

## Recommended Action Plan for Member Clubs to Establish Companion Clubs

**Definition:** According to Rotary International, a Companion Club falls under the same organizational rules as a Satellite Club, requiring a minimum of eight (8) members and the sponsorship of a current Rotary Club in good standing. *(See Guide to Satellite Clubs for more information).*

The primary difference between a Satellite Club and a Companion Club is that the Satellite Club model is usually used to begin a new Rotary club while a Companion Club typically is formed for a specific cause: “Community Service”, “Interest Based”, “Cause Based”, or other, with the intention of remaining an extension of the Host Club, focused on a particular cause. Rotary and Rotaract clubs may host Champion Clubs. The members remain as members of the Host Club.

### District 6970 Recommended Steps:

1. Once members have determined a particular focus or interest, speak with club and district leadership for guidance, advice, and member education.
2. Gauge interest from community members outside the club and with former club members.
3. Seek board approval to proceed with forming a focus-based membership model; include such things as dues, attendance and/or participation requirements and expectations.
4. Form a focused-based committee within the Host Club to begin meeting as a group outside of the regular club meeting, begin exploring ideas, and working together as is determined by the committee.
5. Assign a Host Club member as a champion to keep lines of communication open between the focus-based committee members and the host club board.
6. Encourage focus-based committee members to attend Host Club meetings, projects, and social events, as schedules allow. Also, encourage Host Club members to support and attend focus-based committee events.
7. Once there are a minimum of eight (8) focus-based committee members, two options become available:
  - A. Speak with focused-based members to determine if the committee model within the Host Club works for them. If so, the committee should continue as a committee.
  - B. If a majority of committee members are interested in forming a Companion Club, then a chair, chair-elect, and secretary must be named. The Host Club champion and the person identified as the potential chair should meet with the board of directors of the Host Club. If all parties agree, complete the [Rotary Satellite Club Application Form](#) found on the [New Club Site](#) and send to the District Governor and District Membership Chair to form the Companion Club. The by-laws of the Host Club should be changed to reflect the addition of the Companion Club, and it is suggested that the chair of the Companion Club be made a member of the board of directors of the Host Club. Important to note is that Companion Club members remain members of the Host Club within Rotary International.
8. If all parties are not in agreement, the committee should continue under the current model within the Host Club until there are a minimum of twenty (20) focus-based committee members. Once at least 20 members have joined the committee (*although 25 is more ideal because of possible attrition*), three options are available:
  - A. Remain as a focus-based committee in the Host Club.
  - B. Go back to the Host Club board of directors to seek their support in becoming a Companion Club.
  - C. Contact the District Governor stating the focus-based group’s intention to charter their own club, accepting all the responsibilities that come with a traditional club including their own set of officers, bookkeeping, by-laws, rules, and regulations, etc. **Important to note is that option C should be a last resort and implemented only if the Host Club resists supporting the Companion Club formation.**