



SAVE THE CHARTER

What is “Save the Charter?”

Save the Charter is an opportunity to simplify the opportunity for another club to form.

How do you “Save the Charter?”

Do NOT disband the club in question. Do NOT submit the club’s paperwork to Rotary International, Club and District Support (CDS), to terminate the club’s charter.

“Save the Charter” Considerations

1. Ideally the club in question is in good standing (for example, the club does not have outstanding debts – such as past dues to the district or Rotary International, or vendors). This should be confirmed with Rotary International CDS and the district’s treasurer.
2. Ideally, the club is in good standing with the IRS (they have not lost their 501(c)(4) nonprofit status). Seek advice and options if the club has lost their non-profit status. Also confirm the club is in good standing if they have a 501(c)(3) foundation and / or any obligations to the state (for example, if the club has a fundraiser such as bingo).
3. Work with RI CDS (Club and District Support) to let them know this club is going to
 - change names
 - move to / meeting location / day / time (could be anywhere in your district) and
 - provide any additional information CDS requires.
4. Once the name change is official at RI, a name change form and change of address form should be submitted to the IRS and State (as per current regulations) for the club’s same Tax ID number.
5. New bank accounts (operating and charitable) should then be opened. It is recommended previous accounts be closed. Involve prior club members in the decision about how the funds will be distributed if there are funds left in the old club’s accounts.
6. RI CDS supports “Save the Charter” < Find CDS or Financial Representative here: <https://my.rotary.org/en/contact/representatives> >

What are the Benefits of “Save the Charter”

1. Save the Charter is much easier than starting a new club.
2. If there are members that want to remain with the name change and new meeting location, they may remain with the club.
3. This action does not require the min of 20 for starting a new club.
4. The Club does not lose its history; foundation recognition points, etc.