

“BE A FRIEND”

DISTRICT ADVISORY COMMITTEE 2012 - 2013

CONSTITUTION COMMITTEE - CHAIRPERSONS

PDC Mrs. Shashi Gupta (Delhi North)
B-50, N.D.S.E. Part II, New Delhi-110049
Tel: +91 11 40793346; M: +91 9810611454
Email: shashigupta_del@yahoo.co.in
Birthday: 9th November
Anniversary: 4th December

PDC Dr. (Mrs) Urmil Bareja (Panchsheela Park)
B-4/137, Safdarjung Enclave,
New Delhi-110029
Tel: +91 11 41354708; M: +91 9910990097
Email: urmilabareja@hotmail.com
Birthday: 14th November
Anniversary: 5th October

ELECTIONS COMMITTEE - CHAIRPERSONS

PDC Mrs. Minna Kapur (Delhi Main)
1300, Sector 14, Faridabad-121007
Tel: +91 129 2283309; M: +91 9810069329
Email: amar@kapur.us
Birthday: 1st June
Anniversary: 24th April

PDC Mrs. Anita Agarwal (Delhi North)
44, Lucknow Road, Delhi - 110054
Tel: +91 11 23812353, 23819054;
M: +91 9810187924
Email: anitaaggarwal44@gmail.com
Birthday: 26th February
Anniversary: 23rd May

AWARD COMMITTEE - CHAIRPERSONS

PDC Mrs. Sudha Gupta (Delhi North)
1, Shankarcharya Marg, Civil Lines,
Delhi-110054
Tel: +91 11 23968151, 23939999;
M: +91 9811070003
Birthday: 27th September
Anniversary: 25th May

PDC Mrs. Pushpa Bhargava (Delhi Mid Town)
M-128, Greater Kailash Part-II,
New Delhi - 110048
Tel: +91 11 29213718; M: +91 9818219945
Birthday: 9th February
Anniversary: 3rd July

FELLOWSHIP AND CULTURAL COMMITTEE - CHAIRPERSONS

PDC Mrs. Mamta Bhargava (Delhi Main)
135, Sunder Nagar, New Delhi-110003
Tel: +91 11 24354063, 24358956;
M: +91 9891762682
Email: yadav44@yahoo.com
Birthday: 6th July
Anniversary: 1st May

PDC Mrs. Nisha Bhargava (Delhi North)
18, Bhargava Lane, Civil Line, Delhi-110054
Tel: +91 11 23911248; M: +91 9810372012
Email: bhargavaani@gmail.com
Birthday: 3rd July
Anniversary: 16th February

EXCHANGE, EXCURSION AND TRIENNIAL COMMITTEE - CHAIRPERSONS

PDC Mrs. Kumud Bhargava (Panchsheela Park)
B-266, Greater Kailash I, New Delhi-110048
Tel: +91 11 41760776; M: +91 9811805642
Email: kumudbhargava@gmail.com
Birthday: 16th September
Anniversary: 15th December

PDC Mrs. Purnima Narayan (Delhi Civil Lines)
7, Raj Narayan Road, Civil Lines, Delhi-110054
Tel: +91 11 23942999; M: +91 9810268244
Email: purnimanarayan@gmail.com
Birthday : 20th November
Anniversary: 12th December

INNER WHEEL PROMOTION AND CO-ORDINATION WITH MEDIA COMMITTEE - CHAIRPERSONS

PDC Mrs. Uma Wadhwa (Delhi Mid Town)
A-9/15, Vasant Vihar, New Delhi - 110057
Tel: +91 11 26146196, 26140119;
M: +91 9810124520
Email: rwadhwa@airtelmail.in
Birthday: 21st October
Anniversary: 4th July

PDC Mr. Amrita Bogra (Delhi Vasant Kunj)
49 C, Aradhana Colony Enclave, Ring Road,
Sector-13, R.K. Puram, New Delhi - 110 066
Tel: +91 11 24103349; M: +91 9910335776
E: bogra@bol.net.in, amritabogra@gmail.com
Birthday: 1st May
Anniversary: 29th September

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PROJECT COMMITTEES 2012-2013

ANTI DRUGS AND AIDS AWARENESS COMMITTEE - CHAIRPERSONS

PDC Mrs. Usha Mutha (Delhi Mid West)
Pearl Gateway Towers,
Building - K, Ground Floor,
Flat No. 001, Sector 44, Noida-201301
M: +91 9818697851
Birthday: 5th February
Anniversary: 3rd July

PP Mrs. Rachna Wadhwa (Delhi Rajendra Place)
327, II Floor, East Patel Nagar, New Delhi -8
Tel: +91 11 42481910; M: +91 9810633805
Email: rachnawadhwa20@gmail.com
Birthday: 20th May
Anniversary: 17th November

ANTI CHILD LABOUR AND CHILD RIGHTS COMMITTEE - CHAIRPERSONS

PP Mrs. Anju Toshniwal (Delhi Panchsheela Park)
21, Sadhna Enclave, Panchsheel Park, New Delhi-17
Tel: +91 11 26016759; M: +91 9958607058
Email: anju@toshniwaldelhi.com
Birthday: 18th December
Anniversary: 26th April

PP Mrs. Romy Singh (Delhi Raisina Hills)
E-28, W-4, Lane, Club Road, Western Avenue,
Sainik Farms, New Delhi-110062
Tel: +91 11 29551488, 29555831;
M: +91 9810065031; E: chetnasingh@hotmail.com
Birthday: 25th March
Anniversary: 25th December

BLOOD DONATION AND THALASSAEMIA AWARENESS COMMITTEE - CHAIRPERSONS

PDC Mrs. Indu Gupta (Delhi Shahdra)
561, GT Road, Shahdara, Delhi - 110032
Tel: +91 11 22575660, 22577939; M: +91 9811032792
Email: indu.v.gupta@gmail.com
Birthday: 6th February
Anniversary: 21st November

PP Mrs. Sneha Gupta (Rohtak)
693-A/5, Chaudhary Lane, Model Town, Rohtak
Tel: +91 1262 252700; M: +91 9896447400
Email: snehagupta04@yahoo.com
Birthday: 4th October
Anniversary: 4th May

CONSUMER GUIDANCE COMMITTEE - CHAIRPERSONS

PDC Mrs. Saroj Gupta (Delhi University)
F-170/2, Lane No. W5C, Western Avenue,
Sainik Farms, New Delhi-110062
Tel: +91 11 65154981; M: +91 9810536244
Email: saroj1702@gmail.com
Birthday: 12th March

PP Mrs. Lalita Kapoor (Delhi Greater Kailash)
J -1897 (G.F.), C.R. Park, New Delhi - 110019
M: +91 8800541354
Birthday: 11th August

DOWRY DEMAND & LEGAL AID AND FAMILY RELATIONSHIP COMMITTEE - CHAIRPERSONS

PP Mrs. Krishna Batra (Delhi Central)
A-15, New Friends Colony, New Delhi 110065
Tel: +91 11 26313164; M: +91 9818391876
E: contact@towaphotovision.com
Birthday : 22nd July

PP Mrs. Harkirat Chaudhary (Delhi Qutab)
B-21, Nizamuddin West, New Delhi 110013
91 11 24350201, 24353049; M: +91 9811175067
E: chaudhryharkirat@yahoo.com
Birthday : 18th February

ENVIRONMENT PROTECTION AND NATURAL RESOURCES CONSERVATION COMMITTEE - CHAIRPERSONS

PP Mrs. Anita Jain (Faridabad Central)
756, Sector - 9, Faridabad-121007
M: +91 9911086060, 9911486060
E: jain6060@gmail.com
Birthday: 26th October
Anniversary: 5th June

PP Mrs. Sushila Gupta (Delhi Civil Lines)
8C, Cottage 3 Under Hill Lane, Civil Lines, Delhi-54
Tel: +91 11 65154515; M: +91 9811735534
E: mailsushila2203@yahoo.co.in
Birthday: 21st March
Anniversary: 10th July

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EYE RELIEF AND CORNEA DONATION COMMITTEE - CHAIRPERSONS

PP Mrs. Nisha Jain (Delhi Sainik Farms)
W-17/14, Sainik Farms, New Delhi -110062
M: +91 9990926040
Email: nishajain.ash@gmail.com
Birthday: 9th March
Anniversary: 17th November

PP Mrs. Seema Singhal (IWC Noida)
A-5, Sector 23, Noida-201301
Tel: +91 120 4316163; M: +91 9811006290
E: seemasinghal1963@gmail.com
Birthday: 4th March
Anniversary: 21st November

FAMILY WELFARE AND VOCATIONAL TRAINING COMMITTEE - CHAIRPERSONS

PP Mrs. Sudha Tandon (Delhi Civil Lines)
1-A, Goela Lane, Under Hill Lane, Civil Lines,
Delhi-110054
Tel: +91 11 23920027; M: +91 9350470340
Email: sudhatandon@gmail.com
Birthday: 29th November
Anniversary: 12th December

PP Mrs. Neeru Vohra (Delhi Mayur Vihar)
OC-1/1003, Orange County, Ahinsa Khand-1,
Indirapuram, Ghaziabad-201014
Tel: +91 120 4219119; M: +91 9968042641
Email: neeruvohra1@rediffmail.com
Birthday: 2nd October
Anniversary: 17th November

HEALTH CARE COMMITTEE - CHAIRPERSONS

PDC Mrs. Manju Mittal (Delhi Midtown)
12, Munirka Marg, Vasant Vihar, New Delhi -110057
Tel: +91 26142450; M: +91 9810032788
Email: manjumittal28@yahoo.co.in
Birthday: 28th November
Anniversary: 17th November

PP Mrs. Meena Parti (Delhi South Metropolitan)
E-9/5, Vasant Vihar, New Delhi - 110057
Tel: +91 11 26144154; M: +91 9958246606
Birthday: 10th August
Anniversary: 15th May

HELP TO PHYSICALLY HANDICAPPED AND MENTALLY CHALLENGED COMMITTEE - CHAIRPERSONS

PDC Mrs. Sudha Jain (Delhi Midtown)
Suite No.1, 5th Floor, Block -23, Heritage City,
M.G. Road, Gurgaon-122009
Tel: +91 124 2564942; M: +91 9811796805
Email: sudhajain@gmail.com
Birthday: 21st June
Anniversary: 5th July

PP Mrs. Aruna Shaiva (Delhi Greater Kailash)
G-27, Nizamuddin (W), New Delhi-110013
Tel: +91 11 41827370; M: +91 9811429010
Email: arunashaiva37@yahoo.co.in
Birthday: 10th February

LEPROSY ASSISTANCE & REHABILITATION COMMITTEE - CHAIRPERSONS

PDC Mrs. Vinod Gupta (Hapur)
Sai Shree, Near HDFC Bank 1828, Railway Road,
Hapur-245101, Ghaziabad, UP
Tel: +91 122 2302151, M: +91 9997606501
Birthday: 2nd October

PP Mrs. Chander Kiran (Delhi North)
150, Madhuban, Near Vikas Marg, Delhi-110092
Tel: +91 11 22542121; M: +91 9810200140
Birthday: 11th November

POLIO ERADICATION AND CORRECTIVE SURGERIES COMMITTEE - CHAIRPERSONS

PDC Mrs. Sita Aggarwal (Hapur)
10, Gyan Lok, Hapur 245101, Uttar Pradesh.
Tel: +91 122 22304547, 22313293;
M: +91 9837894369
Birthday: 20th March
Anniversary: 21st January

PP Mrs. Neena Goel (Ghaziabad Main)
KF-22, Kavi Nagar, Ghaziabad-201002
Tel: +91 120 2751696; M: +91 9810544883
Email: neenaabhay@gmail.com
Birthday: 5th July
Anniversary: 25th February

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SENIOR CITIZENS WELFARE COMMITTEE - CHAIRPERSONS

PP Mrs. Neena Khanna (Delhi Central)
C-160, 2nd Floor, Greater Kailash -I, New Delhi-110048
M: +91 9873229328
Birthday: 14th December
Anniversary: 27th January

PP Mrs. Sunita Kochhar (Delhi Rajendra Place)
31/28, East Patel Nagar, New Delhi - 110008
M: +91 9818579005
Email: sunitakochhar@gmail.com
Birthday: 28th February
Anniversary: 22nd November

VILLAGE UPLIFTMENT COMMITTEE - CHAIRPERSONS

PDC Mrs. Manju Vaish (Delhi Midtown)
D-3, Diwan Shree Apartments, 30, Feroz Shah Road,
New Delhi -110001
Tel: +91 23329343; M: +91 9810027505
Email: manjuvaish1939@gmail.com
Birthday: 7th December
Anniversary: 5th October

PDC Mrs. Chanchal Bawa (Delhi South)
83, Navjivan Vihar, New Delhi - 110017
Tel: +91 11 26693616; M: +91 9810610354
Birthday: 5th February
Anniversary: 8th February

WOMEN DEVELOPMENT COMMITTEE - CHAIRPERSONS

PP Mrs. Madhu Sood (Delhi Main)
G 82, Sector 39, Noida-201301
M: 9810241297
Birthday: 10th March

PP Mrs. Hema Saxena (Delhi Vikas)
B-18, Ashoka Niketan, Delhi-110092
Tel: +91 11 47072821; M: +91 9871080516
Birthday: 21st November
Anniversary: 8th February

YOUTH DEVELOPMENT PROGRAMMES COMMITTEE

PP Mrs. Nirmal Gupta (Delhi North)
A-2, Dayanand Vihar, Vikas Marg, Delhi-110092
Tel: +91 11 22378189; M: +91 9810275528
Email: nirmalgupta@nirmalgupta.com
Birthday: 4th February
Anniversary: 12th April

PP Mrs. Malini Jain (Delhi Vikas)
49, Pushpanjali, Vikas Marg Extn., Delhi-110092
Tel: +91 11 42508108; M: +91 9818875007
Email: malinijain@hotmail.com
Birthday: 25th November
Anniversary: 16th April

COMMITTEE TO EXPAND GROW AND PUBLICISE INNERWHEEL - CHAIRPERSONS

PDC Dr. (Mrs.) Vinita Chopra (Delhi South)
F-16, Kalkaji, New Delhi - 110019
Tel: +91 11 26416519; M: +91 9810286645
Email: vinitachopra@gmail.com
Birthday: 8th June
Anniversary: 12th May

PDC Mrs. Shashi Kumar (Delhi Vikas)
"The Sonnet" D-210 Ramprastha, Gzb.-201011
Tel: +91 120 2641485, M: +91 9818368068
Email: nikhildecore@gmail.com
Birthday: 14th January
Anniversary: 11th July

COMMITTEE OF EDUCATION AND UPLIFTMENT OF GIRL CHILD - CHAIRPERSONS

PDC Dr. (Mrs.) Karuna Bhalla (Delhi West End)
D-39, Vikas Puri, New Delhi-110018
Tel: +91 11 28537666; M: +91 9810402415
Birthday: 7th September

PDC Mrs. Meenakshi Dayal (Delhi Vikas)
43, Chitrakut Apartments, East Arjun Nagar,
Delhi-110032
Tel: +91 11 22308492; M: +91 9818500255
Email: meenakshidayal@gmail.com
Birthday: 20th December
Anniversary: 19th October

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COMMITTEE OF DISCOVER PARADISE ON EARTH - CHAIRPERSON

PDC Mrs. Raveen Saluja

N-170, Panchsheel Park, New Delhi-110070

Tel: +91 11 26491991/92; M: +91 9999999332

Email: raveensaluja@gmail.com

Birthday: 10th November

Anniversary: 20th February



Save Water Save Earth



**Plant a Tree and get air for free
; if you cut a tree you cut your life.**



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WHAT IS INNER WHEEL?

The Inner Wheel is the world's second largest women's organization and comprises of the women folk of Rotarians. It is a recognized voluntary Non-Government Organization to help and serve the needy and underprivileged sections of the Society. In recognition of its social service, it has got representation in the United Nations Economic and Social Council. The Inner Wheel concentrates upon Friendship and Personal Service. It is not what is termed as “a money raising organization”, though each Club selects its own charities and channels of service. One of the greatest features of Inner Wheel is the opportunity given to its Members the world over to get to know one another, thus contributing to International Friendship and Understanding.

BEGINNING OF THE INNER WHEEL MOVEMENT ?

Mr. Paul Harris started the first Rotary Club in 1905. In 1920, the wives of Rotarians in Great Britain and Ireland joined hands to help their husbands with social work undertaken by the Rotary club. This friendship resulted in forming the Inner Wheel Club. In 1924, the Manchester Club of England was formed and was named Inner Wheel. As time passed, many Inner Wheel Clubs came into being and in 1934 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 the Secretary.

They realized that unity is strength and had the wisdom to group Clubs into Districts and then later to bring the Districts together to form an Association. Since then the movement has grown rapidly and spread all over the globe.

INNER WHEEL IN INDIA

The first Inner Wheel Club in India was formed in 1955 in Ahmedabad. In 1968, when the International Inner Wheel President came to India, there were three Inner Wheel Districts: Gujarat, Saurashtra and Bombay. The International Inner Wheel (I.I.W.) President combined them and named it as National Council of India.

With the expansion of Inner Wheel Clubs and Districts in India, in the year 1976 the Association of Inner Wheel Clubs of India and Sri Lanka was formed. In 1985 Sri Lanka was separated and Association of Inner Wheel Clubs in India came into existence.

MEMBERSHIP

Why should there be Increase in membership?

Do your Clubs in the District have difficulty in finding Presidents? Do your Clubs have 50% of the Members who have been Past Presidents? Do you have less than 60% attendance at meetings? Do you have Members who are just there on the

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roster and do not attend meetings? If you have any of these situations in your Club, yes, you need New Members.

How to induct new Members:

New Members are very choosy. They join the Club only if they feel comfortable with the group of Members i.e. Fellowship. Only then they can enjoy themselves and take part in the Club activities. Good and interesting Club Programmes, Picnics, Factory Visits, etc. help in keeping the new members interested in the activities of the club. The quality of Programmes makes a great deal of difference.

Who can become a Member:

A Member may belong to 1 Club only.

Classes of Membership

- A. Active
- B. Honoured Active
- C. Honorary

A. Active Membership can be taken up by

- a) The wife or female partner of a Male Rotarian. Membership may be retained or taken up again notwithstanding the resignation or death of the Rotarian.
- b) The wife of a Rotarian or a former Rotarian.
- c) The wife/mother/sister/daughter over 18 years/step daughter over 18 years/ daughter in law over 18 years of any Rotarian or former Rotarian.
- d) The mother/sister/daughter over 18 years of an Inner Wheel Member.
- e) A female Rotarian or a female former Rotarian.
- f) Former female Member of Rotoract or the wife/mother of a Member of Rotoract.
- g) A female who has participated in a programme of Rotary International, such as Students Exchange Ambassadorial Scholarships and Group Study Exchange (GSE)- and who has been personally invited to join.
- h) Honorary Members having served for atleast two years within a club may be offered membership as Active members of that club, provided a majority of the club agrees. This category of membership must not exceed 4 at any given time.

Active Membership should be taken up in the Inner Wheel Club most convenient for a qualified Inner Wheel Member to attend.

B. Honoured Active Membership:

A Club may confer Honoured Active Membership on an Active Member who has given outstanding service to Inner Wheel. The Club will pay the Member's due 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

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retains all the rights of Active Membership for life or until she leaves Inner Wheel.

C. Honorary Membership:

Clubs may invite up to 4 female Members whom they wish to honour to become Honorary Members.

Honorary Members have no vote and cannot hold office in a Club. Having served for atleast 2 years within a Club, Honorary Members may be offered Membership as Active Members providing the majority of the Club agrees.

These Members shall then have Active Members rights. This category of Membership must not exceed 4 at any given time.

Members who transfer to other Clubs will be admitted as Active Members of those Clubs.

Extension: Who is responsible for Extension within Clubs?

We are: YOU and I

How can we achieve this?

By the energy and enthusiasm we put into our Clubs. By demonstrating to prospective Members the warmth, the caring and the sharing we have to offer. By working together on Club Projects; by adding social activities to our programmes which are fun and which create a feeling of belonging among Members; by adapting our programmes to meet the needs of all Members. These will Increase our enjoyment of Inner Wheel and may create an interest among Non Members too. Can each Club set a goal of introducing Inner Wheel to at least 2 Non Members in the coming year? Let's Try, You and I.

If you don't put anything into a trumpet, you won't get anything out of it. It takes a lot of planning, a lot of hard work, and a lot of caring to make a success out of all you do.

WHAT INNER WHEEL LOGO MEANS TO US

The official emblem consists of 2 gear wheels one inside the other, with 6 spokes radiating outward from the centre hub. There are 24 teeth on cogs on both inner and outer wheels. The word “Inner” appears at the top and the word “Wheel” at the bottom of the rim.

The colours of the emblem are blue and gold with the emblem in gold, the rims of the inner wheel and outer wheel in royal blue colour and the words “Inner” and “Wheel” in gold lettering. “The LOGO is obviously a gear wheel. The outer teeth of the wheel represent the Clubs around the world. If one of these teeth breaks off, the gear may slip a bit, but it still works. The 6 spokes represent the officers and

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service Committees and even if one of these fails the movement will continue. The Inner teeth of the GEAR WHEEL represent the links with other organization, charities and the work we do. If one of these teeth breaks, the rest will continue to benefit. The DOT IN THE MIDDLE REPRESENTS THE INDIVIDUAL MEMBERS, THE HUB WILL FAIL AND NOTHING WILL WORK WITHOUT IT”. (Mrs. Jean Parkin-PDC District 4)

So don't forget to oil the HUB, which helps to make the gear run smoothly. The colour is also important which is ROYAL BLUE for the Clubs and LIGHT BLUE for the Districts.

THE MARGARETTE GOLDING AWARD

An award created in the name of Margarettte Golding for highly commendable personal service through Inner Wheel or in the community. The very first Margarettte Golding Award was presented to Margaret Palmer, Administrator / Secretary of International Inner Wheel by the then IIW President Carole Buchanan in Chester, England.

The First Lady Indian Recipient of the Margarettte Golding Award was (Late) Mrs. Vijayatai Lawate in the year 2004.

The Second Lady Indian Recipient of the Margarettte Golding Award was Mrs. Rakshaben Mehta (Dist 314) in the year 2007.

**“Poverty begins
when even one child
is denied his or her
fundamental
right to education”**

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PROTOCOL IN INNER WHEEL

Protocol, carried effectively maintains the decorum of any meeting and adds dignity. Protocol is the formal etiquette and procedure for formal ceremonies. It is a code of behavior and set of courtesies, which add grace, beauty and dignity to any function. It also enhances the stature of all those who observe these customs and creates an ambience of goodwill and happiness all around.

Inner Wheel being an international organization and having different layers of administration has plenty of scope for both - the need to follow certain decorum and the desirability of observing proprieties.

Protocol Classification

Protocol has many facets and must be applied and followed in different ways.

1. Seating arrangements at various meetings.
2. Addressing the Inner Wheel dignitaries.
3. Protocol to be followed during visits of Inner Wheel dignitaries.
4. Correspondence

Seating Arrangements:

Club level:

Club is the first level. For a Club function:

ISO	SEC	VP	PRES	CG	IPP	TREA
AUDIENCE						

Chairman's Visit:

ISO	SEC	DC	PRES	VP	IPP	TREA
AUDIENCE						

District Level:

This is to be followed at the District Meetings such as District Assembly/Conference.

- (a) When there is no separate Chairman for District Assembly / Conference.

DIST ISO	DIST TREA	AC MEM	ASSN PRES	DIST CHMN	DIST VC	DIST SEC	DIST ESO	DIST EDIT
AUDIENCE								

- (b) Where you have the Conference Chairman and Conference Secretary

CONF CHAM	DIST ISO	DIST TREA	AC MEM	ASSN PRES	DIST CHMN	DIST VC	DIST SEC	DIST ESO	DIST EDIT	CONF SEC
AUDIENCE										

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The Conference/Assembly Chairman is often a senior Member of the Club/District. She is nominated for her experience and she is there to help organize, supervise and guide the arrangements. It facilitates arrangements, if the host Club President is nominated as the Conference/Assembly Secretary.

You must have noticed that

- ◆ The President always presides at the Club function and is seated in the centre.
- ◆ Similarly, the District Chairman occupies the Centre seat at a District Function.
- ◆ The District Chairman/Chief Guest is on the right or left of the Club President.
- ◆ The Association President/Chief Guest is always on the right or left of the District Chairman.

Addressing Inner Wheel Dignitaries Club Function

- ◆ Club President Presides - must be addressed first. All others are to be
- ◆ If District Chairman is present, then she will be addressed after the Club President.
- ◆ If both the Association President/District Chairman are present, then after the Club President, the Association President and then the District Chairman will be addressed.
- ◆ If the District Chairman is present, she will be the Chief Guest.

District Function

- ◆ Chairman presides and to be addressed first.
- ◆ If Association President is present, she is next.
- ◆ If IIW President is present, then she will be addressed first and Association President after her.
- ◆ Association President is the Chief Guest at the District Conference/District Assembly. Any other speaker can be a guest speaker.
- ◆ All PDCs, Past and Present Association Officers, District EC Members (if not on the dais) are to be seated in the first row.
- ◆ IIW or Association Officers are addressed before District Executive, PDCs, dignitaries and Members of Inner Wheel.
- ◆ The above will be addressed before acknowledging Rotary dignitaries and guests.
- ◆ The spouses of the District Chairman and District Officers, if present, must be seated in the first row, and their presence acknowledged.
- ◆ The first lady of Rotary District also must be seated in the front row and her presence acknowledged.

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Visits by any Inner Wheel Dignitaries

- ◆ District Chairman/Club President receives the Association President / District Chairman.
- ◆ The Visiting dignitary must be seen off by District Chairman / Club President.

Certain Facts for your Attention Please:

- ◆ Be prompt in replying, especially to an invitation.
- ◆ Each invitation card of Club / District must have District Number.
- ◆ It must have at least one full R.S.V.P. address with pin code and telephone number for acknowledgement.
- ◆ Colour of Inner Wheel emblem, badges and collar should be uniform.
- ◆ Colour of Badges and Ribbon of the Collar: Royal Blue of Clubs – Light Blue for District.
- ◆ Wear your lapel pin at all meetings. If chairing a meeting, wear the Collar.
- ◆ We are Members of Inner Wheel and not Inner Wheelers.
- ◆ Don't use or encourage the use of Chairperson – it is Chairman.
- ◆ Don't print International Inner Wheel on your stationary.
- ◆ Use only Inner Wheel District Number and not Rotary District Number.
- ◆ Use the name of the Club as it is given in the Charter.
- ◆ Club Charter must be handed over at the Club Installation and preferably shown to the Chairman during her official visit.
- ◆ Inner Wheel prayer to be read at the start of an Inner Wheel meeting.
- ◆ Be aware of Rules, Constitutions and Bye Laws. Do not hesitate to refer to them as often as necessary. Carry them with you on all Official visits particularly District Assembly / District Conference / Visits to Clubs.
- ◆ Check that you have the latest copy and not any outdated one.
- ◆ Check that the Clubs / District E.C. Members also have the latest copies.
- ◆ Do not ask the invited Inner Wheel Member or guest for any contribution, sunshine or raffle.
- ◆ Do not impose yourself on others, while visiting other cities, districts or countries.
- ◆ Share news, views and responsibilities with your E.C. Members.
- ◆ Be impartial, fair and just in case of any dispute.

A PROFILE OF INNER WHEEL

Inner Wheel is an International Organisation. Administratively, it functions at 4 levels. India is the 2nd largest Association. Inner Wheel is totally democratic at all levels. Every office is an elected one and every Club has a right to vote. IIW is governed by a Constitution and it is amended every 3 years at the IIW Convention. Once in three years an International Convention is held, proposals are submitted to amend the Constitution.

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A conference of the Association or the Triennial Conference is held once in three years and amendments to the byelaws of the Association of Inner Wheel Clubs in India are passed by a majority of the Voting delegates.

MEETINGS – CLUB LEVEL

It is usual for Clubs to meet monthly although some Clubs do prefer to meet fortnightly. Where Clubs have a speaker at the meeting, the business session should be transacted before the speaker arrives.

The following is a suggested procedure:

- ◆ President's opening remarks
- ◆ Apologies for absence
- ◆ Minutes of the previous meeting to be read, confirmed and signed.
- ◆ Matters arising
- ◆ Finance
- ◆ Any other business

QUORUM OF MEETING

20% of the Members of the Club form Quorum for the General Body Meeting and 4 Members form Quorum for the Executive Meetings respectively. At least 10 General Body Meetings should be held in one year and Executive Meetings should be held depending on the needs of the Club.

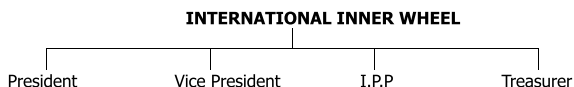
MEETINGS – DISTRICT LEVEL

30% of the District Committee or any Standing Committee shall constitute a Quorum. The District Committee shall meet atleast twice a year (held during July Assembly and December Conference time). Meetings of the District Executive Committee shall be held as often as necessary.

**“Educated girls
become educated
mothers”**

“BE A FRIEND”

KNOW YOUR HIERARCHY IN INNER WHEEL

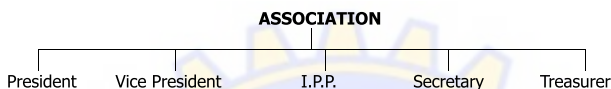


Board

+ 16 Board Directors are elected annually. 4 Officers and 16 Board Directors constitute the IIW Governing Board.

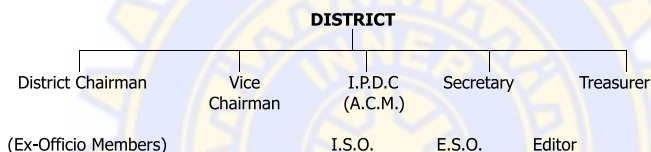
National Representative and Deputy National Representative

National Representative and Deputy National Representative are the link between the IIW and the National Body.



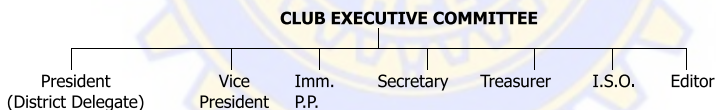
Council

+One Council Member from each District (usually Imm PDC)



COMMITTEE

Two District Delegates from each Club and an Additional Delegate may be elected by Clubs with 51 or more Active Members.

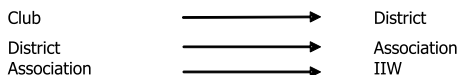


+ upto 6 Committee Members

CORRESPONDENCE

Line of Communication

Correspondence should be from



Only greeting cards, invitations, news letters can be sent directly to IIW.

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FORMATION OF A NEW CLUB

Minimum 12 Members are required to form a new Club.

The formation of an Inner Wheel Club should not be made until at least 6 months after the Rotary Club has received its charter.

Name of the Inner Wheel Club must correspond to that of the Rotary Club, but if Rotarians from more than one Rotary Club decide to form a new Inner Wheel Club, then a suitable geographical name can be chosen.

A resolution should be proposed and seconded saying that “This meeting agrees to the formation of an Inner Wheel Club to be called - The Inner Wheel Club of...” This shall be the Inaugural Meeting.

How to Apply for Charter

It is mandatory for every District to follow the correct procedure, whilst forwarding a new Club's Charter Application Form.

1. To begin with, the District Chairman has to request for a Charter Application Form from the National Representative / Association President.
2. Forward the Original Charter Application Form to your Extension Service Chairman / or handle yourself. Please lend your full co-operation and assist the New Club President to complete the form in all respects.
3. Please remember that this Application Form has to be neatly TYPED or legibly filled in BLOCK LETTERS in English, The corresponding Rotary or Inner Wheel Club's sponsorship letter bearing their registration or charter Number must be attached without fail.
4. Twelve (12) Members are mandatory to start a New Club. However, it is recommended to have more than 18 Members to keep a Club growing strong and flourishing.
5. After the Charter Application Form is completed in all respects including all Charter Members' Signatures, the Extension Service Chairman should ask the New Club President to get 10 copies and send them in the following manner:-
 - (a) The Original Charter Application Form together with 2 Xerox Copies and the corresponding Rotary or Inner Wheel Club's letter should be sent to the District Chairman. One Xerox copy to be sent to the Extension Service Chairman.
 - (b) The Club President maintains One Copy of the Xeroxed Charter Application Form in the Club President's file.
 - (c) The Club Secretary will forward 2 Xerox Copies to the District Secretary for information and keep one Copy in the Club secretary's file.
 - (d) The Club Treasurer will send 2 Xerox copies of the Charter Application Form along with the Demand Draft to the District Treasurer and maintain one Xerox copy in Club Treasurer's file.

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6. Please inform the new Club Treasurer that when forwarding the Demand Draft to the District Treasurer, she must give full details in the letter, regarding Members' remittances, and also have to advise whether these are full or half yearly fees. Please guide the Club treasurer to draw out the Demand Draft in the District's Name and not in District treasurer's personal name and post it to the District Treasurer under Registered. A. D.
7. The District Chairman after verification, in turn will forward THE ORIGINAL + 1 copy to the National Representative / Association President along with the Rotary or I.W. sponsorship letter and keeps one copy for her file. (Please ensure you send a Xerox copy)
8. The District Secretary will retain 1 copy and will send 1 copy to the Association Secretary for information.
9. The District Treasurer keeps a copy for her file and sends the other copy along with the Association, Triennial and Capitation Fees to the Association Treasurer.
10. The Association Treasurer verifies all information and confirms to the National Representative / Association President, that the newly formed Club has paid all the dues.
11. The National Representative / Association President after verification and on receipt of confirmation from the Association Treasurer sends the duly completed Origin Charter Application Form along with the Rotary or Inner Wheel Sponsorship Letter to the I IW Headquarters and keeps one Xerox copy for her file.

All Charters are granted by International Inner Wheel and signed by the International Inner Wheel President, the Association President / National Representative and the District Chairman. If all the above formalities are strictly adhered and followed, one can expect to receive the New Charter within 6 months or a little earlier. This year few charters were received within a short span of 30 days.

A word of caution: Please avoid any overwriting or erasing on the Original Charter Application Form, take a Xerox copy of the blank Original Form, and start filling with details. After thorough checking that everything is written correctly, then complete the original form.

Each New Club means more Friendship and Fellowship:

English starts with	A B C
Maths starts with	1 2 3
Hindi starts with	अ आ इ
Friendship starts with	YOU & ME

“BE A FRIEND”

ELECTION - IMPORTANCE & PROCEDURE

The Inner Wheel is a democratic organization at all levels. Every year there is a change of guard and this change is brought about through election.

It is important that these elections should be held in a fair and impartial manner. This depends a great deal on the District Chairman. She is the vital link between the Clubs and the District on one side and the Assn. and I.I.W. on the other side.

Elections conducted in the right spirit generate great enthusiasm and trust all around. It creates a feeling of goodwill which makes for efficiency and smooth working of the organization.

It is essential that the Election process is taken seriously and everything done very carefully for there is what is called a ladder system. Every Office held at the lower level qualifies one for the higher office. Any mistake can lead to problems later not only procedural but also constitutional.

Qualifications

Clubs – only the Clubs which have paid their dues are entitled to vote. (Some Clubs do not send their dues in time and their ballots are not counted.)

Candidates – I.I.W. Constitution and Association bye laws have set down their qualifications and the election procedures very clearly. It is important to go through the qualifications carefully as they are liable to change after I.I.W. Convention and Triennial Conference.

Please go through these qualifications very carefully for they are liable to change and can be amended. As District Chairman you must emphasise the importance of these qualifications to the Clubs for that is where the real ladder starts. Club election may be routine but nevertheless they are very important.

The District Chairman must see that all the Clubs in the District have paid their dues. This is what entitles them to a vote in the District, Assn. and I.I.W. elections.

Nominations must be very carefully filled, after verifying that the nominees fulfill all the qualifications laid down.

Along with the nomination it is necessary to send the consent of the nominee in writing. It is a must. It is the responsibility of the Club, District, Assn. to ensure that the candidate has the mental and physical capacity to discharge the duties of the office. The photograph which is necessary for higher levels of Assn./I.I.W. Elections must be a recent one taken within 6 months.

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The bio data of the candidate also needs attention. It is necessary at all levels. But at the Club and District level it can be on the letter head of the Club, for the Assn., I.I.W. elections there is a proper format which must be adhered to and has to be submitted in printed forms. Please put in only what is asked for and the personal bio data has to be put in the space provided for. It must be in the number of words which are specified. Do not miss out any qualification. Procedure of Election has been explained in the I.I.W. Constitution and Handbook. There are four levels - (i) **Club** (ii) **District** (iii) **Association** (iv) **I.I.W.**

Club Elections

- ◆ Election must be held before 31st December and nominations made in writing atleast a month before the Election.
- ◆ Direct responsibility of Club President and Executive.
- ◆ Guide them properly.
- ◆ Proper notice to be given to the Members and procedures followed.
- ◆ Elections must be completed before 31st December
- ◆ Nominations can be invited from the floor of the house, if there are no nominations for the Club Executive Post. The candidate proposed must fulfill the essential qualification the office concerned.

District Elections

- ◆ These are always held at the time of District Conference.
- ◆ District Secretary calls for nomination well in advance (usually in September) in consultation with District Executive.
- ◆ Appoint a Scrutiny Committee with a senior Member of the District to check the nomination forms with District Chairman and District E.C.
- ◆ District Secretary to circulate the nominations with brief bio data of the nominee not less than 30 days before the District Conference.
- ◆ Proper arrangements for balloting at the District Conference to be made i.e. ballot papers, ballot box and appointment of senior Members of the District for the conduction of elections, usually Past District Chairman.
- ◆ District Chairman has the casting vote in case of a tie.
- ◆ No Club can have more than two Members in the District Executive.
- ◆ Voting is done by the voting Delegates. Clubs having more than 51 active Members have one extra Voting Delegate. If the Voting Delegate is not attending the District Conference, a Deputy may be appointed, who carries a letter on the Club Letter head, signed by the Club President and Club Secretary, which states that these Members have been nominated at a Club Assembly, helddate as voting delegates. This letter is a must and should be handed over to the Election Officer. No Voting Delegate can cast more than one vote. For voting, always put only an X. Any other mark is invalid.

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- ♦ Votes polled are not disclosed. It is the duty of the District Chairman to abide by the bye laws and act in an impartial and correct manner. Only then true democracy can prevail.

Association Elections

- ♦ Elections to different posts are held throughout the year.
- ♦ As different ballot papers are received by the Clubs, one should be careful.
- ♦ It is the duty of the District Chairman with the Executive to guide the Clubs properly.
- ♦ Association Elections are held by Postal Ballot.
- ♦ The Association Secretary sends out the Ballot papers with the Ballot Envelope to the Club President.
- ♦ It is essential that the official ballot paper should have been signed by the Association President, Immediate Past Association President and Association Vice President.
- ♦ The Club decides at their Club Assembly and marks their choice with an X, send the Ballot Paper in the given envelope, and write the name of the Club and the District number on the envelope.
- ♦ The flap of the envelope has to be stamped with the rubber stamp of the Club. A ballot returned in an envelope without the stamp of the Club on the flap will become invalid.
- ♦ Please post it immediately, taking into account the postal delays.

The Important Elections held at Association Level

- ♦ Internal elections for Board Director or IIW offices if there are more than one candidate.
- ♦ Association Vice President/ Deputy National Representative.
- ♦ Club Presidents directly receive the ballots from the Association Secretary.
- ♦ Chairman must impress upon the Clubs to send their votes in time to avoid unforeseen delays in Postal delivery or other problems.
- ♦ Send the ballots by the registered post / courier / speed post, do not enclose any other written matter in the envelope and follow the instructions strictly to avoid invalidation of the ballots.
- ♦ The Club should also be told to cast properly. Put an X .only beside the name of the chosen candidate passed at your Club General Body Meeting. Distribute these forms at the Incoming Officers' Institutes and carry them along for illustration at the official visit.
- ♦ Chairman is the most important field officer to convey the significance of their power and duty to wards real and effective democracy.
- ♦ Due to repeated efforts the percentage of voting has gone up but still needs improvement. In some Districts, Clubs do not vote. Chairman receives the information copy from the Association Secretary. Kindly follow up immediately with the Clubs and send request for duplicate ballot at the

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earliest. Ensure that Clubs really need the duplicate ballots for; sometimes the Clubs send both the original and duplicate ballots.

International Inner Wheel Elections

- ◆ Clubs get confused between IIW and Association elections as they receive ballots for both the elections in December.
- ◆ For IIW Elections, last date for receipt of ballots at IIW Head Quarters is always 31st March of the year but for Association Elections, last date is given as decided by the Association.
- ◆ Club Secretary directly receives the ballot with the bio data and returning envelope from the IIW.
- ◆ For Board Director, Clubs have to put X against 16 names only.
- ◆ At IIW level the name of the candidate always starts with her second name i.e. it will be Marfatia G for Gulnar Marfatia, Balijee R for Renu Balijee or Ramakrishnan K for Kamala Ramakrishnan. This must be understood properly.
- ◆ Write the name of the Club exactly as given in the Charter. Any other will make the vote invalid.
- ◆ Do not put any other letter in the envelope.
- ◆ Post the ballot immediately; do not wait for the last date.
- ◆ Return Envelope from IIW along with the ballot must be adequately stamped and marked AIRMAIL and instructions followed.

If any Club has not received the ballot by the 25th December of the year, inform the Chairman who in turn must inform the Association Secretary / National Representative. IIW usually does not entertain the request for duplicate ballots.



**Exercise your Right
to Vote Carefully.
Send your
Ballots on Time.**

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VOTING PAPER FOR International Inner Wheel Vice President

SAMPLE FORM

Record your x in this
column

1.	Mrs. A	
2.	Mrs. B	
3.	Mrs. C	
4.	Mrs. D	
5.	Mrs. E	
6.	Mrs. F	
7.	Mrs. G	
8.	Mrs. H	

IMPORTANT INSTRUCTION FOR VOTING

Please put a CROSS beside your choice of Vice-President.

No other form of voting paper will be accepted.

More than one cross or any other mark will invalidate the voting paper.

This voting paper must be returned to international Inner Wheel headquarters by 31st March, 2013, sealed in the special white envelope provided.

VOTING PAPER FOR International Inner Wheel Treasurer

SAMPLE FORM

Record your x in this
column

1.	Mrs. A	
2.	Mrs. B	

IMPORTANT INSTRUCTION FOR VOTING

Please put a CROSS beside your choice of Treasurer .

No other form of voting paper will be accepted.

More than one cross or any other mark will invalidate the voting paper.

This voting paper must be returned to international Inner Wheel headquarters by 31st March, 2013, sealed in the special white envelope provided.

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VOTING PAPER FOR International Inner Wheel Editor	SAMPLE FORM
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Record your x in
this column

1.	Mrs. A	
2.	Mrs. B	

IMPORTANT INSTRUCTION FOR VOTING

Please put a CROSS beside your choice of Editor.
No other form of voting paper will be accepted.
More than one cross or any other mark will invalidate the voting paper.

This voting paper must be returned to international Inner Wheel headquarters by 31st March, 2013, sealed in the special white envelope provided.

**VOTING PAPER FOR
International Inner Wheel
BOARD DIRECTOR**

Record your x
in this column

1.	Mrs. A	
2.	Mrs. B	
3.	Mrs. C	
4.	Mrs. D	
5.	Mrs. E	
6.	Mrs. F	
7.	Mrs. G	
8.	Mrs. H	
9.	Mrs. I	
10.	Mrs. J	
11.	Mrs. K	
12.	Mrs. L	
13.	Mrs. M	
14.	Mrs. N	
15.	Mrs. O	
16.	Mrs. P	
17.	Mrs. Q	
18.	Mrs. R	
19.	Mrs. S	
20.	Mrs. T	

IMPORTANT INSTRUCTION FOR VOTING

Please put a CROSS beside your choice of BOARD DIRECTOR.
No other form of voting paper will be accepted.
Voting for more than 16 or less than 16 will invalidate the voting paper.
Not other form of voting paper will be accepted.

“BE A FRIEND”

This voting paper must be returned to international Inner Wheel headquarters by 31st March, 2013, sealed in the special white envelope provided.

BALLOT PAPER

**Stamp
Required for
postage**

**International Inner Wheel
Stafford Road,
Washway Road,
Sale,
Cheshire,
United Kingdom, M3 37PE**

Please Note:

1. The Return Address May be Written at the back of the envelop
2. Mark AIR-MAIL on the envelope and paste Air Mail postage.
3. Name of Club as in Charter of Inner Wheel
4. Inner Wheel District No. only
5. DO NOT add Zero as Rotary does

“Always vote for principle, though you may vote alone and you may cherish the sweetest reflection that your vote is never lost”

**“Coming together is – Beginning
Staying together is – Progress
Working together is – Success”**

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ASSOCIATION OF INNER WHEEL CLUBS IN INDIA BALLOT PAPER

For the Office of Association Vice President
Names of Candidates (in alphabetical order)

1.	Mrs. A
2.	Mrs. B
3.	Mrs. C
4.	Mrs. D
5.	Mrs. E
6.	Mrs. F
7.	Mrs. G
8.	Mrs. H

Kindly read the enclosed instruction before exercising your vote.

INSTRUCTIONS FOR VOTING

Please read the following instructions before exercising your **VOTE**:

1. Put only a cross 'X' beside your choice of Candidate.
2. It is essential that the Official Ballot Paper should have been signed by the Association President, Immediate Past Association president and Association Vice President (2012-2013).
3. Put only Ballot Paper in the Ballot Envelope provided by the Association Secretary. Please do not enclose any other correspondence in the Ballot Envelope.
4. The Flap of the Envelope has to be stamped with the Rubber Stamp of the Club. A Ballot sent in an Envelope without the Rubber Stamp of the Club on the Flap will become **invalid** when it reaches the Association Secretary.
5. It is essential to put your Club Name and District No. on the Ballot Envelope (IN CAPITAL LETTERS). If this is not complied with, the Vote will be declared **invalid**.
6. Do not sign or write on the back of the Ballot Paper, anything else other than a cross X on the Ballot Paper against your candidate choice.
7. Election is by Postal Ballot. You are advised to send the Ballot Paper in the enclosed addressed envelopes by Regd. Post/Speed Post/Courier to the Association Secretary and the ballot should reach on time not later than the date given by the Association Secretary. Ballot paper received after the date will be Invalid. Kindly allow time for postal transit and to reach the Association Secretary on time.
8. Nominations of contesting Candidates will be considered Valid only if their capitation / 3 Association Dues have been paid (IIW, Association and District). Votes received from Clubs, which have not paid their Dues by 31st December of the current Inner Wheel Year will be declared null and void.
9. Ballot Envelope will be opened and the Votes counted at the 2nd AC Meeting by a registered Chartered Accountant appointed for this purpose in the presence of Association Executive (2012-2013).

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CLUB EXECUTIVE COMMITTEE

The Club Executive Committee consists of the Officers, Club Correspondent, The International Service Organizer and not more than six ordinary Members of the Club. Club may, if they so wish appoint a Joint Secretary. The President and Secretary of the Club are ex officio Members of all Club Committees with power to vote. 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.

GENERAL INFORMATION FOR THE PRESIDENT OF THE CLUB

1. Presidents please note:
 - (a) The new Inner Wheel Year starts on 1st of July.
 - (b) The installation must take place by the first week of July at the latest.
 - (c) The President is installed, the jewel handed over and then she conducts the meetings.
 - (d) All files, relevant records, literature and documents should be handed over to the President towards the end of June.
 - (e) Start keeping records immediately.
2. Have you the following items?
 - (a) Bannerettes for display and exchange with other Clubs.
 - (b) A Club Banner
 - (c) Officer's Badges
 - (d) Extra Membership pins in stock
 - (e) Forms for registering new Members.
3. District Committee Meeting Minutes or at least important parts from them must be read at the Club Meetings. Members should know, what is going on in the district and take an active interest in it.
4. Interest in International Inner Wheel and Association Council Matters:
 - (a) Take an active interest in the above matters.
 - (b) Reply to correspondence regularly and promptly.
5. Nomination for District Offices:
 - (a) Must be in time. Think about it in October and November.
 - (b) Explain to the Club in November. Forms should be sent in time.
6. Observe International Inner Wheel Day on 10th January, by some form of special service.

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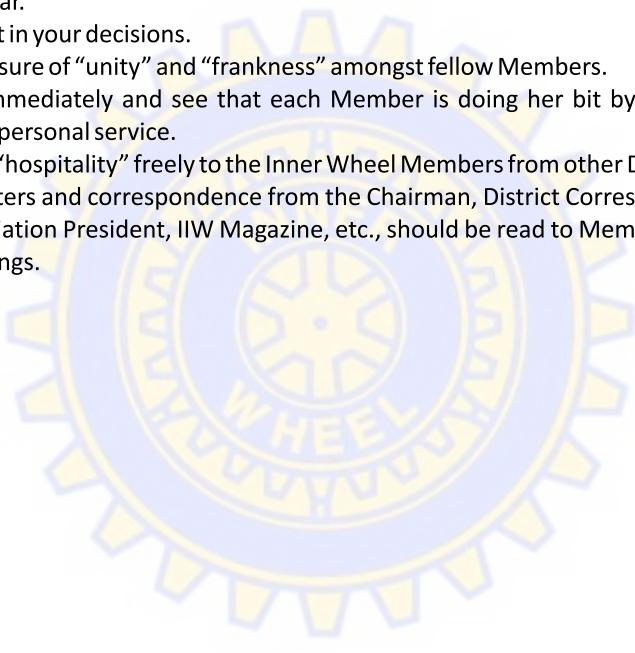
7. Election Meeting in December.
8. On receipt of Association ballot papers, go through the biodata of the candidate in the Club Meeting, cast the vote and return the ballots in time.
9. If ballots are not received in December inform District Secretary immediately.
10. Nominations of Delegates to the District Committee.
 - (a) Be careful in their appointment and selection.
 - (b) They must be willing to attend District Committee Meetings, Assembly and Conference.
 - (c) Must vote and do as Club directs.
 - (d) Must report back to the Club.
 - (e) Must keep notes of the Meetings they attend.
 - (f) Good to have the President and Secretary/Treasurer as delegates. Remember, Delegates are eligible for District Offices. They are Ambassadors. So make the best choice. Encourage Members to become Delegates. If a Delegate is unable to attend a District Committee Meeting, the Club President must give a letter of authority on the Club letterhead, to a Deputy Delegate, who should have served at least one year on the Club Executive Committee to attend the Meeting.
11. Annual General Body Meeting must be held in June.
12. Directory forms to be sent by 30th March. For any kind of help remind the District Chairman and the District Secretary, who are always at your disposal. Treat them as your friends, and do not hesitate to approach them.

GUIDELINES FOR CLUB PRESIDENT

1. The President presides over all meetings, and is responsible for the interests and well-being of her Club.
2. She should be impartial in all matters, her aim being to promote Friendship and Service by personal contact with every Member of the Club.
3. The IWW Constitution and Handbook Association Bye Laws, Distt. Committee Rules should be studied thoroughly, and refer to them without hesitation. This is better than making a mistake.
4. If the above Rule Books are not available, an order has to be placed with District Treasurer, including the International Inner Wheel Directory.
5. Accept suggestions from your Members, with an open mind and plan your activities and projects, well in advance, with their co-operation.
6. Every month, tell your Members in brief, all that has taken place in the Club, during the month.

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7. Welcome “New Members” correctly, always following the procedure given on Page 36 of the IIW Constitution and Handbook, 2000.
8. Try and increase your Membership.
9. Arrange as many Fellowship Programmes, as possible.
10. Be prompt in your correspondence with International Inner Wheel, Association President, District Officers and Link Clubs.
11. Encourage and persuade your Members to attend Club and District Level functions in large numbers.
12. Work in harmony with your Secretary, because it is she who takes the brunt of the work.
13. Resign yourself, to giving quite a bit of your time to Inner Wheel work, during the year.
14. Be just in your decisions.
15. Make sure of “unity” and “frankness” amongst fellow Members.
16. Act immediately and see that each Member is doing her bit by rendering some personal service.
17. Offer “hospitality” freely to the Inner Wheel Members from other Districts.
18. All letters and correspondence from the Chairman, District Correspondence, Association President, IIW Magazine, etc., should be read to Members at the meetings.



**“With a good conscience
our only sure reward,
with history the final judge
of our deeds, let us**

“BE A FRIEND”

CLUB SECRETARY'S DIARY

JULY

- ◆ Plan with the President for the installation function
- ◆ Check Association Directory and District Directory for any mistakes in the names and addresses of the office bearers and inform the District Secretary.
- ◆ Prepare a new Club roster with a list of Members, Addresses, Phone Numbers and Email ID.
- ◆ Receive all the files of the previous year from the predecessor.
- ◆ Please remember to take the Charter from the predecessor.
- ◆ Plan with the Members about the projects, fund raising and activities for the Club.
- ◆ Maintain an attendance register.
- ◆ Maintain two minute books - Executive Committee and General Body Meeting

AUGUST

- ◆ Read the minutes of the previous meeting to the Members and have it passed at every meeting.
- ◆ Help the Treasurer to collect the dues from the Members.
- ◆ Help the Treasurer to send the dues to the District Treasurer.

SEPTEMBER

- ◆ Encourage all your Members to attend the District Rally.
- ◆ Send nominations for the post of District Executive posts if you have qualified candidates in the Club.
- ◆ Monthly or Quarterly Report to be sent to the District.

OCTOBER / NOVEMBER

- ◆ Ensure maximum attendance at District Rally by motivating the Members.
- ◆ Discuss with Members, plan and decide Club office bearers for the incoming year and choose eligible candidates as nominees for the District elections.

DECEMBER / JANUARY

- ◆ The President will receive Association Ballots.
- ◆ IIW Ballots and Club Information Form will come to the Secretary. If this is not received inform the District Secretary at once.
- ◆ Encourage Members to attend the District Conference.
- ◆ In case of elections during the Conference, please see that the voting delegate attends. If the voting delegate does not attend for some reason,

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elect an official proxy in the Club and send a letter in the Club letter head stating who the voting delegate is.

- ◆ Complete the election of office bearers for the incoming year.

FEbruary / MARCH

- ◆ Post the IIW ballots well ahead of time.
- ◆ Club Information Form should be posted to the District Secretary with the necessary data.
- ◆ Send in details of Addresses, Telephone Numbers and E-mail ID for the Incoming Officers of your Club to the District Secretary.

MAY / JUNE

- ◆ Encourage the Incoming Officers to attend the District Assembly and training session.
- ◆ Please handover the minute books, charter and other records to the Incoming Secretary.

N.B.: Per year, at least 10 Club General Body Meetings should take place, and one Annual General, Body Meeting in the Month of June. 20% of Members of a Club Constitute a Quorum. Any 2 months of the year may be kept as closed months, according to the convenience of the Club Members. Club Executive Committee Meeting should be held as often as necessary. For this Meeting, 4 Members of Executive Committee constitute the Quorum.

GUIDELINES FOR CLUB VICE PRESIDENT

The Vice President presides at the meeting in the absence of the President. She can gain much useful experience by helping her President in every possible way.

IMMEDIATE PAST PRESIDENT

The Immediate Past President provides continuity in the administration. The experience and knowledge she has gained during her tenure of office can be of great value. She cannot hold any office in her Club in the year following her term as Immediate Past President.

N.B.: There will be no Immediate Past President for new Club in the year of inauguration.

GUIDELINES FOR CLUB TREASURER

FIXING OF DUES

In fixing the annual subscription, the Club must ensure that it will cover the International Inner Wheel Capitation Fee, Association and District dues and

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sufficient day-to-day working expenses of the Club.

A budget has to be prepared at the beginning of the year taking into consideration the tentative income and expenditure of the Club.

OPENING OF BANK ACCOUNT AND APPOINTMENT OF AUDITORS

- ◆ At the beginning of the year during the Incoming and Outgoing Committee Meeting a resolution is passed as to the bank in which the account of the Club will be operated and the auditors who will audit the accounts of the Club.
- ◆ The account should be opened only in a Nationalized Bank/ Scheduled Bank.

Two accounts should be opened-

- (a) Fees, to be credited to the Club Administrative Account.
- (b) Charitable donations and amount raised from fund raising to the Charities Account.

TERMS OF TREASURER & AUDITING

- ◆ The Financial year begins from 1st July and ends on 30th June.
- ◆ The Bank Accounts have to be closed on 30th June. Treasurer shall not be entitled to operate the accounts after 1st July.
- ◆ The accounts have to be audited at the end of the Financial Year and copies of the Audited Statement of Accounts shall be read out to Club Members in the General Body Meeting and one copy of the same shall be sent to the District Treasurer within 30th of September.
- ◆ If a Club has fixed deposits then the accounts has to be audited and a balance-Sheet duly certified.
- ◆ The Club Account can be presented with an Income and Expenditure statement.

DUES

- ◆ Club fees should be collected during the months of July and August. If subscription is not paid in time, reminders should be sent promptly.
- ◆ District and Association Fees and IIW subscription should be sent to the District Treasurer latest by September in the format sent by the District Treasurer.
- ◆ The District, Association and IIW Subscription are payable to all Honorary Members and Honored Active Members by the Club concerned.
- ◆ For Members joining after January 1st till 30th June, half yearly dues fixed by the Association have to be paid.
- ◆ For existing Members and new Members joining before December 31, full year fees has to be paid.

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Format to remit Fees to the District Treasurer:

Name& Full address of the Member	Amount	Active Member	Honorary Member	Honoured Active	Dist Dues	Assn Dues	IIW Fees	Total

No. of Members in the previous year =

No. of Members in the current year =

No. of Members who have resigned in the current year =

No. of Members inducted in the current year =

ACCOUNT

Two accounts must be maintained:

- ◆ Club Administrative Account
- ◆ Club Charity Account
- ◆ Charitable donation received from Members and other sources must be used for the purpose it is collected. Treasurer must apprise the Executive Committee and the General Body every month the expenses incurred and the payments made during the month.
- ◆ A cash book and a ledger book must be maintained by the Treasurer or done in good accounting software.
- ◆ All payments sent to the District Treasurer should be sent by DD in the name of the.... **'Inner Wheel District 301'**. All cheques / DD shall be **A/c Payee only**.
- ◆ All cheques must be duly signed by the Treasurer and President or Secretary.

TRUST ACCOUNTS

- ◆ Normally Trust Account is not encouraged in the Clubs since it involved lot of paper work and legal complications.
- ◆ When a Club wishes to open a Trust Account, first the permission of the District Chairman is sought who in turn seeks the permission of the Association President.
- ◆ Accounts must be maintained separately and audited every year and copies sent to the District and the Association.
- ◆ Trust Deed should be duly registered and all rules with regard to the Trust Account must be scrupulously observed with requisite legal vetting and advice.
- ◆ Trust Deeds have to be properly maintained and abide by irrespective of out-going / in-coming President and Treasurer. Though, it is advisable not to have Trust Accounts.

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DIARY FOR THE CLUB TREASURER JUNE / JULY

- ◆ For the incoming-outgoing Committee Meeting, the Treasurer should be ready with the name of the Bankers and the Auditors.
- ◆ A resolution has to be passed fixing the Bankers.
- ◆ A resolution has to be passed for fixing the Auditors.
- ◆ A resolution has to be passed authorizing the Signatories whether it is Treasurer or President and Treasurer or Secretary.
- ◆ On 1st July, Treasurer should open the Club Administrative Account and the Club Charity Account in the Bank with opening cash-in-hand that can be reimbursed at a later date, if any.
- ◆ A budget has to be prepared about the Income and Expenditure of the Club with the help of the previous Treasurer and the President.
- ◆ Wait for the letter from the District Treasurer intimating the IIW Subscription, Association Fees and the District Dues.
- ◆ Place the order for Inner Wheel Literatures (IIW Directory, Association Directory, Constitution & handbook, Association Bye laws and Guidelines) from the Members and collect money for the same so that you can forward it to the District Treasurer.

The following Files have to be maintained:

1. The letters containing the remittance of fees paid to the District.
2. Bills and Vouchers for payments made.
3. Receipt file.

AUGUST

- ◆ Help the Club President in planning the fund raising programme for the Club.
- ◆ Remind Members about the importance of the Dues payable to the Club and collect it from all the Members.
- ◆ Make sure the Club has to pay for all its Members including Honorary Members and the Honored Active Members.
- ◆ Full year's fees have to be paid for all the existing Members of the Club and also for Members joining during that current year.
- ◆ Full year's fee have to be paid for Members joining the Club till the end of December 31st and Half Yearly fees for Members joining after January 1st.
- ◆ Fees have to be remitted to the District Treasurer in the name of the 'Inner Wheel District 301 Payable at New Delhi by Demand Draft A/c Payee only.
- ◆ Along with the Demand Draft the list in the proper format giving the details of Membership should be enclosed.

SEPTEMBER

- ◆ The bills pertaining to printing, stationary, postage, photocopying done by

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the office bearers etc., should be met from the Club Administrative Account.

- ◆ Bills / Vouchers have to be presented in the Executive Committee meeting get it passed and settle them with A/c payee cheques only.
- ◆ A proper knowledge of Income and the Expenditure made during the month is essential so that she can present the accounts to the Members of the Club at each meeting.

OCTOBER, NOVEMBER AND DECEMBER

- ◆ Any Member not paying the dues by the end of December automatically ceases to be a Member of Inner Wheel.
- ◆ Full year fees have to be remitted for Members joining the Club during this period in the same format to the District Treasurer.

JANUARY, FEBRUARY, MARCH, APRIL

- ◆ Wait for the letter from the District Treasurer intimating the Half Yearly dues.
- ◆ If she has already intimated to you about the Half Yearly dues in the beginning of the year collect Half Yearly fees for Members joining after January 1st.

MAY

- ◆ Start preparing for handing over to the Incoming Treasurer and also guide her in preparing the budget.
- ◆ Consult the Auditor for all his requirements in finalizing the accounts of Clubs.
- ◆ The Auditor will require your Bank Pass Books, bills and voucher file, your ledger and day book.

JUNE

- ◆ Help the incoming Treasurer in her work.
- ◆ Audit your accounts and circulate copies of the accounts to the Members before it is passed.
- ◆ A copy of the audited accounts should be read out to the Members of the Club during General Body Meeting. A copy of the audited Balance-Sheet should be sent to the District Treasurer.



**“The easiest way to keep schedules is to keep a schedule.
Keep to a schedule, Manage your time efficiently,
Get more done, and you will be less likely to forget tasks.”**

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FORMAT OF RESOLUTION FOR OPENING BANK ACCOUNT OF THE CLUB

(to be typed in your Club letterhead)

Date:

It has been resolved at the Meeting held by the Inner Wheel Club of
at Date to open the Inner Wheel Club of
..... A/c and Inner Wheel Club..... Charity A/c,
to be jointly operated by the Treasurer and President or Secretary at

Name of Bank:

Address:

For the year beginning 1 July 2012 to 30 June 2013

Signed

President

Secretary

Treasurer

FORMAT OF RESOLUTION FOR APPOINTING AUDITORS OF THE CLUB

(to be typed in your Club letterhead)

It has been resolved at the Meeting held by the Inner Wheel Club of
at Date.....to appoint
M/s.....

Address:

For the year beginning at as Auditors of the Club.

Signed

President

Secretary

Treasurer

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GUIDELINES FOR CLUB INTERNATIONAL SERVICE ORGANISER

The aim of International Service in the Inner Wheel Movement, is to foster goodwill and build understanding amongst the Members of Inner Wheel, helping the Members throughout the world to get to know one another & for the ultimate realisation of Inner Wheel objects and goals.

With this point of view, the Club International Service Organiser shall perform the following duties.

1. Keep in touch with District International Service Organiser who will arrange to get Indian and Foreign Link Clubs for the Club.
2. The ISO must correspond with Link Clubs at home and attend promptly to all letters received from other Clubs and Districts in India.
3. Correspond with Link Clubs abroad and attend promptly to letters received them.
4. Exchange National Festival Greetings with Foreign and Indian Link Clubs.
5. Send, if possible, a gift of a handicraft or any other item of typical Indian workmanship to Link Clubs in foreign countries.
6. Send copies of Club Souvenirs, Bulletins to Indian and Foreign Link Clubs
7. Provide details of Club Meetings, address, etc., of Foreign Clubs, which Member of your Club are likely to visit.
8. Co-ordinate your work with the District International Service Organiser and keep an active interest in the International affairs.
9. Arrange at least two or three Club Programmes in the year, to which you invite students and visitors from abroad to speak on their local customs, culture, way of life etc.
10. Make proper arrangements to welcome and extend hospitality to Members of the Inner Wheel Club, visiting your Club / Town from Abroad.

CLUB CORRESPONDENT / EDITOR

1. Organise programmes for Members such as competitions in handicrafts, painting, individual hobbies etc.
2. Send news items of importance connected with Club Projects and events for publication in Club / District Bulletins and local Newspapers. Work in close co-operation with the District Editor and take a keen interest in District publication by sending articles and advertisement for publications. Send reports of Club activities and photographs for publication.
3. Keep records, history, Photographs, Press Cuttings of Club's activities and any other items which may help to enrich the history and achievements of the Club.
4. Inform Club Members about personal details, important Club events during the meeting.
5. Provide geographical, historical and cultural background of their corresponding link area at the time of regular Club Meetings.

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CLUBS SHOULD BE PREPARED WITH THE FOLLOWING FOR CHAIRMAN'S VISIT

1. Minutes Book of the Executive Committee Meetings.
2. Minutes Book of the General Body Meetings.
3. Register of Members with Designation held during the current year. If the Register is being started this year, please include all the Designation held by the Members till date (with year in brackets)
4. Attendance Register of both Executive Committee and General Body Meetings.
5. Audited Balance Sheet of the previous year.
6. Bank Pass Books of all accounts holding by the Club for the current Financial Year.
7. Original Charter of the Club.
8. A visit to the project site could be arranged.
9. I.S.O. file should be available.

MAKE OUR BADGE OF INNER WHEEL WORTHWHILE

“If you have hard work do it now
Today the skies are clear and blue
Tomorrow clouds may come in view
Yesterday is no more for you - do it now

If you have kind words to say, say it now
Tomorrow may not come your way
Do a kindness while you may
Loved ones always will not stay, say them now

If you have a smile to show, show it now
Make hearts happy, faces glow
Let your friends around you know
The love you have, before they go
Show It Now”

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WHY JOIN INNER WHEEL?

- ◆ **FRIENDSHIP:** Inner Wheel provides one of the most basic human needs – the need for friends and fellowship.
- ◆ **PERSONAL GROWTH AND DEVELOPMENT:** Membership in Inner Wheel helps one's growth and education in human relations and interpersonal development.
- ◆ **LEADERSHIP DEVELOPMENT:** Inner Wheel is an organization of service minded and capable personalities. Serving in Inner Wheel positions is like a college education in leadership; learning how to motivate, influence and lead people from different walks of life.
- ◆ **FUN:** Inner Wheel is fun. A lot of fun. Each meeting is fun. The Club projects are fun Social activities are fun. And most of all the Service to the Society is Great Fun.
- ◆ **PUBLIC SPEAKING SKILLS:** Many an Individual who joined Inner Wheel was afraid to speak in public. Inner Wheel develops confidence and skills in public communication and opportunity.
- ◆ **CITIZENSHIP IN THE WORLD:** Every Inner Wheel Member proudly wears a pin that says, “Inner Wheel”, which is spread in 103 nations worldwide.
- ◆ **ENTERTAINMENT:** Inner Wheel has conferences, conventions assemblies and institutes, workshops that provide entertainment in addition to Inner Wheel information, education and service.
- ◆ **CULTURAL AWARENESS:** Around the world, practically every religion, country culture, race, creed, political persuasion, language, colour, and ethnic identity is found in Inner Wheel. It is a cross-section of the world's most prominent citizen from every background and walks of life. Inner Wheel Members become aware of other cultures and learn to live and work with people all around the world. They become better citizens of the country they belong to in the process.
- ◆ **NICE PEOPLE:** Inner Wheel Members above all are nice people, nicest people on the earth of course they are most important people, but it is more important to be nice.
- ◆ **THE OPPORTUNITY TO SERVE:** Inner Wheel is a friendship-cum-service Club. It provides ample opportunities and varieties in the field of service to the community.

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KNOW YOUR INNER WHEEL

- ◆ Mr. Paul Harris started the first Rotary Club in 1905.
- ◆ In 1920 the wives of Rotarians in Great Britain and Ireland joined hands to help their husbands with social work undertaken by Rotary.
- ◆ 10th January 1924 - The inaugural meeting of Manchester Club (Great Britain) was held in Herriots Baths where the name “Inner Wheel” was adopted.
- ◆ Mrs. Oliver Golding was the Founder President and Mrs. Nixon was the Secretary. The first six rules were agreed upon.
- ◆ 10th January is now celebrated as the International Inner Wheel day.
- ◆ 1931 -The First Overseas Club was founded in Ballarat.
- ◆ 6th May 1934. The Association of Inner Wheel in Great Britain & Ireland came into being.
- ◆ Since 1936, newly formed Inner Wheel Clubs were given a Certificate of Membership or The Charter”.
- ◆ 1955 - Inner Wheel came to India with the formation of Inner Wheel Club of Ahmadabad as District 75 now District 305 (The First District in India)
- ◆ 1966- Mrs. Malti Rana was appointed the first Inner Wheel Representative.
- ◆ 1st July 1967 IIW came into being. The first Board Meeting was held in Copenhagen. Five Board Members were present from Denmark, Great Britain & Ireland, Netherlands, Norway and Sweden.
- ◆ Lavender Weightman became the first International Inner Wheel President and came to India in 1968. She combined three Districts of Gujarat, Saurashtra and Bombay and named it “National Council of India”.
- ◆ 1976 -The Association of Inner Wheel Clubs in India, Sri Lanka and Bangladesh was formed. Raksha Mehta (District 314) was the first President.
- ◆ 1986-87 Mrs. Minna Kapur was the first Indian lady to honour the highest office of International Inner Wheel President.
- ◆ 1993-94 Mrs. Anita Agarwal became the second Indian lady to honour the highest office of International Inner Wheel President.
- ◆ 2007-08 Mrs. Kamala Ramakrishnan became the third Indian lady to occupy the highest office of International Inner Wheel President.
- ◆ 2010- 2011 Mrs. Pallavi Shah became the fourth Indian lady to assume charges of the highest office of International Inner Wheel President.

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IMPORTANT DAYS



10th January	International Inner Wheel Day
12th January	National Youth Day
26th January	Republic Day (India)
23rd February	World Understanding & Peace Day
8th March	International Women's Day
15th March	World Consumer Day
20th March	World Forestry Day
21st March	International Day
7th April	World Health Day
11th April	Safe Motherhood Day
23rd April	Earth Day
3rd May	World Asthma Day
15th May	International Day of Families
31st May	World "No Tobacco Day"
5th June	World Environment Day
11th July	World Population Day
1st - 7th August	World Breast feeding Week
3rd August	Friendship Day
25th Aug. - 8th Sep.	National Eye Donation Fortnight
5th September	Teacher's Day (India)
8th September	International Literacy Day/Day of the Girl Child
15th September	International Peace Day
16th September	International Day for Preservation of Ozone Layer
21st September	World Alzheimer's Day/Rose Day (Cancer Patients Support Day)
25th September	Day of the Deaf
29th September	World Heart Day
1st - 7th October	Wildlife Week
1st October	International Day for Older Persons/ International Day of the Disabled
4th - 10th October	World Animal Week
5th October	International World's Teacher Day
6th October	World Habitat Day
9th October	World Sight Day: World Post Day
10th October	World Mental Health Day
11th October	World Food Day
15th October	World White Cane Day (Guiding the Blind)
20th October	World Osteoporosis Day
1st November	Anti Poverty Day
14th November	Children's Day (India); World Diabetes Day
14th -20th November	Child Rights Week
15th - 21st November	World Newborn Week

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Important Addresses and Telephone Nos.

Rotary Blood Bank

56-57, Industrial Area, Tuglakabad
Near Batra Hospital, New Delhi-110062
Tel: 29054066-69; M: 9810406142 (Sonu Singh)
Email: sonusingh@rediffmail.com

For Mementoes/Pins


Mrs. Damyanti Gupta
Member IWC Delhi University, C/o Mohan Plastic Industries
5831, Jawahar Nagar, New Delhi-110007
Tel: 23858130, 23852657; M: 9811361388, 9818833445



Global Warming

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THE INNER WHEEL YEAR Plan your Year

- 
- July**
1. District Assembly
 2. Club Installation Function
 3. Nomination for IIW Vice-President to be sent through the District.
- August**
1. Collect Subscription from Members and send to the District Treasurer, the District Treasurer will then send the Dues to the Association Treasurer and the Association Treasurer will send the Dues to IIW
 2. District Teej
 3. Nomination for Association Post to be sent through to the District
- September**
1. Intercity Meet
- October**
1. Nominations for the District Executive Committee Members and Nominations called for District Editor Post
- December**
1. District Conference
 2. Elections
 3. To send Association Ballot Papers
- January**
1. District ISO Meet
 2. Club Elections
- February**
1. IIW Directory to be ordered with District Treasurer
 2. Send IIW Ballot Paper
 3. The List of Incoming Office Bearers with address and phone numbers to the District Chairman (Elect)
- March**
1. PDC's Day
 2. District Basant / Holi
 3. The List of Incoming Office Bearers with address and phone numbers sent to Association Secretary
 4. IIW Directory & Association Directory to be ordered with Association Treasurer
- May**
1. Incoming Officer's Institute

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REPORTING SCHEDULE

1st Report - July to November Till 20th November, 2012

Please send the Project Report and one Project Photograph to the District Chairman and only Project Report to District Secretary

2nd Report - December to March Till 20th March, 2013

Please send the Project Report and one Project Photograph to the District Chairman and only Project Report to District Secretary

Award Proforma duly filled Till 10th May, 2013

Please send the Project Report to District Chairman and Award Committee Chairpersons

Compiled Report for Souvenir Till 10th May, 2013

Please send the Compiled Project Report to the District Editor with one Project Photograph

The Club Project Reports must be prepared by the Club President in consultation with the Club Secretary in November and March and send to the District Chairman 301 as per the **instruction** and **pattern** given below:

*** PLEASE FOLLOW THE REPORTING PATTERN**

Inner Wheel Club of _____

S. No.	Project Committee	District / Club	Venue	Date & Time	Amount Spent	No. of Beneficiaries	Remarks

Note: Despite every effort if any addresses/mobile numbers/telephone numbers be, inadvertently misprinted or if there is a later change of the same, please kindly inform the undersigned at the earliest the District Chairman. This would enable us to publish the corrected information in the forthcoming District Events / Souvenir.

SEEMA KHAITAN

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SAMPLE FOR THE CLUB LETTER HEAD



Inner Wheel Club of _____

District 301

Charter No. _____

I.I.W. Theme (Year)

District Chairman

Association President

President

Vice President

Imm. Past President

Secretary

Treasurer

ISO

Executive Members (Six)

(This should be printed on White Background with Royal Blue Colour)

SAMPLE FOR THE CLUB BANNER



District 301

Inner Wheel Club of _____

Charter No. _____

IIW Theme (Year)

District Chairman

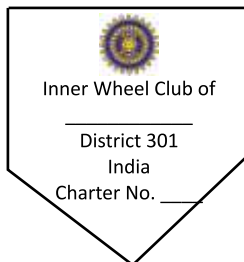
Club President

Club Secretary

Association President

Note: Colour of Banner should be Royal Blue & writing should be White / Silver / Gold.

SAMPLE FOR THE CLUB FLAG



“BE A FRIEND”

S.No.	Name of the Club	Members in 2011 - 12	Active Member	Honorary Member	Honorary Active Members	Honorary Turned Active Members	Inducted New Members in 2011 - 12	Total Members
1.	IWC Delhi Main	53	42	1	3	2		8
2.	IWC Delhi Central	17	17					17
3.	IWC Delhi Civil Lines	80	77				7	77
4.	IWC Delhi Greater Kailash	22	20				1	20
5.	IWC Delhi Mayur Vihar	40	35				1	35
6.	IWC Delhi Metro	18						
7.	IWC Delhi Midtown	60	54					54
8.	IWC Delhi Mid West	21	21				1	21
9.	IWC Delhi North	39	29					29
10.	IWC Delhi North West	26	25				2	25
11.	IWC Delhi Panchshila Park	19	19				1	19
12.	IWC Delhi Qutab	32	32				1	32
13.	IWC Delhi Raisina Hills	21	19				4	19
14.	IWC Delhi Rajendra Palce	38	38				8	38
15.	IWC Delhi Ridge	12	12					12
16.	IWC Delhi Sainik Farms	37	37				1	37
17.	IWC Delhi Shahdara	6	3		1	2		6
18.	IWC Delhi Sidhartha	4						0
19.	IWC Delhi South	24	19			2		21
20.	IWC Delhi South Metropolitan	17	14		1			15
21.	IWC Delhi University	32	29					29
22.	IWC Delhi Vasant Kunj	58	56				4	56
23.	IWC Delhi Vikas	43	36	1		1		38
24.	IWC Delhi Vivek	25	23	2				25
25.	IWC Delhi Westend	13	12					12
26.	IWC Faridabad	75	75					75

