

8. Sanctions can run a range of options (from a warning, probation, withdrawal of branch privileges—removal from the branch directory or loss of branch charter for an extreme case of persistent non-compliance). See Probate Guidelines Appendix 16.

9. Branches must, at a minimum, have in place by January 31st of each year the following (3) three officers: a president, a treasurer, and a secretary. In addition, branches must have at least eight (8) members holding national membership and branch dues or any requirement as outlined in the branch bylaws to be a branch member. Failure to comply shall result in probation, suspension of the branch's charter, loss of branch privileges, and revocation of authorization to conduct business in ASALH's name until these deficiencies are cured.

## **VIII. Dissolution and Rechartering of Branch**

### **A. Dissolution of Branch**

The Executive Council may effect the dissolution of a chartered branch that is unable to meet the requirements of its charter on an ongoing basis. Branch presidents are advised to seek help through the Vice President for Membership as soon as they begin to experience difficulty.

Possible causes for a dissolution include:

1. A branch on probation is not able to correct deficiencies.
2. A branch becomes totally inactive with no communication despite repeated efforts by ASALH to make contact.
3. The officers of a branch indicate inability to carry-out the requirements of the charter for the foreseeable future.

In the event that the Executive Council effects a dissolution:

1. An officer of the branch must be designated to work with ASALH to close operations.
2. A letter will be sent by ASALH National to the Branch President with a copy to the Treasurer and Secretary of the action to dissolve the branch. They must provide evidence of receipt, which will be retained with the records of the dissolved branch.
3. Any remaining funds, after paying outstanding expenses, must be transferred to ASALH National.
4. The branch will be removed from the website, lists and database of branches.
5. The branch's website will be archived.
6. Active members of the dissolved branch will have the opportunity to join another branch of their choice.

See **Appendix 10: Dissolution or Closing of a Branch** for how a branch should initiate its own closure.

## B. Rechartering of Branch

A dissolved branch has the opportunity to reorganize to regain its charter. A rechartered branch must have the same name and mission as the predecessor branch. A dissolved branch may apply for reinstatement by demonstrating that the circumstances that caused its dissolution are corrected, it can meet requirements going forward and it satisfies the conditions for chartering.

The process to recharter a branch starts as a formal request and is summarized as follows:

- By May 1, submit the **Request for Branch Rechartering** shown as Appendix 11.
- The MC will review the request and based on merit, present it to the EC for approval at its June meeting.
- The branch will be notified by the VPM within forty-eight (48) hours of the EC decision.
- An organizing committee may be created to recharter the branch, functioning in the same capacity as for the organizing branch.
- Elected officers in place at the time a branch was dissolved may not **run for office for at least three (3) years after the branch is rechartered.**
- The branch will need to go through the chartered branch activation process.
- The charter will bear the original charter branch identification number.
- The new charter will bear both the original charter date and the recharter date.

A rechartered branch will have all the benefits and requirements attendant to a chartered branch.