

In order to be approved for affiliation with the Guild, a club must comply with **all** items within this document.

### 1. Affiliation Requirements

- a) Any Student-led club or society may apply for affiliation with the Curtin Student Guild within two designated intake periods per year, as prescribed within Guild By-Laws.
- b) Its aims and objectives must not conflict with those of the Curtin Student Guild.
- c) 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.
- d) Its committee must be comprised only 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.
- e) 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.
- f) It cannot involve anyone other than Curtin students in its administration, operations, and/or communications (including, but not limited to, club social media, club software management systems and email administrative access).
- g) It must prioritise Curtin students as the primary target for its proposed activities, events, programs, and membership base.
- h) 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.
- i) It must hold a bank account and email account in the club's name.
- j) It must demonstrate a commitment to longevity and sustainability (i.e. renewing annually) as a core objective.
- k) It must uphold a commitment towards member recruitment and retention as a core objective.
- l) 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).
- m) 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.
- n) Faith-based 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.
- o) 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?).
- p) Proselytization activities of any kind are not permitted.
- q) **Club Administration**
  - i) It must run its club administration using the Guild's club software management system, TidyHQ for memberships, finances, AGM's, SGM's and a public web page.
  - ii) All committee members must have varying admin access to TidyHQ to perform required tasks.
- r) **Governance**

- i) It must agree to comply with all club operational and administrative requirements, in accordance with Curtin Student Guild By-Laws, The Safe Spaces Agreement, Rules, Policy, and this Charter.
  - ii) It must agree to govern itself in accordance with the Guild's Default Clubs Constitution, or otherwise must submit its own custom constitution for consideration as specified in the Curtin University Student Guild By-Laws 2018.
- s) **New Club Applications**
- i) In order to demonstrate sufficient demand for its formation, it must source 10 “founding members” in order to apply. These founding members must all be current Curtin students.
  - ii) All sporting clubs are to attempt to affiliate with the Curtin Stadium in the first instance.
  - iii) 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.
- t) The application is assessed by Clubs Officer and Guild Executive Committee.
- i) If rejected, the Guild provides detailed rationale / explanation via email.
  - ii) If accepted, the club will be placed on a “conditionally-approved” status and instructions will be sent by the Club Support Team outlining tasks to finalise their affiliation. The club will have 28 days to complete the tasks in order to receive a “fully-approved” status. The club will at this point be added to Guild website and gain access to club entitlements.
  - iii) Conditionally approved clubs do not have access to grants or other perks until the full affiliation process has been completed.
- u) **Annual Club Renewal**
- i) Any club who has been registered with the Guild 12 months or longer is to complete an Annual Renewal in order to retain their affiliation with the Guild.
  - ii) All clubs return to a “conditionally-approved” status at the beginning of a new calendar year until their renewal requirements are met.
  - iii) Conditionally approved clubs do not have access to grants or other perks until the full affiliation process has been completed, however, they may continue running the club while actioning tasks.
  - iv) At the end of November, all clubs will be assigned a “Renewal Project” within TidyHQ. The project consists of multiple administrative tasks in the form of a checklist. This task list includes, but is not limited to, the following (all to be recorded in TidyHQ):
    - (1) Reconciled finances
    - (2) Up-to-date memberships
    - (3) AGM Minutes
    - (4) Constitution Updates
  - v) When all tasks within the project are completed by the club, reviewed by the Clubs Officer, the renewal will be considered successful and the clubs will return to fully-approved” status & can retain access to financial perks.
  - vi) If a club proposes a significant change to its information/structure from the previous year (i.e. new name, new objectives, new bank account, constitutional changes) then it will receive additional levels of review by the Guild Executive committee and financial auditing will be required in the form of reviewing closing bank statement and proof of club funds transfers.

## 2. General Operations

- a) Posters
  - i) the Guild's branding and poster guidelines must also be followed.
  - ii) Club posters must clearly/prominently identify the name of the club/s involved.

- iii) External sponsors for club events may have their logo placed on club posters, however it must be of lesser or equal size to the Guild logo (see style guide on Guild website for further information).
- iv) Content on posters must comply with Guild, University and government standards and regulations; and must be in keeping with Guild and University values.
- v) Strictly no abusive content, inappropriate imagery/messaging, or discriminatory language will be accepted.
- vi) Context must be transparent – for example, affiliations or links to religion, politics or industry must be clearly disclosed.
- vii) Posters are not to be placed on any other surfaces around campus, with the exception of community noticeboards, as per University by-laws.
- b) Events. Clubs are able to organise and execute a variety of events throughout the year, all of which require Guild authorisation prior to promoting and executing these events.
  - i) All club events require Guild approval for liability coverage and safety management. This includes events on and off-campus. To gain guild approval, clubs must lodge an Event Application Form on the Guild's website and adhere to the notice requirements specified.
  - ii) Clubs found to run an event of any sort without prior approval from the Guild will be investigated, and club office bearers and other responsible parties may be referred to the Disciplinary Tribunal.
  - iii) **Prohibited Events.** The Guild does not and will not tolerate events that:
    - (1) Are discriminatory in nature
    - (2) Have unmitigated risks
    - (3) Have unacceptable risks
    - (4) 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.
  - iv) The following activities are also not permitted as they are not covered by the Guild's insurance policy:
    - (1) Participation in, or training for, professional sport.
    - (2) Aerial activities (excluding being carried as a passenger on a licensed commercial aircraft)
    - (3) Racing in or on any motor-powered device.

### 3. Funding & Assets

- a) If the Club or Society dissolves or fails to re-affiliate or remains inactive for a period of greater than 12 months, all credit amounts and (some) assets will be transferred to Curtin Student Guild. Funding and assets will be reallocated to other student clubs.
- b) The Guild will offer a variety of funding opportunities to affiliated clubs. Information on the available funding for affiliated Clubs and Societies will be advertised on the Guild website at the beginning of each calendar year. Once available
  - i) Club to submit an online application form containing their overall grant proposal, objectives, itemised list of expenses.
  - ii) Clubs Support Staff and Guild Executive will review
  - iii) If approved, funds will be transferred into the club bank account on record
  - iv) If rejected, the Guild provides detailed rationale / explanation via email.
  - v) All grants require submission of a grant acquittal; post-event or post-purchase.
- c) The Guild provides club vouchers within the annual Guild diaries, which are distributed free to students each year. Each voucher entitles a Curtin student to a \$5 discount when joining the club (or clubs) of their choice.
  - i) Vouchers must be accepted by Guild clubs.

- ii) Fully-approved affiliated Clubs retain these vouchers and return them to the Guild for a full reimbursement of the value of all vouchers they return (\$5 per voucher).
- iii) Fixed total annual funding allocation exists for club vouchers each year (across all clubs). Unfortunately, no further vouchers can be reimbursed once this allocation has been exhausted. The Guild recommends clubs submit vouchers as early as possible to avoid disappointment.
- d) Camps and Retreats. The following additional requirements for camps must be communicated to, and approved by, the Guild prior to proceeding with the camp:
  - i) Nominate “responsible persons” - 3 at minimum required (at least two must be office bearers of your club).
  - ii) Responsible persons must have no prior convictions for offences of a violent or sexual nature.
  - iii) Transport arrangements for all attendees
  - iv) Details of accommodation and sleeping arrangements
  - v) The nearest 24/7 police station
  - vi) The nearest hospital
  - vii) The nearest grocery store / deli / supermarket
  - viii) Bond arrangements, including a short sentence or two explaining how a loss of bond will be dealt with.
  - ix) Complete attendee list for every attendee including:
    - (1) Personal contact details
    - (2) Emergency contacts
    - (3) Student number (if a student)
    - (4) Rooms that attendees are staying in
  - x) Prior approval for any non-member of the club to attend
  - xi) Documented approach for attendees to
    - (1) Report inappropriate behaviour to a responsible person
    - (2) Report inappropriate behaviour caused by a responsible person
    - (3) Procedure to eject and send home an individual that has behaved inappropriately
  - xii) A comprehensive risk management plan that includes detailed provisions to prevent
    - (1) Sexual Assault
    - (2) Intoxication
    - (3) Substance Abuse
    - (4) Injury or Death of attendees
    - (5) Personal property loss
    - (6) Club property loss