



Unit Instructions for Disbanding

1. Contact the Department Secretary regarding the unit's desire to disband.
2. The District President will be contacted by the Department Secretary. The Unit will be contacted by the District President before any work towards disbandment begins.
3. The District President and Department Membership Chairman will be in contact with the Unit and the members before the meeting for disbandment is set.
4. The Unit shall write a letter to all Unit members. The letter should include the following:
 - a. Meeting date and time
 - b. Purpose of meeting
5. At the unit meeting, a vote should be taken from all in attendance to determine if the Unit should disband.
 - a. If members do not attend the disbandment meeting they will not have a vote.
 - b. If members vote not to disband, then the Unit must proceed with an organizational meeting by electing officers to fill vacant positions and set future regular meeting time and dates. Submit a copy of the minutes to the Department Secretary.
 - c. If members vote to disband the unit, proceed to step 6.
6. Complete the following steps towards disbanding a Unit:
 - a. Per the American Legion Auxiliary Unit Handbook, revised September 2012, Chapter III, Section The Unit Charter; Cancellation, Suspension and Revocation of Charter (page 31) , "When a Unit ceases to function or its charter has been revoked or cancelled, the charter and all Unit records and funds must be forwarded immediately to Department Headquarters." It may be assigned to a project that is promoted by the Department (i.e. President's Project, Girls State, etc.)
 - b. All books, records, paraphernalia, money and the Unit charter must be sent to the Department office.
 - c. All members wishing to transfer to a unit other than the Department 500 unit should complete the Unit Transfers section of the Member Data Form. This form, after completion, should be provided to your District President or submitted to the Department Office.
 - d. Members wishing to transfer to another unit will be notified of completion of transfer when the receiving unit has accepted their membership.
 - e. Members not indicating transfer to another active unit will automatically be transferred to the Department 500 Unit.
7. The Unit shall submit the minutes of the meeting where it has been determined by proper vote to disband to the Department office.
8. Complete the Unit form and return it to the District President or the Department Office.
9. The Unit is not officially cancelled (disbanded) until the Department Executive Committee and National Executive Committee approve the request.



Unit Disbandment Checklist

Unit Number: _____ Unit Location: _____

District Number: _____ Unit Name: _____

Post Affiliation: _____

Unit Contact Person: _____

Address: _____

Phone: _____ Email: _____

District President: _____

Address: _____

Phone: _____ Email: _____

_____ District President meeting date

_____ District President and Department Membership Chairman meeting date

The following documents must be attached to this Check list and submitted to your District President or to the Department Office.

Unit call to meeting letter

Unit disbandment meeting minutes, minutes must include number of members in attendance and outcome of vote

Books, records and the unit charter

Checkbook and a check for the remaining amount on hand.

Paraphernalia, gavel, bell, banners, pins, hats and so on

Transfer record for each individual member

Proof of membership status for each transfer record