

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 outlines the formation, operation, and development of clubs and to make clear the obligations a club has to IGNITE and to its Members. For simplicity, the term “club” will serve to mean both clubs and associations.

Clubs recognized by IGNITE shall represent Members with similar interests, backgrounds, ambitions to gather for educational, informational, and social purposes. Students interested in creating a club must submit a **Clubs Application form** online for verification and approval.

## CLUB RESPONSIBILITIES

Club responsibilities to IGNITE and to their membership include:

1. All club practices and activities must adhere to the Clubs Handbook and all IGNITE and Institutional policies and procedures.
2. No club activity or event shall include the sale or consumption of alcohol.
3. All club meetings and events must be approved by the Manager, Advocacy & Leadership
4. Deadlines outlined by IGNITE are met.
5. Mandatory training sessions are completed by specified deadlines.
6. Adherence to the club’s mandate.

## CLUB MEMBERSHIP

IGNITE adheres to the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. As such, all clubs must demonstrate that its membership is open and non-discriminative to all students. All club members, as a condition of membership, agree to treat all individuals with respect, dignity, and fairness, in compliance with all applicable human rights related legislation and in furtherance of a campus culture that is free from violence and harassment.

No membership fee may be charged to any student.

## CLUB STRUCTURE

Clubs shall be approved on a probationary or ratified club status. Each club must meet specific requirements and responsibilities in order to uphold or advance their club status. No club shall be sanctioned where club activity is associated with course grades or course credits. Clubs must re-apply for approval annually.

## CLUB EXECUTIVE TRAINING

IGNITE will provide mandatory training for a minimum of 2 Club Executives to outline in detail the contents of this Policy and the Club Handbook.

Club Executives will be required to conduct the activities of their club in compliance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA). All Club Executives will receive mandatory training in Humber College's Human Rights Policy.

## CHANGE OF STATUS

IGNITE reserves the authority to change a club's status based on the club's adherence to this policy, the Clubs Handbook, IGNITE and Institutional policies and procedures and the responsible use of IGNITE services and privileges.

## TRADEMARK USE

Clubs must be granted IGNITE approval for the use of the IGNITE name and logo and/or the IGNITE Clubs name and logo.

Clubs must be granted approval from the Institution and any third party for the use of their respective names and logos.

## CLUB FUNDING

IGNITE has the discretionary authority to approve funding for clubs wishing to promote and run activities that enhance student life. To access club funding, club executives must complete the Event Application Form online and attach a completed Event Budget Form detailing the approximate amount, not exceeding that amount by more than \$5. Forms are to be submitted by deadlines outlined by IGNITE. Club finances must be maintained within IGNITE's control therefore, external bank accounts are prohibited. Club funding is available through the entire year. Club executives are liable for any unapproved expenses.

## CLUB EVENTS & RISK MANAGEMENT

All club events require approval by IGNITE. IGNITE has the authority and discretion to cancel any event based on unforeseen risks or liability. Clubs are responsible for completing and submitting the appropriate forms and budgets to IGNITE by specified deadlines. Unapproved events held by clubs will be subject to penalty at the discretion of the Clubs Committee and may include suspension and de-ratification.

IGNITE acknowledges that club events and activities may involve physical actions that are recreational in nature (ex. dancing). 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. 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. 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.

## SUSPENSIONS AND DE-RATIFICATION

IGNITE has the authority to suspend and/or de-ratify any club that is in breach of the Clubs Policy, Clubs Handbook or any IGNITE or Institutional policies and procedures, at its own discretion. Clubs may be subject to penalty for misuse of IGNITE services and/or privileges.

Clubs should be cognizant of the penalty process IGNITE uses. Written warning may be given to clubs who are in violation of the Clubs Policy, Clubs Handbook, or any IGNITE or Institutional policies and procedures. Should the violation be severe in nature, the Student Engagement Coordinator and/or Clubs Committee shall determine immediate suspension or de-ratification of a club.

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