

Chapter Dormancy/Dissolution

Purpose

It is unfortunate that periodically a chapter becomes eligible for dormancy status. If a chapter has been recognized as endangered and a cost/benefit analysis determines dormancy is the best option, the following is the process for chapter dormancy and dissolution. Note: Before dormancy can be initiated, the identification process and cost/benefit analysis as defined in the Chapter Intervention Process should be completed to determine the appropriate action.

Dormant Chapter

Upon identifying a potentially dormant chapter, the Region Manager in consultation with the Member Services Department at ARMA International Headquarters, contacts all known chapter members to determine their interest in continuing or restarting chapter activities. This communication should include information such as prior history and current status, and a choice of consideration options, e.g. a commitment to actively contribute to revitalization efforts; merging with another chapter; transfer of chapter membership to another chapter, etc. Based on the results of that contact:

- If, within one month after contact by the Region Manager, seven or more members respond positively and actively commit to contributing to the revitalization efforts, the dormant status is not considered at that time.
- If positive replies are not received, dormant status is established and the following steps are taken:
 1. The chapter sends all funds to ARMA International by certified check made payable to “ARMA International.” The chapter notifies the Region Manager of the amount of these funds to be recorded on the “Application for Dormant Chapter Status”. These funds are held for the period agreed upon for the dormancy period. If the chapter comes out of dormancy during this time the funds are returned to the chapter. If the chapter does not come out of dormancy and is dissolved, the funds are handed over to the region that the chapter resided in. Any interest earned by the escrow funds accrues to ARMA International to defray administrative costs. A region fund or ARMA International is not obligated to refund any monies received from a formally dissolved chapter in the event the dissolved chapter is re-chartered at some future time.
 2. The Chapter sends all chapter records to ARMA International to store for the duration of the dormancy. If the chapter comes out of dormancy during this time, the records are returned to the chapter. If the chapter does not come out of dormancy, the chapter files are reviewed and stored/disposed of per ARMA Internationals Records and Retention Policy.

3. Written notice is sent to each current member of the dormant chapter by the Region Manager advising of the new dormant status of the chapter. The member must respond in thirty (30) days of receiving the notice to switch to another chapter. If they do not respond they are automatically put on the 099 list for the region.
4. The Region Manager notifies the Member Services Department at ARMA Headquarters of the new dormant status of the chapter. This communication should also include the individual status of the former chapter members—whether they have transferred to another chapter or have chosen to become 099 status. This will insure that ARMA International will have accurate records of these members. The Member Services Department should also receive copies of all communication in regard to the dormant status. The copies will be included in the chapter's permanent folder.
5. The "Application for Dormant Chapter Status" including a signed receipt for chapter funds is completed and signed by the Region Manager (Lead Coordinator) and a chapter representative (if possible). The Application are forwarded to ARMA Headquarters for disposition.

ARMA Headquarters confirms receipt of the Application and the chapter funds with the Region Manager, at which time the chapter's dormant status begins. This means:

1. The chapter funds are put into an escrow account for the dormant chapter.
2. Former members of the chapter are removed from that chapter in ARMA International's database to avoid receiving renewal notices for a dormant chapter.
3. The chapter is removed from all mail distribution.
4. The chapter is removed from printed materials and the ARMA International website, as well as the online applications.

During the dormant status period (a length of time determined by the Region Manager, minimum six months and maximum two years), the Region Manager or the chapter may initiate action to reactivate the chapter. Reactivation of a chapter in dormancy status can occur only through the process of starting a new Chapter. (*See New Chapter Formation.*)

Chapter Dissolution

A chapter may be dissolved after the period of dormant status. At the end of the dormant status ARMA Headquarters staff and the Region Manager contact those former chapter members to inquire reactivating the chapter.

- If, within one month after contact by the Region Manager, seven or more members respond positively and actively commit to contributing to the revitalization efforts, the dissolution of the chapter is not considered at that time.

- If positive replies are not received, the chapter is officially dissolved.

ARMA Headquarters removes dissolved chapters from its list of active chapters. The former chapter's funds default to the region fund unless otherwise agreed to by the former chapter's members and the Region Manager. In the absence of an established region fund, these funds default to ARMA International for use as is deemed appropriate. Any interest earned by the escrow funds accrues to ARMA International to defray administrative costs. A region fund or ARMA International is not obligated to refund any monies received from a formally dissolved chapter in the event the dissolved chapter is re-chartered at some future time.