

RECOMMENDED PROCESS FOR ESTABLISHMENT OF ROTARY SATELLITE CLUBS

Prepared by Club & District Support, SPPO – 3 September, 2015

1 Introduction

At the 2013 Council on Legislation, the concept of Satellite Clubs (Satellites) was approved. This means that Rotary Clubs are able to sponsor Satellites. There is no maximum number of Satellites per district. Ultimately, the aim is for each Satellite to move on to become a Rotary Club in its own right. This concept is different and separate to the Satellites Pilot Project which was finalised in 2014.

2 What is a Satellite Club?

Satellites are an extension of their Sponsor Club and offer an alternative meeting day / time and / or place to the Sponsor Club.

The purpose behind forming a Satellite can be any of the following:

- A means of building a club in a new community with the aim of chartering that club in the future;
- Provide the opportunity for Rotary to be available in smaller rural and remote communities;
- Opportunity for alternative meeting times or locations for one club within the one week;
- Introduce alternative community demographics to Rotary through a different club structure – such as younger members, youth program alumni, language based group; work constrained group (eg night shift employees).
- Introduce alternative meeting model availability – ie Weekends, Supper, No charge meetings, for example.
- To develop and refine an e-based club, but with a smaller base of members initially.
- An e-Club can have a Satellite as well as a standard club can have an e-club Satellite.

3 Naming of Satellite Clubs

- Satellite Clubs are named in line with their Sponsor Clubs – ie Rotary Club of Springwood , then Rotary Satellite Club of Springwood, New South Wales, Australia.
- A club can have an additional qualifier after the locality name (eg Rotary Satellite Club of Springwood Daybreak, New South Wales, Australia)

- The naming requirements are set out in the Manual of Procedure – just as for Rotary Clubs, the name is to be easily identifiable on a map.
- In instances where the Satellite Club wishes to change its name, the sponsor or satellite should contact Club & District Support who will confirm the name change in writing with the Sponsor Club President and Satellite Club Chair. No change will be made unless they are in agreement.
- The Locality of the Satellite Club shall be its local community and surrounding areas – eg: Springwood and surrounding areas.

4 What are the advantages of Satellite Clubs?

This is one of the key questions frequently posed and the following will offer an insight:

- The Members are Rotarians immediately and feel they are part of the Rotary family and can take advantages of the benefits of membership such as visiting other clubs, attending Conventions, fellowships & networks; etc.
- The club can commence its activities immediately
- The approval process is quick and streamlined – RI approve promptly
- Need only 8 members to commence, compared to 20 for a Rotary Club
- Support of Sponsor Club
- Club has a strong mentor relationship with Sponsor Club
- Satellites often develop more innovative meeting models.

5 Approval Process

- The Board of the Sponsor Club endorses and approves the investigation of a Satellite Club for the club by the Membership Director or if the Membership Director is unavailable, a Board appointee. Upon the positive report that a Satellite is recommended and can be sustained in the considered area, the President advises the club of the Board's support of the Proposed Satellite and invites discussion on the process to move forward with the clubs support.
- The names of the initial members of the Satellite are circulated to the Sponsor Club for endorsement. Any rejection requires advice of why it is rejected to the Satellite Board. Approval should not be withheld unreasonably for any member of the Satellite by the Sponsor Club. For subsequent members joining the Satellite, the names are to be approved within the Satellite and endorsed by the Board. They do not need to be approved by the Sponsor Club. Advice of the details of the new members do need to be provided to the Sponsor Club for updating of membership data.
- Members of the Sponsor Club wishing to transfer to the Satellite Club are free to do so.
- Whilst formally the Club does not require the approval of the District Governor, it is recommended that their support is sought and provided as this will also encourage the Assistant Governor to link into the group as a resource.

- Once the Sponsor Club has endorsed the new club and the required numbers for the Satellite are in place, the Sponsor Club Mentor (Membership Director) and the Club President should request the relevant electronic Satellite Application Format from Club & District Support at Parramatta. This should be signed by the President and Secretary of the Sponsor Club and the Chair and Secretary of the Satellite Club.
- The Sponsor Club should have already updated its Constitution following the 2013 Council on Legislation. If so, it will already have clauses providing for the sponsorship of a Satellite Club. If it has not, it should proceed to update the constitution.

6 Membership & Organisation Structure

- Satellites can be chartered with a minimum of eight members. There is no maximum number, however it is expected that a Satellite would charter in its own right as a standard Rotary Club once it achieves the level of twenty members.
- The members of the Satellites are actually members of the Sponsor club as well as the Satellite in the Rotary database.
- The Satellite Board is comprised of the Satellite Officers and four to six other members as per the Satellite Club By-Laws. Officers include the Chairman, Immediate Past Chairman, Chairman Elect, Secretary and Treasurer.
- At the time of Charter of the Satellite, the club is covered by the Sponsor Club's Constitution. The Satellite can establish its own By-Laws. The Standard Rotary Club Constitution 2013 has provisions for Satellites included. If the Sponsor club has not updated its constitution since that time, it will need to do so to reflect the clauses related to Satellite Clubs.
- Once a Satellite is linked to a Sponsor club, it cannot change Sponsor Clubs.
- A Satellite Club can be either a traditional club or an e-club.

7 Satellite Operations

7.1 Board & Establishment

- The Sponsor Club Membership Director (Mentor) will work to develop the Satellite including the recruitment of members, how the club will operate and the marketing of the Satellite. The type of approach adopted will depend on the community, sponsor club and type of satellite being chartered.
- Recruiting new members for the Satellite should consider include promotion via Social Media including Meetup and Facebook Events, the conduct of a volunteer event / project for the Satellite and identifying potential members through business networks, key partners in community, educational institutions and government sector/s. In establishing the club, it is important that initial meetings / interest events / launch are held at the time when the proposed club is expecting to meet on an ongoing basis.

- Innovation in inviting members to the Satellite is encouraged to ensure that it is seen as an appealing alternative to traditional model clubs. The Interest Meeting or Launch should be well planned, however there is not a specific model for this – as it is important to ensure it fits with the demographics of your potential members.
- Ensure several follow up meetings / activities are planned for the Proposed Satellite and these are advised to interested prospects at the first gathering of the Satellite. Request names of other potential members, types of classifications / roles etc. you are looking to fill for the ideal club structure. Valuing the potential members / new members input is essential in building the Satellite.
- The Board of the Satellite are responsible for its operations in conjunction with its members. Where there is a dispute between the Board and its sponsor club, the Sponsor Club Board shall have the final say in disagreements.
- The Board will elect its office bearers annually at its Annual General Meeting and operate on the same year as the Sponsor Club – ie 1 July to 30 June.
- It shall elect a Chair Elect, Secretary and Treasurer. The current Chair will be automatically the Immediate Past Chair and the current Chair Elect will become the Chair – a total of five officers.
- The Sponsor Club Mentor should work with the leadership team of the Satellite in developing procedures and appropriate structures for projects / activities of the club.
- Once you have the desired number of members – minimum of eight – and the Satellite is ready to charter, complete the application forms (excel spreadsheet style) and lodge with Club & District Support at Parramatta.
- CDS will advise the Mentor of any queries and the ultimate approval of the satellite and copy to the District Governor.
- In conjunction with the Sponsor Club – plan a celebration of the birth of the new Satellite! Make it something to remember and an event which reflects the character of the new club. It is important to invite the District Governor, Governor Elect and Nominee, Assistant Governor, Your Sponsor Club, Community and Business Leaders and members of the local RI Office if they are nearby. Establish Certificates for all new members and a Charter Certificate for the Satellite [Note – a Certificate is not issued by RI for Satellites]
- The Mentor should continue attending club meetings for at least one year and preferably three years to maintain a strong link with the club.
- Build the knowledge over time of Rotary Projects and Programs, educate on The Rotary Foundation as Rotary's Charity and encourage planning to attend District Conference and Training events.
- The Board of the Satellite Club should be represented on the Board of the Sponsor Club by one person – recommended to be the Satellite Club Chair.

7.2 Meetings

- The Sponsor Club has its established meeting time as advertised. The Satellite will select its meeting day, time and venue based on the input of its members and the club mentor from the Sponsor Club.
- The Satellite should not meet on the same day / time as their sponsor club and it is recommended that they avoid the same meeting time as other clubs in the immediate vicinity.
- Satellites are expected to meet weekly, however they are encouraged to be innovative in their approach to their meetings. This could include for example - Business Speaker in week 1, Committee Meetings- Week 2; Project Activity – Week 3 and Social Activity – Week 4 and Combined Meeting with Sponsor Club – Week 5.

7.3 Finances

- The members of the Satellite are required to pay member dues or fees, just as Rotarians in the sponsor club do.
- The annual membership fees are comprised of the following components:
 - a RI Dues which are a fixed amount in US\$ (converted to local currency);
 - b District Dues which are in local currency and club dues.
 - c The Sponsor Club will have costs associated with its operations and the Satellite Members will be required to contribute to some of the operational costs. It is important that the Sponsor Club does not pass on costs to the Satellite which are not related to it.
 - d The fourth component is the Satellites costs of operation. This may include website, marketing costs, printing, etc.
- There will also be costs for meetings – which may or may not include a meal or simply a donation which may go to a community project or to build reserves. This is at the option of the Satellite together with their mentor, but should be based on a budgeted model and be cash positive.

Treasurer Role:

- The Satellite has a Treasurer who has responsibility for all financial transactions of the Satellite. The Club shall ensure all Internal Controls are in place including two signatories on all banking payments either by cheque / electronically.
- The Treasurer shall provide a Set of Financial Statements for each month Board Meeting and to the Sponsor Club on a regular basis. Sharing the information with club members of the Satellite is encouraged for transparency.
- The Annual Financial Statements shall be audited – and the Treasurer should make arrangements for this.

7.4 Reporting to Sponsor Club

- With the close links of Satellite and Sponsor Clubs, it is important that the Satellite provides a regular report to the Sponsor Club, for the Board and

Members information. This can be completed by the Chair who will either attend the Board of the Sponsor Club as a member or as an observer.

- The Satellite shall prepare and submit an Annual Report to its members and the Sponsor Club reporting on its activities, financial statements and audited accounts for inclusion in the Sponsor Club report for its Annual General Meeting.
- The two clubs may have Joint Board Meetings as the need arises.

7.5 Operations

7.5.1 Charter

There is no Charter issued for a Satellite Club, however the Sponsor Club should make the induction of the initial group of members as a special occasion. This will build the relationship between the two groups.

7.5.2 Operating Independently

The Satellite needs to be capable of operating independently, with the support of their mentor (Membership Director or nominee of Sponsor Club). The sponsor club needs to allow the club to operate independently, but to be there to support it as required.

7.5.3 Goal Setting on Rotary Club Central

- The Satellite does not have its own goals set on Rotary Club Central. The goals set are those set by the Sponsor Club and the Sponsor Club would need to enter any specifically related to the Satellite.
- It is important that the Satellite is encouraged to set its own goals at all levels of service and monitors the progress of these through the Board.

7.5.4 Updating Membership Records on RI Database

The Satellite Secretary shall update the Membership Records on the Rotary International website by emailing data@rotary.org. The information to be provided is listed in Attachment A. Membership can only be added to the Satellite by Data Services, not by the club.

7.6 Members

- Members in Satellites are equal to all other Rotarians across the world. All members will have access to My Rotary to update their personal profile and data and to view the sponsor club activity on Rotary Club Central.
- All members are encouraged to utilise the resources available to them and when they have difficulties or questions unable to be answered within the club or Sponsor club, they are free to contact their Assistant Governor, District Governor or Rotary International Club & District Support . Naturally, the contact is preferred through the relevant officers of the club, however this is not limited.

8 Dissolution of Satellite Clubs

- Satellite Clubs can be terminated when they are chartered as a Rotary Club or when they dissolve and are no longer operational. In both cases, the Sponsor Club is required to notify the District Governor and Club & District Support (CDS) at Rotary International of this – a process will then be undertaken by CDS to terminate the Satellite.
- Should the Sponsor Club be terminated, the satellite club would also automatically be terminated.
- The Sponsor club President or Secretary terminates each Satellite club member as provided for in Article 12 of the Standard Rotary Club Constitution. Next, the Sponsor President or Secretary removes the terminated members from the sponsor club listing, either in My Rotary or by emailing Data Services (data@rotary.org). Finally, the sponsor club President notifies Club & District Support (CDS). CDS staff will confirm that the Satellite Club no longer has any members and following a check with the Satellite Club Chair, request its termination and notify the Sponsor Club President and District Governor when the process is complete.
- In cases where the Sponsor Club wishes to resign, the sponsor or satellite club should contact CDS staff who will confirm the resignation in writing with the Sponsor Club President and Satellite Club Chair. No change will be made unless they are all in agreement.

9 Other

- When a small struggling club which had elected to become a satellite wishes to default back to being a club in its own right – this is not permissible, as their original charter had been terminated. It could do this only when it wishes to charter again.

10 Contacts

Your Club & District Support Contacts at South Pacific & Philippines Office in Parramatta are:

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Manager, Club & District Support
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Barbara Mifsud
Coordinator – Club & District Support
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ATTACHMENT A **These details are included in the spreadsheet to be completed with the Charter form.**

Satellite Club Name:

Title (Mr, Mrs, Dr etc)	
Family Name	
First Name	
Second Name	
Suffix (Jnr, Snr, III, etc)	
Gender (M / F)	
Preferred Language (English is default)	
Former or Current Rotarian (Y / N)	
If Yes, RI Membership ID No	
Name of Former / Current Rotary Club and District	
Former / Current Firm / Employer	
Position at business / Title	
Contact Numbers	
Telephone: Home	Telephone: Business
Mobile / Cell	
Email: Please mark if home or work	
Mailing Address: Please circle which Residence / Business / Other	
Print clearly and include State / Province, Country & Postcode	
If Post Office Box above – please provide an alternate address for courier deliveries	
Magazine: Local Regional Magazine or The Rotarian	
Date of Birth	
Role in Club	

