



## ***Policy Type: Board Policy*** **CLUBS**

This policy is intended to uphold the interests of Club members, the campus community, and IGNITE by establishing the principles and guidelines to be followed and the context within which all activities of IGNITE sanctioned Clubs will take place. This policy is designed to assist students in the formation, operation, and development of Clubs and to make clear the obligations that a Club has to IGNITE and to its Members. For simplicity, the term “Club” will serve to mean both clubs and associations.

### **Eligibility**

Clubs recognized by IGNITE shall represent members of the campus community with similar interests, backgrounds, or ambitions to gather for educational, informational, and social purposes. Students interested in creating or renewing a Club shall submit a *Clubs’ Application* for verification and approval.

Mandatory training sessions as set by IGNITE prior to commencing Club-related activities must be attended by two (2) executives.

### **Approval**

Clubs can be approved into one of the tiered systems as outlined in the Clubs Handbook.

No Club shall be sanctioned where club activity is associated with course grades or course credits. Clubs are open to all students on campus. All IGNITE Clubs are approved for a term starting in September and ending in April; therefore, all Clubs must re-apply for approval on an annual basis. Clubs may be approved for activities during the May-August time period at the discretion of the Clubs Coordinator.

### **Club Membership**

In respecting the Ontario Human Rights Code, each aspiring Club must demonstrate that its respective membership is open to all students. Likewise, no membership fees shall be charged to any student.

### **Club Responsibilities**

Clubs have important responsibilities to IGNITE and to their membership, which are as follows:

1. All Club practices and activities must adhere to all Institutional and IGNITE policies and procedures, with specific emphasis placed on the financial, communication, logo and display, and social media policies and the Clubs Handbook.
2. No Club activity or event shall include the sale or consumption of alcohol.
3. A list of all social media accounts created by Clubs must be submitted to the Clubs Coordinator.



Clubs must always be granted approval from IGNITE for the use of the IGNITE name or logo.

Clubs must likewise be granted approval from Humber College or the University of Guelph-Humber for the use of their respective names and logos.

### **Club Finances**

The Clubs Coordinator has the discretionary authority to approve funding for approved Clubs wanting to promote or implement activities that enhance student life on campus. In order to access this funding, Clubs must complete an event application and budget form by the deadlines provided by the Clubs Coordinator. Clubs members are liable for any unapproved expenses.

### **Club Events and Risk Management**

All Club events shall first be approved by the Clubs Coordinator in consideration of all pertinent information including need for equipment, media services, food requests, and anything else required for the event. IGNITE has the discretion to cancel any event based on unforeseen risks or insurance liability.

Should a Club hold an event that has not been approved by the Clubs Coordinator, the Executives of that Club shall personally assume all liability and the Club shall be immediately suspended or de-ratified.

IGNITE acknowledges that Club events and activities may involve physical actions that are recreational in nature (example: dancing). All Club members who willingly and knowingly participate in such Club activities do so at their own risk and must take personal responsibility when deciding to engage in Club activities. All Club members agree to indemnify IGNITE and the Institution from and against all actions, suits, claims, and demands in connection with Club events and activities, including use of IGNITE premises, which may be brought against or made upon any or all of Humber, and against all injuries, loss, costs, damages, charges, and expenses whatsoever which may be incurred, sustained or paid by any or all of the individuals associated with the Club.

### **Change of Approval Status**

IGNITE can change a Club's tier based on the Clubs adherence to the responsibilities outlined in this policy including the responsible use of IGNITE services and/or privileges at the discretion of the Clubs Coordinator. The exact criteria that constitute a change of tier in club status will be outlined in the Clubs Handbook.

### **Infractions**

Written Warning – a Club will receive a written warning via email for infractions of the Clubs Policy. Details of the incident will be kept on file.



## **IGNITE**

### **De-ratification Process**

IGNITE has the right to de-ratify any Club that is in breach of the Clubs' Policy at its own discretion.

Conditions for de-ratification include, but are not limited to:

1. Abuse of IGNITE services or privileges;
2. Breach of any of the responsibilities outlined in the Clubs' Policy;
3. Failure to take adequate precautions to limit liability while hosting or participating in on campus events or activities;
4. Committing an offence which contravenes any Federal, Provincial, or Municipal laws;
5. Committing an offence or engaging in an activity that damages the reputation of IGNITE.

A Club shall be notified by formal letter through email from the Clubs Coordinator when scheduled for de-ratification.

*Date adopted by the Board: September 11, 2013*

*Date amended by the Board: September 10, 2014*

*Date amended by the Board: October 7, 2015*

*Date amended by the Board: February 10, 2016*