



DISSOLUTION PROCESS

A professional growth network that can no longer be operational or affiliated with the Federation should contact the Professional Growth Networks Advisory Committee in writing. The advisory committee shall make a recommendation for dissolution to the STF Executive.

Federation staff shall work with the network to arrange the disbursement of any remaining funds according to the network's bylaws. Remaining funds should be disbursed to Saskatchewan-based organizations or groups. In the event that no disbursement process is identified in their bylaws, any remaining funds shall be disbursed at the discretion of the STF Executive upon recommendation from the advisory committee.

The following steps should be followed by the network for dissolution:

1. Contact Federation staff to inform them of the upcoming dissolution.
2. Provide the Federation with a copy of the network's most recent bank statement for all accounts with a list of outstanding revenue and expenditures.
3. A dissolution process checklist will be forwarded to the network.
4. The decision to dissolve can be made using one of the following methods:

Annual General Meeting

- Network to provide a copy of the minutes of the annual general meeting where a resolution to dissolve the professional growth network is voted on by two-thirds of members present.

Online Annual General Meeting

- By declaring an annual general meeting or a meeting of general membership where an online resolution to dissolve the professional growth network is voted on by two-thirds of members participating.

Online Vote by Last Known Executive

- For a professional growth network with no current members or recent activity, the last known network board of directors can declare a meeting of the general membership where an online resolution to dissolve the network is voted on by two-thirds of members participating.
5. A final audit or review of the finances of the network should be performed. Submit this financial statement with the letter mentioned below.
 6. If remaining funds are being submitted to the Federation, include a cheque made payable to the Saskatchewan Teachers' Federation with the letter mentioned below.
 7. Provide in writing a letter to the Professional Growth Networks Advisory Committee, which includes the following information:
 - Date and method of the vote.
 - Resolution voted on.
 - Number of members who voted.
 - Result of the vote.
 - Method of disbursement of remaining funds as per the bylaws of the network.
 8. This letter shall be reviewed by the advisory committee at their next meeting in September, January or May.
 9. The advisory committee shall then make a recommendation for dissolution of the professional growth network to the STF Executive.
 10. When the STF Executive approves the dissolution, the network shall be advised.

