



PROCEDURES FOR DISBANDMENT OF A KIWI CLUB CHAPTER

When a chapter member brings up the subject of disbanding a chapter, there are certain procedures that should be followed.

Before any decisions can be made, all members should be polled, in writing, to find out if the members are aware of disbanding and their thoughts. This should require a majority vote of the chapter members. The following should be given as possible solutions rather than disbanding.

1. If we only meet quarterly, would you like to see the chapter remain as part of The Kiwi Club?
2. Would you wish to meet monthly, quarterly, every six months, once a year?
3. Do you prefer becoming a “social” chapter and not have business meetings except possibly once a year.
4. Are you under the impression that becoming a member at large will make your dues less? It does not, dues remain the same for both chapter and members at large. The only change that could be made is with local dues.
5. Chapters set their own dues and are under no obligation to keep the dues the same each year. If the members choose, there could even be no chapter dues.
6. Do you wish to have a chapter board? If so, would members accept the idea of shared offices?

Should the chapter decide to disband after the above questions have been asked the National Secretary then will follow guidelines for DISBANDED CHAPTER found in their duties.

The following added procedures should be followed also by the disbanding chapter.

1. The chapter’s treasury account should be closed out and funds distributed as voted on by the chapter members. Do the chapter bylaws make a provision for this?
2. If a chapter is chartered and has a Federal EIN, the IRS should be notified of disbanding.
3. If the chapter is chartered or incorporated in the state, notice of disbanding is to be registered with the state.
4. Members are to be advised of other chapters in the area as well as information on becoming a member at large by the National Vice President.