



Establishing a Rotary Satellite Club - District 5320 Guidelines

READ ME FIRST!

[Satellite Club Frequently Asked Questions](#) (RI CDS Oct 2013)

[Satellite Club Application](#)

[Satellite Club Member Information Form](#)

[Standard Rotary Club Constitution \(2013\)](#) (With updates for satellite clubs)

Satellite Clubs may be formed to:

- Assist in chartering a new club
- Accommodate rural and remote areas or communities with small populations
- Accommodate large metropolitan areas in allowing one club to provide several meeting times and locations
- Accommodate different demographic groups such as young people where the established Rotary club doesn't suit them or isn't attractive to them

Investigating the Possibilities

- Working with the club membership committee, a Rotary Club board may investigate the merits of starting a Satellite Club. The President should lead a discussion at a club assembly to discuss the merits and to determine support for forming a Satellite Club. The club should look to its bylaws for club's requirements for discussion and voting on the sponsorship of new clubs, including satellite clubs.
- Following the appropriate approval by the sponsoring club, appoint a champion and committee to be responsible for the research and establishment of the Satellite Club.
- Determine the approach, marketing and targeting of members for the satellite club. The Committee should research the possible locality, meeting day and time, membership demographic, community need, etc.
- Inform the District Governor, in writing, of the club's intent to form a satellite club so that the District membership committee may provide support during the formation process and the Governor may be kept updated on the progress.

Attracting New Members

- After informing the District Governor, the committee should **advertise for interested people** through the Sponsor Club, other local clubs, local community leaders, community groups, newspapers, etc. Keep a list of all prospective members with contact details, classification, etc. For more ideas, review Chapter 3, "Attracting New Members" of RI publication "[Strengthening Your Membership](#)" (417).
- **Set a date for an information/interest meeting.** Ensure the timing and conduct of this meeting is suitable to the prospective members. Emphasize the advantages of satellite club members:
 - *The club starts with a blank sheet and can build its own priorities and traditions over time. Although there are some basic requirements that all clubs follow (Satellite, E-Club and traditional clubs) the format, timing, procedures, etc. are set by the new club (in negotiation with the Sponsor Club)*

- **Have the membership nomination forms available at the initial meeting and sign up all who are interested.** The normal Rotary rules for nominating new members apply. Follow the procedure for [How to Propose a New Member \(254\)](#). Remember the Satellite Club members are part of the Sponsor Club unless and until the Satellite Club decides to charter as a separate Rotary Club.
- **Organize a follow-up meeting for all those who signed up or are interested.** Further discuss how Satellite Clubs work and lead a general discussion on the future of this club. Ask for suggestions on where and when the Satellite Club may meet. Open discussion on possible club names and explain the requirements of RI re naming format. Explain the leadership requirements and look for possible leaders. Remember this is about the new Satellite Club and its members. **Their opinions and comments are paramount as this will be their club** (with Sponsor Club support) and should be run as much as possible how they want.
- **Continue this process weekly.** Hand control of meeting to the satellite club leaders as soon as they are elected by their peers. Where appropriate introduce procedures and structure to the meetings, committees, etc.
- **Apply to Rotary International (through District Governor) for approval of the Satellite Club.** Use the [Satellite Club Application](#) form. This document should be signed by Sponsor Club AND Satellite Club with list of names of prospective members. Collect a [Satellite Club Member Information Form](#) for each new member.
- **Upon approval of the new satellite club by Rotary International, set an Induction Night. This must be a BIG AFFAIR!** You are starting a new club within your club and this should be reflected in the effort on the night. Invite partners, District Governor, Assistant Governor and other important members of your community.
- **Induct members** in a similar manner to a charter club. Develop a unique ceremony and present a special contract or agreement (signed by DG, President and Chairman). Present framed certificate to all members.

Board and Governance

A satellite club is governed by the provisions of the [Standard Rotary Club Constitution](#), which all Rotary clubs must follow:

“Section 6 — Governance of a Satellite Club of This Club (When Applicable).

A satellite club shall be located in the same locality as this club or in the surrounding area.

(a) Satellite Club Oversight. This club shall provide such general oversight and support of a satellite club as is deemed appropriate by the board.

(b) Satellite Club Board. For the day-to-day governance of a satellite club, it shall have its own annually elected board drawn from its members and comprising the officers of the satellite club and four to six other members as the bylaws shall provide. The highest officer of the satellite club shall be the chairman and other officers shall be the immediate past chairman, the chairman-elect, the secretary and the treasurer. 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 this club. It shall have no authority within, or over, this club.

(c) Satellite Club Reporting Procedure. A satellite club shall, annually, submit to the president and board of this club a report on its membership, its activities and programs, accompanied by a financial

statement and audited accounts, for inclusion in this club's reports for its annual general meeting and such other reports as may, from time to time, be required by this club."

A new club's success depends on how well the club is organized and how well it operates in its first few months. After a satellite club is approved, the sponsor club acts as a mentor, offering guidance to board of the satellite club. However, the board of the sponsor club is the final authority, as satellite club members are members of the sponsoring club.

Continuing Sponsoring Club Responsibilities

The sponsoring club

- Assists the satellite club in planning and organizing the administrative processes of the new club
- Serves as an adviser to the club's officers and reports to the district governor regarding satellite club operations.
- Familiarizes the satellite club with Rotary's policies and procedures
- Organizes joint fundraising activities
- Assists the satellite club in planning programs and projects.

Research indicates that new clubs' biggest membership losses, as well as most club terminations, occur during the second year. A satellite club that has the strong support of a sponsor club well into its second year has a greater chance of becoming strong, self-sufficient, and productive.

Sponsor clubs can establish strong, healthy mentoring relationships in these ways:

- Set goals with the new club: Honestly examine the challenges and weaknesses that could impede the new club. Once you do, you can help it establish goals that will lead it to success.
- Provide structure: Help the satellite club set up regular meetings, complete with agendas, and make sure that each meeting moves the new club toward its goals.
- Establish regular communication: Schedule phone calls and meetings with the satellite club so you can share your advice and guide the club in its early stages.

Satellite Club Administration

The new satellite club will be assigned a separate club number by Rotary International, linked to the sponsoring club number. A satellite club will have its own roster, leadership structure and club dues structure. However, Rotary International will record all satellite club members as both members of the satellite club (with its separate club number) and as members of the sponsoring club. At the time of this writing, RI has not yet completed the technical updates necessary for separate listing of satellite clubs in "Club Finder" or Rotary Club Central. Until they do, RI will bill the sponsoring club for all members and satellite club goals should be entered into the sponsoring club's module in Rotary Club Central.

Tracking membership additions and deletions

Like all Rotary clubs in District 5320, a satellite club must use DaCdb (the District and Club Database) to record all membership changes:

- The satellite club secretary is responsible for this function
- All changes must be entered in DaCdb, which then updates Rotary International
- The sponsoring club does not record the satellite members in its DaCdb roster or on the RI roster (RI will do this update from the DaCdb notice).
- The satellite club submits its own attendance report in DaCdb

- The satellite club members maintain their own profiles in DaCdb.
- The satellite club sets up its leadership structure in DaCdb, which is then forwarded to RI each year by the District.

District and Club Dues

Satellite club members pay the same dues to Rotary International as the sponsor club's members. RI will bill the sponsor club for all members.

Satellite club members will also be assessed the same District dues as the sponsor club's members. The District will bill the Satellite club for these dues. The satellite club does not pay for:

- President's meal charges - The satellite club chair is encouraged to attend on a pay-as-you-go basis.
- District Assembly Club Fee – as the members are included in the sponsor club fee.

A satellite club may also establish its own dues, fees and meal charges, with the guidance of the sponsoring Rotary club.

For More Information

[Visit the Rotary International website](#) and find additional resources on the [District website](#).

For Assistance

Contact your club's Assistant Governor, the District Membership Chair or your [Rotary Club Support Representative at Rotary International](#).