Chairman.....

Secretary.....

Treasurer.....

Extension Chairman.....

International Service Organiser.....

Editor.....

APPENDIX 2

- | | |
|---|------------|
| 1. Change of signatories letter to Bank | Specimen 1 |
| 2. Letter of Thanks to Auditors | Specimen 2 |
| 3. Letter to ROS | Specimen 3 |

The Manager

Name of Bank

Address

Dear Sir/Madam,

Change in Signatories for Daerah Inner Wheel

Account No:

We wish to inform you that at our recent Annual General Meeting, held on (Date & Venue), the following ladies were elected to the post of:

District Chairman

District Treasurer

District Secretary

These officers take office from the 1st July. Please find enclosed the following:

- a. Minutes of the Annual General Meeting
- b. The bank's specimen signature card (3 sets) , duly signed by the new signatories

Bank statement for the month of July onwards and all future correspondence should be sent to the address below:

Address of New District Treasurer

Thank you for your attention.

Yours sincerely

District Secretary

Cc: District Chairman (Incoming & Outgoing)
District Treasurer (Incoming & Outgoing)

Date:

Name & Address of Auditors

Re: Daerah Inner Wheel Accounts

Dear Sir,

On behalf of the Chairman of Daerah Inner Wheel, I would like to record our thanks to your esteemed good office for rendering the honorary service in examining the books and records of the Official Accounts of our club.

Thank you

Yours sincerely

District Secretary

Cc District Chairman - Outgoing
District Treasurer - Outgoing
District Chairman - Incoming
District Treasurer – Incoming

Date:
Ref:
Pejabat Pendaftar Pertubuhan Jabatan

Address of ROS

Dear Sir,

Please find enclosed the following documents to be lodged as per the requirements of ROS.

1. Notice of Annual General Meeting & Agenda - 2 copies
2. Annual Report & Accounts for the year - 2 copies
3. Resolutions (if any)
4. Ammendments (if any)
5. Borang 9 with office bearer particulars - 3 copies

Please acknowledge receipt of the above documents by signing on the duplicate.
We thank you for your kind attention.

Yours sincerely,

We hereby acknowledge receipt of the above
Name:
Date:
Official Stamp:

District Secretary

Cc District EXCO

GUIDELINES FOR DISTRICT TREASURER

	QUALIFICATIONS	
	List of Duties	Dateline
1	<p>Must have served on the District Committee for at least one year at the time of nomination. Tenure: Elected annually and may serve for a maximum period of three consecutive years.</p> <p>Ensure that outgoing Secretary has written a letter to Bank on change of signatories together with AGM minutes.</p>	End of June
2	<p>The following should be handed over to you at this time:-</p> <ul style="list-style-type: none"> (a) District Treasurer’s guide book (b) All past years files (c) Authorized signature stamp (d) Cheque book / books (e) One Ledger book :- <p>(i) To ensure an easy flow, the Treasurer should continue from where the Previous Treasurer has stopped – this is for easy reference as to the method used for recording purposes.</p> <p>(ii) Treasurer should have 2 sets of ledger books- one set in use at one time. This will ensure a smooth handover to her successor as the Treasurer requires to hand the set of ledger in use during her year to the Honorary Auditors for auditing. On completion of your accounts being audited ensure the ledgers are passed on to your successor for use the next year.</p>	By Mid July
3	<p>(a) Write to all Clubs’ Treasurers, reminding them to send District dues to you as early as possible but NOT LATER THAN 30th September. (Appendix I).</p> <p>This is very important because you are required to send the District’s Capitation Fees to International Inner Wheel Headquarters by 31st October. You must remember TO USE THE ORIGINAL IIW FORM and follow the format. (Appendix II and III)</p> <p>Ask clubs to give you their TOTAL NUMBER of Members and NAMES as at 1st July and ensure they have sent you sufficient funds for total numbers.</p>	

	<p>(b) Clubs may wish to send District dues on line to the District account. Clubs will have to send you the Banking Slip and the list of members.</p> <p>(c) Try to bank in cheques for your District year when all the cheques issued by the previous District Treasurer have been honoured. Check and seek advice from your previous District Treasurer.</p>	
4	Receiving Club dues and check the Bank Statements from time to time.	August
5	<p>1. Write to National Representative, District Officers and Club Delegates asking them to obtain the most economical fare from their home town (if applicable) to the Annual General Meeting. This pertains to airfares only, where possible, train and /or bus should be used.</p> <p>2. Find out yourself from the airlines or travel agent the most economical fares for comparison.</p> <p>3. Compile a projected costing of airfares for presentation to the District Committee Meeting (if one is called)</p>	September
6	<p>1. By the first week of October you should purchase a DEMAND DRAFT / Telegraphic transfer in POUND STERLING in favour of INTERNATIONAL INNER WHEEL, to cover the full Membership of the District.</p> <p>2. Send the Demand Draft with a covering letter, stating the number of members you are paying for, to:</p> <p>INTERNATIONAL INNER WHEEL HEADQUARTERS Suite 2.3 MyBuro, 20 Market Street, Altrincham, CHESHIRE, WA14 1PF UNITED KINGDOM</p> <p>The Capitation Fee at this time (2012-2013) is 3.50 pound sterling per member. (please adjust when necessary) (Appendix II & Appendix III)</p>	Before 31 st October

	<p>3. This bank draft must reach International Inner Wheel Headquarters on or before the 31st of October.</p> <p>4. If the Capitation Fees are received later than this date the following happens:</p> <p>The right to Vote for International Inner Wheel officers at International Inner Wheel Convention is lost.</p> <p>IT IS IMPORTANT TO ADHERE TO ALL DEADLINES GIVEN AS INTERNATIONAL INNER WHEEL HEADQUARTERS DOES NOT WAIVE THESE DEADLINES FOR ANY REASON. THIS IS YOUR RESPONSIBILITY.</p>	
7	<p>1. If you have not received a copy of the Audited Accounts enquire from your predecessor when you can expect to receive them.</p> <p>2. Present projected costing, as well as prices given to you by the District Officers/ Delegates if a District Committee Meeting is called. (Appendix IV)</p> <p>3. Discuss with the District Chairman the amount to be given.</p> <p>4. Inform District Officers/Club Delegates the maximum that will be allowed. Emphasis that ONLY FARES will be reimbursed. (Appendix V)</p>	November
8	<p>1. To prepare the following for the AGM to be included in the AGM Report</p> <ul style="list-style-type: none"> a) Project expenses from 1st January to 30th June b) Statement of receipts and payment from 1st July to 31st December c) Capitation Fee and Fares Pool d) Balance Sheet as at 31st December <p>2. Audited Accounts for the previous year should be done and handed to the District Secretary for inclusions in the Annual Reports. (The preparation of this is done by your predecessor.)</p> <p>3. Remind Clubs that those members joining after December must pay half year capitation fees. This is to be sent to International Inner Wheel Headquarters.</p> <p>4. Appoint an Honorary Auditor</p>	January

9	<p>Make copies of your Audited Accounts and send a copy to Clubs with a covering letter at least 2 weeks before the AGM. This will enable Clubs/Delegates time to study the accounts before attending the AGM.</p>	February
10	<p>Usually the District Annual General Meeting is held in March</p> <ol style="list-style-type: none"> 1. To bring along the cheque book/books and IW District stamp to the AGM. 2. Pay travelling expenses as scheduled to District Officers and Club Delegates. Also other expenses such as the expenses incurred by the AGM. Remember to request all claimants to fill in the claim forms together with the relevant documents. 3. To remind claims will not be entertained after the 30th of June. Also that they should clear their cheques as soon as possible in order not to complicate the accounts of the incoming IW District year. 	March
11	<p>Remind all District Officers to make their claims for expenses by the 30th of June. Claims made after this date are not usually entertained, although there may be exceptions especially from the District Secretary.</p>	May
12	<p>Prepare to hand over the past years' accounts, badges, files, documents, stationary, and others to the incoming District Treasurer. Make a list of things that you have passed on and signed by both parties.</p> <ol style="list-style-type: none"> a) Prepare to give to Honorary Auditor all the relevant accounts for audit purposes. b) Write a thank you letter to Honorary Auditor after the accounts have been audited. 	Mid June

Date

To:

District Chairman ,Committee Members and All Inner Wheel Club Treasurer of Bangsar, Ipoh, Ipoh East, Klang,Kota Kinabalu, Kuala Lumpur , Kuantan/Indera Mahkota, Miri, Petaling Jaya, Sandakan, Seremban, Sibul, Singapore, Singapore East, Singapore West, Taiping , Tawau, Teluk Intan.

Re: District Dues For Inner Wheel Year

Warmest greetings from your District Treasurer.

I would like to inform you that the Capitation Fees for Inner Wheel year is RM..... per member. The dead line for the payment is 15th September. Cheques to be made payable to :

Daerah Inner Wheel

Account No:

Bank:

Payments may be made directly to the bank or alternatively, you may post the cheque /Bank Draft to:

District Treasurer

(Address of Present District Treasurer)

Kindly also send a copy of your Bank-in-slips (If you are crediting into the Account) together with the full list of all Club Members & Honorary Member who have paid their Capitation Fee.

Please remember to add the commission for outstation cheques and all monies in Malaysian Ringgit.

Thank you very much for your co-operation.

Yours in Inner Wheel Friendship,

District Treasurer

cc. District Chairman

District Secretary

Date:

Name of IIW Treasurer
Suite 2.3 MyBuro
20 Market Street
Altrincham, Cheshire
WA 14 1P
United Kingdom

Dear

Re: Capitation Fees For (year) - District

Enclosed is the form with details of the number of members of each club in District.
The total amount paid via telegraphic transfer wasSterling on the
.....October

I hope you have received the payment.

Thank you.

Yours in Inner Wheel Friendship,

District Treasurer

Cc. District Chairman-
District Secretary

CAPITATION FEES FOR District

NAME OF CLUB	NO. OF MEMBERS	RATE PER MEMBER £3.50 (2012/2013)

This form **MUST** be returned with your payment

If using Bank Transfer please state:

Amount sent:

Date of Transfer:

Date

To: District Executive Committee
National Representatives
Inner Wheel District

Re: Submission of Expenses Incurred For District (Year)

To all a **VERY HAPPY NEW YEAR!!**

I would appreciate if you kindly submit to me the following:-

1. Claims for expenses from July - December
2. Your projected expenses from Jan - June

I have enclosed a format for you to complete. Please submit to me by the 31st January 2.....
For claims incurred please submit supporting documents.

Thank you very much for your attention and co-operation.

Yours in Inner Wheel Friendship,

District Treasurer

IW District

Submission of Expenditure By District Exco for IW District Year

To:

From: Designation

Date:

Expenses incurred for the period 1st July-31st Dec.

- 1..... RM.....
- 2..... RM.....
- 3..... RM.....
- 4..... RM.....
- 5..... RM.....
- 6..... RM.....
- 7..... RM.....
- 8..... RM.....

NB. Would appreciate claims with supporting documents if any.

IW District

Submission of Expenditure for IW District Exco Year

To:

From:

Designation

Date:

Projected Expenses for the period 1st January - 30th June

- 1..... RM.....
- 2..... RM.....
- 3..... RM.....
- 4..... RM.....
- 5..... RM.....
- 6..... RM.....
- 7..... RM.....
- 8..... RM.....

Date:

To: DISTRICT EXECUTIVE COMMITTEE
NATIONAL REPRESENTATIVE
ALL DELEGATES

My dear Inner Wheel Friends,

Greetings and wishing you all a Very Happy New Year!

I am writing to remind you with regards to traveling claims for the coming AGM to be held infrom Friday -Sunday March 2...

Those who are eligible for reimbursements please ensure that you travel in the most economical way.

- All claims for traveling expenses must be accompanied with a photocopy of either the air tickets/bus tickets/train tickets/ and receipts for toll charges. In cases where there are no receipts but claims are genuine, vouchers must be signed and approved by DC/Sec/Treasurer
- All delegates are reminded to obtain a claim reimbursement form from the Secretariat or at the Registration counter upon Registration.
These forms must be submitted on the same day in order to expedite payments. Those clubs with 51 or more members are allowed to claim for 3 delegates.

Please do not hesitate to contact me atshould you have any queries or suggestions.

I am looking forward to meeting up with you at the AGM.

Yours in Inner Wheel Friendship,

District Treasurer

Date.....

Travel Claims Form for AGM

Name of Delegate:

Delegate's Club:

Mode of Travel:

Departure From:
(State Town)

Travel Fares :

TOTAL CLAIMS: _____

Remarks:
(Name of person to make cheque out to)

Prepared By:

Approved By:

.....
District Treasurer 200...../0....

.....
District Chairman/Secretary

*All claims in Malaysian Ringgit only

** For Office Use Only: Cheque Number RM.....

HANDOVER CHECKLIST FOR DISTRICT TREASURER

Out –Going District Treasurer

In-Coming District Treasurer

Name:

Name:

Year:

Year:

	Items and Details	Tick	Remarks
1	Guideline Manual		
2	Files of Correspondence		
3	Check books, receipt books etc		
4	Authorised signature stamp		
5	Bars/Badges-in stock		
6	Badge of Club Treasurer		

Handed over by:

Received by:

Name:

Name:

Signature:

Signature:

Date:

Date:

Distribution:

- Secretary
- In-coming Treasurer
- Out-going Treasurer

GUIDELINES FOR DISTRICT INTERNATIONAL SERVICE ORGANISER

	QUALIFICATIONS	
	<p>Must have served on a District Committee and have been a member of the District International Service Committee where such a committee exists, for one year at the time of nomination Tenure: Elected annually and may serve for a maximum period of 3 consecutive years</p>	
	DUTIES (Internal)	
	<p>The District ISO is the main channel of communication between the clubs of the District, as well as between the District and other Districts of International Inner Wheel.</p> <ul style="list-style-type: none"> • Letter of introduction to all the clubs in the District. • Club ISOs to submit a list of overseas clubs they correspond with. To distribute this list to other clubs of the District. Reason: No duplication • To initiate Clubs to list out projects involved in and distribute this list early in her term so that other clubs may join in if they are interested or have no projects of their own. (Joint project) Reason: It will help to increase the resources and activities of the smaller clubs. Implementation on Club to Club basis. 	July
	(External)	
	<p>Correspond with District ISOs from around the world. ISO will be given a copy of IIW Directory.</p> <p>Reason: This is to exchange ideas with clubs from different countries and to raise the profile of District especially before International Conventions.</p>	
	<p>To write to Clubs regarding the IIW Social Projects when informed by National Representative.</p>	
	<p>To promote the exchange of visits/organise and coordinate visits to and from other Districts.</p>	

HANDOVER CHECKLIST FOR DISTRICT INTERNATIONAL SERVICE ORGANISER

Out-going ISO

Incoming ISO

Name:

Name:

Year:

Year:

	Items and Details	Tick	Remarks
1	Guideline Manual		
2	Files of correspondence internal and external		
3	District ISO bar		
4	District Bannerettes		
5			

Handed over by:

Received by:

Name:

Name:

Signature:

Signature:

Date:

Date:

Distribution:

- Secretary
- In-coming ISO
- Out-going ISO

GUIDELINES FOR DISTRICT EDITOR

	QUALIFICATIONS	
	To be eligible you must have been a club delegate. You should preferably be computer competent, or have access to a person so qualified who will assist you. Elected annually and may serve for a maximum period of 3 consecutive years	
	DUTIES	
1	To compile the District Newslink and maintain the content of the District website to reflect club and District activities and interests according to pre-set dates. To arrange printing of magazine and its distribution to clubs in the District.	December June
2	To communicate relevant information and discussion in line with IIW and District policies and practices.	
3	To maintain contact with Club Correspondents in the District.	
4	To send at least one article of District 330/331 news to IIW for publication in IIW Newsletter.	
5	To attend AGM and other official District and inter-District event to report the proceedings through Newslink magazine and the website.	March

	ADMINISTRATION	Date/frequency
1	Send out letters of introduction to CCs and check whether CC has e-mail address. Remind CC to open e-mail weekly if this method of communication is to be used.	July
2	Provide a timetable for CCs of when material will be required from them together with deadlines. Send a copy of this information to Club Presidents.	July
3	Ask relevant District officers (e.g. District Chairman, National representative) to prepare articles/reports for Newslink.	July April
4	Send reminder to CCs for material for next issue of Newslink Decide on general focus of the magazine and request articles etc. from relevant people/organisations.	August March
5	Collect and collate material for next edition and design layout.	September
6	Send reminders to CCs and Presidents of clubs from whom material has not been received.	September

7	Send for details of next AGM from relevant organisers.	April
8	Obtain estimates for the printing of Newslink.	September March
9	Finalise layout and have it proof read.	November May
10	Hand proofs to printer. All rectification to be authorised only by Editor to printer.	December May
11	Collect and distribute Newslink.	December June
12	Send note to CCs requesting reports and photographs from November/December fellowship events.	January
13	Attend AGM and collect relevant information for Newslink.	March
14	Collect information from District Secretary on incoming club committees for Newslink and website.	April
15	Remind CCs of the need for Club Installation reports and photographs for incoming Editor.	May

WEBSITE ADMINISTRATION

1	Update information on incoming club committees and District Officers	July
2	Request reports and photographs from CCs for individual club pages	July January March
3	Enter details of next AGM	December
4	Update website information and remove incomplete or outdated material	July January March
5	Enter details of club installation events	June
6	Collate all material (written and photographic) and compile CDs of all photographs used in magazine or website. Assemble details of technical information needed for Web-manager role and details of software used for magazine layouts etc. Pass on details of possible printing companies and account of expenditure.	June

HANDING OVER CHECKLIST FOR DISTRICT EDITOR

Out-going District Editor

Incoming District Editor

Name:

Name:

Year:

Year:

	Items and Details	Tick	Remarks
1	Files of Correspondence, contacts, Technical information		
2	CDs of all photographs submitted		
3	Software relevant to website/magazine		
4	Passwords and codes for web access		
5	Guideline Manual		

Handed over by:

Received by:

Name:

Name:

Signature:

Signature:

Date:

Date:

Distribution:

- Secretary
- In-coming District Editor
- Out-going District Editor

GUIDELINES FOR CLUB VOTING DELEGATE

	<p>QUALIFICATIONS</p> <p>Must have served on a Club Executive Committee for <i>At Least One Year at the time of Nomination</i>.</p> <p>Voting Delegate shall not serve for a period longer than <i>Three Consecutive Years</i>.</p> <p>In the event of a vacancy, the Club shall appoint a qualified successor. Any changes must be conveyed, in writing, to the District Secretary at least <i>Fourteen (14) Days</i> before the AGM takes place.</p> <p>Each Club is allowed Two (2) Voting Delegates & Deputies. Club Delegates & their Deputies should be elected at the Annual General Meeting.</p> <p>An additional Delegate may be elected in Clubs with <i>Fifty One (51)</i> or more Active & Honoured Active members.</p> <p>NB: Honorary Members are not the same as Honoured Active members and cannot, therefore, be counted to make up 51 or more members for the Club to be eligible for a 3rd Delegate.</p>	
	<p>DUTIES</p>	
1	<p>Club Delegates are <i>Members of the District Committee</i> and represent their District <i>as Voting Delegates</i>.</p>	
2	<p>They are the <i>liaison between District and their Club</i>, and the District Secretary will correspond directly with them. They should report at their District General Meeting on all matters pertaining to:</p> <ul style="list-style-type: none"> a. District b. IIW c. Any other correspondences / information that they may receive. 	
3	<p>Attend the District Annual General Meeting as a Voting Delegate, to convey the <i>Wishes & Decisions</i> of your Club members, present any <i>Resolutions</i> on behalf of the Club & Vote according to their instructions.</p> <p>After the District Annual General Meeting, the 1st Delegate should give a report on the Business Session at the Club General Meeting and the 2nd Delegate could present one on the Social Activities.</p>	<p>March April / May</p>

	ADMINISTRATION	
1	<p>A file should be kept & divided into three sections:</p> <ol style="list-style-type: none"> a. District b. IIW c. General Correspondence / Information 	Ongoing
2	<p>Reports to your Club General Meetings should be made under the appropriate item on the Agenda</p> <p>If you happen to be an Officer of the Club, i.e. President, Secretary etc., as well as the Voting Delegate, you should still separate Reports according to the Agenda as this will give equal importance to your dual role and a clearer picture to members on important matters.</p>	
3	<p>When you are not sure, or know, that you are unable to attend a Club General Meeting, you should pass any new information that you received to the Deputy Delegate / Club President so that she will be able to give a Report. This will ensure that the Club is kept up to date on important matters/deadlines and also give the Deputy some experience on the role of a Club Delegate.</p>	
4	<p>At the end of your term of office you should pass ALL FILES to your successor, together with any observations that you have noted that you think would be helpful in making her term run more smoothly.</p> <p>Any particular information that you have received and would like to keep could be photocopied and retained by you.</p>	
	OTHERS	
1	<p>Expenses for traveling in the most economical manner for Two / Three (2/3) Voting Delegates to attend the District Annual General Meeting will be paid in Malaysian Ringgit, from the District "Fares Pool". Bookings should be done well in advance.</p>	
2	<p>All claims must be supported by relevant documentation and only Voting Delegates who attend the full Business Sessions will be reimbursed.</p>	

NOMINATION & ELECTION PROCEDURE
FOR DISTRICTS WITH NO NATIONAL GOVERNING BODY

1. NATIONAL REPRESENTATIVE & DEPUTY NATIONAL REPRESENTATIVE

QUALIFICATIONS

Must be a Past District Chairman, Vice-Chairman, Secretary or Treasurer.
Tenure: A maximum period of 2 years but must be elected annually.

NOMINATION & PROCEDURE

District Secretary to send to District Committee (Executive and Club Voting Delegates)

1. Nomination Form (E & F)
2. List of eligible candidate
3. Consent Form (E)
 - Completed and signed forms to be forwarded to the incumbent National Representative by the **31st October**. To stamp date when forms are received.
 - National Representative to check nomination forms and eligibility of nominees.

ELECTION

- The National Representative to prepare and send out to all clubs, an official ballot slip and envelope together with a short bio-data of nominees and consent form, for clubs to vote. To be eligible to vote, clubs must have paid Capitation fees by **31st October**.
- Each club is entitled to one vote.
- In the event of the votes being equal, the District Chairman shall have a casting vote
- Ballot papers to be sent back to NR not later than **15th February**
- Returned ballot papers to be stamped and counted by NR in the presence of a member of Executive Committee or past member of Executive Committee
- If incumbent NR is also a candidate for the position, the ballot papers to be sent to a Past NR who will count the votes in the presence of a member of Executive Committee
- Results to be sent to IIW and be included in NR report

DUTIES & RESPONSIBILITIES OF THE NATIONAL REPRESENTATIVE

1. **It is essential to be fluent in the Official language, i.e. must be able to read, speak and understand the English language.**
2. The National Representative or Deputy should endeavour to attend one District meeting per year for each District in a country with **no** National Body, in order to approve the Minutes. In a country with no National Governing Body, if the National Representative is **not** an elected member of the District Executive Committee, she plays **no** part in the running of the District.
3. **Translate or have translated into English complete National Governing Body Minutes [or District Minutes if your country has no National Body] and send copies to International Inner Wheel Headquarters. These Minutes must be forwarded to Headquarters within 6 weeks of any Meeting.**
4. Translate IIW Governing Body Minutes and any other relevant information into national language and send to each Club and each District Secretary (each Club and each District will receive the Governing Body Minutes in English).
5. **Information sent from Headquarters, e.g. Executive Committee Minutes should be summarised in her own words and passed to all members within her country. It is essential to ensure that Association/National Council Bodies are kept informed of all the information received from International Inner Wheel.**
6. Must notify the International Inner Wheel Administrator of any item they wish to be considered for inclusion on the agenda for Governing Body Meeting not later than **30 days** before Governing Body Meeting. (The dates of the meeting are listed in the front of the IIW Directory)
7. Reports:
All National Representatives shall submit one Report to IIW Headquarters. The report is to be a general survey of work undertaken by Members, covering activities and projects implementing the Presidential Theme and relating to the UN Committees on which Inner Wheel is represented (Rights of the Child, Family, Status of Women, Ageing, Narcotic Drugs and Happier Futures Social Project).

The Report must give as a front page the following information:

- A. Country.....
Number of Districts.....
Number of Clubs.....
Number of Members.....
- B. Extension: New Clubs Formed.....
Clubs Disbanded:.....
- C. Approximate amount raised in £GBP by all the charitable endeavours of the IW membership for the year, number of approximate beneficiaries. Conversion rates found can be found on a variety of sites on the internet.

This report (22 copies by post, alternatively e-mailed) must be sent to IIW Headquarters not later than 31 May annually and must not exceed 500 words in total. (These Reports are circulated to Members of the Governing Body).

- 8. National Representative **must** ensure that the names of the members of her incoming National Governing Body, National Representative and her elected Deputy for the coming year are entered by the National Representative on to the database not later than **15 May** each year, and
- 9. **Must check with all District Secretaries to confirm that all necessary updates on to the database have been completed by the due date. *Failure to comply with the above means that Clubs are not entered into the International Inner Wheel Directory and will not receive any Voting papers.***
- 10. **International Inner Wheel Directory:**
Check the entries for your country in the International Inner Wheel Directory immediately upon receipt for accuracy and omissions. Ensure corrections and omissions are rectified immediately by filling in the database. It is from this information that mailing labels are produced and e-mail messages are sent.
- 11. Sign Charters and pass these on to the District concerned. District Chairman may sign below National Representative.
- 12. When invited to a Charter Presentation, National Representative must bring greetings from President of International Inner Wheel.
- 13. National Representative must be responsible for the care of International Inner Wheel President and for all her arrangements connected with the visit to her country. National Representative should be aware that, when the International Inner Wheel President is invited to visit a country, all her accommodation and travel **must** be paid for by that country from the agreed point of entry until her departure.

14. If planning a visit by IIW President, any Club, District, National Governing Body **must** apply to Headquarters for the Guidelines which are available.
15. **Margarette Golding Award:**
National Representative will sign and submit all applications from her country for the above Award to Headquarters, to be received **14 days** before an Executive Committee Meeting (the dates are listed in the International Inner Wheel Directory).
16. **National Representative must keep her Deputy fully informed.**
17. **Internet:**
All Web-sites MUST link to the IIW Web-site. It is the responsibility of the National Representative to check the accuracy regularly of all information from her Country on Inner Wheel home pages or similar as created by Internet users.
18. Reports can be typed, e-mailed or posted.

February 2013

2. IIW GOVERNING BODY is to be the Board, consisting of Officers, Board Directors and the Chairman of the Constitution Committee

QUALIFICATIONS

1. **VICE PRESIDENT:** Must have served at some time as a President of a National Governing Body, or an International Board Director or a Board Member, or the International Treasurer
2. **TREASURER:** Must have been a National Governing Body or District Treasurer and have served as a member of a National Governing Body for at least 1 year at the time of nomination.
3. **CONSTITUTION CHAIRMAN:** Must have been a past member of the International Inner Wheel Governing Body.
4. **BOARD DIRECTOR:** Must be a Past National Representative or a Past President of a National Governing Body.
5. ***EDITOR:** Must have been a National Body or District Editor for at least 1 year at the time of nomination. (IIW Editor is not a member of IW Governing Body)

NOMINATION PROCEDURE

NOTE: For Position **1-3** Only a District Committee of a **NATIONAL GOVERNING BODY** may nominate.

In **August** District Secretary to send to **District Committee** (Executive and Club Delegates)

1. Nomination Form (H)
 2. List of eligible candidate
 3. Consent Form (H)
- Completed and signed forms to be forwarded to the National Representative by the 31st October . To stamp date when forms are received
 - Should there be more than one nomination for any of these positions then a postal ballot must be arranged and details of individual members' qualifications, ballot slips and special envelopes with the Club name and 'Ballot Papers' written on the outside, sent to every Club giving at least six weeks to cover all the Club meeting dates.
 - These should be completed and returned to the National Representative by **15th February**.
 - If there is only one nomination, National Representative will email to District Committee members to get their agreement (simple majority) to endorse the nomination.

ELECTION AND RESULT

- To be eligible to vote, Clubs must have **paid Capitation Fees by 31st October.**
 - Each **Club** is entitled to **ONE VOTE.**
 -
 - At least **two** of the District Executive Committee or two senior members (preferably past district officers) should be present at the opening of the ballot envelopes.
 - The result will be conveyed to the nominees
 - **The results can then be announced at the District AGM and Minuted**
-
- When the official forms are received from IIW in May/June they can then be completed and returned to IIW HQ accompanied by the appropriate Minute, before the closing date of **30th September.**
 - Explanation: nominations for the IIW Editor and Board Director from Malaysia & Singapore must be done at a District Committee Meeting. As IW District here has only ONE District Meeting per year i.e. the Annual General Meeting, the Nomination for any of our members to the IIW Governing Body must be done through this meeting. Therefore the District Secretary must send out our own forms prior to the year of nomination eg IW year August 2013/2014 for nomination in the Inner Wheel year 2015/2016.

INNER WHEEL DISTRICT PROTOCOL AND DECORUM

Order of Precedence

- District Chairman
- National Representative
- IIW President (if she is present)
- Club Presidents
- Rotary dignitaries/guests
- Inner Wheel Members

Seating Arrangements

- District Chairman (DC) as hostess - Centre
- National Representative (NR) - Right of DC
- IIW President (if Present) - left of DC
- Guest of Honour (if any) - between DC and NR
- Rest of Officers - Senior at centre, less senior towards opposite ends

Special tables to be arranged for invited guests who cannot be accommodated at the head table.

Note:

Head of State, Agong, Sultan, President of Country to take precedence over everyone.

Current serving Board Director's presence to be acknowledged as a courtesy

Salutations

1. Guest of Honour
2. District Chairman (as hostess or presiding)
3. National Representative (if she is GOH, to be addressed first)
4. IIW President (if she is GOH, to be addressed first)
5. Club Presidents
6. Rotary dignitaries (District Governor) & spouse
7. Distinguished Guests
8. Inner Wheel Members

*Note: MC to ensure correct titles are used especially where Royalties are present
To save time and not to sound repetitive, suggest only the MC to do detailed
salutations, the rest;*

“Distinguished Guests, Ladies and Gentlemen”

District AGM-Installation of District Chairman

1. **Toasts:** to done before the installation and preferably before dinner

- King/ President of country (by a PDC)
- International Inner Wheel (by National Rep or Past Nat Rep)

Programme

- To start on time and to adhere to timing. The event to end before 12 midnight
- If time permits, to stop serving dinner for the formal part (speeches and inststallation)
- Entertainment to be carried out after the formal part ie . Speeches and installation

Speeches

- Fellowship Night- Organising Chairman
- Opening Ceremony- Host Club President and District Chairman
- Banquet /Dinner- Outgoing District Chairman and Incoming District Chairman

DISTRICT AGM WEEKEND SUGGESTED PROGRAMME

Friday:

- Registration
- PDC Meeting and lunch (11 am)
- District Exco committee meeting held in the afternoon
- District committee meeting usually held after Exco meeting
Compulsory for all Exco and Club Voting Delegates
National Representative to be invited.
All matters to be discussed, deliberated and agreed upon before AGM.
Club Voting Delegates are encouraged to bring out matters/procedures/issues for discussion at this meeting and not at the AGM as the minutes of the AGM is sent to ROS and IIW.
Minutes of AGM to be vetted by National Representative before sending to IIW.
- Fellowship Night: Welcome Address by Organising Chairman and club performances.

Saturday:

- Opening Ceremony (*Protocol according to Inner Wheel procedure*)
 - Presentation of country flags and respective anthems
 - Roll call and presentation of club banners
 - Speeches by Host Club President, District Chairman and GOH
 - Opening of AGM by
- Group photo (*Sitting protocol to be observed*)
- District AGM
- Lunch
- AGM continues
- Open Forum after closing of AGM.
- Banquet Dinner and installation of Incoming DC

Sunday:

- IW seminars/other programme (optional)
- Lunch and Closing
- Incoming / Outgoing Executive handing over session (optional)

Finance:

District :

1. Pay subsidy RM10/- per member of total membership to defray AGM expenses
2. Pays for printing of reports and accounts
3. Travelling expenses of Exco and club delegates, in the most economical form of transport.

Organising Committee

1. To present breakdown of Registration fee to the District Exco for approval
2. All fund raising for the AGM shall be from outside Inner Wheel
3. All profit accrued after AGM to be channeled to club charity account
4. In the case of a district organized AGM (not club organized), the profit accrued to be channeled to District account.

SOUVENIR PROGRAMME

- 1 AGM Programme
- 2 IIW Theme and Aims of IW
- 3 Messages & photos:
 - Guest of Honour
 - IIW President
 - National Representative
 - District Chairman
 - Host Club President
 - Organising Chairman (Optional)
4. Photo/s :
 - i Organising Committee
 - ii District Exco
 - iii DC Club visits, installations, charter event
 - iv Club activities
 - v International Understanding & Convention
5. Inner Wheel Writeups:
 - i International Inner Wheel
 - ii Inner Wheel District 330/331
 - iii List of Inner Wheel Clubs in District 330/331
 - iv Themes of International Inner Wheel
 - v List of Past District Chairmen
 - vi Acknowledgements
6. List of PDCs
7. IIW Themes
8. IIW Material
IW District Material
9. Pictorial Activities of District
10. Advertisements
11. Acknowledgements

Badges & Regalia

1. Only badges of approved design (by IIW) are permitted and these are worn at Inner Wheel functions.
2. A member should wear her badge of office at a Rotary function only when is officially invited to represent Inner Wheel.
3. District Chairman should wear her Chain of Office at all functions of her own Club, when visiting other Inner Wheel clubs or attending Charter presentations, District Meetings, Rallies, Conferences and Conventions
4. If invited to represent her District at functions of other organizations, the appropriate badge of office must be worn.
5. Members are encouraged to wear the approved miniature lapel badge, especially when traveling.
6. For newly formed club, the following badges are recommended:
 - a. President's Jewel
 - b. Club member's badge for each member
 - c. Bar for Secretary, Treasure, ISO, Editor, Extension Chairman
7. Badges can be ordered from:

A. W Mathews Ltd
54 High Street
Gillingham
Kent
England ME 1BA

Toye, Kenning & Spencer
Regalia House
Newtown Road
Bedworth, Warwickshire
England CV12 8QR

CONTRIBUTORS

The following members of District 330 & 331 contributed to the writing of this document.

Chairman of Sub-Committee

- District Chairman Joy Sundram

Secretary

- PP. Datin Seetha Lakshmi

Advisors

- PIIW Rep To' Puan Lam Leepin
- PIIWBD Jessie Wang

Committee Members

- PIIWBM Datin Joan Salleh
- PP Jangir Sagoo
- PP Datin Uma Rani
- PP Dr. Joanna Sie
- Dr. Christine Mosley
- Linda Lim
- Monica Chong
- Tan Chiew Hing