



ECU Student Guild

CLUB AFFILIATION POLICY

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| POLICY TYPE | Senate |
| POLICY SUBTYPE | Governance |
| POLICY TITLE | 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 affiliation of clubs within the governance framework of the ECU Student Guild

2. ORGANISATIONAL SCOPE

2.1. This policy applies to all clubs affiliated with, intending to affiliate, 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 any club that has affiliated with the Guild using the prescribed process and holds existing affiliation in any given year.

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. **CIDC** means the Continuous Improvement and Development Committee.

3.9. **Club** means an entity consisting of a group of people that is affiliated with the ECU Student Guild.

3.10. **Committee Member** refers to a member of the governing body of the club.

3.11. **General Member** refers to an individual who holds membership within the club.

3.12. **Incorporated Clubs** means clubs or clubs with parent organisations that are incorporated under the Association Incorporation Act 2015.

3.13. **The Guild** means Edith Cowan University Student Guild.

- 3.14. **JO** means ECU's Joondalup Campus.
- 3.15. **ML** means ECU's Mount Lawley Campus.
- 3.16. **Online Club** means clubs that predominantly operate online.
- 3.17. **Senate** means the governing body of the guild.
- 3.18. **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. This Policy does not form part of any employee's contract of employment nor does it form part of any contract for service, however, it is expected that this policy will be observed by all employees and volunteers as applicable.
- 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 and the Clubs 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. All Guild affiliated clubs will fall under one of the following:

5.1.2.1. Social Responsibility Department will comprise of any club that:

- represents recognised marginalised groups at the university.
- is involved in or having a desire to improve the environmental activities at ECU campuses.
- represents First Nations students and their interests at ECU.

5.1.2.2. Academic Department will comprise of any club that:

- represents academic interests at ECU.
- Interests of undergraduate students at ECU.
- Interests of postgraduate students at ECU.

5.1.2.3. International Department will comprise of any club that:

- represents international students and their interests at ECU.

5.1.2.4. Activities Department will comprise of any club that:

- focuses on contributing to the social life of students at ECU.
- represents social sports at ECU.

Note: Clubs that operate in the South West and fall under one of the abovementioned Guild Departments will be supported directly by the relevant department with support from the South West Department.

5.1.3. For the sake of clarity and reference all affiliated bodies will be called 'Clubs'.

5.2. General Conditions for all Affiliates

5.2.1. Notwithstanding the Affiliate's right to have a particular political position, the club's use of funding or Guild resources 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. With reference to University Statute No. 29, the Guild will not affiliate any club that is associated or registered with a Political Party.

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 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 relevant Vice President for consensus.

5.2.5. Affiliations will be open year-round starting from January 1, 2025. Affiliates will retain their affiliation status indefinitely, 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 disaffiliated at the discretion of the relevant Vice-President or General Secretary, and one other member of the Guild Secretariat. Inactivity is defined as the absence of campus presence and lack of engagement in organising, planning, or running events and activities.

- 5.2.5.2. Affiliates must submit quarterly reports by the deadlines prescribed in section 5.8.
- 5.2.6. The Guild at its sole discretion may reject an application for Affiliation. Should this occur the club is entitled to lodge an appeal in writing, which will be heard at the next meeting of the Guild Secretariat.
 - 5.2.6.1. If an appeal is unsuccessful, the club can submit a further appeal in writing to the next meeting of the Guild Senate, their decision will be final.
- 5.2.7. Club training is mandatory and will be conducted no later than Week 5 of Semester 1 each calendar year. Clubs affiliating after Week 5 and missing the scheduled training will be required to complete alternate mandatory training activities, as determined by the General Secretary and approved by the Guild Secretariat.
- 5.2.8. Clubs are solely responsible for familiarising themselves and following Guild Policy and Procedure. It is all committee members' responsibility to ensure that all committee and club members are aware of and follow all Guild policy, procedure and guidance.
- 5.2.9. Clubs who form part of the Academic Department will not be permitted to use Guild funds for the purchase of Alcohol for their events or activities.
- 5.2.10. Affiliation does not guarantee approval of funding applications. This is subjected to the relevant Vice President's approval.
- 5.2.11. If an Affiliate is a branch of or contingent of an external organisation, the Secretariat, in accordance with relevant legislative restrictions, will determine which tier the club should sit under or whether affiliation is permitted to such clubs.
- 5.2.12. Affiliates must provide the relevant Vice-President with an Events and Budget Proposal by week 4 of each semester and send progress updates on events and budget in quarterly reports (refer to clause 5.8 for reporting).
- 5.2.13. A minimum of two tickets to each event must be reserved for the relevant Vice-President or their nominee, as well as the Guild President or their nominee.
- 5.2.14. Affiliates need to notify the relevant Vice-President of the confirmed/ finalised event dates and location at least one month in advance.
- 5.2.15. All the venue bookings, for on-campus events are required to be processed through the Guild with a minimum notice of 2 weeks in advance.
- 5.2.16. A member of an Affiliates Committee (or nominated and advised proxy) must attend all 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.
- 5.2.17. 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.

- 5.2.18. Clubs must provide at least one (1) Committee Member and one (1) General Member to represent their club 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.
- 5.2.19. In accordance with relevant sections of clause 5.7, if an Affiliate disbands or is disaffiliated, it shall return to the Guild any unspent SSAF funding provided by the Guild and shall return all physical assets purchased using SSAF funding, including, but not limited to, notebooks, tablets, iPads and domestic equipment such as televisions and fridges, etc. The Guild keeps an Asset Register for each club to record purchases, new and existing.
- 5.2.20. Failure to meet any of the conditions above, or elsewhere in this Policy, may impede further grant funding and support, and can, at the discretion of the relevant Vice- President or the General Secretary and one other secretariat member, result in immediate disaffiliation of the club.

5.3. Eligibility for affiliation

A Club is eligible to apply to the Guild for registration as an Affiliated Body provided that:

- 5.3.1. The club is not a commercially operated organisation.
- 5.3.2. The club's defined objectives and purposes directly relate to, and benefit, enrolled students at the University
- 5.3.3. The defined objective(s) of the club is unique and does not conflict with, or challenge, the purpose of another Guild affiliated body. If there is a duplication of objectives of clubs who are affiliating, clubs will be affiliated on a first-in basis based on the date of application.
- 5.3.4. The club has a governing instrument such as rules or regulations, or a Constitution that:
 - 5.3.4.1. States that a minimum of 51% of members must be Guild members.
 - 5.3.4.2. Defines its core purpose as being for the benefit of the ECU student body.
 - 5.3.4.3. Does not permit any form of harassment, bullying, humiliation, or other such practices.
 - 5.3.4.4. Specifies the actions to be taken if any general member is found to be guilty of misconduct.
- 5.3.5. The club 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.
- 5.3.6. The names, contact numbers, email addresses, and student ID numbers of each committee member and club member are provided to the Guild and are maintained for reference.
- 5.3.7. Clubs will be required to ensure that members are aware of this condition.

- 5.3.8. Clubs provide a copy of the minutes of the latest AGM/SGM to confirm the election of Committee Members to their posts. This must be submitted with the EOY club report (or the immediate report after the AGM) to retain affiliation.
- 5.3.9. The club establishes an email account in the name of the club (i.e. not a Committee members' or member's personal/student email).
- 5.3.10. The club keeps and maintains an up-to-date membership register containing the names, student ID number and student email addresses of its members, the format of which may be prescribed by the Guild from time to time.
- 5.3.11. Non-enrolled students, non-Guild members, alumni or industry personnel are not committee members of the club.

5.4. Affiliation Tiers

Clubs may be affiliated under one of the following tiers, pending compliance with the below mentioned additional eligibility requirements as per the tiers:

5.4.1. Tier 1

5.4.1.1. Eligibility

- 5.4.1.1.1. The club is governed by a committee that comprises a minimum of 5 committee members, who must be current enrolled students and members of the Guild. Two of whom shall be: a president (or equivalent) and a secretary (or equivalent).

***Note:** To maintain the board's effectiveness, it is recommended to limit the committee to no more than seven members, even for larger clubs with over 100 members*

- 5.4.1.1.2. Affiliates shall plan, implement and run a minimum of two (2) Guild approved events during each academic semester, and:

- 5.4.1.1.2.1. one of the events in each semester must be held on one of ECU's three (3) campuses;

- 5.4.1.1.2.2. 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.

Note: Online clubs are not required to meet the requirement of having events on campus.

5.4.1.2. Benefits

The Guild will provide:

- 5.4.1.2.1. Conditional financial grants and incentives through the Guild's annual SSAFfunding allocation;

- 5.4.1.2.2. Float top-ups worth \$300 each, limited to 5 top-ups a year;

- 5.4.1.2.3. Invitation to annual dinner for all (maximum 5) committee members to commemorate club efforts throughout the year;
- 5.4.1.2.4. Discounted tickets to the annual Guild Ball for a maximum of 7 committee members;
- 5.4.1.2.5. Use of the Guild’s Club Space on the Joondalup Campus (restricted to committee members).
- 5.4.1.2.6. Administrative training and support including provision of procedures and templates that will enable clubs to seamlessly meet the Guild’s Affiliation conditions;
- 5.4.1.2.7. Conditional use of Guild’s photocopying and printing facilities for approved events; as well as marketing and promotion support to support club events and activities.
- 5.4.1.2.8. Free access to the Guild’s range of events equipment and resources in accordance with booking processes;
- 5.4.1.2.9. No booking fee for some university facilities provided the Guild’s booking processes are followed. Note that some facilities will attract a fee, such as the Sports Centre. Clubs are responsible for liaising with the Guild’s Activities & Logistics Officer to make room bookings;
- 5.4.1.2.10. Attendance at Orientation Day events, Guild Fair, and Guild events which can assist in attracting new members to the club;
- 5.4.1.2.11. 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;

5.4.2. Tier 2

5.4.2.1. Eligibility

- 5.4.2.1.1. The club is governed by a committee that comprises a minimum of 3 committee members, who must be current enrolled students and members of the Guild. Two of whom shall be: a president (or equivalent) and a secretary (or equivalent).
- 5.4.2.1.2. Affiliates shall plan, implement and run a minimum of three (3) Guild approved events during each academic year, and:
 - 5.4.2.1.2.1. one of the events in each year must be held on one of ECU’s three (3) campuses;
 - 5.4.2.1.2.2. one of the events in each year must be open to all ECU students (not just members of the Affiliate)— although both these

conditions can be met in the same event.

Note: Online clubs are not required to meet the requirement of having events on campus.

5.4.2.2. Benefits

The Guild will provide:

- 5.4.2.2.1. Conditional financial grants and incentives through the Guild's annual SSA funding allocation;
- 5.4.2.2.2. Float top-ups worth \$150 each, limited to 5 top-ups a year;
- 5.4.2.2.3. Invitation to annual dinner for 2 committee members to commemorate club efforts throughout the year;
- 5.4.2.2.4. Use of the Guild's Club Space on the Joondalup Campus (restricted to committee members).
- 5.4.2.2.5. Administrative training and support including provision of procedures and templates that will enable clubs to seamlessly meet the Guild's Affiliation conditions;
- 5.4.2.2.6. Conditional use of Guild's photocopying and printing facilities for approved events; as well as marketing and promotion support to support club events and activities.
- 5.4.2.2.7. Free access to the Guild's range of events equipment and resources in accordance with booking processes;
- 5.4.2.2.8. No booking fee for some university facilities provided the Guild's booking processes are followed. Note that some facilities will attract a fee, such as the Sports Centre. Clubs are responsible for liaising with the Guild's Activities & Logistics Officer to make room bookings;
- 5.4.2.2.9. Attendance at Orientation Day events, Guild Fair, and Guild events which can assist in attracting new members to the club;
- 5.4.2.2.10. 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;

5.4.3. Tier 3

Clubs that will not receive funding as part of their affiliation fall under this category.

5.4.3.1. Eligibility

- 5.4.3.1.1. The club is governed by a committee that comprises a minimum of 3 committee members, who must be current enrolled students and

members of the Guild. Two of whom shall be: a president (or equivalent) and a secretary (or equivalent);

5.4.3.1.2. Affiliates shall plan, implement and run a minimum of two (2) Guild approved events during each academic year;

5.4.3.1.2.1. One of the events in each year must be held on one of ECU's three (3) campuses.

Note: Online clubs are not required to meet the requirement of having events on campus.

5.4.3.2. Benefits

The Guild will provide:

5.4.3.2.1. Invitation to annual dinner for 2 committee members to commemorate club efforts throughout the year;

5.4.3.2.2. Use of the Guild's Club Space on the Joondalup Campus (restricted to committee members).

5.4.3.2.3. Administrative training and support including provision of procedures and templates that will enable clubs to seamlessly meet the Guild's Affiliation conditions;

5.4.3.2.4. Conditional use of Guild's photocopying and printing facilities for approved events; as well as marketing and promotion support to support club events and activities.

5.4.3.2.5. Free access to the Guild's range of events equipment and resources in accordance with booking processes;

5.4.3.2.6. No booking fee for some university facilities provided the Guild's booking processes are followed. Note that some facilities will attract a fee, such as the Sports Centre. Clubs are responsible for liaising with the Guild's Activities & Logistics Officer to make room bookings;

5.4.3.2.7. Attendance at Orientation Day events, Guild Fair, and Guild events which can assist in attracting new members to the club;

5.4.3.2.8. 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.

5.4.4. Tier 4

Incorporated associations will not be affiliated with the Guild under Tier 1, 2 or 3. Affiliation of Incorporated Associations will be reviewed on a case-by-case basis and by the negotiation of a Memorandum of Understanding. Approved affiliates will be deemed Tier 4 affiliates.

5.4.4.1. Eligibility

- 5.4.4.1.1. The club is governed by a committee that comprises a minimum of 3 committee members, who must be current enrolled students and members of the Guild. Two of whom shall be: a president (or equivalent) and a secretary (or equivalent);
- 5.4.4.1.2. The Club is an Incorporated Association as recognised on the Australian Charities and Not for Profits Commission (ACNC). This includes subsidiaries of parent companies who are registered with the ACNC.
- 5.4.4.1.3. Affiliates shall plan, implement and run a minimum of two (2) Guild approved events during each academic year;
 - 5.4.4.1.3.1. one of the events in each year must be held on one of ECU's three (3) campuses.

Note: Online clubs are not required to meet the requirement of having events on campus.

5.4.4.2. Benefits

The Guild will provide:

- 5.4.4.2.1. Invitation to annual dinner for 2 committee members to commemorate club efforts throughout the year;
- 5.4.4.2.2. Use of the Guild's Club Space on the Joondalup Campus (restricted to committee members).
- 5.4.4.2.3. Conditional use of Guild's photocopying and printing facilities for approved events; as well as marketing and promotion support to support club events and activities.
- 5.4.4.2.4. Administrative training and support including provision of procedures and templates that will enable clubs to seamlessly meet the Guild's Affiliation conditions;
- 5.4.4.2.5. Free access to the Guild's range of events equipment and resources in accordance with booking processes;
- 5.4.4.2.6. No booking fee for some university facilities provided the Guild's booking processes are followed. Note that some facilities will attract a fee, such as the Sports Centre. Clubs are responsible for liaising with the Guild's Activities & Logistics Officer to make room bookings;
- 5.4.4.2.7. Attendance at Orientation Day events, Guild Fair, and Guild events which can assist in attracting new members to the club;
- 5.4.4.2.8. 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;

5.4.4.2.9. Use of the Guild’s Club Room on the Joondalup Campus.

5.4.4.2.10. Additional benefits may be provided to Tier 4 Clubs by negotiation and documented in the Memorandum of Understanding.

5.4.4.3. Exclusions

5.4.4.3.1. Tier 4 affiliates are not eligible to be covered under the Guild’s Insurance products due to terms and conditions of the Guild’s insurance products and will be required to ensure that they maintain their own insurances as required.

5.4.4.3.2. Guild funds cannot be used for the purchase of insurance products, legal fees, payment of honoraria to volunteers or committee members.

5.4.4.3.3. Guild funds cannot be used where there is no direct benefit to ECU student Guild members.

5.5. Application for Affiliation and Important Dates

5.5.1. Affiliations open for application all year around.

5.5.2. Affiliation is initiated by completing the affiliation form and providing all required details.

5.5.3. Affiliation for the succeeding year will be automatically renewed, provided the necessary additional information is submitted along with the final club report, which is due by 16th December. The additional information will include but is not limited to AGM minutes, and details of new committee members.

5.5.4. Clubs that have been disaffiliated will be prohibited from reapplying for affiliation for a period of 6 months.

5.5.5. 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.

5.5.6. Budget Plan submissions are due by week 4 of each semester which should be submitted to the relevant Vice-President after successful affiliation.

5.5.7. Quarterly reports must be submitted by 31st March, 30th June, 30th September, and 16th December.

5.5.8. Grant Submissions to be submitted at least 2 weeks prior to the event, if submitted any later, approval may not be authorised.

5.5.9. The club’s application must include all supporting documentation specified on the application form.

5.6. Funding

5.6.1. The use of funding under no circumstance should be for personal benefits.

5.6.2. There are 2 options for clubs to receive funding support.

5.6.3. All funded clubs will be allocated an initial float upon successful affiliation. Hereafter funding can be allocated in either of the methods as follows:

5.6.3.1. Float Top Up

- 5.6.3.1.1. A float top-up of up to \$300 for tier 1 clubs and \$150 for tier 2;
- 5.6.3.1.2. Amounts allocated are to be used for incidentals and small operating costs;
- 5.6.3.1.3. As your initial float is spent, you can 'top-up' your float;
- 5.6.3.1.4. Examples of incidentals include: coffee order for AGM or other committee meetings, Stationary, Printing expenses, etc.;
- 5.6.3.1.5. Receipts/Tax invoices for all transactions must be retained & provided electronically with the float top-up request, to show evidence of the transactions;
- 5.6.3.1.6. Funds will not be approved where receipts are submitted more than 3 months after the purchase was made or where receipts pre-date the confirmed date of approved affiliation.

5.6.3.2. Grant Submissions

- 5.6.3.2.1. a Grant submission can be made for good(s) and service(s) priced over your float top-up value;
- 5.6.3.2.2. a Grant submission **must be made at least two weeks** in advance for timely approval;
- 5.6.3.2.3. approval from respective Guild Vice President is **mandatory** prior to club purchase of good(s) and/or service(s);
- 5.6.3.2.4. Grants **will not** be paid for activities/purchases made prior to the approval of the Guild Vice President or where activities were undertaken prior to the confirmed date of approved affiliation;
- 5.6.3.2.5. ideal for any larger value purchases of items, deposits, or other expenditure;
 - 5.6.3.2.5.1. Examples of Grant expenses include: Deposit for a venue for a club event, purchase of an item exceeding the float top-up value for club use, catering for a club event, merchandise, etc.

5.6.3.2.6. Budgeting of any event that requires funding over \$800 will be monitored by the relevant Vice President or their nominee;

5.6.3.2.7. Clubs **must** provide a copy of the tax invoice to the respective Vice President.

5.6.3.3. Key considerations

5.6.3.3.1. The Guild will provide clubs with a guide detailing the funding mechanism.

5.6.3.3.2. Unspent funds remaining on the card at year-end will be returned to the Guild by the second week of December, as part of the annual reconciliation process.

5.6.3.3.3. No personal reimbursements will be allowed.

5.6.3.4. Ownership of Assets Purchased

5.6.3.4.1. All assets purchased using Guild Funds, inclusive of Grant and Float funding, will remain the property of the Guild and must be returned to the Guild if a Club chooses to disaffiliate or dissolves.

5.7. Disaffiliation of a Club

5.7.1. Disaffiliation may result for the following reasons:

5.7.1.1. Failing to meet any of the requirements outlined in in this document or an MOU.

5.7.1.2. The club is alleged and found guilty of misconduct, financial fraud, bullying and/or discrimination.

5.7.1.3. The club is inactive for three consecutive months without any communication with the Guild.

5.7.1.4. Failing to submit quarterly club reports by the due dates (see clause 5.8).

5.7.1.5. Failing to respond to prospective members within 2 weeks on more than three separate occasions.

5.7.1.6. The affiliation requirements are not maintained.

5.7.1.7. Failing to validate that 51% of the affiliates members are Guild members.

5.7.1.8. Failing to abide by ECU Lands and Traffic By Laws.

5.7.1.9. Failing to abide by the Clubs Code of Conduct.

- 5.7.1.10. Taking part in political endorsements.
- 5.7.1.11. Partaking in making derogatory, false and/or any comments regarding the Guild or any of its employees, senators, or volunteers, which has the potential to bring the Guild into disrepute.

5.8. Reporting

5.8.1. The Club must submit quarterly reports to the Guild. These reports must be submitted to your respective ECU Guild Vice President and the ECU Guild General Secretary by 31st March, 30th June, 30th September, and 16th December. The following documents must be included in every quarterly report:

- 5.8.1.1. Meeting Minutes (of any club meeting held in that quarter);
- 5.8.1.2. Event 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;
- 5.8.1.4. Bank statement of club account, if applicable; and
- 5.8.1.5. Any incidents of misconduct.

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 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. Political clubs

With reference to University Statute No. 29 and section 5.2.1, the Guild will not affiliate any club, society, or collective that is associated or registered with a Political Party. If political clubs would like to have presence at Guild events, they will be treated as external vendors and will be required to pay the Guild a fee to attend.

5.10. Dissolution of a Club

- 5.10.1. In the event of the Club becoming defunct or dissolved, the Guild purchased assets and funds that remain after such, and the satisfaction of all debts and liabilities, shall be transferred to the Guild, subject to any relevant clause of the Associations Incorporation Act 2015. Provided there are no external sponsors in which case the club will settle their outstanding accounts and balances to be paid and settled with all remaining funds turned over accordingly.
- 5.10.2. All Funds owed to the ECU student Guild will be paid in full within 28 days of the date of dissolution as Guild Funds will remain Guild funds and will need to be paid back accordingly.
- 5.10.3. In the event of the Club becoming defunct or dissolved, any equipment purchased using Guild funds, or borrowed from the Guild to be used by the Club, shall be returned to the Guild within 28 days of the date of dissolution.
- 5.10.4. All equipment must be returned within 28 days of the date of dissolution undamaged, clean, and in good condition. All monies owed to the Guild must also be returned within 28 days of the date of dissolution.
- 5.10.5. Failure to return all Guild equipment will result in disciplinary action by the Guild as per the ECU Student Guild Constitution.
- 5.10.6. A club's commitment to financial and legal obligations does not end when a club chooses to dissolve. Clubs are responsible for ensuring that they meet all and any obligations beyond dissolution. The Guild will not take any responsibility for outstanding liabilities or debts of the club post dissolution.

6. RELATED DOCUMENTS

| | |
|--------------------------------|--|
| Related Policy | <ul style="list-style-type: none">• Club Code of Conduct |
| Related Procedure | <ul style="list-style-type: none">• Club Affiliation Procedure• Club Grants Procedure |
| Other Related Documents | <ul style="list-style-type: none">• The ECU Student Guild Constitution |
| Related Legislation | <ul style="list-style-type: none">• Student Guild Rules• Statute 11 – Student Guild• Statute 29 – Student Services and Amenities Fee• Higher Education Support Act (2003)• Edith Cowan University Act (1984)• Associations Incorporation Act 2015 |

7. CONTACT INFORMATION

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| Authorised by Senate | Rev No: 005 | Date Issued: 20/07/2017 | Page 2 of 19 |

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8. APPROVAL HISTORY

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|-----------------------------------|--|
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| Date Policy First Approved | 20/07/2017 |
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| Revision History | 05/02/2018 14/12/2020 – SM2101/06 24/02/2021 – SCM2102/06 September 2022 – SCM2209/02 July 2023 – SM2307/02 December 2024 – SM2412/11 |
| Revised by | Sarah Rizwan |
| Next Revision Date | December 2025 |