



ECU Student Guild Policy

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| POLICY TYPE | Operational |
| POLICY TITLE | Guild Affiliation Policy |
| POLICY OWNER | Senate |
| POLICY CATEGORY | |
| POLICY CODE | POSG004 |

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1 INTENT

- 1.1 The purpose of this policy and its supporting procedures is to regulate the 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 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.

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- 4.1 All policies are approved, amended, or repealed by the Senate in accordance with the Guild’s Policy Framework and compliance with relevant governance instruments, following recommendations from the Policy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.
- 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 CONTENT

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 Types of Guild Affiliation

The Guild offers two levels of affiliation:

- a) Basic Guild Affiliation
- b) Funded Guild Affiliation.

5.3 Benefits of Basic Guild Affiliation

- 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 Benefits of Funded Guild Affiliation

- a) Conditional financial grants and incentives through the Guild’s annual SSAF funding allocation;
- b) Administrative training and support including provision of procedures and templates that will enable clubs to seamlessly meet the Guild’s Affiliation conditions;
- c) 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;
- d) Free access to the Guild’s range of events equipment and resources in accordance with booking processes;
- e) No booking fee for nominated university facilities;
- f) Attendance at Orientation Day events and Guild Week events;
- g) Collaborative promotion of the Affiliated Body’s activities and initiatives, through the Guild’s website, Social Media platforms, and other resources; and
- h) Assistance with graphic design for events and promotions.

5.5 Eligibility for Basic Affiliation

An organisation 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 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.

- c) 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.

5.6 Eligibility for Funded Affiliation

An organisation is eligible to apply to the Guild for registration as a Funded Affiliated Body provided that:

- a) the club, society or collective, teams, or other such entities defined objectives and purposes directly relate to, and benefit, enrolled students at the University.
- b) it is governed by a Committee that comprises a minimum of 5 committee members—
- c) two of whom shall be:
 - i. a President (or equivalent), who must be a member of the Guild; and
 - ii. a Secretary (or equivalent), who must be a member of the guild; and
- d) whose names, addresses, contact numbers, email addresses, and student ID numbers are provided to the Guild and are maintained for currency;
- e) it has a bank account in its name and the names, addresses, contact numbers, email addresses, and student ID numbers of the signatories of the account (minimum of 2) are provided to the Guild and are maintained for currency;
- f) it has an email address in the name of the organisation (i.e. not a Committee members' or members personal/student emails);
- g) it keeps and maintains a membership register containing the names and student ID numbers of its members, which is accessible to the Guild;
- h) the majority of the affiliates members are Guild Members;
- i) the defined objective(s) and purpose(s) of the club, society, or collective is unique and does not conflict with, or challenge, the purpose of another Affiliated Body; and
- j) the club, society, or collective has a governing instrument such as rules, 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.
- k) The club, society, or collective shall commit first and foremost, to serving the interests of Edith Cowan University Students and, by association, the Guild, above any other internal or external organisations and/or interests.

5.7 Application for Affiliation

- a) Applications for Affiliation must be conducted once only prior to the commencement of each semester. On each occasion, the Guild will widely advertise and promote the application process, which must be submitted on the prescribed web form, as determined from time to time by the General Secretary, and received by the advertised

closing date.

- b) The club, society, or collective's application must include all supporting documentation specified on the application:

5.8 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 affiliated with a registered Political Party, it is not entitled to the use of Guild equipment or resources free of charge.
- 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 30 November 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.

5.9 Conditions specific to Funded Guild Affiliates

- a) Affiliation does not guarantee approval of funding applications and the Guild reserves the right to amend this Policy at any time.
- b) 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.
- c) Affiliates must provide the relevant Vice-President with an Events and Budget Proposal prior to the start of each Academic Semester.

- d) Affiliates shall plan, implement and run a minimum of two (2) Guild approved events during each academic semester, and:
 - i. one of the events in each semester must be held on one of ECU’s three (3) campuses;
 - ii. 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
 - iii. 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.
- e) 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.
- f) 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.
- g) 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 and Guild Weeks, 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.
- h) If an Affiliate disbands or is dis-affiliated, in accordance with relevant sections of clause 5.5 &, 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.
- i) Failure to meet any of the conditions above, or elsewhere in this Policy, may prejudice 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.

6 RELATED DOCUMENTS

6.1 The policy is supported by the following policies:

- a) Undergraduate Studies Department Policy
- b) Social Council Policy
- c) Equity and Diversity Department Policy
- d) Code of Conduct

6.2 Other documents relevant to the operation of this policy are:

- a) The Constitution;
- b) The University Rules: Student Guild;
- c) Statute No. 11 – Student Guild;
- d) Statute No. 29 – Amenities and Services Fee

- e) Higher Education Support Act (2003)
- f) Student Services, Amenities, Representation and Advocacy Guidelines

7 CONTACT INFORMATION

For queries relating to this document please contact:

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8 APPROVAL HISTORY

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