

Preamble (June 2018)

This charter has been drafted with the intent of clarifying and consolidating the Guild's procedural guidelines around clubs and societies.

The Guild's club management practices, up until the development of this document, were often quite discretionary / ad-hoc in nature, resulting in varied and conflicting interpretations amongst not only Guild administrators, but clubs themselves.

Notably absent has been a set of clear criteria to be applied by Guild staff and/or the Guild Executive when reviewing club registrations, grants, events, and other club-related activities.

The charter aims to establish transparency and clear processes around decision-making on club matters; by outlining steps to be taken, factors to be considered, and the corresponding outcomes to be applied.

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1. Registration of New Clubs

1.1 Overview

The Guild supports clubs and societies in order to provide a targeted means for students to 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.

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:

- 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 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 independently source 10 “founding members” in order to apply. These founding members must all be current Curtin students.
- 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.
- 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 prioritise Curtin students as the primary target for its proposed activities, events, programs, and membership base.
- It must establish a bank account and email account in the club's name in order to obtain full approval.
- It must demonstrate a commitment to longevity and sustainability (i.e. renewing annually) as a core objective.
- It must uphold a commitment towards member recruitment and retention as a core objective.
- 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 agree to comply with all club operational and administrative requirements, in accordance with Curtin Student Guild By-Laws, Rules, Policy, and this Charter.
- 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

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 1.3.
- It does not complete the required "Stage 2" administrative requirements within the prescribed timeframe of 28 days from date of pre-approval (see 1.2).
- It demonstrates attitudes or behaviours that run counter to the organisational values and ethics of the Curtin Student Guild.

1.4 Additional Restrictions / Conditions

1.5.1 Faith-based and political clubs

The Curtin Student Guild is a secular and apolitical organisation within a secular and apolitical academic institution, however we fully acknowledge and respect the diversity of religious and political beliefs represented among students. Clubs and societies provide a fulfilling and appropriate environment in which to practice these beliefs and network with like-minded students at Curtin.

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 of any kind are not permitted.

1.5.2 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.

1.5.3 Curtin-Affiliated Co-Curricular Programs and Groups (e.g. JCLA)

- Student groups arising from formalised programs directly administered by Curtin (e.g. the John Curtin Leadership Academy), 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.

1.5 Procedure

- New clubs are permitted to apply within two designated intake periods per year, as prescribed within Guild By-Laws.
- A proposed new club submits an Expression of Interest application (EOI) via Guild website. The EOI contains the proposed club name, description, objectives, mission statement, planned activities, category/classification, founding member list, office bearer details, and disclosure of any affiliations.
- EOI reviewed by Clubs Officer, who provides a recommendation to approve or deny (with reasoning) to Guild Executive.
- EOIs are reviewed at weekly Guild Executive meetings, using the appropriate cover sheet.
- Clubs Officer communicates Guild Executive's outcome to the club via email.
 - If accepted, the club will be placed on "pre-approved" status.
 - If rejected, Executive provides detailed rationale / explanation, which should reference the minimum registration requirements and/or grounds for rejection laid out in this document.
- For pre-approved clubs: Clubs Officer to notify of pre-approval status, and forward Stage 2 application form. Stage 2 application to include all additional administrative requirements - club bank account details, bank signatories, all supplementary training as prescribed by the Clubs Officer (i.e. food safety training, website training), signed club credit terms, social media links, website link, club contact email/s, inaugural minutes, etc.
- Stage 2 application must be returned, with all required information completed in full, within 28 days of receiving "pre-approval" notification from the Clubs Officer. Provided this is done within the required timeframe, and all information is complete, the club's status will then be upgraded to "fully approved." Club will at this point be added to Guild website and gain access to club entitlements.
- If Stage 2 documentation is not received within the prescribed timeframe, the club's pre-approval will lapse, and they will be required to start the process over again.
- All new clubs to be issued a detailed welcome email once "fully approved", outlining available resources and how to access these, key contacts, processes, and other important operational information.

2. Annual Renewal for Pre-Existing Clubs

2.1 Overview

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. Renewals do not require detailed individual review by the Guild Executive Committee.

The Guild Executive will only undertake a detailed inspection of a particular club 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), OR
- The Clubs Officer or Student Experience Manager flags concerns with elements of a club's renewal application and/or issues with the club's conduct across the prior twelve months.

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

2.2 Minimum Requirements

- Any club who has been registered with the Guild 12 months or longer is to lodge an Annual Renewal in order to retain their registration with the Guild.
- The club's name, description and objectives must be the same (or sufficiently similar) to those of the previous year, and also remain compliant with the requirements for new clubs (as per item 1.3). Any significant changes will be subject to Guild Exec 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.
- Club must continue to operate under its previously approved constitution, OR submit a new or amended one which meets all Guild requirements for constitutions under the Guild By-laws, and has been accepted by a special majority of members at an AGM or SGM. (Subject to Guild Executive review).
- The club must submit a financial statement for the prior year. Financial statement will be reviewed, and must demonstrate appropriate use of funds and management of the club's finances for the prior year. Any discrepancies will be subject to further review.
- The club must submit a membership list (as of end of the prior year), including full names, student ID, and email addresses (at a minimum). In order to renew, a club must have a minimum of 30 ordinary members (all Curtin students), with the full list uploaded to the Guild website into the club's online member database.
- The club must verify all club social media pages, websites, and current primary club email address. If these have changed from previous year, they will be subject to review.
- The club must submit a list of all new committee members – including their positions, names, student ID, and contact info. The committee list provided must match AGM minutes, showing their selection.
- The club must provide AGM minutes, showing at a minimum – attendees, election of new committee, and reports from previous year (President, Secretary, and Treasurer).
- The club must provide signed credit terms (for Guild Finance purposes).
- The club must provide additional training certification (i.e. Food Safety training) as per the instruction of Guild clubs staff.
- The club committee must not include any student 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.

- Any failure to meet the above criteria will be referred to Guild Executive for review. Review shall reference the same guidelines and rationale as outlined in Section 1, where possible.

2.3 Procedure

- Guild clubs staff to create and circulate Renewal Form for the following year to all clubs by no later than the end of the Semester Two exam period of the current year.
- Renewal form to include any proposed changes to a club's objectives, name, or description; any change to club social media, website or primary club email address; incoming new club committee info and contact info; financial statement; AGM minutes; membership list at end of the outgoing year, option to continue operating under current constitution OR submit a new one; training paperwork and credit form; and a signed statement from new office bearers agreeing to uphold club operational rules.
- Clubs staff to review, and submit list to Exec weekly with recommendation to either **approve** (if no issues) or **review in full** (if significant changes have been proposed or issues have been identified).
- For applications recommended for approval, the Guild Executive will not read or review each individual renewal application, but instead will simply sign off to approve a bulk list of renewing clubs recommended and prepared by clubs staff.
- For applications recommended for a full review, the Guild Executive will be forwarded the full renewal application to assess in detail, and will provide an outcome to clubs staff using the renewal cover sheet.
- Clubs Officer communicates approved renewals directly to clubs via email.
- For renewals sent for Executive review – if rejected, Executive to provide detailed rationale / explanation, and an opportunity for the club to address the issue and reapply (if appropriate). Outcome and wording from Exec will be communicated to clubs by Clubs Officer, via email.
- Clubs to regain access to club entitlements once renewal approval has been received, and all records / listings updated (by the Clubs Officer).

3. Club Sponsorship

3.1 Overview

Guild club sponsorship is designed to fund or subsidise projects, events, and programs that are **significant, impactful, visible** and/or **unique**.

Club sponsorship is not available for use on minor or incidental costs, nor is it a guaranteed annual allocation of funds available to every club. To be considered for sponsorship, a club must demonstrate a specific need for the sponsorship, and outline the objectives and outcomes that will be met should the sponsorship be awarded. The onus is on the club to make a strong case for why their grant application is a worthy use of club sponsorship funds.

The Guild has a finite and limited annual total sponsorship pool available to clubs, therefore funds are prioritised based on providing optimal benefit to clubs and students, per dollar spent. Attaining club sponsorship from the Guild is a competitive and merit-based process, and amounts allocated are scaled based on how well sponsorship objectives are met.

3.2 Minimum Requirements

- Only available to clubs currently registered with the Curtin Student Guild
- Maximum total funding available per club, per year, is \$1500.00.
- Grant is cumulative / progressive, and need not be claimed in a single lump sum.
- Minimum amount to be requested is \$100 per application.
- Grants must be submitted prior to expenditure, evidenced with formal quotes, invoices, or other evidence of actual costs with intended supplier/s.
- Funding must be tied to a specific significant event or project, OR, if for equipment, the club must demonstrate that such equipment is directly linked to the club's core objectives, and will be regularly accessible by the majority of the club's members.
- The event, activity, project, program, or equipment toward which the funding will be applied must be of benefit to the wider club membership base, and must be in keeping with club's core objectives.
- In applying for the grant, the club must demonstrate that the event or activity either cannot proceed without the grant funding, or they must justify how the grant funding will significantly enhance or improve the overall quality or accessibility of the event/project/etc. (i.e. funding will enable the club to significantly reduce ticket price, book better AV equipment, etc.)
- Fixed total annual funding allocation exists for club sponsorship (across all clubs) each year. Unfortunately, no further applications can be accepted once this allocation has been exhausted. The Guild recommends clubs submit applications as early as possible to avoid disappointment.

3.3 Ineligible Sponsorship Expenditure Requests

- Events, campaigns, and promotional items related to political parties
- Conference registration fees
- Petty cash / incidental expenses
- Accommodation or flights
- Camps or retreats
- Gifts for presenters or guests (this does not include formal presenter fees / contracts)
- Prizes at club events or competitions
- Alcohol
- Excessive catering expenses (see 3.4)

Please note that clubs are welcome to self-fund the aforementioned expenses, should they deem them important or necessary to the club's objectives. The Clubs Officer can provide further advice and recommendations in this regard.

3.4 Additional Expenditure Restrictions

- Clubs are not permitted to apply for more than two (2) instances of catering using this grant, per year. The sponsorship grant is intended to fund significant or unique events/projects (see 3.1 and 3.2). Repeated provision of food at multiple small events does not sufficiently meet these requirements.
- Purchase of any item of equipment valued at \$500 or more qualifies as a significant asset purchase. All significant assets purchased with Guild sponsorship funding will be recorded on the Guild's central club database, and must also be recorded on the club's own asset registry.
- Should a club's registration lapse / expire and fail to be renewed prior to the Semester One census date of any given year, all club assets must be returned to the Guild immediately.

Assets purchased with Guild funding will require written acknowledgement of this proviso prior to funds being released.

3.5 Procedure

3.5.1 Application and Review Process

- There is a finite funding pool available toward club grants for each calendar year. Once the allocation has been exhausted for that year, no further grants will be awarded. As such, all outward communication to clubs regarding grants will emphasise that grants are assessed and awarded based on the demonstrated merit of the application, as well as the available grant funds at the time of application. (i.e. “This is not an automatic entitlement.”) This also capacity-builds clubs and prepares them for the rigours of external sponsorship proposals and grant applications.
- Club to submit an online application form containing their overall grant proposal (with rationale/case for consideration), objectives, itemised list of expenses, itemised evidence of expenditure (i.e. quotes, price lists / online shop screenshots, or invoices), current membership lists, and draft promotional material (if for an event).
- Clubs staff to input club sponsorship applications into the Club Sponsorship Scoring Matrix, and assess based on the criteria outlined within.
- Graded matrix to be sent to nominated member of Guild Exec (usually Activities Vice President) for authorisation within no more than three weeks of application/s being received.
- There are three possible outcomes:
 - **Approve in Full** - to be recommended if request scores 54 or higher on the Club Sponsorship Scoring Matrix.
 - **Partially Approve** - to be recommended if the request scores between 40 and 53 on the Club Sponsorship Scoring Matrix. To also be accompanied by the recommended amount to be approved (5% reduction for every point below 54).
 - **Reject** - to be recommended if request does not meet minimum requirements as per 3.2, OR scores below 40 on the Club Sponsorship Scoring Matrix, OR scores a 1 for any single criterion on the Scoring Matrix;
- The nominated member of Guild Executive signs off to authorise sponsorship grant outcomes on the Club Sponsorship Scoring Matrix sheet.
- Clubs Officer to communicate outcomes and next steps directly to each club via email.
 - **Approved or partially-approved non-asset purchases** - The Clubs Officer initiates a direct payment transfer to the club bank account for the amount awarded. The club may then use the funds for the approved purpose/s. Club must retain all purchase receipts for post-grant acquittal (item 3.6).
 - **Approved or partially approved significant asset purchases** - The Guild will not reimburse significant asset purchases until the item has been purchased and is in the club’s possession. The club will be notified once their application has been approved, and they are to then purchase the item themselves. Once purchased, club is to forward a tax receipt and photograph of the purchased item/s to the Clubs Officer, who will then initiate reimbursement directly to the club bank account for the purchase price shown on the receipt (or corresponding percentage of the purchase price, if only part-approved). If the club does not have the means to pre-purchase the item with existing club funds, the Guild will make the purchase on the club’s behalf, either via an online retailer (as nominated by the club), or by the club organising an invoice from the supplier (issued in the Guild’s name).

3.5.2 Scoring Matrix

- The total value of funds to be granted, per application, will be determined by a scoring matrix. This matrix will be completed by Clubs Support Staff (either Student Experience Manager or Clubs Officer), and the corresponding score and matrix provided to a nominated member of Guild Exec for authorisation (usually Activities Vice President).
- The scoring matrix will allocate points within a designated range for how well each application addresses the following criteria:
 - Meets minimum requirements as per 3.2
 - Significant number of Curtin students, or large percentage of club members to benefit from event / project / equipment
 - Event or project is accessible (consider entry price, location, equity, age restrictions, etc.)
 - Event or project is targeted primarily at Curtin students (consider ratio of Curtin students to benefit compared to others)
 - Sponsorship is financially necessary for the event or project's execution; or provides significant additional benefit to event/project
 - Event or project is highly visible and/or will be promoted and marketed strongly
 - Proposed event or project will take place on-campus
 - Event or funding proposal is unique and/or innovative
 - Items are purchased locally and in Australian currency
 - Proposal will improve club finances and/or resources for future events and/or projects ("capacity building")
 - Guild services have been used if/where possible and/or practical?
 - Minimal prior sponsorship requests made this year (score 5 for 1st application, 4 and lower for each subsequent application)
 - Event, project or initiative portrays the club and the Guild in a favourable light
 - Event / project / proposal directly links to the club's stated core objectives
 - Event / project / initiative promotes active uptake of new members

3.6 Post-Grant Acquittal

- All grants require submission of a grant acquittal; post-event or post-purchase. This must be submitted before the end of the semester in which the grant was initially sought, and must include:
 - Attendance list (for events)
 - Photos
 - Receipts
 - Written evaluation
- Failure to properly acquit grant before the end of the relevant semester will result in that club's access to further grants in that year, or the following year, being removed.

4. Club Packs

4.1 Overview

In addition to the Guild's competitive direct cash funding pool for clubs (Club Sponsorship – see section 3), all registered clubs also have access to internally provided "club packs" of significant monetary value. Current packs include the Club BBQ Pack and Club Function Packs.

These packs are provided to clubs at no cost. The packs are awarded on the basis that one or more of the following objectives are met through their use:

- To raise awareness of the club,
- To promote a specific upcoming project or event run by the club,
- To attract members to the club,
- To raise revenue for the club,
- To provide catering to enhance an existing club event,
- To provide an additional social event for their members.

The Club BBQ Pack (valued at \$190.00) provides an opportunity for clubs to run a 100-serve BBQ at no cost to the club. It includes all food, equipment and utensils, with food supplied via Kirribilli (Guild-owned). Clubs are welcome to charge for each serving if they wish to do so, which in turn raises funds for the club.

Club Function Packs are provided through Kirribilli Catering and the Tav (both Guild-owned). They are pre-set packages tailored specifically to clubs, valued at \$300.00 per pack, but provided to clubs at no charge. They are available to use toward either hosting a club event in the Tav, or to provide Kirribilli Catering at an existing club event elsewhere on campus. Clubs may claim up to two packs per year.

The available Club Function packs are:

Option 1 – Tav Packs

- Movie Night Pack
- Quiz Night Pack
- Sundowner Pack
- Exclusive Event Pack (valued at \$600.00 – requires redemption of both Club Function Packs for the year).

Option 2 – Kirribilli Packs

- Sandwich Pack
- Cold Nibbles Pack
- Sweet Selection Pack
- Snack Attack Pack
- Savoury Selection Pack
- Warm Finger Foods Pack

Detailed inclusions and requirements for each pack are outlined within the relevant application forms on the Guild website.

4.2 Minimum Requirements

- Only available to clubs currently registered with the Curtin Student Guild.
- One free BBQ pack (100 serves) per club, per calendar year.
- Up to two Club Function Packs per club, per calendar year.
- Only available for on-campus events.
- Only available at specified times / days (refer to pack application forms for details).
- Pack-specific additional terms & conditions apply - outlined on relevant application forms.
- Fixed total annual funding allocation exists for club packs each year (across all clubs). Unfortunately, no further applications can be accepted once this allocation has been

exhausted. The Guild recommends clubs submit applications as early as possible to avoid disappointment.

4.3 Procedure

4.3.1 Club Function Packs

- Clubs submit an online application form via the Guild Website at least three weeks prior to event date. This is received by the Clubs Officer, who reviews the application and books the pack directly with the relevant area of the Guild on the club's behalf (i.e. Tav or Kirribilli).
- Kirribilli bookings, once confirmed by Kirribilli, are processed via Swiftpos (at Reception) by Clubs Officer, and a signed coded receipt attached to the booking confirmation from Kirribilli. This is all sent upstairs to Finance with end-of-day till paperwork for acquittal.
- The club is sent email confirmation of their booking, and instructions regarding pick-up on the day.
- Tav pack requests are sent to the Tav Functions team by the Clubs Officer.
- Once confirmed, the club is issued booking confirmation from the Clubs Officer via email, along with a preloaded "Club Grant Card". This works much like a Guild Gift Card. The club is required to bring the card with them on the day of their event to pay for their function at the Tav sales register.

4.3.2 Club BBQ Packs

- Clubs submit booking via the Resource Booking Form (found on Guild website) to Guild Reception at least two weeks' prior to BBQ date. Receptionist checks that club is registered and that they have not yet claimed their pack for that year.
- If both the above checks are successful, receptionist confirms booking with club (if date is free) and processes through Swiftpos. The receipt is signed, coded, labelled with the club's name, and sent up to Finance with end-of-day paperwork for acquittal.
- Reception forwards booking to Kirribilli via email to order ingredients.
- Kirribilli confirms booking via email and issues a confirmation slip.
- Club visits Reception on day of BBQ. Must leave student ID and \$50 as a security bond, both of which are returned if everything is returned clean and intact. Club then picks up equipment and confirmation slip. Confirmation slip is taken to Main Café to pick up ingredients, and the club commences their BBQ.

5. Poster Printing & Distribution

5.1 Overview

All Guild-registered clubs and societies are able to submit digital PDF copies of posters for upcoming events or campaigns directly to the Clubs Officer. The Guild will then print and distribute these posters throughout the allocated poster frames in the Guild Precinct, on the club's behalf.

Quantities printed are subject to available spaces within poster frames and volume of other posters in circulation at any given time. Free poster printing only applies to posters distributed

through the Guild Precinct by the Guild, and cannot be accessed for posters being distributed elsewhere on campus, nor can it be used for off campus distribution.

In order to qualify for free poster printing and distribution, the Guild's branding and poster guidelines must also be followed.

5.2 Minimum Requirements

- Only available to clubs currently registered with the Curtin Student Guild.
- Posters must be A3 sized and portrait orientation, in PDF format. Colour is highly recommended.
- Club posters must clearly/prominently identify the name of the club/s involved.
- Clubs may not submit posters on behalf of external event companies, venues, or other external interests. 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).
- Content on posters must comply with Guild, University and government standards and regulations; and must be in keeping with Guild and University values.
- Strictly no abusive content, inappropriate imagery/messaging, or discriminatory language will be accepted.
- Context must be transparent – for example, affiliations or links to religion, politics or industry must be clearly disclosed.
- Posters are not to be placed on any other surfaces around campus, with the exception of community noticeboards, as per University by-laws.

5.3 Procedure

- Club poster to be submitted in PDF via email to the Clubs Officer. Poster will be reviewed by Clubs Officer and added to circulation pile if approved.
- Posters distributed weekly by Guild staff within the A3 poster frames located throughout the Guild Precinct.
- Clubs encouraged to submit posters with adequate turn-around time, bearing in mind they are only mounted once per week. Recommendation is 3-4 weeks prior to an event, to allow ample time for them to be seen.
- Number of copies to be printed and circulated per club, per poster will be determined by the Clubs Officer, based upon a range of factors, including number of available spots; profile/scale of event; date of event; and fair levels of exposure for all clubs.

6. Club Vouchers

6.1 Overview

The Guild provides club vouchers within the annual Guild Diary, which is distributed free to students each year. Each voucher entitles a student to a \$5 discount when joining the club (or clubs) of their choice.

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).

The rationale behind the Club Voucher initiative is as follows:

- It encourages general students to discover, explore, and ideally *join* clubs;
- It provides the means and access for more students to join clubs, by discounting the membership fee (in many cases, making membership free);
- It financially rewards clubs who run successful and active membership recruitment campaigns;
- It showcases and promotes the link between the Guild and clubs. The inclusion of club vouchers in the Guild diary actively demonstrates that clubs are directly supported by the Guild.

6.2 Minimum Requirements

- Only available to clubs currently registered with the Curtin Student Guild.
- Returned vouchers must be completed in full. Must include name of the nominated club, and the student's ID number.
- Digital scans of vouchers will not be accepted.
- Expiry date for vouchers published on the back of the voucher each year. Clubs must submit prior to this date in order to be reimbursed.
- 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

6.3 Procedure

- Club to collate vouchers and submit *original physical copies*, in person, to Guild Reception. Vouchers to be placed in an envelope alongside a voucher lodgement form, containing the club's full name, the date, and the number of vouchers inside.
- Clubs Officer to count vouchers and organise payment transfer (\$5 per voucher) directly to club bank account via Finance.
- Funds will be returned to the club bank account as provided with that year's registration or renewal. Any error (of the club's) with these details, or any change in bank details not communicated to the Guild prior, will result in loss of reimbursement should the Guild be unable to recover misdirected funds.

7. Events

7.1 Overview

Club events and activities are the backbone of a vibrant campus life, and are supported and encouraged by the Guild. A club event is defined as any function or gathering being coordinated and delivered by a Guild-affiliated club or society on University premises or at an external venue.

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.

To ensure the health, safety and wellbeing of all students, and to comply with various pieces of legislation, a few simple guidelines must be followed in the delivery of club events.

7.2 Prohibited Events

The Guild does not and will not tolerate events that:

- Are discriminatory in nature
- Have unmitigated risks
- Have unacceptable risks
- 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.

The following activities are also not permitted as they are not covered by the Guild's insurance policy:

- Participation in, or training for, professional sport.
- Aerial activities (excluding being carried as a passenger on a licensed commercial aircraft)
- Racing in or on any motor powered device.

7.3 Procedure

When a club would like to run an event, it must follow at a minimum these steps:

- Determine event classification (see 7.4) and follow corresponding timelines and instructions
- Submit an Event Management Plan (EMP) via the Guild website. Minimum notice for submission of EMP is determined by the event's classification (see 7.4).
- Draft a budget (if applicable)
- Create a risk assessment (Category 2 events and higher)
- Liaise with the Guild's Clubs Officer regarding any issues raised by the Guild prior to announcing the event to members.

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.

7.4 Event Classification

A combination of risk level and logistical and administrative requirements is used to assign club events an overall “event classification”. This classification determines the notice period clubs are required to give when lodging their Event Management Plan, as well as any additional steps involved.

Category 1 Events

EMPs for Category 1 events require a **minimum of two weeks' notice**. Category 1 events must have **ALL** of the following features:

- Minimal degree of risk and requires only basic planning
- Planned attendance less than 50 people
- No alcohol available or present
- No activities of a physical nature
- No food preparation, service, or handling other than;
 - Food provided by a Curtin-approved, licensed caterer or food business;

- Food prepared, served, and consumed in a café or restaurant;
- “BYO” food item/s being consumed only by the individual who has prepared or brought the item/s to the event;
- Non-perishable, pre-packaged, and individually wrapped food items within their “best before” dates and purchased from a supermarket (e.g. muesli bars, single serve chip packets, etc.);
- On-campus club BBQs booked via the Guild that meet the requirements of the Guild’s annual BBQ food permit

Examples of Category 1 events may include:

- A basic promotional stall held outside on the Guild promenade
- A club meeting
- A simple workshop or presentation

Category 2 Events

EMPs for Category 2 events require a **minimum of five weeks’ notice**, as well as completion of a risk assessment. Category 2 events have **ANY** of the following features:

- More than 50 people but less than 500 people invited
- Alcohol is available, but in a licensed venue where the licensee is responsible for providing service
- Involves food preparation, food handling, or food service outside of the parameters outlined in Category 1 above
- Involves non-Curtin guest speakers or VIPs
- Involves activities of a physical nature
- Requires external licenses or permits
- Involves the set-up of infrastructure or significant equipment
- Involves physical activities and/or games
- Involves cash handling
- Involves basic amplified music and/or the set-up of electrical equipment
- Involves external contractors accessing and/or working on campus
- Total event expenditure exceeds \$500

Examples of Category 2 events may include:

- Food giveaways
- Musical performances
- Tavern events
- Small fetes or exhibitions

Category 3 Events

A Category 3 event is considered a major, high impact event. It may require extensive consultation with numerous stakeholders and/or multiple external approvals and permits, it may be quite high profile, and it likely holds a significant level of risk.

Category 3 events require the EMP to be lodged with a **minimum of eight weeks’ notice**, as well as completion of a risk assessment. An initial briefing / planning meeting with the Clubs

Officer may also be required prior to getting started with your planning – this should be confirmed with the Clubs Officer at least ten weeks' prior to your event.

Category 3 events are those with **ANY** of the following features:

- Planned attendance of more than 500 people
- Provision of alcohol outside of a licensed premises (including Occasional Liquor Licenses, BYO, etc.)
- Underage guests
- Open to general public
- Involves extensive audio-visual production and/or staging
- Involves an overnight stay
- Involves travelling more than two hours from campus
- Involves attendees taking flights
- Involves fire or fireworks
- Involves hazardous chemicals
- Involves the installation of amusement rides or similar structures
- Involves high profile or “controversial” performers, speakers or guests
- Expenses equal to or greater than 50% of the club's existing cash reserves (regardless of expected revenue)

Examples of Category 3 events may include:

- Festivals
- Camps and retreats (see additional requirements below)
- High profile conferences
- Any event with a high profile performer or public figure
- Club events where your club runs a bar or serves alcohol

Camps and Retreats

Clubs may seek to run camps, retreats, holidays, bonding experiences or getaways (herein referred to as “camps”) with their committees and sometimes members. If appropriately planned, camps can be a safe and enjoyable experience.

These kinds of events are still considered “club events” and therefore fall under the Guild's duty of care. As such, all camps require prior approval from the Guild, regardless of size or level of formality of the camp.

The following additional requirements for camps must be communicated to, and approved by, the Guild prior to proceeding with the camp:

- Nominate “responsible persons” - 3 at minimum required (at least two must be office bearers of your club).
- Responsible persons must have no prior convictions for offences of a violent or sexual nature.
- Transport arrangements for all attendees
- Details of accommodation and sleeping arrangements
- The nearest 24/7 police station
- The nearest hospital
- The nearest grocery store / deli / supermarket
- Bond arrangements, including a short sentence or two explaining how a loss of bond will be dealt with.
- Complete attendee list for every attendee including:

- Personal contact details
- Emergency contacts
- Student number (if a student)
- Rooms that attendees are staying in
- Prior approval for any non-member of the club to attend
- Documented approach for attendees to
 - Report inappropriate behaviour to a responsible person
 - Report inappropriate behaviour caused by a responsible person
 - Procedure to eject and send home an individual that has behaved inappropriately
- A comprehensive risk management plan that includes detailed provisions to prevent
 - Sexual Assault
 - Intoxication
 - Substance Abuse
 - Injury or Death of attendees
 - Personal property loss
 - Club property loss

7.5 Risk Management

When clubs organise an activity, function or event, they are, as the event organiser, responsible for their members' and guests' health and wellbeing. This requires careful consideration to be given to any potential hazards or situations that may cause injury or harm, and a systematic elimination or minimisation of these risks – this is known as a Risk Assessment, and is required for all events at Category 2 or higher.

Clubs are not expected to eliminate every potential risk, however they are expected to adopt reasonable precautions against risks that might result in injuries or damages that are reasonable foreseeable.

Factors to consider:

- Age of participants
- Type of activity (alcoholic or non-alcoholic event, outdoor activity, skill level of participants, ticketed or open event etc.)
- Venue (indoor/outdoor, licensed/unlicensed)
- History of previous incidents
- Use of external contractors
- Personal liabilities
- Financial risk
- Weather and natural disaster
- Sexual violence
- Injury or death
- Loss of personal or club assets
- Organisational/administrative failure (e.g. booking for accommodation fell through)