Steps Regarding Inactive Local Sections
(As Revised and Adopted by LSC on June 16th, 2013)

Recognizing the importance of functioning Local Sections to the Society, the Local Section Committee establishes the following procedures with the purpose of helping to assure that established local sections of ANS remain active and encouraging inactive sections to reactivate.

I. If a local section fails to provide a list of elected officers in response to the required Annual Report (August 31 each year), the committee Liaison assigned responsibility for the section and/or the LSC chair and/or the ANS Staff Liaison will contact the section with a personal request for a report.

II. If the ANS Local Section Committee (LSC) determines[1] that a local section is or has been **inactive[2] for 1 year or more** :

A. When directed by the committee, ANS Headquarters (working with LSC Chair and the assigned LSC Liaison to the section) will, within one (1) month, distribute a message to

- ANS National Members in the LS geographic area,
- last known local section members (if a list is available), and
- ANS Organizational Members in the LS geographic area

to determine interest in the local section, requesting response via an online survey.

Those sent the message will have three (3) weeks to respond. Survey results will be compiled within five (5) weeks of the initial distribution. Results will be provided to the Local Section Committee.

B. If the survey identifies **no group** of local people (usually a minimum of 6) willing and able to take responsibility for leading reactivation, the LSC will have the option to recommend dissolution to the ANS BOD. If a group comes forward, they will have time limits as outlined in “C2" below.

C. If the survey identifies a *group (usually a minimum of 6 people) of local ANS members which is willing to take responsibility* for reactivating the section (by organizing

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[1]The ANS Local Section Committee will include this issue on its agenda at each of the two meetings held during a year, determining status of various sections at each meeting, as required.

[2]An **inactive section** is characterized as one which *lacks one or more* of the following :

1) identifiable or active leadership group (officers)
2) meetings (meetings are required by ANS Bylaws)
3) communication with constituencies (local section members or ANS national members in its geographic area)

meetings, outreach events, elections, etc.)

1. the LSC Committee's representative (assigned Liaison to the section and/or Chair and/or vice chair and/or ANS Staff Liasion) will consult with the group, providing advice and assistance as appropriate

2. an email will be sent to stakeholders in the section's assigned ZIP CODE area, informing them of the interested group and providing contact information for reaching them.

3. the local group will have a period of **6 months in which to demonstrate viability:**

   a) Within 3 months of beginning
   - -organize, promote and conduct a section meeting
   - -develop a credible plan for additional meetings

   b) Within 6 months of beginning
   - -demonstrate additional ongoing activity by the section (one meeting does not constitute reactivation)
   - -schedule elections

4. The LSC member with assigned Liaison responsibility for the section or other designated person will maintain periodic contact with the Local Section during the allowed 6 months, reporting to the LSC Chair and ANS Headquarters (LSC Staff Liaison) on the group's progress in reactivation

5. If the group achieves reactivation as outlined above within **six months it will be considered a revitalizing section. After one year of ongoing activity**, it will be noted as an **active** section.

6. If the interested group is unable to accomplish reactivation and obtain status as **active** as outlined above within **one year**, the LSC will have the option to recommend dissolution.

7. *If, during this process, the section again becomes inactive for a period of **six months**, the LSC, at its discretion, may choose to conduct another survey of members, **or** immediately send a Notice of Pending Dissolution.*

III. When a Section is identified as **inactive** (see I and II, above)

A. Headquarters will send a letter and/or email, signed by Local Section Committee Chair, requesting from the last known leadership:

1. Records of the section, Archive of Minutes, etc.
2. Financial Records

3. Funds in the local section treasury

ANS will serve as a repository for those funds

- If a group is attempting revitalization as outlined above, $250.00 will be provided as initial seed money.
- All local section monies will returned to the local section, providing the LSC determines that it has returned to "active" status within one (1) year.

IV. Time frames specified in this document may be nominally altered (for "good reasons," as determined by the LSC Chair and Vice Chair in consultation with the Staff Liaison). Any alterations must maintain the intent of this procedure and not circumvent the intent.

V. Plant Branch Status Decisions

If a plant branch does not respond to inquiries about activity or declares it has no activity, the sponsoring section should be contacted for a decision on its status.

VI. Any dissolution recommendation will take into account existing Bylaws and Rules of the Society.

-----> Revised by vote of LSC on June 16th, 2013