



# ECU Student Guild

## FUNDED CLUB AFFILIATION POLICY

<b>POLICY TYPE</b>	Senate
<b>POLICY SUBTYPE</b>	Governance
<b>POLICY TITLE</b>	<b>Funded Club Affiliation Policy</b>
<b>POLICY OWNER</b>	Senate

## Contents

<b>1. INTENT</b> .....	<b>3</b>
<b>2. ORGANISATIONAL SCOPE</b> .....	<b>3</b>
<b>3. DEFINITIONS</b> .....	<b>3</b>
<b>4. OVERVIEW</b> .....	<b>4</b>
<b>5. POLICY</b> .....	<b>4</b>
<b>5.1. Guild Affiliation</b> .....	<b>4</b>
<b>5.2. General Conditions for all Affiliates</b> .....	<b>5</b>
<b>5.3. Benefits of Funded Guild Affiliation</b> .....	<b>5</b>
<b>5.4. Eligibility for Funded Affiliation</b> .....	<b>6</b>
<b>5.5. Application for Affiliation and Important Dates</b> .....	<b>8</b>
<b>5.6.3.1. Float Top Up</b> .....	<b>9</b>
<b>5.6.3.2. Grant Submissions</b> .....	<b>9</b>
<b>5.6.3.3. Method of Funding</b> .....	<b>10</b>
<b>5.7. Disaffiliation of a Club, Society or Collective</b> .....	<b>11</b>
<b>5.8. Important Documents</b> .....	<b>11</b>
<b>5.9. Reporting</b> .....	<b>12</b>
<b>5.10. Dissolution of a Club, Society, or Collective</b> .....	<b>13</b>
<b>6. RELATED DOCUMENTS</b> .....	<b>13</b>
<b>7. CONTACT INFORMATION</b> .....	<b>14</b>
<b>8. APPROVAL HISTORY</b> .....	<b>14</b>

## 1. INTENT

- 1.1. The purpose of this policy and its supporting procedures is to regulate the funded 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 funded 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 any Club, Society or Collective 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. **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.
- 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 affiliated with the ECU Student Guild.

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, their affiliation entails only those conditions outlined in this document in Clause 5.

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 purpose 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 can 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 Affiliate's right to have a particular political position, the club, society, or collective'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, society, or collective 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, 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 disaffiliated 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 remain affiliated throughout the year and are not required to re-affiliate in semester 2 of the same year.

## 5.3. Benefits of Funded Guild Affiliation

5.3.1. The Guild will provide:

- 5.3.1.1. Conditional financial grants and incentives through the Guild’s annual SSAF funding allocation;
- 5.3.1.2. Administrative training and support including provision of procedures and templates that will enable clubs to seamlessly meet the Guild’s Affiliation conditions;
- 5.3.1.3. 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;
- 5.3.1.4. Free access to the Guild’s range of events equipment and resources in accordance with booking processes;
- 5.3.1.5. No booking fee for nominated university facilities;
- 5.3.1.6. Attendance at Orientation Day events, Guild Fair, and Guild events which can assist in attracting new members to the club;
- 5.3.1.7. 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
- 5.3.1.8. Assistance with graphic design for events and promotions where practicable.

**5.4. Eligibility for Funded Affiliation**

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

- 5.4.1.1. The club, society, collective, team, or other entity’s 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, 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.
- 5.4.1.4. 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 affiliate’s 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. Does not permit any form of harassment, bullying, humiliation, or other such practices;
  - 5.4.1.10.3. Specifies the actions to be taken if any general member is found to be guilty of misconduct.
- 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. Affiliation does not guarantee approval of funding applications. This is subjected to the relevant Vice President’s approval.
- 5.4.1.13. The Guild reserves the right to amend this Policy at any time.
- 5.4.1.14. If an Affiliate is a branch of or contingent on an external organisation, the Secretariat, in accordance with relevant legislative restrictions, will determine whether an affiliate is eligible to receive funding.
- 5.4.1.15. 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 5.9 for reporting).
- 5.4.1.16. Affiliates shall plan, implement and run a minimum of two (2) Guild approved events during each academic semester, and:
  - 5.4.1.16.1. one of the events in each semester must be held on one of ECU’s three (3) campuses;
  - 5.4.1.16.2. 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

5.4.1.16.3. 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.

5.4.1.17. Affiliates need to notify the relevant Vice-Presidents of the confirmed/ finalised event dates and location at least one month in advance.

5.4.1.18. 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.

5.4.1.19. 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.

5.4.1.20. 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.

5.4.1.21. 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.

5.4.1.22. 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.

5.4.2. 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, and one other executive member of Senate, result in immediate disaffiliation of the club.

## 5.5. Application for Affiliation and Important Dates

5.5.1. Funded affiliation opens for application a minimum of 4 weeks prior to the commencement of each semester 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 closes on the last day of week 2 of each semester.

5.5.4. Affiliation in Semester 1 and Semester 2 are both valid until 31<sup>st</sup> December, pending compliance with all conditions prescribed elsewhere in this policy.



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

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 are due by the final day of April, July, October, and 16<sup>th</sup> 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 authorized. Refer to clause 5.6.6.2 for more information.

5.5.9. The club, society, or collective'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 of \$200 upon successful affiliation. Thereafter 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 can be up to \$200;

5.6.3.1.2. An amount allocated for incidentals and small operating costs;

5.6.3.1.3. As your initial float is spent, you can 'top-up' your float to return to \$200;

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.

### 5.6.3.2. Grant Submissions

5.6.3.2.1. a Grant submission can be made for good(s) and service(s) priced over \$200;

5.6.3.2.2. a Grant submission **must** be made at least four 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. ideal for any larger value purchases of items, deposits, or other expenditure;

5.6.3.2.4.1. Examples of Grant expenses include: Deposit for a venue for a club event, purchase of an item exceeding \$200 for club use, catering for a club event, merchandise, etc.;

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

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

### 5.6.3.3. **Method of Funding**

5.6.3.3.1. The Guild will provide club funding via Vasco Prepaid Visa card, allocated to each club on approval of their annual affiliation.

5.6.3.3.2. The card will be assigned to the Club Treasurer (email and mobile number required) and the responsibility for use of this card lies with this officeholder. The card is a physical Prepaid Visa card backed by ANZ. The use of the card is to be in line with this policy and the Club Code of Conduct.

5.6.3.3.3. Note that only one Vasco card can be assigned to each individual, so if the club treasurer acts in this capacity for multiple clubs, an alternate committee member must be assigned to the card, with the approval by the relevant club via email and upon approval by the Guild.

5.6.3.3.4. Vasco cards offer a portal, which can be accessed via an app, which will allow the treasurer to monitor funds and spending, reset PIN and report as lost etc., if required. Refer to <https://vascopay.com/> for more information. The card can be reassigned to the new officeholder as part of each year's affiliation, if the current officeholder does not resume in the same role in the next term.

5.6.3.3.5. Float top-ups and grant payments, will be paid into the Vasco card account, unless otherwise specified.

5.6.3.3.6. Unspent funds remaining on the card at year-end (31/12/XXXX) will be returned to the Guild, as part of the annual reconciliation process.

5.6.3.3.7. The cost for the Vasco cards are \$6.00 for initial activation, plus \$5.00 per month, which will be allocated to the club budget.

5.6.3.3.8. Clubs can still opt to maintain a separate bank account if they have other broader requirements, which will need to be reported to the Guild and maintained by the club, including transition of signatories to new committee members to ensure continuity and account access is uninterrupted.

- 5.6.3.3.9. Clubs will not be permitted to transfer funds from their Vasco card to any external bank account or other financial payment method unless the funds are being transferred for reimbursement to a club member for out of pocket costs. This must be approved prior to the transfer of funds by the executive members of the club and the respective Guild Vice-President.

## 5.7. Disaffiliation of a Club, Society or Collective

5.7.1. Disaffiliation may result for the following reasons:

- 5.7.1.1. Failing to meet any of the requirements outlined in Clause 5.4.
- 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 respond to prospective members within 2 weeks on more than three separate occasions.
- 5.7.1.5. The affiliation requirements are not maintained.
- 5.7.1.6. Failing to submit quarterly club reporting (see clause 5.9).
- 5.7.1.7. Failing to validate that 51% of the affiliates members are Guild members.
- 5.7.1.8. Failing to abide by the Clubs Code of Conduct.
- 5.7.1.9. Taking part in political endorsements.
- 5.7.1.10. 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. Important Documents

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

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

5.8.3. Applications must include:

- 5.8.3.1. Club Name;

- 5.8.3.2. Club Logo;
- 5.8.3.3. Club Email;
- 5.8.3.4. Five Club Committee member positions and contact details (all committee members must be guild members as outlined in Clause 5.4);
- 5.8.3.5. Club Constitution with anti-bullying policy included within – Please see sample club constitution on the Guild website for your perusal;
- 5.8.3.6. Club Objectives;
- 5.8.3.7. Draft events/activities planned for the semester(s) affiliating in detail;
- 5.8.3.8. Budget Plan for the Semester(s) affiliating. This must be kept updated at all times and the respective Vice President must be notified.
- 5.8.3.9. Details of any existing affiliations, funding arrangements, sponsorships, and agreements the club may have with other organisations;
- 5.8.3.10. A club bank account in the name of the club if the club has funding from sources other than the guild;
- 5.8.3.11. Club Facebook link (where applicable);
- 5.8.3.12. Website link (where applicable).

## 5.9. Reporting

5.9.1. 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 final day of April, July, October, and 16<sup>th</sup> December. The following documents must be included in every quarterly report:

- 5.9.1.1. Meeting Minutes (of any club meeting held in that quarter);
- 5.9.1.2. Event details – events run in the past quarter, its outcomes and events to be run in the next quarter;
- 5.9.1.3. An updated Membership Register.
- 5.9.1.4. Bank statement of club account, if applicable.
- 5.9.1.5. Any incidences of misconduct.

5.9.2. 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.

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

- 5.9.3.1. Changes to committee structure;
- 5.9.3.2. Updated club contact details;
- 5.9.3.3. AGM minutes;
- 5.9.3.4. New sponsors and any additional changes to existing sponsors;
- 5.9.3.5. Dissolution (see Clause 5.10); or
- 5.9.3.6. Any other changes which may be relevant to the Guild.

#### 5.10. **Dissolution of a Club, Society, or Collective**

5.10.1. In the event of the Club, Society, or collective becoming defunct or dissolved, the assets and funds that remain after such, and the satisfaction of all debts and liabilities, shall be transferred to the Guild. 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, 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.

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

## 6. RELATED DOCUMENTS

<b>Related Policy</b>	<ul style="list-style-type: none"> <li>• Undergraduate Studies Department Policy</li> <li>• Social Council Policy</li> <li>• Equity and Diversity Department Policy</li> <li>• Club Code of Conduct</li> <li>• Social Media Policy</li> </ul>
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<b>Related Procedure</b>	<ul style="list-style-type: none"> <li>• Basic Club Affiliation Procedure</li> </ul>
<b>Other Related Documents</b>	<ul style="list-style-type: none"> <li>• The Constitution</li> <li>• Student Guild Rules</li> <li>• Statute 11 – Student Guild</li> <li>• Statute 29 – Student Services and Amenities Fee</li> <li>• University Rules – Student Services and Amenities Fee Rules</li> </ul>
<b>Related Legislation</b>	<ul style="list-style-type: none"> <li>• Higher Education Support Act (2003)</li> <li>• Edith Cowan University Act (1984)</li> </ul>

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

<b>Policy Owner</b>	General Secretary
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## 8. APPROVAL HISTORY

<b>Policy Approved By</b>	Senate
<b>Date Policy First Approved</b>	20/07/2017
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