

## New Club – How Does it Work?

### 1. Envision your club

Start by working with your club's charter members to decide the vision for the club. As you talk to others and continue to develop the club, you may find that trying another direction will work better. Stay open-minded and flexible. Here are some questions to ask:

- What does the group want a typical club meeting to include? Will it be formal or informal? Online or in person? Similar every time or different from one meeting to the next?
- What social activities will your club do?
- What are members' expectations for service projects?

### 2. Make key decisions

Now that you have a vision, you can begin planning your club's future together. If you haven't already made the decisions below, now is the time to get opinions from your charter members.

- **Meeting frequency and format.** Decide how often your club will meet and whether meetings will be held in person or online or a combination of both. If you'll meet in person, decide where.
- **Meeting day and time.** Decide what days and times work best for your meetings. Consider everyone's schedules, what might appeal to future members, and the days and times when other clubs in your area meet.
- **Club culture.** Discuss how your club will operate, including what you'll do during meetings and any rules you want to establish. If the club will focus on a cause or interest, include that in your plans. Record these decisions in the club's bylaws, and remember to update the bylaws whenever you make a new decision.
- **Club name.** If you're starting a Rotary club, choose a club name and get it approved by [Club and District Support](#) before you promote the club under that name. Rotaract clubs should use the [Rotaract Club Certification Form](#) to submit their names.
- **Club leaders.** Elect members to serve as club officers, including president, treasurer, and secretary, as well as committee members and chairs.
- **Service activities.** Determine what types of service projects the club will organize.

It's important to gain consensus when making decisions that affect the entire group.

### 3. Serving your community

Remember that the top reason members join Rotary and Rotaract is to make a difference in their community or abroad. Keep prospective members inspired and involved in the club by offering them opportunities to create positive change. Follow the steps in a [project's lifecycle](#) and conduct a [community assessment](#) to learn what is needed in the area. If your project meets sustainability requirements, you could be eligible for a [Rotary grant](#).

### 4. Chose Club leaders

Make sure the new leaders are enthusiastic and committed and have time to devote to the club. The club's board should include people with leadership experience along with new leaders who can develop those skills with the help of their fellow officers.

### 5. Club officer roles

Rotary and Rotaract clubs are autonomous and can be structured in any way that works for them. Below are the leadership positions Rotary recommends. If you're starting a satellite club, scroll down to see the leadership positions we recommend.

## **6. Recommended committees**

The following club committees are recommended. Clubs can structure their committees in whatever way works for their members. Larger clubs tend to have more committees and subcommittees.

- Club administration committee
- Membership committee
- Public image committee
- Service projects committee
- Rotary Foundation committee

## **7. Submit your application**

When you have found enough charter members, determined your club culture and format, and elected club officers, you're ready to make your club official by getting a charter:

## **8. Get started**

You don't have to wait for the charter certificate before you start holding meetings and planning service projects. You might want to form a committee to help plan club meetings. Consider holding a strategic planning workshop to develop your vision and long-term goals.