



Embroiderers' Association of Canada, Inc.
Association canadienne de broderie, Inc.

Chapter Disbanding Policy

Before disbanding your chapter, explore all options for your group. Refer to CHAPTER RENEWAL, contact the Chapter Director and EAC/ACB President.

1. Explore all options for your group.
2. Bring all options to a full general meeting of the chapter, the purpose of which has been advertised to all members.
3. Conduct an open discussion in which everyone is encouraged to express their views and possibly come up with other options. If there are conflicts, it may be helpful to have an outside facilitator.
4. Conduct an impartial vote when your group has arrived at an option that seems to have consensus within the group.
5. Follow the vote of the majority. If this vote calls for (a) disbanding the chapter, then proceed to #6 below, or (b) continuing as a chapter, then proceed to #7 below.
6. *Disbanding a Chapter:*
 - a. Inform the EAC/ACB Board of the decision through the Chapter Director (ChapterDirector@eac-acb.ca) and the President (President@eac-acb.ca)
 - b. Send a financial statement to the EAC/ACB President, the EAC/ACB Treasurer and the Chapter Director with an explanation of plans for disbursement of the remaining funds.

7. *Renewing a Chapter:*

If you decide to continue as a chapter, you will need to re-assess your group to determine the issues that brought you to this point. You will most likely find that your group will be a stronger unit because of this reassessment. Don't be afraid of change! If any EAC/ACB board members can be of assistance, never hesitate to contact them.

8. These steps could be conducted over a series of several meetings.