

## Chapter Dissolution - Canadian Chapters

When your chapter has made the decision to dissolve you should contact the District President to ensure the procedures are completed correctly. (president@loldistrict.org)

Because of the Societys and Chapters non-profit status there are rules that apply. Therefore contact Del Ryberg ([delryberg@gmail.com](mailto:delryberg@gmail.com)) who will work with you and help you through the process including:

1. A meeting of the chapter members must be called for the purpose of acting on the proposal to cease operations and dissolve the chapter.
2. At the meeting, provided that a quorum is present, two thirds of the members present and voting must adopt a resolution to dissolve the chapter and surrender the charter. Minutes of such meeting must be recorded and photo copies for later use. (Suggested Minutes)

A duly called meeting of the ( \_ City \_ ) ( \_ Province \_ ) Chapter of S.P.E.B.S.Q.S.A. Inc., was held on ( \_ date \_ ). The President called the (zoom) meeting to order with all current members participating. The purpose of the meeting was to make a final decision to cease chapter activities and dissolve the chapter.

Following discussion a motion by ( \_ member \_ ) to cease operations and dissolve. Motion second, brief discussion, motion carried. The President is to proceed with procedures required to dissolve the chapter and corporation. Meeting adjourned.

Signed \_\_\_\_\_ date \_\_\_\_\_

3. The next step is to gather the following information:
  - a. Legal name of the Chapter as Incorporated and IES number.
  - b. Make an inventory of tangible assets - risers, uniforms, music, all of which must be disposed of and/or offered to other chapters, non-profit music or theater groups.
  - c. Outstanding debts, liabilities or obligations of the chapter taken care of.
  - d. Bank savings and checking accounts and balances.
4. Next is to dispose of all assets and remaining funds should be reduced to near zero. Funds may be donated to another non-profit group or to a registered Canadian Charity.
5. Instructions for dissolving a non-for-profit corporation can be found on the their Web site at: **Canada Not-for-Profit Corporations Act - part 14, Liquidation and Dissolution.** Include the following:
  1. Legal name of Chapter and IES number.
  2. Date of meeting at which the resolution to dissolve was approved and a photo copy of the Minutes of the meeting.
  3. A statement that the decision to dissolve was approved by the members.
6. After satisfying all debts and obligations of the chapter notify the Bank to close the account(s). Canadian Chapters shall pay all outstanding bills and turn over their assets to a registered Canadian Charity. Canadian Chapters must file Provincial form T2.
- 7 The District will notify BHS Society to transfer any remaining members to the LO'L Frank Thorne Chapter and remove the Chapter from its rolls.