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Approved by board: 08/03/2019

Authority: Women's Bowls NSW

Applies to: All

Date Revised:

CLUB WINDING UP POLICY

Including Club Ltd closure without notice.
(In reference to Club Constitution clause 34).

Policy Statement

To provide Member Clubs with the correct procedure to follow should they wish to wind up the Club or the Club is closed without notice. Clubs are advised to liaise with their Registered Club and the WBNSW CEO and Governance Committee throughout the entire procedure.

Procedure

1. Club Management Committee to meet and discuss the proposed winding up. Upon agreement, the Secretary should call a General Meeting of Members.
2. The meeting notice must include a notice of motion of a Resolution to wind up the Club. The meeting notice is to be given to Members at least 28 days before the General Meeting. The Resolution is included under agenda item Special Business.
3. The General Meeting should be held as per normal procedures e.g. acknowledgement of a quorum then special business. 2.4 To pass, the Resolution requires a 75% majority vote of Members present at the meeting and eligible to vote.
4. If the resolution is passed, the Club is to send to WBNSW a copy of the General Meeting minutes and indicate its proposed date of wind up on the Club Closing Notification form. Women's Bowls NSW will advise the District and Committees as appropriate of the Club wind up.
5. The Club Secretary is to sign Clearance forms for those Members wanting to transfer to other Clubs and Women's Bowls NSW will waive the transfer fee to full, affiliated members joining another club within 21 days. If all members transfer to one Club, Women's Bowls NSW will facilitate a group transfer.
6. The Club Management Committee must ensure any outstanding debts are paid prior to the closure of the accounts and notify all authorities as necessary e.g. sponsors.
7. The Club bank signatories i.e. President, Secretary and Treasurer are to make an appointment with the bank to organise closure of the account/s. They should take a copy of the minutes where the decision was minuted to wind up the Club. It is recommended that the minutes be signed by the President and Registered Club representative.
8. Upon closure of the bank account/s, draw a cheque for the remaining funds, and give to the Registered Club. OR As per Club Constitution clause 34.3, with the permission of the Registered Club, the Club may distribute its remaining funds to another like-purpose organisation.
9. A brief history of the Club should be forwarded to Women's Bowls NSW for archiving.

Club Ltd closing without notice

Where a Club Ltd closes without notice (Administrators have been called in and the doors closed) the following procedures are to be followed:

1. In the exceptional circumstance where a registered club closes without notice, players who are already involved in an Association competition have the right to continue in that competition until the competition is concluded even though they are no longer representatives of the club that has closed.
2. No transfer fees will be charged to full, affiliated members joining another club within 21 days.
3. Player/s who have qualified for further play in one or more events should follow the steps outlined below.
 - a. Regional Events: If a Regional event winner wants to progress to State level, they must join another club in the same Region. In a team game, all players need to join the same club and wear the new Club's uniform. The team would then compete at State level as a member of that club.
 - b. District events: If a District event winner wants to progress to Regional level, they must join another club in the same District. In a team game, all players need to join the same club and wear the new club's uniform. The team would then compete at Regional level as a member of that club.
 - c. A Club Singles champion who wishes to enter the Club Champion of Champion Singles needs to join another club (and thus be an affiliated member). Written approval confirmation from the new club must be forwarded to WBNSW for approval before the player can enter the event. The player then represents WBNSW and wears neutral uniform, ie navy/white or BA approved non club uniform apparel in the event.
4. If the bowling club wishes to continue as an independent club in its own right, the following must occur:
 - a. The club must have guaranteed access to 4 rinks on which to play.
 - b. It must ascertain from the administrators whether the name can still be used or a different name is to be registered.
 - c. The club must register with Fair Trading.
 - d. Continuous consultation must be made with WBNSW to ensure correct procedures are followed.

Implementation

This policy is effective from 17 December 2018.

Policy Review

This policy will be reviewed bi-annually unless changes occur that require a revision of the policy within that period.