



NETWORK DISBAND OR MERGER PROCESS

A disband or merger occurs when networks changing circumstances necessitate it and necessary stakeholders have given approval. This document outlines the process per the bylaws. The questionnaire on the next page must be filled out and sent to National Women's Council to wcr@wcr.org to proceed. Staff will be in touch after review of the information.

Instructions for a disband:

- Ensure that all outstanding debts are paid, complete any necessary tax or incorporation paperwork and send any remaining funds to the state network.
- In the absence of a state network, remaining funds are to be sent to National.
- Unless directed otherwise, National will transfer the members to Members-at-Large status unless the member requests a specific network.
- The specific details for winding up the affairs of a network are in the local and state bylaws (article XIV under "dissolution").

Instructions for a merger:

- One way a merger occurs is when one network is dissolved and transferred into the other. National must be advised as to what network is being merged with, so that memberships can be transferred. In this case, remaining funds go to the other network.
- Another way a merger can occur is when networks dissolve into a new network with a new name. Networks must decide what to do with funds, officer positions and other consolidation details, and the state must be involved (if there is a state network). Any consolidated name changes must be approved by National, prior to the merger.

DISBAND QUESTIONNAIRE

(please complete and return to wcr@wcr.org):

Your name, title and contact information:

- 1) Please outline the date and meeting where a disband or merger was approved (attach minutes if possible).
- 2) Please share what has been done with remaining assets.
- 3) Please outline state stakeholders that were involved in the process. This should include, if applicable, State President and State & National Liaison
- 4) Please advise how memberships should be transferred (ex, to another network, members-at-large, etc). Note, if memberships are to be transferred in a variety of ways, please attach a roster and add a column with instructions on how to transfer each member

Note the following:

- 1) *Microsites may take up to 30 days to reflect changes.*
- 2) *Any name changes must be approved by National. To obtain a name change form, please contact wcr@wcr.org.*