

Category: Governance

Preamble

All clubs are required to renew annually with the Guild. This process primarily acts as an administrative update, rather than a formal application for approval, as opposed to a new club registration application. This policy describes the renewal process.

1 Annual Renewal for Pre-Existing Clubs

1.1 Overview

Renewals are approved by the Guild Executive Committee. This process is relatively quick if a club has met requirements and provided the necessary information and the Executive will only undertake a detailed inspection of a particular club's renewal application if:

- A club proposes a significant change to its information/structure from the previous year (i.e. new name, new objectives, constitutional changes),
- There are concerns with elements of a club's renewal application and/or issues with the club's conduct across the prior twelve months, or
- A student society fails to maintain thirty (30) members when renewing.

The Guild Executive may inspect any individual club renewal application at their request.

1.2 Timing

The renewals period will open each year on 15 October and close 15 February of the following year.

All Guild registered clubs, excluding new clubs (defined as those who have successfully registered with the Guild for the first time in the same calendar year in which a renewal period opens), are required to complete annual renewal tasks in order to retain their registration with the Guild for the following year.

A club that fails to successfully complete its renewal tasks by 15 February:

- will not be permitted to have any presence within orientation proceedings, including a stall at O-Day
- will cease to be eligible for Guild club entitlements until such time as it completes its renewal tasks successfully
- may be subject to further actions as per the Club Escalation Policy

Guild staff will create and circulate the renewal methodology for the following year to all clubs by no later than 1 October of the current year.

1.3 Minimum Requirements

- The club's name, description and objectives must be the same (or sufficiently similar) to those of the previous year, and must also be compliant with the requirements for new clubs. Any significant proposed changes will be subject to Guild Executive review.
- The club bank account must be the same as the previous year, OR justification otherwise given for changing the account, along with a closing statement and opening statement from old to new account showing balances have been transferred in full.

- The club must continue to operate under the default Guild club constitution or its existing Guild-approved custom constitution.
- If a club is proposing, or has made, any change to its previously-approved constitution, this must be disclosed in the renewal process. Note that custom constitutions must be submitted to the Guild for approval prior to being implemented, and must comply with the requirements for club constitutions as specified in the Clubs Charter and policy. Until such time as the Guild approves any changes to a club's constitution, it must continue to operate under its last approved constitution.
- The club must ensure its financial activity for the year has been correctly recorded and reconciled. Financial records must demonstrate appropriate use of funds and management of the club's finances for the prior year, and must align with the club's bank balance and transaction history for that year.
- The club must demonstrate that it has a minimum of 30 ordinary members (all Curtin students) at the time of lodging its renewal.
- The club must advise the Guild of all club social media pages and other online platforms it operates, as well as its current primary club email address.
- The club must provide an updated committee list for the following year and update this in Tidy HQ. The committee list provided must match AGM minutes, showing election of each individual to the role.
- The club must demonstrate that it has held an Annual General Meeting compliant with all Guild requirements, as specified in its constitution, the Clubs Charter, policy, and bylaws.
- The club's office bearers must read, sign, and agree to adhere to, the Guild Club Office Bearers' Statement.
- The club must publish and agree to uphold the Guild's Safe Spaces Agreement.
- The club must disclose any affiliations, partners, and sponsors that it has.
- The club must not have any student on its committee against whom there are substantiated allegations of prior misconduct; or prior instances of inappropriate behaviour, language or abuse toward Guild/Curtin staff or Curtin students.

1.4 Procedure

- Guild club staff create and assign a Renewal Project to each club via TidyHQ prior to the commencement of the renewal period for the following year.
- Clubs are to progressively mark each renewal task "complete" within their assigned TidyHQ renewal project.
- Guild club staff will review each task once it is marked complete by a club. Staff will either approve the task, if completed correctly, or contact the club in writing (either via email or directly via TidyHQ) to outline any issues or missing information, and provide the club an opportunity to resolve.
- Staff to review, and submit a list to Executive Committee weekly with recommendation to:
 - Approve
 - Approve subject to minor change (minor issue(s) need rectification)
 - Review required (significant changes have been proposed or issues have been identified)
- For applications recommended for approval, the Guild Executive is not required to read or review each individual renewal application, and may approve a bulk list of renewing clubs as recommended by staff.
- The Guild Executive may inspect any individual club renewal application in full at their request.
- For applications recommended for a full review (or those identified by Executive as requiring a full review), the Guild Executive will be provided with full renewal information

and supporting documentation to assess in detail. Executive will provide an outcome to staff in writing within 14 days of receipt, unless further information is required.

- For renewals sent for Executive review – possible outcomes are:
 - Approved
 - Approved subject to minor change (staff to accept renewal once the change is made)
 - Rejected – reapply for renewal (advice provided as to changes needed)
 - Rejected (advice provided that the rejection may be appealed to Guild Council)
- With regard to renewals:
 - Executive are to provide detailed rationale / explanation for any rejections. Reasons for rejections include but are not limited to failure to meet the ‘minimum requirements’ in the preceding section.
 - Outcome and wording from Executive, if any, will be communicated to clubs by staff in writing, via email or Tidy HQ.

2 Related Documents

Club Charter

Policy Manager	Manager, Student Experience
Contact	Manager, Student Experience
Approval Authority	Executive Committee
Review Date	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