

# CLUB MEETINGS

When starting a club, you'll need to choose a meeting location, frequency, and format. In making these decisions, consider the needs of club members, available resources, and the image you want to project to the community.

## + MEETING LOCATION

The first Rotary club held its meetings in the offices of its four founding members, a practice that was effective and practical in 1905. Today, Rotary clubs meet in a wide variety of venues, including restaurants, hotels, libraries, convention centers, banks, museums, town halls, bars, boats, ranches, outdoor theaters, as well as meeting rooms in local businesses, senior housing facilities, churches, temples, and mosques. Wherever you decide to hold your meetings, be sure to put this information on your club application so it can be included in our Club Finder listings. If meeting locations will vary, post the schedule on the club website and include the website address on your club application.

## + MEETING FREQUENCY

Rotary clubs must meet regularly, at least twice a month. They can meet more frequently if they like.

## + MEETING FORMAT

Rotary clubs also meet in a variety of ways: in person, online, or a mix of each — even a mix of each at the same meeting, if some members attend in person and others participate using online communication tools, like video conferencing. Clubs that meet solely online are especially suited to busy members who travel frequently or are unable to attend in-person meetings. Some clubs meet on their website at a set time. Some use webinar technology. Others post a meeting activity, and members go online to participate at a time that's convenient for them.

If a club meets primarily online, at least one member needs to be proficient in the design and maintenance of the club's website, which should include:

- A private section for members only
- A secure online payment system to collect member dues, fees, and contributions
- A URL that refers to the name of the club, for example, [www.rotaryclubchicago.org](http://www.rotaryclubchicago.org)
- Content and design that follow the recommendations in [Tell Rotary's Story: Voice and Visual Identity Guidelines](#)

Check the [Quick Start Guide for Club Websites](#) for more information.

In-person meetings can also be held in a variety of ways; they can be formal or informal, informative or interactive, businesslike or social. For meeting ideas, see [Lead Your Club: President](#).

## QUESTIONS TO CONSIDER

- How many members does the club have? How big do you want it to be?
- What meeting formats will you use (in-person vs. online; featuring speakers, activities, social events, or service projects)?
- How often do members want to meet?
- Where do the members live and work?
- What possible venues are near members' workplaces and homes?
- Will you have a meal or refreshments with the meeting?
- What would the facility and any food cost?
- What image will the venue convey to the community? What do you want the meeting location to say about your club?
- Can any of the members provide meeting space free of charge?
- Is parking available, and is the venue served by public transportation?
- Will you need access to audio or video equipment at meetings?
- Is meeting online feasible? Who has the expertise to manage the club website, and do you have the capability to accommodate those attending remotely?
- How will the club accommodate members who cannot attend? Will they be allowed to attend the meeting electronically?
- Will club meetings be open to members' partners and children?
- How will the club keep members informed of the meeting schedule?
- What will be the attendance expectations?

## WHERE DO WE START?

- ① Decide whether you'll meet in person, online, or some of each.
- ② If you'll meet in person, decide whether meetings will have a traditional format, including a meal and a speaker, or an alternative format, such as a service or social event.
- ③ Choose the top two or three locations and invite club members to visit them and vote to choose one, taking the factors above into consideration.
- ④ If you'll meet online, decide what software or service you'll use and the details of how meetings will be held.
- ⑤ Decide how frequently you'll meet.
- ⑥ Post the schedule on the club website.

## Want more information?

- ➔ See the [Start Guide for Flexible Meetings and Attendance](#) on the [Club Flexibility](#) webpage or contact [Club and District Support](#).
- ➔ See [Starting a Rotary Club](#) for the overall process of starting a new club.