

Clubs are an important part of adding value to our student experience and university life. While the Guild wants clubs to be fun environments without unnecessary rules, some rules are required to protect club members and officers. This Charter and associated policies are as simple as we can make them and will help your club be successful.

We agree that:

1. Objectives and Membership

- a) We will use our club name as approved by the Guild.
- b) We will maintain our aims and objectives as approved by the Guild and commit to the ongoing longevity and sustainability of our club, driving member recruitment and seeking annual renewal.
- c) Our membership is inclusive, with membership open to all Curtin students. We will not discriminate or show bias based on gender, sex, sexuality, ethnicity, religion, disability, age, etc.
- d) We only allow enrolled Curtin students to be Ordinary (voting) members. Others will be Associate members.
- e) We prioritise Curtin students for our activities, events, programs, and membership base.
- f) Our conduct is consistent with Guild and University values.

2. Governance Approach

- a) We will comply with this Charter and our Club's Constitution as approved by the Guild.
- b) We will always act with reasonable care and diligence and in the best interests of the club and its members.
- c) We are accountable to our members and the Guild. We will safeguard the club's resources and ensure that the financial affairs of the club are managed responsibly.
- d) We will promptly and transparently address any governance concerns that are raised by members or the Guild.
- e) We acknowledge that further information is on the Guild's website in relation to the items covered in this Charter and will seek that information when needed.
- f) If we are not comfortable managing a situation or have concerns, we will promptly advise the Guild of the situation.
- g) We will adhere to the Guild's processes and guidelines regarding grievances, incident reporting, safe spaces, and sexual safety.
- h) We will not promote speech which is likely to humiliate or intimidate other people. This includes abusive or threatening speech or writing that expresses prejudice on the basis of ethnicity, religion, sexual orientation, or similar grounds.

3. Compliance

- a) We will comply with all relevant laws and Guild operational and administrative requirements, in accordance with Curtin Student Regulations, Guild By-Laws, The Safe Spaces Agreement, Rules, Policy, and this Charter. We acknowledge that the Guild may change these from time-to-time.
- b) We acknowledge and abide by the following restrictions:
 - i) If we are a faith-based club, we will not represent a specific church.
 - ii) If we are a political club, we will promptly disclose any changes to affiliations to particular political parties and/or specific political campaigns, as well as explaining the nature of the affiliation (i.e. is the club a formal branch or chapter of a state or national party, or is it an informal group of enthusiasts/fans/supporters?).
 - iii) We will not proselytize (eg attempt to convert people's religious or political beliefs).

- c) We acknowledge that the benefits and support provided by the Guild to us are contingent upon meeting Guild requirements and can be removed/suspended at any time.
- d) We acknowledge that the Guild can take remedial action if we are not meeting Guild requirements. Remedial action can include but is not limited to activities being suspended, assets being seized, cancellation of registration, and/or dissolution.

4. Our Committee

- a) Our Committee will only comprise current Curtin students (ie currently enrolled in, and actively undertaking, units at Curtin University at the time of holding their position).
- b) Our Committee will not include any student against whom there are substantiated allegations of prior misconduct; or inappropriate behaviour, language or abuse toward Guild/Curtin staff or Curtin students.
- c) Our Committee will not involve anyone other than Curtin students in our administration, operations, and/or any communications using the club's accounts or platforms (including, but not limited to, club social media, club bank account, club software management systems and email administrative access).

5. Club Administration

- a) We will hold a bank account and will have an email account in the club's name.
- b) We will supply our bank account statements to the Guild quarterly or as otherwise required.
- c) We will use the Guild's club software management system, TidyHQ, for our club's memberships, finances, AGM's, Special GM's and a public web page (unless advised otherwise by the Guild).
- d) We will make ourselves aware of and will follow the Guild's branding and poster guidelines/requirements.
- e) We respect our members privacy including member data.

6. Funding

- a) We will only use funds provided (from the Guild or any other party) for the intended purpose and will provide proof of expenditure as required or upon request.

7. Events and Activities

- a) We acknowledge that The Guild provides insurance coverage for clubs and that we may not be protected if events and activities are not appropriately managed. We will not conduct or participate in the following activities as they are not covered by the Guild's insurance policy:
 - i. Participation in, or training for, professional sport.
 - ii. Aerial activities (other than as a passenger on a licensed commercial aircraft)
 - iii. Racing in or on any motor-powered device
- b) We will assess the risks associated with events and activities and will put reasonable measures in place to reduce these risks.
- c) We will make ourselves aware of and will comply with all and any Guild requirements including approvals in relation to club events and activities. This includes both on-campus and off-campus events.
- d) We will not run events or activities that:
 - i. Are prohibited by the Guild or are discriminatory in nature
 - ii. Do not relate to the objectives of the club or have unacceptable risks
 - iii. Engage in "hazing" - any action taken or any situation created intentionally that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person's willingness to participate.

- e) We acknowledge that Camps and Retreats are high risk events where risks including sexual assault, intoxication, substance abuse, injury or death, and property loss must be specifically addressed and managed, and that such events are only permitted where reasonably necessary to achieve the club's objects/purpose, with the prior approval of the Guild.

8. Related Documents

Clubs - Sponsorship Policy

Clubs - Events Policy

Clubs - Renewals Policy

Clubs - Registration of New Clubs Policy

Clubs - Escalation Policy

Policy Manager	Manager, Student Experience
Contact	Manager, Student Experience
Approval Authority	Guild Council
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REVISION HISTORY

Revision Ref. No.	Approved/ Amended/ Rescinded	Date	Committee/Board	Resolution Number
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