

Hello Club Executives!

We're thrilled to have passionate students 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.

## Here for you!

To shorten the turn around time and provide better service, the Clubs program is managed by the Leadership & Advocacy Assistant.

Requesting funds? Thinking about a large event? No decision is made lightly, the Clubs Committee will be comprised of the Manager, Leadership & Advocacy and an assistant.

## Our Website

Be sure to visit [www.ignitestudentlife.com](http://www.ignitestudentlife.com) to stay up to date on what's happening and what we're up to. You'll notice a new clubs directory and all the same forms to help you get in contact with us. If you don't see your club listed, reach out to the Leadership & Advocacy Assistant. Be sure to also follow @shareIGNITE on Instagram and tag us in your club promotions!

## 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 fee paying 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 two descriptions: Probation and Ratified. 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.

<b>Probation</b>	<p>Probation status includes the following benefits:</p> <ol style="list-style-type: none"> <li>1. Access to IGNITE posting boards for membership recruitment</li> <li>2. Table and IGNITE Student Centre bookings for promotional events</li> </ol> <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"> <li>1. Ensure a minimum of two executives attend the mandatory, scheduled club training prior to commencing club-related activities. Club training is virtual and must be completed before any club activity;</li> <li>2. Create a clubs logo and submit it to the Leadership &amp; Advocacy Asisstant;</li> </ol> <p>Clubs who have successfully completed the above probationary requirements and fulfilled all responsibilities outlined shall become an approved club as deemed by the Clubs Committee.</p>
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<b>Ratified Club Status</b>	<p>Ratified Club status includes the following benefits:</p> <ol style="list-style-type: none"> <li>1. Access to clubs funding</li> <li>2. Access to space bookings on campus (not applicable during distance learning)</li> <li>3. Website recognition</li> <li>4. Trademark use</li> </ol> <p><i>Requirements and Responsibilities:</i></p> <ol style="list-style-type: none"> <li>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’;</li> <li>2. Hold a minimum of one meeting for general members per semester;</li> <li>3. Attend all mandatory IGNITE club meetings and training;</li> <li>4. Inform the Leadership &amp; Advocacy Assistant of and send two members to the IGNITE Annual General Meeting and Special Meeting of the Members. Should an executive member be unable to attend, an alternate attendee will be nominated on their behalf.</li> </ol> <p>Clubs operating in Ratified Club Status may return the following academic year as a Ratified Club once two Executives complete the mandatory clubs training and an updated membership list is to be submitted to the Leadership &amp; Advocacy Assistant. Should they fail to renew, they forfeit their status and return to Probationary.</p>
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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 & Advocacy Assistant or Manager, Leadership & Advocacy, club members and club inquiries within three 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 & Advocacy Assistant and select a new student executive.

**MEMBERSHIP**

Club executives are responsible for ensuring membership requirements are upheld:

- Membership may consist of only 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 2022	Tuesday, October 31, 2023
Last Day to request funding Fall 2022	<b>Friday, December 1, 2023</b>
Last Day to submit Fall 2022 reimbursement request	Friday, December 8, 2023
Deadline to start new club Winter 2023	Friday, February 16, 2024
Last day to request funding Winter 2023	Friday, March 15, 2024
Last day to submit Winter 2023 reimbursement request	<b>Friday, March 29 2024</b>

**Section V: Promotion**
**WEBSITE & SOCIAL MEDIA**

A ratified 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 & Advocacy Assistant. Failure to submit this list will be subject to penalty by the Clubs Committee. 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. Posters will be posted for promoting approved IGNITE club activities and must include the IGNITE Clubs Logo. Clubs who create their own posters and post on IGNITE boards must send files to the Leadership & Advocacy Assistant, 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 & Advocacy Assistant. The Clubs Committee, Institution and third party must approve any use of institutional or third party logos and names.

## 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 Clubs Committee. Penalty may include suspension or de-ratification.

### BOOKING SPACE ON CAMPUS

No gathering will be permitted on campus or off campus while the institution is enforcing distance learning. Any club found gathering on campus in an official or unofficial club event will receive a club discipline which may result in club suspension.

## Section VII: Clubs Funding

IGNITE, through the Leadership & Advocacy Assistant and Manager, Leadership & Advocacy, has the discretionary authority to approve funding for clubs wishing to promote and run activities that enhance student life. Clubs are eligible to receive funding via reimbursement for club promotions and initiatives. Clubs must receive approval from the Leadership & Advocacy Assistant 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.
- Clubs 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

Please select one club member to receive the clubs reimbursements. Reimbursements will be distributed by electronic fund transfer.

- To receive reimbursement, club executives must complete a Club Reimbursement Form via email. Please make sure all items are clear.
- Reimbursement forms must be submitted within seven business days of the event. Extensions may be granted at the discretion of the Leadership & Advocacy Assistant
- 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 Clubs Committee, 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 & Advocacy Assistant and/or Clubs Committee shall determine immediate suspension or de-ratification of a club.

## SUSPENSION

A club suspension and suspension duration shall be at the discretion of 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 Manager, Leadership & Advocacy.

### 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 overseeing Student Engagement Coordinator.

Suspended clubs will be notified via email of the date and time the club must meet with the Clubs Committee to discuss the terms of their suspension and the necessary steps to return to a ratified club status. Failure to meet 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 Manager, Leadership & Advocacy 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 overseeing Student Engagement 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.