

#  AIUSA Membership Resolutions Process

**Fall 2018 Submissions** **Guidelines & Submission Form**

The National Resolutions Committee (NRC) is here to guide you through the resolutions process. To have a resolution presented at the regional conferences*,* ***all sponsors must comply with the following requirements.***

## Getting Ready to Submit

## Contact the National Resolutions Committee. The NRC can answer questions about the process, let you know if a resolution is the right path for your goal, and help you begin to structure your resolution.

## General Inquiries: Email the NRC at resol@aiusa.org.

## NRC Representatives: Bill Harris (Northeast): jwilliamharris@gmail.com; Brian Moore (West): brian@bcmaarch.com

* **Consider AIUSA policy**. All resolutions need to be in line with the Standing Rules of the Membership Resolutions Process and other relevant governance policy.
* **Check the status of your membership.** To submit a resolution, your membership must be a valid issue for AIUSA through the date of the regional conference where your resolution will be heard.

## Writing a Resolution

After you have talked over your idea with the NRC representative and you think a resolution is the best way to move forward, you can start the process. To get started, the NRC needs the following:

* **Explanatory Note.** In about 250 words, explain your resolution; what issue does it address and what motivated you to write it? How will AIUSA/AI be a better organization if this resolution becomes policy?
* **Review Prior Resolutions.** Each Resolution includes ‘whereas’ clauses and ‘resolved’ clauses.
	+ **Write the Whereas Clauses.** These clauses explain why your resolution is necessary. These clauses should be short to keep the focus on the more important resolved clauses.
	+ **Write the Resolved Clauses.** These clauses explain the action or actions that AIUSA will take if your resolution passes. They tell the organization what it needs to do.

**Submitting a Resolution:** All resolutions must be submitted by **September 1**.

**Students** have a separate deadline. Student (individual member or student group) deadline is **September 15**.

* **Fill out the Resolutions Submission Form** (next page)
* **Send the Resolution Submission Form to the Board Office.** Send an email attachment (MS Word / PDF) to amerchant@aiusa.org AND resol@aiusa.org or fax it to (212) 627-1451, Attention: Aashka Merchant. Contact Aashka Merchant, at (212) 633-4160 with any questions.

**Multi-Region Submission.** Members can submit resolutions in multiple regions. To do so requires the following:

* **Separate Submissions.** The resolution requires a sponsor in each region where it is submitted. Each sponsor must submit the Resolution Submission Form and meet all requirements outlined here.
* **Inform NRC of sponsors submitting under student deadline.** If a student is considering being a co-sponsor of a resolution that has been submitted by the September 1 deadline, the student should inform the NRC of her/his interest right away, not wait until the September 15 student deadline.

## After Submitting

Once your resolution is submitted, expect the following.

* **Expect a contact from your NRC representative.** Once an NRC representative has been assigned to the draft of your resolution, he or she will contact you to discuss your resolution further.
* **Be available to NRC.** The NRC works with sponsors to clarify the language and intent of your resolution. Your timely feedback is vital in this collaborative step of the process. ***Please be available to respond to your NRC representative's questions within 48 hours.***
* **Be present at the regional conference to present your resolution.** Once the final draft is completed, your resolutions will be put on the regional conference agenda. You (or someone designated by you) must be available to speak for your resolution at the regional conference.

**2018 Resolutions Submission Form**

**Fill out the following form and send the Resolution Submission Form to the Board Office.** Send an email attachment (MS Word / Rich Text) to amerchant@aiusa.org AND resol@aiusa.org or fax it to (212) 627-1451, Attention: Aashka Merchant. Contact Aashka Merchant, at (212) 633-4160 with any questions.

**Deadlines: September 1st (Student Deadline: September 15th with September 1st notification of intent to submit).**

Resolution Subject:

Regional Conference at which you plan to present this resolution:

Your Name:

Your Phone Number:

Your Alternative Phone Number:

Your Email Address:

**If you plan on having someone else represent your resolution at the regional conference, give their name and contact information:**

Presenter’s Name:

Presenter’s Phone Number:

Presenter’s Alternative Phone Number:

Presenter’s Email Address

**Text of your Resolution:**

## Explanatory Note:

*In about 250 words or less, explain why you want this resolution. What issue does it address? What motivated you to write it? How will AIUSA or AI be a better organization if this resolution becomes policy?*

## Draft Text of Your Resolution:

**WHEREAS** …

*Explain in a few statements why your resolution is necessary. These will come before your resolution, so make them short to keep the focus on the more important resolved clauses.*

## THEREFORE BE IT RESOLVED that …

*This is the action(s) that AIUSA will take if your resolution goes through.*