

## National Headquarters Guidelines for Cancelling a Post and/or Squadron

1. For a Post to be considered for cancellation by the NEC The Department must complete the following forms:
  - A. Request for Post Charter Cancellation
  - B. Post Charter Cancellation Check List

These forms can be found in the Department Adjutant's Administrative Manual or by contacting National's Charter Clerk.

2. Attach any minutes/resolutions the Post may have submitted to the Department.
3. When a Post is cancelled the SAL, if applicable, will be cancelled as well. A Squadron **cannot** stand alone, it must have a Post attached.
4. Charters will only be considered for cancellation at the NEC meetings, which are held in the Spring, August (National Convention), and Fall.
5. The Post number, once cancelled, cannot be re-used for one year.
6. All proper paperwork needs to be submitted to the Charters Clerk. A cut off date will be e-mailed to all the Departments when cancellations need to be submitted to National.
7. The Post(s) that are submitted will be given to the Liaison assigned to your Department for review.
8. If the proper forms are not filled out completely and to the satisfaction of the Charters Clerk at National the forms will be returned to the Department for completion.
9. When a Post and/or Squadron are approved for cancellation a letter is sent to the Department along with a list of members that are still showing in the Post/Squadron.