

## **Satellite Club Pilot Program**

### **Answers to Frequently Asked Questions**

#### **Satellite Club Administration**

##### **Is a satellite club chartered?**

No. A satellite club may be thought of as an alternate meeting time and place of the host club. The satellite club is not an official independent Rotary club.

##### **What should we name our satellite club? What are the rules about satellite club names?**

The naming of the satellite club is up to your club, the host club. Your club, the host club, has flexibility in the naming of the satellite club. Also, if the satellite club eventually becomes a separate Rotary club and chartered in its own right, the charter members could change the name if they so desire.

##### **Do clubs have to notify RI of their satellite club(s)?**

Yes. Pilot clubs are required to notify RI of their satellite clubs by completing an online form.

##### **How many satellite clubs can our club host?**

A club may have up to 3 satellite clubs.

##### **What is the deadline for establishing satellite clubs?**

The deadline for establishing satellite clubs is 1 July 2012.

##### **What officers, if any, are required for the satellite club?**

a) The pilot program rules do not require officers for the satellite club. A host club may institute ad hoc officers for the satellite club, but these ad hoc satellite club officers will not be officially recognized by Rotary International. The host club's officers are the officially recognized officers for both the host club and satellite club(s).

b) To manage the satellite club's meetings: It is up to the club to determine how best to manage the satellite club's meetings including taking attendance, etc. Some clubs in the pilot may appoint a club officer to regularly attend the satellite club meeting, others may rotate officers to attend the satellite club, and others may create ad hoc officers or other roles to manage the satellite club meetings.

##### **Do the host club and the satellite club(s) ever have to meet?**

Yes, the host club and satellite club(s) must meet in person at least once a quarter.

##### **Do service projects proposed by the satellite club require host club approval?**

A decision to be determined by the host club. Some pilot clubs may decide to jointly coordinate service projects; others may decide to have separate service projects; and many pilot clubs may decide to have service projects coordinated through the regular business meeting of the host club with satellite club(s) assisting with implementation. These decisions will also be influenced by the number of members in the host club and satellite club: It might not be reasonable to have separate service projects in smaller clubs.

#### **Financial Matters**

##### **RI dues and satellite clubs?**

RI dues are payable for each member as stipulated in RI Bylaws 17.030 regardless of whether the member attends the host club's or satellite club's meeting.

##### **Club dues, club fees, and satellite clubs?**

a) Annual club dues: An amount determined by the host club. Host clubs can elect to have different annual club dues for the host and satellite club(s) or pilot clubs can elect to have the same annual club dues for all, recognizing that all members are officially host club members. Again, club dues for the satellite and host club are up to the host and satellite club to determine.

b) Meal/beverage costs and associated meeting location fees: An amount determined by the host club. These costs may vary significantly between the host and satellite club(s).

### **Membership**

#### **Reports, information requests, Member Access?**

Pilot clubs are to submit to RI any requested information or reports. Pilot clubs are also to maintain and update member information on a monthly basis.

#### **How many members are required for a satellite club?**

As satellite clubs are not chartered clubs, there are no minimum numbers for the satellite club. However, you will want to ensure that there are enough members of the satellite to have an engaging and productive meeting.

#### **How do we induct members into the satellite club?**

The members are officially members of the host club. The induction rules and membership requirements for the host club and satellite club must be the same.

#### **Do satellite club members get to vote in host club elections?**

Yes. Satellite club members are members of the host club. As host club members, they get to vote in host club elections.

#### **Attendance requirements if a member misses their regular meeting and attends the alternate meeting instead?**

There is no difference between attending the host club or satellite club meeting: Attendance at either meeting counts for the club attendance requirements. For example, a host club member who attends that week's satellite club meeting does not have to make up their host club meeting. And attendance at either meeting also counts toward the requirement to attend at least 30% of club's meetings in each half of the year.

## **SATELLITE ROTARY CLUB GUIDELINES**

### **BACKGROUND**

At the 2013 Council on Legislation provision was made for the formation of satellite clubs and these Guidelines are prepared for the purpose of assisting clubs in the District to understand the provisions and implement action to form satellite clubs if so desired.

What is a satellite club?

A satellite club is defined as “a potential club **whose members shall also be members of the sponsor club**”.

It is likely that the satellite club would not initially have the required number of members to charter a club and the purpose of conducting the satellite club is to give the potential club time to obtain the required number of members for chartering.

Thus there needs to be a sponsor club which forms the satellite club in the same locality as the sponsor club, or in the surrounding area.

The name of the satellite club shall be the “Rotary Satellite Club of (insert name which does not have to mirror exactly the name of the sponsoring club but needs to be an adjoining location, eg. Eynesbury for Melton Valley RC)”.

**The members of the satellite club shall also be members of the sponsor club** until such time as the satellite club shall be admitted into membership of RI as a Rotary Club.

Satellite clubs shall hold regular weekly meetings just like any Rotary club at a time and day decided by its members.

#### Governance of a Satellite Club

The sponsor club shall provide such general oversight and support to a satellite club as is deemed appropriate by the sponsor club's board.

There shall be a satellite club board comprising a chairman, immediate past chairman, chairman-elect, secretary and treasurer as well four to six other members of the club.

The board shall be elected annually by the satellite club members.

The satellite board shall be responsible for the day to day organization and management of the satellite club and its activities in accordance with rotary rules, requirements, policies, aims and objectives under the guidance of the sponsor club. It shall have no authority within, or over, the sponsor club.

A satellite club shall annually submit to the president and board of the sponsor club a report on its membership, its activities and programs, accompanied by a financial statement and audited accounts for inclusion in the sponsor club's reports for its annual general meeting and such other reports as may, from time to time, be required by the sponsor club.

The satellite club shall be subject to the sponsor club's rules and bylaws.

Authorised by the District Board at its meeting on 15 August 2013.