



Alumnae Group Disbandment Checklist

STEPS FOR THE REGIONAL ALUMNAE SPECIALIST (RAS)/
ALUMNAE DEVELOPMENT CONSULTANT (ADC)

Revitalization: If an alumnae group struggles to function, a time may come when the RAS/ADC might assist the group with revitalization efforts. An attempt should be made to gauge the interest of local group members and alumnae in the geographic area, and local officers should be supported as they plan for the group's future.

Pre-disbandment: During the revitalization period, pre-disbandment communication should be sent to all members of the alumnae group, explaining paths forward, one of which may be to disband the alumnae group. This communication should be emailed by the RAS/ADC to all group members with a valid email address on file. It may be mailed to members without email addresses at the discretion of the RAS/ADC. Any mailing expense, if it can not be paid by the alumnae group, should be paid for by the region; please collaborate with the Regional Director to ensure funds are available before the mailing. **The RAS/ADC should keep a record of all pre-disbandment communication to submit if disbandment is necessary.**

Notifying Volunteers and Staff: At this time, the RAS/ADC should notify the following that the group is considering disbandment:

- Council Trustee: Alumnae (councilalumnae@deltagamma.org)
- Director: Alumnae Development (alumdevelopment@deltagamma.org)
- Director: Alumnae Operations (alumoperations@deltagamma.org)
- Alumnae team at Executive Offices (alumnaedept@deltagamma.org)

Vote to Disband: If the revitalization efforts and pre-disbandment response are unfavorable, a vote should be taken within the local alumnae group to disband the group/relinquish the alumnae group charter. If the vote to disband does not pass, please inform volunteers and staff (from the previous step) of the outcome. If the vote to disband does pass, please move on to the next step.

Gathering Documentation: If the alumnae group votes to move toward disbandment, the RAS/ADC will need to gather the following documentation and send these items to the alumnae team at Executive Offices as soon as possible:

- **Pre-disbandment Communication:** A copy of all pre-disbandment communication sent to local officers and members via email or mail.
- **Vote Results:** Results of the vote to disband the alumnae group. If the vote was electronic, the results of the poll are acceptable. A majority of the total votes received in favor of disbandment constitutes passing (regardless of the number of members on the roster or on the email list). If the vote took place at an in-person meeting, the meeting minutes recording the outcome of the vote would suffice.
- **RAS/ADC Letter:** A letter from the RAS/ADC in support of the disbandment with the rationale for her decision.
- **Group Funds:** All remaining funds in the group's bank account are sent to Executive Offices via check to Delta Gamma Fraternity. The funds will be absorbed by the Fraternity and cannot be sent to the Foundation during this process. Alternatively, if the group has no funds, a notification of a zero balance and closed account confirmation are acceptable.
- **Group Charter:** The alumnae group's charter/certification should be returned to Executive Offices, if possible. If the charter cannot be located, the RAS/ADC or alumnae group president should provide a statement that the charter will be returned should it be located.

Once the items listed above are received and reviewed by the alumnae team at Executive Offices, the group's disbandment packet will be submitted by the alumnae team to Council Trustee: Alumnae for a Council vote to take place at their next meeting. Council meets about twice per month, so the timeline for receiving Council's final decision is contingent on their meeting schedule. The alumnae team at Executive Offices will notify the RAS/ADC of the outcome from Council. The RAS/ADC is welcome to share Council's decision with the group, but members will be officially notified of the disbandment via email from Executive Offices.

This concludes the disbandment responsibilities for the RAS/ADC.