Hennepin Technical College℠

Student Life Board By-Laws

I. MISSION

The Student Life Board is responsible for the establishment of policies and procedures as they relate to the allocation of Student Life fees at Hennepin Technical College.

II. ESTABLISHMENT AND MEMBERSHIP

Student Senates appoints the student members of the Student Life Board each year. The appointment shall be held at the second meeting of the fall semester for a term of one year. Student Life Board term starts in the fall and will end at the end of summer term. A school year consists of fall, spring, and summer terms.

The Student Life Board shall be made up of the following:

A. **Eight students**

Of the students, there shall be equal representation from both Eden Prairie Campus and the Brooklyn Park Campus and will represent a cross-section of programs. Each campus should appoint four (4) board members and one (1) alternate for times when one of the board members cannot attend. When possible, membership is restricted to a maximum of one member from any Student Club/Organization/Activity with the exception of SkillsUSA and Phi Theta Kappa. SkillsUSA and Phi Theta Kappa represent a cross section of programs and therefore there may be more than one member from SkillsUSA and Phi Theta Kappa. Members from SkillsUSA and Phi Theta Kappa are limited to one member from any program area. The elected chair and vice-chair are included in the count of total number of voting members.

B. All meetings must have quorum in order to conduct business. A minimum of five (5) students and one (1) staff member is required for quorum. Director of Student Life and Career Development and up to three employees from the college. The employees will be appointed by administration before the first meeting of the academic year and the Student Life Board members will ratify the appointment.

No more than one-third (1/3) of the voting members can be non-students per Minnesota State policy 2.8 Part 2, Subpart A. Any student board member may be removed at anytime with or without cause by a two-thirds (2/3) majority vote of the Student Senate. Student Life Board vacancies of student members will be filled as soon as possible by the respective Student Senate when positions are vacated.

Board members who miss two consecutive meetings without notice could be removed from the board. Student board members who are 10 or more minutes late to a meeting with no notice will not be paid the stipend for that meeting and they are expected to still attend the meeting.

III. DUTIES

A. Student Life Board:

1. The first order of business of the Student Life Board will be to elect a chair and a vice chair.
2. The Student Life Board will appropriate funding to Student Senate, student clubs/organizations and individual activities based upon the guidelines set forth by Minnesota State and HTC. Funds may be available throughout the year for organizations, activities and additional requests from clubs.

B. Chair and Vice-Chair:

1. The chair is responsible for collaborating with Student Life staff when putting together the agenda for the Student Life Board meetings. The chair is also responsible for running the Student Life Board meetings. In the absence of the chair, the vice-chair will run the meeting.
2. The chair and vice-chair shall submit a report to the Student Senates once a month as needed.
3. The chair and vice-chair will report which clubs and organizations that have reported to the Student Senates each month.

C. Student Board Members:

1. Be in attendance and participate in the decision making process at all Student Life Board meetings. Board members who miss two consecutive meetings without notice could be removed from the board. Student board members who are 10 or more minutes late to a meeting with no notice will not be paid the stipend for that meeting and they are expected to still attend the meeting.

D. College Employee Board Members:

1. Be in attendance at Student Life Board meetings when available.
2. Collaborate with chair and vice-chair to prepare the agenda. Collect funding requests from clubs and provide requests to the board.
3. Provide Student Life Board budget balance information to the board as needed.
4. Provide guidance on college policies and procedures.
5. A representative will be responsible for taking the meeting minutes, forwarding them to finance for budget transfers, and posting them on the website. Minutes are required in order to make funding transfers to the Student Club accounts.

IV. MEETINGS

The Student Life Board will follow Robert's Rules of Order except as amended by the Student Senates of Hennepin Technical College. All meetings must have quorum in order to conduct business. A minimum of five (5) students and one (1) staff member is required for quorum. The Student Life Board members can vote prior to a scheduled meeting to lower quorum if anticipated attendance will not meet quorum.

Meetings will be held the third or fourth Wednesday of every month or another day specified by the board. Meetings will start on time. If quorum is not reached within 10 minutes of the scheduled meeting time, the meeting will be postponed until the following week if it does not conflict with student senate activities. Exception to this would be if the board is notified ahead of time.

V. BUDGET

A. Revenue and Budget

The Student Life Board's revenue comes from the collection of the Student Life fees. These fees are to be determined each spring semester in accordance with Minnesota State Policy 2.8.1.1, Student Senate, approval and consultation with the College President, and approval by the Minnesota State Board of Trustees.

The Student Life fee is charged at a rate of $6.63 per credit. $0.50 of this fee is allocated to fund the fitness centers on campus.

- Every effort will be made to responsibly spend all collected fee money within the year it is collected.
- The Student Life Board will fund the Student Senates, all clubs, and organizations using the Student Life Fee.
- All clubs who wish to receive Student Life funds must submit a budget request in the spring for the following academic year. Additional funding requests will be accepted during the academic year.
- A contingency of at least five percent (5%) will be budgeted.

Any Student Life funds remaining in Student Senate or a student club or organization cost center at the end of the fiscal year (June 30) will be swept on June 30 of each fiscal year and reallocated to the Student Life Board budget for the next fiscal year.

B. Stipends

All voting student members and chairs of the Student Life Board are eligible for a stipend as per the following schedule:

- Chair or Vice Chair $80 a meeting
  If chair is absent and vice-chair leads the meeting, then they will receive a $80 stipend.
  If chair is in attendance, then vice-chair will receive a $50 stipend.
- Voting Student Members $50 a meeting
- Alternate Student Member $50 a meeting

Stipends will be paid once a month and will be based on attendance of the Student Life Board meetings that are recorded in the meeting minutes. The stipends are to be allocated from the Student Life budget.

VI. Organizations and Club Definitions

A. Student Senate

Student Senate is the voice of the student body in matters affecting student activities. It exists to initiate consideration of student concerns, and to communicate action or recommendation to the designated school authorities.

Student Senate will be funded annually by the Student Life Board. Funding requests for the next fiscal year are due to the Student Life Board on April 1. Funds approved for the next fiscal year will be available on July 1 of the next fiscal year.

Failure to submit a budget request in April will result in the Student Senate being allocated $2,000 at the start of the next fiscal year and they will not be able to request additional funding until the first Student Life Board meeting of the next academic year.

B. SkillsUSA

SkillsUSA at HTC represents all the program majors across the college. HTC has a local chapter of SkillsUSA at Brooklyn Park and Eden Prairie campuses. SkillsUSA's mission is to help its student members become world-class workers and responsible American citizens. SkillsUSA provides quality education experiences for students in leadership, teamwork, citizenship, and character development. It allows the students to showcase their talents and develop their skills and experience within their program.

C. Phi Theta Kappa

The purpose of Phi Theta Kappa (PTK) is to recognize and encourage scholarship among two-year college students. To achieve this purpose, PTK shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars and for stimulation of interest in continuing academic excellence.

Phi Theta Kappa (PTK) is the International Honor Society of two-year colleges. PTK and HTC welcomes all eligible students to join Beta Kappa Xi, which is HTC's chapter of Phi Theta Kappa.

Students who meet the following criteria are eligible to join PTK:

- Must have a 3.5 cumulative GPA at Hennepin Technical College
- Must have declared an A.A.S. or A.S. degree
- Must have completed a minimum of 12 credits toward the A.A.S. or A.S. degree

D. Student Clubs and Organizations

HTC expects all student clubs and organizations to relate to the college mission and to benefit the educational process and occupational curriculum of the college. Student clubs and organizations must do the following to remain a recognized student club or organization and remain eligible for Student Life funds:

1. Be recognized each year by September 30 of the current academic year

2. Submit a monthly online report and to present, when possible, to their respective Student Senate per their bylaws to be shared at the designated meeting. The report is due the last day of each month (September thru April). A club or organization member is encouraged to attend Senate meetings to deliver the report in person. Clubs and organizations are required to submit this report even if the club or organization has not met in a given month.

VII. Student Life Board Funding

A. Funding Requests

Student Clubs and Organizations may request funding for activities, conferences, and events from the Student Life Board.

Student Clubs and Organizations are encouraged to not ask for more than $1,000 a fiscal year as a guideline for being approved. Requests over $1,000 for a fiscal year will be evaluated on a case-by-case basis. Each funding request will be evaluated closely by the Student Life Board and a detailed budget request must be provided.

Requests for funding must be submitted on the Student Life Funding Request form that details purpose of the request and the amount requested. The Student Life Funding Request form can be found on the HTC website. Requests must be submitted by noon the Friday prior to a scheduled Student Life Board Meeting. Requests not received by noon the Friday before a scheduled meeting will be held until the next scheduled meeting. A club or organization representative and advisor are required to attend the Student Life Board meeting where their funding request will be discussed. Student Life will notify the club advisor of the date, time, and location of when they can present the funding request to the board.

Determination of funding requests may be based on factors such as:

- Well thought out funding request
- Purpose of the requested funds
- Total amount of funds requested by the club/organization
- Recommendation of the club/organization advisor(s)
- Benefit to the college community
- Fundraising (if funds to be used will be used to fundraise)
- History of Student Senate meeting attendance

Any questions about funding requests can be directed to the Director of Student Life and Career Development.

B. Not Funded by Student Life Board

The following items will not be funded by the Student Life Board:

1. Anything that does not meet the Minn. Stat. §136F.01, Subd. 5 definitions of "Student activities":
    - means lectures, concerts, and other functions contributing to the mental, moral, and cultural development of the student body and community in which they live, athletic activities, including intercollegiate contests, forensics, dramatics, and such other activities of any nature as in the opinion of the board contribute to the educational, cultural, or physical well being of the student body.
2. Textbooks, tools, or materials required for courses. Requests for items that will be used by a club that also could be used in the classroom will be evaluated on a case-by-case basis.
3. Donations to the college or college foundation
4. Scholarships
5. Alcohol, drugs, and/or paraphernalia
6. Hotel stays within the Twin Cities metro area are only allowed for LeadMN sponsored events.

C. Per Diem

Funding requests including per diem will be allowed per State of Minnesota guidelines for non-employees. Non-employees are reimbursed for meals at the same rate as the Commissioner's Plan.

D. Food

Funding requests for food will be carefully reviewed by the Student Life Board.

E. Funding Eligibility

To be eligible for funding, Student Clubs and Organizations must be

1. Be recognized each year by September 30 of the current academic year
2. Submit a monthly online report and to present, when possible, to their respective Student Senate per their bylaws to be shared at the designated meeting.
    a. The report is due the last day of each month (September thru April). A club or organization member is encouraged to attend Senate meetings to deliver the report in person.
    b. Clubs and organizations are required to submit this report even if the club or organization has not met in a given month.
    c. Failure to report to the Student Senate will directly impact future funding decisions.

New clubs and organizations that form are encouraged to work with the Student Senate on their campus to help them recruit members. They may request funds from the Student Life Board to help them in recruitment efforts.

F. Student Life and Career Development

The Student Life and Career Development operating budget is determined by the college and is presented to the Student Life Board at the Annual Funding meetings in April and May.

G. Annual Budget Requests

Budget requests are due to the Student Life Board on April 1 of each year for review and approval at the April and May meetings. Student Senate, clubs, and organizations can review the approved budget for the next fiscal year and SLB meeting minutes on the HTC website following the May meeting. Funds approved will be available in the Student Senate, clubs and organizations cost centers on or about July 1 of the next fiscal year. Student Senate, clubs and organizations may submit additional funding requests throughout the academic year as needed. To have funds available in the cost center in July and August, Student Senate, clubs and organizations must submit a budget request in April of each year. The Student Life Board does not take funding requests after their last meeting in May through August. Funding requests are only accepted September –May.

H. Reserve Funds

At least a five percent (5%) Reserve fund is budgeted each year and held in a separate cost center. A reserve of greater than five percent (5%) is not best practice as every attempt to responsibly spend fees within the same year that they are collected is recommended. This reserve amount does not include funds held in reserve through FYE calculations as per the Office of Finance's operating procedures. The Student Life Board may authorize a budget transfer from the reserve to the Student Life Board cost center if the current year funds have been depleted and/or for special purposes. Funds that have been allocated to club cost centers that have not been spent will be swept on June 30 of each fiscal year and deposited into the reserve account.

I. Funding Departments, Committees and Programs

Departments, committees and programs may be funded by the Student Life Board on a case-by-case basis with the minimum requirement that the funds go to an activity/event/ program that will benefit the entire student body. Departments, committees and programs are able to submit the student life board funding request available online and will be reviewed by the Student Life Board.

J. Fundraising

Student clubs and organizations are strongly encouraged to fundraise to support their club. Student clubs and organizations must work with the Director of Student Life and Career Development before conducting any fundraising activities. See Fundraising Procedure Appendix I.

K. Overspending

Student Senate, clubs and organizations that overspend their cost center will be required to meet with the Student Life Board and present a plan to pay back the overspent amount.

L. Inactive clubs and organizations

Student Life fee funds in an inactive student club or organization cost center will be swept on June 30 of each fiscal year and deposited into the reserve account. The fundraised money available in the cost center for clubs or organizations that are inactive for a period of three consecutive semesters will be closed and the funds will be swept by the Student Life Board to be deposited into the reserve account.

M. Auditing

Student senate, clubs and organizations receiving funding from the Student Life Board may be audited at any time. If audited, copies of receipts/invoices paid by Student Life funds, along with the description of how that expense benefited students, will be requested. It is recommended that copies of all receipts/invoices be kept by the club advisor for three (3) years and that a list of equipment purchased using student life funds be kept and made available to the Student Life Board upon request. Failure to complete the audit will result in a freeze of the club and organization cost center until the audit is complete.

VIII. Marketing/Logo Guidelines

Student Senate, clubs and organizations must follow all logo and marketing guidelines listed on the Employee Portal when ordering clothing and/or using the college logo. Please contact the Director of Student Life and Career Development for any questions related to the use of the logo and/or approval of clothing items.

IX. Clothing

Clothing requests will be reviewed on a case-by-case basis and will be approved by Marketing and Communications before order or printing. The design of the logo imprinted on any clothing must be approved by the Student Life and Career Development Director.

X. MODIFICATIONS TO BYLAWS

Changes in policies and/or procedures created by the Student Life Board will be proposed and then approved by the Student Senate and ultimately, the Vice President of Academic and Student Affairs or designee.

In the event of a declared state/national emergency and the board can't meet and/or reach quorum, a minimum of three people are needed to take SLB action. Director of Finance, Director of Student Life and Career Development, and at least one Student Senate executive board member. If any of the three members is not available, the College President will act as third member.