

## Steps to Create Satellite Clubs

1. Start with a “why” to build a Satellite focusing on bringing new people to Rotary without all the barriers associated with a 20-member charter club. Your vision directs the Club you will build, there is no traditional model to follow.
2. Reach out to the District Innovative Club Advocate (ICA) to alert them of your intention, seek feedback, and have a sounding board/buddy to support you.
3. Socialize the concept with the identified host club. Identify a champion and a chair for the club (the host club President will serve as President of the Satellite Club however will not be required/expected to attend all of the Satellite meetings).
4. Bring in the host club Treasurer, Secretary, President and PE to discussions on how to address dues and develop ground swell support. Contact the District ICA for dues questions.
5. Present the idea to the host club Board of Directors (BOD) and seek a positive vote to establish a Satellite Club.
6. With a green light from the host club BOD, start outreach strategies to find new members. Some sources can include:
  - a. Terminated members in good standing from the host club or from the Area clubs
  - b. Friends of the champion and chair
  - c. Community/non-profit leaders
  - d. Known supporters of the “Why” of the Satellite
  - e. Friends of Friends – get the word out
7. Establish potential member outreach methods, email/Zoom/in-person etc. Develop messaging that can be copied and deployed easily for each member type.
8. Set a first meeting date, even without the commitment of the necessary 8 members. Meet to explain the new club format and for prospects to get to know each other. Begin an online presence for the club to reach more people.
9. Continue to meet to establish the collective focus and objective of the Satellite Club and develop a mission statement.
10. Upon reaching a minimum of 8 members, complete the Satellite Club Application Form found as a link on the Rotary International [New Clubs Site](#). Send the application along with the new member applications to [Sonia.Romo@rotary.org](mailto:Sonia.Romo@rotary.org) and [Alicia.Pijal-Avila@rotary.org](mailto:Alicia.Pijal-Avila@rotary.org) Be sure to copy the District ICA and the District Membership Chair.
11. Forward the charter approval email along with all the attachments (applications for club and new Satellite members) to the District Club Secretary Patti Chapman [rotaryexecsec@aol.com](mailto:rotaryexecsec@aol.com). Patti will set up the new club as a Satellite under the host club in DACdb.
12. All future new Satellite members will be set up by the host club Secretary in DACdb using the new Satellite Club number on their DACdb profile. As all Satellite members are considered members of the host club, the Secretary will need to send the names and admission date of the new Satellite member directly to [data@rotary.org](mailto:data@rotary.org) for processing/tracking as Satellite members.
13. It is recommended that a Satellite representative is invited to the host club BOD meetings, the host club will identify if the Satellite member will have voting rights.
14. Update the host club bylaws to identify the new member type and establish bylaws for the new Satellite Club. Contact the District ICA for examples if necessary.
15. Promote the Satellite Club through social media and find ways to share meeting times to encourage member growth.