

CHAPTERS

Chapter Status

Chapter Status: Definitions

Active chapter status requires a minimum of one announced and scheduled business meeting annually, and filing required annual reports in writing to the Executive Director.

Inactive chapter status is assigned to a chapter that does not meet the criteria for Active chapter status, as defined (above.). Chapters may request Inactive status for a period of two years. Following the probationary two year period, a chapter may resume activities as an Active chapter or, choose to dissolve the chapter, at which point the chapter charter will be returned to the Society. The Petition To Become An Inactive Chapter is available from the Chapter Chair, or may be found online.

Procedure for Requesting a Change in Chapter Status:

1. The Chapter President or presiding officer will contact the Chapter Chair and the Regional Director in writing, requesting inactive status, including filing the Petition for Inactive Status.
2. Upon receipt of the letter and Petition for Inactive Status, the Chapter Chair will complete the notification process.
3. A Chapter may remain inactive for a period of two years. At the end of that time the chapter must either reactivate or dissolve.

Procedure to Resume Active Status:

1. The Chapter President or presiding officer will complete the Petition to Reactivate an Inactive Chapter, forwarding the completed petition, along with a copy of the minutes from the meeting documenting intent to reactivate, and a dated copy of the chapter's current bylaws to the Chapter Chairman.
2. The Chapter Chair will notify the Regional Director and the Executive Director of the Chapter request.

Dissolution of a Chapter

If, after two years of inactive status, it is the judgment of the most recent Chapter President that it is impossible to secure a slate of officers to assume leadership for the coming year, the procedure for chapter dissolution is as follows:

1. Any remaining chapter members will hold a meeting to complete the Petition. This requires a vote of not less than two-thirds of the Chapter membership. If a meeting is not possible, copies of letters or emails approving the dissolution of the Chapter from not less than two-thirds of the Chapter membership, must accompany the Petition when it is sent to the Chapter Chair.
2. The most recent Chapter President or presiding officer will contact the Chapter Chair and the Regional Director to request chapter dissolution, including sending the completed Petition To Dissolve A Chapter and the chapter charter.
3. The Chapter Chair will submit the Petition to Dissolve and the Chapter Charter to the Executive Committee for review.
4. Upon the recommendation of the Executive Committee, the Executive Director will file an approved request for chapter dissolution.
5. Upon dissolution, all financial assets are forwarded to the Executive Director.
6. Non-financial assets are disposed of among chapter members.
7. A year after a chapter's dissolution, the Chapter Chair will invite the former members of the Chapter to re-activate the Chapter.

Secondary Procedure for Non-Voluntary Dissolution of a Chapter

A chapter may choose to pursue inactive status, following the procedures above. In the case of a chapter that fails to file the Fall Chapter Data Report and cannot secure a slate of officers and/or the 990 for two consecutive fiscal years, the American Harp Society, Inc. will assign inactive status. To assist chapters in the often challenging process of determining active or inactive status, members of the Chapter Committee, in coordination with the Regional Director will make every attempt to contact the Chapter to ask if they want an extension of inactive status.

1. When a Chapter fails to submit a Fall Chapter Data Report, the Regional Director, Chapter Committee, and Executive Director will attempt to contact the Chapter. If no data report is received by April 1st, then the Chapter Committee will file for inactive status with the Executive Committee on behalf of the Chapter. The Chapter Committee records the date that the inactive status is requested and the date the status is confirmed by the Executive Committee. The chapter will be unofficially inactive for one year from the confirmation date.

2. The Regional Director will follow up with the inactive Chapter in the Fall.

3. If a Chapter fails to submit a Fall Chapter Data report for a second consecutive year, the Regional Director, Chapter Committee, and Executive Director will again attempt to contact the Chapter. If no data report is received by April 1st, then the Chapter Committee will send a recommendation for official inactive status to the Executive Committee on behalf of the Chapter. The Chapter Committee records the date that the inactive status is requested and the date the status is confirmed by the Executive Committee. The chapter will be officially inactive for one year from the confirmation date.

4. After a chapter has been officially inactive for one year, the Regional Director and Chapter Chair will attempt to contact the chapter. Four Chapter members may petition to have official Inactive status extended for an additional year. If no extension is requested, the Chapter Chair will send a recommendation for dissolution of the Chapter to the Executive Committee.

5. The Chapter Chair and Regional Director will contact remaining Chapter members to have all financial assets are forwarded to the AHS, Inc.

6. Non-financial assets are disposed of among chapter members.

Change of Chapter Name or Jurisdiction

1. The Chapter President or presiding officer will contact the Chapter Chair and the Regional Director to request to change the official name and/or jurisdiction of a chapter, including sending the completed Petition for Change of Name and/or Jurisdiction of a Chapter.

2. The Chapter Chair will submit the Petition for Change of Name and/or Jurisdiction of a Chapter to the Executive Committee for review.

3. The President will notify the Regional Director, Chapter Chairman and Chapter President of the status of the chapter's Petition for Change of Name and/or Jurisdiction of a Chapter.