



WINDING UP A PROBUS CLUB

At some point it may be necessary to consider winding up a Club. This could be as a result of decreasing membership numbers and/or the inability to fill Committee positions. However, in many cases, PSPL can assist in resolving these issues.

There are a number of avenues to explore prior to making any decision to wind up. The Probus Club handbook outlines a number of initiatives that Clubs can implement to increase their membership and fill Committee positions.

Clubs can consider amalgamating with another Club or becoming a combined gender Club if they are single gender. Committee members can also take on the role of two positions within the Committee temporarily.

It is recommended that Clubs seek assistance from PSPL before a Club's membership makes any decision to wind up the Club.

If all these avenues have been exhausted, and the Club is to be wound up, we would encourage all members to join neighbouring Clubs where-ever possible so that they continue their Probus journey.

Process required to wind up

A Club's constitution requires that on winding up, any surplus funds must be donated to a charitable organisation, which prohibits distribution of its funds to members.

The following steps should be taken:

1. Give Notice of Motion to all members at least 21 days in advance. The following suggested wording can be used:

"Be it hereby resolved that the affairs of the Probus Club _____ be wound up on _____ (date) and that any surplus funds be donated to _____ (charitable organisation)."

2. Present the Motion at the following general meeting. The decision will require a 75% majority of those members present and voting. The vote may be by show of hands or a secret ballot. If the motion is passed members will need to decide:
 - a. When the Club will close; and
 - b. Which charitable organisation the funds and any assets of the Club will be donated to. The charitable organisation must prohibit distribution of its funds to its members.

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3. Once the above decisions have been made, and the motion to wind up has been passed, the Club will have to
 - a. Advise PSPL of its decision to wind up;
 - b. Encourage members to join neighbouring Clubs to continue with Probus and provide them with the contact details of these Clubs;
 - c. Once completed, provide PSPL with a copy of the Club's final minutes showing the notice of motion to wind up.
 - d. Provide PSPL with a final Profit and Loss Statement and Balance Sheet (if the Club held assets), confirming the disposal of funds to a charitable organisation;
 - e. If the club is incorporated, resign the Club's incorporation with the relevant regulatory authority. This will likely require lodgement of a form for cancellation of registration of an association, fees may be applicable.

Retention of Records

It is recommended that Clubs maintain minutes and financial records for a minimum of 7 years. For insurance purposes, membership lists and attendance lists for activities should be retained for at least 13 months. All other material can be disposed of securely.

Records may be stored in either printed or electronic form. However, if stored electronically they must be capable of being reproduced in written form.

If a Club stores records electronically there should be some safeguards in place to protect the information such as automatic back-ups or storage on a separate hard drive. As an added precaution, a copy of all electronically stored records could be provided to one or more members of the Management Committee.

On winding up, a Club's regalia can be donated to their sponsoring Rotary Club or a neighbouring Probus Club, or the local library for historical purposes.

Please refer to PSPL if you have any questions about this process.