

**UNITED STATES POWER SQUADRONS**  
**DISTRICT 9**  
**STANDARD OPERATING PROCEDURE**

Title:

**PROCESS FOR A SQUADRON TO  
REQUEST DISSOLUTION**

No. **44**

Date Created: 13 Apr 2019

Revised:

There may be times when the members of a squadron believe the squadron is no longer viable and is unable to even minimally function. This usually occurs if the squadron is consistently unable to find a Commander, a Secretary and a Treasurer willing to serve. In this situation, the squadron may request dissolution. The following steps must be taken to effect the dissolution:

1. Notify the D/C of the squadron's desire to dissolve, if this has not already occurred.
2. Invite the D/C, and/or his/her representative, to meet with the squadron Executive Board to discuss the situation and any possible remedies, if this has not already occurred.
3. Establish a special meeting of the membership to vote on the dissolution:
  - a. Members must receive at least 30 days' written notice of this meeting.
  - b. The proposal for dissolution must be approved by at least two-thirds of the members present at the meeting.
4. After the meeting, notify the D/C of the results.
5. The D/C will submit the dissolution request for approval by district council and conference.
6. The D/C will notify the National Executive Officer of the decision.
7. If the decision is to dissolve, the D/C or his/her representative will:
  - a. Request the necessary forms from USPS Headquarters.
  - b. Assist the squadron commander with the transfer of members to another squadron.
8. NOTE: THE DISSOLUTION IS **NOT** EFFECTIVE UNTIL THE NATIONAL EXECUTIVE OFFICER HAS PRESENTED THE REQUEST TO THE GOVERNING BOARD.

9. The squadron commander is to:
  - a. Locate the squadron's charter and give it to the D/C for return to USPS Headquarters
  - b. Work with the District Law Officer to assure that all assets are transferred under applicable state law.
  - c. If the squadron is incorporated, work with the District Law Officer to assure this association is dissolved under pertinent state and local laws.

**SOP 44 HISTORY:**  
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