

**Category:** Governance

### **Preamble**

*Actions that are deemed necessary or convenient may be applied to a club to ensure it meets its requirements as specified in the Statute Book, the clubs charter, policy and as otherwise specified by the Guild Council.*

*This policy outlines how these actions may be applied.*

*Where there is any inconsistency between this Policy and the Guild Statute Book the statute book shall prevail.*

## **1 Escalation Actions for Clubs**

### **1.1 Overview**

Escalation actions that may be applied to clubs can include, but are not limited to:

- (a) removing some or all benefits and entitlements;
- (b) suspending some or all activities, events or functions;
- (c) taking control of, freezing or confiscating any accounts or assets;
- (d) directing that fresh elections be held for a student society;
- (e) appoint a returning officer to oversee elections for a student society;
- (f) cancelling the student societies registration;
- (g) dissolving the student society; or
- (h) any other action or combination of actions to ensure a student society meets its requirements.

### **1.2 Club Misconduct Escalation steps**

The typical escalation process for club misconduct (ie a club not meeting requirement) is as per other Club Policies and/or the table below. This process may be varied depending upon the circumstances, except that approvers of 'actions' must be in accordance with the table below.

# Curtin Student Guild

## Clubs Escalation Policy



| Item                  | Actions (cumulative)   | Timing  | Approval  |
|-----------------------|--|---|---|
| Formal Reminder       | Reminder that club is overdue providing information and/or have not undertaken a required action on time | Typically issued when a club is 14 to 28 days overdue.  | Staff member  |
| Final Formal reminder | Final reminder that club is overdue providing information and/or have not undertaken a required action   | Club has 28 days to implement the actions before a first warning is issued. Manager, Student Experience can extend by up to another 28 days depending on circumstances.   | Staff member. Manager, Student Experience notified.   |
| First Warning         | Club benefits are not available until requirements are met until required actions are undertaken         | Club has 28 days to implement the actions. Manager, Student Experience can extend by up to another 28 days depending on circumstances.  | Manager, Student Experience. VP Activities to be advised.   |
| Final Warning         | Club Activities suspended (and bank account may be frozen) until required actions are undertaken         | 7 days to appeal the decision (suspension still applies during this period). Otherwise 14 days to implement the actions or a show cause will be issued. Executive can extend by up to another 14 days depending on circumstances. | Executive on the recommendation of the Manager, Student Experience.<br><br>An appeal is determined by a panel of the President, a staff member appointed by the President and a member of Guild Council. The panel members must not have a conflict of interest |

|            |   |  |  |
|------------|---|--|--|
| Show cause | <p>Possible actions:</p> <ul style="list-style-type: none"> <li>a) the club is dissolved, the assets distributed to the Guild, and the bank account closed</li> <li>b) the club officer bearers are removed from their positions and fresh elections held. (note: the relevant office bearers are also to be prohibited from (re)nominating for an office bearer or committee role with this, or any other, club), or</li> <li>c) fresh elections are held and the club remains 'suspended' until those newly elected officers commence their terms.</li> </ul> | Club has 7 days to respond from issue of show cause letter. Any response is provided to Guild Council prior to its deliberation. | Guild Council on the recommendation of the Manager, Student Experience and the Executive |
|------------|---|--|--|

## 2 Escalation Actions for Individuals

### 2.1 Club Officer / Member Escalation Process

Escalation actions that may be applied to a Club Officer or member are as below:

1. Actions applied to a Club Officer or member may include but are not limited to:

| Item  | Approval                    |
|---|-----------------------------|
| Membership to the club suspended for 2 or less weeks    | Manager, Student Experience |
| Membership to the club suspended for more than 2 weeks  | Executive                   |
| Club Officer suspended from role for 2 or less weeks    | Manager, Student Experience |
| Club Officer suspended from role for more than 2 weeks  | Executive                   |
| Banking and/or systems access suspended                 | Manager, Student Experience |
| Banking and/or systems access removed                   | Manager, Student Experience |
| Banned from attending club events for 2 or less weeks   | Manager, Student Experience |
| Banned from attending club events for more than 2 weeks | Executive                   |

2. Actions may be additional to and/or exceed those in the preceding table where necessary to ensure health and safety and/or the protection of assets.

3. Actions can extend across multiple clubs (e.g. a Club Officer who is an officer of two clubs could be suspended from both roles).
4. Actions implemented by the Manager – Student Experience may be appealed to the Executive Committee via the Guild Secretary.
5. Actions implemented by the Executive Committee may be appealed to Guild Council via the Secretary.
6. Appeals shall be in writing and must be submitted within two weeks of being notified of the escalation action.
7. Where the Manager – Student Experience believes a matter is or may be Guild Misconduct they shall report it to the Managing Director, President, or Secretary, who shall refer it to the Chair of the Guild Discipline Tribunal.
8. When an individual is referred to the Guild Discipline Tribunal, an interim action may be applied as per the preceding clauses, to encompass the period in which the matter is awaiting review, or being reviewed, by the Discipline Tribunal.
9. The Chair of Guild Discipline Tribunal can:
  - a. Refer the case to the Curtin Disciplinary process
  - b. Have the Guild Discipline Tribunal consider the matter
  - c. Refer the matter to the University or Police, or
  - d. Decide that there should not be a disciplinary process.
10. Any existing actions will be reviewed by the Executive Committee following:
  - a. a decision of the Discipline Tribunal, or
  - b. a decision of the Guild Council based on a recommendation of the Discipline Tribunal

### 3 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 March 2026               |

#### REVISION HISTORY

# Curtin Student Guild

## Clubs Escalation Policy

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| Revision Ref. No. | Approved/ Amended/ Rescinded | Date       | Committee/Board     | Resolution Number |
|-------------------|------------------------------|------------|---------------------|-------------------|
| New               | Approved                     | 12/04/2024 | Executive Committee | EC#40/2024        |
|                   |                              |            |                     |                   |