



**Please sign and return within 30 days of receipt to confirm your participation. Keep a signed copy for your records.**

## **FIDM FASHION CLUB AFFILIATE CODES OF CONDUCT**

All participants in the FIDM Fashion Club must conform to federal and local laws. They must respect the rights of others and conduct themselves in a manner consistent with the regulations of their educational environment.

Carefully read the following important FIDM Policies, which Fashion Club Affiliates must enforce to maintain a safe and compliant environment for all faculty, staff, and students.

**The goal of the FIDM Fashion Club High School Chapter program is to provide expert guidance for, and to create a community among, high school students – built on sharing, learning, exploring, and showcasing students’ talents within the Fashion, Graphics, Interior Design, Marketing, and Visual Arts disciplines.**

**Students’ participation in the FIDM Fashion Club High School Chapter program is a unique complement to traditional career guidance. Successful FIDM Fashion Club Chapters incorporate Academics, Career Planning, and Community Involvement into workshops, activities, and other leadership opportunities.**

### **I. DURATION OF CODE OF CONDUCT**

These Codes of Conduct are in effect throughout the entire calendar year.

### **II. FIDM FASHION CLUB AFFILIATES**

These FIDM Fashion Club Affiliate Codes of Conduct (“Codes of Conduct”) apply to all high schools that have agreed to sponsor a FIDM Fashion Club and have signed the Codes of Conduct (“Fashion Club Affiliate”). The Fashion Club Affiliate’s club shall be called “FIDM FASHION CLUB.”

### **III. MEMBERSHIP**

Membership shall be limited to high school students from the Senior, Junior, Sophomore and Freshman classes.

### **IV. ADVISOR**

The Fashion Club Affiliate must ensure that the Fashion Club has at least one “Advisor,” an adult who will be present at all times and will supervise all Fashion Club meetings and activities. The Advisor must agree to abide by these Codes of Conduct and must be an employee of the Fashion Club Affiliate.

### **v. ALCOHOL AND DRUG FREE ENVIRONMENT**

FIDM, its agents, employees and affiliates are committed to providing an environment free of alcohol, illegal drugs, substance abuse, or paraphernalia used

for these substances. The Fashion Club Affiliate agrees to ensure that the students participating in the FIDM Fashion Club ("Participating Students") do not possess or use alcohol or drugs, in any form.

Violation of this provision will result in the Fashion Club Affiliate's immediate disassociation from FIDM.

#### **VI. MAINTAIN THE INTEGRITY OF FIDM AT ALL TIMES**

All Fashion Club Affiliates will in good faith preserve the integrity of FIDM and understand that all Fashion Club Affiliates are an extension of FIDM.

Fashion Club Affiliates shall not engage in any unethical or immoral practices. Fashion Club Affiliates must not violate, disparage or disrepute the name, reputation, logo or property of FIDM, its agents, employees and affiliates. This prohibition includes the Fashion Club and the Prom Advice websites.

This provision extends to field trips and excursions endorsed by FIDM and/or the FIDM Fashion Club.

Violation of this provision will result in the Fashion Club Affiliate's immediate disassociation from FIDM.

#### **VII. RULES OF OPERATION**

All Fashion Club Affiliates must commit to the following rules of operation:

##### **There must be...**

- An Advisor present at all times;
- A minimum of two FIDM Fashion Club meetings held per month for a minimum period of eight months within one academic year;
- The following elected officers: President, Vice President, Secretary, Treasurer, and alternates;
- A minimum of ten active members in the Club;
- A secretary who must take roll and record minutes at each meeting;
- Documentation of all activities (sign-in roster, agenda, meeting minutes, event reports). Reports must be mailed to FIDM on the 1<sup>st</sup> of every month (excluding summer vacation) at the address referenced below;
- Compliance in the use of all official FIDM Fashion Club forms and stationery to maintain the integrity and image of FIDM; and completed FIDM Fashion Club Invitation Registration Cards for each new participating Club member (cards included in Welcome Kit).

**If the Fashion Club Affiliate fails to meet with any one of the above Rules, it is the duty of that Affiliate's Club President to send FIDM notice of the reason for its failure.**

#### **VIII. PARTICIPATING STUDENTS**

The Fashion Club Affiliate should ensure that the Participating Students abide by similar codes of conduct. These codes should include provisions addressing the Participating Student's conduct, including:

- The Participating Student's duty to maintain the integrity of FIDM;

- The Participating Student should agree not to possess or use alcohol or drugs; and
- The Participating Student should agree not to smoke during any Fashion Club activity.

It is the Fashion Club Affiliate's duty to determine the appropriate way to handle a violation of the above provisions.

#### **IX. FIDM TRADEMARKS AND COPYRIGHTS**

The Fashion Club Affiliate must respect FIDM's intellectual property, including its trademarks and copyrights. FIDM is the owner of several trademarks, including the marks FIDM and FIDM FASHION CLUB. In addition, FIDM owns copyrights in the material on its website. The Fashion Club Affiliates may only use the FIDM trademarks and copyrights that FIDM has provided to the Fashion Club Affiliate for its use in conjunction with the FIDM Fashion Club.

The Fashion Club Affiliate must request permission to use any FIDM trademark or copyright that is not specifically provided to the Fashion Club Affiliate. Fashion Club Affiliate's may request permission by writing FIDM at the address referenced below or by sending an email to: [fashionclub@fidm.edu](mailto:fashionclub@fidm.edu).

The Fashion Club Affiliate **MAY NOT REMOVE MATERIAL FROM FIDM'S WEBSITE WITHOUT PERMISSION**. The Fashion Club Affiliate's may request permission to make such a removal by writing FIDM at the address referenced below or by sending an email to: [fashionclub@fidm.edu](mailto:fashionclub@fidm.edu).

The Fashion Club Affiliate must notify FIDM immediately if it learns that any third party is using its intellectual property without permission.

#### **X. FIDM POLICY ON CLUB SOLICITATION AND FINANCIAL RESPONSIBILITY**

- **Solicitation:** Any solicitation activity for donations and/or sponsorships to benefit the Fashion Club Affiliate should be done in a matter that is governed by your school district guidelines. **Please include the following disclaimer on any solicitation materials:**

(short version)

FIDM/ The Fashion Institute of Design & Merchandising and FIDM Fashion Club are not the beneficiary of any solicitation proceeds. FIDM/The Fashion Institute of Design & Merchandising and FIDM Fashion Club are not liable for any misuse or misrepresentation of this Fashion Club Affiliate, and are released of any claims arising from any third parties.

(full version)

FIDM/ The Fashion Institute of Design & Merchandising and FIDM Fashion Club are not the beneficiary of any solicitation proceeds. FIDM/The Fashion Institute of Design & Merchandising and FIDM Fashion Club are not liable for any misuse or misrepresentation of this Fashion Club Affiliate. This Fashion Club Affiliate shall save, defend, indemnify and hold FIDM harmless from any and all claims, demands, loss, damages, judgment, liabilities, actions, suits or proceedings asserted or claimed by any third party arising from the alleged infringement or violation of this transaction with respect to any solicitation, any of its elements, documentation, and/or related material delivered and/or installed pursuant to this transaction, or any breach of this agreement by the Fashion Club Affiliate.

- **Fundraising:** All proceeds from fundraising are only to benefit the operation of the FIDM Fashion Club at the Fashion Club Affiliates' school. Fundraisers should not communicate or imply that FIDM is the beneficiary of the proceeds.
- **Dues:** Club membership should be free and available to any person wishing to participate. FIDM does not require or recommend that Fashion Club Affiliates' charge membership dues to off-set Fashion Club operation costs.

**XI. NOTICE**

All mail correspondence should be sent to FIDM at:

FIDM Fashion Club  
 919 South Grand Avenue  
 Los Angeles, CA 90015  
 Attn: Clarissa Ramirez

**XII. LIABILITY DISCLAIMER**

This Fashion Club Affiliate shall save, defend, indemnify and hold FIDM harmless from any and all claims, demands, loss, damages, judgment, liabilities, actions, suits or proceedings asserted or claimed by any third party arising from a violation of these Codes of Conduct or with respect to any activity held or endorsed by the Fashion Club Affiliate.

**Fashion Club Affiliate shall save, defend, indemnify and hold FIDM harmless from any and all claims, demands, loss, damages, judgment, liabilities, actions, suits or proceedings asserted or claimed by any third party arising from any infringement of FIDM's intellectual property, including its trademarks and copyrights.**

I have read and understand the policies stated herein and agree to abide by them fully and completely. I also understand that by violation of these policies, in whole or in part, will result in dismissal from the FIDM Fashion Club, and possibly dissolution of my school's FIDM Fashion Club.

**Student Leader**

**Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Print Name:**\_\_\_\_\_

**Advisor**

**Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Print Name:**\_\_\_\_\_

**Administrator**

**Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Print Name:**\_\_\_\_\_

Fashion Club, A Division of FIDM/ The Fashion Institute of Design & Merchandising,  
 919 S. Grand Avenue, Los Angeles, CA 90015