

**PRACTICES AND PROCEDURES  
FOR THE  
ROTARY SATELLITE CLUB OF WINDSOR (1918) EVENING**

Date of last revision: November 23, 2021

**1. APPROVAL**

Approved by Members of the Satellite Club on April 20, 2020.

**2. PREAMBLE**

The “Rotary Satellite Club of Windsor (1918) Evening” is the *Satellite Club* of the Rotary Club of Windsor (1918), the *Host Club*. It was created to provide an alternative meeting place and time for members of the Host Club. It was admitted to Rotary International (*RI*) on October 1, 2019. The Satellite Club and the Host Club are in Windsor, Ontario and are in Rotary International District 6400 (*D6400*).

**3. RELATIONSHIP BETWEEN THE HOST CLUB AND THE SATELLITE CLUB**

All members of the Satellite Club are also members of the Host Club. The bylaws and constitution of the Host Club are the bylaws and constitution of the Satellite Club. The President of the Host Club is the President of the Satellite Club. The membership dues of the Satellite Club members are determined by the Host Club and are payable to the Host Club. The Chair of the Satellite Club will be a member of the Board of Directors of the Host Club (*pending approval by the Host Club of amendments to the bylaws and constitution*). It is expected that officers of the Host Club will attend some meetings of the Satellite Club.

**4. PURPOSE**

In addition to the purposes of all Rotary Clubs as outlined in the standard club bylaws and constitution, the Satellite Club will focus on engagement of members in friendship, community and Rotary awareness, and hands-on community service projects.

**5. MEETINGS**

The Satellite Club will hold regular meetings on Tuesdays from 7 – 8:30 P.M. at the Safety Village 7911 Forest Glade Dr, Windsor, ON N8T 3R7. Attendance of at least one-third of the members of the Satellite constitutes a *quorum*. On a regular basis, meetings will be held at a different location, and possibly a different day and time, in order to participate in a hands-on Service project. Meetings during weeks having a statutory holiday will be cancelled. Meetings may be held virtually using a web-based meeting application. Meetings that do not involve a hands-on service project shall normally have the following Agenda:

- a. Welcome and Call to Order by the Chair.
- b. Report of the Treasurer.
- c. Report of the Membership Chair.
- d. Report of the Chair (Host Club, D6400, RI News)
- e. “Cap in Hand” and “Humorous Moment” by the Sergeant-At-Arms or designate.
- f. Rotary Minute by Chair-Elect or designate.
- g. Presentation / Program.
- h. Announcements (Upcoming Meetings / Upcoming Events).

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Some of our meetings will be held with the host club. They are:

- a) The inaugural meeting of the incoming club president
- b) The Remembrance Day meeting
- c) The Christmas Celebration
- d) The Valentine's Day Youth Exchange Auction
- e) The Annual General Meetings of the Club and the Foundation
- f) The "Swan Song" of the outgoing club president.

**6. MEMBERSHIP / ATTENDANCE / RESPONSIBILITIES / RIGHTS**

Members have the rights and responsibilities of all members of the Host Club in addition of those of the Satellite Club. These responsibilities include active participation in Satellite Club activities such as attendance at meetings and service projects. While there are no attendance requirements, the full benefits of Rotary membership are not realized without regular participation. While we understand that personal and work responsibilities may preclude some participation, there is an expectation that members of the Satellite Club will:

- a. Contribute volunteer hours at Art-in-the-Park, the main fundraiser of the Host Club that takes place during the first full weekend in June.
- b. Contribute volunteer hours at Children's Festival, held in mid to late September.
- c. Serve on committees of the Host Club, for example, the World Community Service Committee, the Literacy Committee, the Youth Exchange Committee, the Youth Services Committee, the Bingo Committee, the Art-in-the-Park Committee, the Children's Festival Committee, etc.
- d. Present a positive image of Rotary encouraging others to join.

The rights of membership include, for example,

- e. Attendance at, as a visitor, meetings of any of the approximately 35,000 Rotary Clubs throughout the world.
- f. A subscription to the Wheel, the electronic weekly newsletter of the Host Club; News and Notes, the electronic monthly newsletter of D6400; the Rotarian, the monthly magazine of Rotary International (paper or electronic); and the Canadian Rotarian, the biannual magazine of Rotary Canada.
- g. Membership in the *Rotary Club of Windsor Foundation Fund* which has been organized and established by Letters Patent, dated April 8, 1947, granted to members of the Host Club.

**7. OFFICERS OF THE SATELLITE CLUB**

The officers of the Satellite Club shall be the Chair, the Chair-Elect, the Immediate Past-Chair, the Secretary-Treasurer, the Program Chair, and the Sergeant-at-Arms & Membership Chair.

- a. **Qualifications.** Each officer shall be a member in good standing of the Satellite Club. All officers shall attend the District Assembly training event.

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- b. **Terms of Office.** Each officer shall serve a term of one-year and shall take office on July 1 immediately following election. All officers can hold consecutive terms but must be re-elected each year, but, normally, the Chair should serve only one year. The Chair-Elect shall be the Chair in the next year, and then Immediate-Past Chair.
- c. **Election of Officers.** Each Fall, there will be an election for all officers except the Chair and the Immediate Past Chair to take office the following July at which time the current Chair-Elect will become Chair, and the current Chair shall become Immediate Past Chair. In October, the Chair of the Satellite Club will select an Elections Officer that will be a member of the Host Club, that is not a member of the Satellite Club. All members of the Satellite Club will participate in a nomination process, open during the month of November. Nominations, including self-nominations, will be submitted to the Elections Officer. Elections shall be held at the first meeting in December. During that meeting, nominations from the floor will only be accepted for positions for which there are no nominees. Votes shall be in writing at the meeting or delivered electronically before the meeting begins to the Elections Officer.
- d. **Duties of Officers**
  - i. **The Chair.** The Chair presides at club meetings and at meetings of the Officers; and performs such other duties as ordinarily pertain to the Chair to ensure the smooth running of the club. The Chair is a member of the Board of Directors of the Host Club and is expected to have regular attendance at the meetings of the Board. The Chair is to inform Satellite Club members of the activities taking place in the Host Club, in District 6400, and Rotary International.
  - ii. **The Chair-Elect.** The Chair-Elect will fill in for the Chair as may be needed and to perform such other duties as may be prescribed by the Chair. The Chair-Elect will prepare to be Chair in the next year. The Chair-Elect will make every effort to attend District Assembly and any other training seminars made available by the District.
  - iii. **The Secretary-Treasurer.** The Secretary-Treasurer shall perform all duties expected of a secretary including weekly reports to the Host Club for posting in *The Wheel*, shall perform all duties normally expected of a treasurer, will have custody of all funds and shall report to the club at its regular meetings. The Treasurer will ensure that all expenditure of funds will be approved by a simple majority of members present at a meeting of the Satellite at which there is a quorum. If there is no quorum for two consecutive meetings, then an electronic vote may be taken in which case a simple majority vote of all members is required.
  - iv. **The Program Chair.** The Program Chair shall, in collaboration with members of the Satellite Club, ensure a presentation for weekly non-service meetings and shall ensure a hands-on service project meeting once per month.
  - v. **The Sergeant-at-Arms & Membership Chair.** As Sergeant-at-Arms this officer shall be responsible for the smooth running of meetings of the Satellite

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Club including the preparation of the Power Point based Agenda, and the selection of members to be responsible for various aspects of the meeting., for example, the “Cap in Hand”, and shall complete the duties usually prescribed for such office. As membership Chair this officer will be responsible for the shepherding of membership applications through the Host Club, the induction of new members to the Satellite, and the recognition of Satellite Club members in the databases of the Host Club, D6400 and RI.

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**8. FUNDRAISING**

All fundraising activities of the Host Club, and therefore, of the Satellite Club, are carried out as agents of the Rotary Club of Windsor Foundation Fund. Consequently, all fundraising activities initiated by the Satellite Club require approval of, in order: (1) the members of the Satellite, (2) the Board of Directors of the Host Club, and (3) the Board of Directors of the Foundation Fund. This excludes funds raised by the “Cap in Hand” portion of the weekly meetings of the Satellite which will be held by the Secretary / Treasurer of the Satellite.

**9. TAX RECEIPTS**

Members of the Satellite may, and are encouraged, to make donations to the Rotary Foundation and to the Rotary Club of Windsor Foundation Funds to support the good works of Rotary globally and locally. These donations can be made through the Rotary Club of Windsor Foundation Fund. A tax receipt for the cumulative donations will be given once per year.

**10. APPROVAL OF THIS DOCUMENT AND AMENDMENTS**

Approval of this document requires a simple majority of votes cast at a meeting with a quorum. Amendments may be made from time to time and must also be approved by a simple majority of votes cast at a meeting with a quorum. If there is no quorum for two consecutive meetings, then an electronic vote may be taken in which case a simple majority vote of all members is required.