

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY 10(C)
REACTIVATING A CLOSED CHAPTER**

To reactivate a closed chapter, the Federation President should write to the National Headquarters' Federation & Chapter Services section asking that the chapter be reactivated.

I CHARTER

- A. The original charter may be used, if still available, or it can be reconstructed, if records are sufficient, or
- B. A new charter can be issued, showing current officers and new charter members, using either the old charter number or a new number.
- C. Charter issuance can be delayed 60 to 90 days to allow as many charter members as possible.

II CHAPTER ESCROW FUNDS: The National Treasurer will determine whether or not any money belonging to the closed chapter is in escrow, and if so, send it to the treasurer of the reactivated chapter.

III DOCUMENTATION: Before the reactivated chapter's charter is issued or reconstructed, the chapter must have sent to National Headquarters' Federation & Chapter Services section:

- A. Form F-19 Charter Application, listing zip code(s)
- B. Chapter Officer Roster, Form F-7
- C. Signed copy of proposed chapter Constitution & Bylaws
- D. Transmittal sheet Forms F-16 and F-16R, (for new and reinstated members).

IV REFERENCES: NARFE Chapter & Federation Officers Manual, F-10