Faculty of Engineering, Computing and Mathematics

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<td>Student-led Clubs, Associations and Organisations Annual Membership Form</td>
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<tr>
<th>Written by</th>
<th>Jeneane Bilman</th>
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<td>Position</td>
<td>Manager, Strategic and Operational Planning</td>
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<td>Date</td>
<td>26/05/2014</td>
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<tr>
<th>Approved by</th>
<th>Paula Langley</th>
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<td>Date of approval</td>
<td>23/05/2014</td>
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<td>Date of next review</td>
<td>01/01/2015</td>
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Version 5.2
1. Preamble

Many clubs and societies that relate to the disciplines of engineering, computing or mathematics seek affiliation or connection with the Faculty. The Faculty is strongly supportive of students participating in extra curricula activities such as clubs and societies, and offers support for these activities in a number of ways.

It is strongly recommended that all Faculty student-led organisations on campus should primarily affiliate with the UWA Student Guild which provides basic support services such as start-up and activity information and resources, grants, a mailing address and insurance. Affiliation with the Guild gives Faculty student-led organisations a voice in significant bodies such as the Senate and Convocation and sub-committees including Education and the Public Affairs Council. Information on how to obtain Guild affiliation can be found through their website - http://www.guild.uwa.edu.au/welcome/clubs/resources

2. Faculty Support

The Faculty is prepared to offer different kinds of support to student-led organisations with the aim of encouraging participation in student-led organisations across the Faculty.

In return, and regardless of the interests or purposes of the student-led organisation, there must be alignment with the Faculty vision and initiatives. Student-led organisations are part of the Faculty community and are expected to participate in, and support, Faculty and University events including orientation activities and Open Day.

Adherence by clubs and associations to University regulations, guidelines and/or Faculty policies is a condition of Faculty support. If this is breached, a club or organisation may be permitted to re-affiliate to the Faculty after one year.

2.1. ECM Student Association Council

Connection with the Faculty is facilitated through membership of the ECM Student Association Council. The Council’s membership is made up of representatives from each student association and staff members from the Faculty. The Council provides a forum for student associations to coordinate activities, discuss funding opportunities, have input into space allocation for student associations. The primary Faculty contact for the ECM Student Association Council is the ECM Student Office.

Membership of the ECM Student Association Council is open to student-led organisations that can demonstrate the purpose of the association; an organisational structure (such as a President, Treasurer and Secretary) and membership of the association. The Student-led Clubs, Associations and Organisations Annual Membership Form should be completed. This is to be submitted to the ECM Student Office after elections are held for the following year or when a new student association or club is formed.
At the final annual meeting of the ECM Student Association Council, each student-led organisation is asked to submit a brief *Student-led Clubs, Associations and Organisations Final Year Report* on their activities and plans for the next year. A template is available from the ECM Student Office.

### 2.2. Facility Support

The Faculty is committed to providing shared office space to student associations that are members of the ECM Student Association Council and are, in addition, related to discipline areas within the Faculty. This is subject to availability of space.

Additionally, ECM is committed to providing access to shared work or lab space for groups involved in competitions.

### 2.3. Competition Support

The Faculty is committed to providing financial support for student-led organisations that engage in annual competitions. The Faculty will match industry sponsorship obtained for competitions up to the value of $20,000 per annum, per student organisation.

The requirements and support available for a club or organisation participating in a competition are:

1. **2.3.1** The club or organisation must be built around a recognised competition or event, with rules that align with the mission and vision of the Faculty. This includes ensuring that membership is open to any students enrolled in a Faculty unit in order to encourage participation of students across the Faculty.

2. **2.3.2** Students must find an academic supervisor who will:
   - Act as a mentor for the students. As participation in a student organisation provides students with valuable business experience such as drawing up a business plan and approaching industry for sponsorship, supervisors should limit their involvement in the business activities of the student organisation to providing advice on these aspects.
   - Ensure safety
   - Ensure access to workshop time is recorded and monitored
   - Provide continuity for new members and changing club memberships as students graduate

3. **2.3.3** Funds raised by student-led organisations for the purpose of an annual competition must be spent only on the annual competition.

4. **2.3.4** Students must consult with the Faculty *before* any approaches to industry for funding are made. This consultation will take place with the Faculty Development Officer.

   1. **2.3.4.1** Members of the club or organisation must complete or update the *Student-led Clubs, Associations and Organisations Annual Membership Form* as it includes a...
section on the proposed budget. It is available from, and to be submitted to, the ECM Student Office.

2.3.4.2 All donations must go through the Hackett Foundation and not directly in to the student associations’ bank accounts or Project Grants (PG). This ensures that organisations that have made a contribution are provided with either a tax receipt (for donations) or GST is added for sponsorships. The exception to this is if the student association is a chapter group of a state, national or international association which provides equivalent services as the Hackett Foundation (such as AusIMM); or the student association has its own ABN.

2.3.5 All clubs and organisations must participate wherever possible in community functions organised by the Faculty including orientation activities and Open Day

2.4 Approaches for Funding for Events other than Competitions

There are a number of Faculty administered funding opportunities for clubs and societies, for example the Rio Tinto Sponsorship of Student Associations and Fluor Student Association Support.

2.4.1 Students must consult with the Faculty before any approaches to industry for funding or support are made for any purpose. This consultation will take place with the Faculty Development Officer. They can advise you of what opportunities may already be available to your student organisation.

2.4.2 Members of the club or organisation must complete or update the Student-led Clubs, Associations and Organisations Annual Membership Form. It is available from, and to be submitted to, the ECM Student Office.

2.4.2.1 All donations must go through the Hackett Foundation and not directly in to the student associations’ bank accounts or Project Grants (PG). This ensures that organisations that have made a contribution are provided with either a tax receipt (for donations) or GST is added for sponsorships. The exception to this is if the student association is a chapter group of a state, national or international association which provides equivalent services as the Hackett Foundation (such as AusIMM); or the student association has its own ABN.

2.4.3 All clubs and organisations must participate wherever possible in community functions organised by the Faculty including orientation activities and Open Day

Should any of these requirements not be adhered to, Faculty funding may not be granted or may be withdrawn at the Faculty’s discretion.