

Steps Regarding Inactive Local Sections
(As Amended and Adopted Nov. 17, 2002 - Rev. June 30, 2006)

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, the committee Liaison assigned responsibility for the section will contact the section and other members of the local section committee will be notified.

- II. If the ANS Local Section Committee (LSC) determines¹ that a local section is or has been **inactive² for 1 year** :
 - A. When notified by the committee, ANS Headquarters (working with LSC Chair and the assigned LSC Liaison to the section) will, within one month, distribute a survey 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 areato determine interest in the local section. Survey results will be compiled within two months and provided to the Local Section Committee.

 - B. If the survey identifies no **group** of local people willing to take responsibility for reactivation, the section will be identified as “**dormant**”

 - C. If the survey identifies a *group of local ANS members which is willing to take responsibility* for reactivating the section (by organizing meetings, outreach events, elections, etc.)
 1. the LSC Committee’s assigned Liaison to the section will consult with the group, providing advice and assistance as appropriate

¹The 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.

²An **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)

2. the local group will have a period of **one year** in which to
 - organize, promote and conduct a section meeting
 - conduct elections
 - develop a credible plan for additional meetings
 - demonstrate additional ongoing activity by the section (one meeting does not constitute reactivation)
3. The LSC member with assigned Liaison responsibility for the section will maintain periodic contact with the Local Section, reporting to the LSC Chair and ANS Headquarters (LSC Staff Liaison) on the group's progress in reactivation
4. If the group achieves reactivation as outlined above (in II,C,2) within **one year**, it will be noted as an **active** section.
5. If the interested group is unable to accomplish reactivation as outlined above (in II, C, 2) within **one year**, the section will be identified as "**dormant**"
6. *If, after a "reactivation" under this process, the section again becomes inactive for a period of **ONE YEAR**, the LSC, at its discretion, may choose to conduct another survey of members, **or** immediately move the section to "dormant" status.*

III. Sections identified as "**dormant**" will be retained in that status for a **subsequent period of two years**. When a section is identified as "dormant", the following actions will be taken:

- A. Headquarters will send a letter, 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

- All local section monies will returned to the local section, providing the LSC determines that it has returned to "active" status within 2 years
- At the end of two years, if the section remains dormant, all but \$250.00 of its funds will be forfeited.
- If activation occurs within the third year, the \$250.00 will be available as seed money. After that, all funds will be forfeited.

B. During this **2 year “dormant” period:**

1. The LSC member with assigned liaison responsibility for the section will maintain periodic contact with last known leaders and provide reports at LSC meetings.
2. ANS national members in LS geographic area will be surveyed *one* more time (at a time determined by the LSC) for interest in activating the section. (Former members of the local section also will be surveyed, providing a list is available.) Decisions about further action to be based on whether there is no response, negative response, or positive response to the survey

IV. If a local section on “**dormant**” status is not reactivated or in the process of reactivation (as described above in II,C,2) within 2 years of entering “dormant” status, the ANS Local Section Committee will arrange for ANS Headquarters to send a ***notice of “pending dissolution of the section”*** to:

- ANS National members within the section’s assigned ZIP code area
- a list of prior local section members (providing a list is available)

This notice will again provide an opportunity for interested parties to step forward to reactivate the section (as outlined in these procedures).

If the committee determines that no credible progress toward reactivation has been made within one year of the notice of “pending dissolution”

- remaining local section monies will be forfeited
- the LSC may take action to dissolve the section in accordance with relevant ANS Bylaws and Rules

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.
(*Provision added by vote of LSC, June 4, 2006*)

As Amended and Adopted by Local Sections Committee, November 17, 2002
Revised per vote of LSC at meeting of June 4, 2006