



Club Procedure When Considering Closure

Kent Floral Art Executive is committed to assist our affiliated clubs to find solutions to problems in the event that a club is facing which may lead to closure. We therefore sincerely hope that this procedure never has to be used. However, issues do arise and, in those circumstances, we trust that the following procedure will enable closure to be averted and to properly manage it if it is inevitable.

Where the club committee is facing a problem which they feel could lead to closure they should at an early stage contact their region representative on the Executive and the Area Chairman. A copy of the club's constitution should be provided to the Area Chairman and the region representative.

The Area representative on the Executive and/or the Area Chairman will meet with the club committee to discuss the problems and where appropriate, will meet with the club membership to try to resolve the problems (for example, encouraging people to join the team).

As an alternative to closure, merger with a neighbouring club should be considered (Area can help with the practicalities of this)

If solutions cannot be found and closure is inevitable, any procedure set out in the club constitution should be followed. Where there is no procedure set out the following should be adopted:

- Write to all members advising them of the problem and the possibility of closure. A period must be allowed for members to suggest solutions
- Call an Extraordinary General Meeting where the problems can be discussed by club members. All members must be notified that the closure of the club will be discussed at the meeting and a vote taken – the Area Chairman and the region representative on the Executive should be invited to the meeting and allowed to address the members to see if solutions can be found
- In advance of the meeting details of the assets of the club should be drawn up. This should include the money, plus other property such as drapes, sales table equipment, trophies etc.
- The constitution of the club may set out how such assets are to be disposed of and in this case, it must be followed.
- Where the constitution is silent on this matter, it is sensible for the committee to deal with the disposal of the other property in a manner which is in the best interest of the members of the club. As far as the money is concerned, options as to what do to the membership should be put to the vote with all members being given an opportunity to vote not just those present at a meeting. Options could include:
 - Donating the funds to Kent Floral Art either generally or for a specific purpose such as the training of demonstrators etc. or to sponsor a show or a festival
 - Donating the funds to a specific charity



- Dividing the funds between the members (however it should be borne in mind that the current membership may not have been responsible for raising the money).
- Once a decision has to be taken a formal resolution should be drawn up. This should confirm the decision to close, the decision that the bank account should be closed the decision on how the money is to be dealt. The Area team can assist with this. The bank will generally ask to see the resolution before they will release the funds.
- Prior to closure all members should be provided with details of neighbouring clubs. The neighbouring club(s) should be asked if they would like to send something that you can send on to members inviting them to join them.

Gill Smaggasgale

Chairman Kent Floral Art – 20th September 2022