

Hello Club Executives!

Thank you for making the decision to get involved this year and become an executive of a Club! This is going to be one of the best years yet for clubs, we hope you're excited.

We're thrilled to have passionate student leading their own clubs, and we can't wait for the opportunity to work with you throughout the school year. We are here to help guide you through your journey as a club executive.

Whether it is while you are planning an event, promoting your club, or engaging your club members, we are here to help make your club the best it can be!

Running a club is a journey that has many benefits. With these benefits comes the dedication needed to ensure your club makes an impact on the student community. We want to help you accomplish things that you didn't think were possible.

For access to all the forms discussed in this handbook, please visit **IGNITESTudentLife.com/clubs/forms**

Sincerely,

Kristine R. Galvan
Leadership Initiatives Coordinator
kristine@ignitestudentlife.com

Section I: Club Declaration

An IGNITE Club is responsible for ensuring it is and has the following:

- Open and non-discriminative;
- Executives whom are full-time Humber or Guelph-Humber students;
- Maintains finances within IGNITE's control;
- Ensures all events and meetings are done on campus and made known to the Leadership Initiatives Coordinator;
- Adheres to all IGNITE and Institutional bylaws, policies and procedures;
- Completes mandatory training sessions.

Section II: Clubs Structure

Clubs are classified into three tiers: Probation, Tier-One and Tier-Two. Each club must meet specific requirements and responsibilities in order to uphold or advance their club status.

New clubs are approved at the probation status and have limited access to club benefits. New clubs unable to accomplish the probation status requirements and responsibilities outlined will forfeit their application and registration with IGNITE.

Clubs must adhere to their mandate on which the club was approved throughout the club's existence.

Probation	<p>Probation status includes the following benefits:</p> <ol style="list-style-type: none"> 1. Access to clubs funding for promotional events <p><i>Requirements and Responsibilities:</i></p> <p>New clubs with a completed, submitted IGNITE Clubs Application and meet the membership requirements, must accomplish the following:</p> <ol style="list-style-type: none"> 1. Ensure a minimum of two executives attend the mandatory, scheduled club training prior to commencing club-related activities. Club training will be coordinated with the Leadership Initiatives Coordinator and must be completed for club approval; 2. Create a clubs logo and submit it to the Leadership Initiatives Coordinator for approval; 3. Promote the club on two different occasions (must be approved by the Leadership Initiatives Coordinator). <p>Clubs who have successfully completed the above probationary requirements and fulfilled all responsibilities outlined shall become an approved club as</p>
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	deemed by the Leadership Initiatives Coordinator, advancing to Tier-One status.
Tier-One	<p>Tier-One status includes the following benefits:</p> <ol style="list-style-type: none"> 1. Access to clubs funding, up to one thousand dollars a semester 2. Access to space bookings on campus 3. Website recognition 4. Posters created and posted by IGNITE 5. Trademark use <p><i>Requirements and Responsibilities:</i></p> <ol style="list-style-type: none"> 1. Hold a minimum of one event per semester; an event is defined as ‘a gathering that has been scheduled, publicized and is inclusive of all Humber and Guelph-Humber Students’; 2. Hold a minimum of one meeting for general members per semester; 3. Attend all mandatory IGNITE club meetings and trainings as set by the Leadership Initiatives Coordinator; 4. Inform the Leadership Initiatives Coordinator of and send two members to the IGNITE Annual General Meeting. Should an executive member be unable to attend, an alternate attendee will be nominated on their behalf. <p>Clubs must operate under Tier-One status for at least one academic year, meet all Tier-One requirements, and fulfill all responsibilities outlined before advancing to Tier-Two status. The Leadership Initiatives Coordinator shall grant Tier-Two status.</p>
Tier-Two	<p>Tier-Two status includes the following benefits:</p> <ol style="list-style-type: none"> 1. Access to IGNITE equipment, supplies and staff for club initiatives 2. Request t-shirts though the Leadership Initiatives Coordinator 3. Request additional funding for large scale initiatives <p><i>Requirements and Responsibilities:</i></p> <ol style="list-style-type: none"> 1. Host a minimum of two events per semester; 2. Hold regular meetings. <p>Clubs who have successfully completed all Tier-Two requirements, fulfilled all responsibilities outlined and have at least doubled their membership since being recognized as Tier-One status, shall advance to Tier-Two status. The Leadership Initiatives Coordinator shall grant Tier-Two status.</p> <p>A club shall operate as a Tier-Two Club for as long as it is a sanctioned club. A Tier-Two club that does not meet deadlines or does not adhere to the guidelines outlined in the Clubs Policy and Clubs Handbook, shall return to Tier-One club status as deemed by the Leadership Initiatives Coordinator.</p>

Clubs have important administrative responsibilities to IGNITE and their membership. Clubs are

required to uphold the following duties and deadlines:

- Submit an electronic, up-to-date membership list by the last day of classes each semester.
- Reply to all correspondences from the Leadership Initiatives Coordinator, club members and club inquiries within two business days.
- Adhere to all Institutional and IGNITE Policies and Procedures during all club practices.
- Refrain from any sale or consumption of alcohol during a club event or initiative.
- Executives are to be knowledgeable and familiar with the Clubs Policy and Clubs Handbook.
- Executives wishing to withdraw from their club responsibilities are required to notify the Leadership Initiatives Coordinator and select a new student executive.

MEMBERSHIP

Club executives are responsible for ensuring membership requirements are upheld:

- Membership may consist of only full-time or part-time Humber ITAL or University of Guelph-Humber students.
- A minimum of ten members shall comprise a club, minimum two of whom shall be the club executives.
- An executive member for one club shall not serve as an executive member of another IGNITE ratified club.

Section V: Important Dates

Deadline to start new club Fall 2018	Friday, November 2, 2018
Last Day to request funding Fall 2018	Monday, December 3, 2018
Last Day to submit Fall 2018 reimbursement request	Friday, December 7, 2018
Deadline to start new club Winter 2019	Friday, February 15, 2019
Last day to request funding Winter 2019	Friday, March 1, 2019
Last day to submit Winter 2019 reimbursement request	Friday, March 29, 2019

Section V: Promotion

WEBSITE & SOCIAL MEDIA

Once classified as Tier-One status, a club shall be listed on IGNITE's website as an official club. The club's contact information, approved social media accounts, approved initiatives and a short club description will be listed on the website.

Any club using social media must submit a list of their accounts and have each approved by the Leadership Initiatives Coordinator. Failure to submit this list will be subject to penalty by the Leadership Initiatives Coordinator. Consistent with a club's administrative responsibilities, it is expected that clubs update and respond to any inquiries posted on their social media accounts within two business days.

POSTERS

Posters may be created by clubs and/or IGNITE. Posters will be posted for promoting approved IGNITE club activities and must include the IGNITE Clubs Logo. Clubs wishing to create their own posters and post on IGNITE boards must send files to the Leadership Initiatives Coordinator, at minimum ten business days before the event, for approval.

Clubs preferring a poster be created by IGNITE must fill out an IGNITE Poster Request form, a minimum of one month before the event.

TRADEMARK USE

Use of the IGNITE logo, name or IGNITE Clubs logo must be approved by the Leadership Initiatives Coordinator. The Leadership Initiatives Coordinator, Institution and third party must approve any use of institutional or third party logos and names.

CLUB T-SHIRTS

Offered to clubs in Tier-Two status only and ordered by the Leadership Initiatives Coordinator. Tier-Two clubs shall be notified of t-shirt orders and must adhere to the provided deadlines. Failure to meet deadlines may result in a loss opportunity for club t-shirts, at the discretion of the Leadership Initiatives Coordinator.

Section VIII: Club Events and Risk Management

Clubs must complete a detailed IGNITE Funding/Event Request Form online for each planned event and include all pertinent information, for example: requests for equipment, media services, food requests, etc.

- All information provided on this form shall be truthful and accurate.
- Events shall be approved only once all details are provided.
- Clubs shall be contacted via e-mail regarding the status of their Event Request Form.
- IGNITE has the authority and discretion to cancel any event based on unforeseen risks or liability.

- Unapproved events held by clubs will be subject to penalty by the Leadership Initiatives Coordinator. Penalty may include suspension or de-ratification.

BOOKING SPACE ON CAMPUS

Space bookings on campus must be done with the Leadership Initiatives Coordinator. If other arrangements have been made, written consent must be shared with the Leadership Initiatives Coordinator and the Department of Public Safety. Clubs must adhere to the following when using space on campus:

- A club executive must be present for the duration of the booking;
- Clubs are responsible for the space and must return it as it was found;
- If an incident occurred during the booking it is the responsibility of the club executive to inform the Leadership Initiatives Coordinator and the Department of Public Safety immediately. *An incident may include but is not limited to: injury, broken equipment etc.*

EQUIPMENT AND SUPPLIES FOR EVENTS

Clubs may request access to IGNITE equipment through the Event Application Form. IGNITE part-time staff must be scheduled at the event for any audio/visual equipment requests. Clubs requiring audio/visual equipment for smaller events may book items from the Institution's IT Department on their own.

ASSISTANCE AT CLUB EVENTS

Should clubs require additional assistance with event logistics, requests for IGNITE part-time staff may be made using the Event Application Form. Staffing is based on availability and is at the discretion of the Leadership Initiatives Coordinator.

Section VII: Clubs Funding

IGNITE, through the Leadership Initiatives Coordinator, has the discretionary authority to approve funding for clubs wishing to promote and run activities that enhance student life on campus. Clubs are eligible to receive up to one thousand dollars (\$1,000) for club promotions and initiatives; clubs are not entitled to the full amount. Clubs funding does not carry over semester to semester. Funding is by reimbursement. Clubs must receive approval from the Leadership Initiatives Coordinator prior to spending funds.

In order to access club funding, clubs must complete the Event Application Form online and attach a completed Event Budget Form detailing the exact funds requested.

- IGNITE reserves the authority to approve or deny funding requests.
- Items not listed on any required, submitted forms will not be reimbursed and club members will be liable for any unapproved expenses.
- Clubs will not be reimbursed for any money spent exceeding the pre-approved amount.

- All clubs' financial transactions must be completed through IGNITE.
- Club are prohibited to have a bank account with an outside organization.

EXEMPTIONS TO CLUB FUNDING

- IGNITE club funding is not granted for any donation purposes to organizations, charities or individuals.
- Club funds are not to be used for the purchase of alcohol, drugs, illicit items, and/or travel expenses.
- Clubs are not permitted to use funding for off-campus activities

REIMBURSEMENT OF CLUB EXPENSES

- To receive reimbursement, clubs must complete a Club Reimbursement Form and submit a printed, signed copy to the IGNITE offices. All original receipts must be attached to this form.
- Reimbursement forms must be submitted within seven business days of the event. Extensions may be granted at the discretion of the Leadership Initiatives Coordinator.
- Reimbursement forms require the signature of two different club executives. The student to whom the money is owed to cannot be one of the signed executives.
- Forms completed correctly may take up to ten business days to process. Forms filled out incorrectly will be returned to sender.
- Notice via email will be provided when reimbursement cheques are available. To whom the reimbursement cheque is owed to, is the only individual eligible to pick up in the IGNITE offices.

Section IX: Club Suspensions and De-ratification

IGNITE reserves the authority to suspend or de-ratify a club for violations to the Clubs Policy, Clubs Handbook, or any IGNITE or Institutional policies. Clubs may be subject to penalty for misuse of IGNITE services and/or privileges.

Clubs should be cognizant of the penalty process IGNITE uses. At the discretion of the Leadership Initiatives Coordinator, a written warning may be given to clubs whom are in violation of the Clubs Policy, Clubs Handbook, or any IGNITE or Institutional policies. Should the violation be severe in nature, the Leadership Initiatives Coordinator and/or Clubs Committee shall determine immediate suspension or de-ratification of a club. The Clubs Committee shall be comprised of the Leadership Initiatives Coordinator, the Events Director and an IGNITE Vice President.

A club suspension and suspension duration shall be at the discretion of the Leadership Initiatives Coordinator and/or the Clubs Committee. The suspension process is intended to hold clubs accountable to all students and to its membership.

A probationary club placed on suspension shall be immediately de-ratified and forfeit privilege of any club approval. Clubs will be notified of suspensions via email from the Leadership Initiatives Coordinator.

A club on suspension shall:

- Be given 'probationary' club status with the respective probationary tier benefits.
- Be at risk to have all events or initiatives cancelled at the discretion of the Leadership Initiatives Coordinator and/or Clubs Committee.

Suspended clubs will be notified via email of the date and time the club must meet with the Leadership Initiatives Coordinator to discuss the terms of their suspension and the necessary steps to return to their Tier club status. Failure to meet with the Leadership Initiatives Coordinator shall result in immediate de-ratification.

DE-RATIFICATION

A club de-ratification shall be at the discretion of the Clubs Committee. Clubs will be notified of de-ratification via email from the Leadership Initiatives Coordinator outlining the violation and be kept on file. De-ratified clubs may request to meet with the Clubs Committee to discuss the de-ratification; Clubs Committee decisions are final.

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

- Misuse of IGNITE services, privileges or property.
- Failure to complete the mandatory Club Training.
- A club has acquired multiple written warnings and/or has seriously breached the Clubs Policy, Clubs Handbook, and/or any IGNITE and Institutional policies.
- Failure to take adequate precautions to limit liability in club events or activities.
- Failure to rectify a suspension status by the deadline set by the Leadership Initiatives Coordinator and/or Clubs Committee.
- Committing an offence which violates any Federal, Provincial, or Municipal laws.
- Committing an offence or engaging in any activity that damages the reputation of IGNITE.

Club Executive Signatures

**Please submit this form to the IGNITE office at your campus to complete your club's ratification.*

Date: _____

We hereby apply for official IGNITE Club status for the following club:

CLUB NAME:

By signing this and all accompanying documents we certify that we have thoroughly read the IGNITE Clubs Policy and Clubs Handbook and fully understand the requirements for club status. We have a complete understanding of our responsibility to follow all applicable IGNITE and Institutional policies and procedures. We agree to employ proper practices in all club activities, with particular attention to the administration of club funds, risk management and understand that failure to do so may lead to the loss of club status, de-ratification, and/or other sanctions of the club. We agree to indemnify IGNITE and the Institution from and against all actions, suits, claims, and demands in connection with club events and activities. This includes any use of IGNITE premises, which may be brought against or made upon any or all of Humber ITAL or University of Guelph-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.

President/Executive #1:

	NAME	SIGNATURE

VP/Executive #2:

	NAME	SIGNATURE

Executive #3:

	NAME	SIGNATURE

Executive #4:

	NAME	SIGNATURE