Easy stages guide to changing a Club Name

Why change the name of your Club?

Your Members may wish to change the Club name for a variety of reasons:

- They wish to widen the catchment area of the Club, which may be achieved by adding “and District”, adding the name of another close town or choosing a known geographical area; *
- Two Clubs are merging and the new Club needs a new name, which may reflect both previous Clubs or be a completely new name; **
- A Club is splitting into two because it has grown too large or because of behavioural differences, and one or both Clubs need to change their name(s). **

* Examples of Clubs who have changed their name for one of these reasons are SI Bootle and District, SI Runcorn, Frodsham and District and SI Surrey Hills.

** In the latter two cases, the new Club will need to be Chartered, even though most of the Members are existing members.

How to change the name of your Club

1. Get Members’ Approval
   Discuss the change of Club name at a Club Meeting, stating the reasons that the name change is needed, and get approval from the Members for the proposed change of name.
   Minute the decision.

2. Get Region/NA/Network Approval
   Advise your Region/NA/Network that you would like to change your Club Name and why.

   The Region/NA/Network will ask Clubs in the Region/NA/Network if they have any objection to the Club Name to ensure there is no conflict of interest.

   The response must be recorded.

3. Get SIGBI Approval
   If the name change is agreed by the Region/NA/Network, complete a name change request form and send it, together with the Club minutes and Region/NA/Network approval to SIGBI HQ.

   The Directors of Membership and Governance will approve the Club name change and the Club informed.
Notes:

- Step 1: If the decision involves two Clubs, then approval of both Club’s Members should be minuted.

- Step 2: One reason for another Club within a Region/NA/Network to object to the new name might be that they think the new Club Name would encroach on their catchment area.

- If an objection is received by another Club, then it is the role of the Region/NA/Network to mediate between both parties to reach a resolution that satisfies them both. This may be to request that another name is chosen, or that clear guidelines regarding the Club’s increased recruitment catchment area are set down in written form and signed by both Clubs.

- If no agreement between the two Clubs can be reached, the change of Club Name will have to be disallowed by the Region/NA/Network and the Club carries on using the current name.