



Disbanding of Clubs

Notification of Intent to Disband Checklist

1. Club President shall notify the Governor in writing that the Club is discussing disbanding.
2. Governor will appoint a Revitalization Team to include District Membership Development Chair and others to assist the Club with revitalization.
 - a. Team will develop goals for the Club and a timeline for completing the goals.
3. If Club still decides to disband, a letter will be sent to the Governor expressing their intent (90 days prior to the date of dissolution of the Club).
 - a. This will allow the Governor to work with the Club to ensure all steps have been taken for proper dissolution.
 - b. The letter should include a place for the Governor to sig and date once the Board has taken action on disbanding of the Club.

Report on Disposition of Assets

Club Charter and Banner Returned to Governor – Date Returned
[Governor will return Charter to Altrusa International, Inc.]

All Club bills paid

Final 990 filed for Club and Foundation – Date of filing

Secretary of State or other government entity notified of Club and Foundation dissolution – Date

Club assets disbursed as specified in Policy 10, Section (b).
List distribution:

Altrusa pins returned to Governor – Date

Any Altrusa merchandise returned to Governor or other Altrusa Club
List disbursement:

I certify that the above steps have been taken in the disbanding of
Altrusa International of

Club President's Signature

Date