

Voluntary Post Charter Cancellation/ Merge Guidelines

Post Charter Cancellation or Merger Procedure:

1. A Letter from the Post stating that the membership would like to VOLUNTARILY Give up their Charter or to merge with another Post, sent to the District Commander.
 - A. The Post should explain that a meeting was held or all the members were contacted and all agreed. A copy of the minutes would be very helpful if a meeting is held.
2. A letter from the District Commander, with his recommendation with the Department Post Development/Revitalization Team Post Charter Cancellation Checklist, should then be forwarded to Department HQ.

If there is not a letter from the Post, due to extenuating circumstances, this should be explained in the District Commanders letter.
- Note:** The Commander can write his recommendation on the bottom of the Post letter.
3. If the Post has chosen to Merge with another Post, a letter of acceptance , from the accepting Post is necessary to send to National.
4. All Members (Including PUFL's) must be transferred from the post **BEFORE** the Charter cancellation or merger can be voted on at the Department executive Committee.
5. The Department Post Development /Revitalization Team Post Charter Cancellation Checklist is attached to these Guidelines. It must be sent in with all paperwork from Post and District before action can be taken.
6. Once the completed paperwork is received at Department Headquarters it will be sent to the next DEC for action and then forwarded to National to be considered at the NEC.

Note: All Post property and financial assets must be dissolved before any official action can be taken.

Rifles must be disposed of properly, not returned to Department.

Department: Missouri

Post # _____ Date _____



Department Post Development/Revitalization Team Post Charter Cancellation Check List

(One Check List per post to be completed/submitted)

Area and District Post Development/Revitalization Teams are requested to take the following steps prior to forwarding a request to the DEC for a Post Charter cancellation. Please submit the completed form to:

Steps/Actions: (not in any particular or chronological order)

Note: Please provide information regarding the questions, actions, or comments in the space provided. If additional space is necessary please attach the required information to this form.

- 1. Determine the veteran population in the community and surrounding area of the Post.***

- 2. Contact the remaining members and Post Officers to determine if the Post is receptive of new membership and leadership mentoring.***

- 3. Contact Department Headquarters for a list of active and expired Headquarters Post members in the zip code of the proposed Post Charter cancellation. Use these names for contacts for membership.***

- 4. Does the Post hold scheduled monthly meetings? If not, when was the last meeting held and what was the purpose of the meeting?***

- 5. Determine if the Posts' Membership is aware of the request for charter cancellation.***

- 6. Determine programs and services the Post might provide for the community and the veterans of the community.***

- 7. Is there a school, county seat, prison, or veteran's center in the area? If yes, what programs and services has the Post provided for them? If none, was there a time when the Post did provide activities and services? Please explain:***

8. Is the communities population growing or declining? How so?

9. Has the Post been made aware of the help they can receive from the Post Development/Revitalization Team?

10. Has the Post Development/Revitalization Team contacted veterans in the area and the expired and active Headquarters Post membership for their input and assistance in developing or revitalizing the Post?

11. Do they have a Post home or meeting place?

Team/Individual Recommendation:

The Post Development/Revitalization Team is recommending the following action based upon their research and the communities input. (A) Revitalize the existing post. (B) Charter a new post for the area or community. (C) Merge the existing membership with a newly chartered post. (D) Recommend cancellation of the post charter with no action to follow. (E) Merge the membership into an area post or the Headquarters Post, after the NEC has accepted the Departments request for Post cancellation.

Please note the teams decision or plan of action by circling the letter that applies and note this letter below. Comments should be provided.

**Post Development/Revitalization Team member responsible for doing the evaluation:
Department Team (); Area Team (); District Team ()**

Contact Name:	
Address:	
City, State, Zip	
Telephone Number:	

List Team Members & Phone numbers: PLEASE PRINT.

We certify that the actions above have been completed:

ATTEST:

Department Commander

Department Adjutant