



Wildlife Action Chapter Closing Procedures

As a non-profit 501 (c) (3) organization, all funds which come into our possession from any source and by any method, shall be used exclusively for conservation - related purposes consistent with Wildlife Action. Funds will not be given to any other organization unless approved by the National CEO. Funds shall not be allowed to constitute a profit for our chapter members. Therefore all funds, property and inventory shall revert back to National Headquarters for proper disbursement upon completion of this form.

CHAPTER NAME: _____ (chapter president signature)

P.O. BOX: _____ CITY: _____ STATE: _____ ZIP: _____

BANK NAME: _____ CHECKING ACCOUNT #: _____

BANK ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

The Local President will contact the State President if the chapter is experiencing problems and considering closing. Notification shall be in writing, with a copy to the National President/CEO (P.O. Box 866, Mullins, S.C., 29574). National will be responsible for sending a copy to the Regional VP.

The State President will make every effort to assist the chapter experiencing problems. He will initiate a reorganization of the Local Chapter, requesting the State President assign a temporary Local President. **THIS WILL BE CONSIDERED THE LAST RESORT PRIOR TO DISSOLVING THE CHAPTER.**

If the Local Chapter does not receive adequate assistance, the Local Chapter President should contact the National President/CEO.

Since National is ultimately responsible for all chapter assets and debts, the following will be promptly returned to National Headquarters upon chapter closing and/or merging with another chapter.

- (1.) _____ a. all funds from checking account _____ d. unused checks
- _____ b. all funds from savings account _____ e. cancelled checks, bank statements
- _____ c. all funds from mutual funds, stocks, CD's , etc. _____ f. all inventory, both real and personal

(2.) The chapter will mail a newsletter to each member informing members the chapter would be closing or merging with another chapter. Members will be given the option to join the chapter of their choice. **ATTACH COPY OF NEWSLETTER.**

(3.) Chapters relinquish all special projects. The State Chapter has the option to allow other chapters to work on past special projects of closing or merging chapter.

NATIONAL OFFICIAL USE ONLY:	DATE: _____
Items 1, 2, 3 above have been completed. Yes ___ No ___	
Comments: _____	
PRESIDENT/CEO APPROVED: _____ NOT APPROVED: _____ DATE: _____	