



Logo is available on the IWNZ website www.innerwheel.org.nz
or the IIW website www.internationalinnerwheel.org.

INNER WHEEL NEW ZEALAND INC.

CLUB RESOURCE MANUAL

A General Guide for Clubs

JULY 2020

**The Club Committee recommends
but the Club Members decide**

Use in conjunction with the History Resource Manual available on the IWNZ website
Please advise IWNZ Vice President and IWNZ Secretary of any corrections required

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MEMBERSHIP/MEMBERS

The following are eligible for membership:

Active Membership:

May be retained or taken up by the following provided they are over 18 years:

- 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 – provided a majority of the Club members agree.

Active Membership should be taken up in the Inner Wheel Club most convenient for an Inner Wheel member to attend.

Honoured Active Membership:

An Award: A Club may confer Honoured Active Membership on an Active Member who has given outstanding service to Inner Wheel. The Club will pay the members' dues for the year in which Honoured Active Membership is awarded. In the following years, she retains Honoured Active status, but pays all her own dues. Such a member retains all the rights of Active membership for life, or until she leaves Inner Wheel.

Honorary Membership:

Clubs may invite up to 4 persons whom they wish to honour to become Honorary members. Such members shall be subject to re-election annually. Each National Governing Body may determine the period of consecutive membership. Honorary Members have no vote and cannot hold any office in a Club.

Badges - Badges and Bars are available from the Inner Wheel Club of Riccarton

Badge Secretary,
Inner Wheel Club of Riccarton
PO Box 29 364
Riccarton,
CHRISTCHURCH 8441
Email: jocmurraynz@gmail.com

Notification of Honoured Actives

All awards for Honoured Actives need to be notified to the IWNZ President, IWNZ Secretary, IWNZ Webmaster, IWNZ Editor, your District Chairman and Secretary.

Notification of Obituaries

All Obituaries need to be sent to the IWNZ President, IWNZ Secretary, IWNZ Webmaster, IWNZ Editor, and your District Chairman and Secretary. When sending the notification please include the following information:

1. Name of Member
2. Date of death
3. Date joined Inner Wheel (if known)
4. Offices held in Inner Wheel and dates
5. Any other information you may wish to add

For any other information look at the Obituaries page on the website for ideas

MEMBERSHIP at LARGE

Inner Wheel New Zealand wishes to keep in touch with members who reside in an area where there is no Inner Wheel Club.

Criteria: **Reference: Inner Wheel New Zealand Inc. By-Laws**

“If an active member resides in an area of the country where there is no Inner Wheel Club, the National Governing Body can grant her ‘Membership at Large’ status. Application must be made to the National Governing Body, through her former Club, or District if there is no former Club due to disbandment. Payment of International Inner Wheel Capitation Fees must be made to the Governing Body. Such a member cannot vote or hold office.”

Former members are warmly invited to join Inner Wheel if they meet the above criteria. Application must be made on the official Inner Wheel New Zealand application form which can be downloaded from the IWNZ website www.innerwheel.org.nz or obtained from the IWNZ Treasurer or District Secretary.

The District Executive Committee will verify the membership application before forwarding to the IWNZ Secretary for processing.

The membership fee of \$30.00 is payable to the IWNZ Treasurer and will provide for the following:

- International Inner Wheel Capitation fee
- Inner Wheel New Zealand Levy
- IIW Newsletters
- IWNZ Communicator, etc.
- Inner Wheel New Zealand Magazine – 'Inner Link'
- Inner Wheel New Zealand Directory
- Eligibility to participate in Inner Wheel occasions as advertised in Newsletters and the Communicator.

The IWNZ Secretary will be the link for information for Members at Large. Clubs and Districts are urged to send their newsletters to former members and invite them to District Meetings.



INNER WHEEL NEW ZEALAND INC.

INFORMATION SHEET FOR CLUB PRESIDENT

As **President**, you are responsible for the well-being of your Club, keeping it running smoothly and happily. With your Committee's help, you manage the Club affairs – in no way dominating but encouraging them to actively participate in the planning of the year's activities.

Get to know your **Committee Members'** abilities and delegate tasks. Committee work encourages contact with fellow members and knowledge of how the Club operates.

Encourage and involve as many **Club members** as possible in Club activities. Make each member feel wanted – a smile or hello is often all that is needed.

Welcome visitors – if your members wear name tags give them one too. It is nice to address people by name. Look after your **guest speakers** – delegate a member to meet and welcome them and take care of their needs.

Have a **phone list**, with committee members being responsible for a small number of club members, to update meeting arrangements, plan activities, keep in touch with members who are sick or to pass on good wishes. A good rapport between members and a committee member can be invaluable.

Keep members well informed – they are the most important part of the cog in the turning wheel of Inner Wheel, whose members encompass the world. Give them the opportunity of being part of that World. They are also your future Club officers, so keep them interested in what Inner Wheel is and does.

Newsletters can convey information about the Club, but also from District, the National Governing Body and from International too, especially when members are away for one meeting or more. Work closely with your Club Editor.

Encourage your **Vice President** to know what is going on – she may need to take a meeting at a moment's notice. Meet with her from time to time to discuss plans and ideas.

Your **Secretary** will be your most valuable friend and aide during the year. Talk or meet with her often and maintain good communication at all times. Together, attend to requests from District and the National Governing Body promptly, always with final Club approval.

Minutes of the club Meeting should be sent out to all members prior to the meeting so that they can be taken as read at the Club Meeting and passed as a true and correct record. Committee Minutes should be available for all members to read if they so wish, table them at the Club Meeting. Make sure that the Secretary always records both Christian and Surname so that when looking back over Club records people know who is being referred to. Minutes should not have any personal comments about a member in them – keep any discussion about a member off record!

The **Treasurer** will keep the President informed as to the financial state of the Club and should discuss all cheques/online payments with you prior to them being presented to the members for payment. All money is members' money and they make the final decision on how the Clubs money is to be spent. Money is what causes the most dissension in Clubs so have everything available for members to see if they so wish – be open on all money matters.

Some Meeting Guidelines

A PRESIDENT does not move a motion only her ANNUAL REPORT. Motions must all start with the word "that"

POINTS OF ORDER usually relate to -

1. breaches of the Constitution, By-laws, District and Club Rules
2. absence of a Quorum
3. whether a person has the right to speak
4. keeping to the subject under discussion.

Standard meeting procedures are to be found in the Handbook Section of the Constitution.

Invite your local DISTRICT EXECUTIVE MEMBERS to a Club meeting.

Any INNER WHEEL member may visit any Club if she wishes. The PRESIDENT or SECRETARY of the Club should be contacted prior to the meeting. The member will be expected to pay any cost e.g. meal.

Your 12 Points to Success

1. Do your homework
2. Have all your papers in order before the meeting starts
3. Prepare an Agenda in consultation with your Secretary at least 24 hours before the meeting. This keeps *you* on track and will help your Secretary take and write up the Minutes.
4. Check the day before the meeting that you have all equipment/personnel organised.
5. **NEVER** be without your Rule Book.
6. **BE EARLY** for your meetings
7. Keep the business side of the meeting **concise and to the point**, but make sure members are given the opportunity to be fully informed.
8. Listen to all members but be firm, if necessary ring the bell and keep to the business in hand.
9. The District Chairman's Newsletter should be circulated to all members and relevant points of interest mentioned at meetings. The Vice President could be given this task.
10. The IWNZ President's Communicator should be circulated, and relevant points of interest mentioned at meetings. The Vice President could be given this task.
11. Give time for your International Service Organiser and Club Editor to report any interesting news.
12. Your District Executive are there if you have any worries or problems. Help is at hand – you only have to ask.

Above all, be enthusiastic and your members will be too.

Remember *"The Club Committee recommends but the Club Members decide"*

Enjoy your time as President!

MEETING PROCEDURE GUIDELINES

Date: 7 November 2017
Venue: The home of Jane Brown

Have your agenda and all your papers in order. Call the meeting to order (use a bell if necessary)

Welcome everyone – especially any visitors to be introduced.

Apologies

Minutes of the previous meeting should be circulated prior to the meeting.

“The minutes of the previous meeting having been circulated are to be taken as a true record. Proposed / seconded. All those in favour say Aye. Those against say Nay. Any corrections can be made at this time. President signs and dates them.

Business (or Matters) Arising from the Minutes

Deal with these (they are usually noted on your agenda)

If there is a matter that you know will take longer, postpone it until General Business, when you know how much time is available.

Correspondence

Inward -

Highlight important information from the District Chairman's Newsletter, or IWNZ President's Communicator.

Deal with the District Package and all other relevant Inward Correspondence.

Outward – reported

“That the Inward Correspondence be accepted and the Outward approved”.

Moved/Seconded

Treasurers Report

Report of the financial position

No 1 Account – Club Operations

No 2 Account – Charity, Projects

Accounts to be passed for payment.

Moved/Seconded

Reports

ISO

Club Editor

Any others.

It is advisable to obtain any information required on the Club's Service Record here also

General Business

At the end of this, ask if there is any further business. If there is no further business, declare the meeting closed and note the time.

CLUB ANNUAL GENERAL MEETING GUIDELINES

The Club By-Laws state: An Annual General Meeting shall be held before 30th June.

The Club AGM should be held in either May or June. Some items such as the Financial Statement for the previous year and the Committee for the coming year should be passed at Club Meetings and then ratified at the AGM.

Items for the Agenda to include:

- **Minutes of AGM for the Previous Year** – to be passed
- **Reviewed Financial Statement** – to be ratified. *The Financial Statement should be presented, discussed and passed at a Club Meeting as soon as the Accounts have been reviewed – usually August or September. They are then ratified at the AGM.*
- **Club Subscription for the next year** - *If the Club subscription is to be raised the committee could present this at a previous Club meeting for discussion, or it can be presented at the AGM for discussion, either way it must be voted at the AGM by a resolution being put, this allows for it to be implemented on 1st July. Nowhere do the rules state that an increase in Club subscription should be held over for a year if voted for at the AGM.*

NOTE: *Any increase in the National levy must be circulated to all Clubs by 30th April. At District level an increase in the levy can be voted on at the October District Meeting for implementing on 1st July, otherwise if done at the June District Meeting and AGM it is held over a year.*

- **Appointment of a Reviewer** for the following year (if possible).
- **Appoint/confirm Bank Signatories** for coming year.
- **Ratify Club Committee** – *The Club Committee members are voted on at Club meeting held either in February or before 15th March and then ratified at the AGM.*
- **Appoint/confirm Club Voting Delegates** and their Deputies to the District Committee for the coming year. *Refer to the District Rules, Qualifications in the IWNZ Inc. By-Laws (The Red Book)*
- **Club President's Annual Report** for current year.
- Presentation of Club Awards – Honoured Active etc. – *if they are presented at a different event they should be added into the AGM Minutes as an Addendum*
- AGM Minutes should have the following items added to them for archiving - the Presidents Annual Report, Financial Report, the Club History Sheet, Club Service Record for the year and a list of everyone who were members during that year.

CLUB PROCEDURE CALENDAR SHEET

President and Secretary – Please refer to this regularly in conjunction with the District Secretary's letter, so that you are familiar with Inner Wheel matters which need to be dealt with each month. Some dates may vary slightly from year to year.

JULY

The new Executive takes over

Make yourselves familiar with –

- International Inner Wheel Constitution and IWNZ By-Laws and Handbook (Red Book) – can be obtained from the IWNZ Treasurer
- Guidelines for Club Officers (Club Resource Manual)
- Send any alterations for the IWNZ Directory to the District Secretary by 31st July
- Inform each member of the Executive of their new club email addresses and password. Confirm that old emails can be deleted. Record new Executive passwords and a copy is to be held by President and Secretary should they be required at a later date.
- Check Gmail addresses (in your contacts section) with those in the current years IWNZ Directory to ensure they are still relevant. Use the IW position not the personal name in all settings.
- You will receive the IIW Directories the Club ordered.
- You will receive the Service Record for the year to update monthly – it is suggested that ISO, Treasurer, Secretary and President are involved in the completion of the sheet.

AUGUST

- Send nominations for IWNZ President/National Representative; IWNZ Vice President/Deputy National Representative; IWNZ Secretary and IWNZ Treasurer to your **District Secretary** by the 30th September.
- Send any proposals or matters for discussion at the October District Meeting, to the **District Secretary** by the 15th August (or 30 days before to allow time for circulating to clubs if required).
- Send a list of all your Club Members, membership status and addresses to the **District Secretary** by 31st August.
- The payment of International Capitation Fees, IWNZ Levy and District Affiliation Fees to be forwarded to the **District Treasurer** on the form supplied to Club Treasurer by 31st August.

SEPTEMBER

- Inner Wheel New Zealand Day is held on 1st September. “Plan to Walk and Talk”. (see History Resource Manual for background to this day if not known)
- Discuss Agenda for District Meeting. Prepare a brief report to be presented there.
- September is International month.

OCTOBER

- District Meeting: Take agenda, Minutes of last District Meeting and Rule Book, Presidents Chain, and any report that the District Chairman has asked you to give. Make sure that your Club Voting Delegates (and club observers) have agenda, minutes and Rule Book and any other relevant material.

NOVEMBER

- In discussion with your Vice President start to think about nominations for Club Officers, to be finalized at your February meeting. (Information will be needed for the IWNZ Directory and will be called for in January)

DECEMBER

- Outstanding fees for full membership to **District Treasurer**, use the form provided
- IIW Voting papers should be received (or are available on the IIW Website).
- NB The IIW Directory order is called for by the IWNZ Treasurer in January. Ignore the order form with IIW mail out.

JANUARY

- International Inner Wheel Day is the 10th January
- Receive IWNZ Directory Mail out and order form from the IWNZ Publicist.
- Send nominations for District Executive to the **District Secretary** by 1st February.

FEBRUARY

- Send nominations for District Executive to the **District Secretary** by 1st February.
- Elect Club Officers for the following year. **Proofread Club information** and send with orders for **IWNZ Directories** to the **District Secretary** as soon as possible but no later than 15th March.
- Return Voting Papers for District Executive to Returning Officer by 1st March. (if an election was required)
- Return Voting Papers for IWNZ President/National Representative; IWNZ Vice President/Deputy National Representative; IWNZ Secretary and IWNZ Treasurer to the Returning Officer by 7th March (if an election was required).
- Voting Papers for International Officers to be sent directly to **International Inner Wheel**, UK, to be received by 31st March.
- Orders for IIW Directories to **District Treasurer** by 5th March (These books are dispatched in late July)

MARCH

- **IIW Directory** information will be requested from IIW; however this is done by the IWNZ Secretary.
- Receive results of elections for National Governing Body.
- Send Club Officer information and IWNZ Directory orders to District Secretary to be received by 15th March.
- Proposals for June District Meeting to **District Secretary** by 31st March.
- Send contributions for District Magazine to **District Editor**.
- Assembly/ROSE Days are usually held this month. All members are encouraged to attend.

APRIL

- Dues for new members who have joined since January to be sent to **District Treasurer** by 30th April (31st March in a Conference year)
- Receive notification of IIW Capitation, IWNZ Levy and District Fees.
- Discuss Club fees for the next Inner Wheel year and arrange date for Club Annual General Meeting
- Club History Sheets and Service Records are to be sent to the District Secretary by 31st May. Consider final Charity Account distributions to ensure they are recorded on the Club Service Record for this IW financial year.

MAY

- Discuss Agendas for June District Meeting and Annual General Meeting.
- Return form listing Delegates and observers to District Meeting to **District Secretary**.
- Send nominations to **District Secretary** for the positions of International Inner Wheel President, Vice President, Treasurer, Editor/Media Manager and Board Director.
- Organise Club Changeover with Executive Committee and Club members.
- Send Club History and Service Records to District Secretary by 31st May.

JUNE

- District Meeting, Annual General Meeting and Changeover of District Officers. Take copies of last Minutes (District & AGM), Agenda, Rule Book, and a brief summary of your activities since the last District Meeting. Make sure that your Club Voting Delegates (and club observers) have agenda, minutes and Rule Book and any other relevant material.
- Get Club Accounts reviewed
- Prepare Annual Report for presentation at your Club's Annual General Meeting and/or Changeover.
- Receive IWNZ Directories as ordered and copies of the Inner Link Magazine.

NOTE:

In a Conference year, Proposals, or any General Motions to amend the Inner Wheel New Zealand Inc. By-laws, District and Club Rules must be forwarded (through your District Meeting) to the IWNZ Secretary no later than 10 months prior to an IWNZ Conference.

Amendments must be with the IWNZ Secretary no later than 5 months prior to a National Conference. All Proposals must be approved by the Constitution Chairman and then forwarded to District Committee for submission to the National Governing Body. Clubs should be aware of the time frame involved.

Please refer to the Constitution for details of Proposal and General Motions to be presented to the triennial International Inner Wheel Convention.

CLUB GUIDELINES FOR THE DISTRICT CHAIRMAN'S VISIT

Prior to, or soon after Changeover, the incoming District Chairman will contact the Club Presidents to suggest a date and make her arrangements for a club visit. This could be organised at the District Training Day.

If this date is not convenient then the Club President is at liberty to suggest an alternative, but please try to accommodate the District Chairman's preference. It can be difficult to arrange dates, as often two or more Clubs meet on the same evening. If the Chairman needs to travel and stay overnight, she may try to organise visits to Clubs in the same area the same week.

Please ask your Club Secretary to confirm in writing the date, time and venue. Also, offer accommodation for an overnight stay, if required.

If your Club has already arranged a guest speaker for that meeting and an alternative date is not convenient to the District Chairman, please arrange your programme to allow at least 15-20 minutes for the District Chairman to speak. The purpose of the District Chairman's visit is to share the focus she has for the District that year, and to help Clubs with any other issues they may have. If the Chairman is not granted a segment of the evening, then members miss the advice and experience that she has. Only with dialogue between the Chairman and members can issues be resolved.

The visit of the District Chairman is a highlight of your Club's year and should be treated as such. Sometimes the District Chairman is a guest for a meeting and members do not know why she is there. It is important to tell members well in advance of the visit, and the reason she is coming.

Presidents must formally introduce the District Chairman with a little background knowledge of her previous roles in Inner Wheel.

If your Club is a lunch or dinner Club, then the Club must stand the cost of the District Chairman's meal. She should be treated as a guest and as such, her expenses met on her official visit.

If your Club Committee meet prior to the Club meeting, it may be beneficial to invite the District Chairman to meet with your committee, so areas of concern can be discussed or clarified.

If the Club wishes to make a small presentation to the Chairman during her visit, a single rose, garden flowers or home baking could be suitable.

One of the highlights of the District Chairman's year is visiting Clubs. They are occasions that are remembered for their fellowship and friendship. Please ensure your Club makes it such.

If your Club is having other functions during the year, such as an anniversary or special guest speaker, you may like to invite the District Chairman back to enjoy a special Club Occasion. Please clearly indicate on the invitation if it is complementary or not. You are not expected to pay for her husband.



INNER WHEEL NEW ZEALAND INC.

INFORMATION SHEET FOR CLUB VICE-PRESIDENT

The Vice-President:

1. Shall be nominated and elected annually and shall not serve for more than two consecutive years.
2. Deputise for the President when necessary.
3. In the event of a vacancy, the Club shall elect a past or present member of the Executive Committee to fill the vacancy.
4. Prepare for your year as President.

Many Vice-Presidents take on the role of Almoner in their Club and to also keep in touch with members who were not at the Clubs meetings. In this way, they can get to know their Club members. Use your year as Vice-President to learn and understand the workings of your Club.

District Assembly/ROSE/Training Day

It is important that the Vice-President attends her District's Training Day and ensures that all the members of her committee also attend. Whilst several of your committee members may be continuing on in their position remind them that it is a new District Chairman and she will be discussing her aims and objectives for the year.

Keep in regular contact with your President and undertake any task with enthusiasm. Don't be scared to ask questions, the more you know the easier your year as Club President will be.

Become familiar with the IWNZ By-Laws (Red Book) and the IWNZ Club Resource Manual and IWNZ History Resource Manual to gain a better understanding of Inner Wheel



INNER WHEEL NEW ZEALAND INC

INFORMATION SHEET FOR CLUB SECRETARY

Club Secretaries:

1. Send out notices of meetings
2. Keep minutes of meetings
3. Assist the Club President to write up the Club History Sheet & Service Record (see pages 40 to 44). Complete monthly and forward to the District Secretary by 31st May each year.
4. Deal promptly with all general correspondence
5. Keep Club President informed of all matters.
6. Send agenda to all Committee members prior to the meetings.

Sounds simple, but you are the one who can hold this position for up to three years and can have an influence on how well your club may run.

Explaining the above –

Notices of meetings – this is generally done through your Club Newsletter but please give the information to your Club Editor in plenty of time. There may also be other notices and information to give to her as well.

Minutes – these should be recorded for both Committee and Club Meetings. They should be brief and to the point, must be a true and accurate record and contain all relevant information. Use both names when recording – when looking back in 10 years' time – who or which Jane? Some clubs email club minutes and some copy and send out with the newsletter, which keeps them everyone informed. Record those present as well as apologies (again with both names). **Remember the minutes are the historical record of all your club happenings and are invaluable.** Apologies must be handed in prior to the start of the meeting.

Annual Report – this is generally written by the President, but you need to have all the details available for her. This should be interesting, not just a list of facts. Remember the success of your club is measured by the friendship, fellowship, international understanding and projects, not just funds raised and spent.

Correspondence – this cannot be stressed enough – Please attend to this promptly. You receive the District Mail-Out and it is your responsibility to share this with your President (could be emailed, photocopied or faxed). Read it all through as soon as it arrives and contact others on your committee if necessary. Please feel you can contact the District Secretary at any time for further clarification, even if it seems trivial. Send the District Chairman's monthly newsletter, IWNZ President's Communicator and other necessary information to all club members.

A few other helpful hints -

Keep all papers in a logical order and know where they all are.

Remember to date everything including the year, both inward and outward.

Arrange to meet with your President before meetings to prepare an agenda and know what is happening. This helps the smooth running of all meetings.

As Secretary, you assist your President and usually form a close friendship, and you can jog her memory if necessary. You also get to know all members of your club and gain personal satisfaction and confidence.

Remember you don't have to know everything to be Secretary. Enjoy the position. Good luck.

REFER TO THE CLUB PROCEDURE CALENDAR FOR DIARY DATES (pages 9 & 10)



INNER WHEEL NEW ZEALAND INC.
INFORMATION SHEET FOR CLUB TREASURER

The Treasurer shall receive all monies and be custodian of the funds of the Club.

Write a receipt for every cent received (which includes the Charitable Commission Number - CC52602 on donations to the Charity Account) and pay only by cheque/online payment.

The Treasurer shall collect subscriptions from members and supply receipts. Receipts for these subscriptions must be marked **Subscription** (Receipts for donations should be clearly marked **Donations**). She should contact members whose dues have not been paid within three months. The Treasurer should seek approval from members of executive for payments and these should be ratified at Club or Executive meetings. The Treasurer must report to the Club at each meeting with details of money received and payments made since the last meeting. All money must be banked in the appropriate account promptly and receipts issued. The Bank Statements should be available at Club Meetings for inspection by any member.

All money belongs to the Club members and the Treasurer should state at each meeting where and how the money has been spent. All Money given away to Charity must be agreed to at a Club Meeting.

Cheques/Online payments to be signed/approved by any **TWO** of the following: **President, Secretary or Treasurer**. All cheques **MUST** be crossed. Do not ask anyone to sign a blank cheque and make sure that cheque butts are clear as to what was paid for. Ask for an invoice for all reimbursements asked for and give a receipt for all money received.

Two Accounts must be kept:

GENERAL

No 1 Account Derived from subscriptions. These should cover running costs of the Club, some of which are as follows:
Capitation Fees to International Inner Wheel
National Governing Body Levy
Affiliation Fees to District
Stationery, postage, printing, etc.
Venue Hire
Speaker's expenses.

CHARITY

No 2 Account This Account is sometimes called the '**PROJECT ACCOUNT**' and is used for Charity. Money raised for charity, to which members of the public have subscribed, must be used for this purpose only. It **CANNOT** be used to defray Club expenses. All donations over \$5.00 must be receipted with Charities Commission Stamp CC52602.

All Clubs must run two accounts for the Charitable Status now held by IWNZ Inc.

Income from Club member functions, raffles and sales tables can go into either account as determined by the Club committee.

The financial year is from **1st July to 30th June** and the reviewed financial statement of accounts from the previous year are to be presented at the Annual General Meeting of the Club. Copies are to be circulated to all members **AT LEAST FOUR DAYS** before the **ANNUAL GENERAL MEETING**. Alternatively, these accounts can be presented to the Club as soon as they have been reviewed and then ratified at the AGM.

All financial records must be kept for 7 years.

Service Record – you should be involved with the completion of this form which is returned to your District Secretary by the 31st May. All Charity work is recorded on this form along with financial details so make yourself familiar with the form (Pages 42-44)

PAYMENT OF FEES

Capitation Fees to International Inner Wheel, the IWNZ Levy and District Affiliation fees should be paid to the District Treasurer by **31st August**. **The deadline is important!** The District Treasurer will send you an itemised form to remind you. It is important to pay these fees on time. Payment may be made online or by cheques made out to the Inner Wheel District NZ29... and crossed.

Capitation and affiliation fees must be paid to the District Treasurer for new members joining throughout the year. Full fees to be paid up to 31st December and form sent to District Treasurer by this date. Half fees are paid from 1st January up to 30th June and should be forwarded to District Treasurer no later than 30th April.

GENERAL

All members should have the opportunity to voice their opinions on the allocation of Club Charity Funds. Recommendations may be made by the Club Executive, to save time, for discussion and decision of the majority. All expenditure must be passed by a motion and minuted in the Clubs Minute Book. Remember that the money belongs to the members.

Please keep ALL RECEIPTS - if no receipt is available please use the remittance form in this manual - a pdf copy is available. This is important so that the Reviewer has a true and accurate picture of the accounts. Cheque numbers on invoices and dates of payment, cheque butts correctly recorded, all help save time at the end of a busy year.

All about Capitation, Affiliation and IWNZ Fees

Each year you will be sent a form for payment of these fees, to be paid by 31st August. Please forward a Club Membership form with the return to your District Treasurer. Please pay these to the District Treasurer promptly as these then have to be sent on to the IWNZ Treasurer and then to IIW. Remember to pay only for paid up members at that date. At the first monthly meeting after 1st July, members should be advised that subscriptions are due and payable as soon as possible. As new members join, please encourage them to pay their subscriptions and again forward the fees on to District Treasurer with the name(s) of the member(s).

If members join after 31st December they pay only half of the Capitation, Affiliation and IWNZ fees. At this stage Clubs may also decide to lower new members' subscriptions. (This is entirely a Club decision).

What are these fees for?

Capitation Fee – District Treasurer forwards this to IWNZ Treasurer who in turn forwards it to International Inner Wheel. All members world-wide pay this fee to assist with the running of the organisation.

National Governing Body Levy – this amount is forwarded to IWNZ Treasurer and is used for the running of the National Governing Body.

District Affiliation Fees – this amount is used for the running of the District.

REFER TO CLUB PROCEDURE CALENDAR FOR DIARY DATES (pages 9 & 10)

SUBSCRIPTION FLOW CHART 2019–2020

CLUB SUBSCRIPTION

\$ _____ per Member.
This amount varies from Club to Club.
for General Running Expenses and Travel (where applicable).
(Club Subscription includes:
\$ _____ per Member **District Affiliation Fee**;
\$ **13.00** per Member **National Governing Body Levy**;
\$ **10.00** per Member **International Inner Wheel Capitation Fee**.)

DISTRICT AFFILIATION FEE

\$ _____ per Member.
This amount varies for each District.
for Administration/Expenses/Travel for District Executive.

NATIONAL GOVERNING BODY LEVY

\$ 13.00 per Member.
for Administration/Expenses/Travel of National Governing Body.

INTERNATIONAL INNER WHEEL CAPITATION FEE

\$10.00 (UK£3.50) per Member.
For Administration/Expenses/Travel of International Inner Wheel.

INNER WHEEL NEW ZEALAND INC.

**EXPLANATION OF DISTRICT, NATIONAL AND
INTERNATIONAL INNER WHEEL FEES**

DISTRICT AFFILIATION FEE:

An affiliation fee is paid by each member to the District and is determined at the AGM of the District Committee, by vote. This fee covers:

1. Stationery, postage, photocopying etc.
2. District Chairman's travel to each Club and the Charter function for a new Club.

IWNZ LEVY:

The IWNZ levy is determined at the biennial Conference of Inner Wheel New Zealand by vote. This fee covers:

1. Stationery, postage, photocopying etc.
2. The President/National Representative's travel.
3. Travel expenses involved in the meetings of the National Governing Body.
4. Cost of a teleconference meeting which may be held in lieu of a 'face to face' meeting of the Governing Body.
5. Expenses relating to the Business Session of the biennial Conference.

INTERNATIONAL INNER WHEEL CAPITATION FEE

The International Inner Wheel Capitation fee is determined at the triennial International Convention, by vote. This fee covers:

1. Operating costs of International Inner Wheel.
2. Salaries of Secretary and part time office staff.
3. International Executive and Board Directors' expenses and travel to Executive and Board Meetings and Convention.
4. Some expenses of representatives at United Nations.
5. IIW President's travel expenses.

ALL DISTRICT AND NATIONAL GOVERNING BODY FINANCES ARE SUBJECT TO REVIEW

Note: International Inner Wheel Finances are subject to Audit
Inner Wheel New Zealand Finances are subject to Review

And District and Club Accounts are subject to Review.

**CLUB ACCOUNTS MUST BE REVIEWED BY A SUITABLY QUALIFIED PERSON AND COPIES
CIRCULATED TO ALL MEMBERS. They must be accepted at a Club Annual General Meeting**

**INNER WHEEL NEW ZEALAND INC.
RETURN FORM WITH EXPLANATIONS
"THEME FOR THE YEAR TO IDENTIFY THE RELEVANT YEAR"**

CLUB MEMBERSHIP20...-20... year

Clubs to complete and return to their District Treasurer by 31st August 20...

NAME OF CLUB: Inner Wheel Club of..... DISTRICT NZ29..

Payment per Member:	IIW Capitation	\$ 10.00
	National Governing Body Levy	\$ 13.00
	District Levy	\$
	TOTAL	₺

1. Members who have been previous financial members
 - Continuing Active Members (Members who are renewing their Club membership again)
 - Transfers (Members from another club or District in this financial year)
 - Honoured Active (This is for current year only. Do not put in previous year's ones)
 - Honorary Members (This is if you have the Rotary Presidents wife or some other person and is for 1 year only)
2. New Members paying their first sub:
 - Honorary new members (Club pays this as they gave the membership)

TOTAL CLUB MEMBERSHIP (Add up all the columns above and put that number in)

TOTAL PAYMENT ENCLOSED \$.....
(This should be the full dollar amount multiplied by the numbers above)

Please forward your payment to your DISTRICT TREASURER BY 31st August 20...
Make your cheque payable to IWNZ District NZ29... and post it to your District Treasurer.

Notes

- Do not pay for a member that has not paid you first as if you do and they do not renew their membership you may be out of pocket. If they are away, obtain the money when they come back.
- From 31st December membership is half price so your IIW Capitation fee is only \$5.00 as are the other 2 levies.
- Each time you send in for a new member use this form. It makes it easier for the District Treasurer than lots of bits of paper. This is the correct procedure. It can be kept as a word document on your computer.
- **The cut off dates are important**
- Please also supply a list of club member's names for your District records and identify those who are Honoured Active or Honorary.
- The Inner Wheel By-Laws state that Clubs can have a maximum of 4 Honorary Members (who do not necessarily have a Rotary connection). i.e. The Rotary Presidents Wife/Partner. **Honorary status, is for someone who has been invited to be a member for 1 year,**
- "Honoured Active" membership is our highest award and is for those who have given outstanding service.
- An Honoured Active member is entitled to have her International, National and District dues paid by her Club in the year that she is elected.

INNER WHEEL NEW ZEALAND INC.

INTERIM MEMBERSHIP FORM

CLUB MEMBERSHIP 20...-20...

CLUBS TO COMPLETE AND RETURN TO THEIR DISTRICT TREASURER EACH TIME A NEW MEMBER IS INDUCTED WITH A COPY ALSO TO THE IWNZ TREASURER

DISTRICT NZ29...

NAME OF THE CLUB:

PAYMENT PER MEMBER

	1 ST July – 31 ST Dec	1 ST Jan – 31 ST March	1 ST April – 30 TH June
IIW Capitation Fee	\$10.00	\$5.00	\$2.50
IWNZ Levy	\$13.00	\$6.50	\$3.25
District Levy	\$	\$	\$
Total	\$	\$	\$

Total Club Membership is Now:

Total Payment Enclosed \$

This form has been compiled to assist with keeping the membership records up to date.

Please use this form as a matter of course each time a member is inducted into the club.

INCORPORATION AND CHARITABLE STATUS GUIDE

1. INCORPORATION

In April 2015, Inner Wheel New Zealand became an Incorporated Society. This meant that IWNZ became a separate legal entity; that no Inner Wheel member can be held personally liable for IWNZ debts; and that clubs are members of Inner Wheel New Zealand Inc.

It is IWNZ that is incorporated, not the club. The clubs are under the umbrella of IWNZ Inc.

There are some responsibilities to the Companies Office. IWNZ Inc. must hold an Annual General Meeting which will be held in August at the time of the National Governing Body meeting. It also now has to report to the Companies Office any changes to our "Board" (which is the National Executive) and also advise of any rule changes.

2. CHARITABLE STATUS

In February 2016, IWNZ Inc. was advised that their application to be granted charitable status was successful. At the IWNZ Conference 2014 in New Plymouth members were asked to ratify something called "Charitable Purposes" which was a necessary legal requirement towards gaining charitable status. Initially we thought this was to go into the IWNZ By-laws, but it has been put into "The Deed". The Primary and Secondary Charitable Purposes will be included as special information in the IWNZ By-laws and District and Club Rules (Red Book). AND in our Manuals.

The Deed is a very complex lengthy legal document of around 20 pages in addition to our By-laws. We still run our organisation in accordance with the IIW Constitution and the IWNZ By-laws.

IWNZ is listed on the Charities Commission Register. Please don't get too concerned with the mention of trustees, trust board and trust fund. Terms and wording in the Deed should be viewed as "legal definition". The trustees and trust board is defined as our national executive. IWNZ does not operate a Trust Fund - all charitable money raised by clubs is controlled by clubs.

3. CHARITY NUMBER

The Charity No. is CC52602. This number, IWNZ Inc. and the club name must be used on receipts for all charitable donations. A stamp including this information was issued to each club for use on receipts. Clubs were invoiced for the cost of these stamps (\$12.80)

Cash donations of more than \$5 for charitable work in NZ can now be used for a tax credit by the donor. This includes personal donations from Inner Wheel members as well as donations from the public. Club Financial records and receipts must be kept for 7 years. All clubs must have a separate Charity account from their club working account. It is not in the "Club Rules" but it does mention in the 2019 IWNZ Bylaws that clubs should have a Charity Account (P.70).

IWNZ REQUIREMENTS

IWNZ Inc.'s requirements under the Charities Act include reporting on charitable financial information, on charitable work both within NZ and overseas.

The National Representative in New Zealand has to submit a report to IIW under the headings Rights of the Child, Family, Status of Women, Ageing, Narcotic Drugs, Caring for Women and Girls. The request for this information is included on the Club History form, Part 2 the "Service Record", so that it only has to be entered once. The two Club History Sheets have a 3-fold benefit in that it now covers the requests for Club History, information for IIW and information for Charities Services. It is now on two forms which need to be submitted to District Secretaries by 31st May.

NB Charitable Commission Number - CC52602

TO BE RECORDED ON ALL RECEIPTS ISSUED TO THE FUNDS DEPOSITED IN THE CHARITY ACCOUNT HELD BY IW CLUBS IN NEW ZEALAND. These funds are those donated/raised from people outside of Inner Wheel and donated by members of Inner Wheel.

IRD number is 118-406-117

This is the number to be recorded where the Club, District and IWNZ Bank accounts are held.

INFORMATION FROM THE CHARITABLE STATUS DEED OF IWNZ INC.

Deed recording the Rules of the Inner Wheel New Zealand, a Society incorporated under the provisions of the Charitable Trusts Act 1957.

A section taken from this Deed

3. CHARITABLE PURPOSES

Primary Charitable Purposes

Inner Wheel New Zealand exists to fulfil, and the Trust Fund is held solely for Charitable Purposes in New Zealand particularly the following, each being independent of any other and being to: -

- 3.1.1 To promote any Charitable Purpose beneficial to our community.
- 3.1.2 To beneficially improve our community, including by meeting the charitable needs of:
 - (a) Women and children; donating time and resources equipping children in order that they might further their education.
 - (b) The aged and infirm; organising social activities that promote social inclusion to elderly people who would otherwise be at risk of isolation.
 - (c) Those affected by poverty; by providing basic amenities such as food and basic provisions to those in financial need or have limited means.
 - (d) Those affected by disaster, providing supplies of clothing and hand-knitted blankets.

3.2 Secondary Charitable Purposes

The Society further exists to fulfil, and the Trust Fund is held for the following Charitable Purposes, each being independent of any other and being to: -

- 3.2.1 To promote better education by supporting programmes which improve literacy and numeracy.
- 3.2.2 To assist other charitable organisations working to improve our community. This allows Inner Wheel NZ to broaden possible areas where we can benefit our communities by partnering with other organisations and their charitable purposes.
- 3.2.3 To support projects which enhance the natural environment-
- 3.2.4 To improve international peace and understanding in New Zealand by supporting the charitable Objects and programmes of International Inner Wheel as appropriate under New Zealand law. This establishes key connections for education in how to serve our communities more effectively and further our key charitable purposes.

3.3 General Provisions:

- 3.3.1 For the benefit of the implementation of the Purposes of the Society, it may: -
- 3.3.2 support, assist, financially and/or otherwise collaborate with, other charitable organisations, bodies, groups, trusts, incorporated or not, whose objectives are similar to those of the Society and or whose existence could be deemed by the Trust Board, in its absolute discretion, to be a help and benefit to the Society in achieving the objectives of this Society.
- 3.3.3 carry on any other object which is capable of being conveniently carried on in conjunction with the foregoing objects that directly or indirectly advances those objects (or any of them).
- 3.3.4 provide or maintain any facility, property, or corporate entity to meet or satisfy any or all of the above purposes.
- 3.3.5 any activities for the benefit of any of the Purposes described in Clauses 3.1 and 3.2 - but so that the Society shall act as a trustee or attorney for the benefit of those Purposes and not in any other capacity.
- 3.3.6 The income and property of the Trust shall be held and applied solely towards to the objects, Purposes and trusts represented by the Trust in the manner provided in this Section 3 and shall be paid and applied solely for such Purposes accordingly.

3.4 Directions

For the benefit of the implementation of the objects of the Society the Trustees are to exercise the powers, authorities and discretions in respect of the Society and Trust Fund in a manner that: -

- 3.4.1 exercise their powers, authorities and discretions in respect of the Trust or Society in a manner that is as wide as possible with the minimum of restriction or limitation, save having consideration for the key values and collaborative philosophy as recorded in the introduction to this Deed.
- 3.4.2 Communicate, collaborate and consult with businesses, schools, local and national Government and community leaders in carrying out the Society's aims and powers.
- 3.4.3 ensure the Society maintains its aims effectively and efficiently through continually improving its managerial and organisational systems.

- 3.4.4 facilitate, coordinate, promote and support, projects and activities that contribute to the implementation of current and future projects as nominated from time to time consistent with the purposes recorded in this Deed.

3.5 Concessionary Tax Treatment

- 3.5.1 It is intended that this Society will apply for exemptions, under sections CW41, CW42, CW43, LD1 and RE27 of the Income Tax Act 2007; section 73(1) of the Estate and Gift Duties Act 1968, and relevant provisions of the Goods and Services Tax Act 1985 applicable to non-profit bodies.

- 3.5.2 To ensure that the Society secures, and retains, charitable status approval the following limitations shall apply to the application of the terms of this Deed: -

(a) *No personal profit*: No part of the income or the capital of the Trust Fund may be paid or directly or indirectly transferred by way of profit to any Member.

(b) *Limited to New Zealand*: the Trust Fund may not be applied for the benefit of any person or organisation outside New Zealand where that part is derived from business income (as defined by section CW42 of the Income Tax Act 2007), unless the Society has secured the written approval of the District Commissioner of Inland Revenue to so apply any part of the Trust Fund for a specific purpose or purposes outside New Zealand.

(c) *Associated Person Rules*: No person within the ambit of paragraphs 5(b)(i), (ii), (iii) or (iv) of Section CW42 of the Income Tax Act 2007 may be involved in the carrying on of any business of the Society, if that person is able by virtue of that capacity (as Trustee, Member, shareholder, director or associated person) whether directly or indirectly to determine or materially influence in any way the determination of the nature or amount of the benefit or advantage or the income or the circumstances in which it is, or is to be, so received gained, achieved, afforded or derived.

(d) *Restrictions on winding up*: On the winding-up of the Society no Member shall be permitted to personally benefit directly or indirectly.

(e) *Registration and other requirements*: the Trustees must ensure that any registration or other requirements necessary for the Society to be eligible for the benefit of the above sections is met, including preparing, retaining or filing with any relevant person, including the Commissioner of Inland Revenue pursuant to any revenue legislation and the Charities Commission pursuant to the Charities Act 2005, all necessary tax accounts, returns, reports, declarations, applications, notices, certificates, reconciliations, forms and other information.

PROVIDED HOWEVER that nothing in these provisions may prevent any payment to any such person:

(f) For services rendered; or

(g) For goods supplied; or

(h) By way of interest on monies borrowed, or rent for premises let or leased to the Society,

(i) Where that payment can be made without causing the income of the Society, or any part thereof, which would otherwise be exempt from income tax, to become liable for income tax.

INFORMATION FOR THE RECEIPTING OF DONATIONS

The following information has been supplied by Inland Revenue as their current advice as regards to receipts given for DONATIONS to Charitable Organisations. The IRD have been investigating this area as there have been a number of questionable treatments.

Donations Tax Credit - Arrangements entered into to get a tax credit where there has not been a true gift of money.

Explanation:

A Revenue Alert is issued by the Commissioner of Inland Revenue and provides information about a significant and/or emerging tax planning issue that is of concern to Inland Revenue. At the time an Alert is issued, risk assessments will already be underway to determine the level of risk and to consider appropriate responses.

A Revenue Alert will identify:

the issue (which may be a scheme, arrangement, or a particular transaction) which the Commissioner believes may be contrary to the law or is inconsistent with policy; the common features of the issue; our current view; and our current approach.

An Alert should not be interpreted as being Inland Revenue's final position. Rather, an Alert outlines the Commissioner's current view on how the law should be applied. For any Alert we issue it is likely that some investigatory work has already been carried out.

If people have entered into an arrangement similar to the one described or are thinking about it, they should talk to their tax advisor and/or to Inland Revenue for advice about tax implications.

Issue: Donations Tax Credit - Arrangements entered into to get a tax credit where there has not been a true gift of money.

Many people make charitable donations each year and receive tax credits accordingly. However, increasingly Inland Revenue is seeing situations where people are claiming tax credits for "donations" in situations where they have not made a true gift of their own money.

Any payment of over \$5 to a charity (or some similar public entities) can potentially qualify for a donations tax credit if it is a gift.

To be a gift it must:

- Be made voluntarily.
- Provide a material benefit to the recipient without imposing a countervailing detriment.
- Be for no consideration; and
- Provide no material benefit or advantage to the giver in return.

This is not new – essentially if you give money, you cannot receive anything in return, e.g. a glass of wine negates the donation element.

However, if you give a donation for a lesser amount and pay an amount for wine/nibbles etc., then the donation element can be receipted for tax purposes and a refund obtained.

DONATION RECEIPTS

All receipts must show:

- the name of the person who is claiming the Tax refund.
- the amount and date of the donation
- a clear statement that it is a donation
- the signature of an authorised person (Treasurer of Club)
- an official stamp with the name of the donor organization (IWNZ Charitable Number stamp)
- the word "copy" or "replacement" if it is a replacement receipt.

Examples of receipts relating to Inner Wheel events.

- Straight donation of \$5 + to fundraising for a specific cause receives a Donation receipt.
- Tickets for an event. Ticket \$25. State the amount for charity and the amount for food, wine etc. \$15 for Charity and \$10 for food etc. The receipt can only be for \$15.

- Annual Club subscriptions are not a charity receipt, but the amount collected annually for a specific charitable cause can be receipted if over \$5. Club dues \$50 plus \$5 for specific cause. Charity receipt is only for the \$5.

This information is for our Inner Wheel Treasurers or person responsible for writing the tax-exempt receipts.



INNER WHEEL NEW ZEALAND INC.

INFORMATION FOR CLUB EDITOR

Communication is an important component of a successful club and the Club Editor is a vital communicator through your newsletters. The main task of the Club Editor is to produce the Club Newsletter. The content and presentation is your choice but please discuss it with your President.

Contents of Newsletters

Heading Name of Club (Inner Wheel Club of.....)

- President and Secretary names and addresses
- Inner Wheel Logo – (obtain from IIW website (under Library Logo's and Branding or IWNZ Website (under Member info - Logos) (Rebranded with yellow rather than gold colour). Website www.internationalinnerwheel.org or on www.innerwheel.org.nz - Member Info/Logos
- IIW President's theme
- Date, month and year e.g. August 2016

Copy Date, time and venue of next Club meeting

- Date, time and venue of next committee meeting
- Club notices
- Reports on current club activities, fund raising and projects, speakers
- Snippets of information from the District Chairman's newsletter as well as any National or International news or reports (Secretary may have District, IWNZ & IIW news)
- Notices of upcoming District meetings, Training Days, Conferences etc. (encouraging members to attend)
- ISO information – remember to give your ISO a “box” or space in the Bulletin monthly to update the club on current ISO, service projects. This is a great way to advertise service and community/international projects and a good way to let others know about your club activities in the community. **Do not mention specific amounts of money raised.**
- Snippets from Secretary of District, IWNZ and IIW news/information

Items of interest – your choice to include:

- Personal news – welfare, birthdays, trips, anniversaries, etc.
- Favourite or requested recipes
- Thoughts, quotes or proverbs
- Profile of new members or current and long-standing members

Preparation and circulation

- Clubs decide which method of circulation is best for them. Photos can be compressed in size. Convert your 'Word' document to a PDF for emailing, as this reduces the size and the ability for people to edit the document. Upload your Newsletter to your Club webpage.
- If sending by email, please ensure that Inner Wheel is mentioned in the Subject line as well as the name of your club. Example Inner Wheel Club of Napier North.
- Filing - Club name first for filing in folder for Newsletters.

Newsletters should be sent to - All Club members, all the District Executive committee, IWNZ - President, Vice President, Past President, Secretary, Treasurer, Editor, Publicist, Webmaster - & Link Clubs and your Rotary Club.

Inner Link and District Magazine

- All Club Editors are requested to prepare an article of interest for inclusion in the IWNZ Inner Link and District Magazine which are printed in June and presented at the AGM. These articles are to be sent to the District Editor by date requested.
- In all newsletters that you write, remember to include your name. When recording names, include a title e.g. President Maria Jones. This is helpful to members of District and National Executives.
- Always date reports and newsletters – it is important for records.

Websites

Send information for inclusion on IWNZ Website to the IWNZ Webmaster (media@iwnz.org.nz). The IWNZ Webmaster will upload your newsletter to the IWNZ website. For inclusion on the IIW Website send to the IWNZ National Representative (currently the IWNZ President). Photographs must be in Jpeg format.

Be aware of the **Privacy Act**. Members who do not wish their information to be shared must sign the appropriate disclaimer form. **Form is on page 27**.

Lastly, enjoy your term of office and ask your secretary for information. Keep your ears to the ground for useful facts. You will gain much pleasure and satisfaction in producing your Club Newsletter.

**INNER WHEEL NEW ZEALAND INC.
WEBSITE RELEASE FORM**

This is a Release Form for the Insertion of member's Photos
to be placed on official Inner Wheel Websites.

The members of the Inner Wheel Club of: _____

Give permission for the use of member's photos taken at Inner Wheel functions and activities to be used on Inner Wheel New Zealand Websites for the purpose of sharing and celebrating Inner Wheel achievements in New Zealand.

Name of President:	
Signature:	Date:

Members wishing for their photos **NOT** to be published – complete below:

Name:	Signed:

Please Note:

This form will be sent annually at the beginning of the Inner Wheel Year, so member's names can be added or deleted as necessary.

Please return to District Secretary on completion.

**GUIDELINES FOR THE PHOTOGRAPHER OF THE
INNER WHEEL CLUB OF: _____**

Guidelines for the taking and storage of Photos.

Photographs taken should record:

Speakers – names, the occasion and date of visit to be recorded with each photograph
Events which are part of our monthly meetings and the wider Inner Wheel Club of
calendar. These photographs should be named - the occasion, date and as much information as
possible, including where relevant, the names of those photographed.

The photos should be filed according to the Inner Wheel year calendar – i.e. from 1st July to 30th June,
beginning with the Club Changeover meeting, which may be held in June.

The photos are to be stored for the Inner Wheel Club of as directed by the Club
Executive Committee. It may be on a USB stick or on a Cloud site such as Dropbox, Picasa etc.

Waiver

In accepting the role as Club Photographer for the Inner Wheel Club of I agree to waive
my personal copyright over the ownership and use of the photos taken at Club and associated
events. I agree that the photos that I take will be for the sole use of the Inner Wheel Club of
With the Club's approval the photos may be shared with Inner Wheel District NZ29., Inner Wheel
New Zealand or International Inner Wheel.

I have read and understood the Club guidelines and agree to comply with them.

Club Photographer

Club President

Name: _____

Name: _____

Signed: _____

Signed: _____

Dated: _____

Dated: _____



INNER WHEEL NEW ZEALAND INC.

INFORMATION FOR CLUB INTERNATIONAL AND SERVICE ORGANISER

The ISO position is a very interesting and fulfilling role.

The more contacts that can be made with other countries, the more news can be passed on to club members. You are fulfilling an Inner Wheel aim by promoting friendship between countries.

- The International Directory has all the clubs listed. If you wish to increase your Links, a letter to the Secretary of a Club will be passed on if the ISO's name is not listed.
- Ask your Club Editor for space in the club newsletter to include items of interest from the letters you receive.
- Scan or Email letters for members to read at their leisure. A précis can be read at meetings.
- If you do not get answers from a Link club, after trying to establish it, try another club or country. Link clubs can be in your District, Nationally or Internationally.
- The free coloured promotional brochures of your area are always welcomed by overseas clubs, also put a variety of stamps on your letter.
- As September is International Month, the ISO can assist with planning the meeting or an outing with an overseas content. Invite local citizens from other countries to come to meetings as guests or speakers. At your invitation, the District ISO will attend these meetings also.
- If possible, send a club photograph to your link club; you may get one in return for your club album.
- If you need any assistance, ask your District ISO. She is there to help.
- Finally, would you please send a report of your Link correspondence, plus any interesting news to the District ISO two weeks before a District Meeting, so it can be included in her report.
- Keep the District ISO informed of your club activities.

SERVICE:

As International and Service Organiser (ISO) you may be involved in your Club Service Projects. These projects can be

- Club, for your community
- District, especially if your District has a District Project
- Nationally
- Internationally

Service Record – Club activities of Charitable recording

Complete the Service Record, this is an Excel spreadsheet (Guide is on pages 42-44) to record these requirements monthly. This is to be handed to your Club Secretary by **31st May** to assist her with the completion of the Club History Sheet. Both the Club History Sheet and Club Service Record need to be sent to the District Secretary by 31st May annually.



INNER WHEEL NEW ZEALAND INC.

INFORMATION SHEET FOR CLUB MEMBERSHIP CHAIRMAN

- To nurture and retain members and extend club membership
- To liaise with the District Membership Chairman and to explore possibilities for forming new clubs and dividing existing clubs
- To liaise with your Rotary Club(s) President/Secretary
- To promote and publicize Inner Wheel

The Club Membership Chairman should have a sound knowledge of how Inner Wheel functions, expressing that friendship is our first and most important object, and from that comes working together on personal service and international understanding.

Each member of the Club should be involved in increasing membership within the Club and by approaching new members.

The new membership rules allow members to invite women with no Rotary or Inner Wheel connection to join, but when the IW Club has close contact with a Rotary Club do make the most of inviting new Rotary Club members' wives/partners to the Inner Wheel Club. Invite key women in the Community to Inner Wheel. Promote in the local Library or Community notice boards an Inner Wheel promotion poster –available from the District Membership Chairman or download from the District website.

Offer to take a prospective member along to a meeting or meet with them when they attend their first meeting. Be sure name labels can be easily read, so that new members may easily make new friends within the Club. This also applies at a Rotary function when non-Inner Wheel ladies are present. Your friendship may well convince them to join. Ensure new members understand what Inner Wheel is all about. (Use pamphlets, IWNZ Website www.innerwheel.org.nz and IIW Website www.internationalinnerwheel.org)

Prospective members should be invited to join Inner Wheel. However, if no interest is shown on the first approach, ask again later as often circumstances change.

- Establish a link with your Rotary Club and ask the Secretary to give you a list of new members from time to time. Provide Inner Wheel information to be included in Rotary new member packs.
- Ask if you can speak to the Rotary Club on a "Partners Night" and issue an invitation to partners to attend a meeting or outing of your Club.
- Offer Honorary membership to the wife of Rotary Club President.
- Offer Honorary membership to Civic Women in your community

All members should make other members feel they really do belong.

Each member is valuable and has something to contribute to the Club.

Encourage members to mix well within the Club and not to sit with the same groups.

All members must be kept well informed and be given the opportunity to express their ideas. Informed members are interested members. Balance business with fun and friendship.

Have a variety of activities such as coffee mornings, garden visits, theatre visits, BBQs etc.

Promotion and Publicity

The Membership Chairman is responsible for the promotion and publicity of Inner Wheel in their area.

- To promote and publicise Inner Wheel
- To liaise with the media – newspaper, radio
- To prepare photos and articles for publicity locally, Nationally and Internationally. (these articles are different from those required by our IW Editors)
- To inform various organisations, clubs and the community about Inner Wheel, its objects and activities by distributing pamphlets and contact details
- To involve club members in understanding Inner Wheel and the promotion of the organisation.
- Place Inner Wheel posters on community notice boards
- Have Inner Wheel added to Community Service Club listings
- Use the District and club Gmail addresses at all times for all communications.

Ideas for Membership by all Club Members

- Membership must be a consolidated effort by all members
- Ensure all members are familiar with ways to inspire others to join our organisation. This could include
 - History and Structure of Inner Wheel
 - Service and projects in the community, nationally and internationally
 - Your own involvement and what it means to you
 - Meeting information
 - Links with Rotary

We will grow through word of mouth!!

Resources for Club Membership

- Club Manual includes information for Club Membership Chairman
- Membership leaflets (obtainable from www.innerwheel.org.nz under Member Info/Publications)
- Club dates – events, meetings, etc.
- Club members contact information and Link Clubs
- Directories
 - Inner Wheel New Zealand – Physical and on website (Password ‘betterlives’)
 - International Inner Wheel
- Inner Wheel New Zealand By-Laws
- Riccarton Badge order form
- IIW, IWNZ, and District Newsletters, Bulletins, Inner Links, etc.
- Files from previous Membership Chairman
- Club notepaper/cards/envelopes/stamps
- Rotary Club(s) contacts – President/Secretary
- IWNZ Club Bulletins on IWNZ website

WELCOME AND INDUCTION OF A NEW MEMBER

At the commencement of the meeting the President should read the Objects and address each of the new members by name and saying:

The Objects of Inner Wheel are:

- 1. To promote true friendship**
- 2. To encourage the ideals of personal service**
- 3. To foster international understanding**

Today/tonight we have the privilege of inducting to the Inner Wheel Club of

“.....(*name*). You have been invited to become a member of this Inner Wheel club because we are sure you will welcome the responsibilities of friendship and service that membership brings with it.

We believe that you will enjoy being a member of our International organisation and take a full and active part in all that this Club offers.

You are among friends and we hope you will enjoy participating in all aspects of Inner Wheel.

I ask all the members to stand and welcome as a member of our Club, please extend your friendship to her.”

MEMBERSHIP DEVELOPMENT ONLY ARISES FROM NURTURING NEW MEMBERS

Clubs with robust programmes for membership are aware of the importance of nurturing and looking after new members.

Suggestions are:

- A type of 'Buddy' system whereby a member will make phone contact and offer to collect and take the new member to meetings, introduce them to people at the meeting.
- Make sure that new members are always included in a group during supper, or if a meal is provided, see that they are seated with welcoming and friendly people.
- Phone contact – need to ensure that initially at least, the new member is contacted personally, on a regular basis to keep her up to date with club information.
- Information about joining the Committee, when appropriate, is often a good way to make new members feel valued and involved.
- Invite new members to attend Training Days and District meetings, offering to pick them up. This provides them with the information and a feeling of belonging to an International organisation.
- Make sure that the new member gradually gains some understanding of business matters without burdening her with details initially.

Membership Development only arises from an **ENTHUSIASTIC AND POSITIVE CLUB**

- Has your club held an evening meeting to discuss membership? Members like their comfort zones, but that will not achieve new members. We must extend our thinking. "Think outside the square". Let members really express how they feel about their club activities and promote membership.
- Provide stimulation with the choice of speakers. Select a speaker on a controversial subject. It will make members have a different perspective on issues. Combine with another club if numbers are small.
- Arrange to attend another club with a "makeup" meeting. This is very rewarding as members get an insight into how other clubs' function (each club is different).
- Arrange a Club social meeting with another club or club in a neighbouring District. Combine a Social evening with a Rotary club. This is important as some Rotary Clubs barely know of our existence.
- Choose a social evening or an interesting speaker and invite prospective members to attend. Phone and arrange to take them to the meeting.
- Invite possible new members to District or Club social/events.
- Vary meeting format by organizing theatre evenings, shows, café meals, exhibitions or garden center with lunch facilities. Remember it is always about having fun in a variety of ways.
- Encourage members to attend Training Days, District Meetings and Inner Wheel New Zealand Conferences. Participation in these events and interaction between clubs is recommended and encourages friendship.
- A small interested group could play mahjong or bridge, embroidery, a monthly movie evening, garden trips, book club, craft group, walking, dinner/lunch etc. All these reinforce friendships with members.
- Reflect on the pleasure you have derived from Inner Wheel. Being an office bearer and putting something back into the organization is very rewarding. It is a wonderful experience. Navigate a new course for your club and have the courage to JUST DO IT!

Membership and Club survival is the responsibility of ALL MEMBERS.

Challenge each club member to bring a new member along!

INNER WHEEL NEW ZEALAND INC

DIVISION OF A CLUB

When an Inner Wheel Club considers itself to be too large logistically there is provision to divide into two clubs. It is recommended that such a club divides as soon as practicable ensuring that membership can be sustained by both clubs.

PROCEDURE

Membership

- a) When an Inner Wheel Club decides to divide it is necessary to ensure there shall be sufficient members to guarantee the smooth working of both Clubs
- b) After decision to divide, the new Clubs start on 1st July with newly elected Officers.
- c) Members joining the new Club(s) may retain qualifications held in the original Club.

Regalia

Before existing funds are divided, essential pieces of regalia must be purchased for each new Club. Other items may be allocated by mutual agreement.

Funds

The balance of Club funds, after all liabilities have been met, must be divided proportionately, according to the number of members in each new Club.

Minute Book and Records

Each new Club starts a new Minute Book and Records. Old Records and Minute Books must be held by the original Club and made available to others when requested. To avoid loss, it is recommended these are placed with the original Club archives and listed in the new Club's manual.

Charter

Each new Club will receive a Charter. If the original Charter no longer applies it must be returned to the International Inner Wheel Headquarters through the National Governing Body of Inner Wheel New Zealand.

Nominations and Elections

Each new Club will nominate, and then elect by ballot, its Officers and Committee who will take office on 1st July. If these elections take place during a meeting of the existing Club, only members of the new Club concerned can vote. The Club newly formed as a result of the division will have no Immediate Past President for the first year.

Dates of Meetings

It is recommended that the new Clubs meet on different days so that inter-club visits can be made.

INNER WHEEL NEW ZEALAND INC.

DISBANDMENT OF A CLUB

If a Club is in difficulty, it must immediately contact the District Secretary, who will arrange for two District Officers, preferably the District Chairman and the District Secretary, to attend a Business Meeting of the Club to discuss the matter. The District Secretary will keep all the members of the District Executive Committee fully informed.

Only after discussion with the District Executive and the Club Members, will options be selected for the future of the Club. It is the District Chairman/Executive Members responsibility to keep the President of Inner Wheel New Zealand fully informed.

After this the Inner Wheel Club contemplating disbandment must arrange a meeting of its members to discuss the matter of disbandment. A representative of the District should attend this meeting.

A notice of a meeting to decide the outcome of the club, stating its purpose, must be sent to all Club members in writing at least 30 days before the date of the meeting. Provision for every member to register a paper vote on this matter must be made. Voting papers can be returned by putting in a box on arrival at the meeting or returned by post for those not attending the meeting. This ensures all members have a secret vote on disbandment or continuation of the club.

If voting shows there are sufficient members against disbandment to make the continued existence of the Club feasible, no action should be taken. If, however, the members decide disbandment is inevitable, then the Charter, the Regalia and the Chattels must be returned to the National Governing Body of Inner Wheel New Zealand by the District Chairman for safekeeping in their archives until a time the Club is reformed.

The details, naming the place of safekeeping of the club chattels must be recorded in the Minutes of the last meeting of the Club. The Club must send to the District Secretary the Minute Books together with a letter giving full information regarding the disbandment of the Club and the place of safe custody of the regalia and chattels.

The District Secretary must forward a copy of the last Minutes to the IWNZ Secretary to allow recording of where the archives of the disbanded club are located.

Any other Club possessions must be disposed of according to the wishes of the Club Members.

Finance

All outstanding financial obligations must be met in full.

If, after the satisfaction of all the Club's debts and liabilities, any assets remain, they must not be paid or distributed amongst the members, but they must be given or transferred to a charity or charities. The decision as to which charity or charities shall benefit must be made by the Club members.

Membership

Members of the disbanded Club may transfer to any other Inner Wheel Club of their choice until the time the Club is reformed.

The Club does not officially disband until the end of the Inner Wheel year **30th June**.

Any Club re-forming later on will start again with a new registration number but may use the old club name. In the event of any query, guidance must be sought, in the first instance, from the District Executive Committee and then to the National Governing Body of Inner Wheel New Zealand.

THE MARGARETTE GOLDING AWARD

This International Award may be presented for outstanding, highly commendable personal service to Inner Wheel or in the Community. The Award is for exceptional service, not for elected office of Inner Wheel at any level – Club through to NGB. There is already in place a very high Award for service to Inner Wheel – Honoured Active Membership (International Inner Wheel Constitution page 6). All “elected” office is undertaken by acceptance of the individual member and does not qualify for this Award.

Clubs, Districts or the National Governing Body may present names of people they wish to honour, through the National Representative/President Inner Wheel New Zealand. These applications will then be edited and forwarded to International Inner Wheel for consideration. There is no limit to the number of Awards that can be recommended. Applications must be made on the International Inner Wheel official application form available from the National Representative or from the IIW Website www.internationalinnerwheel.org*. The recommendation states – In recognition of (in not more than 25 words). These words will appear on the actual certificate – when awarded.

Additional information regarding the application for the Margarettte Golding Award, can be sent with the request by the National Representative, as sometimes the 25 words do not fully explain the work of the applicant.

The Award is to be in the form of a “Marguerite” – a tiny white flower with a yellow center (the word Marguerite being another form of the word Margarettte).

The cost of each Award granted is to be advised by the IWNZ Treasurer after she has been invoiced by IIW and made the payment to IIW. This is payable by the presenting Club or District or the National Governing Body to the IWNZ Treasurer.

A master register of Awardees will be retained at International Inner Wheel Headquarters. A New Zealand register will be held by the IWNZ Representative of Inner Wheel New Zealand.

*The application form can be found on the IIW website under “For Members – Official Documents”.

INNER WHEEL NEW ZEALAND INC
NOMINATIONS and ELECTIONS

There are four kinds of nominations and elections:

1. Club Executive Committee
2. District Executive Committee
3. National Governing Body
4. International Inner Wheel Governing Body and International Editor/Media Manager.

The prior consent of every nominee must be obtained. It is the responsibility of the Club or District or National Governing Body to ensure that their nominee is physically capable of carrying out the work involved and well informed about all aspects of Inner Wheel. The details of past and present Inner Wheel elected office positions held by the nominee must be checked by the Club or District or the National Governing Body. Canvassing for any office or nominee is not permitted. All proposed members of committees must be nominated annually in writing by the specified date. Annual elections are required for all positions when voting is necessary (even when the position can be held for more than one year).

(See the IWNZ By-Laws District and Club Rules Handbook for the qualifications for nominations)

1. Club Executive Committee: Club members nominate prospective executive officers and committee members to the Club Secretary at least 7 days before the election meeting. This meeting shall be held no later than 15th March. If more than one nomination is received for a position, each Club member will have one vote. Voting will be by a simple majority of the votes cast. In the event of the votes being equal, the Club President shall have the casting vote. **NB. No proxies are allowed.**

2. District Executive Committee: Clubs may nominate prospective executive to the District Secretary by 1st February. When an election is required, the District Secretary will circulate the list of nominees together with a description of offices they have held and a ballot paper. The Club Secretary and those eligible to vote will receive this information no later than 14th February. Each Club, each District Officer and each District ex officio member is eligible to cast one vote, and a simple majority of votes cast will decide the election. In the event of the votes being equal, the District Chairman/Council member shall have the casting vote. Voting papers to be sent to the Returning Officer by 1st March. The results of the election will be confirmed at the next meeting of the District Committee.

3. National Governing Body Executive Committee (President, Vice President, Secretary, Treasurer)

Each Club may nominate a consenting and eligible member for a position to the District Secretary by **30th September**. If more than one nominee is received for a position, a District election will be necessary. The District Secretary will notify Clubs of the nominee names, together with offices held, prior to the October District meeting, when a ballot will be held.

Voting – Each Club, District Officer and District ex officio member will have one vote. **NB. No proxies are allowed.**

The District selections are then sent as nominations to the IWNZ Secretary by 10th November. If more than one nominee for each position is received, the IWNZ Secretary will arrange for a postal election to be held. Each Club shall have one vote. Votes will be returned to an independent returning officer no later than 7th March. The method of voting is to be by simple majority of votes cast. In the event of the votes being equal, the IWNZ President shall have the casting vote.

4. International Inner Wheel Governing Body, International Editor and Board Director:

Nominations of consenting and eligible members are approved by District Committees at their June Meetings. Members may accept nomination only from District Committees of the National Governing Body of which they are members. Nominations must be received by the IWNZ Secretary by 10th July. If more than one nomination is received for a position, a national election will be completed by 10th September. Each Club has one vote. In the event of the votes being equal, the IWNZ President will have the casting vote. National nomination forms must be received by International Headquarters no later than 30th September.

A list of International nominees, with offices held, is then sent to all Clubs with an official ballot slip and envelope for return. Votes must be received at International Inner Wheel Headquarters no later than 31st March. In the event of the votes being equal, the IIW President shall have the casting vote.



**INNER WHEEL NEW ZEALAND INC.
GUIDELINES FOR NOMINATIONS OF DISTRICT EXECUTIVE**

Nominations in writing shall be sent to the District Secretary by 1st February.

ALL Club Delegates are members of the District Committee and therefore are eligible to serve for the following positions:

CHAIRMAN/NATIONAL COUNCIL MEMBER AND VICE CHAIRMEN:

Must have served as a Delegate on a District Committee for at least one year at the time of nomination and also have been a Club Officer. They shall not be members of the same Club.

SECRETARY:

Must have served as a Delegate on a District Committee or as a Club Secretary for at least one year at the time of nomination.

TREASURER:

Must have served as a Delegate on a District Committee or as a Club Treasurer for at least one year at the time of nomination.

MEMBERSHIP CHAIRMAN:

Must have served as a Delegate on a District Committee for at least one year at the time of nomination.

INTERNATIONAL AND SERVICE ORGANISER:

Must have served as a Delegate on a District Committee and have been a member of the District International Service Committee, where such a committee exists, for at least one year at the time of nomination.

EDITOR:

Must have served as a Delegate on a District Committee or must have served as a Club Correspondent for at least one year at the time of nomination.

DISTRICT EXECUTIVE NOMINATION FORM IS OBTAINABLE FROM INNER WHEEL NEW ZEALAND WEBSITE OR YOUR DISTRICT SECRETARY. SHE SHOULD FORWARD THIS TO YOU IN SEPTEMBER.

Each Nomination must be accompanied by the
WRITTEN CONSENT of the Nominee and a list
of her qualifications and Inner Wheel experience
including (if possible) when she has been a
Delegate.

Please include a passport size photo.



Inner Wheel New Zealand Inc.

Nomination for District NZ29 Executive 2021-2022



This Form must be returned to District Secretary:

by 1st February 2021

Address:

NOMINATIONS ARE REQUIRED FOR: (Please tick position nominated for)

- | | | |
|---|--|--|
| <input type="checkbox"/> District Chairman | <input type="checkbox"/> 1 st Vice Chairman | <input type="checkbox"/> 2 nd Vice Chairman |
| <input type="checkbox"/> District Secretary | <input type="checkbox"/> District Treasurer | <input type="checkbox"/> District Membership |
| <input type="checkbox"/> District I.S.O. | <input type="checkbox"/> District Editor | |

Please check your IWNZ By-Laws District and Club Rules Handbook 2019 (Red Book) Page 46 to check for qualifications

PERSONAL DETAILS:

Name:	Telephone:
Address:	Mobile:
	Fax:
	Email:
	Partners name:
Club:	District: NZ29
Present Office/s held in Inner Wheel:	

ELECTED PAST OFFICES HELD IN INNER WHEEL

Position	IW Club of	District	Year

I ACCEPT THE NOMINATION AS		FOR IWNZ DISTRICT NZ29.. 2021-2022	
Signature of Nominee:		Date:	
The above nomination was approved at a Club Meeting held on:			
Signature of Club President/Secretary:			

Note to Club Secretary: Each Club may elect ONE NOMINEE for each position.
Use a separate form for each nominee.



**INNER WHEEL NEW ZEALAND INC.
RECORD OF CLUB HISTORY**

This should be completed annually by the Club President to record her year.

Please return in Word Format not PDF.

Inner Wheel Club of

Inner Wheel Year: 2020-2021

District Chairman:

International Theme:

Club Officers:

President:

Treasurer:

Past President:

ISO:

1st Vice:

Editor:

2nd Vice:

Membership:

Secretary:

Committee:

Delegates:

Names of District Officers from the Club:

Names of National Governing Body Members from the Club and Office held:

Name of Club members serving on IIW Board:

Membership Nos:

Club Subscription is:

Members Awarded Honoured Active Membership:

Honorary Members:

Other Information:

Awards given and received by the Club:

Link clubs and any other Club's contacted:

Speakers:

Social Activities held:

Club Highlights for the year:

CHARITY SECTION: To be completed on the Club 'Service Record' in Excel format

A copy of this form must be sent to the District Secretary by 31st May 2021 in [Word format](#), together with a copy of the Service Record which is to be sent in [Excel format](#).

(See Guide on Pages 42-44 to assist with completion)

Guidelines for completion of Service Record

PLEASE NOTE: The Service Record does not follow the Inner Wheel year but is completed from 1st June to 31st May

The completion of the Service Record is extremely important as the information compiled from it not only goes to the Charities Commission to maintain our Charitable Status but to the United Nations, from whom we get the headings on the Sheet, and to IIW as part of our National Representative's Annual Report.

The easiest way to complete the sheet is to send round a blank one or a small book at each meeting so that you can regularly record what each member is individually doing. Then at the end of the year you can complete the Service Record with all the information gleaned throughout the year adding your club's big projects.

To complete the sheet, place your cursor into each cell/box and type, just make sure that all the information is entered along one line. If you need more lines under a heading then just insert a row. The explanations below are a guide to help you.

1	2	3	4	5	6	7	8
			CHARITY INFORMATION		\$ DONATED/RAISED		
NAME OF CHARITY OR CLUB PROJECT NAME	BRIEF DETAILS OF ACTIVITY	CLUB/DISTRICT NAT. OR INT. PROJECT	VOLUNTEER HOURS SPENT	NUMBER OF RECIPIENTS (If known)	TOTAL \$ VALUE OF GOODS DONATED	TOTAL \$ VALUE OF MONEY IN LESS EXPENSES	TOTAL \$ VALUE DONATED

Column 1 Put down the details of the Charity or project undertaken by the club e.g. Cancer research, Plunket, Air Ambulance etc. If you are having a general 'Fundraiser' for your Project/Charity Account, then enter this under 'Fundraising'. Top heading on the Service Record.

For the United Nation's each project needs to go under specific headings which are:

- **Rights of Children:** Rights and access to education, equal opportunities, protection from family violence
- **Family:** Support for families – shelter, food, support with fees
- **Status of Women:** Enabling women to participate without prejudice
- **Ageing:** Ensuring quality of life in old age
- **Narcotic Drugs:** Knowledge of drug use and ramifications
- **Caring for Women and Girls:** Projects and work which ensures the basic needs of women and girls are met to safeguard their wellbeing and a secure future.

PLEASE NOTE THAT YOUR PROJECT MAY FALL UNDER MORE THAN ONE CATEGORY – IF IT DOES, PLEASE RECORD IN ONE ONLY REMEMBER YOU DO NOT NEED TO HAVE SOMETHING UNDER EACH HEADING – JUST THE HEADINGS YOU HAVE SUPPORTED.

- Column 2 Details the activities done by the club e.g. movie night, sausage sizzle, baking, catering, collecting, knitting, etc.
- Column 3 Put down whether the project is a Club, District, IWNZ or International one. E.g. if you do something for Look Good Feel Better it is a National Project.
- Column 4 This is for the total number of hours spent by the club on each project. Add up what each member has done and put this down.
- Column 5 This is for the number of people who will benefit from your project. If you do not know this number for example from a street collection just put down 'not known' or leave blank
- Column 6 This column shows the \$ value of goods donated to a project. E.g. food for Food Banks, food for the SPCA, wool/fabric donated for knitting/craft projects etc. **NOTE:** If you do not know the exact value of the goods donated please estimate.
- Column 7 This is for the total of money raised/donated for a project less any expenses incurred
- Column 8 This is the total amount given to a project. **NOTE:** If the money raised is a 'Fundraiser' and is just going into the club's Project/Charity account do not put anything into this column.

Donations

When making donations from your Project/Charity account:

- in Column 1 put down the name of the project you are supporting under the relevant UN heading.
- In column 2 enter "From Charity Account".
- In column 8 enter the \$ value you are donating.

AN EXAMPLE OF A SERVICE RECORD IS SHOWN BELOW

EXAMPLE OF A COMPLETED SERVICE RECORD

1	2	3	4	5	6	7	8
NAME OF CHARITY OR CLUB PROJECT NAME	BRIEF DETAILS OF ACTIVITY	CLUB/DISTRICT NAT. OR INT. PROJECT	CHARITY INFORMATION		\$ DONATED/RAISED		
			VOLUNTEER HOURS SPENT	NUMBER OF RECIPIENTS (If known)	TOTAL \$ VALUE OF GOODS DONATED	LESS EXPENSES	TOTAL \$ VALUE DONATED
Fundraisers							
	Sausage Sizzle	Club	15			\$400	xxxxxxx
	Movie Night	Club	3			\$200	xxxxxxx
							xxxxxxx
Rights of Children							
Little Sprouts	Knitting	Club	250	Not known	\$100		\$100
Family							
Westpac Helicopter	From Charity Ac	Club					\$200
Cancer Society	Daffodil Day Shop	Club				\$2500	\$2500
Status of Women							
Women's Refuge	From Charity Ac	Club					\$200
Coronary Care Unit	Heart Pillows	Club	35	32	\$180		\$180

The Service Record needs to be completed annually and sent to your District Secretary along with your Club History Sheet by 31st May each year.

INNER WHEEL NEW ZEALAND INC.

MEMBERSHIP TRANSFER

Name of Club: The Inner Wheel Club of

Name of District: NZ29

Name of member:

Positions Held – Club:

Positions Held – District:

This is to Certify that _____ has been a member of the Inner Wheel Club of

_____ from _____ to

Signed: President

Secretary

Name of IW Club Transferring to:

Date:

One copy of this form should be given to the Member at her last meeting of her former Club. This should be presented to her new Club on her first visit.

A duplicate of this form should be forwarded to the District Secretary of her new Club, in order that no duplication of membership occurs. If the member is transferring to another District e.g. from NZ298 to NZ291, this transfer form will ensure that numbers remain correct within the country.

A GUIDE RE TRANSFERS

1. A member officially requests a transfer from her current club to a new club.
2. The Club Secretary completes the Transfer form. One copy is given to the member to present to her new club on her first visit.
3. A duplicate to be forwarded to the District Secretary.
4. If a member is transferring to another District a copy is also to be sent to the District Secretary of her new club.
5. There is no capitation fee, as that will already have been paid but there may be an adjustment of District dues. If the member is transferring at the end of the financial year she just pays her subscription to her new Club.
6. When moving to where there is no Inner Wheel Club, then membership can be retained in her previous Club (even if that is in another country) or she can become a Member at Large by application to the National Governing Body. (*Ref Page 7 IWNZ By-laws (Red Book) 2019*).
7. The Club Secretary could advise a club or clubs in the area to which the member is transferring so that they can make contact.

DISTRICT MEETINGS

District Meetings are usually held twice a year with one of them including the Annual General Meeting and Changeover.

All Club members are entitled to attend the District meeting and may speak though only the Club delegates may vote.

The District Meeting is a time of friendship and fellowship as well as learning about what is happening in your own District and elsewhere.

Criteria for Voting Delegates

1. Voting delegates must have served on the Executive Committee of a Club for at least one year at the time of nomination
2. They may not serve for more than three consecutive years unless elected to the District Executive
3. In the event of a vacancy, the Club shall appoint a qualified successor.

When your Club receives the notice of a meeting, make sure that all Club members are aware of the date, time and where it is being held. Encourage members to attend.

Co-ordinate transport amongst your members, many Clubs have travel funds so that the driver is not out of pocket.

Reply promptly to the District Secretary with numbers attending.

The President takes her chain of office, and members wear their appropriate IW badges

The President and Voting Delegates will need the minutes of the previous District Meeting and/or Annual General Meeting whichever is appropriate

The District Chairman will send the President guidelines for what she would like in the Club report.

Adhere to what you have been asked to report on and also the length of the report. If the District Chairman hasn't given you anything specific to report on, then just pick out highlights of your Club's activities and keep it brief.

DISTRICT ASSEMBLY/ROSE DAY

It is important that the incoming Club President and her committee attend the District Training Day

This is the time for the incoming Chairman to talk about her aims and objectives for the coming year and give diary dates that are known.

It is not a District Meeting, it is a time for the Club Presidents, Secretaries, Treasurers, Editors, Membership and International Service Organisers to meet and learn about their roles.

Each group is presided over by the appropriate District Officer or Executive Member. These meetings enable each officer to be briefed as to her duties and give opportunities for the discussion of new ideas. They are particularly helpful for members taking office for the first time.

Training days are open to all members.

Do encourage Club Members to attend as they are most informative days for all.

DELEGATE TO DISTRICT MEETINGS

The Delegates are an important part of the smooth running of any District meeting.

They must come prepared to take a full part in proceedings.

The District Secretary will send out all papers required for each meeting.

Notice of items for General Business, must be sent to the District Chairman prior to the meeting date.

Meeting Preparation

Ensure your club has discussed and voted on any matters arising from the Agenda.

In a manila or plastic open-sided folder, arrange the papers as follows –

1. District Meeting Agenda
2. Minutes of previous District Meeting
3. Your Club President's report
4. Copies of any proposals that are to be discussed and voted on
5. District AGM Agenda – if being held at the same time
6. Minutes of previous AGM
7. Other items such as IWNZ By-Laws Book they may be helpful

Ensure that **all club** members attending the District Meeting have copies of

- District Meeting Agenda
- Minutes of previous District Meeting
- Copies of any proposals that are to be discussed and vote on
- District AGM Agenda – if being held at the same time
- Minutes of previous AGM
- Other items such as IWNZ By-Law Book they may be helpful

Hand list of Club Apologies to the District Secretary prior to the start of the meeting. They are not taken from the floor.

Be seated five minutes before the starting time.

Put your Club name card on top of your folder.

As the meeting progresses, be ready to hold up the name card to move or second any motion.

All club names should appear in the Minutes – to prove you have taken part in the meeting.

Present a brief report to your next Club meeting giving the outcome of any proposals.

Include Guest Speaker names, the Changeover details, outcome of Forum discussions, **BRIEF** highlights from other clubs, and other pertinent details.

PROCEDURE FOR PUTTING A PROPOSAL TO A MEETING

ORDER of PROCEDURE

- 1 The **Secretary** reads the **Proposal**
- 2 The **President** asks the **Proposer** to move the **Proposal**
- 3 The **President** calls for a **Secunder** (should be pre-arranged)
- 4 The **Proposer** then explains the reason for the **Proposal**. Speaking time shall not exceed **three minutes**
- 5 The **Secunder** may speak and explain why she supports the **Proposal** (or she can reserve the right to speak later). Speaking time shall not exceed **three minutes**
- 6 The **President** calls for discussion. Other speakers to a **Proposal** shall not exceed **two minutes**
- 7 When sufficient discussion has taken place, the **President** calls upon the **Mover** for right of reply. The mover can make explanations; deal with points made in opposition or from supporters but cannot introduce any new material. Speaking time shall not exceed **three minutes**
- 8 No further discussion is permissible, and the **President** must then put the **Proposal** to the vote.

If a member disagrees with the Proposal or finds it unacceptable in its present form, they may put an Amendment from the floor at this point (before the vote is taken on the original proposal)

- 1 When the **Amendment** has been accepted by the **President** and has been moved by the **Proposer**, she calls for a **Secunder** and the procedure follows as for a **Proposal**.
- 2 The discussion then proceeds on the **Amendment** and at the conclusion the **President** puts the **Amendment** to the vote.
- 3 If it is **Carried**, and there are no further Amendments, it becomes the **Proposal** and is put again to the vote to confirm.
- 4 If **Defeated**, return to the original **Proposal** and Voting takes place on that **Proposal** without further discussion.

NOTES ON VOTING PROCEDURE

- a) Proposals shall be decided by a simple majority. In the event of the votes being equal, the **President** shall have the casting vote.
- b) All members carry one vote each.
- c) The **President** may not move any **Proposal**, as she has a casting vote and must be seen to be impartial.

TIME FRAME FOR NATIONAL CONFERENCE 2021 PROPOSALS

- OCT 2019:** Reminder at District meeting that proposals for IWNZ Conference 2021 will be called for prior to the next District meeting. Any proposal must be checked with the IWNZ Constitution Chairman prior to sending to the District Secretary.
- NOV:**
- DEC:**
- JAN 2020:**
- FEB:** District Secretary calls for Proposals from Clubs and circulates these, giving a date for them to be returned. Suggest they are sent to the Constitution Chairman for checking to see if they are worded correctly before presenting to district.
- MAR:**
- APR:**
- MAY:**
- JUN:** Proposals considered by District Committees. Those passed to be sent to IWNZ Secretary by 10 July (10 months prior to conference).
- JUL:**
- AUG:** Proposals ratified at NGB Meeting sent out to District Secretaries
- SEP:** District Secretary calls for Amendments to the Proposals from Clubs
- OCT:**
- NOV:** Any Amendments to the Proposals being put forward by Districts or Clubs to be sent to the Constitution Chairman by 10th November for checking
- DEC:** Constitution Chairman forwards new list of Proposals including any amendments to the IWNZ Secretary for compilation
- JAN 2021:**
- FEB:** Clubs circulated with Proposals and Amendments and Voting Delegate Registration Forms
- MAR:**
- APR:**
- MAY:** IWNZ CONFERENCE

GUIDELINE ON HOW TO SUBMIT A PROPOSAL/AMENDMENT

Submitted by the Inner Wheel Club ofDistrict NZ29...

Submitted by NZ.....District Committee

- PROPOSAL
- AMENDMENT TO PROPOSAL NO.....

Page No:

Heading:

Delete:

Insert: (after/before)

To Read:

Motivation: (Should be concise and kept to a minimum number of words)

Proposal/Amendment submitted and passed at Club/District Meeting as per the minutes of
..... (date)

Signed..... (Secretary)

A Proposal must be worded in affirmative manner and should be specific.

An Amendment must not negate the Proposal.

An Amendment cannot introduce any new material. It can add to or subtract from or alter wording only.

An Amendment is a motion which seeks to make the original Motion/Proposal more acceptable to the meeting by altering or amending it in some way.

ALL PROPOSALS NEED TO BE APPROVED BY THE IWNZ CONSTITUTION CHAIRMAN BEFORE SUBMISSION

LIGHTING THE FLAME OF FRIENDSHIP

This Flame is a true symbol of Friendship
and reminds us of our obligations to others
who are less fortunate than ourselves.

May it weld together all Members of Inner Wheel
in True Friendship, Personal Service
and International Understanding.

DIMMING THE FLAME

As we dim the Candle of Friendship
may the glow remain in our hearts
until we meet again.

NORWEGIAN CANDLE LIGHTING CEREMONY THREE CANDLES

This candle lighting ceremony can be adapted for using at Club and District functions.

The Norwegian custom features three candles of different sizes.

The candles are set in a display of white flowers representing the National Governing Body, the candle holders are pale blue for our Districts, the candles are dark blue for our Clubs and the yellow flames glow for all our members.

1. _____ will light the second largest candle representing Inner Wheel's past history and achievements. We remember at this time Inner Wheel members who have passed on since our last meeting together.
2. _____ will light the smallest candle. This one indicates Inner Wheel of the present day, vibrant, forward looking membership.
3. _____ will light the largest candle (in the center). This indicates the unlimited scope for future personal service and friendship in Inner Wheel globally.

These symbolic flames now add light to the time we will share together. May they weld together all members of Inner Wheel.

INNER WHEEL NEW ZEALAND INC.

ARCHIVES

Clubs are to Keep

1. Minutes of Club Meetings, Committee Meetings and AGM
2. Annual Financial Statements (must be kept for 7 years before destruction)
3. President's Annual Report
4. Monthly Newsletters
5. Club History – This is also sent to the District Secretary

It is suggested that Clubs keep a record of where any records are stored and what is stored.

GMAIL GUIDELINES

Most Clubs in NZ have set up Gmail accounts that appear in the IWNZ Directory. Since these are our main source of communication it is *vital* that everyone uses these addresses for Inner Wheel business.

REASONS FOR GMAIL ACCOUNTS

There are a number of reasons why Gmail accounts have been adopted by IW for all IW positions:

- It enables a change of person in a position.
- There used to be many errors in the Directory information when they are printed.
- Some of the changes came about as members did not want IW mail in their personal emails or they changed to another provider during the year.
- It also allows for cover during holiday absences and sudden illness.
- It allows for information to be handed on to the next person in office easily, allowing for continuity in club business.

PASSWORDS

Passwords for these accounts **must** be kept with a clear record of them. Once they are lost then there is no access to the account and they are virtually impossible to recover from Google. It is suggested that you keep all passwords of the same or similar format so that everyone on the committee knows them and they are therefore able to clear emails in case you are not available. A suggestion has been made that each club produce a Word document with all the passwords on it and it is sent to at least the President and the Secretary but preferably all members of the committee. If passwords are changed, then these **MUST** be recorded and kept on file for passing on to the next person to use the account.

SIGNING INTO GMAIL – Getting started with your account

To get into your Gmail you need to go to www.gmail.com (or get a clever grandchild to show you how to do it as all computers can access Gmail). Sign in with the username (email address –this is published in the directory) and password that has already been passed on to you.

ORGANISING YOUR FILES

While using your email account it is a good idea to get into the habit of filing your emails in clearly labelled folders, however, remember any attachments received should be saved to computer, as even when filed in folders emails can be difficult to locate.

EASE OF ACCESS TO GMAIL ACCOUNT

In order that you don't need to check each day, you can set your Gmail to go to your personal email. This will alert you one has come in.

To do this - go up to the top right of the Gmail page when you are in it and just under your Gmail address click on the cog to bring up the settings drop down. Click on settings.

Click on FORWARDING AND POP/IMAP (on the top toolbar of the page)

Click on 'add a forwarding address' and enter your personal email into the square put in your email address, click next and then set next square to read keep Gmail copy in the inbox.

When you have done this go to the bottom of the page and save the changes.

You will be asked on your personal email to confirm this and then emails should start coming through to you. (You can check the Gmail setting again after you have confirmed it to see that it has changed). Doing it this way will leave your IW messages in the IW Gmail and you can then go in to the IW Gmail if a reply is required so that all correspondence is then available in your IW Gmail.

PLEASE NOTE- you MUST select the "retain a copy in Gmail" when selecting the forwarding options at Gmail. By doing this, then a copy will remain in Gmail as well as sending to your own email account to alert you that you have an IW email. You can delete the email in your personal account and then sign into the IW Gmail and attend to the email. It will mean that you only need to log into Gmail infrequently when alerted.

IIW GMAIL ACCOUNTS

Previously most clubs also registered with the IIW website for a Gmail address. It was in the format of [iiw.nz.\(club name\)@gmail.com](mailto:iiw.nz.(club name)@gmail.com). IIW are now doing email drops into this account, so please ensure that someone in your club is accessing the information. The password and account name etc. should be sent to all members of the committee so that they can all access the account and to ensure that the details are not lost.

Guidelines for Planning a Fundraising Event under the IWNZ Inc. Banner

Many fundraisers are organised each year by Inner Wheel Clubs and Districts on a small scale. As we begin to take advantage of the benefits of IWNZ Incorporated's Charitable Status and hold larger scale fundraising events it is important to follow IWNZ policies and procedures for all events: -

- Any Sub-committee setup to organise an event **must** report back to the Club/District Executive Committee and seek approval for all decisions, which must be shown in the Club/District Executive Committee minutes
- Permission for the use of IW letterhead **must** be given by the Club/District Executive Committee to members of the Sub-committee, which must be shown in the Club/District Executive Committee minutes
- Financial expenditure **must** be approved by Club/District Executive Committee's and shown in the Club/District Executive Committee minutes
- Any monies involved **must** be processed through the Club/District bank account; if a separate account is created for the particular event then proper financial reports must be given to the Club/District Executive Committee each month and a set of accounts presented as soon as possible after the event is held (these must be reviewed by a qualified independent reviewer).
- IWNZ Inc. **must** be notified and permission given to use IWNZ Inc.'s name before financial support is sought from outside Funding Agencies.

Application to Funding Agencies for assistance with projects is now possible due to our Charitable Status as an organisation but IWNZ Inc. **must** be able to show Auditors financial records for funds granted using their name and that those funds have been used for the purpose for which they were intended. Accountability forms will be required to be filled in by the Funding Agency involved.

Contact the IWNZ Treasurer for more information on funding applications.

- Funds raised for specific named organisation/purpose **must** be distributed to that organisation/purpose as soon as possible once legitimate expenses have been met,
- If fundraising was not done for any one organisation/purpose, funds raised from the Public **must** be retained in the Club Charity Account, once legitimate expenses have been met, until such time, as they are dispersed by the Club.
- A record of volunteer hours, expenditure, value of donated items, funds raised, and donations made should be kept in the Club Committee minutes for inclusion in the Club Service Record.

The Club Service Record is a requirement of both our Charitable Status granted by New Zealand's Internal Affairs Dept. and IIW United Nations Status and must be completed by all IWNZ Clubs.

- If using the Event to promote Inner Wheel, the information presented to the general public must be correct. Please check the IWNZ Website or contact your District Chairman/Membership Chairman for up-to-date publications before the event or contact the IWNZ Publicist for assistance with the creation of specific items.

IWNZ INC. RESOURCES

THE FOLLOWING INFORMATION is available at www.innerwheel.org.nz

(Under Library as at **Jan 2018**)

The titles that material is filed under are:

- Logos & Branding - *Find all the official IW logos and branding tools here.*
- Documents and Manuals - *IWNZ Official documents, Information and Manuals for you to download or read.*
- Badge orders - *Order IWNZ badges.*
- Official forms - *Download forms here. Including nomination forms and Club Service Record for clubs, Districts and IWNZ.*
- Merchandise - *IWNZ merchandise for Sale*
- Promotional Material - *Download and order IWNZ Promotion Material*
- Club Newsletters - *Read clubs newsletters from all over NZ.*
- Obituaries (*acknowledges the lives of Inner Wheel Members across NZ who have recently passed away.*)

International Inner Wheel Website: www.internationalinnerwheel.org

Has further information that will assist you

E.g. under Library you will find further forms and information

These websites are constantly being updated so check them out frequently