



The decision to wind up a club should not be made lightly.

Clubs might consider winding up if:

- The purpose of the club is no longer valid
- The purpose of the club is being effectively serviced by another program or club
- The club is no longer able to operate effectively

As per the Rules of Governance (section 11), "The Club may be wound up voluntarily by resolution passed by a two-thirds majority of Members present and voting at a special meeting of the club where a minimum 5 (five) academic days' notice is given."

When this process is undertaken, the executive of the club should:

- Provide minutes of the meeting where the club voted to wind up to USASA
- Circulate copies of these minutes to all members and advise all members of the decision to wind up
- Ensure any and all remaining club assets, including cash, are given to USASA (as per USASA policy, this will be held until a club of a similar purpose were to start)
- Finalise any outstanding grant applications
- Submit any remaining transaction forms
- Transfer any club records or documents to USASA
- Either delete or transfer social media pages to USASA staff
- Delete any email accounts (i.e. Gmail, Outlook, Hotmail etc.)

If you'd like to wind up your club, but don't believe that you can call a special meeting to formalise the process, you should contact USASA as soon as possible.

If a club is wound up by USASA, USASA will notify the executive of the club of the reason. This will usually be due to an ongoing failure to meet USASA requirements including:

- Not meeting minimum membership requirements (a minimum 10 UniSA students listed on the USASA website as members)
- Not maintaining a minimum 2/3 majority of members as current UniSA students
- Not submitting the annual insurance form
- Not having Rules of Governance that aligns with USASA requirements
- Failing to hold an Annual Special Meeting by April 31, and not electing the minimum role of President, Treasurer or Secretary
- Not submitting Annual Special Meeting minutes or a committee contact list to USASA

In these cases, USASA will contact all club members to advise that the club will not be continuing. In these cases USASA will ask the club executive to:

- Ensure any and all remaining club assets, including cash, are given to USASA (as per USASA policy, this will be held until a club of a similar purpose were to start)
- Finalise any outstanding grant applications
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