

## Clubs - Registration of New Clubs Policy

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Category: Governance

### Preamble

*There are many benefits to clubs by being registered with the Guild ranging from funding, support, function packs through to insurance. This policy explains how clubs can register with the Guild.*

## 1 Registration of New Clubs

### 1.1 Overview

The Guild supports clubs and societies so that students can connect with fellow students who share similar backgrounds, aspirations, and/or interests. This in turn cultivates a diverse range of micro-communities, networks, and social groups on campus and enhances the student experience.

For a new club or society to be considered, it must:

- Be wholly run by Curtin students, for the benefit of Curtin students;
- Enhance the student experience;
- Demonstrate sufficient student demand for its formation; and
- Cater to a specific topic, group, or interest that is not adequately represented by an existing club.

### 1.2 Minimum Registration Requirements

In order to be approved for registration with the Guild, a new club must comply with **all** of the following criteria:

#### 1.2.1 Objectives and Name

- It must cater to a particular topic, group, or interest that is not currently represented by an existing club, society, association, or other formalised group at Curtin.
- Its aims and objectives must not conflict with those of the Curtin Student Guild.
- It must prioritise Curtin students as the primary target for its proposed activities, events, programs, and membership base.
- Its (full) name must clearly identify that it is a club/society/association, and that it is based at Curtin. (As opposed to, for example, a business, organisation, or other entity, a department of Curtin or the Guild, or a broader non-Curtin based organisation).
- Its name and description must be transparent and indicative of the club's overarching purpose. Its description must fully disclose all objectives, any additional affiliations, and any relevant ideological stance and/or context.
- It must demonstrate a commitment to longevity and sustainability (i.e. remaining active and registered with the Guild from year-to-year) as a core objective.

#### 1.2.2 Membership

- It must be inclusive, with membership open to all Curtin students. It must not display discrimination or bias based on gender, sex, sexuality, ethnicity, religion, disability, age, etc.
- In order to demonstrate sufficient demand for its formation, it must source 10 "founding members" in order to apply for registration. These founding members must all be current Curtin students.

- It must uphold a commitment towards member recruitment and retention as a core objective.

### *1.2.3 Committee Requirements*

- Its committee must be comprised only of Full Guild members and current Curtin students. For the purposes of holding club office bearer positions, a current Curtin student is defined as someone who is currently enrolled in, and actively undertaking, units at Curtin University at the time of holding their position. Should this change (i.e. withdrawal, termination from course, graduation, etc.), an office bearer must resign from their position on the club committee.
- Its committee must 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.

### *1.2.4 Compliance and Operational Requirements*

- It cannot involve anyone other than Curtin students in its administration, operations, and/or communications (including, but not limited to, club social media and email administrative access).
- It must agree to:
  - Use a bank account in the club's name that is set up by the Guild and that the Guild has authority over.
  - The bank account having at least three members of the club committee as signatories and require two signatories to transact upon the account. Two of these signatories must be the President and Treasurer of the club.
  - Use an email account in the club's name that will be issued by the Guild
- It must run as a not-for-profit organisation. That is, it must not operate for the profit, financial gain or other personal benefit of particular people (for example, its members, the people who run the organisation, or their friends or relatives). All money generated by the club must be reinvested back into running it.
- It must agree to comply with all club operational and administrative requirements, in accordance with Curtin Student Guild Regulations, By-Laws, Rules, Policy, and the Clubs Charter.
- It must agree to govern itself in accordance with the Guild's Default Clubs Constitution, or a Guild approved modification of this.

## **1.3 Grounds for Rejection**

Acceptable grounds for a club to be rejected include:

- It does not comply with minimum registration criteria as outlined at 1.2.
- It does not provide a completed Club Registration Form as per the timeframe and process outlined at 1.6.
- It does not comply with any relevant additional restrictions and conditions as outlined at 1.4.
- It demonstrates attitudes or behaviours that run counter to the organisational values and ethics of the Curtin Student Guild.

## **1.4 Additional Restrictions / Conditions**

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### 1.4.1 Faith-based and political clubs

A number of regulatory measures apply to faith-based and political clubs at Curtin, in the interest of maintaining fair, balanced, and reasonable representation of religious and political ideologies on campus. Additional registration conditions are as follows:

- Clubs acting as student “branches” for specific individual churches (rather than representing broad denominations) are not permitted. External pastoral support/guidance is permitted, however clubs may not represent a specific church. Any external church linkage must be clearly disclosed, and day-to-day oversight and operations of the club must solely be carried out by Curtin students.
- Political clubs must clearly disclose 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?).
- Proselytization activities (e.g. attempting to convert people's religious or political beliefs) of any kind are not permitted.

### 1.4.2 Sporting clubs

- All sporting clubs are to attempt to affiliate with the Curtin Stadium in the first instance.
- Applications from sports and sport-related clubs to affiliate with the Guild will only be considered if the club can demonstrate that they were ineligible for affiliation with the Stadium, as well as explaining why it would not be reasonable to expect them to meet the Stadium's registration requirements in the foreseeable future.
- Sporting clubs who satisfactorily address the previous requirement will also need to satisfy the Guild that they require no specialised and/or sport-specific support that may be beyond the Guild's current scope/means to provide.

### 1.4.3 Curtin-Affiliated Co-Curricular Programs and Groups

- Student groups arising from formalised programs directly supported by Curtin do not qualify for registration as a student club or society. These programs already attract a level of staffing and other resources from Curtin, as well as incentives and/or extracurricular recognition for those who participate. In comparison, clubs and societies arise as a result of students independently seeking to build a sustainable community around a subject of particular interest or importance to them.

### 1.4.4 Student Chapters of External Organisations (e.g. Engineers Without Borders, Teach Learn Grow)

- Student chapters linked to external “parent” organisations must demonstrate and agree that they will function autonomously of the associated / linked external organisation. The external body is not permitted to have any involvement in, access to, or oversight of, the club's data, operations, or decision making. This includes, but is not limited to: access to student contact information or member data; input or influence over election of office bearers; access to or influence over club finances and spending decisions; involvement in event planning; influence over governance processes, and/or communication on behalf of the club.

## 1.5 Procedure – Expression of Interest

- New clubs may apply for registration at any time with the first step being an Expression of Interest application (EOI). Note that any EOI received after November 1st will be considered as an application for the following year.

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- A proposed new club submits an EOI via the Guild website. The EOI contains contact details, proposed club name, objectives, and classification.
- The EOI will be reviewed by staff within 7 days, who will check that the proposed club is reasonably likely to meet registration requirements.
- If staff have any concerns that the club is unlikely to meet registration requirements, but still has merit, they will:
  - Provide advice to the club on how these concerns may potentially be addressed (for more complex matters, staff will seek the advice from the Guild Executive), and advise the club who they may contact for assistance.
- If staff identify that the proposed club will be unable to meet registration requirements even with further modification or assistance, and/or is in conflict with Guild and/or University values, and/or is otherwise not in the interests of Curtin students, they will:
  - Notify the club that their EOI has been rejected, with an explanation, and notify the Guild Executive accordingly. The proposed club may, should they disagree with the rejection, appeal to the Guild Executive.
- If there are no concerns, or once any concerns have been addressed / responded to:
  - Staff will advise the club that its EOI has been provisionally approved
  - Staff will provide a New Club Application Pack which contains information on how to complete the registration process,
  - Advise the club that they are provisionally approved to begin the full New Club Application process,
  - Advise the club who they may contact for assistance.
- Guild Executive is advised of provisionally approved clubs.
- If a club then advises that they do not wish to proceed with registration and/or the EOI, then the EOI will lapse.
- If a club has not further corresponded within 28 days of being provided a New Club Pack, staff will remind the club that their EOI may lapse if not followed up soon.
- After a further 28 days, the EOI shall lapse unless an extension has been granted by staff. Once an EOI lapses, a new EOI must be submitted unless this requirement is waived by staff after consideration of mitigating circumstances.
- The New Club Application Pack shall outline requirements including that a club has:
  - Read the Clubs Charter
  - Received provisional approval for its EOI
  - A founding club membership list with at least 10 founding members (who are Curtin students)
  - Established a bank account in accordance with Guild requirements
  - Held their first meeting(s) and:
    - appointed mandatory office bearers,
    - approved the opening of a bank account, and
    - adopted a constitution (in the required format)

### 1.6 Procedure – Registration

- Once a proposed new club has received a New Club Application Pack, they complete and submit a Club Registration Form via the Guild website.
- Note that any new club application received after November 1st will be considered as an application for registration in the following year. If a club has not submitted a Club Registration Form within 28 days of being provided a New Club Pack, staff will remind the club that their EOI may lapse if a Registration Form is not submitted soon.
- After a further 28 days, the EOI shall lapse and a Club Registration Form will not be accepted unless an extension has been granted by staff.

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- Upon receipt of a Club Registration form the club will be placed on “Registration Received”.
- Club Registration Forms will be reviewed by staff within 7 days of submission, who will check that all required information has been provided and that the proposed club is reasonably likely to meet registration requirements.
- During all written correspondence with the club, the club will be advised who they may contact for assistance.
- If required information is incomplete or missing, staff will:
  - Advise the club of the information that is missing and that their application for registration cannot be progressed until the information is provided.
- If staff have any concerns that the club is unlikely to meet registration requirements they will:
  - provide advice to the club on how these concerns may potentially be addressed (for more complex matters, staff will seek the advice from the Guild Executive).
- If staff consider that information is complete and any concerns have been addressed / responded to:
  - The club will be placed on “Approval Pending”
  - Executive will be advised within 7 days of applications being complete (i.e. all information provided and/or concerns addressed).
  - Recommendations shall be to approve or deny (with reasoning).
- Recommendations to Executive shall be in a format approved by Executive.
- Executive shall within 14 days of receiving a recommendation:
  - seek further information and reconsider approval when that information is available, or
  - conditionally approve a club (with the conditions, the rationale for them, and the timeframe to meet them specified), or
  - approve a club, or
  - deny approval to a club (with rationale provided)
- As soon as practicable after Executive’s decision, and within no longer than 7 days, Staff shall communicate Guild Executive’s outcome via email as per the below registration status details:
  - “Approval Pending - More Information” - If further information is being sought or reviewed by the Guild Executive prior to making a decision, the club will be placed on “Approval Pending - More Information” status, and will be advised either:
    - that their registration application is being reviewed and that they can expect a response within 14 days and will be advised in due course
    - that their registration application is pending provision of information from the club. The information required and the timeframe (which shall not be less than 7 days) to provide that information shall be specified. Once the information is received, it will be provided to the Guild Executive, who then have 14 days to decide.
  - “Conditional Approval in Progress” - If conditionally approved by the Guild Executive, the club is to be advised by Staff of the conditions, the rationale for them, and the timeframe to meet them. The club will be placed on “Conditional Approval in Progress” status.
    - The club can choose to accept or reject the conditions issued by the Guild Executive. This must be done in writing (i.e. via email).
    - If they accept, they will move to “Approval in Progress” status (see below).
    - If they reject the conditions, they will move to “Registration Rejected” status (see below).
  - “Registration Rejected” - If rejected, the club is advised of the rationale / explanation, which should reference the minimum registration requirements and/or grounds for rejection (for example, refusal to accept specific conditions as prescribed by the Guild Executive). The club will be placed on “Registration Rejected” status.

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- “Approval in Progress” - If approved by the Guild Executive, the club will be placed on “Approval in Progress” status. This also applies to clubs that were previously placed on “Conditional Approval in Progress” that accepted the conditions issued by the Guild Executive.
  - Club will be provided Tidy HQ access & assigned a short project with instructions for setting up their Tidy HQ accounts.
  - Club will have 14 days to complete the project.
  - Once the project has been completed within the allocated timeframe, the club will be placed on “Registered” status.
  - If a club does not complete the project within the allocated timeframe, its approval shall lapse unless an extension has been granted by Staff, and it may be required to start the EOI process from scratch.
- Once a club is placed on “Registered” status, they will be issued a detailed welcome email outlining available resources and how to access these, key contacts, processes, and other relevant key operational information.

## 2 Related Documents

*Club Charter*

<b>Policy Manager</b>	Manager, Student Experience
<b>Contact</b>	Manager, Student Experience
<b>Approval Authority</b>	Executive Committee
<b>Review Date</b>	31 December 2026

### REVISION HISTORY

Revision Ref. No.	Approved/ Amended/ Rescinded	Date	Committee/Board	Resolution Number
New	Approved	19/03/2024	Executive Committee	EC#34/2024