



High Twelve International, Inc.

We never like to see a club close, but if that is the desire of the membership, then the following will be followed:

Checklist procedure for a member club wishing to turn in it's Charter and Dissolve

1. ____ The majority of the members present at a specially called meeting for the specific purpose of voting to dissolve the Club must vote in the Affirmative to dissolve.
2. ____ At the above meeting the members must consider, and vote on, whether to merge with another High Twelve Club in the area , should one exist, or cease to exist.
3. ____ The Club will continue to meet until steps 4 & 5 take place.
4. ____ The President of the Club must then write a letter to the International Secretary informing that the Club 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. The State Association Secretary, should an Association exist, shall be copied on this letter.
5. ____ The following statement must be included on the next Online Monthly Report to International: "A request to dissolve this Club and surrender the Club Charter has been sent to the International Secretary of High Twelve International.
6. ____ The International Secretary will instruct the nearest International Officer or Association Officer, if applicable, to attend the next meeting of the Club and ascertain the situation in the Club.
7. ____ If there is another High Twelve Club in the area, we will encourage the two to merge, or for individual members, to transfer to Club(s) in the area.
8. ____ If merger or closure is desired, then the officer in #6 will insure that both current Per-Capita Dues and Fees to International and the Association, if applicable, are paid.
9. ____ The officer in #6 will insure that all other outstanding bills are paid.
10. ____ That all club 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 club funds.
11. ____ 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 Club and International Bylaws. It is inappropriate to disburse remaining club 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 Club Officers.

For further information please contact the International Secretary