



## **Basic Procedure For Requesting Change in Chapter Status**

The following procedure(s) must be completed before a request for a change in status can be considered by the Executive Committee.

### **Inactive:**

1. A letter from the Chapter President or presiding officer to the Chapter Chairman requesting inactive status.
2. At the same time, a copy of the letter should be sent by the Chapter President to the Regional Director.
3. Upon receipt of the letter, the Chapter Chairman will forward a Petition for Inactive Status.
4. As soon as completed, the Petition should be returned to the Chapter Chairman. The Chapter Chairman will then complete the notification process.
5. A Chapter may remain inactive for a period of two years. At the end of that time the chapter must either reactivate or dissolve.

### **To Reactivate:**

1. A letter to the Chapter Chairman requesting activation accompanied by the following documentation:
  - a. A copy of the minutes of the meeting at which the intent to reactivate was voted on. (A minimum of six AHS members in good standing is required.) The copy of the minutes and the voting membership may be certified by the chapter president or other presiding officer present at the meeting.
  - b. A dated copy of current bylaws.
2. Upon receipt the Chapter Chairman will notify the Executive Secretary and the Regional Director of the reactivation of the chapter.