

CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY 10(B)
CLOSING A CHAPTER

- I. A Chapter may be inactivated or merged with another chapter and coordinated with Headquarters solely on the Federation President's recommendation, and only after ALL efforts to *keep* the chapter *active* have been thoroughly exhausted.

- II. Procedures listed below outline the specific actions, which must be taken before a final decision has been made concerning this serious matter. As soon as a chapter president realizes the chapter has a problem, the DVP should be notified.
 - A. All chapter members must be notified, in writing, of the situation, including the alternatives or options available, and a vote must be taken to determine the course of action. An emergency meeting may be necessary to accomplish these activities

 - B. Chapter president and/or other elected chapter officers should request the assistance of the District Vice President and the Federation President to solve the problem(s) related to this matter.

- III. Upon notice that a final decision has been made to close a chapter, the following actions must be taken:
 - A. Notification in writing must be sent to the District Vice President regarding the decision and how it was accomplished. The original copy should be forwarded to the Federation President for further notification to NARFE Headquarters (Federation & Chapter Services), with a copy to the Federation Secretary.

 - B. Chapter members must decide how to distribute the remaining funds in the chapter treasury. Chapter members **should** vote to disburse funds to other chapters to which members are transferred. **At least sufficient funds to pay the percapita dues should be distributed to receiving chapter treasuries.** All remaining funds shall be forwarded to the **Federation** Treasurer to be placed in escrow.

 - C. The **original** charter **shall** be sent to **National** and a copy of the charter to the Federation **Historian**.

 - D. Federation President will reassign the chapter assigned zip codes to another chapter or chapters on Form F-46, copies of which will be sent to Federation & Chapter Services and a copy placed on file with the Federation Secretary. Chapter members may elect to transfer to another chapter of his/her choice not within the reassigned zip code area. In such cases, Form F-84, Chapter Transfer, **must** be initiated.

 - E. Chapter financial records must be turned over to the CSFC Treasurer.

 - F. When the chapter is incorporated, the California Secretary of State must be

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notified of the closing. Procedures for dissolution of the Corporation must be followed in accordance with Attachment (A), paragraph 6.

- G. All available chapter records, including minutes, history book and other pertinent documents should be forwarded to the Federation Secretary.

- IV. National Headquarters will place the Chapter in an inactive status for a period of five (5) years. During this period, if members decide to re-activate the chapter, the charter will be re-issued and the chapter name and number can be retained if so desired.

- V. **NOTE:** To assist those officials carrying out the necessary actions described above, the Federation has prepared a booklet entitled “Chapter Guidelines for Closure” which contains more detailed information, and includes examples, forms and references. Actions necessary under this guideline should not be attempted without using the assistance contained in Attachment (A).