



UNITE
FOR
GOOD



CHARTERING A NEW ROTARACT CLUB GUIDELINES

RY 2025-2026

Chartering a new Rotaract club is a meaningful step in expanding Rotary's impact and empowering young leaders to serve their communities. This document outlines the updated process and requirements for forming a Rotaract club under Rotary International District 3860. With added tools and accountability measures, this year's guidelines aim to ensure that every new club is grounded in Rotary values, equipped with strong leadership, and supported through intentional mentoring and development.

General Guidelines:

- Consult and Coordinate Early**
 Always inform the District Rotaract Team (DRR, District Chair, District Secretary, and Membership Chair) before initiating the chartering process.
- Orientation is Mandatory**
 A Basic Orientation Seminar is required for your prospective members. This ensures alignment with the mission, values, and operations of Rotaract.
- Clear Club Classification**
 Decide whether your club will be University-based, Community-based, or School-based. This classification affects dues and reporting structures.
- Choose Sponsorship Wisely**
 While clubs may charter independently, it is encouraged to be sponsored by a Rotary Club, a Rotaract Club, or both for guidance and support.
- Documentation Must Be Complete and Accurate**
 All forms, especially the Certification Form and Membership List, must be correctly filled out and endorsed before submission.
- Follow Payment Requirements**
 Ensure timely payment of the \$50 chartering fee and per capita dues to Rotary International depending on club type.
- Maintain Compliance Post-Charter**
 Newly chartered clubs must update their records on *My Rotary* annually and report changes in membership and leadership to remain in good standing.

Before Chartering: Preparatory Steps

- 1. Coordinate with the District Rotaract Team**
 - Express intent to charter a club. Send a letter of Intent
 - Obtain the **New Club Checklist Tracker**.
 - Secure the **Learning and Development Plan** of the new club.
- 2. Conduct Basic Orientation Seminar**
 - Mandatory seminar for all potential members.
- 3. Identify Club Classification**
 - Determine if the club is University-based or Community-based.
- 4. Choose Sponsorship Option**
 - Options:
 - Rotary Club sponsor
 - Rotaract Club sponsor
 - Both Rotary and Rotaract sponsors
 - Independent (requires district review)
- 5. Complete and Submit Chartering Documents**
 - Rotaract Club Certification Form

CHARTERING A NEW ROTARACT CLUB GUIDELINES

- Membership List Sheet
- **New Club Commitment Agreement** (Sponsoring club commits to closely guide and mentor the new club for the first three years)
- Submit to the District New Club Development Chair and DRR.
- 6. **District Review and Endorsement**
 - District Rotaract Chair will validate and endorse documents.
 - Documents forwarded to Rotary International.
- 7. **Settle Chartering Fee and Dues**
 - Pay the one-time \$50 chartering fee.
 - Pay per capita dues to Rotary International.
- 8. **Receive Charter Certificate**
 - Rotary International will issue the Certificate of Organization.

After Chartering: Post-Chartering Responsibilities

1. **Hold Induction Ceremony**
 - Formal installation of charter officers and members.
2. **Implement the Learning and Development Plan**
 - Begin execution of leadership and growth activities as per plan.
3. **Establish Close Mentorship**
 - Sponsoring club actively guides and mentors the new club for the first three years, as committed.
4. **Engage in Club Activities**
 - Start regular meetings, community projects, and membership development.
5. **Annual Updates and Reporting**
 - Update club records on My Rotary before June 30 each year.
 - Report officers' names and contact details.
 - Maintain active communication with the District Rotaract Team.