

# Procedure to Change the Name or Jurisdiction of a Chapter

The following procedure must be completed before a request for a change of Chapter name and/or jurisdiction will be considered by the Executive Committee:

1. The Chapter President will send a letter by mail or email requesting a change to the name or jurisdiction of the Chapter to the Chapter Chairman and Regional Director.

2) The Chapter will hold a meeting to complete the Petition for Change of Name and/or Jurisdiction of Chapter, which may found online at: <http://www.harpsociety.org/pdfs/chapters/ChangeName-JurisdictionChapter.pdf>. This requires a vote of not less than two-thirds of the Chapter membership. If a meeting is not possible, copies of letters or emails approving the change of name or jurisdiction of the Chapter from not less than two-thirds of the Chapter membership must accompany Petition when it is sent to the Chapter Chairman.

3. The Chapter President will send the completed Petition for Change of Name and/or Jurisdiction of Chapter, a copy of the Chapter Bylaws and the Chapter Charter to the Chapter Chairman. Upon receipt of these materials, the Chapter Chairman will submit the Petition to the Executive Committee for consideration.

4. If the request is granted, a new Chapter Charter and Bylaws with the new name and/or jurisdiction will be prepared and forwarded to the chapter.