

The Slater Area Historical Association

Dissolution of SAHA

DECISION TO DISSOLVE

There may be a time for the dissolution of this organization for two kinds of reasons:

- Involuntary - based on a requirement of the office of the Secretary of State
- Voluntary - the board and staff have exhausted their energy and capabilities with no one else to take over

A successful dissolution will preserve SAHA's legacy and contribute to a positive collective memory of the organization and the people.

PROCEDURE STEPS

1. Decision to Dissolve

All reasonable alternatives such as changes in leadership, mission refocusing, merging with another organization, etc. must be considered and documented in official meeting minutes.

- Planning sessions will be required to discuss financial issues, collections, programs, equipment, supplies, resources, facilities and all other assets. Passing on programs to other organizations will help preserve a positive SAHA legacy.
- Secure legal representation to ensure compliance with all federal and state requirements.
- The decision for dissolution must take place at an official meeting of the Board of Directors that is duly called and documented.

2. Communication

- Make the decision to dissolve privately and maintain strict information control.
- When appropriate, notify the SAHA membership of this recommendation.
- Have a clear response plan for Board Members to convey upon notification to the public.
- Notify the Story County Board of Supervisors, the cities of Slater and Sheldahl, members of the Alliance, and all organizations with which we have membership.

3. Time Line

- Ensure that projected dates are feasible for the Board of Director's activities.
- Ensure the time constraints of legal procedures.

4. Dissolution

- File Articles of Dissolution with the Secretary of State. At this date, there is no state-issued form. One must be created that includes: Name of the nonprofit, date dissolution was authorized, and a verification statement that dissolution was approved by a sufficient vote of the board. Check with the Secretary of State for current requirements.
- Pay off any debts.
- Return any items that were loaned.
- Liquidate assets.
- Request refunds on any insurance policies, utilities, or payments made in advance.
- Distribute remaining assets to one or more other 501(c)(3) organizations to be used for similar purposes.
- Give notice to all creditors and claimants by publishing in a newspaper.
- File IRS Form 990 or IRS Form 990-EZ. You must include a completed Schedule N (disposition of assets) as well as copies of the articles of dissolution, resolution to dissolve, and plan of dissolution. Check the "Terminated" box in the header area on Page 1 of the return.

5. Acknowledgment

It is important to recognize the contribution of SAHA to the community. Celebrate its story and recognize the hard work and dedication of those who have been involved.

PROMULGATION

This Dissolution Policy for SAHA was adopted by the Board of Directors on _____

This Dissolution Policy for SAHA was reviewed and updated by the Board of Directors on _____