



ECU Student Guild

CLUB AFFILIATION PROCEDURE

PROCEDURE TITLE	Club Affiliation Procedure
PROCEDURE OWNER	General Secretary
RELATED POLICY	Club Affiliation Policy

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1. INTENT

- 1.1. The purpose of this procedure is to regulate the affiliation of clubs within the governance framework of the ECU Student Guild.
- 1.2. This procedure sets out the steps by which affiliation applications are submitted, processed and approved.

2. PROCEDURE

2.1. Affiliation Applications

- 2.1.1. Affiliations for the following calendar year will open in December of the previous year.
- 2.1.2. Affiliations will only be accepted where submitted using the prescribed application form which will be advertised on the Guild Website and other platforms.
- 2.1.3. Applicants must ensure that they familiarise themselves with the Club Affiliation policy and Club Code of Conduct prior to making an application to become an affiliated club.
- 2.1.4. Applicants must complete all required sections of the application form and upload all requested documentation. Failure to do so will result in delays processing an affiliation or rejection of an application.
- 2.1.5. Clubs should ensure that they apply for the correct Tier of affiliation as defined in the Club Affiliation Policy as the selection of an incorrect Tier could result in delays processing an application or the rejection of an application.
- 2.1.6. Where a Club is deemed to have selected an incorrect Tier for affiliation, or wherein the opinion of the Guild, an lesser or higher Tier is more appropriate for the structure of the Club, The General Secretary will liaise with the Club and advise of the Guild's decision.
- 2.1.7. Upon receipt of an application, the General Secretary of the Guild will review all aspects of the application, including attached documents and general Guild and Club relationship history, liaising, where appropriate, with the relevant Vice-President of the affiliation department.
- 2.1.8. The General Secretary may choose to communicate with the club where there are errors in the application or where a Club Constitution do not meet the requirements of the Guild.

2.2. Affiliation Approval

- 2.2.1. When satisfied that the Club's Affiliation Application meets Guild requirements and all queries have been responded to appropriately, the General Secretary will make a recommendation to the Guild Senate at the next Senate meeting that the Club is permitted to Affiliate. The General Secretary may choose to make a recommendation to the Guild Senate via Circular Motion.

- 2.2.2. Upon the majority agreement of the Guild Senate a Club is deemed to have successfully affiliated. The General Secretary will contact the Club President to advise of their successful affiliation, cc'ing the relevant Vice-President. The Guild's decision will be final and further discussion will not be entered into.
- 2.2.3. A Club may not apply for Club Grants, nor will Clubs be afforded any of the benefits of affiliation until they have received confirmation from the General Secretary of their successful affiliation.
- 2.2.4. The Club will then liaise with the relevant Department Vice-President for any future club activities, meetings etc.

3. RELATED DOCUMENTS

Associated Policy	Club Affiliation Policy
Procedure Implementation Date	24 February 2023
Revision History	
Revised by	
Next Review Date	February 2023

4. CONTACT INFORMATION

For queries relating to this document please contact:

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