

## **Presentation of the Charter**

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

It is sometimes possible to arrange for the International Inner Wheel President to present the Charter, or the National/Association President (if one exists).

In some cases the President of the corresponding Rotary Club (if one exists) is prepared to make the presentation.

If the International Inner Wheel President or National/Association President is invited to present the Charter, the Club is responsible for her expenses.

If there is a District the District Extension Organiser should be actively involved in the organization.

## **The Ceremony**

The type of Ceremony and the time of day for the Charter presentation are entirely matters for the Club to decide, always considering the expenses involved.

At the Charter ceremony the members are given badges. In many cases the corresponding Rotary Club (if one exists), will donate and present the Presidential badge. These badges can be obtained from the officially Appointed Suppliers [see Constitution & Handbook 2012, page 33]. The names and addresses can also be obtained from I,I,W Headquarters & there is also a link on [www.internationalinnerwheel.org](http://www.internationalinnerwheel.org).

## **Order of the Ceremony**

This will vary according to circumstances, but should include:-

- 1..Welcome guests                      District Chairman (if one exists) or sponsoring Club President/member
- 2.Introduction of members      District Secretary or Extension Organiser      “                      “
3. Charter Presentation    (when all present should stand) by person invited to make presentation
- 4.Response on behalf of the Club    Club President
5. Presentation of the Presidential Jewel
- 6..Greetings from the President of International Inner Wheel either in person or by letter.
- 7..Greetings from the National/Association President (if one exists)      “                      “
- 8..Club Badges are then presented    Club President
- 9..Additional items, presentation of other gifts    Donors
- 10..Omnibus vote of thanks    Club Vice President

The question of guests is entirely a matter for the Club to decide. Bearing in mind the expense involved, the IIW President, National/Association President (if one exists) can be invited. Usually the President of the Rotary Club (if one exists) is invited and any Local Officials such as a Mayor or Burgomaster. If there are any other women's organisations, the Chairman or President may be invited.

The husbands/partners of the members usually attend, and Rotarians if there is a corresponding Rotary Club.

The District Officers usually receive an invitation but pay for themselves.

## **General Information**

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

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

See also International Inner Wheel Constitution & Handbook 2012, pages 10 and 17 also pages 30 - 31.

### **Club Executive Committee**

The Club Executive Committee consists of the Officers, Club Correspondent, the International Service Organiser and not more than six members of the Club.

Clubs may, if they so wish, appoint an Assistant Secretary and/or Social Secretary from the six elected Committee members.

The President and Secretary of the Club are ex-officio members of all Club Committees with power to vote. Other members may be co-opted to advise the Executive Committee or to receive instructions regarding the particular work assigned to them. They may take part in discussions, but may not propose or second motions and have no voting power.

The election of members of the Club Executive Committee must be held prior to 31st March in each year and their term of office begins on 1st July.

### **Duties of the Club Executive Committee**

It must be noted that whilst the Club Executive Committee makes recommendations to the Club meeting, members must always be given an opportunity to discuss these at the General Meeting and be encouraged to participate in planning activities. The Club members make the final decision.

### **CLUB OFFICERS**

**President** presides over all meetings and is responsible for the interests and well-being of the Club. She must be impartial in all matters, her aim being to promote friendship and service by personal contact with every member of the Club.

**Vice-President** presides at the meeting in the absence of the President. This Officer can gain much useful experience by helping her President in every possible way.

**Immediate Past President** - who comes into office the year after the formation of the Club - provides continuity in the administration. The experience she has gained during her tenure of office as President can be of great value. She cannot hold any office in her Club in the year following her term as Immediate Past President.

**Secretary** is responsible for the Minutes of the meetings, records, the Annual Report and prompt attention to all correspondence. She must have a sound knowledge of the rules and procedure. All important letters and official correspondence must be kept in a file and handed to the successor. She must confer with the President on all matters and must discuss the agenda with her prior to the meeting. The Secretary and Treasurer must be elected annually. It is recommended that these Officers should continue in office for a longer period than one year, up to a maximum of 3 years.

**Treasurer** is responsible for the handling of all Club funds, including money raised by Sub-Committees. All payments from Club funds must be made by cheque signed by two of the following:- President, Secretary, Treasurer.

Club and Charity funds must be kept in two separate accounts. Every Club MUST pay the Capitation Fee to International Inner Wheel and this is payable on the 1st July each year.

See also International Inner Wheel Handbook - FINANCE - CLUBS, pages 30 and 31.

### **Club Correspondent**

A Club Correspondent should send any special item of news direct to the International Inner Wheel Editor, for possible inclusion in the Newsletter.

### **Club International Service Organiser**

The Organiser should promote correspondence with link Clubs and encourage practical service.

### **Membership**

The rules of membership are clearly set out in the International Inner Wheel Constitution - pages 3 - 5, which is binding on all Clubs.