

Establishing a Rotary Satellite Club

District 7430 Guidelines

Introduction

Following the Council on Legislation earlier this year a Rotary club is now able to establish its own Satellite Club. There is no limit on the number or type of Satellite Clubs that may be formed by the Sponsor or Host Club.

Satellite Clubs will simply be an extension of the Sponsor Club and offer an alternative meeting time and place to the Sponsor Club. A member of a Satellite Club is a member of the Sponsor Club and subject to the same rules as any other member. Financial dues will be the same for both clubs but the Satellite Club may negotiate with the Sponsor Club to charge a different cost for weekly meetings. The Satellite Club may use a different formula to determine their member's fees (weekly and annual) provided the Sponsor Club agrees and it provides a positive cash flow.

There are no minimum numbers required to form a Satellite Club other than the expectation that the club have sufficient numbers to conduct its meeting and programmes independently. The Satellite Club will elect Officers to lead the club and run its weekly meetings, however **the administrative, membership and financial returns of the Satellite Club are the responsibility of the Sponsor Club.**

Establishing a Satellite Club

Satellite Clubs may be formed to:

- Assist in chartering a new club
- Accommodate rural and remote areas or communities with small populations
- Accommodate large metropolitan areas in allowing one club to provide several meeting times and locations
- Provide an opportunity for a small, weak or struggling club to become connected to a larger, active club for ongoing mentoring, support and assistance
- Accommodate different demographic groups such as young people where the established Rotary club doesn't suit them or isn't attractive to them

Establishing a satellite club is similar to chartering a new Rotary club with the following differences:

- **There are no minimum or maximum numbers required** however the Satellite Club should be capable of operating independently
- **The Satellite Club shall meet weekly. This is a requirement of all Rotary Clubs worldwide**
- The **privileges and obligations of Rotary membership apply equally** regardless of which club they attend
- There is no Charter issued for the Satellite Club however the Sponsor Club should devise a special induction ceremony to recognise the unique relationship between the Sponsor and Satellite Clubs and their members

- The **Sponsor and Satellite Clubs are permanently linked as the members of both clubs** belong to the Sponsor Club. That tie can only be broken if the Satellite Club charters as an independent club
- The Satellite Club does not have any direct official business or contact with Rotary International, Rotary District 7430 or the District Governor. **All official Rotary business is facilitated through the Sponsor Club**
- The Satellite Club and its officers do not have access to Rotary Club Central; only the Sponsor Club executive can add, change or delete information. **Individual members will be able to access “My Rotary - member access” normally**
- The **Satellite Club shall operate under the Constitution, By-Laws and Rules of the Sponsor Club** unless both clubs agree to special by-laws and rules which may be enacted for the Satellite Club
- The dues charged by the Satellite Club must be set with the advice and approval of the Sponsor Club
- If the The Satellite Club has over 20 members it shall establish its own Board and club officers. The Board should comprise a Chairman, Immediate Past Chairman, Chairman Elect, Secretary, Treasurer as well as other Directors as required. The Board will be elected annually by the Satellite Club members and be responsible for the day to day organisation and management of the club
- The **Satellite Club shall submit an annual report to the Sponsor Club** reporting on its membership, activities and programmes. Subject to the arrangements between both clubs, the **Satellite Club shall submit a financial statement and audited accounts for inclusion in the Sponsor Club’s reports for its Annual General Meeting.** The Satellite Club will provide any other report as may be reasonably required from time to time by the Sponsor Club
- **The two clubs should enjoy a close working relationship with regular joint Board meetings.** This will be essential for the long-term future and wellbeing of both clubs (particularly the Satellite Club) as the Board of the Sponsor Club has the final authority where there are disagreements. It is highly recommended that the Chairman of the Satellite Club should be a member of the Sponsor Board

The procedure to start a Satellite Club should be:

- It is the responsibility of the Sponsor Club Board to investigate the merits of a Satellite Club. The President should lead a discussion at a club forum to discuss the merits and support for forming a Satellite Club. **The Club must hold a plebiscite with members under the normal club rules.**
- **The Sponsor Club will decide why, who and how they will establish a Satellite Club.** This will determine the approach, marketing and targeting of members for the club. The method used to form a small Satellite Club in a neighbouring rural town will be significantly different to a city club targeting ex-Rotoractors or 30-somethings. So it is **important to create a marketing plan based on your target audience.**
- Appoint a champion and committee to be responsible for the research and establishment of the Satellite Club.
- Committee should research the possible locality, meeting day and time, membership demographic, community need, etc.
- **The Satellite Club must meet on a different day, at a different time or at a different location** from the Sponsor Club.

- The **Sponsor Club must apply to the District Governor** (with supporting information) to form a Satellite Club and **approval must be given in writing before any information is made public** (please refer to the attached form – “*Application to DG for Satellite Club*”).
- Following approval by the District Governor the committee should advertise for interested people through the Sponsor Club, other local clubs, local community leaders, community groups, newspapers, etc. List all prospective members with contact details, classification, etc.
- **Set a date for an information/interest meeting.** Ensure the timing and conduct of this meeting is suitable to the prospective members (not the organising committee).
- **Follow the standard protocol for conducting an interest meeting.** The only variation is that prospective members are invited to join a new Satellite Club rather than an established club. A number of standard forms, letters, etc. are available for this purpose (they will need some minor changes).

Please contact PDG Frank Romano on fjromano@comcast.net for more details

- There are a number of advantages in joining a Satellite Club versus an established club or chartering a new club. Ensure the prospective members understand the difference:
 - *No time-consuming wait for Charter, get straight down to business*
 - *Administration, membership, club financials, SAR's, etc are the responsibility of the Sponsor Club*
 - *The club starts with a blank sheet and can build its own priorities and traditions over time.*
 - *There are some basic requirements that all clubs follow (Satellite, E-Club and traditional clubs) but the format, timing, procedures, etc are set by the new club (in negotiation with the Sponsor Club)*
- **Have the membership nomination forms (White Cards) available on the night and sign up all who are interested.** The **normal Rotary rules for nominating new members apply.** The Sponsor Club Board must **approve the nominations** and members have the right of review and comment before the applicants can be advised that they have been successful. **Remember the Satellite Club members are part of the Sponsor Club unless and until the Satellite Club decides to charter.**
- **Organise a follow-up meeting for all those who signed up or are interested.** Further discuss how Satellite Clubs work and lead a general discussion on the future of this club. Ask for suggestions on where and when the Satellite Club may meet. Open discussion on possible club names and explain the requirements of RI re naming format. Explain the leadership requirements and look for possible leaders. Remember this is about the new Satellite Club and its members. **Their opinions and comments are paramount as this will be their club** (with Sponsor Club support) and should be run as much as possible how they want.
- **Continue this process weekly.** Hand control of meeting to the leaders as soon as they are elected by their peers. Where appropriate introduce procedures and structure to the meetings, committees, etc.
- **Once members have been approved for induction, set an Induction Night. This must be a BIG AFFAIR!** You are starting a new club within your club and this should be reflected in the effort on the night. Invite partners, District Governor, Assistant Governor and other important members of your community.
- Induct members in a similar manner to a charter club. Develop a unique ceremony and present a special contract or agreement (signed by DG, President and Chairman). Present framed certificate to all members.

- The **champion and committee should continue to attend the new Satellite Club as mentors for at least twelve months.** The executive and Board members of the Sponsor Club should assist their counterparts in the Satellite Club. The relationship between the two clubs is critical to the success of the new club. This relationship is longstanding and must be based on mutual respect and trust.
- Organise weekly *“Rotarian Behind the Badge”* so that members get to know each other quickly.
- **Board members of the Sponsor Club should assist and mentor their counterparts in the Satellite Club where appropriate.** This is an interesting balancing act; your club has decided to establish a Satellite Club. Whether this is because of deficiencies or limitations in your club or gaps in our Rotary community that is better filled by a new Satellite Club; we must allow the new club to find its own place and set its own rhythm, traditions and procedures. So we must **walk a careful path when we are advising the new club on the traditional way your club does things versus allowing the new club to set their own standards.**
- Arrange a “New Member Information Meeting” to explain some of the programmes of Rotary. Organise a visit to District Headquarters and invite the District Governor to attend. Invite all members to attend the District Conference so that the new members will see something of Rotary beyond the Club.
- It is advised that at least one member of the Satellite club be on the board of the Sponsor Club at all times during its existence, even if they create their own board or such times as it may want to charter as a new RC in its own right.
- All Officers of the Satellite club must annually attend any Rotary or District training sessions as requested or required.

Special considerations

- The Sponsor Club and its Satellite Club/s must meet together at least once per quarter.
- The naming protocol is as follows:
 - Rotary Satellite Club of (Sponsor Club Name) (additional qualifier), Country*
 - Example: *Rotary Satellite Club of Chicago Downtown, USA*
- **Sponsor Club will commit to update its Constitution, By-Laws and Rules as soon as practicable to recognise Satellite Clubs and accommodate its management**
- The **Sponsor Club will prepare a Memorandum of Understanding** to be signed by the leaders of both clubs
- To apply to start a Satellite Club the Sponsor Club shall:
 - *Have 10 active members*
 - *Show good financial and administrative standing with Rotary International and Rotary District 7430*
 - *Conduct a well-rounded programme of Rotary service*
 - *Show a commitment to District 7430 leadership training*
- **The relationship between the two clubs is permanent and the workload for the Sponsor Club will be increased.** The District Governor must be satisfied that the

Sponsor Club can fulfil these extra duties permanently or until the Satellite Club charters.

- The District Governor will be the final arbiter in the establishment of a Satellite Club. Where a Club has been denied the authority to establish a Satellite Club they may ask the reasons for the refusal. The Club may reapply after three months if it can show changes or improvements to their Club which will satisfy the District Governor of the long term success of the Satellite Club.
- **The Satellite Club is strongly encouraged to set its own goals at all levels of service.**
- In summary, the **Sponsor Club must ensure that all members comply with all the obligations and rules of Rotary membership** regardless of which club they attend. The clubs must have a close relationship with regular communication to ensure a happy and harmonious existence.

PDG Frank Romano
Membership Chair
Rotary District 7430
2013/14

Application to form a Rotary Satellite Club - District 7430

Name of Sponsor Club	Date
Proposed name of Satellite Club	

The current membership of our Club is

Our membership voted on to establish a Satellite Club within our Club.

We have reviewed and undertake to amend our constitution, by-laws and relevant rules where appropriate. We will sign a memorandum of Understanding between the clubs. **Copies of the relevant documents are attached.**

Attached is our submission to support the formation of a Satellite Club. (Include details on current limits within your club, what actions have been taken to resolve these, expected meeting day and time, locality, demographic, community need and any other issues you believe will assist the District Governor to make a decision. If you have a list of possible members please include these; this should not be communicated to the prospective members at this stage).

Our Club has appointed the following Club members to the Satellite Club Committee:

<i>Name</i>	<i>Contact Number</i>	<i>Email</i>
<i>Leader:</i>		
<i>Member:</i>		
<i>Member:</i>		

Our club will establish a permanent committee responsible for the formation and recognition of the Satellite Club along with induction and mentoring of the members. We will maintain a permanent relationship with the Satellite Club. The members of the Satellite club will be regarded as members of our club for all administrative purposes. Rotary International, Rotary District 7430 and any other returns will be completed by the responsible person from our Club.

We undertake to keep the District Governor and his or her appointed representative informed of all activity and progress in the formation of our Satellite Club.

This application will not be made public or publicised in any way until approval has been given in writing by the District Governor.

Club President *Date*

(Print Name)

Club Secretary *Date*

(Print Name)

Internal office use only	
<i>APPROVED / NOT APPROVED</i>	
<i>District Governor</i>	<i>Date</i>
<i>District Membership Director</i>	<i>Date</i>