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## **Chapter 2: Students**

### **Student Clubs and Organizations**

Adoption:	11/7/12
Revised:	1/23/2020
Last Reviewed:	2/3/2021 (SGC)
President Approved:	2/25/2021
Next Review Date:	2/16/2026
Authority:	<a href="#">MinnState Board Policy 2.1</a>
Custodian of Policy:	Vice President of Student Affairs

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#### **POLICY STATEMENT**

Student Clubs and Organizations exist as a means of providing meaningful programs that supplement the educational process by offering educational, social, and cultural, activities and events for the general student body. These clubs/organizations are formed to fulfill a common interest of a group of students and will follow the appropriate HTC Policy and Procedures 2.1 Student Clubs and Organizations.

The existence and structure of all student clubs and organizations or special interest clubs must be approved by the College President. The official assessment of Student Activity Fees through the Business Office and the distribution of these funds will be governed by the Student Life Board and requires approval by the Vice President of Student Affairs.

#### **Guidelines for Active Clubs and Organizations:**

1. Must have a minimum of 5 currently registered HTC students on its charter application and be active in club activities on an annual basis.
2. Must have a student club advisor. The student club advisor must be an HTC faculty or staff member that is approved by the Vice President of Student Affairs.
3. Will develop and submit a constitution and/or bylaws with their chartering application. If a club is affiliated with a parent organization, College policies shall precede any outside affiliations.
4. Will establish three executive officers with functional responsibilities.
5. Must not discriminate on any basis. This includes race, religion, or national origin, on the basis of sex or any other protected class under the Minnesota Human Rights Act.
6. Must participate in at least one college/campus planned event annually.
7. Must participate in at least one service project on campus or externally annually.
8. Will ensure no individual member profits from any activities affiliated with the club or use approved budgeted funds for any expenses unrelated to club activities.
9. Follow MinnState and HTC established purchasing procedures.

Failure to abide by these guidelines and/or Policy 2.1 will result in review and potential loss of HTC club charter.



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#### **Achieving and Maintaining Active Status:**

In order for clubs or organizations to be considered ACTIVE, a club or organization must complete annual recognition as defined by the Department of Student Life each year.

#### **Starting a new club**

Any student can start a new club anytime during the year. The process to start a new club is:

1. Contact the Director of Student Life and Career Development.
2. Complete the annual recognition form as defined by the Department of Student Life and Career Development.

#### **Relationship to the College**

Student clubs and organizations are affiliated with the college and are responsible for managing their programs in accordance with all college policies and procedures. They are not agents of the college and should not represent themselves as such.

#### **Student Life Board**

The Student Life Board shall govern the allocation of the student life fee and student activities fee revenues. The student life and activity fees shall fund the campus student association as defined in MinnState Policy 2.1 Campus Student Associations. The Student Life Board is made up of students, faculty and staff members from the College to aid in the support of student clubs and organizations, activities, and events on campus. Upon receiving requests, the Student Life Board is responsible for disbursing student life and student activity fees to campus organizations for their activities. Student members of the committee are selected by the campus Student Senates. No more than 1/3 of the voting members can be non-students per Minnesota State policy 2.8 Part 2, Subpart A.

#### **Student Organizations at Hennepin Technical College**

##### **1. Student Senate**

The Student Senate is responsible for coordinating student senate activities on the campus. Recommendations for improving the educational and social aspects of campus life may be submitted through the Student Senate. Each program is encouraged to have representation in the Student Senate or send a monthly club report to the Student Senate Secretary. All meetings are open to everyone. The Student Senate and Director of Student Life and Career Development are responsible for approving the student club charter applications. Student Senate appoints the student members to the Student Life Board.

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## **2. SkillsUSA**

SkillsUSA is an applied method for preparing America's high performance workers in public career and technical programs. It provides quality education experiences for students in leadership, teamwork, citizenship, and character development. It builds and reinforces self-confidence, work attitudes, and communications skills. It emphasizes total quality at work: high ethical standards, superior work skills, lifelong education, and pride in the dignity of work. SkillsUSA also promotes understanding of the free enterprise.

SkillsUSA programs include local, state, and national competitions in which students demonstrate occupational and leadership skills. At the annual national-level SkillsUSA Championships, approximately 4,000 students compete in 71 occupational and leadership skill areas. SkillsUSA programs also help to establish industry standards for job skill training in the classroom. The SkillsUSA Total Quality Curriculum enhances SkillsUSA's Quality at Work movement by preparing students for the world of work starting in the classroom. The curriculum emphasizes the competencies and essential workplace basic skills identified by employers and the U.S. Secretary of Labor's Commission on Achieving Necessary Skills (SCANS). The SkillsUSA Professional Development Program guides students through 84 employability skills lessons. These include goal setting, career planning, and community service. This program encourages local business involvement in the training of tomorrow's entry-level workers.

## **3. Program Clubs**

Some programs have student clubs or organizations that provide activities and development opportunities specific to their field of training. They range from formal clubs with membership and dues to informal organizations. Additional information on these clubs is available from the program areas and/or the current student members.

## **4. Phi Theta Kappa (PTK)**

Phi Theta Kappa (PTK) is an honor society in two-year colleges. HTC's local chapter, Beta Kappa Xi, is comprised of students in either AAS or AS degree programs who have earned a cumulative GPA of 3.5 or higher and have completed 12 credits toward their major at Hennepin Technical College. PTK is centered around four hallmarks: Scholarship, Leadership, Service, and Fellowship. Members are recognized for their academic achievements and may take part in activities on local, regional and international levels. In addition, members are eligible for national scholarships offered through the Phi Theta Kappa organization.



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#### **5. General Interest Club**

Hennepin Technical College also recognizes that there are numerous other general interest clubs that may choose to exist. The operation of these clubs is encouraged, provided they enhance the existing clubs identified above and the mission of the college. They also must follow the club guidelines as outlined above.

#### **Student Organization and Club Student Club Advisors**

It is the policy of the college to require approved student club advisors for every student organization and club. Further, the college shall require that the Student club advisor responsibilities, found in the procedures of this policy be followed.

#### **Authorized Structure**

Student clubs and organizations are generally responsible for selecting their own advisor unless it is specified in an employee's position description. Advisors must be an HTC employee during the academic year in which one serves unless otherwise approved. Employees are required to have their supervisors support each year in order to serve as an advisor.

#### **Conduct**

##### **Standards for Student Club and Organization Conduct**

The College is committed to maintaining a safe and healthy learning environment for students, faculty and staff. Student club and organization behavior that is not consistent with HTC policies and procedures is addressed through an educational process that is designed to promote safety and good citizenship, and when necessary, impose appropriate consequences. Upon recognition or application for recognition by the College, each student club and organization becomes responsible for acting in accordance with the provisions of HTC policies and procedures and all other applicable college, state and federal policies and standards. Official College action will be taken when the behavior of the members of a student club and organization violates policies or procedures and/or interferes with the College's educational purpose.

##### **Non-Discrimination**

As a condition of recognition with the College, all clubs and organizations must comply with Affirmative Action policies, including Title IX.

##### **Hazing**



Hennepin Technical College™

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**Policy 2.1**  
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Hazing, which includes any form of mental, physical, or emotional harassment, degradation, intimidation or harm, is strictly prohibited. Clubs and organizations found to be incorporating any form of hazing activities into their recruitment, new member or ongoing organizational activities will face appropriate sanctions for violation of campus, local, and state policy and/or law. HTC prohibits the use of alcohol and other substances as part of club, group, and organizational activities.