

PROCEDURE FOR VOLUNTARILY DISSOLVING A CHAPTER

Occasionally, a chapter struggles to survive and concerned officers and/or members may consider whether to dissolve. In that event, the following procedure should be followed:

- Chapter leadership notifies the chapter's District Director and the EAPA CEO that the chapter is struggling.

Date completed _____.

- The District Director and CEO work with the chapter to determine whether the chapter can be revived or re-energized; if not, the parties explore the feasibility of other alternatives to dissolution, such as merging into another chapter.

Date completed _____.

- If alternatives to dissolution do not appear to be feasible, EAPA notifies all current chapter members of record that dissolution is being considered and requests them to vote for or against dissolution. The majority of those voting carries the decision.

Date completed _____.

- If the chapter members vote to dissolve the chapter, the District Director submits a resolution to the EAPA Board of Directors at its next meeting to dissolve the chapter, subject to a full accounting by the chapter, showing payment of all debts and expenses, and the return of whatever monies remain to EAPA headquarters to be credited to EAPA general accounts pending further direction by the Board. The District Director accompanies the resolution with a description of the alternatives explored and the results of the chapter dissolution vote.

Date completed _____.

- Upon dissolution of the chapter by the Board of Directors, the chapter treasurer provides EAPA's Senior Director, Finance and Operations, with the required full accounting, showing payment of all debts and expenses, and returns whatever monies remain to EAPA headquarters to be credited to EAPA general accounts pending further direction by the Board.

Date completed _____.

- EAPA's Senior Director, Finance and Operations, confirms the fiscal compliance of the chapter to the Board.

Date completed _____.

- EAPA contacts all applicable chapter members confirming that the chapter has dissolved and soliciting from them their preference for alternative chapter affiliation. Preferences are to be reported back to EAPA within 30 days of notice.

Date completed _____.

- EAPA enters chapter affiliation changes in the membership database, advises recipient chapters of the roster changes, and reissues member ID cards to affected members reflecting their new chapter affiliation.

Date completed _____.

- EAPA updates the membership database and website chapter information to reflect the dissolution of the chapter.

Date completed _____.

Procedure approved 9/27/07