



# ECU Student Guild Policy

<b>POLICY TYPE</b>	Operational
<b>POLICY TITLE</b>	<b>Basic Guild Affiliation Policy</b>
<b>POLICY OWNER</b>	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 Unless the contrary appears, any terms, which are not defined in the Guild Affiliation Policy but are defined in the Constitution, will have the meaning given to them in the Constitution.

“**JO**” means ECU’s Joondalup campus;

“**ML**” means ECU’s Mount Lawley campus;

“**SW**” means ECU’s Southwest campus.

“**Affiliate**” means a club, society, collective, or other entity;

“**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 Clause 5.3;

“**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.

“**Collective**” 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 as such;

## 4 OVERVIEW

- 4.1 All policies are approved, amended, or repealed by the Senate in accordance with the Guild’s Policy Framework and compliance with relevant governance instruments, following recommendations from the Policy and Accountability Committee (PAC).
- 4.2 The Guild shall maintain a Policy Manual of all current policies in a manner, which is easily accessible to members, Officers, Employees and other stakeholders where appropriate.
- 4.3 All policies will be reviewed annually to ensure relevance and accuracy

## 5 POLICY

### 5.1 Guild Affiliation

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.

- a) Academic affiliates, for the purposes of clarity and reference, will be referred to as Societies;
- b) Equity and Diversity affiliates, for the purposes of clarity and reference, will be referred to as Collectives;
- c) Social, sporting and other general interest affiliates, for the purposes of clarity and reference, will be referred to as Clubs;

## 5.2 General Conditions for all Affiliates

- a) 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:
  - i. 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
- b) Affiliates must declare all existing affiliations, funding arrangements, sponsorships, and agreements it may have with other organisations.
- c) 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.
- d) 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.
- e) 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:
  - i. 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.
  - ii. 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.
  - iii. 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.
  - iv. Affiliation with the guild must be renewed annually by the due date.

## 5.3 Benefits of Basic Guild Affiliation

The Guild will provide:

- a) Administrative training and support including provision of procedures and templates that will enable clubs to seamlessly meet the Guild's Affiliation conditions;
- b) Free access to the Guild's range of event equipment and resources in accordance with booking processes;
- c) No booking fee for nominated University facilities;

- d) Invitation to Orientation Week events and Guild Week events; and
- e) Collaborative promotion of the Affiliate’s activities and initiatives, through the Guild’s website, social media platforms, and other resources.

#### 5.4 Eligibility for Basic Affiliation

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

- a) The club, society, collective, team, or other entity defined objectives and purposes directly relate to, and benefit, enrolled students at the University.
- b) The Collective is governed by a committee that comprises a minimum of five committee members, who are current ECU students and must be the members of the Guild. Two of whom shall be:
  - i. A president (or equivalent); and
  - ii. A secretary (or equivalent)
- c) The names, addresses, contact numbers, email addresses and student ID numbers are provided to the Guild and are maintained for reference, the members need to be aware of this too;
- d) It has an email in the name of the Collective (i.e. not a Committee members’ or members personal/student email);
- e) It keeps and maintains an up to date membership register containing the names and student ID number of its members;
- f) The majority (51%) of the affiliates members are Guild members;
- g) 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;
- h) The club, society, collective, team, or other entity has a governing instrument such as rules or regulations, or a Constitution that:
  - i. Define its core purpose as being for the benefit of the ECU student body; and
  - ii. Do not permit and/or include any form of harassment, bullying, humiliation or other such forms of membership initiation conditions and/or practices; and
- i) 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.
- j) 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.
- k) Guild reserves the right to amend this policy at any time.

## 5.5 Application for Affiliation and Important Dates

- a) Applications for Affiliation opens 4 weeks prior to the commencement of each semester.
- b) 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.
- c) Affiliation closes week 2 of each semester.
- d) Affiliation in Semester 1 and Semester 2 are both valid until the 31 December, pending compliance with all conditions prescribed elsewhere in this policy.
- e) Affiliation is only valid for the year applied. Societies, Collectives and Clubs must reapply each calendar year to maintain affiliation.

## 5.6 Disaffiliation of a Club, Society, or Collective

- a) Disaffiliation may result for the following reasons:
  - i. Failing to meet any of the requirements outlined in Clause 5.4.
  - ii. The club is alleged and found guilty of misconduct, financial fraud, bullying and/or discrimination.
  - iii. The club is inactive for three consecutive months.
  - iv. Failing to respond to prospective members within 2 weeks on more than three separate occasions.
  - v. The affiliation requirements are not maintained.
  - vi. Failing to submit quarterly club reporting (see clause 5.8).
  - vii. Failing to validate that 51% of the affiliates members are guild members.
  - viii. Failing to abide by the Guild Code of Conduct.
  - ix. Taking part in political endorsements, this includes the Guild elections.
  - x. 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

- a) The club, society, or collective's application must include all supporting documentation specified on the application required.
- b) An application form must be completed on the prescribed web form.
- c) Applications must include:
  - Club Name
  - Club Logo
  - Club email
  - Five Club Committee member positions and contact details (all committee members

must be guild members as outlined in Clause 5.4)

- Club Constitution with anti-bullying policy included within – Please see sample club constitution on the Guild website for your perusal
- Club Objectives
- Events/activities Plan for the semester(s) affiliating
- Club Facebook link
- Website link

## 5.8 Reporting

a) 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:

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

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 5.6.

b) 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:

- Changes to committee structure
- Updated club contact details
- AGM minutes
- New sponsors and any additional changes to existing sponsors
- Dissolution (see Clause 5.9)
- Any other changes which may be relevant to the Guild

## 5.9 Dissolution of Club, Society, or Collective

- 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.
- It is the club’s responsibility to ensure any funds and assets are distributed in line with their constitution amongst its members.
- In the event of the Club, Society, or collective becoming defunct or dissolved, any equipment borrowed from the Guild or donated from the Guild to be used by the Club Society or Collective, shall be returned to the Guild.
- All equipment must be returned within 28 days of the date of dissolution” undamaged, clean and in the condition it was borrowed.

- e) Failure to return all Guild equipment will result in disciplinary action from the Guild as per the ECU Student Guild Constitution.

## 6 RELATED DOCUMENTS

### 6.1 The Guild Affiliation Policy is supported by the following policies:

- a) Undergraduate Studies Department Policy
- b) Social Council Policy
- c) Equity and Diversity Department Policy

### 6.2 Documents relevant to the operation of this policy are:

- a) Code of Conduct;
- b) The Constitution;
- c) The University Rules: Student Guild;
- d) Statute No. 11 – Student Guild;
- e) Statute No. 29 – Amenities and Services Fee
- f) Higher Education Support Act (2003)
- g) Student Services, Amenities, Representation and Advocacy Guidelines

## 7 CONTACT INFORMATION

For queries relating to this document please contact:

<b>Policy Owner</b>	Senate
<b>All Enquiries Contact</b>	General Secretary
<b>Telephone</b>	(08) 6304 2640
<b>Email address</b>	<a href="mailto:secretary@ecuguild.org.au">secretary@ecuguild.org.au</a>

## 8 APPROVAL HISTORY

<b>Policy Approved by</b>	Senate
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