

UNWLA Policies and Procedures

Part 1: Branch Policies and Procedures

Section 8: Suspension and/or Dissolution of a Branch

A. Reasons for Suspension/Dissolution of a Branch

Suspension of a Branch is a first step which may lead to its *dissolution* for either of the following reasons:

1. Failure to comply with the UNWLA Bylaws and/or with the decisions of the National Board or the National Executive Committee.
2. Non-payment of its financial obligations for two consecutive years.

B. Suspension – Only the National Executive Committee has the power to suspend a Branch. This is done for cause upon the recommendation of the Regional Council or pertinent BAL President, National Financial Secretary and/or the 3rd VP for Membership. A Branch that has been suspended may not hold meetings of the Branch or of any Branch committees, may not send delegates to Regional Council Meetings, and may not send delegates to a Convention. Neither the Branch President nor any other officer of a Branch that has been suspended shall participate in a Regional Council Board. The suspension of a Branch may be lifted by a majority vote of the entire National Executive Committee.

Process:

1. Failure to comply with the UNWLA Bylaws and/or with the decisions of the National Board or the National Executive Committee:

- The Regional Council or pertinent BAL President should investigate the reasons for non-compliance and attempt to get the Branch back on track. If non-compliance is not remediated, the Regional Council can vote to recommend suspension of the Branch and inform the National Executive in writing of their recommendation, citing specific reasons;
- The 2nd VP for Membership will arrange a meeting with the Branch and Regional President or pertinent BAL President to determine if suspension is warranted;
- The 2nd VP for Membership will make her recommendation to the National Executive. If suspension is recommended and upheld by the National Executive, the 2nd VP for Membership will notify the Regional Council or pertinent BAL President and the Branch members that their Branch has been suspended.

2. Failure to pay Branch obligations:

- If the Branch has not fulfilled its financial obligations for the preceding and/or current calendar year, the UNWLA Financial Secretary, in coordination with the Regional Council or pertinent BAL President, should declare the Branch is “delinquent” and make a good faith effort to establish a payment plan with the delinquent Branch. Any special payment plan or proposed reduction must be approved by the UNWLA Executive Committee.
- Branches that are unable and/or unwilling to work out a payment plan with the National Financial Secretary may be “suspended” by the UNWLA Executive Committee upon the recommendation of the National Financial Secretary.
- If suspension is recommended and upheld by the National Executive, the 2nd VP for Membership will notify the Regional Council or pertinent BAL President and the Branch members that their Branch has been suspended.

C. Dissolution of a Branch – Only the National Board has the power to dissolve a Branch upon the recommendation of the National Executive Committee.

Process

1. Failure to comply with the UNWLA Bylaws and/or with the decisions of the National Board or the National Executive Committee:

- Depending on the severity of non-compliance and if attempts at remediation have failed, the National Executive may recommend to the National Board that the Branch be dissolved;
- If dissolution of the Branch is upheld by the National Board, the 2nd VP for Membership will notify the Regional Council or pertinent BAL President and the Branch members that their Branch has been dissolved. (See Liquidation of Assets, below)

2. Failure to pay Branch obligations:

- A Branch that has failed to establish an agreed upon payment plan to clear their debt and have subsequently been suspended by the National Executive Committee, may be dissolved by the UNWLA National Board upon the recommendation of the National Executive.

- If dissolution is recommended and upheld by the National Board, the 2nd VP for Membership will notify the Regional Council or pertinent BAL President and the Branch members that their Branch has been dissolved. (See Liquidation of Assets, below)
3. By request of the Branch or the Regional Council or pertinent BAL President – A Branch, Regional Council or pertinent BAL President may recommend a Branch be dissolved due to inactivity, aging membership, falling membership or other reasons:
- If able to, the Branch shall call a Special Branch Meeting to discuss dissolution of the Branch;
 - The National Executive Committee, the Regional Council or pertinent BAL President and all Branch members must be notified at least four weeks in advance of the date and time of the meeting and the agenda, which includes the proposed dissolution of the Branch;
 - An option should be presented at the Special Meeting for possible consolidation with another Branch in their vicinity.
 - A resolution to dissolve must be approved by two-thirds majority of the votes cast.
 - If the resolution for dissolution passes, the National Executive will recommend to the National Board that the Branch be dissolved;
 - Upon approval by the National Board, the 2nd VP for Membership will notify the Regional Council or pertinent BAL President and the Branch members that their Branch has been dissolved. (See Liquidation of Assets, below)
 - If the Branch is unable to call a Special Branch Meeting, then the Regional Council, at their regular meeting shall vote to recommend that the Branch be dissolved and notify the National Executive Committee of its recommendation. If the Branch is a BAL, the BAL President should make the recommendation to the National Executive Committee.

D. Liquidation of Branch Assets

Liquidation of Branch assets shall be carried out by a Liquidating Committee composed of one or two members of the Regional Council or the pertinent BAL President and two members appointed by the National Executive Committee.

The Liquidating Committee shall pay all the liabilities of the Branch from its assets and dispose of the remainder of the liquid assets in accordance with the instructions of the National Executive Committee. The Branch financial books, records, minutes and all

other pertinent documents shall be transferred to the UNWLA Headquarters. The National Archives Chair can assist in these matters and will answer any questions regarding what should be archived and what can be discarded. Typically, no more than one box is required to be shipped or delivered to the UNWLA Headquarters.

****If possible, it is of the utmost importance to encourage the remaining members to join other Branches in their vicinity or become Members-at-Large.**