

# RURAL WOMEN NEW ZEALAND

## NOTICE OF SPECIAL MEETING TO DISSOLVE A BRANCH/GROUP

A Special General Meeting of .....Branch/Group

will be held on [date] .....at [time] .....

at [location] .....

The business of the meeting is to consider the proposal to dissolve the Branch/Group.

### Agenda

1. Welcome
2. Apologies
3. Minutes (if any)
4. Financial reports
5. Proposal for proposed winding up of Branch/Group
6. Resolutions in relation to the winding up of the Branch/Group
  - Resolution to dissolve Branch/Group
  - Resolution on the distribution of funds
  - Resolution on the distribution of assets
7. Records - where the records are to be held
8. General Business
9. Close meeting

# RURAL WOMEN NEW ZEALAND

## RESOLUTION TO DISSOLVE A BRANCH/GROUP

Name of the Branch/Group .....

The members of the ..... Branch/Group agree to

dissolve the ..... Branch/Group as of the

date ..... / ..... / .....

IN FAVOUR	AGAINST	ABSTAINED
Write the number of votes in favour here.  .....	Write the number of votes against here.  .....	Write the number of votes abstained here.  .....

The vote was **CARRIED** / **NOT CARRIED** [strike out one]

Signed: .....

Name: ..... Date: .....

### Notes

*These forms may also be used when winding up a Provincial.*

*Write the Branch/Group's name in full.*

*The motion must be put to all paid up members of the Branch/Group.*

*The chairperson of the meeting or the Branch/Group President signs the form.*

*When completed, return this form to the CEO at the RWNZ National Office, PO Box 12-021, Wellington 6144.*

# RURAL WOMEN NEW ZEALAND

## RESOLUTION ON THE DISTRIBUTION OF FUNDS FOLLOWING WINDING UP OF A BRANCH/GROUP

The members of ..... Branch/Group agree to distribute its remaining funds (after all its debts, costs, and expenses are paid) to:

*(Select one of the following options)*

### OPTION A:

Rural Women New Zealand Incorporated for the advancement of the RWNZ's objectives.

### OPTION B:

Rural Women New Zealand Incorporated for the following cause or purpose to which the Branch/Group would like to see RWNZ apply the funds:

.....

.....

IN FAVOUR	AGAINST	ABSTAINED
Write the number of votes in favour here. .....	Write the number of votes against here. .....	Write the number of votes abstained here. .....

The vote was **CARRIED / NOT CARRIED** [strike out one]

Signed: .....

Name: ..... Date: .....

### Notes

*This forms may also be used when winding up a Provincial.*

*Write the Branch/Group's name in full.*

*The motion must be put to all paid up members of the Branch/Group.*

*The chairperson of the meeting or the Branch/Group President signs the form.*

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# RURAL WOMEN NEW ZEALAND

## RESOLUTION ON THE DISTRIBUTION OF ASSETS FOLLOWING WINDING UP OF A BRANCH/GROUP

The members of ..... Branch/Group agree to distribute its assets (such as, furniture, trophies, crockery, etc. but not including cash or investments) as follows:

*(List the assets and indicate where they are to be distributed to)*

.....

.....

.....

.....

IN FAVOUR	AGAINST	ABSTAINED
Write the number of votes in favour here.  .....	Write the number of votes against here.  .....	Write the number of votes abstained here.  .....

The vote was **CARRIED / NOT CARRIED** [strike out one]

Signed: .....

Name: ..... Date: .....

### Notes

*This forms may also be used when winding up a Provincial.*

*Write the Branch/Group's name in full.*

*The motion must be put to all paid up members of the Branch/Group.*

*The chairperson of the meeting or the Branch/Group President signs the form.*

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RURAL WOMEN NEW ZEALAND  
CONFIRMATION OF CLOSURE FORM

A meeting of the .....Branch/Group  
was held on ...../...../..... at [location] .....

The following members attended the meeting:  
*(List names of attendees)*

At the meeting the following resolutions were passed:

- Resolution confirming that the Branch/Group is wound up. Enclosed Yes / No
- Resolution on distribution of funds. Enclosed Yes / No
- Resolution on the distribution of assets. Enclosed Yes / No

No monies have been distributed to members for personal gain.

No monies have been distributed to another group or charity.

The books and records of the Branch/Group have been lodged at:

Signed: .....

Name and Position: .....

Date: .....

*Notes*

*The chairperson of the meeting or the Branch/Group President signs the form.*

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