



Chapter Dormancy Procedure

Below are the steps for transitioning a chapter into inactivity. Before dissolution, all efforts should be made to keep the chapter active, including soliciting the chapter membership for members willing to take over the chapter executive. The responsibilities of an active chapter are laid out in the Chapter Operations Guide. Should the chapter be having difficulties meeting the expectations of an active chapter they are to solicit assistance from their Regional Vice President (RVP) and the national CSSE office.

Notification to RVP and National Office

After all efforts are exhausted and the chapter and its executive are unable to keep the chapter active, the RVP and national CSSE office should be notified immediately.

Notice to Members

Members of the chapter will need to be informed by the current chapter chair of the transition of the chapter into inactivity within 30 days of the chapter executive making the decision to temporarily dissolve the chapter. This communication should consist of an eBlast informing all active chapter members of the failure to establish a chapter executive, instructions on how members can assign themselves to another chapter and contact information for the national office for any comments or questions.

Finances

Once the membership has been given the opportunity to keep the chapter active and received notice of the chapter's dissolution any and all funds held in the chapters name are to be returned to the national accounts. The money will be held in trust for seven years and returned if the chapter becomes active again. An inactive chapter will not receive their annual chapter rebate.

Chapter Information

The chapter chair is responsible for submitting the following information to national via the RVP within 30 days that the chapter executive has made the decision to dissolve the chapter. This includes;

- Names and contact information of the chapter executive
- Login information with external accounts such as PayPal or social media platforms
- Governing documents of the chapter
- A report detailing the steps that led the chapter no longer functioning
- Financial report including bank statements, revenue and expenses and any receipts to confirm expenditures