



### District President Instructions for Assisting a Unit Requesting Disbandment

1. The District President will be contacted by the Department Secretary regarding a Unit's desire to disband. If the District President received the disbandment request from the unit directly, she shall contact the Department Secretary and the Department Membership Chairman to be sure all parties have been notified. The process for disbanding should not begin until all parties are contacted.
2. The District President will discuss the disbandment request with the Unit contact.
  - a. Research the reason for the request. This could include individual contact with members of the unit or post.
  - b. Coordinate date for meeting with the Unit and Department Membership Chairman.
3. When you arrive at Unit meeting have the following items with you:
  - a. Your ALA Unit Handbook current revision
  - b. Member Data Forms (enough for each member that wishes to transfer to another unit)
  - c. Roster of unit members (provided by Department Secretary)
  - d. A copy of the Unit Disbandment information sheet and Checklist
4. Notify the Department Secretary and Department Membership Chairman of the Unit's decision.
5. If the unit votes to disband, assist the Unit in fulfilling the Unit Checklist for Disbanding. Regardless of the voting results, ensure that a copy of the meeting minutes is sent to the Department Secretary.
6. If the unit decides to disband, the District President and Department Membership Chairman shall work together to contact units to confirm they are willing to accept the incoming member(s). They should assist with providing the Transfer form to the accepting Unit, who will then in turn send them to the Department office.

### Membership Chairman Instructions for Assisting the District President

1. Familiarize yourself with the instructions for District Presidents and Units.
2. Be prepared to answer, guide and offer direction in the application of the policies of the ALA printed in the ALA unit handbook regarding cancellation of charters and transfer of membership.
3. Any questions needing clarification should be directed to the Department office. The Department Secretary will contact the National office for clarification as needed.
4. Work with the District President to contact the disbanding Unit's members.
5. Attend the scheduled meeting where the Unit will vote on the disbanding of the Unit.
6. Offer any assistance that is needed.
7. If the unit decides to disband, the District President and Department Membership Chairman shall work together to contact units to confirm they are willing to accept the incoming member(s). They should assist with providing the Transfer form to the accepting Unit, who will then in turn send them to the Department office.
8. Remain in contact with the Department President and Secretary regarding the progress of the process.



## Department Secretary Instructions to facilitate a request for Disbandment of a Unit

1. Familiarize yourself with the instructions for the Department Membership Chairman, District President and Units.
2. Upon being contacted by a Unit requesting to disband, contact the Department Membership Chairman and District President to notify them of the request.
3. Provide the following items to the District President:
  - a. The contact information of the person who contacted the office.
  - b. The roster of members for the unit, along with contact information for each member.
  - c. The Member Data forms, which are used to transfer members
  - d. Any other information she may request
  - e. Act as liaison for clarification of any questions that may arise.
4. If the unit decides to disband, the District President and Department Membership Chairman shall work together to contact units to confirm they are willing to accept the incoming member(s). They should assist with providing the Transfer form to the accepting Unit, who will then in turn send them to the Department office.
5. Verify that transfers to the 500 Unit were completed successfully by the National office.
6. Notify the Department President of the decision of the Unit's decision. This will be voted upon at the next Department Executive Committee meeting.
7. If the DEC votes to officially disband the unit, send the information to the National office. As of 8/1/2013, the contact is Amanda Hoffman.
8. The disbandment becomes official once the NEC has voted upon it.

## Unit Instructions for Disbanding

*See document titled "Unit Instructions for Disbanding."*