

Lions Clubs District 201N5 Cabinet Inc
WINDING-UP AND SURRENDER OF CHARTER OF A LIONS CLUB
Issued 13th May 2004 (Revised 3 June 2005)
PDG John Sim, Public Officer

When winding-up an Incorporated Lions Club, the following matters should be attended to.

1. CLUB HOLDS SPECIAL MEETING TO RESOLVE TO WIND-UP

- (i) Give proper Notice of Special General Meeting of the Club in accordance with the incorporation rules.
- (ii) Minutes of Special General Meeting must include resolutions to:-
 - (a) Wind-up the incorporated club.
 - (b) Appoint a liquidator to handle the winding-up. This will more than likely be a responsible Club Member or maybe the Public Officer.
 - (c) Surrender the Charter to the District Governor.
 - (d) Distribute the funds in all bank accounts. It is suggested that the simplest distribution of Administration Account funds might be to donate to the Activity Account or perhaps be used to pay the expenses of a Final Meeting of the Club.

2. CHECK THE CLUB'S INCORPORATION RULES

Check the Club's Incorporation Rules for any specific rules in relation to the winding-up of the Incorporated Body and make certain all are complied with.

3. FINAL MMR (Monthly Membership Report) REPORT

Final MMR Report to show all members as either resigned or transferred. **Must Show ZERO balance.**

4. DISTRIBUTE FUNDS

Remember to write cheques to cover any Department of Fair Trading lodgement fees.

Close all Bank Accounts and obtain Bank Cheques in favour of recipients of funds as per resolution.

5. FINAL STATEMENTS OF ACCOUNTS

Audited Final Statements are to be produced for all accounts.

6. ADVISE DEPARTMENT OF FAIR TRADING

Advise Department of Fair Trading in relation to the winding-up and request cancellation of the Incorporation. Forward final accounts with Form 12 Annual Statement along with required cheque for lodgement fee.

7. SURRENDER THE COMMON SEAL

Surrender the Common Seal to the Cabinet Secretary.

8. ADVISE OFFICE OF CHARITIES

Advise Office of Charities of the winding-up and request that cancellation of the Authority to Fundraise. Forward a copy of the final statements of accounts.

9. SURRENDER OF CHARTER AND REGALIA

The Charter is to be surrendered to the District Governor who is required to return it to LCI for cancellation.

Surrender all regalia including club banner, flag set, gong and gavel, bannerettes.

SURRENDER AND RETAIN THE DIGNITY AND PRIDE OF THE CLUB

The Charter and all regalia should be surrendered with at least the same amount of dignity with which it was originally presented to the Club. With this in mind consideration should be given to calling a Special Last Meeting to honour the past achievements of the Club and its members both present and past.

The function might close with the surrender of the Charter, Flag Set, Gong and Gavel to the District Governor or his/her representative and the final furling of the Club Banner.