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INTERNATIONAL INNER WHEEL

BASIC RULES

The International Constitution shall be binding on all Members and shall be as follows:

1. The name shall be "International Inner Wheel".
2. The emblem shall be:



3. The Inner Wheel year shall be from 1st July to 30th June.
4. Inner Wheel shall not be sectarian or party political.
5. There shall be a standard naming system for all offices at International, National, District and Club levels.
6. The official language is English.

OBJECTS

The objects shall be:

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

MEMBERSHIP

1. At International level
Includes all Inner Wheel Clubs
The minimum number of Active Members required to form a Club is 10.

Applications for membership shall be sent to the Administrator of International Inner Wheel, together with an agreement to adopt the standard rules and to observe the Constitution. This agreement is binding on all Clubs except where it conflicts in any way with the laws and customs of a particular country.

All Clubs, within countries which have National Bye-Laws, must conform to their National Bye-Laws, and the Governing Body of International Inner Wheel must be consulted when changes are contemplated in the National Bye-Laws.

The International Governing Body must approve any proposed changes in the naming system.

2. At National level

Includes all the Districts and Clubs within its boundaries. The minimum number of Districts required to form a National Governing Body is **2**.

3. At District level

Each District includes all the Clubs within its boundaries. The minimum number of Clubs required to form a District is **4**.

4. At Club level

A member may belong to one Club only. Classes of membership

A. Active Membership.

B. Honoured Active Membership (Active members within a Club who have been given a special award, because of their outstanding service to Inner Wheel).

C. Honorary Membership.

A. Active Membership may be retained or taken up by the following, provided that they are over 18 years:

- a) Women related to Inner Wheel members/former Inner Wheel members.
- b) Women related to Rotarians/former Rotarians.
- c) Women who have been invited to join – provided that 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.

The International Inner Wheel Executive Committee is empowered to clarify this section of the membership rule, and to include in this clarification those changes to clause (A) of the membership rule, which have been passed at the International Inner Wheel Convention.

B. 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.

C. Honorary Membership

International Inner Wheel, National Governing Bodies, Districts and Clubs may invite distinguished persons whom they wish to honour, to become an Honorary Member. Honorary Members have no vote and cannot

hold any office on any administrative level of the organisation. The number should not exceed 4 at any given time.

D. Membership at Large

a) Countries with a National Governing Body.

If an active member resides in an area of a country where there is no Inner Wheel Club, the National Governing Body of that country 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 that Governing Body. Such a member cannot vote or hold office.

b) Countries without a National Governing Body.

Any active member of Inner Wheel who takes up residence in an area or a country where there is no Inner Wheel Club, shall be entitled to 'Membership at Large' on application to International Inner Wheel Headquarters, through her former Club, and on payment of the appropriate International Inner Wheel Capitation Fee. Such a member cannot vote or hold office.

E. Transfers

An Active Member may, in some circumstances, provided both Clubs agree, and permission is obtained from the District Executive Committee/s, transfer to another Inner Wheel Club.

F. Retirement

When a member is no longer able to continue through sickness or infirmity, she may be termed “retired” rather than “resigned”.

G. Termination of membership

Active Membership terminates on failure to pay the annual subscription by 31st December or by exclusion for serious reasons, the member concerned having a right of reply. The decision to exclude a member for serious reasons must be approved by a two thirds majority vote by the club members by way of secret ballot and submitted for agreement to the District Executive Committee or the Executive Committee of International Inner Wheel in the case of non-districted clubs. The Club Executive Committee shall notify the member concerned of its intentions by writing at least 30 days in advance, the notice to be sent by registered mail to her last known address. No final decision to be taken without mediation. Any Inner Wheel member going to the court of law without exhausting the provisions for such grievances within Inner Wheel shall be excluded from membership. An excluded member cannot return to her former Club.

Naming a Club

When a new Inner Wheel club is formed, the members of the new Club may decide on a geographically suitable name, subject to the approval of International Inner Wheel.

THE INTERNATIONAL GOVERNING BODY

A candidate for an International Inner Wheel office, whether elected or appointed, may not hold any other office in Inner Wheel. No Past International President shall be eligible to be nominated for the International Inner Wheel Governing Body.

1. The International Governing Body consists of the Officers and the Board Directors.

A Officers:

President

Vice-President Immediate Past President Treasurer

Chairman of the Constitution Committee

These officers form the Executive Committee and have a 1 vote each. In addition the President has a casting vote. Executive Committee Quorum - 3 members.

B Board Directors:

There shall be 16 Board Directors. Each Board Director to have 1 vote.

DUTIES of International Governing Body

- 1) In conformity with the Constitution, the Governing Body has the control and management of the affairs and funds of International Inner Wheel and subject thereto, may order its own proceedings. Its decision on matters of administration is to be final, but on matters of principal any Club, District or National Governing Body may appeal against a decision to the Convention. Quorum - 75% of the International Governing Body.

- 2) The International Governing Body is to have jurisdiction over Non districted Clubs and over Districts, where there is no National Governing Body.

2. The International Governing Body is to be elected as follows:

A Officers:

a) President

- Qualifications:

Must have served at some time as a President of a National Governing Body, or an International Board Director or a Board Member, or the International Treasurer.

- Nominations:

A District Committee of a National Governing Body may nominate a member suitably qualified for the position of President. Members may accept nomination only from the District Committees of the National Governing Body of which they are members.

- Voting:

By postal vote, each Club having the right to one vote.

- Tenure of Office:

The President is to serve for 1 year only and cannot serve again in this office.

The Immediate Past President, the President and the Vice-President must not be members of Inner Wheel in the same country or National Governing Body.

b) Vice-President**- Qualifications:**

Must have served at some time as President of a National Governing Body, or an International Board Director or a Board Member or the International Treasurer.

- Nominations:

A District Committee of a National Governing Body may nominate a member suitably qualified for the office of Vice-President. Members may accept nomination only from District Committees of the National Governing Body of which they are members.

- Voting:

By postal vote, each Club having the right to one vote.

- Tenure of Office:

The Vice President is to serve for one year only and cannot serve again in this office.

c) Treasurer**- Qualifications:**

Must have served on a National Governing Body or District as a Treasurer and have served as a member of a National Governing Body for at least 1 year at the time of nomination.

- Nominations:

A District Committee of a National Governing Body may nominate a member suitably qualified for the office of Treasurer. Members may accept nomination only from District Committees of the National Governing Body of which they are members.

- Voting:

By postal vote, each Club having the right to 1 vote.

- Tenure of Office:

The Treasurer may serve for a maximum of 3 consecutive years only, but must be nominated and elected annually and cannot serve again in this office.

- Duties of Treasurer:

She must have computer skills, knowledge of accounting software, on-line banking and use spreadsheets, be able to read financial forecasts in order to ensure continuity of payments to suppliers, prepare budgets, ensure financial integrity of organisation and work closely with the bookkeeper and accountant/auditor on a weekly basis.

d) Constitution Chairman**- Qualifications:**

Must have been a past member of the International Inner Wheel Governing Body.

- Nominations:

A District Committee of a National Governing Body may nominate a member suitably qualified for the office of Constitution Chairman. Members may accept nomination only from District Committees of the National Governing Body of which they are members.

- Voting and Tenure of office:

The Constitution Chairman shall be elected by the International Governing Body annually and may serve for a maximum of 3 years.

B Board Directors

- Qualifications:

Must be a Past National Representative or a Past President of a National Governing Body to stand for election as a Board Director of the International Governing Body.

- Nominations:

A District Committee within a country, which has a National Governing Body or an elected National Representative, may nominate a suitably qualified member for the office of Board Director.

- Voting:

By postal vote.

The Board Directors are to be elected in the same ballot as the Officers.

Each Club to have 16 votes, all of which must be for nominees from different countries. If more than 16 persons are nominated, each Club must vote for a total of 16 nominees. The voting paper must declare a vote of 16 in total. Any voting paper which declares a vote for more than 16, or less than 16, shall be invalid.

- Tenure of Office:

A Board Director may serve for a maximum of 2 years only, but must be elected annually.

An Inner Wheel member who holds an elected or appointed office at National Governing Body, District or Club level, or who is an Immediate Past President or Immediate Past Chairman cannot be, at the same time, a member of the International Governing Body.

3. Meetings

A - Non Convention year:

One Governing Body Meeting will be held annually.

B – Convention year.

A second Governing Body Meeting will be held the day prior to the Convention. The International Governing Body may pass a resolution on urgent matters between Meetings. A copy of the resolution, in writing, must be sent to each member of the Governing Body, whose acceptance or rejection must be sent, in writing, to the Administrator of International Inner Wheel. The decision must be by a 75% majority. The procedure is to be instigated by the Executive Committee.

ELECTION OF THE INTERNATIONAL GOVERNING BODY

1A. Executive Committee:

The procedure for the election of the President, Vice President, Treasurer and Constitution Chairman to the Governing Body of International Inner Wheel is to be as follows:

Nominations, with the consent of the nominee, may be made by District Committees of the National Governing Body of which they are members, to their National Governing Body.

If 2 or more nominations for any one office are made by District Committees in the same National Governing Body, there must be an internal election organised by the National Governing Body. The National Governing Body must then inform the District Committees, the result of that internal election.

1B.Board Directors:

The procedure for the election of Board Directors to the Governing Body of International Inner Wheel is to be as follows:

Nominations:

- a)** A District, which has a National Governing Body, may nominate for the position of Board Director. If 2 or more nominations are received from District Committees in the same National Governing Body, there must be an internal election, organised by the National Governing Body. The National Governing Body must then inform the District Committees the result of that internal election.
 - b)** In the case of a Districted country, without a National Governing Body, but which has an elected National Representative, a District may nominate for the position of Board Director.
If 2 or more nominations are received from District Committees in the same country, there must be an internal election organised by the National Representative. The National Representative must then inform the District Committees, the result of that internal election.
- 2.** The District Committee must submit completed nomination forms for all International Officers and Board Directors, to International InnerWheel Headquarters not later than 30 September.

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

3. A list of nominees, with a short description of offices held, will be sent to all Clubs, with an official ballot slip and envelope for return. The recorded vote must be received at International Inner Wheel Headquarters no later than 31st March, otherwise it will be invalid. Any votes received from Clubs with outstanding Capitation Fees will be null and void.
4. If any 2 nominees receive the same number of votes, the President will have the casting vote.
5. In the eventuality of death, disability or disqualification of any candidate/nominee during the election for Board Director, the election will take place as per schedule. The next nominee receiving the highest number of votes will be declared elected as Board Director, in the place of the deceased, disabled or disqualified candidate/nominee.
6. The result of the elections for President, Vice President, Treasurer, Board Directors and Editor of International Inner Wheel will be sent out to all National Governing Bodies, Districts and Non Districted Clubs simultaneously.
7. **In the event of a vacancy** in the office of:
President, the Vice President is to succeed to the office to complete the year, which will not debar her from accepting nomination and election as President.

Vice President, the International Governing Body may appoint a suitably qualified successor to complete the year, which will not debar her from accepting nomination and election as Vice President.

Treasurer, the International Governing Body may appoint a qualified successor to complete the year.

Constitution Chairman – the International Governing Body may appoint a qualified successor to complete the year.

Board Director, the position to remain vacant until the following 30th June.

COMMITTEES

1. Executive Committee

Duties of Executive Committee

- a) The Executive Committee shall consist of the President, Vice President, Immediate Past President, Treasurer and Constitution Chairman.
- b) The Executive Committee shall have the overall management of the day-to-day affairs and funds of International Inner Wheel on behalf of the International Governing Body.
- c) The Executive Committee shall arbitrate in the name of the IGB if mediation has failed on all other administrative levels (Club, District and National Governing Body) and a final decision is implemented.

2. Constitution Committee

The Constitution Committee shall consist of the Constitution Chairman, the President and Vice President.

3. Convention Committee

The Convention Committee is to consist of a Chairman, herein designated as Convention Co-ordinator, to be appointed by the Governing Body from members nominated by the host country at the time of submitting the application to host the Convention, the International Vice President and Treasurer *ex officio*, and other members appointed according to the Convention blueprint. In addition the International President of the Convention year shall be a member of the Committee during that year.

EDITOR/MEDIA MANAGER

The Editor/Media Manager shall not be a member of the Executive Committee, but she may be invited as an observer when necessary, to attend the International Executive Committee meetings or the International Governing Body Meetings and the Triennial Convention as an observer with the same benefits as a Board Director, including payment of costs incurred in attending these meetings.

- Qualifications:

Must have served on a National Governing Body or District as an Editor for at least 1 year at the time of nomination.

- Nominations:

Any District Committee may nominate a person suitably qualified for the office of Editor.

- Voting:

By postal vote, each Club having the right to 1 vote.

- Tenure of Office:

The Editor may serve for a maximum of 3 consecutive years but must be elected annually.

- In the event of a vacancy the International Governing Body may appoint a qualified successor to complete the year.

Duties of Editor/Media Manager

Is responsible for the IIW website, media output and promotional documents therefore she must have advanced computer skills and editorial skills, expertise in modern technology, graphics software, desktop publishing and layout.

FINANCE

The financial year of International Inner Wheel shall be from 1st July to 30th June.

1. Dues

Each Club shall pay to International Inner Wheel such annual Capitation Fee for each member as shall be determined from time to time at the Convention or, if in the years between, the inflation of the pound sterling makes a Capitation Fee increase necessary, the Governing Body is authorised to increase the Capitation Fee with the

same percentage as the increase in the cost of living index in the U.K, but not exceeding 5%. Any proposal to alter the Capitation Fee at a Convention must be circulated in writing to all Clubs at least 4 calendar months prior to the Convention.

2. Expenses

Expenses incurred in carrying out the work of the International Governing Body shall be met from the funds of International Inner Wheel. These expenses must be agreed by the International Executive Committee.

3. Audit

A qualified accountant, appointed annually by the Governing Body, shall audit the accounts of International Inner Wheel. Copies of such accounts shall be circulated to all Clubs with the Minutes of the International Governing Body Meeting.

4. Payments

Any payment from the funds of International Inner Wheel may be made by cheque, standing order, direct debit or bank transfer, provided that payment is authorised and evidenced in writing by two members of the International Executive Committee.

TRUSTEES

The International Governing Body has the power to incorporate a company limited by guarantee on behalf of International Inner Wheel, to hold property and any other relevant investments or assets, including without limitation government bonds and mutual securities as determined by the Governing Body from time to time.

Investments of a speculative nature are not permitted.

The International Governing Body shall have the power to appoint 2 Trustees in whom shall be vested the responsibility for properties of International Inner Wheel.

1. On behalf of the membership, the Trustees shall be responsible for the general management of the property vested in them, and shall authorise major repairs and alterations as needed.
2. The International Governing Body shall indemnify the Trustees against all liabilities, costs, claims and demands incurred by them as Trustees.
3. The International Governing Body shall have the power to appoint or dismiss Trustees.
4. A Trustee must be a Past Board Member/Board Director, 1 from Great Britain and Ireland and 1 from another country.

NATIONAL REPRESENTATIVES

A National Representative may be elected by any country with 1 or more Districts with 4 or more Clubs, which have been functioning as a District for a minimum of 2 years. Districts that are newly formed after division or disbandment of a District may nominate qualified members and participate in the election of a National Representative in their country

Qualifications

1. For Districted countries without a National Governing Body

Must be or have been a Deputy National Representative, a PAST DISTRICT Chairman, Vice Chairman, Secretary or Treasurer, where nominated and elected. A suitably qualified Deputy must be elected at the same time as the National Representative. In the event of a vacancy the Deputy National Representative shall take office and the District Committee(s) of the country concerned must elect a suitably qualified Deputy National Representative to complete the year.

2. For countries with a National Governing Body

Must be or have been a Deputy National Representative, a PAST DISTRICT Chairman, Vice Chairman, Secretary or Treasurer, where nominated and elected, and have also served as a member of a National Governing Body for at least 1 year at the time of nomination. A suitably qualified Deputy must be elected at the same time as the National Representative.

In the event of a vacancy the Deputy National Representative shall take office. The National Governing Body concerned must elect a suitably qualified Deputy National Representative to complete the year.

Nominations:

Each District may nominate not more than 1 National Representative and Deputy. Nominations, with the consent of the nominee, must be sent in writing, to the National Governing Body or National Representative (if no National Governing Body exists), not later than 31st October. If 2 or more National Representatives or Deputies are nominated by Districts in the same country, there must be an internal election. The National Governing Body or National Representative shall send to all Clubs a list of nominees, with a short description of the offices held, together with an official ballot slip and envelope for return, no later than 15th February. A National Representative must not hold at the same time another position on Club or District level

Voting:

All the clubs in the country may vote to elect the National Representative and Deputy. By postal vote, each Club having 1 vote. Election by a simple majority.

Tenure of Office:

A maximum period of 2 years, but must be elected annually by 31st March.

Duties of the National Representative:

The National Representative is the link between the District and the International Governing Body; she receives, translates and sends all communications.

It is essential to be fluent in the official language of Inner Wheel, the English language. In a country with no National Governing Body, the National Representative plays no part in the running of the District(s). A National Representative must not hold at the same time another position on Club or District Level. The role of National Representative qualifies for the position of Board Director.

AFFILIATION

An Inner Wheel Club, District, or National Governing Body shall not affiliate with (i.e. become members of) other organisations, as it cannot bind its members to a constitution nor to any decision over which it has no control. That does not prevent individual members joining other organisations.

CONVENTION

- 1. International Conventions** shall be held at intervals of not less than 3 years in a place to which the Governing Body reasonably believes Voting Delegates, from any country, would have free access. The International Governing Body shall decide the meeting place for the Convention.
- 2. Business of the Convention**
 - A** The Official Report and audited Statement of Accounts shall be presented by the Governing Body.
 - B** The Capitation Fee for International Inner Wheel shall be fixed.

- C** Alterations in, or additions to, the International Constitution shall be considered and appropriate action taken.
 - D** Alterations in, or additions to, the Standard District Rules and the Standard Club Rules shall be considered and appropriate action taken.
 - E** Matters of Inner Wheel interest shall be discussed.
- 3.** Each country sending Voting Delegates to the Convention shall be responsible for its own financial arrangements for those delegates.
 - 4.** Each Club, each District Committee and each National Governing Body is entitled to send 1 Voting Delegate and to appoint a deputy in the event of a vacancy. Each International Inner Wheel Officer, each Board Director, each National Representative and each Past President of International Inner Wheel is to be a Voting Delegate.

All of the above if not represented, may designate as proxy, provided they will be elected Voting Delegates at the Convention, a National Representative, a Past National Representative, a Past Board Member, a past Board Director, a District Committee Voting Delegate or the International Official Proxy Vote holder. The International Official Proxy Vote holder must follow strictly the directives given, but other proxies may be given discretion on how to vote. Any voting delegate, other than the International Official Proxy Vote Holder, must not hold more than 70 proxy votes. Any Inner Wheel member may attend as an observer, but the business must be conducted only by the Voting Delegates.

2. Voting:

Each proposal or amendment submitted to change the Constitution must be carried by a majority of 2/3rds of those voting in person or by proxy. All other motions shall be decided by a simple majority.

3. Translation:

Each country or District sending delegates to a Convention may ask for simultaneous translation of the Convention proceedings in its own language, or a language of its choice. In such a case that country or District shall be responsible for the financial expenses incurred.

STANDING ORDERS

- 1.** The International President, the Vice President, or, if circumstances necessitate, an International Past President, shall preside at the Convention as proposed by the Executive Committee of International Inner Wheel and ratified by a simple majority at the meeting of the Governing Body immediately prior to the Convention.
- 2.** All business must be conducted by Voting Delegates, except in the presentation of a proposal. A Voting Delegate may nominate any member to present a proposal and reply on her behalf, but may not delegate any other right or responsibility.
- 3.** All Voting Delegates shall address the chair.
- 4.** Voting Delegates must speak to the proposal under discussion.

- 5.** If two or more Voting Delegates rise at the same time, the Presiding Officer shall determine who shall speak first.
- 6.** Each proposal must be proposed by the Club, District or National Governing Body or by their duly appointed proxies.
- 7.** Each proposal must be seconded before discussion.
- 8.** The proposer of a proposal may not speak for more than 3 minutes.
- 9.** Other Voting Delegates speaking to a proposal shall not exceed 2 minutes.
- 10.** The proposer of a proposal shall have the right of reply, but shall not speak for more than 3 minutes.
- 11.** No Voting Delegate shall propose or second more than 1 amendment to each proposal, except where she is also acting as a proxy.
- 12.** Each amendment shall be relevant to the proposal to which it is proposed.
- 13.** Each amendment must be proposed and seconded before discussion.
- 14.** The proposer of an amendment may not speak for more than 3 minutes.
- 15.** Other Voting Delegates speaking to an amendment shall not exceed 2 minutes.
- 16.** The proposer of an amendment shall have the right of reply, but shall not speak for more than 2 minutes.
- 17.** On each proposal to change the Constitution a majority of 2/3rds is necessary.
- 18.** All other General Motions shall be decided by a simple majority. In the event of the votes being equal the Presiding Officer shall have the casting vote.

CHANGES TO THE CONSTITUTION

- 1.** The International Governing Body, National Governing Bodies, District Committees, and Clubs, may submit proposals to change the Constitution of International Inner Wheel by the required date. Clubs can only submit proposals to change the Constitution after they have been presented to their District Committee for administrative checking and suitability of wording. Non Districted Clubs should submit Proposals to International Inner Wheel for administrative checking and for suitability of wording.
- 2.** Proposals and amendments to be put for Clubs and Districts where there is no National Governing Body will only be accepted from those Clubs and Districts and from the International Governing Body. Only those Clubs and Districts, where there is no National Governing Body, will vote on these proposals and amendments.
- 3.** Any proposal to change the Constitution shall be received at International Inner Wheel Headquarters not later than 18 months prior to the Convention.
 - a)** Such proposals **MUST** include a seconder.
 - b)** The proposer cannot second the proposal.
 - c)** Proposals from the Governing Body of International Inner Wheel, which are made on behalf of all members, do not require a separate seconder as they must be approved by the Governing Body before presentation.
- 4.** Amendments to these proposals shall be received at International Inner Wheel Headquarters not later than 6 months prior to the Convention.

5. a) In case of urgency and provided that not less than 30 days notice in writing has been given, this Constitution may be changed at a meeting of the International Governing Body, attended by a quorum of 75% of the members of the Governing Body, by a resolution passed by a majority of 75% of those present. Such changes shall become immediately and temporarily effective for a period not exceeding 2 years, and shall be ratified or rejected by an International Convention, or failing this, shall lapse.
- b) In case of urgency and 30 days notice cannot be given, this Constitution may be changed at a meeting of the International Governing Body, attended by a quorum of 75% of the members of the Governing Body, by a resolution passed by a majority of 75% of those present. Such changes shall only be valid until the next following meeting of the International Governing Body. Any proposal containing similar subject matter to one presented and defeated at 2 consecutive Conventions will not be accepted for the following Convention, with the exception of proposed changes to membership.

Retention of all Voting Papers.

Following a Convention, all Voting Papers must be returned to IIW Headquarters and retained until the end of the following Convention (3 years), when the Voting Papers from the previous Convention should be destroyed.

In the event of a dispute the Chairman of the Constitution Committee will make the final decision.

INNER WHEEL NEW ZEALAND INC. BY-LAWS

NAME

The name of the National Body shall be INNER WHEEL NEW ZEALAND INC. (hereinafter referred to as IWNZ).

MEMBERSHIP

Members shall belong to Clubs located within the boundaries of the Rotary Districts of New Zealand. IWNZ shall consist of all such Clubs. All members and their Clubs shall conform to the IWNZ By-Laws. Any Club resigning from the National Body must fulfil its obligations in accordance with these Rules and as further recorded in the Inner Wheel New Zealand By-Laws.

NATIONAL GOVERNING BODY

The National Governing Body shall consist of the Officers and the Council Members.

In conformity with the By-laws, the National Governing Body has the control and management of the affairs and funds of Inner Wheel New Zealand and subject hereto, may order its own proceedings.

Its decision on matters of administration is to be final, but on matters of principle any Club or District may appeal against a decision to the Conference.

Quorum: 75% of the National Governing Body.

1. Officers

- a. President: (who shall be the elected National Representative)
- b. Vice President: (who shall be the elected Deputy National Representative)
- c. Immediate Past President
- d. Secretary
- e. Treasurer

- 2. Executive Committee:** (the above Officers shall comprise this Committee)
 - a. These officers may hold a committee position at their Club level, but not those of President, Secretary or Treasurer.
 - b. They shall be entitled to one vote each.
 - c. The President shall have a casting vote when necessary.
 - d. In the event of the President (National Representative) being unable to carry out her duties, the Vice President (Deputy National Representative) shall take her place.
- 3. Council Members:** (who shall be the current Chairman of each District)
 - a. They shall be entitled to one vote each.
 - b. 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.

QUALIFICATIONS & TENURE OF OFFICE OF THE NATIONAL GOVERNING BODY

1. President

- a. Shall be the elected National Representative who **MUST** have served as a Past District Chairman; Vice Chairman; Secretary or Treasurer (where nominated and elected) who has also served as a member of a National Governing Body for at least one year at the time of nomination.
- b. The term of office for the President/National Representative shall be for one year.
- c. The President and Vice President shall not be from the same District.

2. Vice-President

- a. Shall be the elected Deputy National Representative who **MUST** have served as a Past District Chairman; Vice Chairman; Secretary or Treasurer (where nominated and elected) who has also served as a member of a National Governing Body for at least one year at the time of nomination.
- b. The term of office of the Vice President/Deputy National Representative shall be for one year.
- c. The President and Vice President shall not be from the same District.

3. Secretary

- a. The Secretary shall be nominated and elected as an Officer of the National Governing Body with the power to vote.
- b. The nominated person must have served as a District Secretary.
- c. To serve a minimum of two years to a maximum of four consecutive years.
- d. The National Governing Body has the authority to appoint the IWNZ Secretary when there are no nominations forthcoming.

4. Treasurer

- a. The Treasurer shall be nominated and elected as an Officer of the National Governing Body with the power to vote.
- b. The nominated person must have served as a District Treasurer and be conversant with current accounting practices.
- c. To serve a minimum of two years to a maximum of four consecutive years
- d. The National Governing Body has the authority to appoint the IWNZ Treasurer when there are no nominations forthcoming.

5. Council Members

Shall be the current Chairmen of their Districts.

6. Vice-President Elect

Shall attend the last meeting of the National Governing Body in the year served as Vice President elect.

NOMINATIONS

District Committee(s) may nominate, with the consent of the Nominees, one candidate for each of the following:

1. Position for

- a. President/ National Representative or Vice-President/ Deputy National Representative
- b. Secretary
- c. Treasurer

2. Nominations and voting

- a. Nominations in writing shall be sent to the National Secretary by November 10th. The election of the Executive Committee shall be by postal vote, to be forwarded to an independent returning officer not later than March 7th.
- b. Each Club shall have one vote.
- c. The method of voting to be by simple majority of votes cast. In the event of the votes being equal, the President shall have the casting vote.

DUTIES OF THE NATIONAL GOVERNING BODY

1. Duties

- a. Hold office from July 1st to June 30th.
- b. Adopt By-Laws for IWNZ to be ratified by the International Inner Wheel Executive Committee.
- c. Control and manage the affairs and funds of IWNZ.
- d. Define the boundaries and determine the numbering of the Districts in conjunction with the International

Inner Wheel Executive Committee.

- e. Appoint a member to be Conference Committee Co-ordinator.
- f. Appoint and co-opt committee(s) as necessary. These co-opted members shall not be deemed as having qualifications for National Governing Body positions.
- g. Appoint an Auditor/Reviewer and Returning Officer.
- h. Consult with International Inner Wheel
- i. Carry out elections for National Executive.
- j. Call for nominations from District by July 7th for suitable qualified members to stand for nomination for election to the positions of Officers of the International Governing Body. (International President, International Vice President, International Treasurer); International Editor /Media Manager and International Board Directors.

An election must be held if there is more than one nominee for any position.

- k. Appoint representatives to other Bodies of Associations as necessary.
- l. In the event of a vacancy in the position of Vice President, appoint a suitably qualified successor to complete the year. This shall not debar her from accepting nomination and election as Vice President.

2. President

- a. Shall serve a one year term.
- b. Shall preside at all meetings of the National Governing Body, supervise and oversee the work and activities of IWNZ.
- c. Shall be an ex-officio member of any sub-committee with power to vote.

- d. Shall preside at the New Zealand National Conference.
- e. In the event of a vacancy the Vice President shall succeed to the office to complete the year. This shall not debar her from accepting nomination for election as President.

3. Vice-President

- a. Shall serve a one year term.
- b. Shall deputise for the President if requested.
- c. In the event of a vacancy the National Governing Body may appoint a suitably qualified successor to complete the year. This shall not debar her from accepting nomination for election as Vice President.

4. Treasurer

- a. Shall attend to the finances of IWNZ and maintain a bank account which shall be operated by any two of the Executive Committee
- b. Shall be responsible for the collection and distribution of Capitation and Affiliation Fees from Clubs payable to IWNZ and International Inner Wheel.
- c. Shall prepare a budget at the beginning of the financial year.
- d. Shall submit to IWNZ an audited/reviewed annual Statement of Accounts and Balance Sheet for adoption at the first meeting of the National Governing Body after the conclusion of the Inner Wheel year.
- e. In a Conference year the Treasurer shall prepare a Statement of Accounts showing the financial position at the date one month prior to the Conference date. This statement to be presented by the Treasurer at the Conference.

5. Secretary

- a. Shall send out notices of meetings and keep minutes and records.
- b. Conduct correspondence after consultation with the National President and have a knowledge of the Constitution and procedures.
- c. Attend to all correspondence, agendas and minutes promptly.
- d. Shall submit to all Clubs a list of nominees with a short description of elected offices held, together with voting papers and return envelope by 30th November for the election of the National Governing Body.
- e. Assist the President in compiling the Annual Report of the National Governing Body.

PUBLIC RELATIONS

1. Editor

The Editor shall not be a member of the National Governing Body, but shall be appointed by the National Governing Body.

Qualifications:

- a. Must have served as a Club or District Editor.
- b. A suitably qualified person shall be appointed by the National Governing Body, and may serve from one to a maximum of four consecutive years, but shall be appointed annually.
- c. In the event of a vacancy the National Governing Body shall appoint a qualified successor to complete the year.

Duties:

- a. To prepare a budget in consultation with the Treasurer and National Governing Body to produce a National Magazine.

- b. To prepare and publish a National Magazine with the oversight of the President. The format and size of the magazine shall be approved by the National Governing Body. In a New Zealand Conference year an additional section shall be added to include a report of the conference.
- c. To provide information to, and consult with, the Webmaster.
- d. To produce a report to the National Governing Body prior to their meetings, and be prepared to attend if called upon.

2. Webmaster

The Webmaster shall not be a member of the National Governing Body.

Qualifications:

- a. A suitably qualified person shall be appointed by the National Governing Body, with the appointment reviewed annually.
- b. In the event of a vacancy, the National Governing Body shall appoint a qualified successor to complete the year.

Duties:

- a. To prepare a budget in consultation with the National Treasurer and National Governing Body to produce a well-constructed and maintained Website. The format of the Website shall be decided in consultation with the National Governing Body.
- b. To keep the Website up to date, deleting outdated information and actively seek new material sourced from Clubs, Districts, and National Governing Body, the Editor and Publicist.
- c. To produce a report to the National Governing Body prior to their meeting and be prepared to attend if called upon.

3. Publicist

The Publicist shall not be a member of the National Governing Body.

Qualifications:

- a. A suitably qualified person shall be appointed by the National Governing Body, with the appointment reviewed annually.
- b. In the event of a vacancy the National Governing Body may appoint a qualified successor to complete the year.

Duties:

- a. To prepare and publish the IWNZ Directory.
- b. To review Inner Wheel information leaflets and other material in consultation with the IWNZ Vice President.
- c. To prepare a budget in consultation with the National Treasurer and the National Governing Body.
- d. To provide information to and consult with the Webmaster and Editor.
- e. To prepare a report for the National Governing Body prior to their meeting and be prepared to attend if called upon.

COMMITTEES

1. Constitution Committee:

- a. The Constitution Committee shall be ex-officio to the National Governing Body, its purpose being to consider whether all Proposals and Amendments submitted by Districts and Clubs are constitutionally correct.
- b. The Constitution Committee shall consist of a suitably qualified Chairman who shall be nominated and elected by the National Governing Body biennially and may serve for a minimum of two years to a maximum of four consecutive years. She shall have speaking rights but not voting

rights when present at a National Governing Body meeting.

- c. The President, Immediate Past President, Vice President and one serving IWNZ Council member, elected by the National Governing Body annually, shall be members of this committee.
- d. The Constitution Committee with the National Governing Body is empowered to adjust the numbering and nomenclature to the By-Laws and District and Club Rules following a IWNZ Conference or IIW Convention, and to add or delete from the Handbook section as considered appropriate.

2. Membership Committee

- a. The Membership Committee shall be ex-officio to the National Governing Body. Its purpose is to coordinate membership and extension nationally. To encourage retention of membership and support the ideas of sister Clubs, Inter-District and International Links and to enhance the profile of Inner Wheel.
- b. The IWNZ Immediate Past President shall be the Co-ordinator of the Membership Committee.
- c. The President, Vice President and the five serving District Membership Officers shall be members of this committee.
- d. Districts may divide into areas with a District Membership Chairman to oversee extension of their area.
- e. Clubs should appoint a suitable Membership Organiser, such as the Immediate Past President, to nurture, retain and expand the existing Club membership.

MEETINGS

- a. The National Governing Body shall meet twice yearly.

- b. Travel costs for the National Governing Body members shall be met by IWNZ
- c. National Governing Body meetings shall be held in the most centrally located, economical and accessible place based on travel costs.
- d. Notice of the meeting shall be sent out at least two weeks before the meeting date.
- e. Matters for inclusion in the Agenda shall be in the hands of the Secretary 30 days before the meeting.
- f. Voting shall be by a show of hands. In the event of an equal vote, the President shall have the casting vote.
- g. An Extraordinary Meeting may be called by three members of the National Governing Body.
- h. Business may also be transacted by telephone conference call or any other electronic media. Voting shall be verbal or by electronic ballot. Minutes shall be kept.
- i. A quorum shall consist of six members of the National Governing Body.
- j. The Annual General Meeting of Inner Wheel New Zealand Inc. shall be held in the second half of the Inner Wheel year in conjunction with a meeting of the Inner Wheel New Zealand National Governing Body
- k. A National Conference shall be held not less than every two years.

FINANCE & REVIEW

1. Financial Year:

- a. Shall be from July 1st to June 30th of any calendar year. The accounts of the IWNZ shall be audited or independently reviewed annually by a qualified Accountant or Auditor. Copies shall be circulated to all Clubs.

- b. A qualified Accountant shall be appointed by the National Governing Body to review the accounts.

2. Dues:

- a. Dues for Active membership, Honoured Active membership and Honorary membership shall be paid by each District Committee to the National Governing Body by September 30th each year. Such annual sum shall be determined at a New Zealand National Conference.
- b. Should the National Governing Body deem it necessary they shall be authorised to increase the dues by the same percentage as the increase in cost of living index in New Zealand, but shall not exceed 5%.
- c. Any proposal to alter dues shall be circulated to all Clubs by April 30th of any year.
- d. The National Treasurer to advise Districts in April each year of the International Inner Wheel Capitation fees for the following Inner Wheel year in New Zealand dollars.
- e. Each year any variance in currency conversion after the setting of the Capitation Fees paid to International Inner Wheel, be added to, or deducted from National Council accumulated funds; therefore no refunds would be payable or additional sums claimed to or from Inner Wheel Clubs.

3. Clubs Disbanding

- a. In the event of Inner Wheel New Zealand or a club that is part of Inner Wheel New Zealand disbanding, all financial commitments be honoured and surplus monies donated to a New Zealand compliant charity to be used for Charitable Purposes. Any alteration, deletion or addition to the rules disposing of surplus monies must meet with the approval of the Inland Revenue Department.

- b. The National Governing Body prohibits funds from being distributed to members for personal profit or gain at any time of its existence.

NATIONAL CONFERENCE

- a. The President and Immediate Past President shall share the presiding role at the National Conference to be held at intervals of not less than two years in a suitable location.
- b. The National Governing Body shall appoint a Conference Committee Co-ordinator and shall have overall control of the Conference.
- c. Any member may attend but the business shall be conducted by the Voting Delegates.

1. Voting:

- a. Each Club is entitled to send two voting delegates.
- b. A Club with a membership of 51 or more members is entitled to three voting delegates.
- c. Past International Inner Wheel Board Members or Directors and Past National Representatives shall be entitled to one vote (ex officio).
- d. Each District Committee shall have one vote
- e. Each member of the National Governing Body shall have one vote.
- f. Any Club in arrears with its dues shall not be entitled to vote.
- g. Proxy Voting: Any Club not represented may appoint another voting delegate as their proxy or use the Official Proxy Vote Holder appointed by the IWNZ President. The Official Proxy Vote Holder must follow the directives given but other proxies may be given discretion as to how to vote.

2. Conference Standing Orders

- a. The President shall preside at the Conference Business Session and in her absence the Immediate Past President.

- b. All business shall be conducted by the voting delegates.
- c. Voting delegates shall address the Chair.
- d. Voting delegates must speak only to the question under discussion.
- e. If two or more voting delegates rise at the same time the President shall determine who shall speak first.
- f. Each proposal must be moved by the District or Club proposing the proposal or by their duly appointed proxy.
- g. Each proposal must be seconded before discussion.
- h. The proposer of a proposal may not speak for more than three minutes.
- i. Other voting delegates speaking to a proposal shall not exceed two minutes.
- j. The proposer of a proposal shall have the right of reply but shall not speak for more than three minutes.
- k. Each amendment shall be relevant to the proposal to which it is moved.
- l. Each amendment must be moved and seconded before discussion.
- m. No voting delegate shall move or second more than one amendment to each proposal except where she is also acting as a proxy.
- n. The mover of an amendment may not speak for more than three minutes.
- o. Other voting delegates speaking to an amendment shall not exceed two minutes.
- p. The mover of an amendment shall have the right of reply but shall not speak for more than two minutes.
- q. On each proposal to amend the International Inner Wheel Constitution, IWNZ By-Laws, District

and Club Rules, a majority of two-thirds shall be necessary.

- r. All other general motions shall be decided by a majority vote. In the event of the votes being equal the President shall have the casting vote.
- s. Voting on proposals to amend the By-Laws will be decided by voting slips.

3. Proposal & General Motion Procedures

- a. The District Committee shall send all Proposals, General Motions and Amendments to the Constitution Chairman for administrative checking and suitability of wording before sending to the IWNZ Secretary.
- b. The National Governing Body, District Committees and Clubs may submit General Motions and Proposals to amend the IWNZ By-Laws, District and Club Rules. Clubs shall submit such General Motions and Proposals to the District Committees for approval.
- c. Proposals to amend the IWNZ By-Laws, District and Club Rules or any General Motions should be forwarded to the IWNZ Secretary no later than 10 months prior to a National Conference.
- d. Amendments to any Proposals to change the IWNZ By-Laws, District and Club Rules or any General Motion should be forwarded to the IWNZ Secretary no later than 3 months prior to a National Conference. No Amendment will be taken from the floor during the Business Session of the Conference.
- e. Any proposals to amend the IWNZ By-Laws, District and Club Rules that are carried by the National Conference are subject to ratification by the International Inner Wheel Executive.

INNER WHEEL NEW ZEALAND INC. DISTRICT RULES

NAME

The name of the District shall be NZ---, the number to be allocated by International Inner Wheel who will also define the boundaries.

GOVERNING BODY

The Governing Body of the District shall be the District Committee.

1. Officers:

Chairman/IWNZ Council Member

Vice-Chairmen

Immediate Past Chairman

Secretary

Treasurer

2. Ex-officio members with power to vote:

Membership Chairman if elected

International and Service Organiser

Editor

1 and 2 form the District Executive Committee.

3. Club voting delegates:

Two voting delegates from each Club, or their deputies.

An additional voting delegate may be elected in Clubs with 51 or more Active and Honoured Active members.

1, 2 and 3 form the District Committee.

QUALIFICATIONS

1. **Chairman/IWNZ 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.

2. **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.

3. **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.

4. **Membership Chairman**

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

5. **International and Service Organiser**

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

6. **Editor**

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

7. Voting Delegates and their Deputies

Must have served on a Club Executive Committee for at least one year at the time of nomination.

A candidate for an office on a District Executive Committee may serve at the same time on the Executive Committee of her Club providing she is not an Officer. (Refer page 55,1)

Where a District divides, members of the new District may carry forward into the new District their qualifications held in the old District.

NOMINATIONS AND TENURE OF OFFICE

Each Club may nominate, with the consent of the nominee, members qualified for the following:

- 1. Chairman/IWNZ Council Member:** nominated and elected annually and shall not serve for more than two consecutive years.
- 2. Vice Chairmen:** nominated and elected annually and shall not serve for more than two consecutive years.
- 3. Secretary:** nominated and elected annually and may serve for a maximum period of three consecutive years.
- 4. Treasurer, Membership Chairman, International and Service Organiser, Editor:**
All nominated and elected annually and may serve for a maximum period of three consecutive years. Nominations shall be made in writing to the District Secretary not later than 1st February.

NOMINATIONS FOR INNER WHEEL NEW ZEALAND NATIONAL GOVERNING BODY

National Representative/National President Deputy National Representative/National Vice-President

- a. Nominations with the consent of the nominee, may be made by the District Committee. Nominations must be received in writing by the IWNZ Secretary not later than 10th November.
- b. Should a ballot for the National Governing Body be required a list of nominees, with a short description of offices held will be sent by the IWNZ Secretary to all Clubs, with an official ballot slip and envelope for return to the appointed Returning Officer not later than 7th March. To be eligible to vote, Clubs must have paid Capitation fees by 31st October. Each club is entitled to one vote.

DUTIES OF DISTRICT OFFICERS

1. Chairman

The Chairman/IWNZ Council Member shall:

- a. Preside at all meetings of the District Committee and supervise the work and activities of the District.
- b. Be an ex-officio member of all committees. In the event of a vacancy the Vice Chairman shall succeed to the office.
- c. Prepare and present annual report to the District Committee.

2. Vice-Chairman

The Vice-Chairman shall deputise for the Chairman in her absence.

3. Secretary

The Secretary shall:

- a. Send out all notices of meetings and keep all Minutes and records.
- b. Conduct all correspondence.
- c. Send out a list of nominations, together with a short description of offices held, to Club Secretaries, not later than February 14th.
- d. Assist the District Chairman in the preparation of the annual report to the District Committee
- e. Be an ex-officio member of all committees.

4. Treasurer

The Treasurer shall:

- a. Keep the financial accounts of the District.
- b. Prepare and present financial reports as directed by the District Executive Committee.
- c. Prepare annual accounts for review.
- d. Prepare and present annual accounts to the Annual General Meeting.

DUTIES OF EX-OFFICIO MEMBERS

5. Membership Chairman

The Membership Chairman shall:

- a. Be the Chairman of the Membership Committee, if a committee is elected.
- b. Promote the membership work of the District.
- c. Be responsible with the District Editor for Promotion and Publicity within the District.

6. International and Service Organiser

The International and Service Organiser shall:

- a. Be the Chairman of the International and Service Committee, if a committee is elected.

- b. Promote correspondence with link Clubs, organise exchange visits and projects. Encourage practical service.
- c. Encourage members to know people in other countries.

7. Editor

The Editor shall:

- a. Be responsible for the District Magazine or any similar publication.
- b. Maintain a District Website (where applicable) and contribute District information to the IWNZ Webmaster.

VACANCIES

In the event of a vacancy in any of the offices, Numbers 2 - 7, the District Committee shall appoint a qualified successor to complete the year. For a vacancy in the office of District Chairman/IWNZ Council Member, (see 1 (b)).

CLUB VOTING DELEGATES

- a. Club Voting Delegates shall represent their Club on the District Committee.
- b. Voting Delegates shall not serve for a longer period than three consecutive years, unless elected to the District Executive Committee.

VOTING DELEGATE TO INTERNATIONAL INNER WHEEL CONVENTION AND IWNZ CONFERENCE

The District Committee is entitled to send one voting delegate and to appoint a deputy in the event of a vacancy.

DISTRICT COMMITTEE DUTIES AND MEETINGS

1. Duties

The Committee shall:

- a. Hold office from 1st July to 30th June.
- b. Supervise and co-ordinate the work of the Clubs.
- c. Organise new Clubs in the District.
- d. Fix the annual Affiliation fee to the District.
- e. Elect before the 31st March
 - i. District Officers
 - ii. District Editor
 - iii. Membership Chairman
 - iv. International and Service Organiser
 - v. Members of committees where necessary.
- f. Further the purpose of Inner Wheel within the District.
- g. Promote friendly relations among the Clubs of the District.

The Committee may nominate Officers, Board Directors and Editor/Media Manager for the International Governing Body.

2. Meetings

- a. The District Committee shall meet at least twice a year. One meeting shall be the Annual General Meeting.
- b. An extraordinary meeting may be called at the request of 50% of the Clubs.
- c. Items for inclusion in the Agenda shall be forwarded to the District Secretary at least 30 days before a meeting.
- d. Notice of meetings, together with a copy of the Agenda, shall be sent to all Club Secretaries at least 14 days before the meeting.

VOTING

- a. Voting at elections shall be by ballot.
- b. Other voting shall be by show of hands unless a ballot is requested by a majority of the voting delegates present at the meeting.
- c. In the event of the vote being equal, the Chairman/ IWNZ Council Member shall have a casting vote. Business may be transacted by post with the approval of the Chairman/IWNZ Council Member; the voting shall be considered closed at the end of 14 days after the posting of the proposal or earlier if all members have returned their votes. Decisions by postal vote shall be confirmed at the next meeting of the District Committee.
- d. Voting shall be conducted only by those clubs who have paid their current Capitation fees.

QUORUM

50% of the District Committee or of any Standing Committee shall constitute a quorum.

COMMITTEES

1. Executive Committee

Officers

Ex-officio members with power to vote.

A member may not serve on the District Committee for more than six years consecutively unless elected a District Vice Chairman.

Meetings held as deemed necessary.

If any of the following committees are deemed by the District Committee to be unnecessary in any one year, they need not be appointed.

2. Membership Committee

Membership Chairman

Members (not more than four) who must have been voting delegates to a District Committee for at least one year at the time of nomination.

3. International and Service Committee

International and Service Organiser

Members (not more than four) who must have been voting delegates to a District Committee or International and Service Organiser in their Club for at least one year at the time of nomination.

Members of these committees are eligible for re-election annually for a maximum period of three years, unless elected Chairman/IWNZ Council Member. Chairman of these committees shall not be eligible for re-election to the same committee for a period of one year after their service as Chairman.

4. Other Committees

The District Committee may elect other committees as required

FINANCE AND REVIEW

The financial year shall be from 1st July to 30th June.

1. Dues

Each Club shall pay to the District fund by August 31st such annual sum as may be determined by a two-thirds majority of the District Committee at the Annual General Meeting.

The appropriate resolution must appear on the Agenda.

2. Expenses

Expenses incurred in the carrying out of the work of the District shall be met from the funds of the District Committee.

3. Payments

Payments from the funds of the District Committee shall be made by cheque, direct debit or bank transfer signed/authorised by any two of the District Officers.

4. Review

The accounts of the District Committee shall be reviewed annually by a suitably qualified person and copies circulated to all Clubs.

INNER WHEEL NEW ZEALAND INC. CLUB RULES

NAME

The name of the Club shall be the Inner Wheel Club of
.....

GOVERNING BODY

The Governing Body of the Club shall be the Club Executive Committee.

EXECUTIVE COMMITTEE

1. Officers

President
Vice-President or Vice-Presidents
Immediate Past President
Secretary or Secretary-Treasurer
Treasurer

2. Other Members

Editor
International and Service Organiser
Not more than 6 other members

QUALIFICATIONS

President and Vice-President
Must have served on the Club Executive Committee for at least one year at the date of taking office.

NOMINATIONS

The Club members may nominate, with the consent of the nominee, members qualified for the following:

- 1. President and Vice President(s)** who shall be nominated and elected annually and shall not serve for more than two consecutive years.
- 2. Secretary and Treasurer** who shall be nominated and elected for one year but shall be eligible for re-election annually for a maximum period of three consecutive years.

3. Editor and International and Service

Organiser. Who shall be nominated and elected for one year but shall be eligible for re-election annually for a maximum period of three consecutive years.

4. All other members of the Club Executive Committee (not more than 6) who shall be nominated and elected for one year but shall be eligible for re-election annually for a maximum period of two consecutive years.
5. Voting Delegates to the District Committee who must have served on the Club Executive Committee for at least one year at the time of nomination.

Nominations shall be made in writing to the Secretary at least seven days before the meeting the elections are to take place. Such a meeting shall be held not later than March 15th. In the year of an IIW Convention or IWNZ Conference the Club should nominate and appoint the appropriate number of Delegates and Deputies, with prior consent of each nominee.

DUTIES OF THE EXECUTIVE COMMITTEE

1. President

- a. In the event of a vacancy, the Vice President shall succeed.
- b. The President shall:
 - i. preside at all meetings of the Club.
 - ii. supervise the work and activities of the Club.
 - iii. prepare and present an annual report.

2. Vice President(s)

- a. Deputise for the President when necessary.
- b. In the event of a vacancy, the Club shall elect a past or present member of the Club Executive Committee to complete the year.

3. Secretary

- a. In the event of a vacancy, the Club Executive Committee shall appoint a successor.
- b. The Secretary shall:
 - i. send out notices of meetings.
 - ii. record minutes of meetings and circulate to members.
 - iii. assist the President prepare an Annual Report.
 - iv. deal promptly with all general correspondence.

4. Treasurer

- a. In the event of a vacancy, the Club Executive Committee shall appoint a successor.
- b. The Treasurer shall:
 - i. receive all monies.
 - ii. keep the financial accounts of the Club (See Handbook)
 - iii. prepare and present financial reports as directed by the Club Executive Committee.
 - iv. prepare annual accounts for review.
 - v. prepare and present annual accounts to the Annual General Meeting.

5. Club Editor

- a. In the event of a vacancy, the Club Executive Committee shall appoint a successor.
- b. The Club Editor shall:
 - i. be responsible for the Club Newsletter.
 - ii. liaise with the District and IWNZ Editor and Webmaster, providing information for District and National publications.

6. Club International and Service Organiser

- a. In the event of a vacancy, the Club Executive Committee shall appoint a successor.
- b. The Club International and Service Organiser shall:

- i. correspond with link clubs
- ii. organise exchange visits and projects
- iii. encourage members to know people in other countries.

7. Other members of the Club Executive Committee

- a. In the event of a vacancy, the Club Executive Committee shall appoint another member of the club to complete the year.

VOTING DELEGATES TO THE DISTRICT COMMITTEE

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

MEMBERSHIP IN CLUBS

Active, Honoured Active and Honorary - As stated in the International Inner Wheel Constitution. (See Membership 4 ABC)

MEETINGS

- a. Meetings of the Club Executive Committee shall be held as often as necessary.
- b. Special meetings may be called by the President, or when requested by 2 members of the Club Executive Committee.
- c. Meetings of the Club shall be held as agreed by the members.
Special meetings may be called by the President, or may be requested by not less than 20% of the members. At least 48 hours notice shall be given.

- d. An Annual General Meeting shall be held before 30th June.

VOTING

- a. Voting at elections shall be by ballot.
- b. Other voting shall be by show of hands unless otherwise demanded by not less than one-third of those present and entitled to vote.
- c. In the event of the votes being equal, the President shall have the casting vote.
- d. No proxies are allowed.

QUORUM

- a. Four members of the Club Executive Committee of whom at least two shall be Officers of the Club.
- b. 20% of the members of the Club.

FINANCE AND REVIEW

The financial year shall be from 1st July to 30th June.

1. Dues

- a. Each member shall pay an annual subscription agreed by the Club, due on 1st July.
- b. Members failing to pay within three months shall be notified in writing by the Secretary.
- c. Active membership terminates on the failure to pay the annual subscription by 31st December.
- d. Members joining between January 1 and June 30 pay half of the International Inner Wheel Capitation fee and IWNZ and District dues, and may pay a reduced Club subscription at the discretion of the Club Executive Committee.

2. Expenses

Expenses incurred in carrying out the work of the club shall be met from the funds of the Club.

3. Payments

Payments from funds of the club shall be made by cheque, direct debit or bank transfer, and signed/

authorised by two of the following Officers: the President, Treasurer and Secretary.

4. Review

The accounts of the club shall be reviewed annually by a suitably qualified person and copies circulated to members at least 4 days before the Annual General Meeting.

RESIGNATION

Notice of resignation must be given in writing to the Secretary before the end of May.

INNER WHEEL NEW ZEALAND INC. HANDBOOK

The Handbook is to guide and inform - it should be used in conjunction with the:

**Constitution of International Inner Wheel,
Inner Wheel New Zealand Inc. By-laws,
and Rules for Districts and Clubs.**

WHAT IS INNER WHEEL?

Inner Wheel concentrates upon friendship and personal service. It is not what is termed a 'money raising organisation' but each Club selects its own charities and channels of service.

One of the greatest features of Inner Wheel is the opportunity given to members the world over to get to know one another, thus contributing to international friendship and understanding of other creeds and races.

FACTS YOU SHOULD KNOW

Inner Wheel links together members in Clubs in countries throughout the world. Members are able to communicate with one another through correspondence, exchange visits and joining together in International projects.

Presidential visits bring members closer together as they learn of Inner Wheel activities in vastly differing territories.

Clubs give service in their own communities as well as looking beyond their national boundaries.

History: In order to appreciate fully the strengths and traditions of Inner Wheel one must look back to the inspiration, devotion and vision of our Founder President Mrs Oliver Golding (Margarette), who formed the first Inner Wheel Club in Manchester in 1924, also those members who have given such fine leadership over the years.

The roots from which International Inner Wheel has grown were established in 1934 when the Association of Inner Wheel Clubs in Great Britain and Ireland was formed with Mrs Oliver Golding as the Founder President, and Mrs Nixon as Secretary, both being members of the Manchester Club, England. They realised that unity is strength and had the wisdom and foresight first, to group Clubs into Districts and then, later to bring the Districts together to form an Association.

At an early stage in its existence Inner Wheel began to spread overseas: in Ballarat (Australia) Bergen (Norway), Napier (New Zealand), Winnipeg (Canada) and Port Elizabeth (South Africa) being among the first Clubs formed. In 1947 the words 'in Great Britain and Ireland' were removed from the title and it became known as the 'Association of Inner Wheel Clubs'.

In 1962 for the first time members from countries outside Great Britain and Ireland were invited to sit on the Governing Body, but it was not until 1967 when International Inner Wheel came into being that there was the opportunity for qualified members in any country to become Officers, e.g. President.

In 1993 it was agreed to restructure the Board with Officers and Board Directors, limiting the number of persons forming the International Governing Body.

International Inner Wheel Annual Theme

Each year a theme is submitted by the International Vice-President to the International Executive committee for approval for her year as International President. No alternative themes should take precedence over the International Theme.

Inner Wheel Emblem

When the emblem (logo) is shown in colour, the colours shall be PMS Reflex Blue and PMS Yellow 116.

The emblem must not be changed or defaced. Use of the emblem is restricted to Inner Wheel materials.

Important information about the IIW Constitution

1. The Constitution of International Inner Wheel is binding on all members and covers the emblem, objects, qualification for membership, election of International Offices and Board Directors. The official language is English. The term 'International Inner Wheel' must not be used on Club, District or National Governing Body paperwork.
2. All Charters are granted by International Inner Wheel and signed by the International Inner Wheel President. Where a new Club is part of a National Body, the Charter shall be signed by the International President and either the National President or National Representative. The Charter will not be sent until all the Capitation fees have been paid.
3. National By-laws at Club, District and National level must receive the approval of the International Executive Committee. These By-laws enable members to enjoy their membership according to the customs and traditions of their own country.
4. Inner Wheel New Zealand Inc. consists of all Clubs within the boundaries of the Rotary International Districts of New Zealand. It is part of International Inner Wheel and qualified members are eligible for nomination to representation on the Board.
5. Finance: Inner Wheel New Zealand Inc. is financed by a levy which is included in the Club Annual Subscription, and payable by every member together with any other dues. The IWNZ Treasurer shall collect all Capitation fees from District Treasurers and forward to International Inner Wheel Headquarters. Members joining between January 1 and June 30 pay

half the Capitation fees and may pay a reduced Club subscription at the discretion of the executive Club committee.

6. Membership: The IWNZ Past President as Membership Chairman is responsible for encouraging membership in IWNZ including issuing of promotion material to District Membership chairmen for distribution to clubs. The IWNZ President/National Representative to be advised of the proposed establishment of any new clubs in order to complete the appropriate administration requirements for IIW.

It is important that the National Representative, who is the liaison with International Inner Wheel, is consulted immediately the formation of a new club is being considered, as she has in her possession the current extension material from International Inner Wheel. The National Representative is also responsible for forwarding Charter application forms to International, seeing that Capitation fees are paid, and receiving, signing and delivering the Charter to the IWNZ President on behalf of International Inner Wheel.

INCORPORATION AND CHARITABLE STATUS

In April 2015 IWNZ became an Incorporated Society and in November 2015 IWNZ Inc. was granted Charitable Status. As an incorporated society it means that the National Executive cannot be held personally responsible for any debts that IWNZ Inc. might incur. "Charitable status" allows for the public and club members making charitable donations over \$5 to be issued with a receipt for tax purposes. This receipt should be stamped with the IWNZ Inc. CC52602 number and also include the club name. There is also no taxable limit on the amount of money that clubs can raise for charitable purposes. IWNZ Inc. is registered with the Charities Commission and listed on their website as a charity.

To meet the legal requirements of the Charities Commission further expansion was required as to IWNZ's charitable purposes. These charitable purposes are detailed below:

1 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: -

- 1.1 To promote any Charitable Purpose beneficial to our community.
- 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.

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: -

- 2.1 To promote better education by supporting programmes which improve literacy and numeracy.
- 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.

- 2.3 To support projects which enhance the natural environment.
- 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 more effectively serve our communities and further our key charitable purposes.

Details of information required from clubs for reporting to the Charities Commission can be found in the Club Manual on the IWNZ Inc. website. www.innerwheel.org.nz.

WELCOME TO NEW MEMBERS

The following is a suggested form of procedure for welcoming new members; at the commencement of the meeting the President should read the objects, address each of the new members by name and say:

'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 truly International Organisation and take a full and active part in all that this Club offers.

We do hope that you will feel you are among friends, and enjoy participating in all aspects of Inner Wheel.'

CLUB ANNIVERSARIES

The date of registration and the date of the inaugural meeting are shown on the Charter, and either may be regarded as the official anniversary of the Club. Sometimes a special anniversary celebration is held and this gives an opportunity to renew the Objects of Inner Wheel.

INTER CLUB VISITS

Where distances permit, visits between Clubs widen the circle of friendship as well as providing an opportunity for the exchange of ideas.

VISITORS

The time and place of meetings may vary during the year and members wishing to visit other clubs are therefore asked to contact the Club Secretary beforehand.

Members invited to speak when visiting clubs in countries other than their own, do so in a personal capacity. Care should be taken that any facts of information given are accurate and up-to-date.

TRANSFER

The following paragraphs give the normal procedure to be followed: There are two classes of transfer:

1. A member who has moved to another town may transfer to the Inner Wheel Club of that town. The Secretary of the member's previous Club shall communicate with the Secretary of her new Club. The District Secretary to be informed of any transfers.
2. A member who wishes to transfer from her original Inner Wheel club to another in the same District must apply through the Club Secretary to her own District Committee for permission to do so. As an act of courtesy, the District Secretary notifies the Club to which the member is to be transferred.

Any adjustment of subscription is a matter for agreement between the Treasurers concerned.

A member moving to a country or town where there is no Inner Wheel Club established may retain her membership through the former Club or otherwise she may wish to become a 'Member at Large'. Any question of dues is a domestic matter for the Club concerned.

CLUB MEETINGS

It is usual for Clubs to meet monthly, although some Clubs do prefer to meet fortnightly. Attendance is not compulsory. Where Clubs have a speaker at a meeting, the business items should be transacted before he or she speaks.

Club business should be transacted with regularity and it is advisable sometimes to hold separate business meetings. The following is a suggested procedure:

Presidents opening remarks

Apologies for absence

Minutes to be read, confirmed and signed

Matters arising from the minutes

Correspondence

Finance Report to be read, and confirmed by members

Reports on Club activities – projects, social etc

Any other business.

International Inner Wheel Minutes, also National Governing Body and District Minutes, should be summarised and explained at Club meetings if not already sent out to members.

1. Should a discussion arise, the President must maintain an impartial attitude and be sure that all decisions reflect the wishes of the majority of the members.
2. All speakers must address the chair.
3. A proposal shall not be open for general discussion by the meeting until it is seconded.
4. An amendment to a proposal must embody some improvement or alteration and all amendments shall be put to the vote of the meeting before the proposal.
5. The decision of the President regarding the conduct and order of the meeting shall at all times be final.
6. At all meetings, in the event of votes being equal the President shall have a second or casting vote.

7. If the President rises during debate, the speaker shall at once resume her seat.
8. The Club should advise its delegates on how it wishes them to vote at District Meetings, National Conference and International Convention, but should give them discretionary powers on hearing other points of view or in the case of amendments.

FINANCE - CLUBS

The money for the running of Inner Wheel at all levels come from member's subscription. In fixing the annual subscription, the club must ensure that it will cover the International Inner Wheel Capitation fee, IWNZ and District dues and sufficient for the day to day working expenses of the Club.

When a Club is in a District where there is no District Fares Pool for District Meetings, then the club subscriptions should be sufficient to cover the travelling expenses of the voting delegates when attending District Meetings.

A delegate should always accept these expenses, as it is the policy of Inner Wheel to ensure that no member is debarred from taking any office because of the expenses involved.

Clubs are reminded that failure to pay Capitation fees will affect the eligibility to vote in elections and participation in other Inner Wheel matters.

Submissions for membership awards at any level of Inner Wheel may only include financial members where payment has been confirmed by the appropriate Treasurer - District or National.

1. Treasurer

The Treasurer is the custodian of all Club funds, including any monies raised by sub-committees.

- a. All payments from Club funds should be made by cheque, direct debit or bank transfer and signed

/authorised by two of the following officers:
President, Secretary or Treasurer.

- b. Two accounts should be kept
No 1 Account General Account
No 2 Account Charity Account
- c. At each meeting the Treasurer should give a report of the balance of these two accounts. This report should be moved, seconded and approved by all present.

2. Review

The accounts of the Club must be reviewed and copies circulated to all members at least 4 days before the Annual General Meeting.

3. No 1 Account - General

This covers all fees paid to International Inner Wheel, National and District, such items as stationery, postage and telephone, printing, hire of hall, speakers fees and any other necessary administration costs.

No 2 Account - Charity

All monies raised for service and charitable gifts to which members of the public have subscribed must be used for this purpose only. They cannot be used to defray Club expenses.

4. Allocation of Charity Funds

All members should have the opportunity to voice their opinions. It does, however save time if the Club Executive Committee can bring recommendations to the general meeting for discussion and decision by the majority.

5. Raising Money

Each Club finds different ways and means of raising funds. Some examples are raffles, film or theatre evenings etc.

BADGES

Only badges of approved design by International Inner Wheel are permitted and these are worn at Inner Wheel functions.

A Club President should wear her chain of office at all functions of her own Club, and in addition when visiting other Clubs or attending Charter Presentations, District Meetings, Rallies and Conferences.

If a member is invited to attend any function of another organisation to represent her District or Club, the appropriate badge of office may be worn.

When a Club is formed the following badges are recommended:

Club Member's Badge, Bar for Secretary and Treasurer.
President's Jewel.

Badges may be ordered direct from:

Badge Secretary

Inner Wheel Club of Riccarton

PO Box 29 364

Fendalton CHRISTCHURCH 8540

NOMINATIONS AND ELECTIONS

There are four kinds of nominations and elections;

- 1 For Club Executive Committee.
2. For District Executive Committee.
3. For National Governing Body Executive Committee and for National Representative/President and Deputy National Representative/Vice President.
4. For 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 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 IWNZ Constitution Chairman.

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 positions can be held for more than one year).

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 15 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.

2. District Executive Committee

Clubs may nominate prospective executive to the District Secretary by the specified date. 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 not later than 14 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 will be closed 14 days after the ballot mail-out. The results of the election will be confirmed at the next meeting of the District Committee.

3. National Governing Body Executive Committee

Procedure - Each Club may nominate a consenting and eligible member for a position to the District Secretary by 30 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. N.B. No proxies are allowed. The District selections are then sent as nominations to the National Secretary by 10th November. If more than one nominee for each position is received, the National Secretary will arrange for postal election to be held. Each Club shall have one vote. Votes will be returned to an independent Returning Officer not later than 7th March. The method of voting to be by a simple majority of the votes cast. In the event of the votes being equal, the National President shall have the casting vote.

4. International Inner Wheel Governing Body and International Editor/ Media Manager.

Nominations of consenting and eligible members may be decided by District Committees at their June Meetings. Members may accept nomination only from District Committees of the National Body of which they are members. Nominations must be received by the Inner Wheel New Zealand Secretary by July 10th. If more than one nomination is received for a position, a national election will be completed by September 10th. Each Club has one vote. In the event of the votes being equal, the National President will have the casting vote. National nomination forms must be received by International Headquarters not 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 not later than March 31st. In the event of the votes being equal, the International Inner Wheel President shall have the casting vote.

VOTING AT ALL LEVELS OF INNER WHEEL

1. **For Club Officers:** All Club members each have one vote.
2. **For District Officers:** Chairman, Vice Chairmen, Immediate Past Chairman, Treasurer and Secretary. Ex-officio members: Membership Chairman, International and Service Organiser, Editor.
All of the above Officers and ex-officio members of the District have one vote each.
3. For Clubs voting at District Meetings and Inner Wheel New Zealand Conference:
Two votes per Club
Three votes per Club with a membership of 51 (Active and Honoured Active) members or more.
4. For National Governing Body Officers - each Club has one vote.
5. For International Officers - each Club has one vote.
6. For International Directors - each Club must vote for 16 Directors in total, for their vote to be valid.

DISTRICT MEETINGS

1. District Development Day/ ROSE Day/Training Day/Assembly

This takes the form of group meetings of Club Presidents, Secretaries, Treasurers, Editor and ISO, each group being presided over by the appropriate 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 to members taking office for the first time.

2. Rallies/Socials

The Rally/Social is a gathering of every Club in the District to which all members may come. It is not a business meeting but provides an opportunity for Club

members to meet together socially at District level. International and Service meetings, inter-District meetings and inter-Country gatherings also create much enthusiasm amongst members.

COMMUNICATION

The correct channel is for a Club to communicate with the District and the District with the National Governing Body. Copies of all correspondence must go to the National Representative. If necessary the President/National Representative may refer the matter to IIW Headquarters.

If Clubs wish in special circumstances to write direct to International Inner Wheel Headquarters or the National Body copies of the correspondence must be sent to the National President and the District Secretary where applicable.

RETIRING OFFICIALS

It is the duty of all those relinquishing office to see that their successors receive any previous minutes or other documents which afford continuity and information about that office.

RECORDS

All Clubs and Districts are advised to keep a record book of events, activities and other items of special interest. Also a Resolution Book that pertains to the running of the Club or District.

Margarette Golding Award

An award was created, in 2000, in the name of Margarette Golding, the founder of Inner Wheel, for highly commendable personal service to the community. The award may be given to Inner Wheel members, or to members of the general public, for outstanding personal service, which must be completely unconnected with work on behalf of Inner

Wheel or for Inner Wheel fundraising. Information can be found in the Resource Manuals or from the IWNZ National Representative.

WEB SITES

Inner Wheel New Zealand Inc.:

www.innerwheel.org.nz

International Inner Wheel:

www.internationalinnerwheel.org

The web sites are regularly updated with news, forms, leaflets and newsletters.

IWNZ Facebook Page:

www.facebook.com/InnerWheelNZ

Many Districts and Clubs have their own Websites and Facebook pages

INTERNATIONAL INNER WHEEL SOCIAL PROJECT 2018-2021



The umbrella for Inner Wheel fundraising world-wide is '**Caring for Women and Girls**'

Every Club, District and Country is invited to use the logo as much as they can to showcase the wide range of work members are doing to help

people around the world.

INNER WHEEL NEW ZEALAND INC. NATIONAL PROJECT

The IWNZ National Project is 'Look Good Feel Better' to which all Clubs and Districts are asked to donate to with service or monetary donations.