

Rotary

District 9800



DISTRICT 9800 ROTARY CLUB CLOSURE CHECKLIST

1. Club should advise the District Governor and Rotary International, in writing, of its intention to close.
2. The District Governor will confirm in writing to RI that he or she has no objection to the club voluntarily resigning and that all steps have been taken to prevent this from happening.
3. Pay Outstanding Accounts:
 - District 9800 (Confirm amount with District Treasurer)
 - Rotary International (Confirm amount with the Coordinator of Club and District Support, RISPPPO, Parramatta. NSW)
4. Any memorabilia to be retained can be boxed, labelled and stored at Patrick Australia Pty Ltd, 84/88 Leveson Street, North Melbourne VIC 3057.
5. Accounting Records, Minutes etc. for last seven years should be boxed and marked with Destroy Dates and sent to Storage King, 1123a Nepean Hwy, Highett VIC 3190.
6. Charter Certificate to be returned to Rotary International, Level 2, 60 Phillip St, Parramatta NSW 2150 (Postal address: PO Box 1415, Parramatta NSW 2124)
7. District would appreciate it if you could compile a brief history of your Club for District records. Contact the District Secretary for further advice
8. Wind up Rotary Club Inc. as per Consumer Affairs Victoria instructions on this link:
<http://www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations/cancel-wind-up-or-amalgamate>