



CEASING OPERATIONS & DISSOLVING CLUBS

INTRODUCTION

Where Merging is not possible with a sister club, a club may decide to cease operations and close.

This may happen due to low number of members and difficulty filling executive positions.

THINGS TO CONSIDER

- Taking a pause for a year while your club explores alternative mechanisms for recruiting new members.
- Contacting NNAC for additional support or advice.
- Government guidelines re your province must be followed if clubs are incorporated - typically there are several forms that must be completed and submitted. Legal advice may be required.
- If your bylaws or policies and procedures include agreed to provisions for closure, these must be adhered to.
- Where a club has 10 members or less, and your bylaws permit, appoint all to the Board for final business purposes.
- This provisional board should be clearly documented to have the power to close the club and all related accounts. This includes a motion stating the closure of the club as of a certain date.
- Any outstanding debts must be cleared.
- Ensure that the distribution of any remaining club funds are agreed to by a majority of the remaining members.
- Closure of the bank account and distribution of the funds should be over seen by at least 2 executive members.
- Final motion to submit all required reporting documents to the government.
- NNAC suggests that clubs that are seeking to dissolve should create an archive clearly documenting an uncontested closing and the distribution of club funds. The NNAC can offer a safe document repository for clubs that are closing.
- In addition to closing the bank account and submitting any government documents related to the closure, the club should close any social media accounts (Facebook, Twitter, etc) and website, terminate any other accounts like phone numbers or Zoom.
- Destroy member related documents in accordance with privacy provisions.

All stages of a club closure should be well documented.

Closure of a club does not preclude the establishment of other Newcomer style clubs in the future in the same region.

Incorporated Clubs will have additional steps to take with their province to terminate status.



National Newcomers Association

CANADA

Provincial Websites for Additional Information and Guidance

Search for: DISSOLUTION and the necessary steps to dissolve and Incorporated Club.

This information is provided as current on the date of February 2, 2022. Provincial regulations change frequently and clubs should ensure they are maintaining compliance on a regular basis.

Nova Scotia

Societies Act. R.S., c. 435, s. 1.

<https://nslegislature.ca/sites/default/files/legc/statutes/societie.htm>

Ontario

Not-for-Profit Corporations Act, 2010, S.O. 2010, c. 15

<https://www.ontario.ca/laws/statute/10n15#BK177>

Saskatchewan

Non-profit Corporations Act, 1995, N-4.2

<https://publications.saskatchewan.ca/#/products/737>

Alberta

Alberta Companies Act C-21 RSA 2000

<https://open.alberta.ca/publications/c21>

<https://www.alberta.ca/corporations-cooperatives-organizations-liquidate-dissolve.aspx#jumplinks-5>

British Columbia

SOCIETIES ACT [SBC 2015] CHAPTER 18

<https://www2.gov.bc.ca/gov/content/employment-business/business/not-for-profit-organizations>

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/15018_01