

SOCIETY FOR TECHNICAL COMMUNICATION

Community Dissolution Procedure

I. Purpose:

To provide the steps that STC communities need to complete if the community wants to dissolve.

II. Procedure:

To ensure that all efforts are made to help a struggling community, a community shall work with the Community Affairs Committee (CAC) to re-energize the community with the understanding that these efforts could take one year to yield positive results. If these efforts fail, the community shall poll its members to approve dissolution and then petition the Board of Directors to approve the community's dissolution.

III. Procedure Elaboration:

- A. A community leader contacts the CAC to discuss the health of the community.
- B. A member of the CAC holds a conference call with the community leaders to understand the situation within the community.
- C. The CAC provides suggestions to the community's leaders.
- D. The CAC determines if there is a nearby chapter or similar SIG with which the struggling community could merge.
- E. The community leaders try one or more of the suggestions or ideas generated by working with the CAC.
- F. The CAC uses the membership roster to send an email or letter to the

community members explaining the state of the community and asking for new leaders and volunteers to come forward and also sets a deadline for receiving responses to the request.

- G. If the deadline passes and no responses are received and the community has attempted different activities to re-energize the community, the community leader or the CAC polls the community members with the following options:
 - 1. Community remains as is (new volunteers must step forward for this vote to succeed);
 - 2. Community dissolves; or
 - 3. Community merges with another community.
- H. Community members vote as specified in the community's bylaws, if applicable, or STC's bylaws,. If the community bylaws do not specify a percentage or set number of votes that must be received, at least 50% of the community members must vote to decide the future of the community.
- I. After the deadline for voting passes, the community leader and CAC determine if a sufficient number of members voted and the results of the vote. The decision of the community must conform to the community's bylaws, if applicable, or be decided by the highest number of votes for an option.
- J. The community leader and CAC share the results of the voting with the community members and the Board.
- K. If the community votes to dissolve or merge, the CAC Chair submits a

motion for dissolution or merger to the Board of Directors. For mergers, the community includes the proposed name of the merged communities.

L. If the Board of Directors approves the merger or dissolution, complete one of the following processes:

1. If the Board approves the merger, go to step K.
2. If the Board approves the dissolution, go to step L.

M. Complete the following steps for a community merger:

1. If necessary, migrate all website content for the closing community to the STC office for archiving.
2. Pay any outstanding debts of the closing community.
3. Complete the closing community's financial report for the year and send it to the office and the STC treasurer.
4. For chapters, file the closing chapter's final tax return and close the chapter with the IRS.
5. For the remaining community, change the community's official name with the bank and the IRS.
6. Send any remaining funds of the closing community to the community with which it merged.
7. For chapters, close the chapter's bank accounts.

N. Complete the following steps for a community dissolution:

1. If necessary, migrate all website content to the STC office for archiving.
2. Pay any outstanding debts.

3. Complete the community's financial report for the year and send it to the office and the STC treasurer.
4. For chapters, file the chapter's final tax return and close the chapter with the IRS.
5. For chapters, send any remaining funds of the community to the STC office and close the chapter's bank accounts.

IV. References

Community Dissolution Policy

V. Policy Review and Approval

This Procedure has been reviewed and approved by the STC Board of Directors.

