

## Club Satellites

### Frequently Asked Questions

#### What is a club satellite?

A club satellite is a small group of individuals, who become members of an existing Kiwanis (host) club. The club satellite holds its meetings and service activities at a location that is separate from the host club.

#### Why would a Kiwanis club want to start a club satellite?

Forming a club satellite creates an opportunity for Kiwanis clubs to expand into locations where and when circumstances do not support the formation of a charter strength club

Examples of areas where a branch may form are:

- Small towns
- Rural areas
- Diverse neighborhoods
- Business parks
- Medical complexes
- Shopping malls, markets and retail stores

#### Can a Kiwanis club have more than one club satellite?

Yes. A Kiwanis club can have several club satellites in an area that each addresses a specific need.

#### How many members do you need to establish a club satellite?

There is no minimum number of members required to establish a club satellite. However, consideration should be given to how well a small number of members can meet the specific needs of the area served.

#### What are the responsibilities of the host Kiwanis club to the club satellite?

It is the role of the host Kiwanis club to assist the club satellite in obtaining and maintaining a high level of commitment, activity and enthusiasm. The success of the club satellite involves continued contact, interest, counsel and advice from the host club. The host club's responsibilities include:

- ensuring club satellite members receive proper orientation, support and continued education
- encouraging club satellite members to participate in host club and district activities
- helping to develop a membership retention and growth plan
- supporting club satellite activities
- processing all membership applications

#### Do club satellites elect officers or have a separate board of directors?

No. A club satellite operates basically as a committee of the host club under the direction and guidance of the host club's officers and board of directors. A club satellite may choose to determine a chairperson to preside over meetings, however.

#### Do members of the club satellite need to attend meetings or functions of the host Kiwanis club?

Attendance requirements and the working relationship between the host club and the satellite are determined and agreed upon at the local club level.

**Do club satellites pay dues to Kiwanis International separately?**

No. Like other members of the host Kiwanis club, members of the club satellite pay dues only to the Kiwanis club. The host club pays appropriate dues and fees to Kiwanis International and the district.

**How do club satellites determine service projects and fundraising activities?**

As with other operating committees of a Kiwanis club, the club satellite will propose fundraising activities and service projects to the host club's board of directors for approval.

**Can a club satellite sponsor a Service Leadership Program club?**

Many times a Service Leadership Program may be the reason for developing the club satellite. The official sponsor of the program would be the host Kiwanis club and the club satellite would be the committee to oversee and direct support for the program.

**Is a club satellite represented on the host club's board of directors?**

Host clubs may develop a club policy for at least one member of the club satellite to be on the club's board of directors, but this is not required.

**Do club satellites maintain their own bank accounts and financial records?**

It is the duty of the host club's secretary and treasurer to maintain all records and bank accounts for the Kiwanis club, which would include the records of the club satellite. However, arrangements could be made to separate monies raised by and distributed by the club satellite. All bills, payments, deposits need to be approved by the host club's board of directors.

**Can members of the club satellite hold office in the host Kiwanis club?**

Yes. As active members of the host Kiwanis club, members of the club satellite are eligible to be vote on club matters, hold office and serve on the club board of directors.

**If a club satellite grows to 25 or more members can it become a separate Kiwanis club?**

Yes. If a club satellite attains the required number of members to become chartered as an official Kiwanis club, they can follow new club organizational procedures to elect officers, adopt the club bylaws and petition Kiwanis International to be recognized as a Kiwanis club. The Kiwanis International Board approved the waiver of the charter member fee for any club satellite members that petition for charter. Under this scenario, the newly chartered club will not receive any charter gift items (i.e., gong, gavel and banner) or credit (i.e., Kiwanis Kash, family store coupon, complimentary international convention registration) as is currently provided to new clubs. The 20% growth rebate will not apply to the host club when a club satellite charters.

**Would the host Kiwanis club be penalized with a membership loss if their club satellite organizes as a separate Kiwanis club?**

No. In the event that a club satellite would attain the minimum number of members and organize as a new Kiwanis club, the host club would be the official sponsor of the new club to receive appropriate recognition by Kiwanis International. In addition, the members of the host club that became charter members of the new club would not be counted as a membership loss that would affect any awards or recognition by Kiwanis International.

**If you have additional questions, contact your Area Director.**

