

SAMPLE LETTER TO DISSOLVE A CHAPTER

Dear Chapter Member,

It is with sincere regret that we must contact you about the possible dissolution of our chapter. The \_\_\_\_ chapter of NOW has tried, without success, to find new leaders -- and without officers, our chapter cannot continue.

According to our bylaws, we must hold a meeting to discuss and agree on whether to dissolve the chapter. That meeting will be held on \_\_\_\_\_, 200\_ at \_\_:\_\_ PM at the \_\_\_\_\_ . The decision will be made by a majority of those present and voting at this meeting.

If you do not wish to dissolve the chapter, please come to the meeting prepared to accept leadership responsibilities necessary to reactivate it, and prepared to persuade others at the meeting to support you in this effort. Support for new leadership for this chapter is available from our state organization or from the National Action Center's Chapter Development Department.

We will notify the membership of the chapter of the results of the meeting by mail within 10 days following the meeting. If the chapter members at the meeting agree to dissolve our chapter, your membership will be transferred at at-large status within our state organization. Your status as a member of NOW is not affected.

We appreciate your support over the years and know that in the future, leadership for our area may eventually emerge again. Thank you for all you have done to advance women's rights in \_\_\_\_\_ area.

Sincerely,

\_\_\_\_\_ Chapter Leadership

\_\_\_\_\_ President

\_\_\_\_\_ Treasurer