



VAST Guidance On Club Consolidation / Merging

As Funds and Volunteer availability becomes more challenging Clubs are turning to Neighboring Clubs to join, this gives Clubs an opportunity to become more efficient and effective in managing all the tasks required to keep Clubs and VAST Trails viable.

This Document is to offer Guidance only and is not a Requirement.

Communication is Key

With the start of discussions to Consolidate or Merger happen, please Notify as soon as possible:

- **VAST Executive Director** To offer Guidance as needed.
- **County Director and/ or County Officers**
 - To Facilitate as Mediators Through the Consolidation / Merger process
 - Provide any assistance as needed.

Once a Decision to Consolidate / Merger is made contact:

- **Technology & Media Manager** To allow behind the scenes TMA Sale funds to be provided to the **Consolidated Club** for the **first season** of the Consolidation / Merger while the Club Consolidated is still visible for TMA purchases.
- **Finance Manager** To adjust financial accounts, club name changes if need be.

Each Club Needs to Agree to Consolidation / Merger– this should be agreed upon at each individual Clubs respective meeting with a membership Vote and that the Agreement to Consolidate / Merge is documented in the Official Meeting Minutes.

After these Meetings have taken place, it would be appropriate to have a **joint meeting** to discuss **roles and responsibilities of all members**. Including an **outline of assets from both Clubs**. (*Funding, Machines, Buildings, Materials, etc.....*) *Copies of Landowner Permissions are also helpful.*



As part of the outline of assets and with a designation of roles and responsibilities for the benefit of all Parties it is suggested that these items be documented with a committed timeline attached to each activity that All Parties Vote on and is recorded in the Meeting Minutes. *(Suggested that this become a **Signed Agreement** between the Clubs)* This will provide All Parties with **What the Expectations are** and **When Activities should be Completed by**.

Activities May Include but not limited to:

- Distribution of Trail Mileage
- Funds
- Equipment
- Consolidation / Merger Completion Date

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Strongly Suggest Reaching out to the entire Membership and Landowners of each Club with any or all methods of communication - written letters, emails and/or phone calls.

It might be helpful to have a “get together” to have folks “meet & greet” each other.

Clubs will need to Agree to:

1. Keep the name of one of the Clubs with their Non-Profit status.

Or

2. Create a New Name and Update the State and the Federal Government(s) as appropriate of the new name.

Or

3. Create a New Name and apply for a New Non-Profit Status.

When a Club decides to Consolidate / Merger with another Club, to proceed the Consolidated Club will need to file with the State of Vermont Secretary of State at:

[VT Secretary of State](#)

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