

Unit Name Change Process

1. Unit decides on new name
2. Unit has a business meeting for members to vote.
3. The Unit President signs sublicense agreement once name change is approved by the Unit.
 - a. Sublicense agreement needs to be completed under new unit name
4. Unit President sends to Region President new Unit name, date and location of meeting during which Unit name change was approved, along with signed sublicense agreement.
5. Region supports and/or approves the proposed Unit name change
6. Region President creates motion and sends motion with signed sublicense agreement to Corporate Manager
 - a. Motion should read for example: : I move that the International Board of Trustees approve the request of Unit A #000 to change their name to Club A #000.
 - b. In the rationale it should state the Unit members approved the change at a meeting including the location and date. It also needs to state the Region supports and/or approves the name change.
7. Corporate Manager requests approval from Airstream
8. Corporate Manager sends motion to Parliamentarian and Constitution & Bylaws Committee for review once approval is received
9. Motion is sent to IBT for approval
10. Once name change is approved by the IBT, Units will have to ammend their Unit Constitution.