WHAT IS THE NEW CLUB APPLICATION GUIDE?

The New Club Application Guide is a handbook that provides information for affiliating a new club to the Societies Council of the UWA Student Guild. This Guide should be used to assist you in planning your new club, and completing the New Club Application Forms. In this document, you will find information on the Societies Council and Public Affairs Council, as well as a step-by-step guide on the affiliation process. Establishing a new club on campus requires some hard work and thorough preparation - it isn’t something you can do overnight! It is important that you ensure you read this information pack thoroughly and understand its contents. For more help and information, you can contact the Societies Council President at soc@guild.uwa.edu.au or the Public Affairs Council President at pac@guild.uwa.edu.au. You should read this document in conjunction with the New Club Application Forms (which contains the official application forms) and New Club Handbook (which provides information on how to kick-start your club once affiliated).

CONTENTS

WHY AFFILIATE A NEW CLUB? ........................................................................................................ 03
WHAT IS SOC? .................................................................................................................................... 03
SOC COMMITTEE ............................................................................................................................... 04
SOC MEETINGS .................................................................................................................................. 04
WHAT ARE SOME OF THE SOC REQUIREMENTS FOR CLUBS? .................................................. 05
WHAT ABOUT PAC AND ED? ............................................................................................................ 06
REQUIREMENTS FOR AFFILIATING A NEW CLUB ........................................................................ 07
STEPS TO AFFILIATE A NEW CLUB ................................................................................................. 08
IMPORTANT CONTACTS ................................................................................................................... 12
WHY AFFILIATE A NEW CLUB?

There are many reasons as to why you might want to affiliate a new club to the Societies Council (or Public Affairs Council). Reasons for affiliation will differ depending on the nature, size and background of each club. Here are some examples of why clubs have affiliated to the Guild in the past:

• The ability to reach out to and involve a larger student population/audience
• Provide a new group and student experience on campus (i.e. introduce something not already provided by existing clubs)
• Provide students with the opportunity to participate in an extra-curricular activity or hobby that is unique to their own interests
• Access the many services that the Societies Council and Guild have to offer
• Access the support and funding that the Societies Council can provide
• Improve relations and collaboration opportunities with the already established networks on campus, both within the Guild and the wider UWA community

WHAT IS SOC?

The Societies Council (SOC) is one of the three subsidiary councils of the UWA Student Guild. We are here to make your time at UWA the most fun and memorable time of your life! The main role of SOC is to support the 100+ affiliated clubs on campus, as well as support and provide a range of events and initiatives that contribute to the social vibe on campus. Examples of some of the SOC supported events include Club Olympics in first semester, and the annual Club Carnival (a mini O-Day in second semester!).

Here is a list of some of the things that SOC can do for Guild affiliated clubs:

• Cheap or free hire of Guild venues and equipment
• Free hire of UWA Venues - up to 2 hours per week
• Advice on functions and catering
• Access to the Oak Lawn for ticket sales, bake sales, sausage sizzles, etc.
• Free barbeque hire
• Club rooms and storage space
• Mailboxes
• Free printing of club related materials in the Club Resource Room
• E-mail aliases and web hosting
• Financial assistance (grants)
• Credit authorisation
• GST exemption
• Club bank accounts
• Over drafting
• Treasurer training
• Student leadership training
• Free advertising in G-News, the Pelican and via posters in Guild areas.
SOC COMMITTEE

SOC has its own committee of elected volunteer student reps who work hard to ensure that SOC and the Guild are continually improving to provide the best services to clubs. Each new SOC committee starts their term on 1 December of the year they are elected. The SOC committee comprises of the following members:

- President: oversees the general day-to-day administration of clubs, chairs monthly meetings of SOC, handles any club issues including affiliations and disaffiliations, helps new clubs affiliate and develops and implements club related policies. Contact: soc@guild.uwa.edu.au or visit the SOC office during the advertised consultation hours (provided at SOC meetings).
- Vice President: supports the SOC President, contributes to SOC policies and is responsible for special SOC projects. Contact: soc-vp@guild.uwa.edu.au.
- Treasurer: conducts Treasurer Training each year, oversees the allocation of SOC grants and provides general support and advice to club treasurers. Contact: soc-treasurer@guild.uwa.edu.au.
- Secretary: compiles all agendas and minutes of SOC meetings, maintains SOC records and contributes to relevant SOC policies. Contact: soc-secretary@guild.uwa.edu.au.
- Ordinary Committee Members: work on special SOC projects and help with out with the daily running of SOC activities. Contact: soc-council@guild.uwa.edu.au.

SOC MEETINGS

The entire Societies Council comprises of the SOC committee, plus one representative from each Guild affiliated club. A meeting of the council is held once per month, mostly during the academic calendar. These meetings are compulsory for affiliated clubs. It is vital that affiliated clubs attend, as important notices pertaining to affiliation requirements, grant applications and event management are often discussed. Further, there are several chances for clubs to have their say throughout the year, including the ability to cast a vote to affiliate a new club, or elect the new SOC committee. Each affiliated club gets one vote and is entitled to request for motions to be included in the meeting agenda, as well as ask questions about any SOC related issues or activities.

Here are some important things to remember about SOC meetings:

- Each club holds one vote
- Each club must send at least one delegate to each SOC meeting
- Notice of all SOC meetings will be provided to the clubs mailing list at least one week prior to the meeting date
- If no member of your club committee can attend a particular SOC meeting, you must provide a written apology (preferably via email) to the SOC Secretary prior to the deadline, as stipulated in the notice of SOC meeting
- If your club becomes “lapsed” (e.g. by failing to submit relevant SOC forms within the deadlines), you will lose your right to hold a vote
- Failure to attend SOC meetings without adequate apology may result in penalties to your semester grants or disaffiliation from the Guild
WHAT ARE SOME OF THE SOC REQUIREMENTS FOR CLUBS?

There are some regulations and policies that clubs, particularly newly affiliating clubs, should be aware of and understand. Before going for affiliation, you should read and understand the following:

- Guild Regulations
- Rules of the Societies Council
- Rules of the Public Affairs Council

Once becoming affiliated, you will also need to ensure your club is familiar with the following:

- SOC and Events Policies
- Guild Standing Orders
- Resolutions of Guild Council pertaining to affiliated societies
- Related University Policies
- Liquor Licensing Rules

All of the above documents can be located on the Guild Website or Clubs Database. For help in finding or understanding these documents, contact the SOC or PAC President via email.

A useful summary of some of the most important requirements that your club will need to meet once affiliated include:

- Promote and support the Guild at all times
- Always display the Guild logo on all publications, mail-outs, posters, banners, T-shirts (or any other promotional material)
- Offer a $2 membership discount to Guild members all year
- Hold an AGM at least once per year, in line with your club’s constitution
- Register the details of your newly elected committee within 14 days of your AGM
- Notify SOC of any changes to your club’s constitution
- Send at least one delegate to each SOC meeting
- Have at least one activity per semester
- Abide by all events policies
- Hand in claims and budgets completed correctly and on time
- If you have a club room, abide by the tenancy agreement and attend busy bees
- Respect Guild staff and property
WHAT ABOUT PAC AND ED?

SOC isn’t the only subsidiary council of the UWA Student Guild! There is also PAC - the Public Affairs Council and ED - the Education Council.

PUBLIC AFFAIRS COUNCIL (PAC)

PAC is the wing of the Guild that provides students with a strong social justice, cultural, political and multicultural presence on campus. A large number of SOC clubs are also affiliated to PAC. PAC clubs take part in various collaborative events and theme weeks, including Social Justice Week, Faith Week, Multicultural Week, Enviro Fest, Women’s Week and more!

If you think that this sounds like your club, then you should also consider affiliating your new club to PAC. There may be some additional requirements that your club has to meet, as well as meetings to attend and additional grant pools. For more information on PAC, as well as assistance in affiliating your club to PAC, contact the PAC President at pac@guild.uwa.edu.au.

Useful tip: it is recommended that you consider affiliating to SOC and PAC at the same time – that way your club is ready to go with full support from both sub-councils from the very beginning! Of course, if you are not sure about what is best for your club or only affiliate to one sub-council to start with, you can always affiliate to SOC or PAC later down the track.

EDUCATION COUNCIL (ED)

Ed Council is your representative to the university when it comes to your educational experience. Ed Council comprises of representatives from each Faculty Society, as well as elected sub-council members (similar to SOC!). Clubs are generally not able to sit on Ed Council, however education based clubs are encouraged to get in contact with their relevant Faculty Society for any education concerns. Additionally, all education based and other clubs are welcome to contact Faculty Societies for collaboration or networking ideas and proposals. Further, while Faculty Societies do not hold a vote on SOC, they are standing invitees and are encouraged to attend to keep in the loop with clubs and event management. For more information on Ed Council, or for any education based queries, contact the Ed Council President at ed@guild.uwa.edu.au.
REQUIREMENTS FOR AFFILIATING A NEW CLUB

There are several requirements that you must meet to affiliate a new club to SOC. You should ensure that you are familiar with all the relevant regulations, policies and rules before you commence the application process. Details on relevant documents are provided above, in the “SOC Requirements for Clubs” section. In particular, you should ensure you read and understand the following:

- Rules of the Societies Council
- Guild Regulations, in particular regulation 10 (Registration of University Societies), 11 (Affiliation of University Societies) and 12 (Affiliated Societies Membership).

These documents are available on the Guild Website, or Clubs Dashboard. If you require assistance locating them, or understanding their content, contact the SOC President via email.

As a starting point, the requirements for a club to affiliate to SOC are provided in Rule 1 of the Rules of the Societies Council. This rule states that:

"For a club to affiliate to Societies Council it must:

(a) submit a constitution to Societies Council Committee for approval;
(b) successfully receive a majority votes for affiliating at a General Meeting of the Societies Council;
(c) hold an Annual General Meeting. Annual General Meetings must be advertised in Guild publications at least one week prior to the meeting.
(d) submit a current office bearers form not later than one month after the Club Annual Elections"

Other important rules, which can be found in the Guild Regulations, include:

- The club must have association within or be connected with the University
- The club must have at least 20 members
- The club must have a minimum membership fee of $4 (providing a $2 discount for Guild members)
- The club must hold a general election within one month of registration/affiliation
- Executive officers of clubs are jointly and severally responsible for compliance by the club of regulations and provisions contained in the Guild Statute Book
- Disaffiliation procedures
- Any alterations to a club’s constitution must be approved by SOC before they come into force
- A club cannot become incorporated without the consent of the Guild Council upon recommendation of the affiliated club

Note: This is not a complete list. In seeking to affiliate a new club, you hold the responsibility of ensuring that you have read and understood all the applicable regulations, policies and rules, including those of the Guild and University.
STEPS TO AFFILIATE A NEW CLUB

Generally, the steps for affiliating a new club to SOC are as follows:
1. Check the Directory of Clubs & Societies to ensure your club doesn’t already exist;
2. Contact the SOC President about your new club idea;
3. Download and complete the New Club Application Forms;
4. Submit your completed New Club Application Forms;
5. Attend the next available SOC meeting and provide a short presentation to existing club representatives;
6. Club representatives will then vote on whether you should be affiliated or not.
7. The SOC President will contact you after the meeting to inform you of the outcome.
8. Read the New Club Handbook, hold an Annual General Meeting and submit office bearer forms.

STEP ONE: CHECK THE DIRECTORY OF CLUBS & SOCIETIES

Rule 2 of the SOC Rules provides that “No clubs or societies affiliated the Societies Council shall have substantially the same aims and purposes”. As such, it is really important that you think carefully about what your club hopes to achieve and compare it to the aims and purposes of the existing affiliated clubs. To do this, look at the Directory of Clubs & Societies, available on the Guild Website (http://www.guild.uwa.edu.au/welcome/clubs/list).

If you are unsure about the exact nature of an existing club, and whether your club will be too similar to that club, contact the club directly or speak to the SOC President about your idea. It is useful at this point for you to start writing down the main goals and activities of your proposed club – this will make it easier to compare yourself with existing clubs, as well as explain your idea to any interested parties.

STEP TWO: CONTACT THE SOC PRESIDENT ABOUT YOUR IDEA

After ensuring that your club does not already exist, you should contact the SOC President as soon as possible to discuss your new club idea (soc@guild.uwa.edu.au). It is important that the SOC President is aware that you are hoping to affiliate a new club, as they can help you through the process and answer any questions you may have. They will also be able to flag any potential issues and advise you on the suitability of your club for affiliation to the Guild. You should make sure that you have a clear vision for your club before meeting with the SOC President, and it is often useful for you to download and read the New Club Application Forms (discussed below).

STEP THREE: DOWNLOAD AND COMPLETE THE NEW CLUB APPLICATION FORMS

Once you have received the tick of approval from the SOC President, you can commence the official application process. To do this, you will need to download a copy of the New Club Application Forms. This can be found on the Guild Website (http://www.guild.uwa.edu.au/welcome/clubs/resources) or can be provided to you by the SOC President.

The New Club Application Forms, all of which will need to be completed, are:
- New Club Application Cover Sheet
- Proposed Constitution
- 20 Interested Members List
- Acting Office Bearer Form
New Club Application Cover Sheet

This form is where you provide SOC with the basic details of your club (aims, reasons for affiliation, current membership status), as well as standard administrative details such as your contact details and preference for attendance at a SOC meeting for affiliation.

Proposed Constitution

All affiliated clubs (and proposed new clubs) must provide SOC with a current copy of their constitution. A constitution is your club’s guiding document, which clearly stipulates the aims, structure and administration procedures of your club. It is an important document that your club can rely on for any clarification on procedures such as elections and meeting notice, and also ensures that future committees and members of your club are bound by your founding ideas. The New Club Application Forms also includes a template constitution, which you are encouraged to use and adopt for your own club.

Alternatively, you can draft your own constitution. However, you should seek feedback and advice from the SOC President before submitting your formal application. This will ensure that your constitution contains some of the standard clauses that reflect Guild Regulations (e.g. minimum membership fee requirements) and also safeguard you against inadvertently missing out something important. Ultimately, however, your constitution will not be in effect until approved by the SOC committee and ratified by your club members at your first General Meeting following affiliation.

Some useful tips when drafting your constitution:
• Ensure you provide a time for your AGM that is during semester (not during university breaks) - this ensures your members will be able to attend.
• Example provision for AGM: The Club shall hold its Annual General Meeting in THE FIRST FOUR WEEKS of each academic year
• Ensure you provide for a minimum membership of $4 (with $2 Guild member discount)
• Clearly define committee roles
• Most clubs have “Ordinary Committee Members”. Depending on the nature and size of the club, the number of OCMs can vary from as small as 3 to as large as 15

20 Interested Members List

All clubs seeking affiliation are required to have a minimum of 20 interested members. This is to ensure that your club has enough support from the UWA student community and will therefore function as a successful active club upon affiliation. After all - you cannot have a club without members! Each member on your list must be a current UWA student and a member of the UWA Student Guild. You must also provide their student numbers and contact details.

Acting Office Bearer Form

To start a new club, in addition to members you will need a team to help organise and lead the club to success. As a minimum starting point for affiliation, you must provide SOC with the details of your “acting office bearers”. Office Bearers are the leaders of a club committee and generally consist of the following positions: President, Vice-President, Treasurer and Secretary. Each of these office bearer positions should be included and defined in your proposed constitution. The office bearers are recorded as “acting” until your club is affiliated and they are officially elected at your club’s first general meeting. The Acting Office Bearer Form should include their contact details and be signed by each individual.
STEP FOUR: SUBMIT YOUR COMPLETED NEW CLUB APPLICATION FORMS

Now that you have prepared your New Club Application Forms, you are ready to submit your official application to SOC for affiliation. You should submit your application in accordance with the instructions provided to you by the SOC President at your initial meeting. Submission may be in the following forms: via the online Clubs Database, by email or in hard copy. Electronic submission is the preferred method; however you should contact the SOC President for precise instructions on submission. It is important to note that your application forms must be submitted one week (7 days) prior to the SOC meeting at which you wish to attend, as indicated on your application coversheet. Failure to submit your application forms on time means that your club may not be included on the SOC meeting agenda and looks bad for your club.

STEP FIVE: ATTEND THE NEXT AVAILABLE SOC MEETING

Once you have submitted your affiliation application, the SOC President will contact you and let you know whether you will be able to attend the SOC meeting date as indicated on your application coversheet. If you are able to attend, the SOC President will include you on the official agenda and notify you of the relevant meeting date, time and logistics.

The procedure for attending the SOC meeting is not currently governed by any Guild regulations or policies, and will therefore depend on the procedure preferred by the current SOC President. Generally, you will be required to provide a verbal address to current affiliated club representatives as to why your club is deserving of affiliation to SOC. The SOC President may limit your speaking time (e.g. to 2 minutes), as well as allow questions from club reps.

You should prepare thoroughly for your presentation, and ensure that you cover all of the important points. Suggestions for topics to cover include:

- General introduction – who you are
- The main aims and goals of your proposed club
- Examples of the events and initiatives your club will run
- Details of your club's current membership base, including any successful events already held
- Why your club would benefit from SOC affiliation
- Why the Guild would benefit from having a club such as yours affiliated
- Why your club would be of benefit to the wider UWA student population

STEP SIX: THE VOTE

After you have delivered your presentation, club representatives will vote as to whether your proposed club should be affiliated to SOC. Each club is entitled to one vote, and the general procedure is that clubs are required to vote “YES” or “NO” to affiliation. Voting is typically done by secret ballot. To successfully affiliate, your club must receive a majority of “YES” votes.

STEP SEVEN: SOC PRESIDENT WILL INFORM YOU OF THE AFFILIATION OUTCOME

As soon as the SOC committee has been able to count and record the votes cast at the SOC meeting, the SOC President will inform you of the outcome of your affiliation application via email. If you are successful in affiliation, you will be required to undertake some further steps to confirm affiliation, as highlighted in step eight below. If you are not successful in affiliation, don’t feel disheartened! There are already over 100 clubs affiliated to SOC, and affiliating a new club is no easy feat. You can always go back to the drawing board and look at what changes might need to be made to make your club more attractive for affiliation. Of course, you
will have to wait some time before attempting affiliation again - but failing affiliation the first time is certainly no barrier to success. You should also consider becoming involved in pre-existing clubs that provide for some of your interests, or even becoming a member of the SOC committee itself!

**STEP EIGHT: CONFIRMING AFFILIATION - ANNUAL GENERAL MEETING**

Upon your successful affiliation, the SOC President will arrange for all the Guild administrative tasks to be completed for you, including your club’s entry into the clubs database, inclusion on the Directory of Clubs & Societies, creation of a club bank account at Guild Finance and providing you with access details for any relevant club online resources. Your club will also be provided with a Start-Up Grant, when available.

However, even though your club has been “affiliated” to SOC by a vote of SOC members, the affiliation process does not stop here. As provided in the SOC Rules and Guild Regulations, you will need to hold an Annual General Meeting within one month of affiliation for your affiliation to be officially confirmed. At that meeting, your members will vote to ratify your proposed constitution, as well as elect your club committee. Remember: you must advertise your AGM at least one week prior in Guild publications (usually G-News) and lodge new office bearer forms and constitution alterations with SOC within two weeks of your AGM.

You should note that your club will not be able to access their Guild bank account, nor register and run any official events until the affiliation process is complete. Your club will also be ineligible for grants and may not be covered by the Guild’s third party liability insurance until officially affiliated.

For more detailed information on what to do next, including how to hold an AGM, book rooms, run events and access the support and services available to clubs, you should download and read the New Club Handbook and other topic specific handbooks (e.g. the club committee, events management, treasurer and publicity handbooks) from the online clubs dashboard. The SOC President will inform you of the process to access these documents. If you have any remaining queries or require assistance in understanding all of the new information coming your way, make sure you arrange an appointment with the SOC President. It is vital that your club is aware of and understands all the procedures and policies relating to SOC affiliated clubs in order for your club to operate successfully.
IMPORTANT CONTACTS

SOC President

The most important contact for you during the affiliation process will be the SOC President. The SOC President can be contacted via email at soc@guild.uwa.edu.au. The SOC President should be your first port of call for any affiliation related questions, and they will be able to direct you to the correct representatives for any queries that lie out of their area of expertise.

PAC President

You should contact the PAC President if you are considering applying for affiliation to PAC, or simply want to know more about what PAC does. The PAC President can be contacted at pac@guild.uwa.edu.au.

Other SOC Committee Members:

• Vice President: in the event that the SOC President is out of office or if you are having troubles touching base, the SOC VP is your next port of call. Contact: soc-vp@guild.uwa.edu.au.

• Treasurer: generally, you will only need to contact the SOC Treasurer once affiliated. However, if you have specific questions about club funding and finances that have not been addressed by the SOC President, you are more than welcome to contact the SOC Treasurer. Contact: soc-treasurer@guild.uwa.edu.au.

• Secretary: generally, you will only need to contact the SOC Secretary once affiliated for specific correspondence such as meeting apologies or agenda requests. However, you are more than welcome to contact the Secretary for information relating to meeting dates, agendas and minutes at any time. Contact: soc-secretary@guild.uwa.edu.au.

Guild President

If you have any queries which you do not feel comfortable discussing with a member of the SOC committee, or if you simply want to meet the Guild President and discuss your ideas, you can arrange an appointment with with the President by emailing president@guild.uwa.edu.au. Note, however, that the Guild President often has a heavy workload and at busy times may refer any club queries straight to the SOC President, unless urgent and confidential.

Guild Events Office

The Guild Events Office exists primarily to assist and support affiliated clubs in registering, planning and running their events. Generally, you will only need to contact the events office once affiliated. However, if you have any specific events enquiries, or require assistance in booking a Guild or UWA venue, you can contact the events team at events@guild.uwa.edu.au. However, your first port of call should always be the SOC President - until you are affiliated that is!