

It may be desirable at sometime in a chapter's existence to change the chapter's name. The following is a checklist of activities that need to be completed to implement a chapter name change.

1. Review the Chapter's By-Laws and applicable MMOTA By-Laws.
2. Initiate Board discussion of a name change. Solicit potential names from either the Chapters Executive Board and/or membership. Either the Board or membership narrows.
3. Submit a written request for a new Chapter's name to the MMOTA Executive Board for approval. Follow the MMOTA procedure manual "Parliamentarian and Nominating Chairman". Article III Section 7 of the by-laws-step 10.
4. Written notification of the Chapter's new name should be sent to the following on receiving the new chapter.
 - a. NOMOTC (letters should be sent to membership and also to the Treasurer to clarify the FIN number of the new chapter name).
 - b. Federal IRS. They may require copies of the Chapter's minutes that detail the voting for the name change.
 - c. State Massachusetts to transfer the chapter's sales tax exemption to the new Chapter's name.
 - d. The NOMOTC and MMOTA websites which list the Chapter's name.
 - e. Change the Chapter's website to reflect the new name.
 - f. The bank that managed the Chapter's accounts.
 - g. Notify the post office that maintains the Chapter's PO Box.
5. Review the materials of the Chapter and revise to reflect the new name. Items requiring revisions may include:
 - a. Email accounts and/or website address
 - b. Membership packets or materials
 - c. Business cards and letterhead
 - d. Order new Chapters checks
 - e. Newsletter
6. Revise the Chapter's By-Laws to reflect the new name and any policy books or member handbooks.

All of the above is a page from the MMOTA procedure manual. Now there is still more and this is on the Parliamentarian and Nominating Committee job description for MMOTA.

Must assist in the request of Chapter's changing name.

1. A request **MUST BE IN WRITING** to the MMOTA State President.
2. The MMOTA Executive Board **MUST APPROVE** the request before taking effect.
3. The submission of the Chapters old Charter must be returned to the Parliamentarian.
4. Once **APPROVED** by the MMOTA Executive Board a presentation of a new Charter is given to the Chapter.
5. When the new charter is received, the Chapters responsibility is to inform all of it's members and legal institutions about its new name change.
6. All the above requirements **MUST BE COMPLETED** before using a new name.
7. Follow the attached checklist in helping you in the above process.