



AFFILIATION APPLICATION

CLUBS, SOCIETIES AND COLLECTIVES

A club needs to be affiliated for a minimum of **two (2) weeks** before they can apply for sponsorship.

To affiliate with the Guild, the Guild requires all current CSC committee members to be fully-paid Guild members.

If you have any inquiries or need help assistance in filling out this document, please don't hesitate to contact the Chair of Societies and Activities on

csa@ecuguild.org.au

(Insert your CSC's name in capital letters)

Name of person filling out this form: _____

Mobile phone number: _____

Email address: _____ Date form submitted: ___ / ___ /2008

Signature: _____

Received by Guild staff / senator (please print name): _____

Signature on behalf of Guild: _____

Received by Guild: ___ / ___ /2008



APPLICATION FOR GUILD AFFILIATION:
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Completion Checklist

- Pre-requisites met
- All sections completed
- Bank details provided
- Financial statement/s attached
- Constitution attached

If Approved:

- Information on membership and dates of Societies & Activities Meetings
- Exchanged logos
- CSC link on Guild website
- Guild link on CSC website
- CSC email address set up

Office Use Only

- Approved (A) or Declined (D)
- Secretariat/Senate minutes attached explaining the reason for A / D
- Copy of this correspondence attached
- Email sent to CSC informing them of decision

Additional Notes:

Please ensure a Guild staff member has dated and signed all forms

Definitions

- “CSC” shall mean Club, Society or Collective.
- “AO” shall mean the Edith Cowan University Student Guild Activities Officer.
- “CSA” shall mean the Edith Cowan Student Guild Chair of Societies and Activities.
- “S&A Board” shall mean Edith Cowan Guild’s Societies and Activities Board.
- “GM” shall mean a General Meeting or any properly convened meeting of the Club.
- “AGM” shall mean the Annual General Meeting of the Club.
- “ECU” shall mean Edith Cowan University.



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Why does your CSC want to affiliate with the ECU Student Guild?

Who is the person responsible for this CSC? (as per S&A Board Service Agreement)

Full Name of Person Responsible:

CSC Postal Address:

Landline Phone: _____ Mobile phone: _____

E-mail: _____

Tell us a bit about your CSC ...

Objectives/Purpose of your CSC:

Brief Description:

(Please include your CSC's membership fee¹, how is your club unique from any existing Guild-affiliated CSCs and how your CSC is financially organized²).



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¹ Joining fees are not compulsory. However, in addition to a joining fee, the Guild recommends each CSC charges a minimum annual fee of \$5.00 per member. This will help your CSC to generate ongoing income too.

² if you don't have a financial structure yet, the CSA can help you plan. Get in touch, no question too small.

CSC's website: <http://www.> _____

Year CSC was formed: _____

	PAID	UNPAID
How many members are in your CSC.		

Pre-Requisites of Guild Affiliation

Please use this checklist to show us that your CSC meets the pre-requisites of Guild affiliation. If your CSC does not meet this criterion it is not eligible to apply for affiliation.

- All CSC committee members are full paying Guild Members
- Is currently active and operational
- Will organise a minimum of one (1) project per semester. The project must be open/available to ALL ECU students.
- Has a minimum of ten (10) financial members, excluding the committee.*
* Not applicable to small clubs.
- Meets Statute requirements under the Edith Cowan Act (particularly those within Statutes 22, 11 and 29).
- Does not have Constitution or Rules which permit members to be disciplined for failing to participate in any initiation ceremony.
- Has Constitution or Rules which prohibit the making of gifts or funds at its disposal.

E-mail Address

Guild affiliation requires the CSC to use the Guild's e-mail server for their official correspondence. Please write your requested e-mail address here:

_____@ecuguild.org.au



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We understand that for some CSCs it may not be possible to change email addresses. Please provide us with your current email address. You will still be required to use the Guild email address; however we will arrange for all emails to be forwarded directly to your personal account.

_____@_____
_____@_____

Affiliations

Prior to seeking Guild affiliation, it is necessary to declare all current affiliations the CSC may have with other organisations. Please declare the affiliations below. If the CSC has no affiliations, please leave this section blank.

Name of Affiliated Body	Brief Description	Fee for Affiliation

Constitution

Please attach a copy of your CSC constitution or rules and regulations to this application form.

If your CSC does not have a constitution you are required to adopt the Guild's CSC constitution, which can be obtained from the Guild website. Please fill out the relevant sections and attach a photocopy to this application form.

Committee Details

All committee details must be provided. The Guild requires all committee members to be registered Guild members. If you club does not hold all the below positions please fill in all positions filled. If your club hold different positions to those below, please amend accordingly.



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President:

Name: _____ Signature: _____

Contact Phone Numbers: (Home) _____ (Mobile) _____

E-mail address: _____

Student Number: _____

Yes, I give permission to be a club contact. (signed) _____

What of the above information can be released to the public? (I.e. on website or other)

Email Mobile Home Phone

Vice-President:

Name: _____ Signature: _____

Contact Phone Numbers: (Home) _____ (Mobile) _____

E-mail address: _____ Student Number: _____

Yes, I give permission to be a club contact. (signed) _____

What of the above information can be released to the public? (I.e. on website or other)

Email Mobile Home Phone

Treasurer:

Name: _____ Signature: _____

Contact Phone Numbers (Home) _____ (Mobile) _____

E-mail address: _____ Student Number: _____

Yes, I give permission to be a club contact. (signed) _____

What of the above information can be released to the public? (I.e. on website or other)

Email Mobile Home Phone

Secretary:

Name: _____ Signature: _____

Contact Phone Numbers (Landline) _____ (Mobile) _____

E-mail address: _____ Student Number: _____

Yes, I give permission to be a club contact. (signed) _____

What of the above information can be released to the public? (I.e. on website or other)



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Email Mobile Home Phone

Committee Members:

Regulation ____ in the Societies and Activities Regulations states that all committee members must be fully-paid Guild Members to be eligible to affiliate with the Guild. Please list your committee members (excluding your secretariat) in the table provided below. NOTE: You will incur penalties if you are found to be providing miss-leading information, or for the exclusion of any committee members.

Name	Position in CSC	Student Number	Email Address

***NOTE: If you need more space, draw up a table on the reverse side and complete the required**

Project Planner

Please detail the projects planned by your CSC below. If you prefer, you can attach a more detailed calendar of events.

Project Name	Date	Location	Brief Description of what you want to do



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Bank Account Details

To be eligible for financial assistance (i.e. sponsorship), all Guild affiliated CSCs must hold bank accounts with an approved Bank or Credit Union. If your CSC does not have a bank account, the Guild will be unable to provide any form of financial assistance in the form of sponsorship, however you may continue to receive assistance in other areas (eg. can still use Guild fax machine).

Please attach a photocopy of your CSCs most recent bank statement.

Bank Name	
Branch	
Account Name	
Account Type	
Account Number	



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Positions of Signatories	Names of Signatories

Please tick this box if your CSC does not wish to supply the Guild with their bank account details and therefore does not intend to apply for any financial assistance. If bank details are not given and this box is ticked, no sponsorship will be given.

Penalties

It is vital that CSC's maintain communication with the Guild. This is done through regular meetings with the Chair of Societies & Activities (CSA). To ensure that that CSC reciprocates the financial support received from the Guild, a penalty system will be in place. **Apologies for not attending will not excuse absence.** You may send any representative from your committee and avoid penalty. This system of penalties only applies per **one (1) semester**.

Description	Penalty
Non-attendance at 1 x CSA meeting	- 25% Funding Penalty
Non-attendance at 2 x CSA meetings	-50% Funding Penalty
Non-attendance at 3 x CSA meetings	Disaffiliation
Failure to include the Guild logo on/during CSC project per semester.	-25% Funding Penalty

Disclaimer

The Guild does not guarantee automatic approval of the proposals provided. The Guild reserves the right to cancel or modify the procedural document provided as



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required. All risk management issues and policies are the responsibility of the CSC. The Guild will not be held liable for any loss or damage occasioned by the negligence, act or omission of the CSC or any other third party.

Certification

I, _____ (*insert name of person filling out this form*), on behalf of _____ (*insert CSC name*) have filled out the above details correctly and understand that if found to have provided false or incorrect information, risk being penalised by the S&A Board and/or disaffiliated from ECU Guild. I also understand that as an affiliated CSC of the Guild, I must abide by the Societies & Activities Board Regulations and ECU Student Guild Club Policy, as per the attached Service Agreement.

SIGNED: _____ DATED: _____