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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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#### **PROCEDURE**

##### **Expectations and Responsibilities of an Active Club, Student Club Advisor, and Club Officers**

###### **Club or Organization Student club advisor Responsibilities:**

It is the goal of the College to have well-directed, meaningful activities for the student members of the club or organization. It is expected the student club advisor will:

1. Ensure the club or organization completes annual club recognition each year.
2. Attend student club or organization meetings and activities.
3. Coordinate with the Student Senate and other primary student organizations to promote college activities and share resources.
4. Ensure full compliance of all College policies related to student conduct during student organization events.
5. Oversee the club or organization's budget to ensure proper authorization and documentation. All expenditures must accompany club meeting minutes that approve the expenditure.
6. Complete the end of the year report due in May each year.
7. Attend required student club advisor training each year.
8. Ensure full compliance of finance and travel (in-state and out-of-state) procedures as outlined by the college. Failure to do so will result in non-payment for activity/travel and possible loss of funding.

###### **Club or Organization Student club advisor stipend**

1. The stipend amount available to advisors will be determined and communicated at the start of each fiscal year and will vary depending on budget. Faculty student club advisor stipends are governed by the MSCF bargaining agreement.

###### **Club or Organizations Student Group Responsibilities:**

Club Officers will:

1. Keep the student club advisor informed of what is happening with the club or organization.
2. Take the student club advisor's schedule into consideration when arranging meetings.
3. Participate with the Student club advisor in completing annual recognition and end of year report.



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**Procedure**

**2.1.1**

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4. Understand and support the policies of the College.
5. Understand and follow the budget and purchasing processes established by the College.
6. Provide leadership to maintain active club or organization status.