

## **CANCELLATION AND MERGERS OF POST GUIDELINES**

### **I. CANCELLATION OF A POST**

- ❑ Prior to proposing cancellation/closure of a post, the post shall meet with their members to put in motion to cancel or close the post. A quorum for the meeting shall be in accordance with Department By-Laws Article V Section 1. Minutes of the proceedings shall be kept.
- ❑ Post commander/Adjutant shall notify the District Commander of the intent to close the post also that any effort to revitalize had failed.
- ❑ If all possibilities have been exhausted and the post cannot be saved, make sure that all members have been notified of said closure by letter. Post Commander/Adjutant shall transfer ALL members of their post to headquarters post or a local post of their choice.
- ❑ If there is one member that has not been transferred, the post cannot be closed.
- ❑ Minutes from the post meeting is required showing that post is being cancelled and all members have been transferred, this must be presented to the District Commander.
- ❑ Charter must be turned in to the District Commander, however, if the post charter cannot be located, an affidavit of lost charter must be filled out.
- ❑ Post Commander and Finance Officer shall contact Department to determine if Post has any outstanding financial obligations due Department to be paid prior to cancellation.
- ❑ Post Commander and Finance Officer shall close the post bank account(s). All residual funds shall be turned over to Department Headquarters.
- ❑ If the Post is/was incorporated, the Post Commander/Adjutant of the cancelling post shall notify the Secretary of State (CA) of their status change.
- ❑ All Document(s) to be turned over to the District Commander.
- ❑ District Commander must then fill out the enclosed National Survey and complete the Surrender of Charter or Lost Charter Affidavit.
- ❑ District Commander is to bring all closure information on this post to the D.E.C and report.
- ❑ All members who have not been transferred will be transferred into the Headquarters Post by Department.
- ❑ All cancellations must be voted on and approved by the D.E.C.
- ❑ Department then notifies National.

## II POST MERGER

- ❑ If a post finds that it can no longer function on their own, the Post Commander/Adjutant shall notify the District Commander of their intent to merge with another post within their District.
- ❑ The closing post must determine which post it wishes to merge with, and contact the new post.
- ❑ The accepting post must follow the same procedure by having a meeting and voting on accepting the closing post.
- ❑ Minutes of the proceedings must be taken and noted that it accepts the closing post.
- ❑ Written notification to all members of the intent to merge.
- ❑ If a member was a Life Member in the closing post, the accepting post can continue the member as a Post (Honorary) Life Member or notify all Post (Honorary) Life Members that they will now have to pay dues each year. The accepting post is not obligated to pay their Honorary Life Membership.
- ❑ Then closing post must then bring it before their members and vote on it. Minutes of the proceedings must be taken.
- ❑ Post Commander and Finance Officer shall contact Department to determine if the Post has any outstanding financial obligations due Department to be paid prior to cancellation.
- ❑ Post Commander and Finance Officer shall close the post bank account(s) and the residual funds must be turned over to the new post.
- ❑ Once all this is done, all post documents are to be turned over to the accepting post, such as flags, paperwork, etc.
- ❑ When merging – the closing posts goal will be added to the accepting post.
- ❑ Turn in the Charter of the canceling post and minutes of both cancelled post and new post to the District Commander.
- ❑ If the Closing post is/was incorporated, the Post Commander/Adjutant of the closing post shall notify the Secretary of State (CA) of their status change.
- ❑ District Commander must fill out the enclosed National Survey and complete the “Surrender of Charter or Lost Charter Affidavit.
- ❑ District Commander s to report the merger to the D.E.C.
- ❑ Merger cancellation must be voted and approved by the D.E.C.
- ❑ Department then notifies National

### **NOTE:**

**Please send in Member Data Forms for each member being transferred.**

**Make copies as needed**