



Satellite Clubs

Frequently Asked Questions

**(Please read this in conjunction with the
New Club Formation Handbook)**

**Prepared by:
Rotary International in Great Britain & Ireland (RIBI)
Membership Development and Retention Committee**

July 2015

INTRODUCTION

This FAQs sheet deals with starting satellite clubs. It should be read in conjunction with the New Club Formation Handbook which includes information about marketing a new Rotary club, how clubs develop and preparing for charter celebrations.

A summary guide to the development of satellite clubs is provided as an appendix to this document.

An E-Learning programme covering the formation of new clubs is available on the RI Learning Centre platform and a complementary programme covering satellite clubs will be available as soon as practicable.

STARTING A CLUB

What's the purpose of the new satellite club policy established through the 2013 CoL enactment?

The new satellite club policy provides a new way to create Rotary clubs. A satellite club functions as a short-term, transitional step on the path to becoming a full, independent Rotary club.

How does a club decide to start a satellite club?

Satellite clubs give opportunities to people to join Rotary who may not be able to attend at the time the local club meets or who may want to be part of a different kind of club. Satellite clubs allow well established Rotary clubs to sponsor new opportunities in a locality.

Is there a formal decision making process to establish a satellite club?

Yes. This should be discussed in the sponsor club and a vote taken on whether to proceed. As this decision is an amendment of an "Administrative or Operational Nature" in that it adds a further meeting and structure within the sponsor club a 2/3 majority is required.

How does a club apply to have a satellite club?

Once a satellite club has at least eight members it can satisfy the requirements of the RIBI Club Constitution Article 10, Section 6(b) and the application form 08 should be completed. The application is sent to Club and District Support (CDS) team at RIBI by the sponsor club president. The form is also signed by the Chairman of the new Satellite Club and district team is informed

Does the satellite club hold an inaugural meeting when it reaches eight members?

There is no need to do this but the sponsor club and satellite club members might wish to celebrate the formal setting up of the satellite club and hold an event to generate publicity.

Is there a minimum or maximum number of members of a satellite club?

There is no minimum number needed to start the formation of a satellite club. However, there will need to be sufficient members to form a council at the appropriate time and eight is the recommended number for the club to apply for recognition as outlined in the paragraph above. There is no maximum number of members.

Is there a minimum number of members for the sponsor club?

No. Clubs with fewer than 20 members can form a satellite club.

Can e-clubs be sponsors or satellites?

Yes. E-clubs can sponsor both regular and e-club satellites and regular clubs can sponsor satellite e-clubs.

Can an existing weak club convert to a satellite club and retain its charter and history?

If members of a weak club want to become a satellite club they must first resign their charter. They would then be free to form a satellite club and become members of the sponsor club. However, satellite clubs are not intended to strengthen weak clubs. If a club needs extra guidance and support a district governor may assign a stronger club or a special representative to mentor the weak club.

Can Rotaract Clubs be converted into satellite clubs as a transition to becoming a full Rotary club?

Yes. Some or all of the members of a Rotaract club may form or join a satellite club.

How are satellite clubs named?

A satellite club has the same name as the sponsor club plus a qualifier that distinguishes it from the sponsor. For example:

Sponsor and satellite clubs meet at different times

Sponsor Rotary Club of Bangkok North
Satellite Rotary Satellite Club of Bangkok North Evening

Sponsor and satellite clubs have different locations

Sponsor Rotary Club of Chicago Lakeview
Satellite Rotary Satellite Club of Chicago Lakeview Broadway

E-clubs follow the same naming format:

Sponsor Rotary Club of Bangkok North
Satellite Rotary Satellite E-Club of Bangkok North Evening

Sponsor Rotary Club of Chicago Lakeview
Satellite Rotary Satellite E-Club of Chicago Lakeview Broadway

How do satellite clubs change their names?

The sponsor or satellite club should contact RIBI CDS. CDS will confirm the name change in writing with the sponsor club president and the satellite club chair. No change will be made unless they are in agreement. As the club approaches its application for independent chartered status it should consider its permanent club name. Advice can be sought from CDS.

SATELLITE CLUB COUNCIL AND GOVERNANCE

Do satellite clubs have a separate council with a different set of officers than the sponsor club?

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

As there are two councils, how are any disagreements handled?

The district governor (or their representative) working with the council of the sponsor club has the final authority when there are disagreements. However the sponsor club should realise that the satellite club will want to do things their way within the RIBI Club Guidelines. A positive and supportive relationship between the two clubs should be developed from the start

Does the leadership of the satellite club have a position on the sponsor club’s council?

This is not required but is highly recommended.

Can a satellite club have its own bylaws?

Yes. The satellite club determines its bylaws in collaboration with its sponsor club. Bylaws for satellite clubs are included in the RIBI Standard Club Constitution.

Who decides on the satellite club’s meeting place and time?

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

Does the satellite club meet together with the sponsor club?

The satellite club should have its own meeting although it may meet jointly with the sponsor club from time to time.

Can satellite clubs sponsor Interact or Rotaract clubs?

No. But if the satellite’s sponsor club sponsors an Interact or Rotaract club it may appoint a satellite club member to act as the Rotarian contact and mentor for the Interact or Rotaract Club.

Will the satellite club set goals and use Rotary Club Central for this purpose?

All clubs, including Satellite Clubs, are strongly encouraged to set goals to achieve success. However, Rotary Club Central cannot accommodate Satellite Club goals at this time.

Does the satellite club have to report on its activities to the sponsor club?

Yes. RIBI Club Constitution Article 10, Section 6 suggest an annual report including a financial report and audited accounts should be submitted to the sponsor club for inclusion in its annual general meeting.

Does someone who has only served as the chair (president) of a Satellite Club meet the qualifications for a DGN?

No, but the district can ask the Rotary International President to waive this requirement.

MEMBERSHIP AND DUES

Are satellite club members Rotarians?

Yes, they are Rotarians and members of the sponsor club.

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

The sponsor and satellite clubs should work out a process for adding new satellite club members at the time the satellite is being formed. The sponsor club should also add that process to its bylaws. If a conflict arises with satellite club membership, the sponsor club has the final say. However, the sponsor club should take heed of recommendations given by the officers of the satellite club.

Do satellite club members pay Rotary dues?

Satellite club members are Rotarians and pay the same RIBI and District dues as the sponsor club's members. However, the satellite club determines its dues structure in collaboration with its sponsor club and may have a different club element of dues from the sponsor club. All new Rotarians pay the RIBI affiliation fee of £15 on joining.

If a satellite club is formed after 15 May or 15 November, are dues for the new members waived, as with a new club?

No. Satellite clubs are not separate Rotary clubs. New satellite club members are included on the sponsor club's dues payment to RIBI and District regardless of when the satellite club was approved. However, please see below for further information on dues when the satellite is chartered as a Rotary club.

CHANGES IN CLUB STATUS AND SPONSORSHIP

How long can a satellite club exist?

Satellite clubs are intended as a temporary step on the way to becoming a full, independent Rotary club. However, there is no time limit on these clubs.

Can a satellite club transfer to a different sponsor club?

No. The sponsor and satellite clubs are permanently linked. The satellite club would need to be terminated and the members would have to start a new satellite club with a different sponsor club.

How does a sponsor club terminate a satellite club?

The sponsor president or secretary removes the terminated members from the RI database. The sponsor club president notifies RIBI CDS. The CDS representative will confirm that the satellite club no longer has any members, request termination, and notify the sponsor club president when the process is complete.

If the sponsor club is terminated, does the satellite club need to close as well?

Yes, Satellite clubs are terminated with the sponsor club.

If an existing weak club becomes a satellite club can it revert to autonomous club status?

Satellite clubs are a new way to start a Rotary club. When a satellite club is ready, it may apply to become a full Rotary club. A club which has previously been chartered will still need to go through the process noted below.

BECOMING A NEW, INDEPENDENT CLUB

How does a satellite club apply to become a new, independent Rotary club?

When a satellite club reaches 20 members it may apply to become an independent chartered club. The satellite club works with the sponsor club and district governor to complete RIBI's new club charter application form 07.

New Clubs chartered between 16th November and 15th May have to start paying dues from 1st July. New clubs chartered between 2nd July and 15th November have to start paying dues from 1st January. What happens when a satellite club is chartered?

As all satellite club members are already paid up Rotarians in the sponsor club, they will have already paid dues for the forthcoming period. The new club will take on the responsibility for paying the dues on either the 1st July or 1st January following receipt of their charter.

Does the sponsor club responsibility stop when the satellite club is chartered?

No. It is important, for the sustainability of new clubs, that they are appropriately mentored to make sure that they continue to develop their knowledge and understanding of Rotary. The requirements for mentoring and support will vary from club to club and must be carefully balanced by the sponsor club and the district team.

For further information contact Kevin Walsh, RIBI New Clubs Formation Officer on rotary@kevin601.orangehome.co.uk.

Satellite Club Development - a quick guide

1 Sponsor Club identifies and agrees the need for a Satellite Club	<ul style="list-style-type: none">•Identify target groups and communities where the Rotary offer needs developing•Report to Club Council and members•Note: District team may prompt club to set up the club
2 Prepare Marketing Plan	<ul style="list-style-type: none">•More clearly define the target groups in your community and tailor your messages to suit them•Agree the message - develop the local Rotary story•Identify channels of communication
3 Arrange initial sales meetings	<ul style="list-style-type: none">•Circulate known prospective Rotarians•Inform interested parties through agreed media channels•Hold initial meeting - light touch information with opportunity to give a range of punchy, upbeat messages
4 Let DG and RIBI know about the prospective new Club	<ul style="list-style-type: none">•Agree Club Name, which should include geographic indicator and words to differentiate it from the sponsor club•When you have 8 members elect officers and submit Satellite Club Registration Form to DG and RIBI CDS team•Hold an event to celebrate this milestone in the development of the new club
5 Set up and facilitate follow up meetings	<ul style="list-style-type: none">•Meetings need to be regular and have a purpose•Continue to recruit new prospective members•Consider some initial projects, perhaps in conjunction with sponsor Club
6 Recruit Charter Members	<ul style="list-style-type: none">•You are working towards having 20 members ready to take on responsibility for the new Rotary Club
7 Apply for Club Charter	<ul style="list-style-type: none">•Once you have 20 people make resolution to form the new club & submit Form Ext 07 to DG/ NCF Officer who send it to Rotary GBI CDS team•Consult DG about Charter Date
8 Celebrate gaining of Charter status	<ul style="list-style-type: none">•Party time•Celebrate with existing and prospective Rotarians
9 Ongoing Mentoring by Sponsor Club and District Team	<ul style="list-style-type: none">•Support for the members and officers as they learn about Rotary•Helping develop the new team•Providing advice and support on governance etc