



Chapter Dissolution Form

Letter of Intent to Dissolve

<insert current date>

This letter serves as our 30-day notification that our chapter, <insert chapter name> intends to dissolve from the Arizona Quilters Guild as of <insert date – must be 30 days from letter of intent date>.

The steps for dissolution are outlined in the AQG Bylaws, Article IV, section F. Failure to comply with the steps will delay the dissolution process.

The following items are attached:

- Chapter minutes showing chapter members have been informed and voted on dissolution.
 - Members are aware membership with AQG is not pro-rated and unless they have another chapter affiliation with AQG their membership status will be changed to member-at-large.
- Current financial statement showing balance of account.
 - Attached summary of action for balance in account including payment all of Chapter's legitimate outstanding debts incurred in furtherance of AQG and its stated mission. No future encumbrances may be incurred.
 - If chapter is requesting to donate remaining funds to a U.S.C. §501(c)3 organization whose purposes align with the purposes of AQG, attach letter requesting written approval to donate and information supporting the purpose and U.S.C. §501(c)3 status.
 - AQG board will make determination at the next scheduled board meeting and provide written answer.
- Report showing non-monetary assets obtained by the chapter during the charter time with AQG.
 - If chapter is requesting to donate remaining non-monetary assets to a U.S.C. §501(c)3 organization whose purposes align with the purposes of AQG, attach letter requesting written approval to donate and information supporting the purpose and U.S.C. §501(c)3 status.
 - AQG board will make determination at the next scheduled board meeting and provide written answer.
- Chapter Charter

The chapter will provide the following information within 30 days of letter of intent:

- A final financial recap report with a final bank statement showing account closure.
- Mini-grant report for current year if mini-grant was given to the chapter. If funds were not used or not fully used, a check for the outstanding amount.
- Final report showing status of monetary and non-monetary assets.

_____ Date _____
Chapter Chair