**Satellite Rotary Clubs**

**Information – District 6380**

**What is a Satellite Club?**

Satellite Clubs are simply 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 start meeting but to form a Satellite Club you need a minimum of 8 members and the ability to conduct its meeting and programs independently. The Satellite Club will elect a Chairman and Board 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 (merger then form a satellite club)

• 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:**

• The Satellite Club does not have any direct official business or contact with Rotary International, the Rotary District or the District Governor. All official Rotary business is facilitated through the Sponsor Club

• The Satellite Club shall meet weekly.

• 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 recognize 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 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

• The Satellite Club shall establish its own Board and club officers. It is recommended that the Board consist of a Chair, Immediate Past Chair, Chair Elect, Secretary/Treasurer as well as other Directors as needed. The Board should be elected annually by the Satellite Club members and be responsible for the day to day organization and management of the club.

• The Satellite Club shall submit an annual report to the Sponsor Club reporting on its membership, activities and programs.

• The two clubs should enjoy a close working relationship. This will be essential for the long-term future and well being 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 Chair 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 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 neighboring rural town will be significantly different to a city club targeting ex-Rotaractors or 30-somethings. 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 organizing 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.

• 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:

o No time-consuming wait for Charter, get straight down to business

o Administration, membership, club financials, SAR’s, etc are the responsibility of the Sponsor Club

o The club starts with a blank sheet and can build its own priorities and traditions over time.

o 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)

• 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. The Sponsor Club can, however, streamline or amend the process of membership approval for the Satellite Club if they so desire.

• Organize 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 (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.

• Apply to Rotary International (through District Governor) for approval of the Satellite Club. This document should be signed by Sponsor Club AND Satellite Club with list of names of prospective members. A minimum of 8 are required for official Satellite Club status through RI.

• Once members have been approved for induction, set an Induction Night. This should 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 President and Chair).

• The champion and committee should continue to attend the new Satellite Club as mentors for at least six (6) months. 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.

• 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.

**Special considerations**

• There are two Applications required to establish a Satellite Club:

♣ The Sponsor Club must apply to the District Governor for approval to start a Satellite Club prior to releasing publicity about the new club.

♣ The Sponsor Club AND the Satellite Club must apply (through the DG) for approval to establish the Satellite Club. This application should follow invitations, public meetings, vote on Satellite Club leaders, etc. but prior to induction of new members. The application should be accompanied by individual member information forms for each member and a list.

• The naming protocol is as follows: Rotary Satellite Club of (Sponsor Club Name) (additional qualifier), State, Country

 *Example*: Rotary Satellite Club of Brighton Thursday Evening, Brighton, Michigan, USA

• Sponsor Club will commit to update its Constitution, By-Laws and Rules as soon as practicable to recognize Satellite Clubs and accommodate its management

• **To apply to start a Satellite Club the Sponsor Club shall:**

o Have 20 active members

o Show good financial and administrative standing with Rotary International and the District

o Conduct a well-rounded program of Rotary service

o Show a commitment to District 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 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.

**Application to Form a Rotary Satellite Club – District 6380**

**Name of Sponsor Club ……………………………………………………………………. Club # ………………………..**

**Proposed Name of Satellite Club……………………………………………………………………………………………**

The current membership of our Club is ....... Our Board voted on .............. to establish a Satellite Club.

We have reviewed and undertake to amend our constitution, by-laws and relevant rules where appropriate.

Attached is our submission to support the formation of a Satellite Club. (Include details on current limits within your club, 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 these prospective members at this stage.

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

Name Contact Number Email

Leader: …………………………………………… …………………………………… …………………………………

Member: ………………………………………… ……………………………………. …………………………………..

Member: ………………………………………… …………………………………….. ……………………………………

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 6380 and any other reports/requirements will be completed by the responsible person from our Club. We undertake to keep the District Governor and his or her Membership Chair informed of all activity and progress in the formation of our Satellite Club. This application will not be made public 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 APPROVED / NOT APPROVED***

***District Governor...............................................................................................Date ......................***

***District Membership Chair................................................................................ Date......................***