

## PROTOCOL IN INNER WHEEL

What is Protocol ?

In our everyday life, we follow a certain code of conduct on how to behave, speak, sit or stand, how we need to behave at home, our workplace, with our children or friends or in formal functions.

Similarly, in Organisations also we need to follow a set of rules to help maintain the grace, beauty, dignity and order of our Organisation, ourselves as well as with our colleagues and friends.

Protocol in Inner Wheel means formal etiquettes, Procedure, Principles, Moral Codes and Rules for Meetings and Formal Functions.

They are the code of behaviour and set of courtesies. They add grace, beauty, dignity and order to our functioning.

Protocol needs to be observed in Inner Wheel at all levels – Club, District, National and International.

### PROTOCOL AT CLUB LEVEL :

#### In Salutations / In Addressing Dignitaries

- Club President is the CEO in Club.
- To be addressed FIRST in Meetings & Club Functions & Events, followed by current Club Officers, District Post holders, Past District Chairmen and Members

#### During District Chairman's Official Visit to the Club :

- First Address Club President
- National President, if Present ( she is addressed after DC as DC is Chief Guest in the Official Visit to the Club)
- District Chairman
- All Current District Officers, if any
- Future Officers, if any
- Past District Chairmen
- Rotary District Governor, if Present



## At Club Level

- President is CEO of Club
- President always sits in the centre on the dais
- She must wear the Collar & is Addressed first
- All others, including DC / Chief Guest, to be addressed after the Club President
- If National President is present, she is addressed after the Club President, followed by District Chairman
- If IIW President or Vice President is present, she is addressed first, after Club President, followed by National President and DC
- President receives the District Chairman
- If National or IIW President is visiting a Club, President & District Chairman should receive them
- Similarly, Club President & District Chairman should see them off
- At Club's Official Visit, District Chairman is Chief Guest.
- If any other dignitary is invited during DC's OCV, they may be present only during the Inaugural Function. Not in Business Sessions.
- **THE DISTRICT CHAIRMAN IS ADDRESSED ONLY AS DISTRICT CHAIRMAN not DISTRICT CHAIRPERSON**

## PROTOCOL AT DISTRICT LEVEL

### In Salutations / In Addressing Dignitaries

District Chairman is the CEO of the District

District Chairman (DC) to be addressed FIRST in all District Events & Functions.

During National President's Official Visit to the District :

- First Address District Chairman
- National President, if Present
- Current National & District Officers, if any
- Future Officers, if any
- Past District Chairmen
- Other Dignitaries
- Club Presidents & Members

### Seating Arrangements at District Events

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ISO	Treasurer	AC Member	DC	VC	Secretary	Extension Chair	Editor
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### If National President is Present

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ISO	Treasurer	AC Member	National Pres	DC	VC	Secretary	Extn Chair	Editor
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### If IIW President is present

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- District Chairman presides at all District Meetings
- She should wear the Collar at all Club, District, National & IIW Meetings & Events
- National President is the Chief Guest, when invited at District Events.
- Avoid inviting other dignitaries
- All Present & Past National Officers, District Executive Members, & Past District Chairmen & other invited dignitaries to be seated in the Front rows in the audience
- And to be addressed before acknowledging Rotary Dignitaries/ Guests

DC to receive the National President or IIW President & see her off

### PROTOCOL FOR CORRESPONDENCE

- Correspondence is done through proper channels
- Following lines of Correspondence & Communication need to be followed for Invitations or Messages

Club ----→ District -----> National ----→ IIW

## GOVERNING BODY

### CLUB LEVEL

Club Executive & Members

#### Club Officers

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President, Vice President, IPP, Secretary, Treasurer

#### Other Members in Executive

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ISO, CC &

few other Members depending on Membership

### DISTRICT LEVEL

District Executive & District Committee

#### DISTRICT EXECUTIVE OFFICERS

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District Chairman, Vice Chairman, IPDC, Secretary, Treasurer

&

#### Ex-Officio Members

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Extn Chair(ESO), International Service Organiser(ISO), Editor

#### DISTRICT COMMITTEE

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Club Voting Delegates

### NATIONAL LEVEL

National Executive & National Council Members

#### NATIONAL EXECUTIVE

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President, Vice President, IPP, Secretary, Treasurer

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National Council Members & CCCC

IIW LEVEL

IIW Executive & Board Directors

IIW EXECUTIVE

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President, Vice President, IPP, Treasurer & CCC

INTERNATIONAL GOVERNING BODY

IIW Executive & 16 Board Directors

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By

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IIW IPP 21-22

## **PROTOCOL - INTRODUCTION OF DIGNITARIES**

### **NATIONAL EVENT**

**National President  
IIW President  
IIW VP / IPPA / Treas / CC  
IIW Board Directors  
Function Chair  
National EC  
District Chairmen  
IIW Past Presidents  
National Past Presidents  
Rotary District Governor  
Guests**

### **DISTRICT EVENT**

**District Chairman  
IIW President  
National President  
IIW VP / IPP / Treas / CC  
IIW Board Directors  
Function Chair  
National EC  
District Officers  
Other District Chairmen  
IIW Past Presidents  
National Past Presidents  
Rotary District Governor  
Club Presidents  
Guests**

### **CLUB EVENT**

**Club President  
IIW President  
National President  
District Chairman  
IIW VP / IPP / Treas / CC  
IIW Board Directors  
Function Chair  
National EC  
District Officers  
Other District Chairmen  
IIW Past Presidents  
National Past Presidents  
Rotary District Governor  
Other Club Presidents  
Guests**