

Rotary District 6200

# The Satellite Club Handbook - Guide To Forming And Managing A Satellite Rotary Club

**Rotary**   
District 6200 Membership Team

## INTRODUCTION

The Satellite Club membership initiative grew out of a need to accommodate quality individuals in the communities in District 6200 who had an interest in Rotary. However, many of these interested individuals could not join a “traditional” Rotary Club due to financial, scheduling or other constraints. District 6200 has experienced an overwhelming response and increasing amount of interest in forming Satellite Clubs as a way to grow membership and provide access to potential Rotarians in our District. Making Rotary Clubs more flexible and more accessible provide Clubs the potential of significantly growing membership in Rotary Clubs with quality individuals.

This **Satellite Club handbook is a guide, not a policy book**, for Rotary Clubs throughout the District who are considering the Satellite Club option as well as for those Clubs with existing Satellite Clubs. As we learn more about what contributes to the success of a Satellite Clubs and we identify best practices, new versions of this Guide will be released.

Historically, the two major impediments for an individual to join a Rotary Club have been financial resources and time availability. While there is no shortage of potential Rotarians, there is a shortage of people who are willing or able to conform to the financial and attendance requirements that have traditionally been part of belonging to Rotary. Satellites address both impediments:

1. Fees can be reduced because the Satellite can opt to have no (required) meals – by far the largest required financial component for most Rotarians.
2. The meeting time, location and meeting frequency components for the Satellite will be determined by Club leadership and the members of the Satellite.

This Satellite Clubs represents a straightforward concept that seems to be working for Rotary Clubs in our District.

The Satellite membership can provide:

- A new strategy for Clubs to grow;
- The opportunity for a group of Rotarians connected by geography, demographics, culture, vocation, or intellectual interest to develop their own initiatives;
- A new approach with flexibility on meeting time, meeting place, dues;
- A way for individuals in communities too small to form a new Rotary Club with 20 members to have access to Rotary. A Satellite Club only requires a membership of 8 members;
- A nontraditional option that allows the membership to operate in a fashion that can be tailored to the needs of the Club membership and;
- A way to establish Clubs in small communities, in locations where ability to leave work to attend a meeting is limited (hospitals, schools, universities, business complexes, etc.).

The Satellite Club option is available for Clubs that are looking to increase or improve:

- Club membership recruitment;
- Membership engagement and participation in Club activities with retention as a by-product;
- Leadership opportunities for Club members;
- Gender balance in Club’s membership;
- Club outreach throughout the community they serve;
- Support to The Rotary Foundation (by participation in programs and donations) and;
- Successful service projects (local and international).

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It is important to stress that the Satellite option is not the right answer for every Club. Satellite Club formation and management requires a significant amount of time and ongoing effort by the Host Club and should not be considered the “quick fix” or a silver bullet to growing membership. Regardless of a Rotarian’s membership in a traditional Rotary Club or a Satellite Club, the focus will always be on “Service Above Self” and Rotary International’s guiding principles, Avenues of Service and Areas of Focus complemented by personal and professional networking.

It is important to remember that a Satellite Club is part of the Host Club; it is not its own Rotary Club. Members of Satellites are full-fledged members of the Host Club and have all the privileges, duties, and rights of a member of the Host Club.

## **SATELLITE CLUBS – WHAT THEY ARE AND WHAT THEY ARE NOT**

### **A Satellite Club is:**

- A way to attract a different demographic to Rotary or sub-group of individuals;
- A way to be innovative and re-imagine what we have traditionally thought of as Rotary;
- A way to re-energize Rotary!

### **A Satellite is not:**

- A Rotaract Club. There are no age requirements, separate by-laws, etc. for Satellite Clubs; However, some or all of the members of a Rotaract Club may form or join a satellite Club;
- A sub-standard form of membership in Rotary. Satellite members have the same responsibilities as other members and share the same interest in “Service Above Self” nor;
- A separate Club. All Satellite members are, by RI standards, full-fledged members of the Host Club.

## **WHO IN YOUR COMMUNITY WOULD BENEFIT FROM A SATELLITE?**

### **Possible target areas or populations for Satellites** (this is not an exhaustive list):

- Young Professionals (e.g. Lafayette North Rotary Club, Centennial Millennials)
- Workplace (ex: Our Lady of Lourdes Satellite)- this may include any company or organization
- Geography (e.g. Broussard Satellite)
- Different Time of Day (e.g. St. Martinville Rotary Club, Evenings Satellite - Breaux Bridge)
- Individuals who find the financial requirements of a traditional Club challenging
- Alternative to E-Club format that enables in-person fellowship
- Individuals living in a senior or retirement community
- Common focus Clubs (environment, parenting, education, etc.)

## **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.

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To ensure success, the following are **administrative recommendations** from the District and District 6200 Membership Team (DMT):

- The DMT (District Membership Team) should designate one of its members to serve as the SSC (Satellite Subcommittee Chair). The SSC will provide advice to Rotary Clubs about forming and running a Satellite Club.
- The Host Club should reach out to the Satellite Subcommittee Chair. The Satellite Subcommittee Chair needs to be aware of the potential formation early in the Host Club's exploration process and subsequent launch of a Satellite Club in order to provide support and intellectual resources.
- Eight (8) members are needed to start a Satellite Club.
- Satellite Clubs determines its 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 6200 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. The District does not dictate any rule, regulation or requirement. This is a Club initiative and not a District, Zone or RI initiative. 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.

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- The Satellite Club should meet at least **twice per month** at which time Rotary business can be discussed.
- 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.
- Host Club mentors and champions and Satellite Club chairs should maintain open lines of communication and reach out to the DMT with any challenges or questions.
- Satellite Club members should be encouraged to attend Rotary Leadership Institute (RLI). While it is important for all Rotarians to attend RLI, it may be even more impactful for Satellite Club members since potentially they will have less exposure to experienced Rotarians.

### **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.

Satellite Clubs are encouraged to provide a regular **“red badge” or orientation program** for all new members to ensure appropriate education about the history and function of Rotary, its foundations (RI and Host Club) and the programs of the Host Club. It's up to the Host Club and Satellite Club leaders as to the format and timeline of Rotary orientation. It's also important to “know your audience” (i.e. new Satellite Club members) to orient and educate them in the way that fits them best.

### **Rotary 101 – Orientation, Education and Guidance**

Orientation suggestions can come from the Host Club as well as the DMT and its resources (including the District Trainer).

### **Rotary Development & Leadership Training**

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Satellite Club leadership is not required to participate in any **leadership training**; however, the District recommends that newly formed Satellite Clubs send their chairs to at least one (1) leadership training opportunity in order to become familiar with the ideals of Rotary, the expectations of Rotary Clubs in District 6200, and the lessons learned from other Clubs.

Some examples of leadership and role training include (not in any specific order):

- Rotary Leadership Institute (RLI)
- Club Training Workshop
- District Mid-Year Assembly
- District Conference

### **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.

A Satellite Club can serve as an excellent incubator for formation of a new Rotary Club. The chartering process for Satellite Clubs to become a new Club is the same as one starting completely from scratch via the DMT and meeting RI's new Club development requirements. A positive aspect to the path of forming a Satellite Club that will later charter as its own Club is that much of the infrastructure will already exist.



## SATELLITE CLUB FREQUENTLY ASKED QUESTIONS

### **What is a satellite club?**

Satellite clubs provide a new option for creating Rotary clubs. A satellite club functions as a short-term, transitional step on the way to becoming a full, independent Rotary club.

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### **SATELLITE CLUB PILOT PROJECT**

#### **Does this new satellite club option replace the Satellite Club pilot project?**

No. The pilot project, which ends in 2016, is testing multiple meeting times and places for one Rotary club. The new satellite club policy is different.

#### **Can a club in the pilot project decide to become a new satellite club before the pilot ends?**

Clubs participating in the pilot project are encouraged to remain in the pilot through its completion in 2016. However, an existing pilot club can ask to be removed from the pilot project to better accommodate its members' needs and interests.

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### **STARTING A CLUB**

#### **How does a club apply to have a satellite club?**

The host club president sends an [application](#) to [Club and District Support](#).

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

New satellite clubs must have at least eight members at the time they form in order to satisfy the requirements of Article 10, Section 6(b) of the Standard Rotary Club Constitution. There is no maximum number of members.

#### **Is there a minimum number of members for the host club?**

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

#### **Can e-clubs be hosts or satellites?**

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

#### **Is a satellite club host the same as a new club host?**

No. The role and responsibilities of a new club host are different.

#### **Can a weak club convert to a satellite club and retain its charter and history?**

If the members of a weak Rotary 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 host club. However, satellite clubs are not intended to strengthen weak clubs. If a club needs extra guidance and

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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?**

Satellite clubs have the same name as the host club plus a qualifier that distinguishes it from the host, for example:

*Host and satellite clubs meet at different times*

Host: Rotary Club of Bangkok North

Satellite: Rotary Satellite Club of Bangkok North Evening

*Host and satellite clubs have different meeting locations*

Host: Rotary Club of Chicago Lakeview

Satellite: Rotary Satellite Club of Chicago Lakeview Broadway E-clubs

follow the same naming format:

Host: Rotary Club of Bangkok North

Satellite: Rotary Satellite E-Club of Bangkok North Evening

Host: Rotary E-Club of Taipei

Satellite: Rotary Satellite E-Club of Taipei [qualifier]

## **How do satellite clubs change their names?**

The host or satellite club should contact [Club and District Support](#). The CDS representative will confirm the name change in writing with the host club president and satellite club chair. No change will be made unless they are in agreement.

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## **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.

## **Do satellite clubs need to set goals? Can they set goals in Rotary Club Central?**

All clubs, including satellite clubs, are strongly encouraged to set goals to achieve success. However, Rotary Club Central can't accommodate satellite club goals at this time.

## **Does someone who has only served as the chair of a satellite club meet the qualifications for district governor-nominee?**

No, only Rotary club presidents can be nominated for district governor. However, the district can ask the Rotary International president to waive this requirement.

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## **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?**

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

## **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 host club's dues invoice regardless of when the satellite club was approved.

## **Can a satellite club have a separate dues structure?**

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

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## **CHANGES IN CLUB STATUS AND HOSTSHIP**

### **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 the life of a satellite club.

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

The satellite club works with the host club and district governor to complete Rotary's new club application.

### **Can a satellite club transfer to a different host club?**

No. The host 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 host club.

### **How does a host club terminate a satellite club?**

The host club president or secretary terminates each satellite club member as provided for in Article 12 of the Standard Rotary Club Constitution. Next, the host president or secretary removes the terminated members from the host club roster, either in My Rotary or by emailing Data Services ([data@rotary.org](mailto:data@rotary.org)). Finally, the host club president notifies [Club and District Support](#). The CDS representative will confirm that the satellite club no longer has any members, request termination, and notify the host club president when the process is complete.

### **How does a host club resign?**

The host or satellite club should contact [Club and District Support](#). The CDS representative will confirm the resignation in writing with the host club president and satellite club chair. No change will be made unless they are in agreement.

## **If the host club is terminated, can the satellite club continue on its own?**

No, the satellite club is terminated with the host 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.

## Who can I contact for more information?

Contact your [Club and District Support representative](#).



# SATELLITE CLUB APPLICATION

All information requested on this form is required. Incomplete forms result in processing delays. Submit the signed and completed form to your [Club and District Support representative](#).

## BACKGROUND INFORMATION

The satellite club is currently a Rotary club:  Yes  No  
If yes, please provide the club number:

## CLUB NAME

The name of this satellite club will be (check one):  
 Rotary Satellite Club of  
 Rotary Satellite E-Club of

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(complete name includes full host club name, additional qualifier, country/geographical area)

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Host Club Name: (complete name includes community, state/province/prefecture, and country/geographical area)

## LOCALITY

The locality\* of this satellite club is and the surrounding area.

\*A locality is a geographic description of the area the club serves. The locality of a satellite club is the same as the host club or the surrounding area.

## OFFICERS

Chair: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Chair-elect: \_\_\_\_\_

## WEEKLY MEETING

Day(s) of week: \_\_\_\_\_ Time: \_\_\_\_\_

Name/Location of meeting place:

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

## For Rotary e-clubs only:

Website URL for online meetings: \_\_\_\_\_

Day(s) of week: \_\_\_\_\_

Time (include official website posting time for Rotary e-clubs): \_\_\_\_\_

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**SATELLITE CLUB CONTACT INFORMATION**

If the satellite club has a preferred mailing address, such as a post office box, please provide that information below:

Address: \_\_\_\_\_ City: \_\_\_\_\_  
State/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
Phone (include country/city/area codes): \_\_\_\_\_  
Fax (include country/city/area codes): \_\_\_\_\_  
Email: \_\_\_\_\_ Website: \_\_\_\_\_

**ROTARY MAGAZINES (check one)**

Everyone subscribes to *The Rotarian*.

Some or all of our members subscribe to the following Rotary regional magazine certified by RI: \_\_\_\_\_, and everyone subscribes to either it or *The Rotarian*. (Please ensure that all satellite club members indicate their magazine choice on the member list.)

Satellite club is in a country excused by the RI Board from subscribing to a magazine.

**CERTIFICATION**

*Please read the following items carefully. Your signature certifies that this satellite club meets the qualifications set forth in RI's constitutional documents.*

If approved, this satellite club will

- Abide by the Constitution and Bylaws of RI
- Abide by the Standard Rotary Club Constitution of the host club
- Maintain a good relationship with the host club and abide by its decisions
- Provide the host club with all reports required by the Standard Rotary Club Constitution
- Promptly apprise the host club of all membership changes and submit RI per capita dues for all members to the host club in a timely manner

The signatures of the chair and secretary of this satellite club attest to this club being organized in accordance with the constitutional documents and policies of RI and that the information in this application is accurate.

**Satellite Club Chair's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Satellite Club Secretary's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

As officers of the host club, we certify that

1. This application meets the requirements in the constitutional documents of RI and the policies of the RI Board of Directors, and we endorse this club's application to become our satellite club
2. All members of the provisional satellite club have participated in an appropriate orientation and education program under the guidance of the hosting Rotary club
3. Officers of the host club will participate in the meetings of the satellite club on a regular basis
4. The members of the satellite club will be included on the host club's semiannual report (SAR) and will pay their RI per capita dues through the host club
5. The satellite club has set for its members an appropriate admission fee and an appropriate annual fee that allows the club to cover its financial obligations
6. The district governor has been informed of our intention to host a satellite club

**Host Club President's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Host Club Secretary's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# SATELLITE CLUB MEMBER INFORMATION FORM

Complete one information form for each satellite club member. [Click here to download additional member information forms.](#)

**Please type or print clearly**

Title (Mr., Ms., Mrs., Dr., Rev., etc.): \_\_\_\_\_ Suffix (Jr., Sr., III, etc.): \_\_\_\_\_

First name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Gender:  Male  Female

Date of Birth: \_\_\_\_\_

Spouse/Partner Name: \_\_\_\_\_ Spouse/Partner Date of Birth: \_\_\_\_\_ Anniversary Date: \_\_\_\_\_

Preferred language: \_\_\_\_\_

Former/current Rotarian:  No or  Yes

If yes, RI membership ID number: \_\_\_\_\_

Name of former/current club: \_\_\_\_\_

Former/current employer: \_\_\_\_\_ Position: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

Classification: \_\_\_\_\_

**Primary Mailing Address:**

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Residence  Business  Other

**Alternate Mailing Address (complete only if mailing address is a PO Box):**

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Residence  Business  Other

Magazine:  *The Rotarian*  Rotary regional magazine

# 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 1<sup>st</sup> 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 1<sup>st</sup> 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.

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**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**

- Host Club** The existing Rotary Club that creates, mentors and collaborates with its Satellite.
- DACdb** 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.
- DMT** **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.
- Satellite Clubs** 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.
- SSC** **Satellite Subcommittee Chair (SSC)** – A member of the District Membership Facilitator Team (DMF) who has been designated to focus strictly on advising and supporting potential and existing Satellite Clubs.

**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): \_\_\_\_\_

Satellite Club Website: \_\_\_\_\_

Satellite Club Facebook Page: \_\_\_\_\_

Satellite Club Twitter: \_\_\_\_\_

Satellite Club LinkedIn: \_\_\_\_\_

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: \_\_\_\_\_

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