

Young Ladies' Grand Institute
Procedures for Disbanding an Institute

1. The Institute notifies the Grand President of its desire to disband.
2. The Grand President appoints a Grand Officer or Past Grand President to act as an Advisor. The Advisor sends the Procedures for Disbanding an Institute to the Institute President. The Advisor is involved in all meetings held during all stages until the final account is made and the Quarterly Reports are sent to Grand Institute.
3. The Advisor contacts the Institute and arranges a meeting, either regular or special, for the purpose of discussing the question of disbanding.
4. Upon advancing to the decision to disband, the Institute notifies Grand Institute and all the Institute's members by written notification 15 days prior to the date set to vote on the question of disbanding (See Sample #1).
5. At the meeting where the question of disbanding will be in order, the Advisor checks the eligibility of members who are entitled to vote. Members in arrears are not entitled to vote. (Constitution, Article XIX, Section 1, p. 33)
6. If a regular meeting is held, the regular order of business is followed and the motion to disband is addressed under New Business. If a special meeting is held, members are notified that the question of disbanding is the purpose of scheduling the special meeting. The first order of business will be the motion to disband.
 - a. Items requiring action could be: payment of outstanding bills, collection of money, final committee reports and donations.
7. No Institute shall be disbanded if (15) members in good standing object to disbanding.
8. The Advisor is responsible for ensuring that the items listed in Section a. Funds and Section b. Books are completed by the disbandment meeting.
 - a. Funds
 - (1) The Institute Treasurer will write and process all checks ordered drawn under previous items of business voted on at this meeting. Checks should also be drawn, refunding members who paid in advance. This is only for members who are not transferring to another Institute.
 - (2) The Advisor requests the Institute Treasurer to obtain financial statements (commercial and savings) and that the sale of stock, bonds, etc. be completed. If the Institute has a CD or other investments, the Maturity Date should be considered in order to avoid penalties.
 - (3) If the Institute has a savings account, the Institute Treasurer is to be instructed to close out the account immediately, and issue a check made payable to Young Ladies' Grand Institute. This check is mailed to the Advisor.

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- (4) The balance of the fund, as shown by reconciled bank statements, is payable to Young Ladies' Grand Institute (take into consideration outstanding checks less than ninety days old).
 - (5) The "accepted" IRS 990N and the FTB "accepted" 199N (California only) must also be sent to Advisor. When filing the tax forms, the disbanding Institute must check (✓) the "Out of Business" box. The IRS and FTB filing deadlines must be followed to meet compliance requirements.
 - (6) The final bank statement for the commercial account is mailed to the Advisor.
- b. Books
- (1) The accuracy of the member's ledger page is verified by the Financial Secretary. Each ledger page must show at least a one-year record of dues prior to the disbandment date.
 - (2) The ledger page should show a zero (0) balance. (See Sample in Financial Secretary's Instruction.)
 - (3) The Institute Treasurer posts receipts and disbursements of the disbanding meeting and makes a Summary of Funds (See Sample #3)
 - (4) The Recording Secretary writes the minutes for the disbanding meeting.
 - (5) The Trustees prepare a final quarterly report showing a zero (0) balance for all accounts and the fund.
9. The Advisor makes a list of those interested in being transferred to another Institute, showing type of membership, name, initiation date, amount of dues paid, pro-rata of the fund (refer to the Constitution, Article XVI), total due, and to which Institute. (See Sample #2)
 10. The Grand Treasurer sends a letter and a check, in accordance to the Advisor's Final Report, to each Institute which members are transferring to.
 11. After the completion of the meeting, the Advisor takes possession of all books, including the "accepted" 990N and "accepted" 199N (California only), regalia and other meeting paraphernalia such as the flags and the crucifix and sends the items to the Grand Secretary's office. Items such as tablecloths, glassware, paper goods, etc. may be disposed of under the guidance of the Advisor.
 12. A Final Report is prepared by the Advisor. This includes an assessment of the reason for disbandment and the Final Report of the Fund (See Sample #3). This report is sent to the Grand President, Grand Secretary and Grand Treasurer. A statement of expenses for travel, shipping charges, and other legitimate costs should be submitted with this report.

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SAMPLE #1

DISBANDING QUESTIONNAIRE
(Must be sent to members 15 days prior to date set for vote)

Dear Sister,

The members of (Name and Number of Institute) are considering Disbanding.

Please check the following options and return the entire form to the Recording Secretary using the enclosed envelope. The form must be received before (Date) (prior to date of vote).
Thank you

- Yes, I am in favor of Disbanding
- No, I do not want to Disband
- Yes, I want to continue my membership
- No, I want to resign my membership
- Yes, I prefer my membership be transferred to (Institute Name and Number)
- No, I prefer my membership be transferred to (Institute Name and Number)

(PRINT NAME)

(SIGNATURE OF MEMBER)

(DATE)

You will be notified of the results of the vote and will receive further instructions regarding your membership. If you have any questions, please contact your Institute Recording Secretary.

Beneficial Members

The Death Benefit was increased to \$2,800.00, effective September 11, 2021. Your Institute Recording Secretary will attach your Beneficiary Form #0050 when needed to apply for death benefits. (See YLI website yionline.org to download the Beneficiary Form or contact the Grand Secretary to obtain copies)

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SAMPLE #2

MEMBERS TRANSFERRING FROM (name and number of Institute)

TYPE OF MEMBERSHIP	NAME	DATE OF INITIATION	DUES PAID	PRO-RATA OF FUND	TOTAL DUE	TRANS. TO INSTITUTE
Beneficial	Jane Doe	xx/xx/xx	\$6.00	\$25.00	\$31.00	#100
Associate	Kathy Carey	xx/xx/xx	\$2.20	\$25.00	\$27.20	#300
Associate	Kim Jones	xx/xx/xx	\$3.30	\$25.00	\$28.30	#100
Beneficial	Dottie Way	xx/xx/xx	\$8.00	\$25.00	\$33.00	#300
GRAND	TOTAL		\$19.50	\$100.00	\$119.50	

Each member who requested a transfer would be listed. The Grand Total should equal the balance of the fund.

SAMPLE #3

FINAL REPORT OF FUND FOR DISBANDMENT

Institute Name _____ Institute Number _____

Disbandment Date _____

Reason for Disbandment _____

Balance in Fund as of Disbandment Date _____

Total Amount of Members Dues being Transferred
(should be same amount as on Transfer Sheet) _____

Other Donations _____

Total of Monies Being Sent to Grand Institute _____

Final Balance of Institute Funds as of Disbandment Date _____