



## IMPORTANT DAYS

11th July	World Population Day
1st to 7th August	World Breast Feeding Week
5th August	Friendship Day
15th August	Independence Day (India)
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 / International day of Peace (Cancer Patients Support Day)
26th September	Day of the Deaf
29th September	World Heart Day
1st to 7th October	Wildlife Week
1st October	International Day for Older Person / International Day for the Disabled
4th to 7th 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
15th October	World Food Day
16th 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 to 20th Nov	Child Rights Week / National Book Week
15th to 21st Nov	World New Born Week
<b>10th January</b>	<b>International Inner Wheel Day</b>
12th January	National Youth Day
24th January	National Girl Child Day
26th January	Republic Day (India)
23rd February	World Understanding & Peace Day
8th March	International Women's Day
15th March	World Consumer Day
21st March	World Forestry Day
22nd March	World Day for Water
7th April	World Health Day
11th April	National Safe Motherhood Day
22nd April	Earth Day
15th May	International Day of the Family
31st May	World "No Tobacco Day"
5th June	World Environment Day

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## INNER WHEEL ABBREVIATIONS

IIW	International Inner Wheel
IWC	Inner Wheel Club
IWD	Inner Wheel District DISTT. CH. District Chairman
PDC	Past District Chairman
PP	Past President
I PP	Immediate Past President
ASSN	Association
AC Member	Association Council Member
PAP	Past Association President
SEC	Secretary
Jt. SEC.	Joint Secretary
TRE.	Treasurer
VP	Vice President
IPAP	Immediate Past Association President
ISO	International Service Organizer
ESO	Extension Service Organizer
CCCC	Constitution & Credential Committee Chairman
CGR	Chairman's Group Representative
NR	National Representative
Dy. NR	Deputy National Representative
IIWR	International Inner Wheel Representative
DISTT	District
EC	Executive Committee
DC	District Committee
GB Meeting	General Body Meeting
LETS	Leader Elect Training Seminar
PETS	President Elect Training Seminar
SETS	Secretary Elect Training Seminar
CCA	Chairman Citation Award
PIIWP	Past International Inner Wheel President
PIIWBD	Past International Inner Wheel Board of Directors
IPIIW	Immediate Past International Inner Wheel President

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## GLOSSARY FOR INNER WHEEL

**Account** - a record of money received and paid out with resulting balance.

**Active Members.** Women from any of the three categories of membership (listed on page 3 of the C&H).

**Ad Hoc Committee** - a temporary committee, which may be formed by Clubs, Districts, National Governing Bodies and International Inner Wheel for any special needs.

**Amendment** - modification to a Motion/Proposal

**Archiving** - keeping of important documents.

**Audit** – an official examination of the accounts by a qualified **Accountant**. **Badge** – an emblem or brooch, usually displaying the Inner Wheel logo, worn to show membership. It should be worn at all Inner Wheel events and visits to other special functions. Only badges of an approved design are permitted.

**Ballot** – a paper vote - a written vote - a secret vote.

**Blueprint** – Instructions or Guidelines for the work and duties of each Officer. There should be Blueprints for Club, District, National and International Inner Wheel Officers.

**Board** - the International Governing Body.

**Board Director** - elected members, from different countries, to serve on the International Governing Body and govern Inner Wheel.

**Board Member** former name for Board Director of IIW (used before 1995).

**Bye-laws** - within the framework of the Constitution, National Governing Bodies may have their own.

Bye-Laws, which enable members to enjoy their membership according to the customs and traditions of their own country.

**Canvassing** - that is asking for votes by any means – this is not permitted.

**Capitation Fee** - annual membership fee, a charge per person paid to the Club, District, National Governing Body and International Inner Wheel.

**Charter Presentation** – a ceremony to welcome a new Club into Inner Wheel and introduce all the new members and the Officers.

**Charter Certificate** - a certificate presented to each new Club showing the date the Club was registered or the date of the inaugural meeting.

**Constitution and Handbook – C&H** - contains the rules, which provide the basis on which Inner Wheel is organised, these rules are binding on all Inner Wheel members. Revised after each convention.

**Constitution Chairman** She is responsible for interpreting and explaining the Constitution, and ensuring that all changes are done correctly. As her work is highly specialised, she has to be nominated by Clubs, but elected just by the International Inner Wheel Governing Body.

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**Convention** - International congress held every three years

**Delegate** - agents for voting and representing the club

**Division of the Club** - splitting one club into two or more clubs **Deputy** – a person appointed to act on behalf of, or represent, another.

**Directory** – a booklet giving contact information about Officers, and other relevant details.

**Dues** – annual capitation fees

**ECOSOC** - United Nations Organisation for Economic and Social Development.

**Ex Officio** - by virtue of Office held

**Extension**- formation of new Inner Wheel Clubs and promotion of new membership within existing Clubs.

**General Motion** – a proposal of a more general nature, which does not change the rules in the Constitution and Handbook.

**Governing Body** – the Officers responsible for managing Inner Wheel at each level.

**Honorary Member**- A person whom the Club wishes to honour by making them an Honorary Club Member for a limited time.

**Honoured Active Member** – An Active member who has done outstanding service, which the Club members recognise, and wish to honour by paying her subscriptions for a limited time.

**Inner Wheel Logo** – the official Inner Wheel emblem which must not be defaced or changed in any way.

**Inaugural Meeting** – the first official meeting of a new Inner wheel Club.

**International Headquarters** – IIW's Secretariat in England. Address: Suite 2.3, 20 Market Street, Altrincham, Cheshire, WA14 1PF, U.K.

**International Administrator** – works in the office above and deals with all correspondence to and from International Inner Wheel, and all the administrative affairs of IIW.

**International Service Organiser - I.S.O. or Overseas Service Organiser – O.S.O**

These offices are both the same; they inform members about International/Overseas Charities and organise help to areas, throughout the world, where there is a need.

**Margarette Golding Award** – an award created in the name of Margarette Golding who started the Inner Wheel Organisation. The award was established by IIW, in 2000, for women (IW members or non-members) who have given **exceptional** personal service to local communities or people in other countries in need of help.

**Membership at Large** – if an Active Member resides in an area of a country where there are no Inner Wheel Clubs, she may be granted Member at Large status.







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**Minutes**- a written record of each business meeting held by the Clubs/ Districts/

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## SERVICE AVENUES - GUIDELINES

### CLUB SERVICE :

Promote friendship and understanding, motivate members to attend events organised programmes, celebrate important events, host district events, exercise the duties and enjoy the rights as Inner Wheel Members.

### COMMUNITY SERVICE

Every member of Inner Wheel has to be responsible and find ways and means to ensure better quality of life to people around, in some form or the other. Conduct a survey and determine the most pressing needs and concerns of the community - Develop a plan to ensure that the project will be successful. Promote the women and girl child.

### VOCATIONAL SERVICE

Provide opportunities for vocational training by organising or sponsoring special courses on cooking, baking, tailoring, painting, making soft toys, handicrafts, embroidery, typing, electronics, carpentry, printing, beauty care, interior decoration, flower arrangement etc. for poor students.

Encourage self-employment programmes by donating sewing machine, grinder, typewriter, iron box, computer, carpenter tool kit etc. to the needy arrange loans.

### PERSONAL SERVICE

Personal service is nothing related to the contribution of money. It purely means the quality time spent by a member for the needy. As Inner Wheel members, we can help and bring hope in the lives of many people by a soothing smile, by our meaningful touch and by devoting our quality time. By motivating our members in personalized service, we can rest assured that the many calls for help echoing throughout the world will be answered.

### CONTINUING SERVICE

The leaders at the helm of affairs of any service organisation may come and go, but, the motto and objectives - service to the poor and needy should go on forever.

Be of service. Whether you make yourself available to a friend or co-worker, or you make time every month to do volunteer work, there is nothing that harvests more of a feeling of empowerment than being of service to someone in need.

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### THE INCUMBENCY CHART OF INNER WHEEL DISTRICT 326

Year	Dist Chairman	Vice-Chairman	Dist. Secretary	Dist. Treasurer	Dist. E.S.O.	Dist. I.S.O	Dist. Editor
1985-86	Lalita Jain	Rachel Reginald	Maya SURJAN	Hansa Kothari	N Sarangi		Deepa Kale
1986-1987	Rachel Reginald	Maya SURJAN	Prativa Patnaik	M Kopadia	Sarla DUBEY	I ARUNA	V L Mahavar
1987-1988	Maya SURJAN	GOURI Sen	V L Mahavar	A Deshpande	G Senapati	I ARUNA	S Mohapatra
1988-1989	GOURI Sen	V Mahavar	I ARUNA	Prativa Patnaik	A Deshpande	Ashalata	K Tiwari
1989-1990	V L Mahavar	I ARUNA	A Deshpande	J Chikhalikar	Prativa Patnaik	A SUBEDARY	Tiwari
1990-1991	I ARUNA	A Deshpande	Chitra BAHADUR	Deepa Jadwani	Vijaylaxmi Tiwari	J Chikhalikar	R Khetrapal
1991-1992	A Deshpande	Chitra BAHADUR	Ranjita Behera	Ranjita Chawla	J Chikhalikar	B Jayanti	A KULKARNI
1992-1993	Prativa Patnaik	Ranjita Behera	Sabita Mishra	B Jayanti	Sabita Patnaik	N Sarangi	J Chikhalikar
1993-1994	Ranjita Behera	B Jayanti	N Sarangi	Manju Shrishrimal	Deepa Jadwani	Manju Mukherjee	M Chawla
1994-1995	B Jayanti	N Sarangi	Manju Shrishrimal	D Rajlaxmi	Manju Mukherjee	Khetrapal	Shobha Kakkar
1995-1996	Manju Mukherjee	Manju Shrishrimal	Namita Sinha	Vijaylaxmi Tiwari	S Patnaik	R Mohanty	Preeti Shah
1996-1997	Manju Shrishrimal	Namita Sinha	Preeti Shah	Shobha Kakkar	Gayatri Das	Kiran Shukla	Priya Ambrose
1997-1998	Namita Sinha	Preeti Shah	Vijaylaxmi Tiwari	Priya Ambrose	Kiran Shukla	Gayatri Das	Puspallata Mohanty
1998-1999	Chitra Bahadur	Vijaylaxmi Tiwari	Priya Ambrose	Kiran Shukla	V L Mahavar	Punam Grover	Pratibha Jain
1999-2000	Vijaylaxmi Tiwari	Priya Ambrose	Rita Khetrapal	Puspallata Mohanty	Manju Mukherjee	Pratibha Jain	Punam Grover
2000-2001	Priya Ambrose	Kiran Shukla	Prativa Jain	Punam Grover	R Khetrapal	Manjula Mishra	Raj Ruprah

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Year	Dist Chairman	Vice-Chairman	Dist. Secretary	Dist. Treasurer	Dist. E.S.O.	Dist. I.S.O	Dist. Editor
2001-2002	Preeti Shah	Puspalata Mohanty	Punam Grover	Raj Ruprah	Prativa Jain	Padma Agrawal	Manjula Mishra
2002-2003	Puspalata Mohanty	Punam Grover	Raj Ruprah	Padma Agrawal	Ranjita Behera	Srinoo Patnaik	Ranju Jobanputra
2003-2004	Punam Grover	Raj Ruprah	Srinoo Patnaik	Ranju Jobanputra	Padma Agrawal	Sanghamitra Sahoo	Rachana Chaturvedi
2004-2005	Raj Ruprah	Padma Agrawal	Ranju Jobanputra	Rachana Chaturvedi	Srinoo Patnaik	Rekha Saxena	Dipti Mohanty
2005-2006	Padma Agrawal	Srinoo Patnaik	Sanghamitra Sahoo	Dipti Mohanty	Ranju Jobanputra	Laxmi Samantaray	Rekha Saxena
2006-2007	Srinoo Patnaik	Ranju Jobanputra	Dipti Mohanty	Rekha Saxena	Sanghamitra Sahoo	Seema Chhabra	Laxmi Samantaray
2007-2008	Ranju Jobanputra	Sanghamitra Sahoo	Rekha Saxena	Laxmi Samantaray	Dipti Mohanty	Prema Pansari	Mamata Purohit
2008-2009	Sanghamitra Sahoo	Dipti Mohanty	Laxmi Samantaray	Mamata Purohit	Rekha Saxena	Anita Pati	Sapna Jaiswal
2009-2010	Dipti Mohanty	Rekha Saxena	Mamata Purohit	Sapna Jaiswal	Laxmi Samantaray	Nalini Mohapatra	Anita Pati
2010-2011	Rekha Saxena	Laxmi Samantaray	Sapna Jaiswal	Anita Pati	Mamata Purohit	Madhumita Mohanty	Nalini Mohapatra
2011-2012	Laxmi Samantaray	Mamata Purohit	Anita Pati	Nalini Mohapatra	Sapna Jaiswal	Jayshree Bhattacharya	Madhumita Mohanty
2012-2013	Mamata Purohit	Sapna Jaiswal	Nalini Mohapatra	Madhumita Mohanty	Anita Pati	Krishna Mohanty	Jayshree
2013-2014	Sapna Jaiswal	Anita Pati	Madhumita Mohanty	J. Bhattacharya	Nalini Mohapatra	Jagruti Doshi	Bhattacharya
2014-2015	Anita Pati	Nalini Mohapatra	J. Bhattacharya	Krishna Mohanty	Madhumita Mohanty	Ina Purohit	Krishna Mohanty
2015-2016	Nalini Mohapatra	Madhumita Mohanty	Krishna Mohanty	Jagruti Doshi	Jayashree Bhattacharya	Manisha Shrivastava	Jagruti Doshi
2016-2017	Madhumita Mohanty	Jayashree Bhattacharya	Jagruti Doshi	Ina Purohit	Krishna Mohanty	T. Chiranjeevi	Ina Purohit
2017-2018	Jayashree Bhattacharya	Krishna Mohanty	Ina Purohit	Manisha Shrivastava	JAGRUTI DOSHI	Rasika Bahadur	Manisha Shrivastava
2018-2019	Krishna Mohanty	Jagruti Doshi	Manisha Shrivastava	T. Chiranjeevi	Ina Purohit	Sandhya Mishra	T. Chiranjeevi
2019-2020	Jagruti Doshi	Ina Purohit	T. Chiranjeevi	Rashika Bahadur	Manisha Srivasav	Anjana Bhamra	Rasika Bahadur
2020-2021	Ina Purohit	Manisha Shrivastav	Rasika Bahadur	Sandhyarani Mishra	T. Chiranjeevi	Madhusmita Tripathy	Sandhyarani Mishra
2021-2022	Manisha Shrivastav	T. Chiranjeevi	Sandhyarani Mishra	Anjana Bhamra	Rashika Bahadur	Manjusha Vaishampayam	Anjana Bhamra
							Madhusmita Tripathy

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## INNER WHEEL YEAR PLANNER

### JULY 2020

- The Inner Wheel Year begins on 1st July. Update Club Information.
- Plan for Installation.
- Start e-projects. Observe Doctor's Day & Mega plantation on 1st July.
- Observe World Population Day on 11th July.
- Plan activities & Projects for the year. Form Project Committees.
- Collect Dues from members and send to the District Treasurer.
- Induct new members. Strive towards increasing membership.
- A Special Award will be given to the Club to observe "Each one add one" of minimum 5 new members, sponsor a new club and have no members leaving the club.
- Check if any corrections are needed in District Directory and inform the District Chairman and District Secretary
- Be in touch with Zonal Coordinators and plan for IW Forest and Oxygen Park.

### AUGUST 2020

- Distribute Umbrellas with IW logo to the needy labourers on 1st August.
- Celebrate International Friendship Day. Greet your friends.
- Celebrate Independence Day on 15th August and spread awareness to respect National Flag.
- Ballot papers will be sent to the Clubs from Association for Elections, for the post of Association Vice President / Deputy National Representative. Follow instructions given.
- Complete collection of subscription and send District Dues to the District Treasurer.
- Send Installation Report to the District Editor for the E Bulletin.
- Attend the East Zone Meet on 29th & 30th Aug. at Puri. (subject to change in date due to Covid-19).
- Be in touch with Zonal Coordinators and plan for mega zonal project.

### SEPTEMBER 2020

- Celebrate Teacher's Day on 5th September. Honour the Teachers in your town/city.
- Celebrate International Literacy Day on 8th Sept.
- Implement educational scheme for the needy. Sponsor educational help for orphans.
- Observe International Peace Day on 21st Sept. Arrange a talk on moral values of the year
- Visit orphanages, institutions for the physically and mentally challenged, old age home and plan projects accordingly.
- District Secretary will ask for nominations for District Executive Committee.

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Read Rules and act accordingly. Refer to the Constitution Association Bye-laws Book 2016.

- Provide need based materials to Old Age Home.
- Plan for pond/well restoration, rain water harvesting projects.
- Plan vocational training for women and girls and provide them need based materials and send the Project report to the District Chairman. An Award will be given for the Best Project. By District Chairman and Award Committee Chairman.

### OCTOBER 2020

- Celebrate voluntary Blood Donation Day on 1st October.
- Attend Multi-District Rally cum ISO Meet & Editor Meet at Puri on 4th October.
- Celebrate Senior Citizen's Day and Day of the Disabled on 1st October.
- Organise Home cooked meals for the elderly, spend time with them.
- Plan for clothes Bank & food bank in consultation with Zonal Coordinator.
- Send ballot papers to Association Secretary Mrs. Padma Preetha.
- Send nominations for District Executive Committee, if any, to the District Secretary Mrs. Rasika Bahadur.
- Arrange hand knitted winter mufflers and send them to soldiers of our border with IW logo, Club and District name, tag and a message.

### NOVEMBER 2020

- Send 1st Half Yearly Report of the Club to District Chairman, District Vice Chairman, District Secretary and District Editor (with 2 - 4 photoes).
- Celebrate Children's Day on 14th November.
- Send 1st Half Yearly Report of the Club to District Chairman, District Vice Chairman, District Secretary and District Editor (with 2 - 4 photoes) by 1st November.
- Observe Child Rights week from 14th to 20th November. Plan activities and projects for the underprivileged Children.
- International Day for Elimination of violence against women on 23rd November.
- Arrange awareness seminar on Girl Trafficking in schools and colleges.
- Organise educational camps for adolescent girls about the problems of puberty.
- Promote renewable energy, solar cookers, solar lights, solar water heaters, awareness and installation.

### DECEMBER 2020

- Distribute winter clothes to needy on 1st Dec.
- World AIDS DAY on 1st December.
- Arrange workshops for members and societies nearby to learn garbage disposition.
- Organize zonal sports.

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## PLACES OF INTEREST IN OUR DISTRICT



District 326 is a beautiful combination of three states - Odisha, Chhattisgarh and Eastern Part of Madhya Pradesh. The speciality is the rich cultural heritage, places beaming with religious fervour, historical significance, architectural marvels, centres of educational prowess, nascent landscape and pleasant beaches and plethora of bounties of scenic beauty. These attractions draw people from far and wide.

**Some of the places of interest are -**

**Konark :** The Sun Temple of Konark on the seashore, about 66 kms. from Bhubaneswar is stupendous in properties and truly amazing in its ornamentation.

**Jagannath Temple-Puri :** About 63 kms. by road from Bhubaneswar is the sacred city of Fun dominating Orissa's sea coast in all its secluded splendor. It is one of the Char Dham, the four most holy places of pilgrimage in India.

**Hirakud Dam :** The fourth largest dam in the world is Located on Mahanadi River near Sambalpur generating Hydro Electricity.

**Chandipur on Sea :** Chandipur on sea is only a few kilometers from Balasore. It is one of the most attractive sea beaches in the whole world.

**Bhubaneswar:** Capital city of modern Orissa, Lingaraja Temple (1050AD) is supposed to be fine example of purely Hindu Temple in India. Hundreds of temples from 7th Century A.D. demonstrate the artistic skills of Oriya sculptors and architecture. This temple city has the oldest rock cut caves In Khandagiri - Udayagiri and Dhauli where Ashokan inscriptions are engraved.

**Nandan Kanan :** It is open Zoo for elephants and lions and of course for white tiger. The largest Lion Safari of India and the only white tiger safari in world. One of the most beautiful spots hardly 15 kms from Bhubaneswar. Aerial Ropeway and entertainment area and modem Aquarium all geared to educate and

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**Chilika Lake :** It is the largest blackish water lagoon lake In Asia with flora fauna. It

