



High Twelve International, Inc.

We never like to see an Association, but if that is the desire of the member clubs, then the following will be followed:

Checklist procedure for an Association wishing to turn in it's Charter and Dissolve

1. _____ The majority of the member Clubs at a specially called meeting for the specific purpose of voting to dissolve the Association must vote in the Affirmative to dissolve.
2. _____ At the above meeting the member clubs must consider, and vote on, whether to merge with another Association, or cease to exist.
3. _____ The Association will continue to function until steps 4 & 5 take place.
4. _____ The President of the Association must then write a letter to the International Secretary informing that the Association is about to turn in their Charter. This letter must give the reasons for the request and state the results of the Special Called Meeting.
5. _____ The International Secretary will instruct the nearest International Officer to contact the Association Officers and ascertain the situation in the Association.
6. _____ If there is another Association nearby, we will encourage the two to merge with Grand Lodge approval for the jurisdictions involved. Un-needed Association property and records will be sent to International, cost of shipping deducted from Association funds. All funds will go to the receiving Association.
7. _____ If merger or closure is desired, then the officer in #5 will insure that current Per-Capita Dues and Fees to International are paid.
8. _____ The officer in #5 will insure that all other outstanding bills are paid.
9. _____ For closure, all Association property, including but not limited to the charter, bell, banner, US Flag, schoolhouse, historical and current physical and electronic records be shipped or transmitted to the international Secretary and cost of said shipping deducted from Association funds.
10. _____ For closure, when all checks have cleared the remaining funds in checking and savings accounts shall be turned over to High Twelve International as required by the Association and International By-laws. It is inappropriate to disburse remaining Association funds to any other organization no matter how respected or founded they may be, as the funds were not collected for that purpose and would be in violation of the fiduciary responsibility of the Association Officers.
11. _____ For merger or closure all effected membership online records will be updated to reflect the appropriate "Association" type.

For further information please contact the International Secretary