



Policy Type: Board Policy
CLUBS

This policy is intended to uphold the interests of Club members, the campus community, and the HSF by establishing the principles and guidelines to be followed and the context within which all activities of HSF 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 the HSF and to its Members. For simplicity, the term “Club” will serve to mean both clubs and associations.

Eligibility

Clubs recognized by the HSF 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 the HSF prior to commencing Club-related activities must be attended by a minimum of two (2) executives.

Approval

Clubs can be approved on a probationary basis or as a fully approved club. Clubs on probation will have limited access to club benefits, and will have one semester to accomplish a list of requirements that will be set out in the Clubs Handbook. Once the club has completed all requirements they will become a fully approved club and have full access to all club benefits.

No Club shall be sanctioned for any academic class or academic program related purposes. As such, and in keeping with the policy that all Clubs are open to all students on campus, Club names and promotional materials shall make no reference to academic programs, “Humber” or “Guelph-Humber” whatsoever. Students interested in creating or renewing a Club must submit their application to the HSF by the end of January for approval for the present academic year. Applications received after January 31st shall be considered for the following academic year. All HSF 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.

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 the HSF and to their membership, which are as follows:

1. All Club practices and activities must adhere to all Humber and HSF 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.
4. Send two (2) Executives to the HSF Annual General Meeting

Trademark Use

Clubs must always be granted approval from the HSF for the use of the HSF name or logo, including in email addresses.

Club Finances

The Clubs Coordinator along with the Vice President(s) of Student Life 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. Event Applications with estimated budgets exceeding \$4000 must be approved by the Vice President of Student Life, Clubs Coordinator, Programming Coordinator, and Programming Director. Clubs members are liable for any unapproved expenses.

Club Events and Risk Management

All Clubs shall complete a detailed HSF Event Application for each planned event and include all pertinent information including need for equipment, media services, food requests, and anything else required for the event. HSF 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.

HSF 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 the HSF and Humber College from and against all actions, suits, claims, and demands in connection with Club events and activities, including use of HSF 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

HSF can increase a Club's approval status from Probationary to Fully Approved, and will do so based on the Clubs adherence to the responsibilities outlined in this policy including the responsible use of HSF services and/or privileges. The exact criteria that constitute successful increase of approval status will be outlined in the Clubs Package.

HSF has the right to reduce a Club's approval status based on infractions committed, and the severity thereof. A Club's approval status shall be reduced for breach of any of the responsibilities outlined in this policy and/or any misuse of HSF services and/or privileges. A Club's approval status can be reduced at the discretion of the Clubs Coordinator and/or the Vice President of Student Life at the Club's respective campus. The exact criteria that constitute successful reduction of approval status will be outlined in the Clubs Package.

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.

De-ratification Process

HSF 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 HSF 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 the HSF.

A Club shall be notified by formal letter through email from the Clubs Coordinator or Vice President(s) of Student Life when scheduled for de-ratification.

Date adopted by the Board: September 11, 2013

Date amended by the Board: September 10, 2014