**Change** **of Rotary Club Name and/or Locality:**

**Instructions**

We understand that Rotary clubs evolve over time, and the name and/or locality your club chose when it first organized may no longer represent your club’s current or desired membership. The name and locality of a Rotary club can only be changed by the mutual consent of Rotary and the club.

We encourage you to consider the following information when discussing the possibility of changing your club’s name and/or locality, per the [Rotary Code of Policies](https://www.rotary.org/myrotary/en/document/rotary-code-policies):

**Club Names**

The name of a Rotary club is to identify the club with its locality. The name should be one (or include some reference) that is easily identifiable on a map of the area, so that someone unfamiliar with the area can determine the general location of the club.

**Locality**

Each Rotary club shall be organized and exist in a locality. The locality can be any area where there are sufficient business and professional persons actively engaged in service to society whose offices or places of business or residence are so contiguous to one another as will enable them to function as a club. The club shall designate the locality in the constitution of the club.

When your club has agreed upon its new name and/or locality, follow these steps to officially request the change(s):

**Step 1:** At a regular meeting in which a quorum is present, vote to change the club name and/or locality. Notice of the proposed change must be mailed to each member of the club and to the governor at least ten days before the meeting. A two-thirds affirmative vote of all members present and voting is needed. See Article 22, Section 2 of the [Standard Rotary Club Constitution](https://www.rotary.org/myrotary/en/document/632) for more information.

**Step 2:** If approved, notify your district governor of the new name and/or locality.

**Step 3:** Obtain the approval of the RI Board of Directors by completing the following application and submitting it to your district’s [Club and District Support (CDS) representative](http://www.rotary.org/myrotary/contact/representatives).

**Change** **of Rotary Club Name and/or Locality:**

**Application**

1. **What is your club’s current name?**

|  |  |  |  |
| --- | --- | --- | --- |
| Rotary Club of |  | District |  |

1. **Is your club requesting a name change?**

No, our club’s name will not change.

Yes, our club is requesting to change our name to:

|  |  |
| --- | --- |
| Rotary Club of |  |

1. **Is your club requesting a locality change?**

No, our club’s locality will not change.

Yes, our club is requesting a locality change.

|  |  |  |  |
| --- | --- | --- | --- |
| Our current locality is |  | | and the surrounding area. |
| Our proposed locality is | |  | and the surrounding area. |

1. **What is the reason for your proposed name and/or locality change?**

|  |
| --- |
|  |
|  |

**Replacement Charter (*Optional*)**

If you would like to receive a digital copy of the club’s charter certificate, please indicate below and provide an email address.

We would like a replacement charter:  Yes  No

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Certification**

We verify that our club voted at a regular meeting on  by a two-thirds affirmative vote of all members present and voting to change our name and/or locality as indicated above in accordance with the provisions of Article 22, Section 2 of the [Standard Rotary Club Constitution](https://www.rotary.org/myrotary/en/document/632). Our club has notified the district governor about our plans to change the club's name and/or locality.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| *Signature of President* |  | *Date* |  | *Signature of Secretary* |  | *Date* |