



ECU Student Guild

BASIC CLUB AFFILIATION POLICY

POLICY TYPE	Senate
POLICY SUBTYPE	Governance
POLICY TITLE	Basic Club Affiliation Policy
POLICY OWNER	Senate

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1. INTENT

- 1.1. The purpose of this policy and its supporting procedures is to regulate the Basic Affiliation of clubs, societies, collectives, teams, or other such entities within the governance framework of the ECU Student Guild.

2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all basic clubs, societies, collectives, teams, or other entities affiliated with, and interacting with, the ECU Student Guild.

3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. A reference to:
 - 3.2.1. A person includes a corporation and government or statutory body or authority;
 - 3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
 - 3.2.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.3. The word “including” and similar expressions are not words of limitation.
- 3.4. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.5. **Affiliate** means a Club, Society, Collective, or other entity.
- 3.6. **AGM** means Annual General Meeting.
- 3.7. **ANZ** means Australia and New Zealand Banking Group. Commonly called ANZ, is an Australian multinational banking and financial services company headquartered in Melbourne, Australia.
- 3.8. **Basic Affiliate** means a club, society, collective, or other entity that has basic affiliation status with the ECU Student Guild and does not receive funding as part of their affiliation, their affiliation entails only those benefits outlined in the Basic Affiliation Policy Clause 5.3.
- 3.9. **CIDC** means the Continuous Improvement and Development Committee.
- 3.10. **Club, Collective or Society** means an entity consisting of a group of people that is eligible to apply for Guild Affiliation and who is not a political party or affiliated with such.

- 3.11. **Funded Affiliate** means a club, society, collective, or other entity that has funded affiliation status with the ECU student Guild and receives funding as part of their affiliation.
- 3.12. **The Guild** means Edith Cowan University Student Guild.
- 3.13. **JO** means ECU's Joondalup Campus.
- 3.14. **ML** means ECU's Mount Lawley Campus.
- 3.15. **Senate** means the duly elected student representatives of the Guild.
- 3.16. **SW** means ECU's South West Campus.

4. OVERVIEW

- 4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.
- 4.2. The Guild shall maintain a policy manual of all current policies in a manner which is easily accessible to members, Senate, staff and other stakeholders where appropriate.
- 4.3. All Guild policies will be reviewed annually.

5. POLICY

5.1. Guild Affiliation

- 5.1.1. Guild Affiliation aims to develop a cooperative relationship between the Guild, Clubs, Societies, and Collectives at ECU. It is designed to support the development and activities of Affiliates and to help foster a productive atmosphere and promote student inclusiveness.
- 5.1.2. Academic affiliates, for the purpose of clarity and reference, will be referred to as Societies.
- 5.1.3. Equity and Diversity affiliates, for the purposes of clarity and reference, will be referred to as Collectives;
- 5.1.4. Social, sporting, cultural and other general interest affiliates, for the purposes of clarity and reference, will be referred to as Clubs;
- 5.1.5. In this document, all Academic Societies, Equity Collectives and Social Clubs will be referred to as clubs.
- 5.1.6. This document is pertaining to funded affiliation only. If the club does not require funding support from the ECU Student Guild, please refer to the basic affiliation policy document.

5.2. General Conditions for all Affiliates

5.2.1. Notwithstanding the Affiliates right to have a particular political position, the club, society, or collective's use of funding cannot be for the purposes of advancing the interests of a political party or organisation, as defined in the Higher Education Support Act (2003); additionally:

5.2.1.1. If the affiliate is associated with a registered Political Party, it is not entitled to the use of Guild equipment or resources free of charge. This does not include sponsors.

5.2.2. Affiliates must declare all existing affiliations, funding arrangements, sponsorships, and agreements it may have with other organisations to the Guild during the time of affiliation and throughout the affiliation period of the club.

5.2.3. Affiliates must provide to the Guild details of any additional affiliation opportunities with other organisations they may be exploring, prior to any such agreement being entered into.

5.2.4. Affiliates must include the Guild logo in all advertising and promotional material they use to market their club, society, collective, team or other entity including, but not limited to posters, flyers, and websites. Additionally, all Affiliates will make the Guild a co-host of their Facebook event(s), as applicable. If by any special circumstances that this is not possible, the affiliate will need to discuss the matter with the Vice President responsible for the Club, collective or society for a consensus.

5.2.5. Affiliates remain affiliated until the 31 December in each calendar year, pending compliance with all conditions prescribed elsewhere in this Policy, in addition to the following:

5.2.5.1. Affiliates who are inactive for three consecutive months in the same calendar year can be immediately dis-affiliated at the discretion of the relevant Vice-President, and one other executive member of the Guild Senate.

5.2.5.2. The Guild at its sole discretion may reject an application for Affiliation. Should this occur the club, society, or collective is entitled to lodge an appeal in writing, which will be heard at the next meeting of the Guild Secretariat.

5.2.5.3. If an appeal is unsuccessful, the club, society, or collective can submit a further appeal in writing to the next meeting of the Guild Senate their decision will be final.

5.2.6. Affiliation with the Guild must be renewed annually by the due date.

5.2.7. Affiliates who have successfully affiliated in semester 1 remains affiliated throughout the year and are not required to re-affiliate in semester 2 of the same year.

5.3. Benefits of Basic Guild Affiliation

5.3.1. The Guild will provide:

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- 5.3.1.1. Administrative training and support including provision of procedures and templates that will enable clubs to meet the Guild's Affiliation conditions;
- 5.3.1.2. Conditional use of Guild's photocopying and printing facilities for approved events; as well as, the use of Guild infrastructure, including email and web services, to facilitate effective club administration;
- 5.3.1.3. Free access to the Guild's range of events equipment and resources in accordance with booking processes;
- 5.3.1.4. No booking fee for nominated university facilities;
- 5.3.1.5. Attendance at Orientation Day events, Guild Fair and Guild events which can assist in attracting new members to the club;
- 5.3.1.6. Where available, collaborative promotion of the Affiliated Body's activities and initiatives such as but not limited to the Guild's website, Social Media platforms, and other resources ; and
- 5.3.1.7. Assistance with graphic design for events and promotions where practicable.

5.4. Eligibility for Basic Affiliation

5.4.1.A Club is eligible to apply to the Guild for registration as a Basic Affiliated Body provided that:

- 5.4.1.1. The club, society, collective, team, or other entity defined objectives and purposes directly relate to, and benefit, enrolled students at the University.
- 5.4.1.2. The club, society or collective is governed by a committee that comprises a minimum of five committee members, who must be current enrolled students and members of the Guild. Two of whom shall be:
 - 5.4.1.2.1. A president (or equivalent); and
 - 5.4.1.2.2. A secretary (or equivalent)
- 5.4.1.3. The names, addresses, contact numbers, email addresses and student ID numbers of each committee members and club members are provided to the Guild and are maintained for reference:
- 5.4.1.4. Clubs, societies and collectives will be required to ensure that members are aware of this condition;
- 5.4.1.5. The club, society or collective establishes an email account in the name of the club (i.e. not a Committee members' or members personal/student email);
- 5.4.1.6. The club, society or collective keeps and maintains an up to date membership register containing the names ,student ID number and student email addresses of its members;

- 5.4.1.7. The majority (51%) of the affiliates members must be Guild members;
- 5.4.1.8. Non-enrolled students, alumni or industry personnel cannot be current committee members of the club.
- 5.4.1.9. The defined objective(s) of the club, society, or collective is unique and does not conflict with, or challenge, the purpose of another Guild affiliated body;
- 5.4.1.10. The club, society, collective, team, or other entity has a governing instrument such as rules or regulations, or a Constitution that:
 - 5.4.1.10.1. Define its core purpose as being for the benefit of the ECU student body; and
 - 5.4.1.10.2. Do not permit and/or include any form of harassment, bullying, humiliation or other such forms of membership initiation conditions and/or practices.
- 5.4.1.11. The club, society, or collective shall commit first, and foremost, to serving the interests of ECU Students and, by association, the Guild, above any other internal or external organisations and/or interests.
- 5.4.1.12. The Guild reserves the right to amend this Policy at any time.
- 5.4.1.13. Affiliates shall plan, implement and run a minimum of two (2) Guild approved events during each academic semester, and:
 - 5.4.1.13.1. one of the events in each semester must be held on one of ECU's three (3) campuses;
 - 5.4.1.13.2. one of the events in each semester must be open to all ECU students (not just members of the Affiliate)— although both these conditions can be met in the same event; and
 - 5.4.1.13.3. a minimum of two tickets (where applicable) to each event must be reserved for the relevant Vice-President or their nominee, as well as the President or their nominee.
 - 5.4.1.13.4. Affiliates need to notify the relevant Vice-Presidents of the confirmed/ finalized event dates and location at least one month in advance.
 - 5.4.1.13.5. All the venue bookings for specified on campus events are required to be processed through the Guild with a minimum notice of 2 weeks in advance.
- 5.4.1.14. A member of an Affiliates Committee (or nominated and advised proxy) must attend all Departmental meetings, during each academic year, as scheduled and advised by the relevant Vice-President, in addition to any special meetings and/or events the Vice-President may call at their discretion.
- 5.4.1.15. If available, Affiliates will display a Guild banner (supplied by the Guild) at all its events, regardless of whether they are on campus or off campus.

- 5.4.1.16. Affiliates must provide at least one (1) Committee Member and one (1) General Member to represent their Affiliate at the Semester 1 and Semester 2 Orientation Days or Guild Days or Guild events at their primary ECU campus(es), for periods of time to be determined by the Guild, as well as any other events as determined by the Guild.

5.5. Application for Affiliation and Important Dates

5.5.1. Basic affiliation opens for application 4 weeks prior to the commencement of semester 1 for the year and continues to stay open for the rest of the year.

5.5.2. On each occasion, the Guild will widely advertise and promote the application process, which must be submitted in accordance with the requirements of the Guild, on the prescribed web form and received prior to the advertised closing date.

5.5.3. Affiliation is valid until the 31 December, pending compliance with all conditions prescribed elsewhere in this policy.

5.5.4. Affiliation is only valid for the year applied. Societies, Collectives and Clubs must reapply each calendar year to maintain affiliation.

5.5.5. Quarterly reports are due by 1st of March, June, September, and December.

5.5.6. The club, society, or collective's application must include all supporting documentation specified on the application.

5.6. Disaffiliation of a Club, Society or Collective

5.6.1. Disaffiliation may result for the following reasons:

- 5.6.1.1. Failing to meet any of the requirements outlined in Clause 5.4.
- 5.6.1.2. The club is alleged and found guilty of misconduct, financial fraud, bullying and/or discrimination.
- 5.6.1.3. The club is inactive for three consecutive months without any communication with the Guild.
- 5.6.1.4. Failing to respond to prospective members within 2 weeks on more than three separate occasions.
- 5.6.1.5. The affiliation requirements are not maintained.
- 5.6.1.6. Failing to submit quarterly club reporting (see clause 5.8).
- 5.6.1.7. Failing to validate that 51% of the affiliates members are Guild members.
- 5.6.1.8. Failing to abide by the Guild Code of Conduct.
- 5.6.1.9. Taking part in political endorsements.

- 5.6.1.10. Partaking in making derogatory, false and/or any comments regarding the Guild or any of its employees, which has potential to bring the Guild into disrepute.

5.7. Important Documents

5.7.1. The club, society, or collective's application must include all supporting documentation specified on the application required.

5.7.2. An application form must be completed on the prescribed web form which will be published on the Guild website.

5.7.3. Applications must include:

- 5.7.3.1. Club Name;
- 5.7.3.2. Club Logo;
- 5.7.3.3. Club Email;
- 5.7.3.4. Five Club Committee member positions and contact details (all committee members must be guild members as outlined in Clause 5.4);
- 5.7.3.5. Club Constitution with anti-bullying policy included within – Please see sample club constitution on the Guild website for your perusal;
- 5.7.3.6. Club Objectives;
- 5.7.3.7. Draft events/activities plan for the semester(s) affiliating;
- 5.7.3.8. Club Facebook link;
- 5.7.3.9. Website link.

5.8. Reporting

5.8.1. The Club, Society, or Collective must submit quarterly reports to the Guild. These reports must be submitted to your respective ECU Guild Vice President by the first day of March, June, September and December. The following documents must be included in every quarterly report:

- 5.8.1.1. Meeting Minutes;
- 5.8.1.2. Events details – events run in the past quarter, its outcomes and events to be run in the next quarter;
- 5.8.1.3. An updated Membership Register – Please see Template on Guild Website;

5.8.2. Failure to submit these mandatory reports will affect the ability to affiliate with the ECU Student Guild in future and it may lead to disaffiliation as per Clause 5.7.

5.8.3. In addition to the above, the club, society, or collective's must report the following information to their respective ECU Guild Vice-Presidents as soon as possible, this includes:

- 5.8.3.1. Changes to committee structure;
- 5.8.3.2. Updated club contact details;
- 5.8.3.3. AGM minutes;
- 5.8.3.4. New sponsors and any additional changes to existing sponsors;
- 5.8.3.5. Dissolution (see Clause 5.10); or
- 5.8.3.6. Any other changes which may be relevant to the Guild.

5.9. Dissolution of a Club, Society, or Collective

5.9.1. The affiliate constitution must advise what is to happen to the remaining funds and assets, should the club disband. The Guild has no responsibility or liability in regards to this matter.

5.9.2. It is the club's responsibility to ensure any funds and assets are distributed in line with their constitution amongst its members.

5.9.3. In the event of the Club, Society, or collective becoming defunct or dissolved, any equipment borrowed from the Guild or donated by the Guild to be used by the Club Society or Collective, shall be returned to the Guild.

5.9.4. All equipment must be returned within 28 days of the date of dissolution undamaged, clean and in the condition it was borrowed.

5.9.5. Failure to return all Guild equipment will result in disciplinary action by the Guild as per the ECU Student Guild Constitution.

6. RELATED DOCUMENTS

Related Policy	<ul style="list-style-type: none"> • Undergraduate Studies Department Policy • Social Council Policy • Equity and Diversity Department Policy • Code of Conduct
Related Procedure	<ul style="list-style-type: none"> • Funded Club Affiliation Procedure
Other Related Documents	<ul style="list-style-type: none"> • The Constitution • Student Guild Rules • Statute 11 – Student Guild

	<ul style="list-style-type: none"> • Statute 29 – Student Services and Amenities Fee • University Rules – Student Services and Amenities Fee Rules
Related Legislation	<ul style="list-style-type: none"> • Higher Education Support Act (2003) • Edith Cowan University Act (1984)

7. CONTACT INFORMATION

For queries relating to this document please contact:

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8. APPROVAL HISTORY

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