



Application to Merge

The following Local Chapters have voted to Merge effective _____:
Date

Local Chapter Name: _____ Region: _____

Local Chapter Name: _____ Region: _____

Local Chapter Name: _____ Region: _____

NAME OF NEW CHAPTER: _____ Region: _____

Please submit this form and attachments:

- 1) Original (complete packet) to the NYSW, Inc. Membership Chair
- 2) copy (form only) to the Local Chapter's Region Director
- 3) copy (form only) to the NYSW, Inc. State President

Attachments:

- ✓ Minutes which contain the following:
 - Date of meetings
 - Motion including person making the motion; that it was seconded; statement of merger; result of the vote taken on motion to merge
 - Effective date of merger
- ✓ Treasurer's report which contains the following:
 - Distribution of funds (for guidelines see Local Chapter Bylaws and State Bylaws Article XX).
 - Latest/final bank statements
- ✓ The NYSW, Inc. Local Chapter Charter (of chapters relinquishing name)
- ✓ Copy of notated roster of each chapter showing transfer information of each member (to new merged chapter or name of other chapter or MAL)

Submitted and Signed by Local Chapter President or other designated officer:

Name Office Date

Email Phone

For use by NYSW, Inc.
Received/Approved by _____
Name Date

Manual of Instruction 3.06 Section: Local Chapter Structure & Organization

Merger of a Local Chapter

The merger of two or more Local Chapters by their own mutually approved actions may do so by filing the Application to Merge (TK 3.06 Application to Merge Local Chapters) with attachments as requested on the Application to Merge form.

A merger can be accomplished by-

- 1) One Local disbands and transfers its membership to another Local Chapter
 - File Application to Dissolve Local chapter Form (TK 3.06 Application to Dissolve LC) with attachments as requested on the form
 - Bank records and funds are transferred to the receiving Local Chapter
- 2) One Local Chapter disbands and transfers its membership to the other Local Chapter and files for a change-of-name charter
 - File Application to Dissolve Local chapter Form (TK 3.06 Application to Dissolve LC) with attachments as requested on the form
 - Bank records and funds are transferred to the surviving Local Chapter
 - Surviving Local Chapter files a change-of-name application (TK 3.06 Name Change Application) and receives a charter with the new name
- 3) All involved Local Chapters disband, create a group of all transferring members and file for a change- of-name charter
 - Each Chapter files the Application to Dissolve Local chapter Form (TK 3.06 Application to Dissolve LC) with attachments as requested on the form
 - Members wishing to transfer to a different Local Chapter must notify the Membership Chair of their intent to transfer and the name of the Local Chapter to which they wish to be transferred. Members wishing to transfer to the newly created chapter should notify their Local Chapter Membership Chair who will record that instruction on the copy of the Roster accompanying Application to Dissolve Form
 - Bank records and funds from Local Chapters are transferred to a new Bank Account under the new name

Changing the Name of the Local Chapter

Send to the State President (or designee)

- A copy of the Minutes - which includes details of the vote to approve the name-change
- A completed Name Change application Form (TK3.06 Name change Application)