

No 0572

FINAL TEXT TO BE TRANSLATED

BYLAWS

Pursuant the Decisions taken in
Conventions and Leadership Assemblies
from 1990 to November 2004

10th JANUARY
RECORDS
VAT Identification Number
I.I.W. CONSTITUTION
CONVENTION
BADGES
CHAIRMAN'S EVENT
CHAIRMAN'S VISITS
REPRESENTATIVES
CONSTITUTION COMMITTEE
INTERNET
BOARD OF DIRECTORS – OFFICIALS' CATALOGUES
BLUE BOOKLET
HELLENIC FEDERATION OF VOLUNTARY NON- GOVERNMENTAL ORGANIZATIONS
MAGAZINES
REGIONAL MEETING
GREETINGS
SEMINARS
CONVENTION
ELECTIONS OF CLUBS
OBLIGATIONS OF CLUBS
NEW MEMBERSHIP
ROTARY
CONTRIBUTION PAYMENT

		10 th JANUARY
1.	19-02-94	It has been decided for the 10 th January – International Day of I.W., to be celebrated in Greece as well, with events scheduled by the Clubs in their registered offices.
		RECORDS
2.	04-11-94	The Region's records, subsequent the completion of 4 years, shall return to the respective Chairman with a delivery-receipt protocol. This is the case for Clubs' record as well.
		VAT Identification Number
3.		An Amended Constitution to be drawn by Legal Practitioners, which shall be valid for all Clubs. Address – VAT Identification Number – Non Profit Organization etc should be mentioned. This should be undertaken by Legal Practitioners and Notary Publics that are our members, in cooperation with the Board of Directors, if possible until the Leadership Assembly (19 February 2005).
		I.I.W. CONSTITUTION
4.	05-11-93	The I.I.W. Constitution, which changes every 3 years after amendments decided during the Convention, to be translated by the Ministry of Foreign Affairs. The expenses burden the Region.
		CONVENTION
5.		For the Convention, each Club shall elect a

		<p>Voting Representative and an alternate. (Transl. 2003 p. 38)</p> <p>The expenses of Representatives in and out of the country shall be covered by the Club (Transl. 2003 p. 38), when Representatives are obliged by the Club to attend a Meeting or a Leadership Assembly or a Convention,</p> <p>For the Convention, an authorization shall always be possible to be provided to the Chairman or the National Representative or the I.I.W. Proxy (Transl. 2003 p. 19)</p>
		BADGES
6.	16-10-92	The badges of Club and Region officials shall be ordered and paid by the Club or the Region. Every year such badges shall be delivered to the new officials by the former ones, during the Leadership delivery-receipt procedure.
		CHAIRMAN'S EVENT
7.	13-10-95	The Chairman may conduct an event if she deems it necessary either for the promotion of I.W. or for the implementation of a project of the Region, upon a consultation with the Board of Directors of the Region.
	31-10-93	Clubs are not obliged to attend, however for courtesy reasons, they usually assist.
		CHAIRMAN'S VISITS
8.	30-11-93	Clubs shall accommodate the Chairman during her annual visit and her travelling expenses

9.		shall be covered by the Treasury of the Region. During the Official Visit of the Chairman, Clubs should not have a guest Speaker. The Chairman shall be considered to be the guest Speaker.
		REPRESENTATIVES
10.	01-11-03	The Club representatives in the Region should participate in the meetings of the Club's Board of Directors and be directed regarding the Club positions in the Regional Committee voting. If an issue outside the agenda arises or as far as amendment issues are concerned, representatives may examine other views, at their discretion.
	05-11-93	It shall be positive for the Representatives to be former Presidents or experienced Club officials.
11.	31-10-97	In case the elected Club Representatives are not able to attend a Regional Committee meeting, the Club may authorize any other duly qualified members, preferably the President and the Secretary, who shall also be elected as alternates in the Club elections.
		CONSTITUTION COMMITTEE
12.	25-02-00 01-11-03	A five-member Constitution and Bylaws Committee shall be appointed – which shall consist of the then Chairman, 3 officers who are well aware of the Constitution and the Bylaws as members, and of one Legal Practitioner. The Committee shall hold its office for three years. The Committee shall be submitted with the proposals of Clubs for the I.I.W. Convention.

		<p>The Committee shall examine them and the Clubs, upon the Committee's approval, may send them to I.I.W.</p> <p>Proposals shall be submitted 18 months before the Convention.</p> <p>The Committee is elected during the Leadership Assembly in February, 2 years before the Convention, since, as already mentioned, proposals should reach I.I.W. 18 months before. 6 months shall be required for the submission – control, approval and forwarding of proposals to I.I.W.</p>
		INTERNET
13.	<p>15-02-03</p> <p>09-11-01</p>	<p>Regarding Internet:</p> <p>a) It would be preferable for each Club to designate a person in charge for Internet, who shall be fluent in English.</p> <p>b) A Region Internet Committee should be established.</p> <p>c) The website address of the 247 Region is www.innerwheel.gr</p> <p>d) The National Representative shall be responsible for entries in the National Web-Site.</p>
		BOARD OF DIRECTORS – OFFICIALS' LIST
14.	01-11-91	The Presidents of I.W. Clubs of Greece shall be obliged upon the completion of their inner year

		(30 June) to forward to the Region Secretariat a detailed list with the names, addresses and telephone numbers of the following President, Board of Directors and Club members, so that after the Change in Leadership, the Region shall be aware of the particulars of its members.
15		An annual catalogue of the 247 Region Officials and Club Representatives in the Region shall be kept and updated since the year of its foundation in 1990.
16.	16-10-92	Before summer vacation, lists with the new elected Boards of Directors should be forwarded to the Region and the Clubs.
		BLUE BOOKLET
17.	13-10-95	The blue booklet containing the members of Clubs of the 247 Region should be reprinted when new Clubs are inducted.
		HELLENIC FEDERATION OF VOLUNTARY NON-GOVERNMENTAL ORGANIZATIONS
18.		Upon approval of the I.I.W., the 247 Region was registered as a “friend” in the Hellenic Federation of Voluntary Non-Governmental Organizations.
		MAGAZINES
19.	04-04-92	The Clubs that publish a magazine should send 5 copies to the Region Secretariat, so that the Extension Officer can use them for new Clubs.
20.	01-11-91	The expenses of the Region’s magazine exclusively burden the Region.

		<p>The same cliché should be used for the cover page of the magazine.</p> <p>If the Chairman wishes something relevant with the issue of the year, such can be entered in the inner cover.</p>
21.	08-11-96	The Publishers of Clubs shall cooperate with the Publisher of the Region in order to enrich the magazine of the Region as well as the material to be published in the Newsletter.
		REGIONAL MEETING
22.	01-11-03	<p>Before each Regional Meeting (Convention – Leadership Assembly) it would be preferable for the following to meet:</p> <p>a) the Vice-Chairmen body for the exchange of opinions in view of the perfect operation of the Region and</p> <p>b) the Regional Steering Committee</p>
23.		In Regional Committee meetings every member may express an opinion. Regional Committee members, Clubs and former officials may submit and support proposals for voting. In such Voting only Regional Committee members may vote (Regional Steering Committee and Club Representatives).
24.		The Regional Steering Committee should come to every Meeting of the Region earlier, so as to be able to discuss and examine various problems of the Clubs.
25.		The Steering Committee of the Region puts

		forward its proposals but the final decision remains with the Regional Committee.
		GREETINGS
26.	17-02-96	Regarding the positioning and the order of greetings in Greece, the Chairman shall precede whereas abroad the National Representative shall precede.
		SEMINARS
27.	15-02-03	During the Leadership Assembly in February, seminars for the new Elected Presidents – Secretaries – Treasurers – Representatives shall take place.
		The Chairman shall designate experienced Region officials for the conduction of Seminars in Clubs that wish or need such seminars. There has to be a combination between the officials' place of accommodation and the requesting Club.
		CONVENTION
29.	16-10-92	The Chairman, along with the hosting Club, shall arrange the details for the Convention.
	01-11-91	The Treasury of the Convention shall be separate and independent from the Treasury of the Region. A Treasury Report shall be delivered and announced in the magazine of the Region.
		ELECTIONS OF CLUBS
30.	04-04-92	Elections of Clubs shall take place in February, so that there shall be enough time for the lists

		to be forwarded to the Region. The Region Secretariat shall be also sent the I.I.W. forms completed with the particulars of the Club's Secretary, so as to forward them to I.I.W. by 31 March at the latest. (They should have arrived by such date).
		OBLIGATIONS OF CLUBS
30.	04-04-92	Each Club shall act independently, but shall cooperate with the Region.
32.	08-11-96 08-11-96 04-11-94	The Region should be informed about: the establishment date of the Clubs any change in the Club's representatives any important event of the Clubs
33.		The correspondence of the Region shall be sent to the Secretaries of Clubs, who shall be obliged to inform the Club Presidents and Representatives in the Region by providing copies.
		NEW MEMBERSHIP
34.		Prior to the induction of a proposed member, it would be preferable for it to previously participate in Club meetings, at least for a period of six months.
		ROTARY
35.	04-11-94	Frequent meetings between I.W. and Rotary are suggested for the purpose of relation strengthening.
		CONTRIBUTION PAYMENT
36.	01-11-91	Whereas the Treasury of the Region is not

		<p>usually located in the same city with the Chairman, the Club Presidents shall be obliged to send to the Treasurer of the Region a list with the members' names and also pay the contribution to the Region by the 30th of September.</p> <p>Note. Honorary members shall be pay both in the Region and the I.I.W.</p>
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CHANGE in LEADERSHIP – JUNE
CHAIRMAN and NATIONAL REPRESENTATIVE

Single assumption of duties, upon a joint invitation and joint mention of the two names – Chairman and National Representative – and common expenses (excluding personal invitations concerning each one of them individually).

Rituals

The Chairman, the Secretary and the Treasurer, a week before the Change – Delivery of Leadership, should forward a written report on their work as well as a financial report.

- a) To the Regional Steering Committee
- b) To the Secretary of all Clubs, who shall provide a copy to Club Representatives

- The three-member Steering Committee (elected by the Leadership Assembly) shall have audited the Treasury and shall have prepared a respective Report before delivering the Treasury to the new Treasurer

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- At the night of the Change – if there is a party (the choice remains to the outgoing but mainly to the elected – following Chairman, at the venue of which the Change shall take place), the Chairman may proceed to a brief overview of her work and the finances of the year before delivering her badge to the new Chairman.
- Thereafter, a brief review shall follow on the work of the National Representative, who also delivers her badge to her successor, the next National Representative. A written report on her work has already been forwarded to I.I.W. and to all Clubs of her country.

CONVENTION EVERY THREE YEARS

The I.I.W. Constitution provides for the payment of travelling expenses of the Chairman (Transl. 2003 p. 42).

The 247 Region has also approved the expenses for the I.I.W. Convention conducted every three years – tickets – accommodation – registration. (05-11-93/ 17-02-96/ 17-11-2000).

The I.I.W. Constitution does not provide for the payment of the expenses of the National Representative. The Secretary M. Palmer, to a question set by the National Representative, responded that the issue of the National Representative's expenses concerns the Region (27 May 2004).

The 247 Region decided to cover half of the expenses for the I.I.W. Convention conducted every three years. That means that whereas initially the Chairman's expenses used to be covered, since we have a National Representative, half of

the Chairman's and the National Representative's are covered.

It is however proposed that the Region should cover all expenses of the Chairman and the National Representative, i.e. economy class ticket, b' class hotel for the days of the Convention. Any other expenses i.e. more days of accommodation, better hotel, excursions etc shall burden the officials themselves.

There is also a decision concerning the transportation expenses of the Chairman and the National Representative to the I.I.W. Convention: "The Region shall deposit in a special account (indicatively €1,000) every year for 2 years and the rest shall be covered by the Administration of the 3rd year, i.e. the year of the Convention, in order to cover the expenses of the two officials". Such account should not be involved in the other expenses of the Region.

CONCLUSION

Today, on 21/12/2004, the articles of Bylaws of the 247 Region, as compiled by the Bylaws Committee, are sent to the Secretary of the 247 Region so as to be further forwarded to the Clubs.

The Committee proposed their pilot implementation for one year. In February 2006 it shall be decided whether such proposals – perhaps with some changes, maybe supplemented with a few more proposals of Clubs – shall be translated by the Ministry of Foreign Affairs and subsequently forwarded to I.I.W. to become our Formal Bylaws.

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You are kindly requested to examine carefully the above proposals.

We should decide YES or NO. We started with this issue in 2001!

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The Committee would like to thank Eleni Kogetsov, Vice-Chairman for her contribution in the preparation and the procession of the proposals.

The Committee /signature

The President May Esopou
/signature

The Members Marianna Maltezo
Elizabeth Plousa
Chrusi Chorinou
Marianna Kaloida

Athens, 21/12/2004

True photocopy of the original.

/seal, signature

Vivy Iatropoulou

Chairman, 247 IIW Region

Certified exact translation of the attached original in greek
Athens, 16/01/2007

Elena ASSIMAKI, Official Translator of the Hellenic
Ministry of Foreign Affairs

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