



## Unit Disbandment Process

### Unit President - *Process for Units to Disband*

1. Unit President or official spokesman for unit president should contact the Department Office and the appropriate District President, in writing, regarding the unit's desire to disband.
2. Department Secretary will contact the appropriate District President to discuss a plan for disbandment of the affected unit.
3. The Unit President will be contacted by the District President, before disbandment process begins.
4. District President and Department Membership Chairman will be in contact with the Unit President and other unit officers before setting a meeting time for discussion with unit members, the disbandment issue.
5. The Unit President/Officers shall write a letter to all Unit members telling members that disbandment of the unit is being considered and asking members to attend a meeting to discuss details. The letter should include the following:
  - a. Meeting date and time
  - b. Purpose of meeting
6. At the disbandment meeting a vote should be taken from all in attendance to determine if the Unit should proceed to disband.
  - a. If members do not attend the disbandment meeting, they do not have a vote.
  - b. If members vote not to disband, then the Unit must proceed with a reorganizational meeting by electing officers to fill vacant positions, setting future regular meetings with times and dates.
  - c. Unit must submit to the Department Office, the minutes of the meeting where it was determined by proper vote to disband.
  - d. If the vote is to disband the unit, proceed to *Disbandment Process*.

### Department Secretary – *Process for Department Secretary to facilitate a request for disbandment of a unit.*

1. Familiarize yourself with the instructions to Department Membership Chairs, District President and Units.
2. Upon being contacted by a Unit requesting to disband, contact the appropriate District President, Department President, and the Department Membership Chairman to notify them of the same.

3. Provide to the District President, contact information for the person who contacted the Department Office.
4. Provide to the District President, a roster of unit members along with their contact information.
5. Provide to the District President, copies of the Member Data Forms or any other information she may request.
6. Process in a timely manner, all document received, requesting transfers to other units. National Headquarters will process all transfers to the Department Unit 500 that have not requested a transfer.
7. Notify the Department President of the decision by the Unit
8. Prepare to announce the disbandment unit for vote at the next appropriate Department Executive Committee meeting.

**Department Membership Chairman - *Process for Department Membership Chairman to assist District President with the Unit's Disbandment Request***

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. Work with the District President to contact the disbanding Unit's members
4. Attend the scheduled meeting where the Unit will vote on the disbanding of the Unit.
5. Offer whatever assistance required.
6. Remain in contact with the Department President and Department Secretary regarding the progress of the process.

**District President - Process for District President to assist Unit requesting Disbandment**

1. District President will be contacted by the requesting Unit's contact.
2. District President will contact Department Secretary and the Department Membership Chairman to be sure the Department has been notified.
3. Discuss disbandment request with the Unit contact.
4. Research the reason for the request. This could include individual contact with members of the unit or post.
5. Coordinate date for meeting with the Unit Officers and the Department Membership Chairman.
6. When you arrive at meeting have the following items with you:
  - a. Your ALA Unit Handbook current revision.
  - b. Member Data forms.
  - c. Roster of current unit members which has been obtained from the Department Secretary.
  - d. A copy of the Unit Disbandment information sheet and Checklist.

## **Disbandment Process**

Per the American Legion Auxiliary Unit Handbook, Revised 2019, Chapter III, The Unit Charter; Cancellation, Suspension and Revocation of Charter. (page 23) 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 the Department Office. Funds may be assigned to a project that is promoted by the Department (i.e. President's Project, Girls State, etc.).

Unit must submit to the Department Office, the minutes of the meeting where it was determined by proper vote to disband.

All past unit meeting minutes, books, records, paraphernalia, money and the Unit charter must be sent to the Department Office.

All members wishing to transfer to a unit other than the Department's Unit 500 unit should complete the Unit Transfer section of the Member Data Form. This form, after completion, should be submitted to the Department Office.

Members wishing to transfer to another unit will be notified of completion of transfer when the receiving unit has accepted their membership.

Those members not indicating transfer to another active unit will be transferred to the Department 500 Unit by National Headquarters.

Unit is not officially cancelled until the Department Executive Committee and National Executive Committee have approved the request.

Following is a checklist, which should be completed and returned to your District President with a copy sent to the Department Office.

# Unit Disbandment Checklist

Unit Number: \_\_\_\_\_ Unit Location: \_\_\_\_\_

Post Affiliation: \_\_\_\_\_

Unit President or Contact (Name) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Unit Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

District: \_\_\_\_\_ District President (Name) \_\_\_\_\_

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District President meeting date: \_\_\_\_\_

District President and Department Membership Chairman meeting date: \_\_\_\_\_

**The following documents must be attached to this Checklist and submitted to your District President and a copy mailed to the Department Office.**

- \_\_\_\_\_ Unit call members to 'disbandment' meeting letter.
- \_\_\_\_\_ Unit disbandment meeting minutes, minutes must include number of members in attendance and outcome of vote.
- \_\_\_\_\_ Unit financial books, unit meeting minutes, historical records, and the unit charter.
- \_\_\_\_\_ Unit checkbook and a check for the remaining amount on hand.
- \_\_\_\_\_ Unit artifacts, gavel, bell, banners, pins, etc.
- \_\_\_\_\_ Transfer record (Member Data Form) completed for each individual member.
- \_\_\_\_\_ Proof of current membership status for each transfer record.