

Rotary Companion Satellite Club Guide

So you are thinking about forming a Satellite Club in Rotary. Before you do, there are a few things you need to know and several things you need to think about.

- Satellite clubs must have a Sponsor club or parent club that they are formed by - they can not be their own club in Rotary.
- Satellite clubs need 8 members to form. They can be either existing or new Rotarians. (although your parent club may prefer more of them to be new Rotarians)
- A satellite "president" is a chair of a committee on the main board (You need to decide if the President gets a vote on the main board?)

There are many reasons why you may want to form a satellite club:

- Meet at a specific location (like a retirement community)
- Meet on different day/times as the parent club
- Meet with a specific purpose/type of service projects
- To spin off a new Rotary club once it grows
- And many more

Before you form a new satellite both the parent club board and the satellite founders should think about and have answers to several questions.

What is your club focus?

What is your club culture?

What is the experience level of your leadership?

There are also parent club and satellite club specific questions on page 2 and 3.

After both groups have answered all of these questions you need to compare answers and work out details where you disagree. If you need a neutral third party, your District Membership Team can likely provide someone to help facilitate.

Parent/Host Club Questions

- Do you expect to receive any money or finances from the satellite?
- Do you expect satellite members to attend your meetings?
- Do you expect to attend satellite club meetings?
- Do you expect to be on satellite club communications?
- Do you expect satellite members to be on your club communications?
- Do you expect satellite members to attend your board meetings?
- Do you expect satellite members to attend your service projects?
- Do you expect to participate in Satellite service projects?
- What is the purpose of the satellite club as you see it?
 - to offer another meeting opportunity
 - create another club
- Do you intend for this satellite club to become its own club someday?
- What help are you willing to provide the satellite club?
 - finding speakers
 - fundraising
 - service projects
 - none of the above
- Are you going to help manage the satellite club's money?
 - parent club has to do this
 - Will you create a separate account to keep satellite funds separate?
- Are you prepared for the satellite to approve new members into the satellite and your District Database System?

Satellite Club Questions

- Do you expect to receive any money or finances from the parent club?
- Do you expect parent club members to attend your meetings?
- Do you expect to attend parent club meetings?
- Do you expect to be on parent club communications?
- Do you expect parent club members to be on your club communications?
- Do you expect parent club members to attend your board meetings?
- Do you expect parent club members to attend your service projects?
- Do you expect to participate in parent club service projects?
- What is the purpose of the satellite club as you see it?
 - to offer another meeting opportunity
 - create another club
- Do you intend for this satellite club to become its own club someday?
- What help are you hoping to receive from the parent club?
 - finding speakers
 - fundraising
 - service projects
 - none of the above
- Are you planning to manage your own money or want the parent club to help?
 - parent club has to do this
 - Will you create a separate account to keep satellite funds separate?
- Do you intend to have a different due structure than the parent club? (RI dues, District Dues, - Parent Club dues?, Satellite Dues?, Foundation Contributions?)
- What membership levels will be available to satellite members?
 - same as parent club or other options?
- What are your meeting structure going to be?

Resources for parent and satellite clubs

The District can provide

- attraction and engagement session
- visioning for a club
- RLI level 1 for a new club
- plug satellite chair/president into PETS if intention to be a new club

Once the parent and satellite are in agreement on what the satellite will be you can take these steps to set up a satellite club

- setup satellite club in DacDb or your Districts Database System
- setup different bank account for satellite
- fill out the application with RI for a satellite club

Sometimes parent clubs or other neighboring clubs like to give a present to new satellite clubs - here are some things they could provide:

- Pay for RLI for leadership
- Pay for PETS and mentor
- Give Points to help provide matching points for a new club and give the chartering officers PHF (have a member show up to charter meeting to give actual PHF
- Swag for the new clubs or new members