

Process for renewing your club constitution

1. The club's committee needs to review and update its constitution every four years (this may mean amendments if Swim England has updated to a new model version); there may be exceptions for Incorporated and Charitable status clubs, consult the East Region Membership Officer (membership@eastswimming.org)
2. The club's committee needs to agree and date the new version of the constitution.
3. The constitution then needs to be emailed to the Membership Officer (membership@eastswimming.org) for approval.
4. The Membership Officer will confirm it is all in order or indeed, will provide advice and guidance to amend/correct.
5. Once it has been approved by the Membership Officer, it can be presented to your membership for acceptance at your next AGM (or indeed an SGM).
6. Following the AGM/SGM, the constitution and a copy of the minutes should be emailed to the Membership Officer (membership@eastswimming.org) along with a list of eligible voting members that were present, along with their Swim England membership numbers.
7. On receipt, the Membership Officer will issue the club with a new East Region Affiliation Certificate.