

Choose the method by which members wish to combine two clubs:

**Full Merge Method:**

- New Club Name selected
- New Club ID# assigned
- New Charter issued
- New Charter Date assigned, while both clubs' original charter dates & historical information are listed on the record
- Clubs in US must apply for new EIN and open new bank accounts
- Clubs in US may need to re-incorporate per local state laws

Hold a joint meeting(s) with members of both clubs to:

- complete club merger survey
- select new club name
- develop new bylaws
- determine meeting time and place
- select officers
- plan first shared project
- develop shared vision for emerging club

Apply for a new tax ID (EIN in the US), and for reincorporation as required by your state. Open new bank account(s) under the new club name.

Obtain Region Governor's approval and signature, then submit **Form 205: Club Merger** to SIA Headquarters. Application will be processed and a new charter issued.

**Disband & Transfer Method:**

- One original club name is retained
- Same original club's ID# is retained
- Same original club's Charter document is retained, along with corresponding Charter Date
- Clubs in US retain EIN of club whose name and ID# are kept
- Club whose name and ID# are not kept disbands, and individual members transfer into remaining club

Hold a joint meeting(s) with members of both clubs to determine which club will disband, and which club will remain and receive the transferring members of the disbanding club.

Submit **Form 202: Club Disband** to SIA Headquarters, along with **Form 5010** to indicate the transfer of each individual member that is transferring into the remaining club.

Additional step for US clubs:

Apply for new 501(c)3 group exemption with SIA under new club name and new EIN.