

## 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](mailto: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](mailto: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 which maybe be more appropriate depending on the changes being made).
6. *If your constitution needs to be approved by The Charity Commission, once you have region approval it can be sent onto them. Then, once you have their approval, it can be presented to your membership.*
7. Following the AGM/SGM, the constitution and a copy of the minutes should be emailed to the Membership Officer ([membership@eastswimming.org](mailto:membership@eastswimming.org)) along with a list of eligible voting members that were present, along with their Swim England membership numbers.
8. On receipt, the Membership Officer will issue the club with a new East Region Affiliation Certificate.