

## Guidelines for Disbanding a Club

### Document Control

Version V1.0	Original Document	June 2020
Version V1.1	Revision	May 2023

The disbandment of a club may become inevitable if one or more of the conditions for termination are met, i.e. if the club has failed to:

1. Pay club dues or other financial obligations to Zonta International, and pay district and area (if applicable) dues, or
2. Meet at least quarterly, or
3. Function as a Zonta club.

**To assist in the process of winding up a Zonta club the following resources are available:**

1. Zonta International Club Manual (current edition)
2. Zonta International District Manual (current edition)
3. Zonta International District 23 Governing Documents (current edition)

**The following checklist has been devised to assist clubs with the steps required to disband:**

1. Vote, at a general meeting of the club, to disband. This vote should be minuted, with a majority of members in agreement.
2. Notify the Governor and Area Director.
3. Hold a meeting to:
  - a. Formally wind up the club as per Incorporation Rules
  - b. Pay all debts
  - c. Collect all payments
  - d. Reconcile bank account – forward financial statements to the Governor and District Treasurer
  - e. Forward monies to District for donation to Zonta International Foundation for Women unless incorporation laws instruct otherwise.
  - f. Create list of assets and liabilities, who is holding the assets and where they should be distributed. Please note that the District does not hold Club Archives – please see Guidelines for Archives for further information.
  - g. When instructed by Area Director/Governor transfer funds as agreed and archives as per Guidelines for District and Club Archives.
  - h. Notify incorporation body and adhere to rules of ceasing to be incorporated.
  - i. Transfer members to:
    - another Zonta club (includes e-clubs) or
    - Supporting Membership.