



MERGING CLUBS

INTRODUCTION

Due to low number of members within clubs, sister clubs have found that by merging (i.e. newcomers and alumnae club merge) solves a number of issues and instead of having to disband a club it's given new life.

THINGS TO CONSIDER

- Is there agreement to merge the clubs?
- Government guidelines re your province must be followed if clubs are incorporated - typically there are a number of forms that must be completed and submitted.
- Does either club have guidance in their bylaws regarding merging or dissolution - they must be followed.
- Equal representation from both clubs considering merging - consider setting up a committee; determine how disagreements will be resolved.
- What is the date the merged club will be effective?
- What is the structure of the new club; there may be positions in one club that the other doesn't have for example.
- What will the merged club be called - an existing name, a merged name (e.g Burlington Newcomers and Alumnae Association) or a new name.
- Records - the club merging with the other club must keep all its records. This includes meeting minutes, tax filings, communication with the provincial government and financial statements.
- Create a new set of bylaws for the merged club; great opportunity to update/refresh existing bylaws from the two clubs. Bylaws are very important (there are samples on the google drive that can be shared).
- We suggest there be a vote at each club and recorded in meeting minutes on whether or not to proceed with a merger.
- What insurance coverage (if any) will be used - according to our records both have insurance while alumni has D&O coverage while newcomers doesn't.
- Waiver forms - will they or won't they be used. According to our records Newcomers clubs use a waiver while the alumni doesn't.
- Determine what activities the new club will organize.
- What will your monthly meeting look like and where will it be hosted.
- Consider hosting a 'welcome' event to start the merged club off.
- Don't forget to update all branding with the new club name; web sites, advertising, newsletter, business cards for example.



National Newcomers Association

CANADA

- Which institute to you use, what account, what the financial institute needs for change of name (typically meeting minutes)
- Any outstanding debts must be paid, any remaining monies from the club merging with the other club should be voted on by their membership re disbursement (eg. given to a charity, used for a wrap up party)