

Chapter Merger Guidelines:

1. Both boards should agree that they wish their chapters to merge.
2. An email stating this intent should be sent to each chapter's respective membership, asking that they reply if they do or do not support this.
3. Tabulate the responses to confirm that you have a majority in favor of this.

Next steps:

1. Confirm what the chapter name will be.
2. Once you have confirmed your new name, we will assist in contacting your members to either switch them to the other chapter or combine rosters with the new name.
3. Confirm who will be serving as officers on your board.
4. Discuss the process regarding which chapter should receive the remaining funds and decide how the combined funds will be allocated and which bank account be used. You may need to submit documents if there are going to be new signatures to sign checks.
**Eric Birk, AGO Executive Assistant, can help you with this.
5. Below is the motion that was presented to the National Council for the merge of the Ventura County and Santa Barbara chapters:

MOTION, presented by West Regional Councillor Skye Hart, seconded by Vicki Schaeffer, to merge the Santa Barbara Chapter with the Ventura County Chapter at the request of their Deans, Gary Hendricksen and Thomas Joyce. The chapter name will be Ventura County Chapter.

History: The Santa Barbara Chapter currently has nine active members. In order to provide stronger resources and increased member engagement, it is in the best interest of the chapter's members to merge with the Ventura County Chapter."

6. We will inform you once the council has approved the motion.

The IRS will need to be informed about the closure of one chapter or merger. We will inform them are our end but recommend that you also do this. Information has to be submitted to the IRS by September 1st.