

FORMING AND MANAGING A SATELLITE CLUB

It is extremely important that Host Clubs and their respective Satellite Clubs start off on the right foot to create a viable and sustainable Satellite Club.

INITIAL DETAILS:

- Eight (8) members are needed to start a Satellite Club.
- Satellite Clubs determine their bylaws in collaboration with its host club, which approves them.
- Satellite Clubs set up their own board and have their own officers. However, instead of a President, a Satellite Club has a Chair, Club Secretary and Club Treasurer. The Club also makes the rules when and where the Satellite meets and who participates in elections.
- All Satellite Club members are required to pay Rotary International and District dues, as administered by the Host Club. Beyond those obligations, it is up to the Satellite and its Host Club to determine the dues structure for each member. Each Club makes its own rules about how much in dues members of the Satellite will pay, as long as the fees are high enough to support District and RI dues.
- All Satellite Club members are to be recorded in District's and Rotary International's databases as a member of the Host Club. There is no special designation for Satellite Clubs; however, there may be a designated area in District database for Satellite Club member notation. This will enable the membership reports to be accurate for the Host Club and for dues purposes.

RECOMMENDED BEST PRACTICES

- The Host Club should include at least two members and preferably up to five who serve as champions and mentors to the Satellite.
- The Host Club should be responsible for all Rotary administrative functions of the Satellite including dues collection and the handling of all fundraising proceeds and grant funds.
- The Host Club Secretary will need to identify a member as being part of the Satellite Club. Identify the Satellite Club member in the District database (DACdb) as follows: Active-Satellite. This will also allow reports to be generated by the Host Club's secretary for a list of Satellite Club members.
- Members of the Satellite Club should be appointed to and serve on relevant committees of the Host Club.
- Satellite Clubs should also provide additional regular opportunities for service, fellowship and Rotary engagement. Clubs are encouraged to recognize the need for a substantial connection between the Host Club and its Satellite Club(s). Combined projects, service work and gatherings are strongly encouraged. The Host Club and its

Satellite Club are encouraged to have shared experiences to ensure a bond remains among the members.

- Members of the Satellite Club should be eligible for management positions of the Host Club. The Host Club may elect to revisit its by-laws with possible amendment to them to make it possible for a Satellite Club member to serve in a management position.

- Satellite Club members should **remain visible to the Host Club**. Satellites should encourage their members to attend at least one Host Club meeting or function per quarter.

- Host Club members should attend a Satellite Club meeting and/or participate in a service project or fellowship event. Interaction and collaboration between Host Club and Satellite Club members is important for the success of the entire Rotary Club as it increases cohesion amongst members and momentum for the Host Club and Satellite Club.

LAUNCH OF SATELLITE CLUB, INDUCTION AND ORIENTATION:

The initial induction of Satellite Club members may be done at the Satellite Club meeting or a Host Club meeting. Generally, this is a big celebration for the Host Club and its new Satellite Club. District leadership should be invited to join in the celebration and be there to recognize this inflection in the Host Club's history.

OPTIONS FOR A SATELLITE CLUB

A Satellite Club will always have the option of remaining a Satellite Club and part of the Host Club. A Satellite Club may also decide to apply for and charter its own new Rotary Club once its membership reaches twenty (20). Satellite Clubs may begin with the intention of later chartering as its own Rotary Club; however, this is not a requirement. Some Satellite Clubs may choose to remain one forever.

Q&A

BOARD AND GOVERNANCE

Can satellite clubs create a separate board with a different set of officers from the host club?

Satellite clubs set up their own board and have their own officers. However, instead of a president, a satellite club has a chair.

If there are two boards, how are disagreements handled?

The board of the host club has the final authority when there are disagreements.

Does the leadership of the satellite club have a position on the host club's board?

This is not required, but is highly recommended.

Can a satellite club have separate bylaws?

Yes. The satellite club determines its bylaws in collaboration with its host club.

Who decides where and when the satellite club meets?

The satellite club determines its meeting place and time in consultation with its host club.

Does the satellite club meet together with the host club?

The satellite club should have a separate meeting, although it may meet jointly with the host club from time to time.

Can satellite clubs host Interact or Rotaract clubs?

No. But if the satellite's host club hosts an Interact or Rotaract club, it may appoint a satellite club member to serve as the Rotarian contact and mentor for the Interact or Rotaract club.

MEMBERSHIP AND DUES

Are satellite club members Rotarians?

Yes, they are members of the host club.

Does the host club need to approve new satellite club members?

The host and satellite clubs should work out a process for adding new satellite club members at the time the satellite is being formed. The host club should also add that process to its bylaws. If a conflict arises with satellite club membership, the host club has the final say. As members of the host club, satellite club members are ultimately subject to the authority of the host club's board.

Do satellite club members pay Rotary dues?

Yes. Satellite club members are Rotarians and pay the same Rotary dues as the host club's members.

Do satellite clubs receive a dues invoice from RI and the District?

No. The satellite club members are included on the host club's dues invoice.

Can a satellite club have a separate dues structure?

Yes. The satellite club determines its dues structure in collaboration with its host club.

SAMPLE BYLAWS

ARTICLE XII Satellite Club

The board, in accordance with the club constitution may establish satellite clubs.

ARTICLE 1 For the day-to-day governance of a Satellite, it has its own annually elected leadership drawn from its members. The highest officer of the Satellite shall be the Chair and other officers may include the Immediate Past Chair, the Chair-Elect, the Secretary, and the Treasurer.

Section 1- Eligibility for Office: All active members of the Satellite Club, except Corporate Associate Members and Honorary Members, are eligible to be elected to the Board.

Section 2- Chair Designate and board Nomination and Election: At least 6 months prior to July 1st, the board shall meet and select a candidate to become the Chair Designate, Secretary, and Treasurer .The board shall present their candidates to the satellite club membership at the next scheduled meeting. The Chair Designate and board shall enter office July 1st and their term will end June 30 the following year.

Section 3- Vacancy of a board member: A vacancy on the Board of Directors shall be filled by a vote of the remaining members of the Board.

Section 4- Terms: Board members shall serve one-year terms over the course of the Fiscal Year of July 1st through June 30.

Article 2 The board of the Rotary Club of Abbeville has the final authority when there are disagreements within the satellite's board or between satellite and host club's board.

Article 3 The Chair of the Satellite can be a member of the Host Club's Board. The Rotary Club of Abbeville club president can appoint a liaison to serve on the satellite clubs board. This person can be the current satellite club chair.

Article 4 Members of the Satellite shall be eligible for management positions of the Host Club. Members of the Satellite shall be able to serve on relevant committees of the Host Club.

Article 5 The satellite club determines its bylaws in collaboration with the Rotary Club of Abbeville. The Satellite shall find its own procedures and traditions.

Prepared by Rotary D6200 Membership Chair – 2019-2020

The Satellite Handbook

Best practices, recommendations and ideas for District 6200

Article 6 The satellite club determines its meeting place and time in consultation with the Rotary Club of Abbeville. The Satellite should meet on a different day, at a different time, and/or at a different location from the Host Club. The satellite club shall meet at least twice a month.

Article 7 Qualifications for and approval of membership in the satellite club shall follow the bylaws of the Rotary Club of Abbeville.

Article 8 All Satellite members are required to pay Rotary International (RI) and District dues, as administered by the Host Club. Beyond those obligations, it is up to the Satellite Club to determine the dues structure for each member.

Article 9 The satellite club's officers will have special access to Rotary databases to access reports and information on the club and its members. Individual members will be able to access "My Rotary" normally. Satellite club members are included on the host club's dues invoice. All Satellite members are to be recorded in their respective District's database and Rotary International's database as a member of the Host Club. There is no special designation for Satellite; however, there may be a designated area in the District database for Satellite member notation. This will enable the membership reports to be accurate for the Host Club and for dues purposes. Until there is a designated area in the database, it would be useful for the Host Club to maintain a list of Satellite members for reference purposes.

Article 10 The privileges and obligations of Rotary membership apply equally regardless of which meeting (Host Club or Satellite) they attend. The Host Club and the Satellite are permanently linked as the members of both groups ultimately comprise the Host Club. That tie can only be broken if the Satellite charters as an independent Rotary Club.

Article 11 The Satellite shall submit any reports required by the Host Club reporting on its membership, activities and programs.

FOOTNOTES:

1- In some instances the host club may want to open a separate checking account to simplify tracking the activities of the satellite club. It is recommended to have a 2 signature check, with signing privileges awarded to the satellite chair and a member with signing privileges from the host club.

ADDENDUM A – GLOSSARY OF SATELLITE CLUB TERMS

The existing Rotary Club that creates, mentors and collaborates with its Satellite.

The District and Club database that was developed to assist districts and clubs to meet their administrative reporting requirements to Rotary International, and to foster easier communications within the district for the district leadership, district committees, club leadership, and of course the members of Rotary Clubs.

District Membership Team - A team of Rotarians in District 6200 who oversee membership growth, development and retention at the Club and District levels with the express purpose of being a resource for Club membership chairs, Assistant Governors and the District Governor's leadership string.

A strategy for increasing and strengthening a Club's membership by organizing a group of Rotarians (new and existing) who meet at a different time and place and oftentimes have lower dues than the Host Club. A member of a Satellite Club is a full-fledged, dues paying Rotarian of the Host Club, with all the rights, privileges and obligations of the other Rotarians belonging to the Host Club.

ADDENDUM B – SATELLITE CLUB INFORMATIONAL WORKSHEET

Satellite Club Name:

Host Club:

Satellite Club Chair Name:

Satellite Club Chair Phone:

Satellite Club Chair Email:

Satellite Club Meeting Day/Time:

Satellite Club Meeting Location:

Satellite Club Launch Date (Anticipated or Actual):

Current Number of Satellite Club Members (Inducted): as of Estimated Number of Prospective Satellite Club Members:

Target Demographic:

Host Club Satellite Club Mentor Name:

Host Club Satellite Club Mentor Phone:

Host Club Satellite Club Mentor Email:

Additional Info: