

Duties & Responsibilities  
of the  
**CONSTITUTION CHAIRMAN**

**Whilst serving as International Inner Wheel Constitution Chairman the Constitution Chairman must NOT hold any other elected or appointed IW office.**

**Qualifications:**

The Constitution Chairman must have:

1. A detailed knowledge and understanding of the legal concepts on which the International Inner Wheel Constitution is based.
2. Been a past member of the International Inner Wheel Governing Body.
3. The ability to express herself in the English language, both written and spoken.
4. Previous experience of the construction of proposals to change a Constitution.
5. Possession of good communicative and comprehension skills.
6. Objectivity and impartiality - the ability to see and assess all sides of any situation without bias.
7. Flexibility – a willingness to avoid taking a rigid attitude.

**Responsibilities:**

1. Respond to queries of the membership regarding C&H rules and guidelines. Interpret and explain the C&H when required. Send copies of correspondence to the President so she is aware of issues in countries she is visiting. Include and inform the IIW Executive Committee of issues as they develop.
2. Check all Nomination Forms sent to her by Headquarters. Also check with President and IIW Executive committee for final list of acceptable nominees.
3. Work in liaison with President and Vice-President as members of the Constitution Committee

4. Check changes to National Bye-laws and submit to IIW Executive Committee for ratification at Executive Committee meetings and at the annual Governing Body meeting.
5. Receive from the International Inner Wheel Office copies of all proposals and amendments. Motivations to be limited to 120 words and reworded if necessary.
6. Check all references and work out cross-references to all proposals and amendments.
7. Send the final wording of all proposals and amendments, in consultation with the IIW President and Vice President, when agreed with the Lawyer if required, to the International Inner Wheel Office.
8. Submit a report to the members of Executive Committee for each meeting of that Committee and for each Governing Body Meeting. Attend all Executive Committee meetings and annual Governing Body meeting
9. Immediately after each Convention, incorporate proposals and amendments carried at that Convention into the Constitution and submit this to the International Inner Wheel Office, the work to be completed within **six weeks**.
10. Present suggestions for alterations to the Constitution to the International Inner Wheel Executive Committee in time for amendments to be submitted to the next Convention.
11. The Constitution Chairman cannot travel in her 'official capacity'. It is courteous to check with Headquarters re: the itinerary of the President **first**.
12. Receive a copy of the Executive and Governing Body Minutes, together with a copy of the Directory and Constitution.