



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

INNER WHEEL NEW ZEALAND INC.

DISTRICT RESOURCE MANUAL

A General Guide for District Executive

JULY 2020

**The District Executive recommends
but the District Membership decides**

Use in conjunction with the Club Resource Manual and History Resource Manual
Both available on the IWNZ website

Please advise IWNZ Vice President and IWNZ Secretary of any corrections required

DISTRICT RESOURCE MANUAL – CONTENTS

This Manual serves as a Guide only and is to be used in conjunction with the Club & History Manuals (see index on pages 3 & 4)

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INNER WHEEL NEW ZEALAND INC. GUIDELINES FOR DISTRICT CHAIRMAN

As the District Chairman you have been elected to the highest position in your District, the greatest honour that can be conferred on any member. You will preside at all meetings of the District Committee and, as Chief Executive Officer, supervise the work and activities of the District. During your term of office, you should visit each Club within your District, at least once at a regular meeting. If there is any particular issue arising in a Club, a further visit should be made. This will enable Clubs to consult you on any matters they may wish to discuss.

A sound knowledge of the IIW Constitution is essential, also National Governing Body By-laws and District and Club Rules. There are Resource Manuals also available on the IWNZ Website to assist you. However, should you be in doubt about any query raised, do remember it is much better to consult the Rule books rather than risk giving incorrect information. The IIW Constitution must be brought up to date following each Convention, as must the National Governing Body By-laws after each Conference. Minutes are received soon after Convention and Conference, showing changes. These books are obtained from the IWNZ Treasurer

It is a matter for a Club or District to decide which Officers they wish to invite as guests. However, should the District Chairman or the IWNZ President/National Representative be invited, they should be invited as guests and as such, their expenses are met. This courtesy is due to these Officers. Should either the District Chairman or the IWNZ President/National Representative not be able to attend a function when invited to do so and appoints a deputy, the same courtesy should be afforded the deputy.

The IWNZ President, as National Representative, is required by International Inner Wheel, to visit each District in her country at least once a year, preferably attending a meeting of the District Committee. Her travel costs are an expense of the National Governing Body, but she should be offered accommodation by the District Executive.

BADGES

A Chairman should wear her chain of office whenever she attends a meeting in her official capacity but does not wear her Club badge as well. Her Chairman's brooch can be worn at any time. No badges should be worn at Rotary functions except when attending officially by invitation. The number of badges worn is a matter of personal choice.

All Club members should be encouraged to attend District Meetings, but only delegates may vote on any matter. However, meetings can be closed at the discretion of the District Chairman so that informed members can speak on a special subject.

MINUTES

Minutes of meetings should be signed only at the relative following meeting, i.e. Annual General Meeting minutes should be signed at the following Annual General Meeting. It is wise to check them at the next District Executive meeting whilst they are still fresh in the mind.

If it happens that both the Chairman and Vice Chairman are absent from a meeting, the Secretary or the Treasurer takes the Chair until a Chairman is elected. **THEY DO NOT TAKE THE MEETING.**

A Chairman should be impartial but decisive. Have full discussions at the Executive meetings so the District Committee meeting can be held with a minimum of effort. Fresh matters brought up by members from the floor can be deferred to the next meeting in order that the Executive have time to consider them, if deemed necessary.

IMPORTANT:

When representing your District at Conference, you are required to submit a full report to the next District Committee meeting. Detailing changes if any, to By-laws etc. and/or policies of Inner Wheel. You will be required to give a report on District activities at Conference.

Always remember it is not a **RESOLUTION** unless you have called for:

- Those in favour**
- Those against**
- Those abstaining.**

The Secretary must then record in the minutes – **CARRIED/LOST** – whichever is applicable.

Chairmen are advised to submit proposals and amendments to the Constitution Committee to ensure that they do not require correction.

OFFICIAL CLUB VISIT:

The purpose of an Official visit is a business one. It is an opportunity for you to give a stimulating address on Inner Wheel principles and any current particular items of interest and in addition, to commend the work done by the Officers of the Club.

See “Guidelines for the District Chairman's visit” *page 10 in Club Manual*.

NATIONAL GOVERNING BODY, DISTRICT AND CLUB RULES ETC.

Should always be updated, if necessary, after Conference.

As District Chairman, you are a Council Member of the National Governing Body of Inner Wheel New Zealand Inc. Guidelines for a Council Member should be received at the first meeting of the Governing Body and used in conjunction with these guidelines for District Chairmen.

The District Chairman will also:

- Preside at all District and Executive Meetings
- Supervise the work and activities of the District
- Be an ex-officio member of ALL District committees
- Use a casting vote if necessary
- Work closely with the District Secretary
- Decide on an Agenda for each meeting
- Check draft minutes of each meeting with the Secretary before emailing or photocopying
- Follow the Procedure Sheet closely
- Guide the District in following the International Inner Wheel theme
- Visit each Club in the District once a year.
- Keep in contact with Clubs by sending a Chairman's newsletter. Encourage other District Executive to do the same with their relevant club officers.
- Liaise regularly with the IWNZ President
- Keep in contact with the District Membership Chairman re members and membership
- Provide District stories/photos to IWNZ Webmaster & National Representative for IIW Website.

The timing of the newsletter is a personal matter; however, it is recommended that you liaise with the District Secretary so that it can be sent out together, with other mail, to Clubs. This will also avoid you both giving the same information.

Keep contact with other Districts in New Zealand by:

- Sending greetings to all new Clubs chartering in New Zealand
- Sending good wishes prior to other District Meetings
- Sending your Newsletter to the other District Chairmen.

Keep contact with Rotary through the District Governor – send newsletters.

EXPENSES:

Receipts should be kept for expenses incurred and an Expenses claim form completed. Please submit to the District Treasurer prior to each Executive Meeting.

Remember to keep copies of all letters sent and received.

INNER WHEEL NEW ZEALAND INC. DUTIES OF AN IWNZ COUNCIL MEMBER

The District Chairman represents her District on the National Governing Body of Inner Wheel New Zealand Inc. as a Council Member and is entitled to one vote.

She is expected to attend all meetings of the National Governing Body during her term of office. The National Governing Body of Inner Wheel New Zealand Inc. will reimburse for travel to and from those meetings. (Members are expected to find the cheapest means of travel available). Morning and afternoon tea during the days of the NGB meeting are met by IWNZ. All other expenses are to be paid for either by the Council member or her District.

In the event of the Council member being unable to attend a National Governing Body meeting the First Vice Chairman of the District Executive Committee shall attend and be entitled to vote for the Council member. Reimbursement expenses apply as for the District Chairman.

The District Chairman will give a report on her District at each of the meetings she attends and will also give a resume of her year as District Chairman at the National Conference. Guidelines for these reports will be sent out prior to the meetings/conference.

The District Chairman is responsible to the District Committee and must relay decisions of the National Governing Body to the District Executive and/or members at the appropriate time. She must abide by the decisions made by the National Governing Body.

All correspondence relating to the decisions made by the National Governing Body must go through the IWNZ Secretary.

When speaking as District Chairman, the member must be aware that she is part of the National Governing Body in matters pertaining to the National Governing Body. It is not permissible for a District Chairman to speak or enter into correspondence on behalf of the National Governing Body unless previously instructed to do so.

A District Chairman presides over the District Meetings and the District Executive Meetings. She is the host to the IWNZ President/National Representative or the International Inner Wheel President on any visits made to her District. (Note – International Inner Wheel Board Directors do not take precedence over the IWNZ President in New Zealand only the IIW President)

The District Chairman receives the Charter for a New Club from the National Representative and presents it to the new Club on the occasion of the Charter function.

She is responsible at all times for the wellbeing of her District and must maintain good relations with the members of the Executive and put the well-being of her District first.

A report should be sent to the IWNZ President on the general business of the District after every District Executive and District meeting if the President has not been present. Minutes of all meetings with reports must be forwarded to the President of Inner Wheel New Zealand and the IWNZ Secretary.

The District Chairman is responsible for sending her monthly newsletter to Club Presidents, Club Secretaries and also directly to all National Governing Body Members.

If there is any movement of Membership – new Clubs in the offing or Clubs in trouble she should immediately inform both the IWNZ President and IWNZ Membership Co-Ordinator.

National Governing Body members must remember that they present the views and wishes of their members and not their own views.

NATIONAL GOVERNING BODY MEETINGS

- Two meetings a year are held over a weekend in August and in March, commencing Friday, all day Saturday and finishing midday Sunday.
- Travel to and from these meetings is paid by Inner Wheel New Zealand.
- Accommodation costs for National Executive are paid for by Inner Wheel New Zealand.
- Accommodation costs for District Chairmen are paid for by their District.
- The meeting room hire, and morning and afternoon teas are paid for by Inner Wheel New Zealand.
- Friday, Saturday and Sunday lunch, Friday and Saturday dinner are a personal cost. Saturday and Sunday Breakfasts are also a personal cost unless included in the room rate.
- Incoming Chairmen are invited as observers to the second (March) meeting as part of ongoing training. Travel arrangements to and from the meeting and accommodation costs are their responsibility but can be subsidized by their District. Meals apart from morning and afternoon teas are a personal cost.

INNER WHEEL NEW ZEALAND INC.
THE VISIT OF THE IWNZ PRESIDENT TO DISTRICTS

The IWNZ President is a guest in your District when attending District Meetings, Training Day or other functions to which she has been invited. This even applies to her home District!

At a Club or District Function the President of Inner Wheel New Zealand takes precedence over all other officers (unless at a Club meeting when it is the District Chairman's official visit). Note that an IIW Board Director does not take precedence over the IWNZ President, only the IIW President does.

Contact should be made well in advance of the President's visit giving details of the programme so that travel arrangements to the District can be made. The National Governing Body pays for the President's travel to and from the District. The District meets the expenses of the President whilst she is in your District.

A member should be asked to meet her if she is travelling by air or if by road clear directions given. Once in your District it is the responsibility of the District to arrange transport to and from the meeting venue. Accommodation should be provided when necessary and the name of who she will be staying with sent to the IWNZ President well in advance.

If you are asking the IWNZ President to do anything other than give her report, please advise her in advance so that she is able to prepare.

The IWNZ President should sit on the right-hand side of the District Chairman so that she is able to give any help or advice that may be needed during the Meeting.

At the start of the Meeting the IWNZ President should be welcomed and introduced. When the roll call of Clubs is done, include the President's Club if she is from another District.

Appoint a minder for the IWNZ President other than a District Executive member to make sure that she is introduced to members at both morning tea and lunch time.

Make sure that the IWNZ President has a copy of the agenda, previous minutes and any other information pertaining to the meeting beforehand or on arrival in the District.

At the end of the meeting thank the IWNZ President for attending and ensure that she has transport to either the airport or where she is staying.

The President of Inner Wheel New Zealand makes two official visits to each New Zealand District annually, the October District Meeting and the District Changeover. Where possible she will attend the District Executive Meetings. The Vice-President of IWNZ will attend the District Training Day in the March prior to her taking office.

If the President of Inner Wheel New Zealand is invited to join a District or Club on other occasions, all costs are met by the District or Club or shared with the IWNZ President by prior arrangements.

For the Chartering of a new Club – Inner Wheel New Zealand will provide all her travel costs to and from the District. All other costs are met by the organising District/Club.

INNER WHEEL NEW ZEALAND INC.
DIARY GUIDELINES for DISTRICT CHAIRMAN and SECRETARY
NOTE: This Document is a guide only

GENERAL INFORMATION

Minutes: Send a copy of the Minutes of District Executive Meetings, District Meetings, District Annual General Meeting and District Training Day reports to the Inner Wheel New Zealand President, Vice President, Immediate Past President, Secretary and Treasurer and also to District Executive and Clubs.

JULY

Receive:

- From IWNZ Nomination forms for National Governing Body Nominations for return to IWNZ Secretary by 10th November
- From Clubs any alterations to the IWNZ Directory by 31st July.

Send:

- IWNZ Nomination information and forms to Clubs for return to District Secretary by 30th September.
- Any IIW nominations adopted at the District Meeting to the IWNZ Secretary by 10th July.
- Copies of Club History Sheet and Service record to clubs.

Note:

- Should a National election be required, voting papers for IIW Executive and Board Director will be sent to each Club by the IWNZ Secretary, to be returned by 10th September.

EXTRA IN YEAR PRIOR TO CONFERENCE

Send: *All Proposals passed at District Meetings since the last National Conference, which are to be presented at the forthcoming Conference must be sent to the IWNZ Secretary by 10th July.*

AUGUST

Receive:

- Minutes of National Governing Body Meeting to be distributed to Clubs where requested and National Governing Body Statement of Accounts are to be distributed to Clubs.
- Proposals for October District Meeting by 31st August (or 30 days prior)

Send:

- To Clubs Registration Form for attendance at District Meeting
- To Clubs Nomination Forms for the positions on the NGB to be returned by 30th September
- Any Club and District alterations to IWNZ Directory to the IWNZ Secretary by 15th August. Also, during the year

EXTRA IN YEAR PRIOR TO CONFERENCE

Receive: *Proposals for Conference. Distribute to clubs for any amendments.*

SEPTEMBER

Receive:

- Nomination forms from clubs for NGB Executive Officers and National Representative elections by 30th September. **Note:** *Should an election be necessary, voting can be undertaken at the next District Meeting and the result to be forwarded to the IWNZ Secretary by 10th November.*

Send:

- To clubs notice of District Meeting, Copy of Agenda and previous Minutes (14 days before the meeting)

Note:

- IWNZ Day is on 1st September - it is also International Month.

Remind:

- Clubs voting for IIW positions (should a national election have been necessary) are to be sent to the IWNZ Secretary by 10th September.

OCTOBER

Note:

- Ratify nominations for NGB Executive. If an election is required this is conducted at the District Meeting, by post or electronically on nominations received from Clubs for NGB Officers and National Representative.

Receive:

- IWNZ President's half-yearly report. (Given at District Meeting)

Send:

- Copies of IWNZ President's half-yearly report to each Club and District Executive Member.
- Minutes of District Meeting to IWNZ President, Vice President, Immediate Past President, Secretary, Treasurer and District Executive and Clubs.

EXTRA IN YEAR PRIOR TO CONFERENCE

Remind: Clubs and District Committees to send any Amendments to Proposals to the IWNZ Constitution Chairman to be received by 10th November.

NOVEMBER

Remind:

- Clubs that the IWNZ Directory forms will be sent out in January

Send:

- District nominations for positions on NGB to be sent to the IWNZ Secretary by the 10th November after ratification at October District Meeting. If an election is required ballot papers will then be sent to Clubs by the IWNZ Secretary.

EXTRA IN YEAR PRIOR TO CONFERENCE

Nov. 10 Final date for Clubs and Districts to send Amendments to Proposals to the IWNZ Constitution Chairman

JANUARY

Receive:

- IWNZ Directory Mail-out from IWNZ Publicist
- From IIW Headquarters nomination forms for IIW Executive and Board Directors.

Send:

- Nomination Forms to Clubs for the District Executive to be returned by 1st February
- IWNZ Directory mail-out to Clubs with order forms

Remind:

- Club nominations for District Executive positions need to be sent to the District Secretary by 1st February
- Clubs to complete voting forms sent direct from IIW for IIW Officers/Board Directors and send them to IIW to be received by 31st March. If not received by Clubs, they are available on IIW Website www.internationalinnerwheel.org
- Clubs to exercise voting rights for National Governing Body and send to the Returning Officer by 7th March (if a vote is required)
- Clubs to elect Office Bearers for following Inner Wheel year.

FEBRUARY

Receive:

- Nominations forms for District Executive by 1st February

Send:

- Voting forms to Clubs for District Executive positions – to be returned by 14th March (if a vote is required)

Remind:

- Clubs that any proposals for the June District Meeting need to be received by 31st March
- Club nominations for District Executive positions need to be sent to the District Secretary by 1st February

EXTRA IN CONFERENCE YEAR

Receive: Agenda for Conference, Proposals & Amendments, Voting Delegate forms and other notices pertaining to Conference.

Send: Conference Agenda, Voting Delegate Form and any other Notices pertaining to Conference to District Executive & Clubs where necessary.

MARCH

Receive:

- From Clubs completed forms for IWNZ Directory by 15th March. **Proofread** and check thoroughly before forwarding to IWNZ Publicist & IWNZ Secretary.
- Election results for NGB from IWNZ Secretary (in November if no election was required)

Collate & Send:

- Checked National Directory information from Clubs and send to the IWNZ Publicist and IWNZ Secretary
- to IWNZ Secretary (for her to upload on to the IIW directory website the District Chairman, Secretary, Treasurer (name, address, phone and email address) and all the Club Secretaries (name, address, phone and email address)
- Orders for IIW Directories to IWNZ Treasurer by 15th March

Notify:

- District Executive and Clubs the results of elections for NGB Executive.

APRIL

Receive:

- Minutes of National Governing Body Meeting to be distributed to Clubs where requested.
- Proposals for June District Meeting to be received by 30th April (or 30 days prior)

Assist:

- Chairman/Secretary with checking NGB Executive nominating lists – now listed in History Resource Manual.

Remind:

- Vice Chairman to send Assembly/ROSE Day Report to IWNZ President and Vice President.
- Clubs to consider and approach nominees for IIW Executive and Board Directors.
- Club information is required for National Representative's report to IIW on activities under headings of the United Nations and IIW theme. (This is on the "Club Service Record" of the Club History (*see Guide pages 40-44 in Club Resource Manual, forms available online or from IWNZ Secretary*))
- District and Clubs to order any regalia/badges required for their Changeovers
- Clubs that Club History and Service Records are to be returned by 31st May and that funds in the Club Charity Account should be allocated and be recorded on the Club History Sheet for the financial year.

MAY

National Conference is held biennially, preferably May.

Receive:

- Follow-ups from Conference
- Club History Sheets & Service Records by 31st May and forward on to IWNZ Secretary

Send:

- Registration form for District Meeting and AGM

JUNE

Receive:

- National President's Annual Report for distribution to District Executive and Clubs.

Adopt:

- Nominations for IIW positions at the District Meeting.

Send:

- District nomination for IIW positions - to be received by IWNZ Secretary by 10th July.
- Minutes of District Executive, District Meeting and AGM to IWNZ President, Vice President, Immediate Past President, National Secretary and National Treasurer, and District Executive and Clubs.

INNER WHEEL NEW ZEALAND INC GUIDELINES FOR DISTRICT FIRST VICE CHAIRMAN

Be prepared to deputise for the District Chairman when necessary.

The First Vice Chairman is responsible for organising and conducting the Training Day in March/April of her year in office.

District Meetings

- Assist when asked with the Prayer, Grace, introducing or thanking the guest speaker and taking care of the guest speaker during the meeting.
- Liaise with the Host Club, make arrangements (and check) the hire of the hall and catering etc.
- Prepare a brief report of your activities for each District and Executive meeting.
- If required, organise an annual District social function.
- Be responsible for District Promotion and Publicity.
- Become familiar with:
 - IIW Constitution, IWNZ By-Laws, District & Club Rules (Red Book)
 - The Resource Manuals District, Club and History
 - IWNZ Website (www.innerwheel.org.nz)
 - IIW Website (www.internationalinnerwheel.org)

Changeover

- Liaise with the District Chairman and her Club in the preparation of the function.

District Training / Rose Day

R Roles and Responsibilities

O Orientation

S Strategy

E Enthusiasm

- 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 and therefore a speaker is not needed as it is a time for the Club Presidents, Secretaries, Treasurers, Editors, Membership and International Service Organisers to meet.
- Each group is presided over by the appropriate District Officer or Executive Member. Make sure that each attendee is given material relevant to their position
- 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.

March NGB Meeting

Note invitation as Incoming DC costs on page 8 of this Manual

INNER WHEEL NEW ZEALAND INC
GUIDELINES FOR DISTRICT SECOND VICE CHAIRMAN

- Is involved, where possible, in the District meetings
- It may be necessary to prepare a report for the District and Executive meetings.
- Is responsible for organising the photographer at functions so as to keep updating the District photograph album.
- Is responsible for collecting and presenting ongoing items for the District History – in readiness for the 10 year, publication.
- Is responsible for reminding Clubs to be completing forms for their ongoing Histories – annually.

GUIDELINES FOR IMMEDIATE PAST DISTRICT CHAIRMAN

- Is responsible for encouraging new membership and supporting Membership
- Is responsible for sourcing 'Members at Large' in the District and ongoing nurturing of Clubs
- Liaise with the Rotary District
- Advisory role to incoming Vice Chairman/Second Vice Chairman
- Look for opportunities to start a New Club.

INNER WHEEL NEW ZEALAND INC
GUIDELINES FOR DISTRICT SECRETARY

The Secretary attends to the following matters:

- Receive and forward promptly information, as required, from IWNZ Secretary and/or Executive.
- Take detailed Minutes of all meetings and send to IWNZ President, Vice President, Immediate Past President, Secretary and Treasurer and District Executive and Clubs.
- Send out all notices of meetings and keep all minutes and records
- Attend to all correspondence promptly
- Send out nomination forms for National and District positions
- Send out voting papers if required for elections
- Meet with the District Chairman prior to District Meetings and Executive Meetings
- Send out the monthly newsletter to Clubs, noting actions required
- Maintain the District Secretarial Archives including Minutes, Club History Sheets, District Service Records, District History Sheets etc.
- Keep contact with Members at Large in the District - in conjunction with IWNZ Secretary

Note: IIW does mail/email drops direct to District and Clubs. Remind clubs when these come as they may be going to a different club email address that may not be being re-directed to the Club Secretary.

INNER WHEEL NEW ZEALAND INC
INFORMATION GUIDE FOR DISTRICT TREASURERS

FEES PAYABLE TO NATIONAL COUNCIL

AUGUST Clubs to send Fees to District Treasurer by **31 August**.

SEPTEMBER District Treasurers to send IIW Capitation and National Council Levy for ***all paid up members in your District*** to IWNZ Treasurer by **30 September**.

Fees for 2020-2021 Year are:

IIW Capitation £3.50 (No change)	\$ 10.00
IWNZ National Council Levy	\$ 13.00
Total	\$ 23.00

NOTE: Any additional IIW Capitation Fees and National Council Levies that Clubs send to you should be sent to the IWNZ Treasurer as you receive them during the year.

Fees for new members joining after 31st December are:

Half IIW Capitation	\$ 5.00
Half National Council Levy	<u>\$ 6.50</u>
Total	<u>\$ 11.50</u>

MARCH

Fees for 2021-2022 Year

District Treasurers will be advised by National Treasurer of the amount of fees payable for IIW Capitation and National Council Levy per member for the following year i.e.: July 2020 – June 2021.

Please advise Clubs immediately of the fees **plus your District Fees**. Clubs must be advised by the 30 April. This will enable Clubs to set their fees accordingly for the year. The District Fees will have been set at the District AGM June 2020 for 1st July 2021.

NOTE:

District Fees for 2021-2022 Year

This must be an Agenda Item for your District AGM in June 2020 and must be passed by a resolution at this meeting.

Other financial matters that need to be put as a resolution at the AGM include: presentation of a budget, appointing of a reviewer and ratifying the accounts for the year ending 2019-2020. These accounts will previously have been presented at a District meeting.

NOTE: Usually there is a year between increasing the district levy and implementing same

If an increase of your District levy is necessary, this should be passed at the September/October District Meeting (2020). It is ratified at the AGM (June 2021) and then takes effect from 1st July (2022).

ORDERS FOR INNER WHEEL NEW ZEALAND DIRECTORY

DECEMBER

- Order Forms for **IWNZ Directory** will be sent to Districts and Clubs by the IWNZ Publisher early in the New Year. Form is to be returned by **15th March**
*Note Order form for **IIW Directory** will be sent separately to Districts for forwarding on to their clubs by IWNZ Treasurer early in the new year.*
- Forms are to be returned by **15th March**

MAY/JUNE

- Clubs will receive an invoice for their Directories from the IWNZ Publicist. Payment for the Directories is to be made by Clubs to their District Treasurer.
- District Treasurer is to send payment to the IWNZ Treasurer.

ORDERS FOR INTERNATIONAL INNER WHEEL DIRECTORY

JANUARY

- Order Forms for IIW Directory will be sent to Districts and Clubs by IWNZ Treasurer.
Note: Ignore Directory order forms sent direct to clubs from IIW as the cost to clubs is prohibitive. One order from Inner Wheel New Zealand Treasurer is much more cost effective. This is then charged to the club ordering Directory. *One Bank Draft only is then required to pay for bulk order by IWNZ.*
- IWNZ Treasurer will forward a form for ordering the IIW Directory.
- These are to be returned to the IWNZ Treasurer by 15th March.
- These Directories will be sent to those that order them when received by IWNZ Treasurer

ORDERS FOR INTERNATIONAL INNER WHEEL CONSTITUTION (Blue Book)

International Inner Wheel send each Club one copy of the IIW Constitution following the Convention and reprint. Further copies are to be ordered through the IWNZ Treasurer. It is far cheaper to send one bank draft than each Club getting their own. When forwarding on the order, please state the Club name and how many they have ordered.

INNER WHEEL NEW ZEALAND CONSTITUTION and BY-LAWS (Red Book)

In years when this is reprinted each Club and each District will receive three copies free from IWNZ. The IWNZ Treasurer will send out order forms for further copies. Each member of the Club and District Executive should have a copy.

Please do not hesitate to contact the IWNZ Treasurer if you need to know any further information about your role as District Treasurer.

INNER WHEEL NEW ZEALAND INC DIARY GUIDELINES FOR DISTRICT TREASURERS

July/August

- Make yourself familiar with the Club Treasurer pages in the Club Resource Manual
- You will receive a form from the IWNZ Treasurer setting out Capitation Fees and National Council Levy monies.
- You must send out a form to Clubs and ensure that Clubs return the form and fees to you by (Clubs advised 15th August) 31st August – this gives a bit of leeway for the late ones. You are to send these on to the IWNZ Treasurer before 30th September.
- Any money outstanding for National Directories is collected from Clubs and forwarded to the IWNZ Treasurer. Include payment for Directories supplied to District Executive members and Rotary Governor.

September

- Pay IIW capitation fees and IWNZ levies to the IWNZ Treasurer by 30th September.

October to December

- Send any further capitation fees/IWNZ levies received to the IWNZ Treasurer on a regular basis. You should remind your clubs several times a year to send fees for new members to you.
- If there is to be a National Conference in the current year, it is vital that numbers of paid up members are accurate at the following dates: 30th December prior to Conference and 20th April prior to Conference. These dates are the basis for the national awards relating to membership.

January/February/March

- Clubs will receive Order Forms for International Directories direct to Club Secretary from IIW. **Advise Clubs that in NZ the orders are collated by the District Treasurer.** She then forwards the order on to the IWNZ Treasurer for her to do a bulk NZ order. The IWNZ Treasurer will advise the amount payable in NZ dollars.
- The completed forms and payment are sent to District Treasurers who forward these to the IWNZ Treasurer by mid-March. The IWNZ Treasurer collates orders and sends one bank draft to Headquarters.
- IIW Directories are distributed by the IWNZ Treasurer when received in July to those that ordered them.

April/May

- Members joining after 31st December pay 50% of both capitation fees and National Council levies. Payments for all members need to be sent to the IWNZ Treasurer by 30th April, but 20th April in Conference year as no extension can be given at this time as this is very close to the Conference date.

REMIND CLUBS that copies of the Service Records containing Club Charity Finance information, **must** be forwarded to IWNZ by 31st May. Ensure any June distributions are included in the next year's form.

SEE CLUB MANUAL for

Subscription Flow Chart

Explanation of District, National Governing Body and International Inner Wheel Fees

Levy return form with explanations

INCORPORATION AND CHARITABLE STATUS - District Responsibilities

Be familiar with pages 19-22 in The Club Resource Manual

Districts are mostly used as a vehicle for “money in” from clubs and “money out” to IWNZ. If they do raise money or receive donations from the public they would need to hold a separate charity account and conform to the financial requirements as for clubs. A Service Record showing the Charity funds is also required to be completed by 31st May on behalf of the District.

District Secretary

All District and Club History & Service Records need to be with you by 31st May

Forward complete copy of all District and Clubs History & Service Records by email to IWNZ Secretary and IWNZ President.

INNER WHEEL NEW ZEALAND 20 - 20

DATE:

Membership Details

DISTRICT NZ29 TO IWNZ

NAME OF CLUBS	CONTINUING ACTIVE	TRANSFERS	HONOURED ACTIVE	NEW HONORARY	NEW ACTIVE	CLUB TOTAL	PAYMENT
TOTALS							

Years Theme in here

Please forward Capitation and Levies of \$23.00 per member to the IWNZ Treasurer by 30th September

New members joining after 31st December pay \$11.50 per member for half year registration

District Treasurers Form:

Collate details sent to you by Clubs

Your payment total must equate to the amount of the cheque you are sending to the IWNZ Treasurer.

Please total all columns and check that everything balances.

Please put Clubs in Alphabetical Order, and fill in the total line at the bottom of the form,

DISTRICT TO IWNZ MEMBERSHIP INFORMATION SHEET

Please make sure that you fill in all the boxes correctly.

Start with the date, then your District number, NZ291, NZ294, NZ297, NZ298.

Please list the Clubs in alphabetical order and transfer from each of the forms sent to you from the Clubs the relevant membership numbers they have provided you with. It is very important to make sure these numbers all tally because this is what is then forwarded on to International Inner Wheel.

The payment column is for the amount you are sending to the IWNZ Treasurer, (i.e. if a Club has 25 members then the total should be $\$23.00 \times 25 = \575.00). The IWNZ Treasurer does not want to know how much the District Levy is.

The 5 total columns should total to the last column. Club total and your payment total should reflect the amount of members paying \$23.00 each.

It takes a lot of time trying to sort figures out when totals do not balance.

If in doubt please ask, or email - it is not that hard.

INNER WHEEL NEW ZEALAND INC GUIDELINES FOR DISTRICT EDITORS

The Editor is responsible for the District magazine and will decide upon its format and content. It is not necessary to follow the precedent of former Editors, but it is customary for the main article to be written by the District Chairman.

The District magazine is normally issued twice yearly in October/November and June to coincide with the District Meetings. The magazines can be produced electronically or can be printed. The format choice is at the discretion of the District Committee. Due to spiraling publishing costs many Districts are choosing to just produce E-magazines.

Club Editors supply the District Editor with Club news and Club Bulletins will also be sources of information. Reminders of 'cut off' dates for publication may be included in District Secretary's Newsletters.

The Editor has the right to invite any Inner Wheel member to contribute to the magazine.

The incoming District Chairman may be profiled in the mid-year issue where the outgoing Chairman presents her final article.

The terms 'Inner Wheelers' and 'Rotariannes' are generally not acceptable and it is not advisable to print amounts of money to Charity projects.

Should a printed magazine be deemed necessary a budget is set by the District Committee. The District Treasurer's list of financial members plus a minimum of ten (10) copies and the additional copies listed below will indicate the size of the print run.

Copies should be sent to:

- IIW President
- IIW Editor
- Keep one copy for District files
- District magazines may also be sent to the Rotary District Governor and overseas Link Clubs at the Editor's discretion.

They should also be sent electronically to

- IWNZ President, Vice President, Past President, Secretary, Treasurer, Editor, Webmaster, Publicist and Constitution Chairman.
- Chairmen of other Districts in Inner Wheel New Zealand.

The District magazine is the District's showcase and remains for posterity, becoming in effect a 'District History'.

The District Editor is to regularly supply the IWNZ Editor with news/photos suitable for inclusion in The Inner Link.

The District Editor is to supply the IWNZ Webmaster with news/photos suitable for inclusion on the website and Facebook.

The District Editor is to supply the National Representative news/photos suitable for inclusion in The Communicator, the IIW Website and Rotary Down Under

INNER WHEEL NEW ZEALAND INC
INFORMATION FOR DISTRICT INTERNATIONAL AND SERVICE ORGANISER

Duties: The Rule Book states – The District ISO shall:

- Be the Chairman of the International and Service Committee, if a committee is elected
- Promote correspondence with Link Clubs, organise exchange visits and encourage practical service
- Encourage members to make contact with people in other countries.

Responsibilities

- To present to the District Executive at the August meeting, proposals and ideas, which have already been researched, for District projects for the forthcoming Inner Wheel year.
- To seek ratification from the District Executive at the August meeting, for the projects she will promote during the forthcoming Inner Wheel year
- To write to Club President's and Club ISO's with information about these projects.
- To present to Clubs at the October District Meeting the planned projects, and suggestions as to ways Clubs can support them.
- To maintain Club's interest in District projects by arranging a display at each District Meeting. This display may also include Club projects and/or items of interest from Link Clubs.
- To communicate with Clubs two or three times throughout the Inner Wheel year with updated information about the District Projects.
- To advise Clubs in writing the closing date for donations for District Projects, in kind and/or donations of money. Money is to be sent to the District Treasurer and instructions given when and where to deliver contributions in kind.
- To encourage Club ISO's to maintain or establish contact with Inner Wheel Clubs in other countries
- To ensure members are aware of the International Inner Wheel Directory so members may contact Clubs while travelling overseas.
- To recommend to Club ISO's that exchange visits with other local Inner Wheel Clubs should be part of their yearly programme.
- To write an article for the June District magazine about the support given to the District Projects.
- To encourage the District Editor to promote all District Projects to other Districts nationally and to IIW by advising the IWNZ Editor
- To encourage the District Executive Committee and Clubs to complete the annual History Sheet



INNER WHEEL NEW ZEALAND INC. RECORD OF DISTRICT HISTORY

This should be completed annually by the District Chairman/Secretary to record the year. After sending to the IWNZ Secretary it should then be filed, ready to update the District History every ten (10) years. The next District History is 2011-2020

Please return in Word Format and not PDF.

District NZ29

Inner Wheel Year: 2020-2021

International Theme:

District Chairman/Council Member:

District Executive Committee Members:

First Vice Chairman:

Second Vice Chairman:

Immediate Past Chairman:

Secretary:

Treasurer:

ISO:

Editor:

Membership Chairman:

Dates of District Meeting, Assemblies and Rallies:

Speakers:

Projects, activities, events, items of interest:

Dates of Social Activities:

District Highlights for the year:

Photos may be included.

Hand to incoming District Secretary for filing.

In addition to the above a District Service Record needs to be completed to record any District projects undertaken. The Service record can be downloaded from the website and altered to read District instead of Club. The form MUST be returned in [Excel format](#) (See Guide on Pages 41-43 of the Club Resource Manual to assist with completion)

INNER WHEEL NEW ZEALAND INC
INFORMATION FOR THE DISTRICT MEMBERSHIP CHAIRMAN

The Membership Chairman (or Organiser) shall:

- Be the Chairman of the Membership Committee.
- Promote the membership work of the District.

AS MEMBERSHIP CHAIRMAN YOUR DUTIES ARE:

- To meet with your Membership Committee as soon as possible after your election as Chairman. Make sure the Committee members are aware of their duties and responsibilities. A committee is essential when planning and setting up a new club
- Establish finances for Membership at the District Executive meeting and ensure that all committee members are reimbursed by the District for any necessary items required in their Membership work.
- Define boundaries by consulting the Inner Wheel National Directory. Acquire an up-to-date list of Rotary Clubs in your District which do not have connection with an Inner Wheel Club.
- Maintain contact with committee members so that a report can be compiled for presentation to the twice yearly District Meetings.
- Remain in constant contact with the District Chairman so that she is informed, giving her support and encouragement to new members, and the formation of new Clubs.
- To ensure that every member of the committee has a sound knowledge of the Constitution, District and Club Rules, By-laws and Handbook, and experience of Inner Wheel administration.
- Source the IW promotional material and distribute to clubs
- Liaise with the IWNZ Membership Co-Ordinator and the other District Membership Organisers/Chairmen.
- Network with Club Membership Co-Ordinator's, providing support, nurturing and guidance. Encourage regular communication or visits.
- Encourage them to nurture and retain their members and work towards establishing new Clubs.
- Encourage Link Clubs and Sister Club visits within your District, emphasizing nurturing and inclusion of all Club members.
- Promote the ME in Membership.
- Promote **'Each One, Reach One'**
- Encourage clubs to hold a specially planned "Friends" gathering to introduce Inner Wheel to possible membership.
- Promote shop window displays of club service

SUGGESTED STEPS IN THE ESTABLISHMENT OF A NEW INNER WHEEL CLUB

There is no right or wrong way to go about establishing a new club. The following is a combination of suggestions of how new clubs have been chartered. The end result is that the official requirements are met.

The formation of a new Club shall be the responsibility of the District Membership Chairman/Coordinator. It is not ideal to call the Club a 'new generation' club as sooner or later they would not be one.

- Phone all Past Presidents, as Membership officers, in the location concerned, and explain what is intended. Invite them to form a committee, led by the District Membership Chairman/Coordinator. You Need team members who are enthusiastic, dedicated, believe in the idea and want to be part of the new committee to help in forming a new Inner Wheel Club. It is a most desirable and rewarding experience.
- A Committee is essential when planning and setting up a new club.
- Take time with your team to formulate your plan. Suggest three to four months.
- Prepare all your promotional material with your local contact details.
- Prepare a Power Point presentation about Inner Wheel.
- First Power Point should only relate to Inner Wheel basic information and not be too long.
- Research the proposed new Club area for a central meeting location.
- Research the proposed new Club area for other Service Clubs.
- Inform your District of proposal to set up a new Inner Wheel Club and request possible names of female relatives and friends for contact in that area. Likely names should be requested from all Districts and your local Rotary Clubs.
- Promote in local papers, Coffee News or any local publications.
- Gain financial support from your District Executive for the expenses of first few meetings, including promotional material.
- Promote your Information evening with professional posters in shop windows, library, community centres etc. in the area you wish to form a Club.
- Personally phone/contact all potential members. Always important to emphasize widening the circle of friends - a support network - a club of friends.
- First meeting - Information evening. Have a couple of extra IW members to help you serve a welcome drink, supper, gathering names and their contact details. Name tags are useful.
- Create a welcoming atmosphere so attendees feel comfortable enough to ask many questions. Emphasis initially is placed on the club being for friendship and social opportunities, personal service and international understanding.
- Promote second meeting. Announce who the speaker will be. Invite them to ask friends to come with them.
- Second meeting. Be prepared to highlight what Inner Wheel is about for any new visitors. If possible, have an interesting Inner Wheel member as the guest speaker
- Point out that next meeting will be "Where to now". Ask for their input as to the style/times etc. of the Club they wish to form, and the procedures required by International Inner Wheel.
- Third meeting. A "Working Together" meeting. The Where, How, When. Get them to start and take some responsibility of how they wish to move forward.
- Send out reminders for each meeting. Communicate widely and regularly.
- Keep your District up to date with your progress.
- Take time to settle Club before Chartering.
- The process for chartering a club is put into motion as this takes some time with communication necessary with IIW.
- When 10 or more potential members agree to form a club, the following motion must be proposed and seconded - "That this meeting agrees to the formation of an Inner Wheel Club to be called 'The Inner Wheel Club of'" If this motion is carried, the meeting continues as the inaugural meeting. A sponsoring club/s to be chosen and named.
- A minimum of 10 signatures are required on the charter document and a Presidential chain has to be organised. The Inner Wheel logo on the chain may be able to be obtained from a previous Inner Wheel club that has disbanded. Sponsorship to supply the Club's chain may be required.

- Immediately after the inaugural meeting, the Membership Chairman/Coordinator should notify the IWNZ President giving names and addresses of the Club President and Secretary, together with the Club officers, ex officio officers and not more than six members forming the Executive Committee.
- This information is to be supplied on the most updated inaugural meeting form obtainable from the National Representative/President Inner Wheel New Zealand – (these are updated frequently by International Inner Wheel). This form should ideally be sent at the same time as Capitation Fees, National Governing Body Levy and District Fees are sent to the District Treasurer, who will then forward them to the IWNZ Treasurer for forwarding the Capitation Fees to IIW.
- Have the members fully involved in the Chartering event.
- The Charter evening date is to be set with the ‘committee’ taking a role in the organisation and invitations sent to the appropriate IW hierarchy. International Inner Wheel, National Representative & IWNZ Secretary must be informed of the date of the Charter Presentation.
- The Charter cannot be sent from IIW until Capitation Fees are in the hands of the International Treasurer, and the date has been advised to the International Inner Wheel Administrator. At this point, the Membership Chairman or Organiser should also inform the District Officers who should in turn visit the Club until the Charter has been presented. Those members who join the Club before the Charter Presentation are the Foundation or Charter Members and may sign on the back of the Charter. It may be useful to have a draft copy of the Minutes for the new Secretary to follow at the inaugural meeting.
- The IIW new Club form is available on the IIW Website.

NB: It is highly important that personal contact, i.e. phone calling is the main means of contact when arranging meetings. Persistence is essential. Emails are too easily ignored or forgotten.

General Information

If the original officers of a newly formed Club have not served a complete term of office, they may be re-elected to serve a further year.

The Club subscriptions should be sufficient to cover all dues and allow a reasonable sum to meet the running expenses of the Club. A reduced Capitation Fee and National Council Levy is payable by Clubs formed between 1st January and 30th June. The full Capitation Fee is then payable from 1st July.

It is advisable that the Membership Chairman or Committee Member be in close contact with the club over their first year to help with understanding the Inner Wheel Calendar e.g. IIW 10th January Celebrations, understanding the actions required around proposals, finance, District meetings etc. throughout the Inner Wheel year, maintaining impetus to build membership and stay connected to District activities. New Clubs need support and encouragement. Meetings should be attended on invitation and any request for information and assistance answered immediately.

The Membership Chairman or Committee Member shall give information on the Inner Wheel logo for letterheads and for the purchase of the Chain of Office, Rule Books, Badges, National and International Directories, banners, etc. Membership materials from the Membership Chairman or Committee Member who shall provide the Club (at no charge) with copies of the Club Manual – showing procedure sheets for Presidents, Secretaries, Treasurers, etc.

INFORMATION REQUIRED BY THE DISTRICT:

1. The correct name of the Club
2. The date of the inaugural meeting
3. The number of members at the inaugural meeting
4. Names and addresses of the President, Secretary and Treasurer
5. The Request for Registration duly signed by all members present at the inaugural meeting. The District will then inform the National Representative who in turn will inform the International Inner Wheel Administrator and the Charter will be ordered once the necessary fees have been paid.

INFORMATION REQUIRED BY THE NATIONAL REPRESENTATIVE

- 1 to 4 As above plus
5. The time and date of the proposed Charter function.

Above all BE POSITIVE and ENCOURAGING!

A GUIDE FOR CHARTER FUNCTIONS AND PRESENTATION

It is normal for a period of six months to elapse before the Charter is presented to the new Club. It is usual to have a function to mark the occasion. If the fees are paid within two months, these members become known as Charter or Foundation members.

TYPE OF FUNCTION:

A dinner, supper, luncheon or afternoon tea, whatever the Club decides.

VENUE:

The President and Secretary select a suitable venue for the type of function and programme that has been decided upon by the members.

DRESS:

The Club to decide.

TIME, DATE and INVITATIONS:

The time, date and venue should be set as soon as possible to allow for official guests to make arrangements.

Invitations should be sent out six weeks before the Charter function to the National Representative, District Chairman and District Executive, and other Inner Wheel New Zealand Governing Body Members. Other Clubs are invited at the discretion of the Club. The cost for the function should be printed on the invitation. Payment should be forwarded with the reply. The cost of any function should be covered by ticket revenue – e.g. complimentary tickets, venue hire, printing, catering, etc. Rotarians and other guests may be invited at the wish of the Club.

COMPLIMENTARY TICKETS:

These will be strictly limited at the discretion of the organising committee. Suggestions only for consideration are: National Representative, District Chairman, Membership Chairman/Committee member and optional Club President and Secretary, Rotary Club President and Rotary District Governor.

MAIN TABLE LAYOUT:

National Representative, District Chairman, Club President and Secretary, Rotary President, Mayor, Membership Chairman/Organiser and partner, and any other VIP's (suggestion only).

CHARTER FORMAT:

The Charter is sent to the National Representative, who in turn brings it to the Charter function. It usually contains a letter of greeting from the International Inner Wheel President. These greetings are presented by the National Representative and the Charter is handed to the District Chairman for presentation to the new Club President.

The new Club Officers, in consultation with the District Chairman, District Secretary and the Membership Chairman or Organiser, are responsible for the arrangements for the Charter function.

The President of the new Club should greet members on their arrival. She should lead the guests into the function and signify to the MC to start the proceedings when all are seated.

The use of a Master of Ceremonies is recommended to keep the programme to order. The District Membership Chairman/Organiser may be a suitable choice or a member of the new Club.

The District Chairman will preside at the Charter function until the Charter has been presented; when the new Club President presides.

The Membership Chairman/Organiser shall be a useful source of information and assistance for the successful organisation of the Charter function. She should be able to advise on all aspects including decorations, flowers, gifts, etc.

SUGGESTED PROGRAMME

<u>Item</u>	<u>Presented by</u>
Welcome	District Chairman (presides until Charter presented)
Apologies	Club Secretary
Roll Call of Clubs	District Secretary
Civic Greetings (optional)	Mayor
Introduction of Club	Membership Chairman
Inner Wheel Grace or Collect	Person of choice
Charter handed to District Chairman	National Representative/IWNZ President
Presentation of Charter	District Chairman
Presentation of Chain (Jewel)	Inner Wheel President/Rotary President of Sponsoring Club
Reply	Club President (now presides)
Presentation of badges and introduction	District Chairman and new Club President
Greetings International Inner Wheel	National Representative
Presentation of Bell (District)	Membership Chairman
Welcome into Inner Wheel NZ	IWNZ President
Greetings from Inner Wheel Clubs	Announced by MC
Thanks on behalf of visitors	Second Vice Chairman
Vote of Thanks	First Vice Chairman
Benediction (optional)	Club Member

Entertainment may be dispersed throughout the programme. The Charter presentation may be made at any time during the function.

It is a new club, an event in which the District and nationally IWNZ celebrates.

INNER WHEEL NEW ZEALAND DIVISION OF A DISTRICT

If Clubs in a District covering more than one Rotary District wish to divide, or there are other practical reasons for division, a special meeting must be called to which each Club sends its voting delegates. The meeting must be arranged to give ample time for discussion. Division must, where possible, take place from the succeeding 1st July.

The decision to divide must be decided by a simple majority of those attending and entitled to vote.

Applications to divide, together with a copy of the resolution agreeing to the division of the District, must be sent to Inner Wheel New Zealand.

All Clubs in the proposed new area must be members of the new District.

After the new District has received approval and has been allocated its number -

- a. A meeting of all Clubs in the new District must be called by an agreed Convener to elect District Officers and Executive Committee in accordance with the District By-laws.
- b. Clubs must be asked to elect voting delegates to attend the meeting and to submit nominations for District Officers and Executive Committee. These must be sent to the convener fourteen days before the meeting.

REGALIA

All regalia and other essential items must be purchased for the new District, before the division of the funds.

FINANCE

It is important that the allocation of any remaining funds be agreed **before** the division takes place. As with the division of a Club, this must be divided on a per capita basis.

When Officers move to another District and wish to wear their former service bars, they must be worn with a bar denoting their former District.

INNER WHEEL NEW ZEALAND DISBANDMENT OF A DISTRICT

If the disbandment of a District is contemplated, the whole question must be discussed with the Governing Body of Inner Wheel New Zealand and International Inner Wheel must be kept informed.

A meeting of the District Committee must be arranged at which the IWNZ President must attend. The Notice of this meeting, stating its purpose, must be sent to all Clubs in the District, in writing, at least 30 days before the date of the meeting. Provision for every Club to register a vote on this matter, either in person or by post must be made.

If the voting shows there are sufficient Clubs against disbandment to make the continued existence of the District feasible, no action must be taken.

If, however, the Clubs decide disbandment is inevitable, the District Regalia must be placed in safe keeping with the National Governing Body, Inner Wheel New Zealand, until such time as the District is reformed. The details naming the place of safe keeping must be recorded in the Minutes of the last District Meeting.

The Minute Books must be sent to Inner Wheel New Zealand together with a letter giving full information regarding the list of Regalia and Chattels, to be archived by the National Governing Body, Inner Wheel New Zealand.

Any other District possessions must be disposed according to the wishes of the Clubs.

Finance:

All outstanding financial obligations must be met in full.

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

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

In the event of any query, guidance must be sought from the National Governing Body, Inner Wheel New Zealand.



**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.

GUIDELINES FOR HOSTING OFFICIAL MEMBERS or GUESTS

FOR DISTRICT EXECUTIVE ONLY

Membership Framework of Inner Wheel

1. International Inner Wheel
2. Inner Wheel New Zealand National Governing Body
3. Districts
4. Clubs
5. Members at Large

Order of Procedure for Formal Welcomes and Introductions

International Inner Wheel

International Inner Wheel President
International Inner Wheel Vice President
International Inner Wheel Immediate Past President
International Inner Wheel Board Directors (16)

Inner Wheel New Zealand

Inner Wheel New Zealand National Representative/President
Inner Wheel New Zealand Deputy National Representative/Vice President
Inner Wheel New Zealand Immediate Past President
Inner Wheel New Zealand Secretary
Inner Wheel New Zealand Treasurer
Inner Wheel New Zealand Constitution Committee Chairman
Inner Wheel New Zealand Editor, Publicist, Webmaster
Inner Wheel New Zealand Council Members (5 current District Chairmen)

District

District Chairman/Council Member
District Vice Chairman/Chairmen
District Immediate Past Chairman
District Secretary
District Treasurer
District Membership Chairman
District International and Service Organiser
District Editor
District Committee Members (Club Delegates)

Inner Wheel Club

Club President
Club Vice President(s)
Club Immediate Past President
Club Secretary or Secretary-Treasurer
Club Treasurer
Club Editor
Club International and Service Organiser
Club Committee Members (not more than 6)

Members at Large

Past Presidents of Inner Wheel New Zealand

Should be acknowledged at functions after the current officers.

VIP's and Guests

Mayor, Members of Parliament, Guest Speakers, Rotary District Governors, Rotary Presidents and any other official guests are introduced after International Inner Wheel and Inner Wheel New Zealand Officers.

Form of Address for Formal Welcomes and Introductions

The President of International Inner Wheel	_____	Name
The President of Inner Wheel New Zealand	_____	Name
District Chairman	_____	Name
Club President	_____	Name

After the official introductions the only requirement is to address the Presiding Officer.

A Visit of the President of International Inner Wheel

The President's travel is paid by International Inner Wheel and it is the responsibility of the Club/District/National Governing Body to accept all expenses in their own country including travel. The National Representative is responsible for the International President whilst she is in NZ.

International Board Director

Should the President of Inner Wheel New Zealand be present at the same function, the Board Director should be seated on the right hand of the President of Inner Wheel New Zealand. If issuing an invitation to the International Board Director, it is unnecessary to make it complimentary. A Board Director represents IIW not IWNZ and has no say in the running of her own country and does not take precedence over the President of Inner Wheel New Zealand

Toast to International Inner Wheel

The toast to International Inner Wheel should be proposed by -

- International Inner Wheel President
- International Inner Wheel Board Director
- President Inner Wheel New Zealand
- Vice President Inner Wheel New Zealand
- Immediate Past President Inner Wheel New Zealand
- Secretary Inner Wheel New Zealand
- Treasurer Inner Wheel New Zealand
- Council Member Inner Wheel New Zealand

If any of the above are not present, the Toast to International Inner Wheel should be proposed by the Inner Wheel Member who is currently holding the most senior office.

Toast to Rotary International

To celebrate our historical links with Rotary, the programme should include this toast.

If there is a reply, this must be given by the Rotarian who is currently holding the most senior office.

General Information

At a meeting situation:

If the President of Inner Wheel New Zealand or the District Chairman or the Club President wishes, it is often simpler to introduce the members of the official party (sitting at the official table) starting with those seated on her right, then those seated on her left.

An official guest is always seated to the right of the IWNZ President/District Chairman/Club President.

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 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
 - Voting delegates must have served on the Executive Committee of a Club for at least one year at the time of nomination.
 - They may not serve for more than three consecutive years unless elected to the District Executive.
 - In the event of a vacancy, the Club shall appoint a qualified successor.
- When your Club receives the notice of meeting make sure that all Club members are aware of the date, time and where it is being held.
- Co-ordinate transport amongst your members. Some Clubs/Districts 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 of what she would like in the Club report.
- Remember when reporting on Club service projects never mention the amount of money raised, this is only reported within your own Club meetings.
- 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.

INNER WHEEL NEW ZEALAND INC
DISTRICT MEETING AGENDA (FORMAT GUIDE)
OCTOBER/NOVEMBER MEETING

HEADING:	State District Number, Place of meeting, Date, Time.	<i><u>Officer to officiate</u></i>
Welcome:	<i>Mention attendance of special Guest/IWNZ President</i>	Chairman
Meeting convened:	<i>Place, date & time</i>	Secretary
Appointment of Minute Secretary:	<i>(optional)</i>	Secretary
Inner Wheel Prayer or Lighting of Friendship Candle:	<i>Person or persons appointed by And remember members who have passed away since last meeting</i>	Chairman
Apologies:	<i>Submitted beforehand</i>	Secretary
Greetings:	<i>Submitted beforehand</i>	Secretary
Acknowledgement	<i>of Past Chairmen/Past National Officers present:</i>	Chairman
Roll Call of Clubs:	<i>Naming Delegates, checking names against list. Observers</i>	Secretary
Minutes of last Meeting	<i>June/July previous year.</i>	Chairman
Business Arising from Minutes	<i>Sign Minutes. Business arising may come up in General Business if discussion needed</i>	Chairman
Correspondence	Inwards <i>often listed and tabled with attention</i> Outwards <i>given to special items</i>	Secretary
Financial	<i>Account balances since last meeting Reviewed Annual Accounts of previous year (if ready) for Comment only & distribute for next AGM Last chance to raise District levy for following year if required - circulate Motion to clubs 30 days prior to meeting.</i>	Treasurer
Reports	National President District Chairman District Vice Chairmen District Membership Chairman District Editor District ISO	Chairman <i>(continues to end)</i>
Reports:	Club Presidents	
Proposals:	<i>Must have been circulated to Clubs for their perusal prior to meeting.</i>	
General Business:	<i>Remember to include any nominations/voting called for by IWNZ Governing Body or as required by the District Committee for its officers. Present any Amendments for National Conference submitted by Club or District</i>	

Suggest that speakers or other items of interest or entertainment may be distributed through the program any time after the reports of Club Presidents.

INNER WHEEL NEW ZEALAND INC
DISTRICT MEETING AGENDA (FORMAT GUIDE)
JUNE/JULY MEETING

Same format as October meeting.

With some exceptions/additions.

1. Reports: IWNZ President's report given in AGM.
District Chairman, Membership, ISO, Editor reports given in AGM
(e.g. Editor – report on magazine publication and cost. In other word short reports!
2. Nomination: Call for IIW Board Director, IIW President & Vice President, Treasurer, Editor/Media Manager.
3. Treasurer presents a financial statement as at the date of meeting.
4. Budget for coming year to be presented
5. Set the District levy for year commencing 12 months out. This is then ratified at the AGM 12 months later.
6. In year prior to IWNZ Conference any proposal submitted by a Club is to be presented at the District Meeting for approval and seconding. Must be forwarded to the IWNZ Secretary no later than 10 months prior to a National Conference (usually about 1st August)
7. Likewise, with proposals to amend the IIW Constitution these should be submitted to the District Meeting for consideration and seconding. The relevant page of the District Minutes must be attached as evidence and a signed declaration by either the District Chairman or Secretary sent with the proposal to IIW.

All Reports must be moved and seconded and then voted on by the delegates.

All Proposals must be moved and seconded and then voted on by the delegates. In the event of the vote being equal the District Chairman shall have the casting vote.

The Chairman may not move or second any motion apart from moving the acceptance of her own report. The Chairman must remain impartial at all times.

The minutes must contain full names and not abbreviations.

INNER WHEEL NEW ZEALAND INC
ANNUAL GENERAL MEETING (FORMAT GUIDE)

HEADING:	State all information as for General District Meeting.	
Welcome:	<i>similar format as for General Meeting</i>	Chairman
Meeting Convened:	<i>similar format as for General Meeting</i>	Secretary
Apologies:	<i>As for District meeting.</i>	Secretary
Present:	<i>Record Clubs as listed for General Meeting Amended if there is any change</i>	
Acknowledge guests/record Memorials:		Chairman
Minutes of Annual General Meeting	<i>of previous year</i>	Chairman
Business Arising from Minutes	<i>sign Minutes</i>	
Ratify Officers of the District Executive for the incoming year.		Chairman
Approve Reviewed Annual Accounts for previous year.	<i>(previously distributed)</i>	Treasurer
Approve Subscription for incoming year.		Treasurer
	<i>Print breakdown of Capitation, Affiliation, District fees for Delegate/Club information.</i>	
Confirm/Appoint Bank Signatories for coming year		Treasurer
Appointment of Reviewer for District Accounts		Treasurer
Any other Financial proposals pertaining to the District that have been circulated		Treasurer
Annual Reports:	National President District Chairman District Vice Chairmen District Membership District ISO District Editor	
All the above to be moved, seconded and voted on by delegates		
Presentations of Awards	<i>according to individual Districts</i>	
District Chairman/Executive Changeover	<i>at time and place according to District's own arrangements</i>	

INNER WHEEL NEW ZEALAND INC
LIST OF RESOURCES AVAILABLE/NEEDED

List to be reviewed annually at National Governing Body Meeting (March) in preparation for District Training Day.

Current District Manual

Current Club Manual

Current History Manual

Current Membership leaflets (Currently being updated by IWNZ Publicist)

- Promotions – IIW & IWNZ
- Family Tree
- New Member
- Member at Large application

Current District Dates, Events, Meetings, etc.

Current IIW Constitution and IWNZ By-laws

Current Directories:

- IIW
- IWNZ Directory
- Rotary District Directory

Order Forms for Badges

- Current Riccarton Badge order form

Current IIW, IWNZ and District Newsletters, Bulletins, Inner Links, etc.

Current list of District Clubs with Link Clubs and Sister Clubs Internationally, Nationally and in District.

District notepaper, cards, envelopes & stamps.

Many of these publications are available on the IWNZ website www.innerwheel.org.nz or the IIW website www.internationalinnerwheel.org.

Please check these websites regularly for any updated information/resources.